

Notice Inviting e-Tender For

Annual Electrical Maintenance of All the Buildings of Hostels & Housing Complex for the year 2020-21 AIIMS, Bhubaneswar (Sub Head: Outsourcing of day-to day maintenance Services of Electrical Works).

(File No.: AIIMS/BBSR/EE (ELECT.)/Housing Maint/084/2020-21)



अखिल भारतीय आयुर्विज्ञान संस्थान,
All India Institute of Medical Sciences
Engineering Branch, Bhubaneswar (Odisha)-751019
www.aiimsbhubaneswar.edu.in

NIT No. : **AIIMS/BBSR/ENGG. /ELECT. /53/2020-21**
Estimated Cost : **Rs. 43,96,515.00/-**
EMD : **Rs. 87,950.00/-**
Period Covers : **One Year (12 Months).**

“Certified that, this tender document contains **53 (Fifty-Three)** pages only”.

Executive Engineer (Elect.)(I/C)
AIIMS, Bhubaneswar

Engineering Department, AIIMS, Bhubaneswar

Name of Work	:	Annual Electrical Maintenance of all the Buildings of Hostels & Housing Complex for the year 2020-21, AIIMS, Bhubaneswar (Sub Head: Outsourcing of day-to day maintenance Services of Electrical Works).
NIT No.	:	<u>AIIMS/BBSR/ENGG. /ELECT. /53/2020-21</u>

INDEX

Sl. No.	Subject.	Page No.
1.	Subject & Index	01 - 02
2.	Notice Inviting e-Tender / Notice Inviting Tender	03
3.	Information & Instructions to Bidders for Tendering	04- 05
4.	Declaration to be given by tenderers	06
5.	General Rules & Directions of Contract	07 - 10
6.	Form for Financial Information (Appendix 'A' refers)	11
7.	Form for details of all works of similar class completed during last 07 (Seven) Years (Appendix 'B' refers)	11
8.	Form for Detailed information of the Bidder (Appendix 'C' refers)	12
9.	Bidders undertaking against Item Rate Bid for Work	13
10.	Conditions for Annual Maintenance contract	14-20
11.	Additional Conditions for Electrical works	21-26
14.	Technical Specification & Scope of Work	27-31
15.	Technical Bid (Eligibility Criteria)	32
16.	Affidavit	33
17.	Proforma for earnest money (Bank Guarantee)	34
18.	Form for Performance Security (Bank Guarantee)	35
19.	Format for Agreement	36-37
20.	Performa of Schedules	38-39
21.	Financial Bid (Schedule of Quantities)	40-50
22.	e-Tendering Instruction to the Bidder	51-53

ALL INDIA INSTITUTE OF MEDICAL SCIENCE, BHUBANESWAR
NOTICE INVITING e-TENDER

(a)	Name of Work	Annual Electrical Maintenance of all the Buildings of Hostels & Housing Complex for the year 2020-21, AIIMS, Bhubaneswar (Sub Head: Outsourcing of day-to day maintenance Services of Electrical Works).
(b)	Tender No.	AIIMS/BBSR/ENGG. /ELECT. /53/2020-21
(c)	Contract Period	01 (One) Year & Extendable up to further 01 (One) year /Second year with Mutual Consent.
(d)	Estimated Cost	Rs. 43,96,515/- (Rupees FORTY THREE LAKHS NINETY-SIX THOUSAND FIVE HUNDRED FIFTEEN only)
(e)	Earnest Money Deposit (EMD)	Rs.87,950/- (Rupees EIGHTY-SEVEN THOUSAND NINE HUNDRED FIFTY only)
(f)	Performance Security (Bank Guarantee)	5% of Tendered Cost.
(g)	Security Deposit	5% of the Tendered Value.
(h)	Tender documents will be Issued From	Download from Institute Website. (i.e. www.aiimsbhubaneswar.edu.in , www.tenderwizard.com / www.eprocure.gov.in).
(i)	Last Date, Time & Place of Submission	By 09 / 09/ 2020 at 1400 Hours through online.
(j)	Date, Time for opening of Technical Bid	On 09 / 09/ 2020 at 1530 Hours.

1. The date and time of online submission of Tender is **09/09/2020 by 1400 Hours**. The indenting Bidder must read the Terms & conditions of AIIMS, Bhubaneswar carefully. He/They should only submit his/her/their bid if he/she/they consider himself/themselves eligible and he/she/they is/are in possession of all the documents required.

2. Information and Instructions for bidders posted on website shall form part of bid document.

3. The Bid documents consisting of specifications, the schedule of quantities of various types of items to be executed and the set of terms & conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website www.aiimsbhubaneswar.edu.in Or www.tenderwizard.com/AIIMSBBSR.

Executive Engineer (Elect.) (I/C)
AIIMS, Bhubaneswar

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING

The Executive Engineer (Elect.) (I/C), AIIMS, Bhubaneswar invites on behalf of Director, AIIMS, Bhubaneswar, Item Rate Tender from Valid license holder (MV or Above), reputed contractor in Two (02) Bid system (Technical & Financial respectively) from eligible contractors of CPWD, AIIMS, any central Govt., State Govt., PSU etc. having successfully completed works of similar nature as per eligibility criteria for the following work: -

Ser. No.	Description	Details
(a)	NIT No.	AIIMS/BBSR/ENGG. /ELECT. /53/2020-21
(b)	Name of Work:	Annual Electrical Maintenance of all the Buildings of Hostels & Housing Complex for the year 2020-21, AIIMS, Bhubaneswar (Sub Head: Outsourcing of day-to day maintenance Services of Electrical Works).
(c)	Estimated Cost	Rs. 43,96,515/- (Rupees FORTY-THREE LAKHS NINETY-SIX THOUSAND FIVE HUNDRED FIFTEEN only)
(d)	Earnest Money	Rs.87,950/- (Rupees EIGHTY-SEVEN THOUSAND NINE HUNDRED FIFTY only)
(e)	Period of Completion	01 (One) Year & Extendable up to 01 (One) year with Mutual Consent.
(f)	Last date and time of online submission of tender	By 09/09/2020 at 1400 Hours through online.
(g)	Time and date of online opening of Tender (Technical Bid)	On 09/09/2020 at 1530 Hours.
(h)	Time and date of opening of Online Financial Bids	To be intimated later.
(i)	Period during which hard copies of EMD (in Original), Registration Certificates, Undertaking and other Documents to be submitted to Executive Engineer (Elect), Bhubaneswar office by the Bidders for reference. However, the Eligibility will be considered as per uploaded documents.	To be submitted on same Day i.e. on 09/09/2020 by 1500 Hours. In case the last day happens to be closed holidays, these Documents shall be submitted on the next working day failing which technical Bid will not be considered for Evaluation.
(j)	Mode of submission of Tender	Online.

1. The intending bidder must read the terms and conditions of Tender document carefully. He should submit his bid if he considers himself eligible and he is in possession of all the certificates / documents required.
2. Information and Instructions for bidders for e-tendering posted on website shall form part of bid document.
3. The bid document consisting of NIT, plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from <http://www.tenderwizard.com/AIIMSBBSR> or www.aiimsbhubaneswar.edu.in free of cost.
4. *For e-tendering of this tender, AIIMS has engaged e-portal maintained by M/s ITI Limited, Bhubaneswar. Intending bidders shall have to register with M/s ITI Limited, Bhubaneswar to participate in the tendering process. For details kindly visit website <http://www.tenderwizard.com/AIIMSBBSR> or contact Shri SANJEEB MAHAPATRA (Mobile No. 7377708585). If needed they can be imparted training on online bidding process as per details available on the website.*

