



Annexure: I
INDIA TRADE PROMOTION ORGANISATION
E-TENDER NOTICE

Online item rate bids are invited through two bid system for “**Comprehensive maintenance and Operation contract of Electrical & Mechanical installations of substation no. III & IX at Pragati Maidan New Delhi for the period of two years.** “from Specialized agencies dealing in the field of “**Operation and maintenance of Electrical & Mechanical installations of 11kv /440 volts substations**”. The detail of tender is as under.

S.N	Name of work	Time for Completion	Estimated Cost(Rs)	Earnest Money(Rs)	Cost of Tender (Rs)
1.	Comprehensive maintenance and Operation contract of Electrical & Mechanical installations of substation no. III & IX at Pragati Maidan New Delhi for the period of two years.	24 months	1,09,74,505.80	2,19,500 /-	1180/- i/c GST

- a. The above work includes for “**Comprehensive maintenance and Operation contract of Electrical & Mechanical installations of substation no III & IX alongwith other Electrical installations within and attached to these substations such as indoor,outdoor lightings,light/power points,LT/HT/APFC Panels,LT,HT cables,Earthing etc. with all accessories at Pragati Maidan New Delhi for the period of two years.**“
- b. The tender documents are available on our website www.indiatradefair.com(for reference only) & www.eprocure.gov.in and same can be down loaded.

Eligibility Criteria:

Bidders who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.

1. The agency should have **PAN, GST, ESI, EPF Registration and valid Electrical license .**
2. **The agency having experience of working in central/state government departments , central/state government organizations / PSU’S in the field of “Operation and maintenance of Electrical & Mechanical installations of 11kv /440 volts substations”.**
3. The Agency should not have been blacklisted by any Government of India organisation in the past. In all such cases, the tender would be rejected.
4. The agency/company should not have been involved in any kind of litigation, legal cases or ever been blacklisted by any government department or have any pending government investigation against them either directly or indirectly.
5. The intending bidders must read the terms and conditions of CPWD-6 carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
6. EMD Payment & Tender cost: Earnest Money Deposit & Cost of tender is to be deposited in the account of ITPO before the last date of bid submission and upload the mandatory scanned document of EMD payment. Online bid documents submitted by intending bidders shall be opened only of those bidders, whose original EMD deposited in ITPO Account has been verified by tender opening authority and are found in order.

7. The bidder should have had average annual financial turnover @50% of the estimated cost, i.e. Rs. 54,87,253/- during immediate last three consecutive financial years ending 31st March . 2022.
(Scanned copy of certificate from CA to be uploaded only).
8. The agency/company Should have satisfactorily completed the works as mentioned below during the last Seven years ending last day of month previous to the one in which tenders are invited.
- i) One similar work costing not less than 80% of estimated amount put to tender i.e (Rs. **87,79,605/-**)
OR
 - ii) Two similar works each costing not less than 60% of estimated amount put to tender i.e (Rs. **65,84,704/-**)
OR
 - iii) Three similar works each costing not less than 40% of estimated amount put to tender i.e(Rs. **43,89,803/-**)

(The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of the month previous to the one in which tenders are invited. **For works completed in Private Sector TDS in support shall be uploaded for verification of work.)**

((Similar work shall mean works of **“Operation and maintenance of Electrical & Mechanical installations of 11kv /440 volts substations .**

. (The completion certificate issued by the officer in charge will have to be furnished along with all the details. **The completion certificate must clearly indicate:-**

- The date of start ,date of completion and total work done amount
- Nature of work
- That the work has been completed satisfactorily.

(The copy of any other details related to the work if required may be asked from the bidder after opening of eligibility bids. There is no need to upload entire voluminous schedule and abstract of work.

9. The agency/company Should have the following
- i. Gross Annual Turnover (at the time of submission of bid) should not have incurred any loss (profit after tax should be positive) in more than two consecutive years during the last five years ending 31st March 2022. Scanned copy of certificate from Chartered Accountant to be uploaded on portal at the time of submission of bid) contractor should upload **only Certificate from CA, mentioning loss/profit and Financial Turnover of last 5 years** as per the period as specified below in **form –A**
(The Related further details if required may be asked from the contractor after opening of eligibility bids. There is no need to upload entire voluminous balance sheet.)

FORM-A
FINANCIAL INFORMATION

Financial Analysis: – Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department.

Financial Years

Description	Financial year 2017-18	Financial year 2018-19	Financial year 2019-20	Financial year 2020-21	Financial year 2021-22
a. (+) Profit					
b. (-) Loss					
c. Gross turn over					

Signature of Chartered Accountant with Seal

Signature of Bidder(s).

- ii. The agency/company Should have a **Solvency equal to 40 % of the estimated cost** put to tender, Certified by his bankers (on the format prescribed in form -B) and **net worth certificate equal to 10%** of the estimate cost put to tender (on the format prescribed in form- C) issued by the certified Chartered Accountant. Certified copies of **Solvency** and **net worth certificate** should be uploaded on portal at the time of submission of bid. (The Related further details if required may be asked from the contractor after opening of eligibility bids. There is no need to upload entire voluminous balance sheet.)

FORM-B
SOLVENCY CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information that M/s/Sh.
.....having marginally noted address, Customer of our
bank are/is respectable and can be treated as good for any engagement up to a limit of
Rs..... Rupees).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature) For the Bank

NOTE :

- i. Bankers certificates should be on letter head of the Bank, addressed to .Manager (Electrical) ITPO.
- ii. In case of partnership firm, certificate should include names of all partners as recorded with the Bank.

FORM- C**NET WORTH FROM CHARTERED ACCOUNTANT**

It is to certify that as per the audited balance sheet and profit and loss account during the financial year..... , the Net Worth of M/s(Name & Registered Address of Individual/firm/company), a s on(the relevant date) is Rs. after considering all liabilities. It is further certified that the Net worth of the company has not eroded by more than 30% in the last five years ending on (the relevant date)."

Signature of Chartered Accountant

Name of Chartered Accountant

.....

Membership No. of ICAI

Date and Seal

10. The bidder can submit shortfall documents in online system if required and permitted by tender inviting officer, except the mandatory eligibility documents e.g Tender fee, EMD.
11. While selecting any of the cells in the BOQ, a warning appears that if any cell is left black the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
12. No Engineer of Gazetted Rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of ITPO is allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the contractor's service.
13. The contractor shall not be permitted to bid for works in ITPO, if the contractor or any of his/ her near relatives are posted in ITPO. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him/her and who are near relatives to any officer in ITPO or ministry of commerce and industries. Any breach of this condition by the contractor would render him liable to be removed from the contract and further works in ITPO.

