

REGISTERED WITH ACKNOWLEDGEMENT DUE

File No.19-75/Contract/18-19

Dated: 15.01.2019

NOT TRANSFERABLE

**ICAR-NATIONAL RESEARCH CENTRE ON EQUINES
SIRSA ROAD, HISAR – 125 001 (HARYANA)**

INVITATION TO E-TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING **HIRING OF SERVICES FOR OPERATIONS OF GENERATORS, REPAIR AND MAINTENANCE OF ELECTRICAL INSTALLATIONS** AT ICAR-NATIONAL RESEARCH CENTRE ON EQUINES, HISAR (HARYANA).

- A. Cost of tender form Rs.1000/- (Rupees One thousand only).
- B. Last date of submitting of e-Tender 06.02.2019 upto 01.00 P.M.
- C. Technical bid opening date 07.02.2019 at 03.00 P.M.
- D. Tender to remain open for acceptance up to 90 days from the date of opening.
- E. The tender document is also available at Institute's website (www.nrce.nic.in).
- F. **Date of Pre-bid meeting 23.01.2019 at 02.30 P.M. (Venue: Conference Hall NRCE, Hisar)**

NOTE:

- 1. The Director, NRCE, Hisar may at his discretion, extend this date by a fortnight and such extension shall be binding on tenderers.
- 2. If the date up to which the Tenders are open for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.
- 3. If the date fixed for opening of tenders is subsequently declared a holiday, the Tenders will be opened on the next working day following the holiday but there will be no change in the time for opening indicated above.
- 4. The intending tenderer is required to provide contract job work services and is advised to visit and acquaint himself with the operational system of the areas given in tender. The cost of visiting, if any, shall be borne by the tenderers. It shall be deemed that the firm/agency has undertaken the visit in all areas covered in this tender and is aware of the operational conditions prior to the submission of the tender document.

ICAR-NATIONAL RESEARCH CENTRE ON EQUINES
SIRSA ROAD, HISAR – 125 001 (HARYANA)
Telephones 01662- 276151, 275787 Fax-01662-276217

INVITATION TO E-TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING HIRING OF SERVICES FOR OPERATIONS OF GENERATORS, REPAIR AND MAINTENANCE OF ELECTRICAL INSTALLATIONS AT ICAR-NATIONAL RESEARCH CENTRE ON EQUINES, HISAR (HARYANA).

Date of Pre-bid meeting	Last date submitting of e-Tender	Date & time of opening of Technical bid of e-Tender at NRCE, Hisar
23.01.2019 at 02.30 P.M. in the Conference Hall, NRCE, Hisar	06.02.2019 upto 01.00 P.M.	07.02.2019 at 03.00 P.M.

From

Assistant Administrative Officer (Purchase)
ICAR-National Research Centre on Equines,
Hisar-125 001 (Haryana)

To

Dear Sir,

1. E-Tenders are hereby invited by the Director, ICAR-NRCE on behalf of the Secretary, Indian Council of Agricultural Research, New Delhi from the authorized & registered firms/agencies for **‘HIRING OF SERVICES FOR OPERATIONS OF GENERATORS, REPAIR AND MAINTENANCE OF ELECTRICAL INSTALLATIONS AT ICAR-NATIONAL RESEARCH CENTRE ON EQUINES, HISAR** .The terms and conditions of the contract which will govern any contract made are those contained in the General conditions of contract applicable to the contracts and the special terms and conditions are detailed in the Quotation/Tender form, if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules. You are requested to submit your online quotation on or before 06.02.2019 at **01.00 P.M.** The quotation will be opened on 07.02.2019 at **03.00 P.M.**
2. The bid should be accompanied with tender fees of Rs.1000/- (Rupees one thousand only) and earnest money deposit of Rs.45000/- (Rupees fourty five thousand only) in the form of DD/Pay order/FDR/BG from commercial bank drawn in favour of ICAR Unit NRCE, Hisar. The original tender fees and EMD with details should be submitted to the tender inviting authority on or before last date and time of online bid submission.
3. The Tenderer is being permitted to give Quotations/Tenders in consideration of the stipulations on his part that after submitting his Quotations/Tenders, he will not resile from his offer or modify the terms and conditions thereof. If the Tenderer fail to observe and comply with the foregoing stipulation, the aforesaid amount of EMD will be forfeited by the NRCE. In the event of the offer made by the Tenderer not being accepted, the amount of earnest money deposited by the unsuccessful Tenderer will be refunded to him in the manner prescribed by the Institute.