5. The intending bidders must have valid class-III digital signature to submit the bid.
6. The bid can be submitted only after depositing e-tender Processing Fee in favor of ITI Limited and uploading the mandatory scanned documents as specified within the period of bid submission.
7. Copies of eligibility documents and EMD as specified in the notice inviting tender shall be scanned and uploaded on the e-tendering website within the period of tender submission. Bidders can upload documents in the form of JPG format, PDF format and any other format as permissible by the e-tendering portal.
8. Bidders must ensure to quote rate of each item. The column meant for quoting rate in figures appears in dark yellow colour and the moment rate is entered, it turns sky blue. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank 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). After submission of the bid online the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
9. After submission of bid online, it can be revised any number of times before specified time on last date of submission of bid. While submitting the revised bid, bidder can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.
10. Financial bids shall be opened online only for bidders for whom EMD and other documents are found in order and who are found to be eligible to bid for work. On opening date, the bidder can login and see the bid opening process. After opening of bids, he will receive the competitor bid sheets.
11. If the contractor is found ineligible after opening of bids, his bid shall become invalid.
12. If any discrepancy is noticed between the eligibility documents as uploaded at the time of submission of bid and hard copies as submitted physically by the bidder, the bid shall become invalid and.
13. **The Bidders shall have to submit original instrument for EMD and self-certified copies of all the scanned and uploaded documents on same Day i.e. on 09/09/2020 by 1500 Hours in the office of Tender Opening Authority. List of Eligibility Documents to be scanned and uploaded within the period of bid submission: -**
 - (a) Demand Draft of any scheduled Bank against EMD in favor of AIIMS, Bhubaneswar.
 - (b) Appendix 'A to C' duly filled in and signed with stamp.
 - (c) Certificates of Work Experience & Completion Certificate of Similar Work from Client not below the Rank of Executive Engineer or equivalent, as mentioned in Ser. No. - 4, Page No. - 8 refer under Eligibility Criteria with work order copy.
 - (d) Certificate of Registration for GST and acknowledgement of up to date filed return if required.
 - (e) Copy of PAN card
 - (f) Copies of Balance Sheets of last three years.
 - (g) Copies of IT return last 3 Years.
 - (h) Copies of Contractor's Valid Electrical License (MV and above).
 - (i) Copies of ESI Registration (Enclose latest challan copy).
 - (j) Copies of EPF Registration (Enclose latest challan copy).
 - (k) The Bidder should have their Registered Office/Branch in Bhubaneswar. If not, an Office should be opened in Bhubaneswar within 30 (Thirty) Days of the award of Work. Details of Address Proof of Office located at Bhubaneswar should be given to EE(Elect)(I/C).
 - (l) Declarations to be given by the Tenderers.
 - (m) Copies of annual turnover of last three years.
 - (n) Each page of the e-tender documents should be duly signed with seal otherwise the bid shall become invalid.
14. Information & Instruction for Contractor will form Part of NIT.

Executive Engineer (Elect.) (I/C)
AIIMS, Bhubaneswar

DECLARATIONS TO BE GIVEN BY THE TENDERERS

It is to certify that: -

- (a) I /We have gone through CPWD W-8 amended up to correction Slip No.6 as available on website www.tenderwizard.com / www.aiimsbhubaneswar.edu.in or in the office of Superintendent Engineer and I/We agree with the terms and conditions of it and understood that it will form part of the agreement.

Date: _____

Signature of the Tenderer

- (b) “I, S/o Shri resident of hereby certify that none of my Relative(s) as defined in Paragraph 14 of CPWD W-6 is/are employed in AIIMS Electrical Zone, Odisha. In case at any stage, it is found that the information given by me is false/incorrect, AIIMS shall have the absolute right to take any action as deemed fit without any prior intimation to me”.

Date: _____

Signature of the Tenderer

NOTE: - (To be certified by all the partners in case of partnership firms, by all the directors in case of companies).

- (c) “I/We undertake and confirm that eligible similar Work(s) has/have not been got executed through another contractor on back to back basis. Further, it is stated that, if such a violation comes to the notice of Department, then I/We shall be debarred for bidding in AIIMS in future forever. Also, if such a violation comes to the notice of AIIMS, Bhubaneswar before date of start of work, the Superintending Engineer shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee”.

Date: _____

Signature of the Tenderer

- (d) In case I/we become the Lowest Bidder, Original Instrument for EMD and self certified copies of other Eligibility Documents shall be deposited by me/us with the Superintending Engineer calling the Tender within 01 (One) Week of the opening of financial bid otherwise AIIMS shall reject the bid and also take action to withdraw my/our enlistment/debar me/us from tendering in AIIMS.

Date: _____

Signature of the Tenderer

GENERAL RULES & DIRECTIONS OF CONTRACT

The Executive Engineer (Elect.) (I/C), AIIMS, Bhubaneswar invites on behalf of Director, AIIMS, Bhubaneswar, Annual maintenance Tender from Valid license holder (MV or Above) reputed contractor in Two (02) Bid system (Technical & Financial respectively) from eligible contractors of CPWD, AIIMS, any central Govt., State Govt., PSU etc. having successfully completed works of similar nature as per eligibility criteria for the following work:

1. **Name of Work:** Tender for “Annual Electrical Maintenance of all the Buildings of Hostels & Housing Complex for the year 2020-21, AIIMS, Bhubaneswar (Sub Head: Outsourcing of day-to day maintenance Services of Electrical Works).”
2. The work is estimated to cost of **Rs. 43,96,515/-** (Rupees **FORTY-THREE LAKHS NINETY-SIX THOUSAND FIVE HUNDRED FIFTEEN** only). The estimate, however, is given merely as a rough guide.
3. Intending Bidder is eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority of having satisfactorily completed similar works. The similar work means, “**Annual Electrical Maintenance work along with manpower and Electrical material supply.**”
4. **Eligibility Criteria.** Contractor who fulfill following requirement shall be eligible to apply: -
 - (a) Three (03) similar works each of value **not less than 40%** (i.e. for **Rs. 17,58,606/-**) of estimated cost put to tender or Two (02) similar works each of value **not less than 60%** (i.e. for **Rs.26, 37,909/-**) of estimated cost put to tender or one (01) similar work of value **not less than 80%** (i.e. for **Rs 35,17,212/-**) of estimated cost put to tender in **last 07 (Seven) Years** ending 31st Mar 2020.
 - (b) The Bidder should have registration up to date with **Employee Provident Fund (EPF) Commissioner** and **Employee State Insurance (ESI) Corporation.**
 - (c) The bidder should have positive net worth and should not have incurred loss in last 03 (Three) Years ending i.e. by 31st March 2020, duly certified by Chartered Accountant.
 - (d) The experience of similar work should be from Central Govt., State Govt., PSU and Autonomous Body, Govt. Hospitals.
 - (e) Agreements shall be drawn with the successful bidders for item/items on prescribed format. Bidders shall quote their rates as per various terms and conditions of the said form which will form part of the agreement.
 - (f) The bid document consisting of plans, specifications, the schedule of quantities of the various type of items to be executed and the set of terms & conditions of the contract to be complied with and other necessary documents.
 - (g) **The Bidder/Firm should have Valid Electrical (MV or above) Contractor’s License.**
 - (h) Conditional Bids shall not be considered and will be out-rightly rejected at the very first instance.
 - (i) Average annual financial, the turnover during the last three years, ending 31st march 2020 should be at least 30% of the estimated cost.
 - (j) **The period of the contract will be One year from the Date of Start which shall be reckoned from 7th day of issue of work order or from the First Date of Handing Over of the Site, whichever is later, in accordance with the phasing, if any, indicated in the bid documents. The tender is initially for a period of one year and may be extended further for a period of 12 Months with mutual consent, on the same Terms and Conditions and Rates.**
5. **Preparation & Submission of Tender through Online.** The Tender should be submitted in **02 (Two) parts i.e. Technical Bid and Financial Bid Respectively.** The Technical Bid should be sent by the Bidder through online for “**Annual Electrical Maintenance of all the Buildings of Hostels & Housing Complex for the year 2020-21, AIIMS, Bhubaneswar (Sub Head: Outsourcing of day-to day maintenance Services of Electrical Works).**”

6. **Earnest Money Deposit.** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of **Rs.87,950/-** (Rupees **EIGHTY-SEVEN THOUSAND NINE HUNDRED FIFTY** only) by way of Demand Drafts only. **Scanned Copy of the Demand Drafts must be uploaded/attached** with the Technical Bid. The EMD of the successful Bidder shall be returned after the successful submission of Bank Guarantee/Security Deposit and for unsuccessful bidder(s) it would be returned after Award of the Contract. Bid(s) received without Demand Drafts of EMD will be rejected.
7. **Performance Guarantee.**
- (a) The successful contractor will be required to furnish a Performance guarantee of 05% (Five Percent) of Contract Value in the form of Fixed Deposit Receipt or Bank Guarantee from any Nationalized Bank duly pledged in the name of the "All India Institute of Medical Sciences, Bhubaneswar" which shall be kept valid for a period of 60 days beyond completion of all the contractual obligations as per GCC.
- (b) The time allowed for submission of performance guarantee will be 07 days from the issue of Letter of Indent (LOI). However, in case of last day of submission of performance guarantee happens to be bank holiday, the last day of submission shall be the next working day.
- (c) The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract. Performance Security will be discharged after completion of contractor's performance obligations (including Warranty/Guarantee period) under the contract. In case the contractor fails to deposit the said performance guarantee within the period including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor. The earnest money deposited along with tender shall be returned after receiving the aforesaid performance guarantee.
8. Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids, the means of access to the site and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders 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 bid by a bidder 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.
9. The Tender paper/documents can be seen/downloaded from Official website & submitted through on line. For any query, Executive Engineer(I/C), Electrical, Phone: 0674 – 2476500 AIIMS, Bhubaneswar, may be contacted.
10. The Director, AIIMS, Bhubaneswar does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.
11. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable to rejection.
12. The Director, AIIMS, Bhubaneswar reserves to himself the right of accepting the whole or any part of the bid and the bidder shall be bound to perform the same at the rate quoted.
13. The contractor shall not be permitted to bid for works in the AIIMS, Bhubaneswar responsible for award and execution of contracts, in which his near relative is posted as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazette officer in the AIIMS, Bhubaneswar. Any breach of this condition by the

contractor would render him liable to be removed from the approved list of contractors of this Department.