14. Tender documents may be downloaded from ITPO's web site www.indiatradefair.com (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

INDICATIVE CRITICAL DATE SHEET

Published Date	11/08/2022
Bid Document Download Start Date	11/08/2022
Pre bid meeting Date	----
Bid Submission Start Date	11/08/2022
Bid Submission End Date	18/08/2022 at 3.00PM
Bid Opening Date	19/08/2022 at 3.00 PM

15. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>'. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

16. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have Business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

17. Tenderer who has downloaded the tender from the **ITPO's web site** www.indiatradefair.com and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, **shall not modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with ITPO.

18. Intending tenderers are advised to visit again ITPO website www.indiatradefair.com and CPPP website <https://eprocure.gov.in/eprocure/app> at least 2 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

EMD Payment & Tender cost:

Earnest Money Deposit & Cost of tender is to be deposited electronically by NEFT/RTGS in the account of ITPO at the below mentioned details or DD in favour of ITPO payable at New Delhi. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

BANK Details for EMD Payment through NEFT/RTGS:

Name of the Beneficiary	:	India Trade Promotion Organisation
Name of the Bank	:	Central Bank of India
Branch Address	:	Pragati Maidan, New Delhi
Account No.	:	1167404133
Type of Account	:	Saving
RTGs Code	:	CBIN 0284078
MICR CODE	:	110016150
PAN NO.	:	AAATI2955C

19. The Hard Copy of original instruments in respect of cost of tender document must be delivered to the **Manager (Electrical)** India Trade Promotion Organisation, .Hall No.7, 1st Floor, Pragati Maidan, New Delhi - 110001 on or before bid opening date/time as mentioned in critical date sheet. Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD/RTGS,etc., against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non refundable.
20. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated latter.
21. Due consideration and relaxation in the norms for MSME/NSIC/Start up/MSE in Public procurement will be given as per the directions issued by Govt. of India and also preference would be given to SC/ST – MSME entrepreneurs up to 4% within the 20% ceiling earmarked for MSME entrepreneurs subject to the production of valid /relevant registration documents for the specific work i.e. **“Operation and maintenance contract of Electrical & Mechanical installations of 11kv /440 volts substations”** as required in NIT.

- **Submission of Tender**

The tender shall be submitted online in Two part, viz., technical bid and Financial bid.

All the pages of bid being submitted must be signed wherever required, and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

- **Technical Bid**

The following documents are to be furnished/ uploaded by the Contractor along with **Technical Bid within the period of bid submission** as per the tender document (As applicable):

- i) Scanned copy of Demand Draft/ RTGS of any scheduled Bank for tender fee and EMD.
- ii) Scanned copy of PAN, EPF, ESIC , GST registration and valid electrical license .
- iii) Certificate of Work Experience /Completion certificate issued by an officer in charge **from central/state/UT government departments , organisations/PSU'S.**
- iv) Scanned copy of Tender Acceptance Letter and Price Bid undertaking.
- v) Certificate of **Gross annual turnover** for last five financial years, **net worth certificate** and **Solvency certificate** as per eligibility criteria, in given format –A,B and C respectively .

Financial Bid

- (a) Schedule of price bid in the form of BOQ_XXXX .xls. format

Annexure: II

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 2) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 3) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 4) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 5) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 6) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 7) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 8) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is
- 9) maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Annexure: III
TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - Comprehensive maintenance and Operation contract of Electrical & Mechanical installations of substation no. III & IX at Pragati Maidan New Delhi for the period of two years

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy .

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Annexure: IV

.FINANCIAL BID UNDERTAKING

From: (Full name and address of the Bidder)_____

To,

Dear Sir/Madam,

I submit the Price Bid for **Comprehensive maintenance and Operation contract of Electrical & Mechanical installations of substation no. III & IX at Pragati Maidan New Delhi for the period of two years.**

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

1. I offer to work at the rates as indicated in the price Bid, Annexure IV inclusive **of all applicable taxes with GST@18%.**

Authorized Signatory
(Signature of the Authorized Person)

INTEGRITY PACT**To,**

Sub: NIT No. - - - - -

for the work - **Comprehensive maintenance and Operation contract of Electrical & Mechanical installations of substation no. III & IX at Pragati Maidan New Delhi for the period of two years.**

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Dear Sir,

It is hereby declared that ITPO is committed to follow the principle of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting Tender (NIT) is an invitation to offer made on the condition that the bidder will sign the integrity Agreement, which is an integral part of tender/bid documents, failing which the renderer/bidder will stand disqualified from the tendering process and the bid of the bidder would be summarily rejected.

This declaration shall form part and parcel of the Integrity Agreement on behalf of the ITPO.

Yours faithfully,

(Manager Electrical

**GOVERNMENT OF INDIA
INDIA TRADE PROMOTION ORGANISATION
General Detail of Notice Inviting Tender**

Item rate tenders through e-tendering are invited on behalf of the **Operation and maintenance of Electrical & Mechanical installations of 11kv /440 volts substations** in two bid system up to **3.00 PM on 18.08.2022** which will be opened by him (or) his authorized representative at **3.00 PM on 19.08.2022** for the work of **“Comprehensive maintenance and Operation contract of Electrical & Mechanical installations of substation no. III & IX at Pragati Maidan New Delhi for the period of two years.** The work is estimated to cost **Rs. 1,09,74,505.80** This estimate, however, is given merely as a rough guide.

1. Agreement shall be drawn with the successful tenderer on prescribed Form No. C.P.W.D. 7/8 which is available as a Govt. of India publication. Tenderer should quote his rates as per various terms and conditions of the said form which shall form part of the agreement.
2. **The time allowed for the completion of work is 730 days.**
3. The site for the work is available and will be handed over as specified in scope of work .
4. Tenders shall be accompanied with Earnest money of **Rs. 2,19,500/- & Tender Fee of Rs. 1180/-** (demand drafts of a scheduled bank issued in favour of India Trade Promotion Organisation, New Delhi or NEFT/RTGS).
5. The Contractor, whose tender is accepted, will be required to furnish performance guarantee of 3% (Three percent) of the tendered amount within the period specified in Schedule F. This guarantee shall be in the form of Demand Draft of any scheduled bank/Pay order of any scheduled bank (in case guarantee amount is less than Rs.1, 00,000/-) or Government Securities or Fixed Deposit Receipts in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule 'F', including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor. Copies of other drawings and documents pertaining to the works will be open for inspection by the tenderer at the office of the above mentioned officer. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.
6. The competent authority on behalf of the CMD, ITPO does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
7. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing shall be liable to rejection.
8. The competent authority on behalf of CMD, ITPO reserve the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.