4. The Schedules of the Quotation/Tender forms should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the Tenderer. In such cases reference to the additional pages must be made in the Quotation/Tender forms. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the Quotation/Tender. Overwriting/erasing in rates to be quoted by the Tenderer will not be allowed otherwise the Quotations/Tenders may be rejected.
5. The Quotations/Tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the Quotations/Tenders is not fully filled in. Individual signing the Quotations/Tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm of constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm, if it is a company.
6. If Tenderer does not accept the offer, after issue of letter of award by NRCE within 15 days, the offer made shall be deemed to be withdrawn without any notice and Earnest money forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the Quotations/Tenders and all other related documents must be signed by every partner of the firm. A person signing the quotation/tender forms or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the persons so signing had no authority to do so, the NRCE shall without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages. **Each page of the Quotation/Tender and the schedules to the Quotation/Tender and annexure, if any, should be signed by the Tenderer.**
8. **The rates quoted by each firm for job/service contract in quotations/tenders be given both in words and figures failing which the same is liable to be rejected.** Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the quotation/tenders. The name and address of the representative who would be attending the opening of the quotation/tenders on tenderer's behalf should be indicated in the quotation/tender. Please also state the name and address of permanent representative of the tenderer, if any.
9. The Institute is not bound to accept the lowest or any other quotations/tenders and also reserve to itself the right of accepting the quotations/tenders in whole or in part. Tenderers are however, at liberty to tender for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional Quotations/Tenders will not be accepted.
10. 10% value of the annual contract amount is to be deposited by the selected/ successful tenderer only as security money in the form DD/PO/Bank Guarantee/FDR in favour of **ICAR Unit NRCE, Hisar** payable at **Hisar** only after receiving a communication from the Centre. In the event of non-deposition of the same, the earnest money will be forfeited.
11. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
12. GST and any other tax applicable will be paid extra as per actual.

13. The Director, ICAR- NRCE reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the Tenderer.
14. The Director, ICAR-NRCE reserved the right to obtain feedback from the previous/present clients of the tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on the spot first hand information regarding services provided by the tenderer. Decision of ICAR-NRCE regarding award of the contract will depend upon the feedback received by it from the previous/ present clients and also from its team(s) deputed for the purpose. The decision of the ICAR-NRCE in this regard will be final and binding on all tenderers.
15. Decision of the Director, ICAR-NRCE shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any, on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR-NRCE. The decision of the sole Arbitrator as appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
16. The office reserves the right to increase or decrease the quantum of work and the tenderer will be bound to accept the modified work and provide services accordingly. The payment to firm will be made on pro-rata basis.
17. The firm will have to provide wages to their worker deployed during the period as per minimum wages act (Central/State whichever is higher).
18. The following documents/vouchers are required to be enclosed with the quotation/tender form which are the terms and conditions of the quotation/tender's document:-
 - a) Registration Certificate of the firm with the appropriate State/local Government.
 - b) Contractor should be registered with CPWD, MES or any other Public Works organization /undertaking of Govt. of India or State Govt. for electrical works (LT) or Contractor should have "A" class Electrical contractor License issued by Govt. of Haryana or any other state Govt. granted under rule 45 of the Indian Electricity rule.
 - c) Last two year continuous experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private Govt. of India/Corporations of Govt. of India/reputed public or private organizations. Provide the details in enclosed tabular form.
 - d) Duly certified copies of the satisfactory services where the tenderer is providing the services for the last three years.
 - e) EPF registration certificate issued by concerned authority.
 - f) ESI registration certificate issued by concerned authority.
 - g) The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970.
 - h) Nos. of staff/supervisors registered under ESI/EPF separately. Minimum 10 (staff/supervisors) required with their ESI/EPF contribution. Documentary proof/vouchers may be attached.
 - i) GST registration certificate issued by Govt. etc. without GST No. quotation will be rejected straight way.
 - j) Wireman License No.
 - k) The details of assessment/requirement of personnel for providing services terms of clause No. 13 of GI& T&C (Annexure-I) to be attached.
 - l) **Undertaking on Non-judicial stamp paper (in original)** that the firm has not been

blacklisted/debarred from providing job work contract services by any Govt. Department/undertaking/Universities etc. **Please enclose certificate as per format given below:**

“It is certified that our firm M/s
has not been blacklisted/debarred from providing job work contract Services by any of the Central/State Government Department/undertaking/PSU/Universities etc. It is further certified that this statement is true and based on facts. If it is found false at any stage, I/We shall be liable/responsible for the same and action as deemed fit may be taken against me/our agency/firm.”