14. 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 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.
15. The bid for the works shall remain open for acceptance for a period of 75 days from the date of opening of bids.
16. This notice inviting bid shall form a part of the contract document. The successful bidder/contractor, on acceptance of his bid by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of "The Notice Inviting bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid as uploaded at the time of invitation of bid and rate quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
17. **List of Documents to be submitted along with the Technical Bid.**
 - (a) Demand Draft of any scheduled Bank against EMD.
 - (b) Form A to C duly filled in.
 - (c) Certificates of Work Experience & Completion Certificate of Similar Work from the officer not less than Executive Engineer or equivalent.
 - (d) Certificate of Registration for GST and acknowledgement of up to date filed return if required.
 - (e) All documents as per Ser. No. 13 (a) to (n) (Page - 05 refers).
18.
 - (a) The quoted Rates shall be inclusive of GST.
 - (b) Security Deposit equal to 05% of the Contract Value will be deducted from the Bills of the Contractor.
 - (c) The Income Tax as applicable shall be deducted from the Bill unless exempted by the Income Tax Department.
 - (d) Labour CESS @ 01% will be deducted from the Bill.
 - (e) Water charge @1% will be deducted from the bill (If use of Water from AIIMS, Bhubaneswar)
19. **Goods and Services Tax (GST).**
 - (a) **GENERAL REMARKS ON TAXES & DUTIES:** In view of GST Implementation from 1st July 2017, all taxes and duties including Excise Duty, CST/VAT, Service tax Entry Tax and other indirect taxes and duties have been submerged in GST. Accordingly, reference of Excise Duty, service Tax, VAT, Sales Tax, Entry or any other form of indirect Tax except of GST mentioned in the bidding document shall be ignored.
 - (b) Bidders are required to submit copy of the GST Registration certificated while submitting the bids wherever GST (CGST & SGST/UTGST or IGST) is applicable.
 - (c) "GST shall mean Goods and services Tax charged on the supply of material(s) and services. The term 'GST' shall be construed to include the integrated Goods and Services Tax (Hereinafter referred to as "IGST") or central Goods and Services Tax (hereinafter referred to as "CGST") or State Goods and services Tax (Hereafter referred to as "SGST") or union Territory Goods and services Tax (hereinafter referred to as "UTGST").

- (d) Quoted price/rate(s) should be inclusive of all taxes and duties, except GST (i.e. IGST or CGST and SGST /UTGST applicable in case of interstate supply or intra state supply respectively and cess on GST if applicable) on the final service. However, GST rate (including cess) to be provided in the respective places in the price Bid. please note that the responsibility of payment of GST (CGST & SGST or IGST or UTGST) lies with the supplier of Goods/services (service provider) only. Supplier of Goods/Service (Service provider) providing taxable service shall issue an invoice/Bill, as the case may be as per rules/regulation of GST. Further, returns and details required to be filled under GST laws & rules should be timely filed by supplier of Goods /services (Service provider) with requisite details.
- (e) The contractor(s) must be submitted GST Challan copy in original duly signed with stamp of firm, against this work before releasing Security Deposit (SD) money.

Executive Engineer (Elect.) (I/C)
AIIMS Bhubaneswar

FORM FOR FINANCIAL INFORMATION

(Financial Analyses)

Details to be furnished duly supported by figures in Balance Sheet/Profit & Loss Account duly Certified by the Chartered Account, as submitted by the applicant to the Income Tax Department (copies to be attached).

Ser. No.	Description	2017-18	2018-19	2019-20

Note: Gross Annual Turn Over only.

**FORM FOR DETAILS OF ALL WORKS OF SIMILAR CLASS
COMPLETED DURING THE LAST 07 (SEVEN) YEAR**

(i.e. FOR THE YEAR ENDING MAR 2020)

Ser. No.	Name of Work/ Project	Location	Owner or Sponsoring Organization	Cost of Work in Lakhs	Date of Commencement as per Contract	Stipulated date of Completion	Actual date of Completion	Litigation/ Arbitration pending/ In progress with details	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)
1.									
2.									
3.									
4.									
5.									
6.									
7.									

(Authorized Signature of the Bidder with Seal)

FORM FOR DETAILED INFORMATION BY BIDDER

Name of Firm/Contractor/Supplier	:
Complete Address and Telephone Number	:
Name of Proprietor/Partner/Managing Director/Director	:
Phone Number	:
Mobile Number	:
e-Mail ID	:
Name and address of service center nearby Bhubaneswar	:
Whether the firm is a registered Firm (Yes/No. Attach Copy of Certificate)	:
PAN Number. (enclose the attested copy of PAN Card)	:
Service Tax Number. (enclose the attested copy of VAT Certificate)	:
GST Number (enclose the attested copy of VAT Certificate)	:
Whether the firm has Uploaded the Bank Draft/Pay Order/ Banker's Cheque of Earnest Money Deposit (EMD).	:
Whether the Firm/Agency as signed each and every page of Tender/NIT	:
EPF No. (Enclose the attested copy of EPF Registration Certificate)	:
ESI Code.	:
Any other information, if necessary.	:

(Authorized Signature of the Bidder with Seal)

All India Institute of Medical Sciences
Engineering Branch, Bhubaneswar (Odisha)-751019
www.aiimsbhubaneswar.edu.in
BIDDERS UNDERTAKING

E-Tender for the work of: Tender for “Annual Electrical Maintenance of all the Buildings of Hostels & Housing Complex for the year 2020-21, AIIMS, Bhubaneswar (Sub Head: Outsourcing of day-to day maintenance Services of Electrical Works).”

To be submitted online by:

- (a) Time and date of online Opening of Technical Bids. : -----2020 by 1530 Hours.
- (b) Time and date of opening of Online Financial Bids. : To be intimated later.

T E N D E R

I/We have read and examined the notice inviting tender, schedule along with Appendices 'A' to 'D' as per Specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, Clauses of Contract, Special Conditions, Schedule of Rate, Scope of work & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

A sum of **Rs. -----/-** (Rupees -----only) is hereby forwarded in Bank Guarantee of scheduled Bank/Demand Draft of a scheduled Bank/Bank Guarantee issued by a scheduled Bank **as Earnest Money**. If I/We, fail to furnish the prescribed Performance Guarantee within prescribed period. I/We agree that the said Director, AIIMS, Bhubaneswar or his successors, in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/We fail to commence work as specified, I/We agree that Director, AIIMS, Bhubaneswar or the successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely. The said performance guarantee shall be a guarantee to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to those in excess of that limit at the rates to be determined in accordance with the provision contained in the tender form. Further, I/We agree that in case of forfeiture of Earnest Money & Performance Guarantee as aforesaid. I/We shall be debarred for participation in the retendering process of the work.

I/We undertake and Confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of AIIMS, Bhubaneswar, then I/We shall be debarred for tendering in AIIMS, Bhubaneswar in future forever. Also, if such a violation comes to the notice of AIIMS, Bhubaneswar before date of start of work, the Administrative Officer shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

I/We hereby declare that I/We shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated: * _____

Signature of Contractor
With full Postal Address

Witness: *

Address: *
(* To be filled in by the Contractor.)