9. No Engineer of Gazetted rank or other Gazetted officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.
10. The tender for the works shall remain open for acceptance for a period of Seventy five **(75) days** from the date of opening of financial bid ,in case tenders are invited on 2/3 envelope system (strike out as the case may be) if any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then the Government , without prejudice to any other right or remedy, be at liberty **to reject the tender** as aforesaid. Further the tenderer not be allowed to participate in the re-tendering process of the work.
11. This Notice Inviting Tender shall form a part of the contract document. The successful tenderer/ contractor on acceptance of his tender by the Accepting Authority, **within 7days** from the stipulated date of start of the work, sign the contract consisting of:-
 - (i) Non Judicial Stamp for **Rs. 100/-**
 - (ii) Schedule of Work with terms and conditions.
 - (iii) GCC-2020 for maintenance work
 - (iv) And any other relevant documents

SCHEDULE 'E'

Schedule of component of Cement, Steel, other materials, Labour etc. for price escalation.- Nil

CLAUSE 10 CC

Component of Cement – expressed as percent of total value work.	N/A
Component of Steel-expressed as percent of total work.	N/A
Component of civil (except cement & steel)/Electrical construction	N/A
Materials-expressed as percent of total value of work.	
Component of labour-expressed as per cent of total value of work.	N/A
Component of P.O.L. – expressed as percent of total value work.	N/A

SCHEDULE 'F'

Reference to General Conditions of contract.

Name of work: **“Comprehensive maintenance and Operation contract of Electrical & Mechanical installations of substation no. III & IX at Pragati Maidan New Delhi for the period of two years.**

(i) Estimated cost of work	Rs. 1,09,74,505.80
(ii) Earnest money:	Rs 2,19,500/-
(iii) Performance Guarantee	3 % of tendered value

(iv) Security Deposit 2.5% of actual work done

General Rules & Directions

Officer inviting tender Manager (Elect.)

Maximum percentage for quantity of items of work to be executed beyond
Which rates are to be determined in accordance with Clauses 12.2 & 12.3 50%

Definitions

2(v) Engineer-in-Charge Manager (E)

2(viii) Accepting Authority As per DFPR Sch. V of ITPO

2(x) Percentage on cost of materials and Labour to cover all overheads and profits. 15%

2(xi) Standard Schedule of Rates market rates

2(xii) Department ITPO (Electrical Engg.)

9(ii) Standard CPWD contract Form CPWD form 7/8 as modified & corrected upto date

Clause 1

(i) Time allowed for submission of Performance Guarantee
From the date of issue of letter of acceptance 7 days

(ii) Maximum allowable extension with late fee @0.1% per day
of performance guarantee amount beyond the period
provided as above in (i) 4 days

Clause 2

Authority for fixing compensation under clause 2. GM (Works)

Clause 2A

Whether clause 2A shall applicable No

Clause 5

Number of days from the date of issue of letter
Acceptance for reckoning date of start 7 days

Mile stone(s) as per table given below:

Table of Mile Stone(s)

Sl. No.	Description of Milestone(Physical)	Time allowed in days (from date of start)	Amount to be withheld in case of non achievement of milestone
1.	1/8 th of total work amount	1/4 th of total period	In the event of not achieving necessary progress as assessed from the running payment , 1.25% of tendered value of work will be withheld for failure of each mile stone.
2.	3/8 th of total work amount	1/2 th of total period	
3.	3/4 th of total work amount	3/4 th of total period	
4.	Completion of work done i/c testing etc. complete .	Full period	

Time allowed for execution of work

730 days

Clause 6, 6A

Clause applicable – (6 or 6A)

Clause 6A

Clause 7

Gross work to be done together with net payment/adjustment payment or advance for material collected, if any since the last such for being eligible to interim payment--**Quarterly payment shall be made on the actual work done basis**

Clause 10A

List of testing equipment to be provided by the contractor at site lab **engineer in charge at site**

As per the requirement of

Clause 10 B (ii)

Whether Clauses 10 B (ii) shall be applicable

No

Clause 10CA

Materials covered under this clause Nearest Material for which All India Wholesale Price Index is to be Followed

_____NA_____

Clause 10CC

Clause 10CC to be applicable in contracts with stipulated period of Completion exceeding the period show in text column

-----N/A-----

Clause 11

Specification to be followed for execution of work

CPWD Specifications 2013, Part I & II with Up-to-date correction slips.

Clause 12

Deviation limit beyond which clauses 12.2 & 12.3

50%

Clause 16

Competent Authority for deciding reduced rates.

GM (W)

Clause 18

List of mandatory machinery, tools & plants to be deployed by the contractor at site:-

As per the site requirement and as per direction of Engineer In charge

Clause 36(i)

S.N.	Minimum qualification of Technical Representative	Discipline	Designation (Principal Technical/Technical representative)	Minimum experience	Number	Rate at which recovery shall be made from the contractor in the event of not fulfilling provision of clause 36(i)
	Diploma/Graduate Engineer	E/M	Technical	5 Years /2 years	1No.	15,000/-

Assistant Engineers retired from Government services that are holding Diploma will be treated at par with Graduate Engineers.

CLAUSE 42**N/A**

(i)(a) Schedule/statement for determining theoretical quantity of cement & Bitumen on the basis of Delhi Schedule of Rates DSR 2018 printed by C.P.W.D.

(ii) Variations permissible on theoretical quantities.

- a) Cement for works with estimated cost put to Tender not more than Rs. 5 Lakhs
For works with estimated cost put to tender More than 5 Lakhs

N/A

N/A

- b) Bitumen for all works
c) Steel Reinforcement and structural steel Sections for each diameter, section and category
d) All other materials

N/A

N/A

Nil

RECOVERY RATES FOR QUANTITIES BEYOND PERMISSIBLE VARIATION

S.No.	Description of Item	Rates in figures and words at which recovery shall be made from the contractor	
		Excess beyond permissible variation	Less use beyond the permissible variation
1.	Cement	N/A	N/A
2.	Steel reinforcement	-	-
3.	Structural Sections	-	-
4.	Bitumen issued free	-	-
5.	Bitumen issued at stipulated fixed price	-	-

INDIA TRADE PROMOTION ORGANISATION
(Engineering Division)