19. Only those firms will be considered for financial bid who will qualify in the technical bid.
20. Successful Tenderer will have to enter into a detailed contract agreement with ICAR-NRCE on non-judicial stamp paper of Rs.100/- (Rupees One hundred only) for each work.

Yours faithfully,

For and on behalf of the Director
ICAR-NRCE, Hisar (Haryana)

QUOTATIONS/TENDERS FOR HIRING OF SERVICES FOR OPERATIONS OF GENERATORS, REPAIR AND MAINTENANCE OF ELECTRICAL INSTALLATIONS AT ICAR-NATIONAL RESEARCH CENTRE ON EQUINES, HISAR (HARYANA) .

From _____

(Full Name & Address of the Tenderer in addition to Post Box No., if any, should be quoted in all communications to this office)

Telephone No. :

Telegraphic Address/FAX/Cellular No.:

E-Mail address:

To

**The Assistant Administrative Officer,
ICAR-National Research Centre on Equines,
Hisar-125 001**

1. I / We have read all the particulars regarding the General information and terms and conditions of above said job contract at ICAR National Research Centre on Equines, Hisar and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the Acceptance of the Tender at the rates given in Schedule-II to this Tender and I/we agree to hold this offer open till 90 days. I/We shall be bound by a communication of acceptance dispatched within the prescribed time.
2. I/We have understood all the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and from a part of this Quotation/Tender _____ . The Schedule-I & Schedule II to accompany this Quotation/Tender are at pages _____
4. Every page so attached with this Quotation/Tender bears my signature and the office seal.
5. Pay order / DD No. _____ of Rs. _____ drawn in favour of **ICAR Unit NRCE** and payable at **Hisar** is enclosed as earnest money required.

Yours faithfully,

Witness _____

Address _____

Occupation _____

Signature of witness to contractor's signature

Name & Signature of Witness:

Address:

Signature & Seal of the Tenderer

Telephone No. Office

Resi.

Mobile

**SCHEDULE TO QUOTATIONS/TENDERS
(TECHNICAL BID)**

PART-1		
1.	Name of the Firm/Agency	
2.	Full address with Telephone/Mobile No.	
3.	Constitution of the Firm/ Agency (Attach copy)	
	a) Indian Companies Act, 1956	
	b) Indian Partnership Act, 1932 (Please give names of partners)	
	c) Any other Act, if not, the owners	
4.	<p>(1) For Partnership firms whether Registered under the Indian Partnership Act, 1932, please state further whether by the Partnership Deed agreement to arbitration has been conferred on the partner who has signed the Quotation/Tender.</p> <p>(2) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Quotation/Tenders to refer dispute condemning business of the partnership to arbitration</p> <p>(3) If the answer to above point (i) and (ii) is in the affirmative, please furnish a copy of either the partnership agreement or the general power of attorney, as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partners</p>	
5.	Name and Full Address of your Banker	
6.	Your Permanent Income Tax No./Circle/Ward	
7.	Any other relevant information	
PART – II		
8.	Earnest Money Deposited	Yes/No
PART – III		
9.	Name and Address of the firm's representative and whether the firm would be representing at the opening of the Quotation/Tender	
10.	Name of the Permanent Representative to be visiting NRCE, Hisar regarding the contract	

Date : _____

AUTHORISED SIGNATORY

Place: _____

Please add supplementary pages to be numbered, wherever needed, by the Tenderer.

Details of the experience/work done by the firm/contractor in different organizations

Sl. No.	Name of the Deptt. / Organization & Name of contact Person with Ph. No	Period		No. of Workers deployed	Remarks (including the amount of the contract)
		From	To		

(Authorized Signatory)

(Please attach self attested copies of work orders pertaining to experience)

CHECK LIST FOR TECHNICAL BID FOR OPERATIONS OF GENERATORS, REPAIR AND MAINTENANCE OF ELECTRICAL INSTALLATIONS AT ICAR-NATIONAL RESEARCH CENTRE ON EQUINES, HISAR (HARYANA).