Occupation: *

CONDITIONS FOR ANNUAL MAINTENANCE CONTRACT

1. **“Annual Electrical Maintenance of all the Buildings of Hostels & Housing Complex for the year 2020-21, AIIMS, Bhubaneswar (Sub Head: Outsourcing of day-to day maintenance Services of Electrical Works).”**
2. Prices quoted should be valid for the contract period from the date of opening of your offer. The prices quoted should be for the entire scope of work.
3. **Rates-** The prices quoted shall be inclusive of GST, PF/ESI. PF & ESI amount paid to the statutory authorities by the contractor shall be reimbursed on actual basis throughout the contract period on submission of the documentary evidence in next bill or after the final bill. GST shall be reimbursed on actual basis on submission of the documentary evidence. The rate quoted for the Manpower component should be as per the minimum wage act.
4. **PF & ESIC Contribution: -**
 - (i) The contractor shall have to register with PF & ESIC (where ever applicable) for workmen engaged for the work & challans / deposit receipts of PF ESI contribution shall be submitted in EIC office for verification/reimbursement, at the time of submission of bill.
 - (ii) The PF dues (including EDLI and administrative charges) in respect of workers engaged by the contractor for AIIMS works to be deposited by the contractor every month by a challan and the documentary evidence in support of such payments along-with employee wise details of the PF contribution (both employee's share and the employer's contribution) need to be submitted to the Engineer in Charge for the work/ contract.
5. **Terms of Payment: -**
 - 5.1 Running bill Payment:**

The Running payments for the work done shall be released monthly by AIIMS, Bhubaneswar only after salary payments to all workers & submitting the proof of disbursement and deducting the applicable taxes. The Security Deposit @5% of gross amount shall be deducted from the running bills, which shall be released after successful completion of Defects Liability Period i.e. six months from the date of completion of work, without any interest thereupon.

The Following documents as applicable shall be produced and self-attested photo copy shall be submitted by the contractor during each running bills:

 - (i) Delivery Challan/ Copy of invoice of all the material supplied.
 - (ii) Test Certificate as per OEM to confirm that the materials meet the contract specification and relevant standard in all respects.
 - (iii) Monthly Challans of EPF and ESI deposits up to previous month.
 - (iv) Master Roll & Wages register signed by workers of each month.
 - (v) Log Books & attendance register.
 - (vi) Bank Account details/ e-payment details of the vendor.
 - (vii) Warranty/Guarantee Certificate.
 - (viii) Colour Photos for Executed work on glossary paper.
 - (ix) Copies of stock register.
 - (x) Copies of Complaint register.
 - (xi) GST return up to date Voucher.
 - (xii) Bank statements against salary credit of Manpower deployed.
 - 5.2 Final bill Payment:**

The agency shall submit final bill along with all the documents related with PF, ESIC to AIIMS, Bhubaneswar in addition to all maintenance schedule registers, documents etc. related to the work. The agency also formally handover the list of equipments in good working condition, without any damage as handed over to them by AIIMS, Bhubaneswar.

5.3 Labour Wages:

(i) The contractor has to pay the prevailing minimum wages issued by the office of Regional Labour Commissioner/ Chief Labour Commissioner (whichever is higher), from time to time.

(ii) The payment to the workmen's engaged by the contractor is to be paid through NEFT/RTGS/Cheque on or before 7th of every month irrespective of Saturday, Sunday and bank holidays. If any violation with respect to payment of wages for any two months in a contract period necessary action for cancellation of contract, debarring of the agency for participating in future contracts in AIIMS, Bhubaneswar shall be initiated. The agency will not be allowed to participate in any of the tendering process in AIIMS, Bhubaneswar till finalization of the decision. (If nonpayment of wages for two consecutive months is repeated two times in a tender period the tender will be terminated without further notice).

6. Transport

6.1 The transport required within the complex for carrying items inside the AIIMS complex for supply of materials, repairing work etc. shall be arranged by the contractor. The contractor may however seek the help of department to take permission to take heavy items for repair outside the AIIMS, Bhubaneswar complex if considered necessary.

6.2 Contractor's materials, transport, etc. shall normally be permitted to go out of the area between 9.00hrs.to 18.00hrs only. Contractor may also be allowed to carry out the work beyond office hours (day and night) with special permission from the Director AIIMS, Bhubaneswar. However, no movement of materials and transport out of site of works shall be permitted during night or during holidays unless special permission obtained from the Director, AIIMS, Bhubaneswar.

7. Antecedents

The contractor shall employ only Indian Nationals as his representatives, servants, work men and verify their antecedents and loyalty before employing them on the works. He shall ensure that no person of notorious antecedents and nationality is in anyway associated with the works and if for reasons of technical collaboration or other consideration, the employment of any foreign national is unavoidable, the contractor shall furnish full particulars to this effect to the accepting officer at the time of submission of tender. The Director, AIIMS, Bhubaneswar shall have full powers and without giving any reasons to the contractor immediately cease to employ in connection with this contract, any representative agency, servant and workman or employee whose continuous employment in his opinion is undesirable. The contractor shall not be allowed any compensation on this account.

8. The term of agreement shall be initially for a period of one year. On expiry of the term the contract may be extended for one year on mutual consultation by both the parties on the same terms and conditions mutually agreed to.

9. The contractor shall maintain the installations clean and tidy inside as well as around the installations and buildings. No rags and waste etc. shall be thrown near the building. This shall be deposited in the dustbins provided nearby. If Pump House and other areas mention in the scope is found untidy a lump sum amount (Rs. 1000/- per day) will be deducted from the contractor's bill. The amount quoted by the contractor must include the cost of man power for such purpose.

10. Security Pass

Immediately after acceptance of the contract, the contractor shall submit the list showing the names of the individuals, he wishes to employ in the work, with their particulars to the department for getting the security verification and arranging the temporary pass for them up to security gate only and subsequently to inside the technical area, the contractor shall provide security to the operator/helpers.

11. The scope of the work of this contract shall be as per *conditions mentioned bellow*.

12. Tools and Tackles:

The contractor shall provide all the tools and tackles for the works including measuring instruments and safety gadgets for attending breakdown of equipments. Cost of transportation of labour and material to AIIMS, Bhubaneswar premises shall have to be borne by the contractor.

i) Each Skilled manpower will be provided with the following minimum tools of reputed brand (Make: Taparia or equivalent) along with carrying bag for routine maintenance works: -

- Cutting Pliers
- Screw Drivers (Big & small)
- Wire strippers
- Line Testers
- Etc. as required as per site condition.

(ii) The following tools shall be provided by the agency for use of maintenance and breakdown works: -

- Box Spanner Set complete with socket accessories, ratchet, etc.
- Double end spanner set (Set of 12)
- Ring Spanner set (Set of 12)
- Screw Spanners of different sizes.
- Hammers of different sizes
- Screw Driver Set of different sizes
- Crimping tools (different sizes) as per site requirement
- Nose Pliers
- Punch/ Chisel
- Electric drilling machine
- Blower
- Multi-meter (VAO Meter)
- Megger (500 V & 1000 V)
- Earth Tester
- Clamp o meter
- Gun Boot
- Raincoat
- Safety Gloves
- Safety Belt
- Rechargeable torch light
- Safety Helmet

Uniform: -The contractor/agency has to provide every year during the start of the contract, 02 sets of uniform (readymade uniform / cloth and stitching charges), 1 pair of safety shoe to his staff of approved colour during the contract period, (within one month from the date of award) failing which, AIIMS, Bhubaneswar shall recover an amount of Rs 200/- per person per week till the compliance of the same from the contractor's running/final bill.

13. Penalty Clause:

13.1 If Checklist, log sheets, service report and instruction to the AIIMS, BBSR do not show proper compliance of work to be done by the contractor as per schedule; AIIMS will make suitable deduction from the contractor bill. If the contractor fails to maintain the operation and maintenance of services as per contract, in such event AIIMS will deduct actual cost incurred on this work.

13.2 In case of short deployment as given in the contract AIIMS will make suitable proportionate deduction from the bill on the basis of minimum wages as claimed for respective category of technical manpower as applicable.

13.3 For noncompliance or partial compliance of satisfactory execution of items, the Engineer-In-Charge has right levy compensation with the scale of non-conformity and period for which this non-conformity continues as per GCC CPWD-2014. However, the total amount of this compensation for the whole contract shall not exceed 10% of the tender value. This shall be without prejudice to other remedies available to Engineer-In-Charge under this contract to take action against the contractor.

13.4 All melba/rubbish/waste, garbage etc generated due to any operation and maintenance work, the same shall be disposed off by the contractor to the authorized municipal dumping ground and nothing extra shall paid on this account. In case of non-removal/disposal in the specified period, a compensation of ₹ 1000/- (Rupee One Thousand only) per day shall be recovered from the contractor.

14. Maintenance of records:

The contractor shall maintain all records such as log book, schedule of maintenance activity, complaint register, attendance register, stock register, material requisition book, gate pass and other statutory registers for manpower employed etc. such records are to be maintained as per the formats supplied by the department. Records of major breakdown occurred during the period shall be maintained showing the cause of the defect and location and type of repairs carried out. The cost of stationary required for maintenance of the above record are under the scope of Contractor.