CORRIGENDUM TO FORM 7/8/9 (CPWD) MUST BE READ ALONGWITH THE PAMPHLET

S.No.	FOR	READ
1.	Govt. of India	India Trade Promotion Organisation (A Govt. of India Undertaking)
2.	CPWD of Government	India Trade Promotion Organisation
3.	CPWD – 7/8/9	ITPO – 7/8
4.	President/President of India	CMD, ITPO
5.	Chief – Engineer	General Manager (Works)
6.	Superintending Engineer	Deputy. General Manager (Elect.)
7.	Engineer-in-charge/ Divisional Engineer/ Executive Engineer/ Divisional Office	Manager (Elect.)
8.	Sub-Divisional Officer/Asstt. Engineer	Deputy Manager (Elect.)
9.	C.T.E.	General Manager (Works)
10.	Admn. Head	C.M.D./General Manager
11.	Ministry of Works & Housing	ITPO/Ministry of Commerce
12.	CPWD Code, Paragraph'90	Shall be applicable to ITPO works.
13.	DSR-2018	Shall be applicable to ITPO works.
14.	CPWD specifications	Shall be applicable to ITPO works.
15.	DSR(Internal) 2018 for Electrical works.	Shall be applicable to ITPO works.
16.	CPWD specifications (Internal) 2013 Electrical works	Shall be applicable to ITPO works.
17.	DSR External 2018 for Electrical works and specifica	Shall be applicable to ITPO works.
18.	Provision of section 12 Subsection (i) of the works man compensation	Shall be applicable to ITPO works.
19.	Provision of contract labour (Regulation and abolition Act 1970 and contract labour (Regulation and abolition) control rules 1971 section 20 sub- section (A) of the contract labour (Regulation and abolition Act 1970).	Shall be applicable to ITPO works.
20.	Provision of the payment of wages Act, 1986 Minimum wages Act, 1986 1943 industrial disputes Act, 1947 Material benefits Act, 1961.	Shall be applicable to ITPO works.
21.	CPWD safety code framed from time to time.	Shall be applicable to ITPO works.
22.	CPWD maternity benefits to labour.	Shall be applicable to ITPO works.
23.	Provision of the Arbitration Act, 1972.	Shall be applicable to ITPO works.
24.	Section 74 of India Contract Act, 1973.	Shall be applicable to ITPO works.
25.	Model Rules of the protection health and sanitary appointment for workers employed by CPWD,	Shall be applicable to ITPO works.
26.	CPWD Contractor labour regulations.	Shall be applicable to ITPO works.

MANAGER (Elect.)

INDIA TRADE PROMOTION ORGANISATION
Electrical Division

No.169-ITPO(2)E-E/22-23/71

Dated: 08.08.2022

NOTICE INVITING TENDER

Manager, Electrical India Trade Promotion Organisation, Pragati Maidan, New Delhi on behalf of CMD, ITPO invites **Item rate tender** for the following work from the Specialized agencies dealing in the field of “**Operation and maintenance of Electrical & Mechanical installations of 11kv /440 volts substations**” in two bid system **through online e-tendering. Manual/offline bids shall not be accepted.** The details of which briefly described are hereunder:

S.N	Name of work	Time for Completion	Estimated Cost(Rs)	Earnest Money(Rs)	Cost of Tender (Rs)
1.	Comprehensive maintenance and Operation contract of Electrical & Mechanical installations of substation no. III & IX at Pragati Maidan New Delhi for the period of two years.	24 months	1,09,74,505.80	2,19,500 /-	1180/- i/c GST

The bids can be submitted on line up to **18/08/2022** up to **03.00 PM** with date of opening at **3.00 PM on 19/08/2022**. For further details including eligibility, downloadable form of tender documents etc. please refer website www.indiatradefair.com, www.gem.gov.in (For Reference) & www.eprocure.gov.in (for e-tendering)

Manager(Elect.)
I.T.P.O.

INDIA TRADE PROMOTION ORGANISATION
Electrical Division
Schedule Of work

Name of Work: Comprehensive maintenance and Operation contract of Electrical & Mechanical installations of substation no. III & IX at Pragati Maidan New Delhi for the period of two years.

S.N	DESCRIPTION OF ITEM	QTY.	Rate (Rs)	UNIT	Amount(Rs)
1.	Comprehensive maintenance of all the Electrical & Mechanical installations of 11kv/433v substation No3 (Near Hall No12) at Pragati Maidan New Delhi & connected switch rooms complete with all accessories like transformers, Bus bars, Circuit breakers, Switches, MCCBs, capacitor bank along with all the connected H.T & L.T Cables between BSES and substation, substation to substation, Substation to switch room and switch room to halls, including servicing, dehydration including providing extra Transformer oil if required, calibration of relays, earth and insulation tests, repairs, routine, preventive maintenance, attending complaints/ faults/ breakdown and taking rectification actions ensuring serviceability/ satisfactory working condition of the systems, maintenance of records/ documentation etc. as per the detailed specifications by providing and replacing any defective parts(excluding rewinding of the transformer, replacement of cables)as per terms and conditions attached by using qualified, experienced and trained, skilled workers etc. as required.	One Job for 24 Months		Job Per Month	
2.	Comprehensive maintenance of all the Electrical & Mechanical installations of 11kv/433v substation No9 (Near Gate No1) at Pragati Maidan New Delhi & connected switch rooms complete with all accessories like transformers, Bus bars, Circuit breakers, Switches, MCCBs, capacitor bank along with all the connected H.T & L.T Cables between BSES and substation, substation to substation, Substation to switch room and switch room to halls, including servicing, dehydration including providing extra Transformer oil if required, calibration of relays, earth and insulation tests, repairs, routine, preventive maintenance, attending complaints/ faults/ breakdown and taking rectification actions ensuring serviceability/ satisfactory working condition of the systems, maintenance of records/ documentation etc. as per the detailed specifications by providing and replacing any defective parts(excluding rewinding of the transformer, replacement of cables)as per terms and conditions attached by using qualified, experienced and trained, skilled workers etc. as required.	One Job for 24 Months		Job Per Month	

3.	<p>Round the clock Operation on all days of all the Electrical & Mechanical installations in 11kv/433V Substations no. III & connected switch rooms complete with all accessories like transformers, DG sets, LT,HT Panels, APFC panels Bus bars, Circuit breakers, Switches, MCCBs, all the connected H.T & L.T Cables between BSES and substation, substation to substation and Substation to switch room by using following man power:-</p> <p>a) Substation operator= 3Nos</p> <p>(One operator in each shift of 8Hrs at substations no. III for round the clock operation)</p> <p>b) Khallasi = 3Nos</p> <p>(One Khallasi in each shift of 8Hrs at substations no. III for round the clock operation)</p>	One Job for 24 Months		Job Per Month	
4.	<p>Routine, preventive maintenance and Operation of all the internal and external Electrical & Mechanical installations connected to substation no. 3 & 9 at ITPO campus pragati maidan i/c of toilets blocks and connected switch rooms, street lights, complete with tower, pole, high mast, foundation, fittings, distribution boxes, tubes, bulbs, Bus trunking, Bus bars, Switches, MCCBs, Feeder pillars, distribution boards, MCBs, Isolator, air curtains, hand-driers, switch-socket & all type of light fittings & fans with their chokes, starter, igniters, capacitor along with all the connected wires, Cables connecting to switch room, hall feeder pillars, DBs, switch boards including operation, repairs & maintenance attending to complaints/ faults/ breakdown and taking rectification actions ensuring serviceability/ satisfactory working condition of the systems by providing and replacing wornout wires, HRC fuses, Switches, sockets, Plug tops, thimbles, cable glands, MCBs, MCCBs etc, preventive maintenance, maintenance of records/ documentation etc. as per terms and conditions on all days excluding weekly rest and holidays by providing following qualified, experienced and trained/ skilled workers etc. as required.</p> <p>(a) wireman – 2 nos. (for 8 hours shift 10am to 6pm)</p> <p>(b) khallasi – 2 nos. (for 8 hours shift 10am to 6pm)</p> <p>(Note: weekly rest for workmen shall be shifted during non-exhibition days)</p>	One Job for 24 Months		Job Per Month	