Sr. No.	Description	Details to be given by Tenderer Yes/no	Page No. at which document is placed
1.	Earnest money deposit	D.D.No. Dated For Rs. drawn in favour of ICAR Unit NRCE payable at Hisar	
2.	Registration with CPWD, MES or any other public works organization/undertaking of Govt of India or state Govt for Electrical works (LT) or contractor should have "A" class Electrical contractor License issued by Govt. of Haryana or other state Govt granted under rule 45 of the Indian Electricity rule.		
3.	Whether copy of Registration of the firm is attached or not		
4.	PAN/TAN Number of firm (Yes/No)		
5.	Last two years experience of the firm (Attach Proof with copies of work orders)		
6.	Please mention EPF number allotted to the firm with document proof.		
7.	Please mention ESI number allotted to the firm with document proof.		
8.	Registration number of GST		
9.	Whether Black listed/declared by any department. (Attach Affidavit (In original)- Yes/No		
10.	Assessment Report in terms of Clause 13 of GI & T&C as per Schedule-II (to be submitted in Annexure I)		

Authorized Signatory

Declaration by the Contractor

This is to certify that I/We before signing this quotation/tender have read and fully understood all the terms and conditions and instructions therein and undertake myself/ourselves to abide by the said terms and condition. I/we further undertake that all Government Acts/rules/Instructions in regard to contract job work should be scrupulously complied with during the contract period.

Signature of the Contractor
Or his authorized signatory
With Seal of the Agency/Firm

Note: It is mandatory to fill all the above columns and attach all above listed documents failing which the quotation/tender will be liable to be rejected.

General Information & other Terms and Conditions of the Contract for providing VARIOUS JOB WORK FOR OPERATION OF GENERATORS, REPAIR AND MAINTENANCE OF ELECTRICAL INSTALLATIONS AT ICAR-NATIONAL RESEARCH CENTRE ON EQUINES, HISAR (HARYANA).

Scope of work: Please See **Annexure-I**

1. The supporting/allied service staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to the designated/authorized officer.
2. Changing of Staff/Supervisor should be intimated to the designated/authorized officer.
3. The Director, ICAR-NRCE reserves the right to reject any or all quotations/tenders in whole or in part without assigning any reason thereof. The decision of Director, ICAR-NRCE shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
4. The Staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The staff provided should be capable educationally for doing activities.
6. The Contractor shall keep a complaint register with his supervisor and it shall be open to verification by the authorized officer for the purpose. All complaint should be immediately attended by the Agency.
7. The agreement is terminable with one month notice in writing of its intension with detailed justification to terminate the agreement on either side.
8. **The contractor shall not sublet the work.**
9. The Contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
10. **The selected agency shall provide the necessary personnel's for ICAR-NRCE as per Labour act prevalent in State.** The agency shall employ good and reliable persons with robust health as per ICAR guidelines. In case any of the personnel so provided is not found suitable by the ICAR-NRCE, the ICAR-NRCE shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such person immediately.
11. The persons so provided by the agency under this contract will not be the employee of NRCE/ICAR and there will be no employer-employee relationship between the NRCE/ICAR and the person so engaged by the contractor in the aforesaid services.
12. Payment for service contract **will be made monthly** to the firm upon submission of pre-receipted bill.
13. After physical inspection of the site, detailed assessment/requirements of personnel for providing allied services at the ICAR-NRCE shall have to be furnished along with the Quotation/Tender. **However, the quotation/tender should indicate only the lump sum amount in respect of all the services covered under this contract and that rates should not be proposed on the basis of manpower to be deployed under the contract. No request for alteration in the rates once quoted will be permitted.**
14. **The rates to be quoted should include cost of each and every item including transportation cost, manpower cost, cost of uniform & accessories etc.** The ICAR-NRCE shall not bear any extra charge on any account whatsoever i.e. EPF & ESI contributions, Uniform, Liveries, OTA etc.