15. Following documents / records to be maintained at site

1. Complaint Register.
2. Stock Register.
3. Monthly Roster Duty Chat of all Employee.
4. Issue Register of materials.
5. Material requisition book.
6. User Certification of all works Executed.
7. Attendance Register.
8. List of tools and test equipments available at site.

16. The contractor shall employ the required number of personnel depending upon the requirement of AIIMS, Bhubaneswar on "as required basis" including technical and nontechnical personnel. The contractor shall, during the progress of the works, employ a whole time qualified, experienced and competent representative at the site for executing the work. **The contractor should submit the biodata, Educational certificates, Experience certificate, Electrical license, ID proof, Address proof, 2 nos of passport size photographs and any other necessary documents of all employees to be engaged for the work to the office of Engineer-In-Charge at the time of deploy.**

17. The work shall be governed by AIIMS, Bhubaneswar's general conditions and security regulations of the contract.

18. The number and names of the contractor's personnel along with two photographs to be engaged shall be indicated/submitted in advance to meet the security regulations, etc.

19. The tenderer should sign in each page of tender document all the terms and conditions of the contract as a mark of his acceptance of contract. The signed tender copy has to be submitted to AIIMS, Bhubaneswar.

20. The submission of tender by a tenderer implies that he has read this Notice and the conditions of contract and has made himself aware of the scope and specifications of the work to be done and of the conditions and rates at which stores, tools and plant etc. will be issued to him and local conditions and other factors bearing on the execution of the work.

21. No foreign exchange and import license for import of technical know-how or equipment, components, spares or materials will be arranged or provided by the AIIMS, Bhubaneswar. In case the offered equipment involves any foreign exchange, this shall be clearly indicated together with a statement as to how this is being arranged by the tenderer.

22. The tenderer shall indicate the source of supply, the detailed specifications, furnish test certificates, such as guarantee/warranty etc. for all brought out items.

23. The Director, AIIMS, Bhubaneswar or any one or more officers authorized by him shall have the right to visit contractor's/sub contractor's premises to check the physical progress of work, inspection, testing

etc. of the contract items or any part thereof at any time during all stages of operation & maintenance. The contractor shall extend all necessary facilities for carrying out such inspection and check of progress of work.

24. **Deviations:**

Any exclusion, deviation from specification shall be clearly spelt out and listed at one place only and tenderer shall substantiate the same with appropriate reasons. In absence of the same, it will be considered that tenderer has followed the specification fully in words and spirit.

25. **Faults, Repairs and Replacement:**

- 25.1 In case faults occur of such nature causing delay and becoming detrimental to the maintenance of services or any spare part of equipment not available with the Director, AIIMS, Bhubaneswar in stock, contractor would be ordered in writing by Director, AIIMS, Bhubaneswar for procurement of the same from the market for rectification/completion of the job. The payment will be regularized in the following RA bills.
- 25.2 In case of faults/repairs/damages, the Contractor should immediately submit a detailed fault analysis report, the details of repair/rectification schedule with details of probable completion. A format has to be submitted by the tenderer for repair/rectification schedule along with the tender which will be approved by the Director, AIIMS, Bhubaneswar.
- 25.3 On completion of replacement of spares but before energization / operation of the system, the replacement shall be physically checked and properly tested. These checks and tests shall be conducted by the tenderer under the supervision of AIIMS, Bhubaneswar and tenderer shall furnish the final status and test result. Any defect observed during such check and tests shall be made good by the tenderer free of cost within the Contract completion period.

26. **Specifications and Standards**

The operation and maintenance shall be in conformity with relevant Indian standard specification. National Electrical codes including provisions of these specifications. In the event of any conflict between the provisions/clause for a particular item in the above-mentioned rules and specifications the most suited clause based on requirement shall be applicable.

27. Any work that the tenderer would normally off load to his sub-vendor or subcontractor with the permission of AIIMS, Bhubaneswar, it is to be noted that the Director, AIIMS, Bhubaneswar shall not have any obligations whatsoever towards the tenderer's sub-contractor / sub-vendor. Only the tenderer is responsible to the Director, AIIMS, Bhubaneswar and AIIMS, Bhubaneswar does not accept any liability for the sub-contractor or his work men.
28. It must be understood that the number of people indicated here would in any way bind the tenderer for any contractual obligations or delay in schedule of work etc. This information would be used only for tenderer evaluation and later on to assess tenderer's progress with regard to adequacy of manpower.
29. Any other information the tenderer feels necessary to understand the quotation in complete.
30. It is the responsibility of the successful tenderer to hand over the entire system to the Director, AIIMS, Bhubaneswar on completion of the contract period in its initial working condition. Any damages/replacement etc. should be done at free of cost with the knowledge of the Director, AIIMS, Bhubaneswar. The final taking over will be done after detailed joint inspection by the Director, AIIMS, Bhubaneswar/ or his authorized representative and the contractor on completion of the contract period.
31. The contractor shall not be entitled to any additional payment during the tenure of the contract due to increase in cost of manpower and the rates should be quoted accordingly.

32. The lump sum price offered by the contractor shall include the charges for any minor job of maintenance which are obviously fairly intended and which may not have been referred to in these documents but are essential for this work. In case of difference of opinion as to whether or not a certain item of work constitutes minor details of maintenance or not included in contractors' prices, the decision of Director, AIIMS, Bhubaneswar shall be final and binding.
33. **Risk Purchases:**
- The cost of repairs/rectification's necessitated due to negligence of contractor's employee shall be recovered from the contractor as per assessment made by the Director, AIIMS, Bhubaneswar. If the contractor fails to repair/rectify the defects in installations within the time given to him, the same will be got repaired/rectified from other agency at the risk and cost of the Contractor. The decision of Director, AIIMS, Bhubaneswar shall be final and binding on both the parties.
34. If the attendance falls short of the contracted minimum number of persons the pro-rata amount shall be deducted from his bill. Similarly, if the work is found unsatisfactory and not up to the expected standards, an amount which the Director, AIIMS, Bhubaneswar determines, shall be deducted from the Contractor's bill. The amount so deducted shall be final.
35. The Agency shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at AIIMS, Bhubaneswar site or for any accident caused to them and the institute shall not be liable to bear any expense in this regard. The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by AIIMS, Bhubaneswar for whatever reason. The Agency shall also be responsible for the insurance of its personnel. The Agency shall specifically ensure compliance of various Laws / Acts, including but not limited to with the following and their re-enactments / amendments / modifications: -
- (a) The Payment of Wages Act 1936.
 - (b) The Employees Provident Fund & MP Act, 1952.
 - (c) The Contract Labour (Regulation) Act, 1970.
 - (d) The Payment of Bonus Act, 1965.
 - (e) The Payment of Gratuity Act, 1972.
 - (f) The Employees State Insurance Act, 1948.
 - (g) The Employment of Children Act, 1938.
 - (h) The Motor Vehicle Act, 1988.
 - (i) Minimum Wages Act, 1948.
36. **Breach of Terms and Conditions.** Noncompliance of any terms and conditions enumerated in the contract shall be treated as breach of contract. Or In Case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by AIIMS, Bhubaneswar in that event the EMD shall also stands forfeited.
37. **Termination of Contract.** AIIMS, Bhubaneswar would have the right to terminate the contract, in case the work performance is not up to the standard, or in case there is any violation of AIIMS, Bhubaneswar rules & regulations, or if there is any lapse in compliance of any labour legislation, or if there is any incident of indiscipline on the part of the Tenderer or his staff and the agreement may be terminated. The decision of AIIMS, Bhubaneswar's management in this regard would be final and binding on the Tenderer. In such an event, AIIMS, Bhubaneswar shall have the right to engage any other tenderer to carry out the task.
38. **Arbitration.** The Arbitration shall be held in accordance with the provision of the Arbitration and conciliations Act, 1996 and the venue of arbitration shall be at Bhubaneswar. The decision of the Arbitrator shall be final and binding on the both parties.
39. **Dispute Settlement.** It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then same shall be referred

to the sole Arbitrator appointed by the Director, AIIMS, BHUBANESWAR whose decision shall be final and binding on both the parties. The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.

40. GST and other Taxes as applicable shall be recovered/ paid from the contractor's bill as per Govt. of India/AIIMS Rules.
41. Payment shall be made on after successful completion of work and due Certification of the Bills by the Representative of Engineer-in-Charge.
42. The rate quoted by the firm for the manpower component should be as per the payment of wages act (35) of the conditions of the NIT. The offer will not be considered if the firm's quoted rate for manpower is less than the rates as per the minimum wages category mentioned by the Ministry of Labour, Government of India.