5.	Overtime payment for Operation and maintenance for item No-4 after and before duty hours and on holidays for engaging following manpower:- A) One Wireman B) One Khallasi (Note:- Material if required during overtime shall not be paid extra as it's weightage already considered in item No4 of this schedule of work.)	1000 hr 1000 hr		Per hrs Per hrs	
6.	Comprehensive maintenance of following DG sets back to back through OEM or their authorized agency including B check of engine, complete routine check of all Electrical and mechanical accessories like engine, AMF Panel, batteries, control switch gears, cable etc. including preventive maintenance, repairs & break down maintenance, attending complaints/ faults, taking rectification actions by providing and replacing all spare parts and Mobile oil, filters etc. if required excluding batteries to ensure serviceability/ satisfactory working condition of the systems, maintenance of records/ documentation etc. as required at Pragati Maidan New Delhi for the period of two years. A) 2x285KVA of Cummins make at Substation no.3	One Job for 24 Months		Job Per Month	
7.	Supplying and filling of High speed Diesel oil in the DG sets tanks installed at various substations at Pragati Maidan complex complete with transportation and labour as and when required.	4000 Its		Liters	
8.	SITC of following rating 3 pole MCCB in the existing panel as required at Pragati Maidan, New Delhi (Make: ABB, L&T, Schneider, Siemens or equivalent). (a) 100Amp, 30kA breaking capacity (b) 200Amp, 36kA breaking capacity (c) 250Amp, 36kA breaking capacity	10 no. 10 no. 10 no.		Each Each Each	
9.	Supply and fixing of fire retardant electrical insulated flooring of 2.0 mm and 2.5 mm nominal thickness duly ISI marked and tested for breakdown strength, tensile/elongation, aging properties, insulation resistance, effects of acid, alkaline diesel and transformer oil, leakage current test, having min. width 1000 mm + 20mm. complete with providing all allied materials such as pu-resin, chemi bound (hardener), spl. PVC adhesive, liquid primer, sealing material, tapes of matching colour and design etc. as				

	required (Make: VOLTMAT, Jyoti or equivalent). (a) 2.0 mm thick suitable for class A upto 3.3 kv (b) 2.5 mm thick suitable for class B upto 11 kv	177 Sq.Mtr. 224.2 Sq.Mtr.		Sq mtr Sq mtr	
10.	Comprehensive service maintenance contract of existing 100kwp and 50kwp solar roof top power plants installed on roof top of hall no. 7 and hall no. 12 complete with cleaning of panels, maintenance & settings of inverter, earthlings, DC/AC distribution boards, all electrical panels and connecting cables along with monitoring of energy generation of plants etc. complete as required for the period of two years.	One job for 24 Months		Job per Month	
	Total i/c of GST @ 18% Rs.				

SA(E)

DM (Elect.)

M (Elect.)

TERMS & CONDITION

The SCOPE OF WORK FOR MAINTENANCE CONTRACT OF EQUIPMENTS

1. The scope of this work includes the comprehensive maintenance and operation of all the electrical installations connected to substation No. III & IX, like D.G sets, Transformers, Bus bars, H.T switches/breakers, L.T switches/breakers, AMF panels, capacitor panels, feeder pillars, H.T & L.T cables, hall lights, street lights, office lights, fan, pumps, control panel/switches, air curtain etc. as per specification including all the consumable items like Diesel oil, mobile oil etc. as required and directed by Engineer In-charge and nothing extra shall be paid by the department on this account. This covers all types of preventive repair as well as breaks down maintenance during round the clock on all days including providing & replacement all material/spares etc. as and when required.
2. All the repair/replacement of existing equipments along with preventive, routine, breakdown maintenance, minor/major repair/overhauling/calibration of relays /dehydration etc. shall be done by the agency within the scope of this work and nothing extra shall be paid by the department on this account, hence agency has to quote its rate considering all this factor.
3. The site is available, bidder should see the approaches and conditions of the site. In case any approaches for main road is required at site or existing approach is to be improved and maintained for cartage of materials by the contractors the same shall be provided, improved and maintained by the contractor for stacking materials etc. at site office at his own cost. The contractor should plan the procurement of materials according to the space available. No claim on account of cost of such works shall be entertained by ITPO.
4. The agency shall ensure to rectify the fault immediately for restoration of electric supply and shall provide D.G supply from existing DG sets till the restoration of supply .Nothing shall be paid extra for cable laying etc .
5. Agency shall keep sufficient stock of Diesel oil (provision of Diesel oil is kept in the contract), spare parts. Agency shall use genuine spare items/components for maintaining the system. Every effort shall be made to replace faulty items with items of existing make of same specifications. In case of non availability of the spare due to non circulation, Agency shall replace these with suitable compatible spares in consultation with Engineer In-charge without any escalation of cost .
6. The agency shall provide specially trained engineers and technicians for the aforesaid maintenance services for the system at short notice during the Annual Maintenance Contract period. A team of Agency personnel shall be indentified to attend to required maintenance activities as and when need arises and shall be responsible for replacement of the faulty equipments and aim at providing uninterrupted power supply to complete existing system (exhibition halls , service roads, gates & office buildings and shall plan, procure and preserve the required spares as needed.
7. The contractor shall maintain the log book/register for operation/maintenance/checking the D.G sets, Transformers, Bus bars ,H.T switches/breakers ,L.T switches/breakers, AMF panels, capacitor panels, feeder pillars, H.T & L.T cables, hall lights, street lights, office lights, fan ,pumps, control panel switches etc. The log book maintenance register etc. Shall be the property of the department (Separate Log book for each operational item as per the engineer in charge shall be maintained by the Contractor).
8. Performa for weekly, quarterly & yearly checking should be filled up after doing preventive maintenance of equipments as per the OEM. The maintenance records shall be checked & verified by the Engineer concern . (Weekly, quarterly, half yearly and yearly maintenance & repair

chart/Performa shall be provided by department).