15. The contractor will discharge all his legal obligations in respect of the workers to be employed/deployed by him for execution of the work in respect of their wages under Minimum Wages Act. Statutory deductions like EPF, ESI and service tax etc. and service conditions shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. **The contractor shall indemnify and keep indemnified the NRCE/ICAR from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws.** In case of any dispute, the decision of Director, ICAR NRCE shall be final and binding on the contractor.
16. Income Tax will be deducted from the payments due for the work done as per rule.
17. They should not leave their points unless and until the reliever comes for shift duty. Supervisors will maintain all the register which are kept at concerned Section.
18. The contractor must employ adult labour only. Employment of of child labour may lead to the termination of the Contract.
19. The contract is subject to the condition that the tenderer will comply all the laws and acts of Central Govt./State Govt. relating to this contract made applicable from time to time.
20. The firm/agency shall disburse the wages to the staff deployed under the contract every month through ECS or by cheque in the presence of representative(s) of the, NRCE. **It will be the responsibility of the firm to pay wages to the worker through ECS or by cheque on or before 7th of every month, irrespective of the fact whether they received the payment of bill from NRCE or not.**
21. The Contractor shall be responsible for all injury/accident to persons employed by him while on duty. It is desirable that all employees are covered under Insurance cover.
22. **The contractor may comply the labour laws & make the payment to labour by 7th of the next month otherwise Rs.300/- per day will be deducted from the monthly bill.**
23. **The contractor may submit declaration with the bill that the EPF is being deducted and deposited regularly.**
24. **The contractor may submit employee wise details of EPF dues deducted from the wages in the form of separate e-challan and ECR (Electronic Challan Cum Return) with the bill only for the clients which are deputed/engaged under the work contract for release of payment.**
25. The duration of the Job contract for **HIRING OF SERVICES FOR VARIOUS WORK FOR OPERATIONS OF GENRERATOR, REPAIR AND MAINTENANCE OF ELECTRICAL INSTALLATIONS AT ICAR-NATIONAL RESEARCH CENTRE ON EQUINES, HISAR** shall be one year.
26. a. EPF account number will have to be provided by the firm to its workers within one month/proof thereof under intimation to this office. The firm will have to provide EPF passbook to their worker at the earliest.
b. ESI Card or proof thereof will have to be issued to the workers by the firm within 1st month of initiation of contract and a copy of the each cards will be deposited with the office.
27. The payment for the first month will be released straightway on the basis of certificate of satisfactory services given by concerned Incharges. However, the payment for the second month onwards will only be released by NRCE upon completion of all mandatory formalities.
28. The office will process the bills for payment only after depositing the following documents and obtaining certificate of satisfactory execution of job by the concerned incharges:
 - i. **Proof of EPF/ESI deposit challans in respect of the workers deployed at ICAR-NRCE, Hisar, along with the details of respective workers, and**

ii. Proof of payment of wages (salary sheet) made to the workers deployed by the contractor at ICAR-NRCE, Hisar.

29. ICAR-NRCE reserves the right to discontinue the service at any time, if the services are found unsatisfactory, by giving show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from security deposit or pending bills or by raising a separate claim.
30. The office may forfeit the security deposit in case of termination of contract and the sole decision of the Director, ICAR-NRCE shall be acceptable and final. Any pending liabilities of the firm towards payment of wages to its employees, EPF, ESI service tax deposits etc. may be met out of the security deposit, if required.

LIQUIDATED DAMAGES CLAUSE:

1. An amount equivalent to two days of contract amount, subject to a minimum of Rs.500/- will be levied as liquidated damages per day. Whenever and wherever, it is found that the work not up to the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by NRCE and if no action is taken within one hour liquidated damages clause will be invoked.
2. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
3. If the required number of workers/Supervisor are less than the minimum assessed, as given in the Assessment Report, a penalty of Rs. 500/- per worker per day will be deducted from the bill.

The Director, ICAR-NRCE reserves the right to reject any or all quotations/tenders in whole or in part without assigning any reasons thereof. The decision of the Director, ICAR-NRCE shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

Signature of the Contractor
Or his authorized signatory
With Seal of the firm/Agency

Assistant Administrative Officer (P)
NRCE, Hisar

FINANCIAL BID

(This Financial Bid to be enclosed in a separate envelop with seal)

Last date for submission of E-Tender: 06.02.2019 up to 01.00 PM
Date of opening of Technical Bid: 07.02.2019 at 03.00 PM
In Conference Room of NRCE, Hisar-125 001

The Director,
National Research Centre on Equines,
SIRSA ROAD, HISAR, HARYANA

Sir,

I/We wish to submit our Quotation/Tender for **The job contract for Operation of generators and repair and Maintenance of Electrical Installations at ICAR-NRCE, Hisar** on the following monthly consolidate/package rate:

Sr. No	Particulars	Per month rate
1	Monthly consolidated rates offered for the job contract Operation of generators and repair and Maintenance of Electrical Installations at ICAR-NRCE, Hisar in accordance with the highest standards of services and as per the terms and conditions specified in the quotation/tender including all labour, material, transportation specially covered all labour acts as applicable from time to time. (Excluding GST) GST will be paid extra, the contractor has to submit documentary proof of depositing service tax in the concerned department	(Rs. In figure)
2	GST (as applicable) in Total	
3	Grand Total	Rs. In figure
Total amount in words _____ _____		

Note: The Monthly Consolidate Rate as asked for should be quoted. The rates quoted in other manner or conditional rates will not be considered at all & reject out rightly without any communication to such bidder(s)

I/We agree for rejection of my/our quotation if I/we fail to comply with any of the terms and conditions in whole or in part lay down in the quotation/tender.

I/We have carefully read all the terms and conditions of the quotation/tender before quoting rates and hereby give undertaking to abide by these in letter and spirit.

Signature.....
Name & Address of the Firm.....
.....
Telephone/Mobile No.....
E.Mail.....

Operation of generators and repair and Maintenance of Electrical Installations at ICAR-NRCE, Hisar

Scope of works:

Scope of work includes the following repair and maintenance works at NRCE, VTCC, Guest House, and staff quarters at NRCE and Housing board colony Hisar. NRCE has 3 nos. 11000/440 V transformers, 1 No. 200 KVA DG.Set & 1No. 125 KVA DG.Set and VTCC has separate 11000/440 V one transformer & 1 No. 500 KVA DG.Set & 1 No. 30 KVA DG set. VTCC and NRCE are about 0.5 KM away. Contractor will deploy operator for DG set and substation at two different locations (NRCE and VTCC) on 24X7X365 days basis.

1. Repair and Preventive maintenance of street lights, focus lights etc.
2. Repair and preventive maintenance of all lights, power points, coolers fans etc.
3. Repair and preventive maintenances of display boards and related electrical fittings on all floors.
4. Minor repairs and Preventive maintenance of water pumps and electric motors.
5. Daily supply of water from pump/Tube well in residential colony and laboratory building as per requirement.
6. Operation of generators at NRCE and VTCC.
7. Look after generator of guest house as and when required.
8. Any other work assigned by I/C engineering section related to electrical installations.

NOTE:-

1. Contractor will provide operator technically qualified in ITI (Electrical) in each shift for operation of DG Sets at two different locations i.e. NRCE and VTCC at both places in 3 shifts 24x7x365 days basis. DG Sets have to be operated in 3 shifts 24x7x365 days basis. Contractor shall provide wireman services through a person having wireman license issued by Electrical Inspector, Govt of Haryana or any other state as per Indian Electricity rule requirement as and when required. Contractor shall also provide ITI qualified electricians for maintenance of electrical installations from 08.00 AM to 11.00 PM as required at site for maintenance of electrical installations at NRCE, VTCC, HBC, NRCE residential colony and guest house. Electricians will maintain logbooks, record and other documentation as required in electrical section contractor will also provide tools to his staff as per details given in annexure II.
2. The firm must indicate its assessment in the assessment report based on actual work. Work can be seen during any office working time before close of the quotation/tender. This will be used for technical qualification of the firm by the committee and number will be taken into account for calculation of wages to the workers as per minimum wages.

Eligibility of Contractor/bidder:-

1. Contractor should be registered with CPWD, MES or any other Public works organization/undertaking of Govt. of India or state Govt. for electrical works (LT) or contractor should have “A” class Electrical contractor License issued by Govt. of Haryana or any other state Govt. granted under rule 45 of the Indian Electricity rule.
2. Contractor should have experience of working in central/state government.

List of Tools

Each Electricians/Operators should have the following minimum tools.

1. Screw Driver Set	1 No each electrician/operator
2. Series lamp	1 No each electrician/operator
3. Line tester	1 No each electrician/operator
4. Cutting pliers electrically insulated	1 No each electrician/operator
5. OJ spanners sets	1 No each electrician/operator
6. Ring spanner set	1 No each electrician/operator
7. Pair hand gloves	1 No each electrician/operator
8. Tong tester	1 No each electrician/operator
9. Multimeter	1 No each electrician/operator
10. Gum boots	1 No each electrician/operator
11. Rain Coats	1 No each electrician/operator
12. One torch in working condition	1 No each electrician in night shift

***The contractor should have 1 megger for earth testing and 1 no. clamping tool for fixing thimbles on cable.**