ADDITIONAL CONDITIONS FOR ELECTRICAL WORKS

A. GENERAL CONDITIONS

1. **“Annual Electrical Maintenance of all the Buildings of Hostels & Housing Complex for the year 2020-21, AIIMS, Bhubaneswar (Sub Head: Outsourcing of day-to day maintenance Services of Electrical Works).**
2. For all items of Electrical, CPWD specifications with correction slips up to the date of receipt of tender shall be followed. For the items which are not covered under CPWD specifications; the special conditions /B.I.S. specifications shall be applied. In this regard the decision of Engineer-in- charge shall be final & binding.
3. Wherever any reference is made of any Indian Standard, it shall be taken as reference to the latest edition with all amendments / revision issued thereto up to the date of receipt of tenders.
4. Unless otherwise specified, the agreement rates for all items of work in the schedule of quantities are for all heights, depths, leads and lifts involved in the execution of work.
5. Other agencies working at site will also simultaneously execute the work entrusted to them and the contractor shall offer necessary co-operation wherever required to other agencies.
6. On account of security consideration, there could be some restrictions on the working hours, movement of vehicles for transportation of materials. The contractor shall be bound to follow all such restrictions and adjust the program for execution accordingly, for which nothing extra shall be paid.
7. The work shall be carried out in a manner complying in all respects with the requirements of relevant by laws of the local bodies, Labor Laws, minimum wages act, workmen compensation act and other statutory laws enact by Central Govt. as well as State Govt.
8. No residential accommodation shall be provided to any of the staff engaged by the contractor. The contractor shall not be allowed to erect any temporary set up for staff in the campus.
9. No claims of the labours shall be entertained by the Department including that of providing employment, regularization of services etc.
10. The contractor shall have registration with Employee’s Provident Fund commission and Employee’s state Insurance Corporation for safe guarding interest of his workmen. He shall obtain all other necessary approvals from statutory bodies as per law in vogue.
11. All T&P, Scaffolding ladders/Hydra, Electrical instruments/meters for maintenance, consumable and Contingent Articles required for execution of the work shall be arranged by the contractor.
12. Complaint register, attendance register and other records will have to be produced either daily according to the requirement or when asked to do so by the Engineer-in- charge or his authorized representative.
13. When a register gets completed, it will be handed over the concerned J.E/A.E. It will not be returned to the contractor and the same will remain the property of the department.
14. All required registers will be certified by Engineer-in-Charge/Executive Engineer duly marked in chronological order but the contractor will have to arrange all such registers/stationery etc. Nothing extra shall be paid on this account.
15. **The contractor will have to arrange the required Computer, Printer, High speed internet, telephone, furniture etc. at his own cost pertaining to his job and he will take all the settings back only after the expiry of the agreement for which nothing extra shall be paid.**

16. The contractor shall take immediate action to attend any complaint assigned to him through site order book/verbal instructions from Engineer-in-Charge or his representative over telephones from occupants. In all cases he shall attend the complaints in the specified duration as mentioned below.

(a) **Emergent complaints:** Complaints of emergent nature of works as instructed by Engineer in charge or his representative shall have to be attended immediately **within 6 hours**.

(b) **Normal Complaints:** Complaints relating to the trades shall have to be attended within **48 hours**.

In case of failure to meet these deadlines, a lump-sum amount of Rs.1,000/- (Rupees ONE THOUSAND only) per complaint per day will be recovered from his bills. One default shall be treated as one complaint. This shall be without prejudice to other remedies available to Engineer-in- Charge under this contract to take action against the contractor.

17. The personnel and laborers engaged by the contractor under this contract shall wear neat and clean uniforms approved by the Engineer-in-Charge along with name badges. An identity card duly countersigned by the Engineer-in-charge or his representative shall be issued to each personnel by the contractor to have proper identifications. The character and antecedents of the staff employed by the contractor shall be got verified from the police by the contractor.

18. Staff employed by the contractor should be well behaved, polite & courteous. Any complaint against staff on behavior should be taken very seriously and such staff should be removed by the contractor immediately from the site with replacement of a suitable candidate.

19. All dismantled material will be removed from site by contractor after duly verification and measurement of the same by JE.

20. The contractor shall make all safety arrangement required for the labour engaged by him at his own cost. All consequences due to negligence or due to lapse of security/safety or otherwise, shall remain with the contractor. The department shall not be responsible for any mishap, injury, accident or death of the contractor's staff. No claim in this regard shall be entertained / accepted by the department. Also, Contractor is responsible to the damage caused to any man/material other than his team during execution, and AIIMS will not be responsible for that.

21. Contractor shall be fully responsible for any damages caused to govt. property or allotter's property by his or his labor in carrying out the work and shall be rectified by the contractor at his own cost.

22. GST and other Taxes as applicable shall be recovered/paid from the contractor's bill as per Govt. of India/AIIMS Rules.

23. Security Deposit of 05% of the Contract Value will be deducted from the RA Bills.

24. Chases, holes & drilling works etc. shall be done using power operated tools in the cost of Contract. No extra will be paid for the same.

25. For non-compliance or partial compliance of satisfactory execution of items, the Engineer-in- charge reserves his rights to levy compensation in accordance with the scale of non-conformity and the period for which this non-conformity continues. However, the total amount of this compensation for the whole contract shall not be exceed **10% of the tendered value** of this contract. This shall be without prejudice to other remedies available to Engineer-in-charge under this contract to act against the contractor.

26. In the case of discrepancy between the schedule of quantities, the Specifications and/or the Drawings, the following order of preference shall be observed: -

- (a) Description of schedule of quantities.
- (b) Additional specifications and special conditions, if any.
- (c) Contract clauses of general conditions of contract for central P.W.D. works.

- (d) Architectural drawings.
- (e) Indian standards specifications/BIS. Any reference made to any Indian standards specifications in these documents, shall imply to the latest version of that standard, including such revisions/amendments as issued by the Bureau of Indian Standards up to last date of receipt of tenders. The contractor shall keep all such publications of relevant Indian Standards applicable to the worksite at his own cost.

27. Each worker shall maintain a complaint diary and get the feedback recorded from the allottees" regarding attending the complaint. In case, it is found that the complaint has been attended unsatisfactory; it will be considered as unattended. list of such complaints shall be submitted to the Engineer-in-Charge or his representative on daily basis.

28. The contractor or his engineer at the service center shall maintain complaint register for recording the complaints.

29. Required Space will be handed over to the contractor free of cost by the department for enquiry room/office room.

30. The agency shall restore back the premises and other articles provided by the department to the department at the time of closure of the contract.

31. The contractor will maintain attendance records of the staff, which will be checked by the Junior Engineer/Assistant Engineer/ Engineer-in-charge. In case of absence of any staff, recovery shall made at the following rates:-

- (a) Skilled labor @ Rs.1,000/- per day per person.
- (b) Semi skilled labor @ Rs.850/- per day per person.

32. The contractor and/ or his authorized agent should see the site order book every day and get the compliance of instruction given by the JE/AE/Engineer-in-charge as per time scheduled.

33. No permanently /temporary huts /structures shall be constructed by the contractor at the site of work or at any government land/premises. Such structures, if any, found at the site or at AIIMS Bhubaneswar land shall be demolished and removed at the cost of the agency without any notice.

34. Any damage to the building structure, fittings or any other articles etc. done by the contractor on his workman during the execution of the work shall be made good by the contractor at his own cost.

35. The contractor shall clear the site property after the completion of the work.

36. Major/Minor complaint shall be decided by the Engineer-in-charge or his representative. The decision of Engineer-In-charge shall be final & binding.

37. Payment shall be made on after successful completion of work and due Certification of the Bills by the Representative of Engineer-in-Charge.

B. SPECIAL CONDITIONS

1. Any facility not mentioned in this scope, but which is vital to '**Supply of Electrical items, internal and external electrical wiring/cabling and Illumination works**' are assumed to be included in the scope of work.
2. Contractor has to ensure safety and provide adequate supervision/precautions during the work.

3. During working at site, some restrictions may be imposed by Engineer-in-Charge/Security staff of Corporation or Local Authorities regarding safety and security etc., the contractor shall be bound to follow all such restrictions/instruction & nothing extra shall be payable on this account & no claim for delay on this account shall be entertained.