9. All consumable items like lubricating oil, coolant, filters etc. shall be supplied by the Agency within the scope of this work and nothing extra shall be paid by the department.
10. It is solely responsibility of the agency to restore electric supply immediately by repair /replace the existing transformer /breaker/switch/cable / D.G set or alternate cable without destroying the existing system and no extra payment shall be made for laying of cable etc.
11. It is solely responsibility of the agency to restore the existing services immediately by repair/replace of electrical installation of hall, office such as lights, fittings, fans, switches, air curtain etc. as and when required and no extra payment shall be made in this account.
12. It is solely responsibility of the agency to locate the rout / fault in existing cable to restore the existing services immediately by repair/replace of existing HT/LT electrical cables in the scope of this work and no extra payment shall be made in this account.
13. It is solely responsibility of the agency to maintain the power factor by monitoring of APFC/Capacitor panels . The work of repairing of existing APFC/capacitor panels to keep in good working condition to maintain th power factor is also in the scope of agency and nothing shall be paid extra on this account .
14. Agency has to supply and top up of transformer oil as and when required, filtration and centrifuging of oil once in a year changing of gasket as and when required and with required quality of material for maintenance such as tools & instruments, CTC, cloth, sand paper, nut and bolts with washer (S.S.) petroleum jelly, silica gel, lubricating oil greases, HRC fuses for control supply & indication lamps etc. shall also be covered in the scope of this work.
15. If required a suitable complete shutdown may be given once in a year for preventive maintenance of the complete system. All the equipments should be thoroughly checked & maintained for proper functioning/operations of the equipment. All relays have to be checked and calibrated once a year.
16. All major structures LT/HT Panels, street light poles/towers, feeder pillers, cable supports and steel frames shall be painted once in a year with approved colour.
17. Replacement of indicating lamp/LED type lamp including supply of the same as and when found defective.
18. It is responsibility of the agency for regular cleaning of solar PV modules panels ones in a month and daily monitoring of the system to maintain the generation on satisfactory level.
19. It is responsibility of the agency to keep the solar system in healthy condition with the help of specialise work manship for existing solar inverters ,DC/AC distribution boards/circuits, wiring ,earthing, panels,foundations etc.including all necessary accessories and nothing shall be paid extra on this account.
20. It is responsibility of the agency to provide consumable items like MCB,MCCB,FUSES, WIRES,CABLE etc. and nothing shall be paid extra on this account.
21. It is responsibility of the agency to maintain the solar inverters in healthy condition and all the repair/replacement of inverter shall be execute through OEM and nothing shall be paid extra on this account.
22. It is responsibility of the agency to provide SIM for monitoring and submission of generation of the plant to ITPO officers and nothing shall be paid extra on this account.
23. It is responsibility of the agency to ensure the restoration of generation of plant within three days in case of breakdown. If agency fail to restoring the system within the given period the penalty of Rs. 1000/-per day shall be levied .
24. It is responsibility of the agency to get the healthiness license of all the electrical installations earthing etc. from the office of the Electrical inspector to organise exhibitions, in every year or as and when required. Nothing shall be paid extra on this account .
25. It is responsibility of the agency to provide police verification of each employee to get entry pass from security division of ITPO to enter in Pragati Maidan complex.
26. Only the qualified and experienced staff for maintenance of 11KV/0.433 KV substation equipments

shall be engaged. The qualification , experience & requirement of technical staff shall be as under:-

Category	Qualification and experience
1.Engineer	One having Degree in Engineering(E/M) with 2 years experience and One having diploma in Engineering(E/M) with 5 years experience
2.Supervisor	Having licensed issued by the Director electrical safety with experience 5-7 years.
3.Electrician/Wireman/Substation operator/Pump Operator	Having valid electrician /wireman license/ITI pass with 5-7 year experience in the relevant field.
4.Unskilled Workman/Khallasi	Physical fit As per the site requirement having 2-3 year experience in the relevant field.
For Sub station operation:- (i) Wire Man/Substation operator - 1 No. in each shift at each substation (round the clock) for all days. (ii) Khallasi - 1 No. in each shift at each substation (round the clock) for all days. (iii) Engineer – once in a week and as and when required.	
For operation & maintenance of E.I connected to both substations (i/c halls, offices, street light etc.) (i) Wireman - 2 Nos. in general shift (10AM to 6 PM) on all days excluding weekly rest days and Gazetted holidays (ii) Khallasi - 4 Nos. in general shift (10AM to 6 PM) on all days excluding weekly rest days and Gazetted holidays (iii) Engineer - once in a week and as and when required.	

Additional Conditions

1. The work shall be carried out as per CPWD maintenance manual and specification as amended upto date.
2. The contractor must follow CPWD Safety Code as provided in general conditions of contract for CPWD works.
3. The contractor to whom the work is awarded shall have to sign a separate agreement papers and the cost of such stamp paper shall be borne by the contractor.
4. No T&P shall be issued to the Agency by the department . All the T&P including tong tester, megger, ladder etc. shall be arranged by the contractor for which nothing extra shall be paid.
5. All the preventive, routine, breakdown maintenance, minor/major repair/overhauling/calibration of relays etc. shall got be done by the agency as per OEM within this scope of work and nothing extra shall be paid by the department on this account, hence agency has to quote its rate considering all this factor.
6. The DG set log book has to be filled in properly by the staff posted at the DG set/substation and if required shall be shared in group for monitoring by the higher officers.
7. The agency shall make his own arrangement for cleanliness of all equipments attached with D.G. sets as well as surrounding space.
8. The agency shall also have to operate and maintain the diesel pump sets installed for filling diesel in fuel tank of D.G. set without any extra charges.
9. The log books shall be provided by the agency separately for each site like substation, D.G set ,pumpset, street light etc.
10. The agency has to arrange maintenance of the following records on daily basis :- (i) Log book for operation of D.G. set on testing as and when required. (ii) Daily check sheet of all equipment/accessories of D.G.sets.
11. The Agency shall be responsible for safety of all equipment including Generating sets and its all accessories, such as batteries etc.
12. Agency shall also be responsible for maintaining record of consumption of Diesel and necessary consumption statement should be submitted on monthly basis.
13. All the major/minor repair/overhauling/calibration of relays etc. in scope of work and shall got be done by the agency ,nothing shall be paid extra on this account .
14. The Substation log book has to be filled in properly by the staff posted at the sub station and if required shall be shared in group for monitoring by the higher officers.
15. The roof of substation shall be kept clean including its drain before monsoon.
16. Cables duct should be kept free from extraneous items and duct covers should be intact.
17. The agency shall check the earth resistance of each electrode and also the integrity of earth connections for which nothing extra shall be paid by the department
18. The agency shall make his own arrangement for cleanliness of all equipments in Substation.
19. The agency has to arrange maintenance of the following records on daily basis :- (i) Log book for operation of substation on testing as and when required.
(ii) Daily check sheet of all equipment/accessories of substation.
20. The Agency shall be responsible for safety of all equipment installed at substation.