4. No compensation shall be payable to the contractor for any damage caused by rains lightening, wind, storm, floods Tornado, earth quakes or other natural calamities during the execution of work. He shall make good all such damages at his own cost; and no claim on this account will be entertained.

5. **The tender shall be based on Conditions of Contract and tenderers are required to quote their own rates against each item in schedule of quantities, which is enclosed. All rates shall remain firm for the contract period/extended contract period.**

6. If the contractor fails to proceed with the work within the stipulated time as specified from the date of issue of letter of intent/letter to proceed with the work, the Corporation shall forfeit the earnest money deposited by him along with the tender.

7. All the works to be carried out in accordance with latest CPWD/BIS Specifications and as per the directions of Engineer-in-charge.

8. **Packing:** The supplier shall provide such packing of the goods, as is required to prevent their damages or deterioration during the transit to their final destination as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit.

9. DRAWING AND SPECIFICATIONS

A copy of tender documents and all relevant drawings and specifications viz. Indian standards, latest CPWD specifications etc. shall be made available at site if & when asked for reference.

10. COST OF TESTS

The cost of preparing samples and carrying out tests for quality of material or workmanship will be borne by the contractor except for such exclusions as are specifically mentioned in the specifications laid down in contract. The cost of all test carried out by Laboratories directed by the Engineer-in-Charge will be borne by the contractor.

11. The work shall be carried out strictly as per the attached technical specifications, relevant IS specifications, Indian Electricity Rules & National Electrical Code.

12. The contractor has to get approved all the material from the Engineer-in-Charge before its actual use at site of work.

13. The scope of work includes all minor building works required for execution work such as cutting of wall etc. and making good the same. Nothing extra will be paid to contractor for the same.

14. The watch and ward of material and installation shall rest on the part of contractor during execution of work and till handing over of the same after completion of work in accordance with schedule of work.

15. The contractor will take care of the building etc. while handling / installing the equipment to avoid damages to the building. If any damages occur during execution of work, it shall be made good by contractor without any extra cost.

16. Existing materials in good condition may be used after joint inspection by AIIMS representatives & vendor.

17. Dismantled/ un-used materials to be deposited at Engineering Dept. by the Firm.

18. The vendor shall submit color photographs printed with glossy paper for showing different stages of work during the submission of final bill.
19. Manpower deployed for operation and maintenance work may be engaged as and when recruited by the direction of Engineering In charge/ A.E (Electrical) of AIIMS.
20. Minor welding work as and when required to be carried out by the contractor.
21. The all electrical works to be done as per I.E rule 1956.
22. For Repairing/Rewinding/Replacement to be done within 48 hour.
23. **Warranty/Guarantee: The warranty/Guaranty certificate shall be provided as per manufacture standard norms.**
24. All safety appliances like Safety shoes, Safety gloves, Safety helmet, Safety belt, Safety goggles etc. shall be arranged before starting the job.
25. The tender shall be based on Conditions of Contract and tenderers are required to quote their own rates against each item in schedule of quantities (B.O.Q), which is enclosed. All rates shall remain firm for the contract period/extended contract period.
26. One dedicated telephone number shall be provided by the vendor at the maintenance office for logging of complaints.

C. GENERAL CONDITIONS FOR SUPPLY OF MATERIALS

1. The materials shall be as per CPWD specifications with up to date correction slip and ISI specifications wherever mentioned and as per **list of approved makes (enclosed)**.
2. In the event of any variation between CPWD specifications and that in the IS code the former shall take precedent over the later. In the event of variation between the nomenclature of item as per schedule of quantities and specifications, the former shall prevail.
3. **Materials will be supplied by the contractor within 07 days after giving the requirement otherwise Rs.10,000/-per day penalty shall be recovered from contractor's bill after giving notice. However, the materials in urgent nature shall be supplied within 02-03 hours failing of which necessary action may be taken.**
4. The sample of all the items shall have to be got approved by the contractor from the Engineer-in-Charge/Executive Engineer or his Representative before the supply commences. The approval of sample shall be only in respect of workmanship and finish, and shall be without prejudice to the right of Engineer-in-Charge to get random samples tested out of the actual lot received as per additional conditions. This decision is the prerogative of Engineer –in-Charge.
5. The contractor shall furnish the manufacture's certificate (if required) that the material supplied satisfy the requirements of the relevant specifications.
6. The Engineer-in-Charge shall be at liberty to test respective sample(s) of each item from schedule of quantity in any approved laboratory as decided by him. The sample for testing shall be provided by the contractor. The testing charge in respect of satisfactory test shall be borne by the contractor. All other expenditure required to be incurred for making available the sample conveyance and packing etc, shall be borne by the contractor himself. In case any sample of particular lot fails in testing the contractor shall be bound to replace the entire lot with fresh material of prescribed specifications and the rejected lot shall only be returned to the contractor after fresh lot is supplied.

7. Rejected materials shall have to be removed by the contractor at his own cost within a week of the instructions of doing so. Also go-down rent as decided by Engineer –in-Charges shall be charged by the department.
8. In case of any dispute regarding rejection of quantity of materials, the decision of Engineer-in-Charge shall be final and binding up on the contractor.
9. Conditional tenders are liable to be summarily rejected.
10. The rates shall be quoted only in the schedule of quantities attached with the tender and nowhere else i.e letterheads etc.
11. The contractor are specifically required to quote only one rate against each item. The rate Quoted for any item of material shall conform to the prescribed specifications.
12. The quantities are approximate and are liable to change up to any extent on either side. The Engineers-in-Charge reserves right to order deviation from the quantities mentioned in the tender. The contractor shall supply the additional quantity on the rates quoted in the tender documents irrespective of deviation limit mentioned elsewhere in the agreement. The contractor shall have no claim to any payment or compensation whatsoever on account of any profit or advantage which might have derive from the execution of supply in full as mentioned in tender but which did not derive any consequence of the full supply of material mentioned in tender not having been ordered. It is not necessary to use all items in the BOQ/Schedule during contract period. The use shall be based on the requirement at Site. Contractor cannot claim payment against storage of items to maintain the deadline of completion of work as per Tender.
13. The maker of material shall be same as that of actually installed/fixed at site. But, in case of non-availability or due to any reason, Engineer-in-Charge can take decision to install equivalent/new items available in the BOQ/Schedule. In case of any dispute the decision of Engineer-in-Charge shall be final with regards to make /brand of materials.
14. In case of non-availability of any items due to any reason, the vendor can install equivalent/new items available in the market in place of the non-available items at same rate as per the BOQ by taking the permission of the Engineer-in-Charge.
15. For materials used in this work, the record shall be maintained at site in a standard performs to watch quality and consumption of the materials.
16. Lowest One (L-1) will be decided from the cumulative Value of all items in the BOQ (Schedule).

Executive Engineer (Elect.) (I/C)
AIIMS Bhubaneswar

TECHNICAL SPECIFICATIONS

WIRING

1. GENERAL

Technical specifications in this section cover the Internal Wiring Installations comprising of: Wiring for convenience socket outlet in surface/concealed conduit.

2. STANDARDS AND CODES.

Latest up to date Indian Standard (IS) and Code of practice will apply to the equipment and the work covered by the scope of this contract. In addition, the relevant clauses of the Indian Electricity Act 1910 and Indian Electricity Rules 1956 as amended UpToDate shall also apply. Wherever, appropriate Indian Standards are not available, relevant British and/or IEC Standard shall be applicable.

3.0 LT CABLES

3.1 GENERAL

LT Cables shall be supplied, inspected, laid, tested and commissioned in accordance with specifications, relevant Indian Standards Specifications, and cable manufacturer's instructions. The cable shall be delivered at site in original drums with manufacturer's name clearly written on the drums. The recommendations of the cable manufacturer with regard to jointing and sealing be strictly followed.

3.2 MATERIAL

The L.T. Cables shall be XLPE insulated FRLS aluminium conductor armoured cable, PVC inner sheathed, overall PVC sheathed in conformity to latest technical specification and as per latest IS code.

3.3 LT CABLE LAYING

3.3.1. The cable shall be laid directly in cable tray clamped with 40mm x 3mm MS flat clamp, in HDPE pipe below 750 mm from ground level and in cable trench. The cable laying work will be done as per CPWD specification of electrical works.

3.3.2. Underground Cable Laying procedure

A trench of about 1.5 meters deep and 45 cm wide is to be dug as per required. Then the trench is to be covered with a 10 cm thick layer of fine sand. The cable is to be laid over the sand bed. The sand bed protects the cable from the moisture from the ground. Then the laid cable shall again be covered with a layer of sand of about 10 cm thick. When multiple cables are to be laid in the same trench, a horizontal or vertical spacing of about 30 cm is to be provided to reduce the effect of mutual heating. Spacing between the cables also ensures a fault occurring on one cable does not damage the adjacent cable. The trench is then to be covered with bricks and soil to protect the cable from mechanical injury.