21. The contractor shall have to work according to progress of work decided by the Engineer concern . No claim what-so-ever shall be entertained on this account.
22. The contractor shall consult the Engineer-in-charge in writing regarding collection and stacking of materials in any place other than those approved by the Engineer- concern. No excavated earth or building materials shall be stacked on areas for which permission of Engineer-in-charge has not been taken.
23. The contractor must take all precautions to avoid all accidents by exhibiting day and night necessary caution boards, speed limit boards, red flags and red lights and providing barriers. He shall be responsible for all damages and accidents caused due to the negligence on his part. No hindrance shall be caused to Traffic during execution of work.
24. The contractor shall maintain in good condition all work executed till the completion of the entire work allotted to the contractor and handing over of the same to ITPO.
25. No compensation shall be payable to the contractor for any damage caused by rains windstorm or floods during execution of work. He shall make good all such damages at his own cost and no claim on this account shall be entertained. The contractor shall drain out the rain water collected during execution of the work from the excavated trenches at his own cost. Nothing extra shall be payable on this account.
26. At least one authorized representative of supervisor level should always be available at site of work to take instructions from departmental officers and ensured proper execution of work.
27. The contractor shall have to work as per program of the department. No claim what-so-ever shall be entertained on this account.
28. If the tenderer withdraws his option before award of the work or make any modification in the conditions of the tender which are not acceptable to the India Trade Promotion Organization shall without prejudice to any other right, or remedy, be at liberty to forfeit of the said earnest money absolutely.
29. The work shall be carried out strictly as per CPWD specifications 2013, part I & II with up to date correction slips.
30. The contractor shall take approval from the Manager (Electrical) in writing for collection and stacking of materials.
31. Any damage done by the contractor or his workmen to any existing work during the course of execution of the work shall be made good by him at his own cost.
32. Contractor shall clear the site thoroughly of all rubbish etc. left out of his materials immediately on completion of the work and properly clean the site around the building to the satisfaction of the Engineer concern. Otherwise the site shall be cleared by the department at his risk & cost to remove and clean the site.
33. Electrical material shall be stacked by the contractor at space provided by ITPO of stipulated quantities at his own cost in his own.
34. All incidental charges of any kind whatsoever including cartage, cutting and wastage etc. shall be borne exclusively by the contractor and nothing extra shall be paid to him on this account.
35. The dismantle /damaged item after replacement by new item of same specification shall be responsibility of the agency to take it out side and clean the site immediately.
36. The Final/Running bill payment may be released after fulfilling the following conditions.
 - i. Submission triplicate copy of bill in original complete indicating GST, HSN code, etc.
 - ii. PF & ESI numbers of employees engaged by the contractor for ITPO's works.
 - iii. That the agency should file a separate ECR against ESI & EPF for the individual workers engaged in ITPO submit the same with bank certified copy, bill, wage sheet and attendance sheet etc.
 - iv. That the agency should disburse the payment to individual contractual workers in their bank account before 7th of every month and submit proof of the same to the manager Electrical or his representative before 10th of every month .
 - v. Contractual labour Act Registration, if applicable.

General Terms & Conditions

1. The work shall be carried out as per the instructions and entire satisfaction of the Engineer-in-Charge or authorized representative and as per CPWD Specifications.
2. The contractor must see the proposed site for the work and study specifications and conditions carefully before tendering and quoting the rates. No claim of any sort shall be entertained on account of any site conditions of ignorance of specifications.
3. The work shall be carried out at ITPO, Pragati Maidan New Delhi. Agency shall visit the site before quoting rates and shall take all factors into account.
4. The rates quoted by the firm shall be inclusive of cost of uniform, mobile phones i/c call charges, cleaning material and all applicable taxes **(Including EPF,ESIC & GST)** etc., nothing extra shall be paid by the department on this account.
5. The firm shall provide the name of staff during deployment along with their identity & police verification and shall be in touch with SA (E)/DM(E) for arranging duty passes and to perform duty as per requirement.
6. The staff on duty shall be covered with the labour laws as amended upto date as well as minimum wages of Delhi Govt./Govt of India whichever is higher.
7. It is solely the responsibility of the agency to keep arrangement of fire fighting equipments like fire extinguishers etc.
8. The contractor shall be fully responsible for the safety of all labour/employees employed on the work under this contract.
9. Agency has to deploy staff of good health and good moral character.
10. Agency may be asked to deployed workers on duty at any place or in any shift as per the site requirement, the duty hours may also be changed as per requirement. The Agency has to provide services (24x7)on all days.
11. The Agency shall be fully responsible for labour, their character, providing uniform and making them timely payments accordance with minimum wages act as applicable from time to time. All wages shall have to be paid directly by the contractor through bank or ECS or online transfer to the bank account of employee and have to submit bank statement to the Engineer in-charge on monthly basis.
12. Agency has to ensure no absence of any staff, in case of unavoidable circumstances a suitable replacement shall have to be made immediately failing which recovery shall be made from the contractor bill as below:-
 - i. Wireman/Electrician /DG operator/pump operator @1500/- Per Day with no payment for the day (ii) Khallasi @1000/- Per Day with no payment for the day.
 - ii. The work has to be carried out in security zone area, hence agency has to depute all the staff with valid ID proof and necessary passes.
13. Cleaning of control room, switch room, substation and other electrical equipment installed in the building shall be the responsibility of the agency hence the required material for daily

cleaning such as broom, cotton, waste, dhotis etc. has to be arranged by him without any extra cost.

14. The agency shall provide two mobile phones one in each substation with voice as well as video calling facility and nothing extra shall be paid by the department on this account.
15. The agency shall make all safety arrangement at site and shall be responsible / liable for any accident. Department shall not have any responsibility or liability of any kind in respect of accident with the staff employed by the agency.
16. Agency shall face a recovery @ 100/- per person per day for non-wearing of uniform.
17. First Aid Box has to be arranged and maintained by the agency at each substation without any extra cost.
18. The workers deployed by the contractor at site for electrical works should have valid wireman license/electrical workman permit/electrician license.
19. There shall be no liability on the department to pay any compensations arising out of any labour dispute or accident etc at site.
20. The contractor shall displays all contact telephone number, Mobile number of the agency and their staffs deployed at site i/c Engineer/Supervisor at the substation as well as in the office of Engineer In-charge to enable this office to make contact without loss of time.
21. The contractor shall have to arrange at his own cost, all type of tools and plants and special T&P etc. As required to carry out work for which nothing extra shall be paid to the contractor by the department.
22. The contractor shall be solely responsible for maintenance and upkeep of the equipments in good working conditions.
23. The preventing maintenance schedule shall be prepared and submitted by the contractor in advance to engineer In-charge concerned. The necessary shutdown may be taken with prior permission of the engineer concern.
24. The representatives of the Maintenance Team shall be available on all days at site to attend the complaint immediately on occurrence of any fault .
25. All records of complaints and repairs shall be maintained properly by the agency. Time of call attended, problems observed and corrective measures taken, signatures of the Agency Engineer attending the case and duty technician, may be entered in the register and record shall be accessible to ITPO representative as and when required.
26. The firm shall maintain history cards of each equipment maintained under their control. There shall be checklist for preventive & comprehensive maintenance schedule including dehydration, servicing, general cleanliness & checking etc. To be carried out weekly, quarterly & annually. The firm shall be providing all the necessary maintenance services and the same shall be recorded in the history cards of the equipment. Copy of this history card shall be submitted to Engineer-in-Charge for the record.
27. The contractor shall arrange log book, register, distilled water cleaning material like old dhoti, detergent, broom, soldering wire, electric wire, screw, nut bolts, etc. For which nothing shall be paid extra on this account.
28. All the equipments & control panels of Sub-station, halls, offices should be kept clean and operational.
29. The Agency shall complete the regular inspection, servicing, repairs replacements and make the system and facility available to the satisfaction of user and to complete the repair within the time frame stipulated by user.

30. The Engineer of Agency shall attend immediately to any faults reported or came to notice or work requested by user. The response time and the repair time shall not exceed the time stipulated in this specification. Agency shall be subjected to liquidated damage (LD) if the response time and repair time exceeds the stipulated time.
31. When a fault is detected during the regular servicing or inspection under the maintenance program or after the fault is reported immediately and proceed to attend to the fault with diligence and dispatch maintenance staff to carry out repair to minimize the down time.
32. All the other repair works except given in the contract, shall be carried out by the agency on his own cost.
33. The payment against maintenance during the contact period shall be made against quarterly running bills of the accepted amount for AMC subject to satisfactory maintenance of the installation and submission of all formats such as weekly, monthly, quarterly & yearly and accepted by SA(E)/DM(E) of the work.
34. The adequate team of manpower shall be available at site as per quantum of the work. Also it is responsibility of the contractor to provide the manpower within 1-2 hours on call by any representative of ITPO, in case of breakdown.
35. For faults requiring more time to complete, the Agency shall inform the reasons to the user. Under such circumstances, temporary measures to minimize downtime shall be taken. With the approval of Engineer In-charge.
36. Services for the system shall be rendered on 24X7 bases. Agency engineers and technicians shall be available at site to attend the faults immediately.
37. Preventive/proactive maintenance activities:- Agency shall conduct the weekly, monthly, quarterly and annual checks of the system at site. This shall include the cleaning of the equipments on the weekly basis. The preventive and proactive checks shall be planned in advance in consultation with the Engineer In-charge.
38. If Agency fails to provide electrical services without delay the recovery as per the claim received from the organiser of Event shall be made subject to a maximum of 10% of the AMC charges for the applicable quarter.
39. The quoted prices shall be in INR, i/c. all taxes and duties **including GST, EPF & ESIC**
40. Agency shall share with the engineer In-charge of any subsequent update in the system and is in the scope of work.
41. Confidentiality: Any information classified as confidential/ secret provided during the finalization / execution of the contract shall not be passed to any third party without prior written consent of the user. Requirement of this article shall continue even after termination of completion of this contract.
42. All the Electrical installations shall be handed over to agency after award of work. The agency shall be responsible for maintenance and upkeep of the installation. After completion of contract same has to be handed over back to department in good condition.
43. No advance payment shall be made in this regard .
44. Agency has to inspect all the installations and submit the report of healthiness once in a month. All the testing equipment and material shall be arranged by firm and nothing extra shall be paid on this account.
45. There shall be no liability on the department to pay any compensation arising out of any labour disputes or accidents etc. at site.

46. The contract can be terminated/cancelled at any time by the department without assigning any reason.
47. The contractor shall have to be maintain a record of gate passes issued while taking out the material outside Pragati Maidan and taking it back at site. It should produce a challan duly signed by agency or it's representative.
48. The tenderers are advised to inspect the site of installation before offering their rates for various items of work.
49. The agency shall have to get the D.G sets, Transformers, Breakers, etc. repaired/replaced from the authorized service agent of original equipment manufacturer only as a proof of the same , copy of challan/bill should be to engineer in concern.
50. The agency shall have to procure the spares from the authorized dealer/manufacture and produce documentary evidence failing which payments shall not be released.
51. The firm shall provide the name of staff during any exhibition and shall be in touch with SA (E)/DM(E) for arranging duty passes and to perform duty as per requirement.
52. The contractor shall arrange log book, register, distilled water cleaning material like old dhoti, detergent, broom, soldering wire, electric wire, screw, nut bolts, etc. For which nothing shall be paid extra on this account.
53. All the control panels & Sub-panels should be kept clean and operational for which nothing extra shall be paid on this account.
54. The firm should maintain the installation as per specification and as per instruction of the Engineer- concern or his authorized representative.
55. The inventory of installations shall be handed over to the firm at the time of taking over the installation in working condition and after completion of the agreement all equipment shall be hand over to the department in good condition.
56. The uploaded copies of ECR of EPF & ESIC, of employees deployed for this work shall be submitted in triplicate before release of payment in each quarter.
57. If performance of contractors staff is not found satisfactory or as per the Terms & Conditions of the contract, the agreement shall be cancelled without notice and no claim whatsoever shall be entertained on this account.

Manager [E]

Minimum Wages

Description	Unit	Rate (Rs.)
Wireman, Grade -1	1 day	806.00
Fitter, Grade - 1	1 day	806.00
Fitter, Grade -2	1 day	734.00
Mason , Grade- 2	1 day	734.00
Painter	1 day	734.00
Khallasi	1 day	663.00

AGREEMENT

AN AGREEMENT is made this Day oftwo thousand between the India Trade Promotion Organization,. A company incorporated under the Companies Act, 1956 and with its registered office at Pragati Maidan, New Delhi – 110001, which expression shall include its successor, unless repugnant to or excluded by the contract here of and assignees of and represented by its Managing Director, ITPO the first party (hereinafter called the Authority) and by its sole Proprietor/Partner/Managing Director Residence of(which expression shall be include his/its successors heirs, executors, representatives and or assignees of the second party (hereinafter called the contractor).

WHEREAS the Authority had, under Notificationdated invited tenders for the work of

WHEREAS the contractor has submitted tender for carrying out theas per the tender documents page 1 to page..... and has represented that in conformity with his/its obligation contained in the tender as modified by the correction slips and corrigendum contained he/it shall carryout the same truly, faithfully and honestly.

THE SAME has been accepted by both the parties on the terms and conditions, corrections, corrigendum contained in the tender as modified as well as the letter of acceptance issued party No.1 annexed here to as.

The same shall be binding on both the parties.

IN WITNESS WHERE OF, the parties have signed the deed of agreement on the date month and year referred to above.

Date the

AT New Delhi

WITNESS:

1. Party No.1

2. Party No.2



INDIA TRADE PROMOTION ORGANISATION
(Electrical division)

No.169-ITPO(2)/E-E/2022-23/71

Dated: 08.08.2022

NIT No. 169-ITPO(2)/E-E/2022-23/71 dated 08.08.2022 for the work Comprehensive maintenance and Operation contract of Electrical & Mechanical installations of substation no. III & IX at Pragati Maidan New Delhi for two years for Rs. 1,09,74,619/- (Rupees One Crore , nine Lacs, seventy four Thousands six hundred nineteen Only) having page No. 01-36 is hereby approved.

Dy. Manager (E)

Manager (E)

Sr. Manager (E)

GM(Works)