3.4 INSPECTION.

All cables shall be inspected at site and checked for any damage during transit.

3.5 JOINTS IN CABLES

The Contractor shall take care to see that the cables received at site are apportioned to various locations in such a manner as to ensure maximum utilization and avoiding of cable joints. This apportioning shall be got approved from Engineer-In-Charge before the cables are cut to lengths.

4.0 TESTING OF CABLES

4.1 Prior to installation of cables, following tests shall be carried out. Insulation test between phases, phase & neutral, phase & earth for each length of cable.

- a) Before laying
- b) After laying
- c) After jointing

4.2 On completion of cable laying work, the following tests shall be conducted in the presence of the Engineer-in-Charge.

- a) Insulation Resistance Test (Sectional and overall).
- b) Continuity Resistance Test.
- c) Earth Continuity Test.

4.3 All tests shall be carried out in accordance with relevant Indian Standard code of practice and Indian Electricity Rules. The contractor shall provide necessary instruments, equipment's and labour for conducting the above tests & shall bear all expenses of conducting such tests without any extra charge.

5. CONDUITS.

5.1. **MS CONDUITS.** Wiring shall be carried out in surface/concealed conduits. The MS conduits conform to Latest and shall be ISI embossed. The conduits shall be heavy gauge (minimum 2 mm wall Thickness) and the interiors of the conduits shall be free from all obstructions. All joints in conduits shall be tightening properly with socket. Damage conduits/fittings shall not be used. Cut ends of conduits shall not have sharp edges.

5.2. **BENDS.** As far as possible, the conduit system shall be so laid out that it shall obviate use of tees, elbows and sharp bends. No length of conduit shall have more than the equivalent of two quarter bends from inlet to outlet.

5.3 CONDUIT ACCESSORIES

5.3.1 **STANDARD ACCESSORIES.** The conduit wiring system shall be completed in all respects, including their accessories. Bends, couplers, Dip junction Boxes etc. shall be solid or inspection type as required, in surface type or works. The accessories shall conform in all respects to the relevant IS. Samples shall be got approved by Executive Engineer (Electrical) before use.

5.3.2. **FABRICATED ACCESSORIES.** Wherever required, outlet boxes of required sizes shall be fabricated from 1.6 mm thick MS sheets which shall be fabricated from minimum 3 mm thick sheets. The outlet boxes shall be of approved quality, finish and manufacture. Suitable means of fixing connectors etc., if required, shall be provided in the boxes. The boxes shall be protected from rust by zinc phosphate primer process. Boxes shall be finished with minimum 2 coats of enamel paint of approved colour. A screwed brass stud shall be provided in all boxes as earthing terminal.

6. **WIRES.** Wiring shall be carried out with FRLS insulated 660/1100-volt grade unsheathed single core wires with electrolytic annealed standard copper (unless otherwise stated) conductors conforming to latest IS Code. All wire rolls shall be ISI marked. All wires shall bear manufacturer's label and shall be brought to site in new and original packages. Manufacturer's certificate, certifying that wires brought to site are of their manufacture shall be furnished as required.

7. LAYING OF CONDUITS

- Conduits shall be laid on surface/concealed on walls and ceilings as required.
- Same rate shall apply for surface/concealed Conduiting in this contract.
- Stranded copper conductor insulated wire of size as per schedule of quantities shall be provided in entire conducting for loop earthing.

8. SURFACE/CONCEALED CONDUITING

Wherever so desired, conduit shall be laid in surface over finished concrete and/or plastered brickwork. Suitable GI/MS Hook of approved make and finish shall be fixed to the finished Structural surface along the

conduit route at intervals not exceeding 600 mm. Holes in concrete or brick work for fixing the saddles shall be made neatly by electric drills using masonry drill bits. Conduits shall be fixed on the saddles by means of good quality heavy duty MS clamps screwed to the saddles by counter sunk screws. Neat appearance and good workmanship of surface conduiting work is of particular importance. The entire conduit work shall be in absolute line and plumb. The MS conduit should be painted with primer initially and then with two coats of approved make colour before laying the conduit.

8.1 FIXING OF CONDUIT FITTINGS AND ACCESSORIES

For surface/concealed Conduiting work, the fittings and accessories shall be completely embedded on finished wall/ceiling surface in a workman like manner. Loop earthing wire shall be connected to a screwed earth stud inside outlet boxes to make an effective contact with the metal body.

8.2 CLEANING OF CONDUIT RUNS

The entire conduit system including outlets and boxes shall be thoroughly cleaned after completion of erection and before drawing in of cables.

8.3 PROTECTION AGAINST DAMPNESS.

All outlets in conduit system shall be properly drain and ventilated to minimize chances of condensation/sweating.

8.4 EXPANSION JOINTS.

When crossing through expansion joints in buildings, the conduit sections across the joint shall be through approved quality heavy duty metal flexible conduits of the same size as the rigid conduit. The expansion joint crossing shall be done as approved by Engineer-in-Charge.

8.5 LOOP EARTHING.

Loop earthing shall be provided by means of insulated stranded copper conductor wires of sizes as per Schedule of Quantity laid along with wiring inside conduits for all wiring outlets. Earthing terminals shall be provided inside all switch boxes, outlet boxes and draw boxes etc.

9. LAYING AND DRAWING OF WIRES.

9.1. BUNCHING OF WIRES

Wires carrying current shall be so bunched in conduits that the outgoing and return wires are drawn into the same conduit. Wires originating from two different phases shall not be run in the same conduit.

9.2 DRAWING OF WIRES.

The drawing of wires shall be done with due regard to the following precautions: No wire shall be drawn into any conduit, until all work of any nature, that may cause injury to wire is completed. Burrs in cut conduits shall be smoothen before erection of conduits. Care shall be taken in pulling the wires so that no damage occurs to the insulation of the wire. Approved type bushes shall be provided at conduit terminations. Before the wires are drawn into the conduits, conduits shall be thoroughly cleaned of moisture, dust, dirt or any other obstruction by forcing compressed air through the conduits if necessary. While drawing insulated wires into the conduits, care shall be taken to avoid scratches and kinks which cause breakage of conductors. There shall be no sharp bends. The Contractor shall, after wiring is completed, provide a blank metal/mica plate on all switch/outlet/junction boxes for security and to ensure that wires are not stolen till switches/ outlets etc. are fixed at no extra cost the contractor shall be responsible to ensure that wires and loop earthing conductors are not broken and stolen. In the event of the wire been partly/fully stolen, the contractor shall replace the entire wiring along with loop earthing at no extra cost. No joint of any nature whatsoever shall be permitted in wiring and loop earthing.

9.3 TERMINATION/JOINTING OF WIRES.

Sub-circuit wiring shall be carried out in looping system. Joints shall be made only at distribution board terminals, switches for socket outlets. No joints shall be made inside conduits or junction/draw/inspection boxes. Switches controlling socket outlets shall be connected in the phase wire of the final sub circuit only. Switches controlling socket outlets shall be connected in the neutral wire. Wiring conductors shall be continuous from outlet to outlet. Joints where unavoidable, due to any special reason shall be made by approved connectors. Specific prior permission from Engineer-in-Charge in writing shall be obtained before making such joint. Insulation shall be shaved off for a length of 15 mm at the end of wire like sharpening of a pencil and it shall not be removed by cutting it square or wringing. Strands of wires shall not be cut for connecting terminals. All strands of wires shall be twisted round at the end before connection. Conductors having nominal cross-sectional area exceeding 1.5

Sq. mm shall always be provided with crimping sockets. Tinning of the strands shall be done wherever crimping sockets are not available as per instructions of the Executive Engineer (Electrical). All wiring shall be labelled with appropriate plastic ferrules for identification. At all bolted terminals, brass flat washer of large area and approved steel spring washers shall be used. Brass nuts and bolts shall be used for all connections. The pressure applied to tighten terminal screws shall be just adequate, neither too less. Switches controlling socket outlets shall be connected to the phase wire of circuits only. Only certified valid license holder wiremen shall be employed to do wiring/jointing work.

9.4 LOAD BALANCING.

The contractor shall plan the load balancing of circuits in 3 phase installation and get the same approved by the Engineer-in-Charge before commencement of the work.

9.5 COLOUR CODE OF CONDUCTORS.

Colour code shall be maintained for the entire wiring installation – red, yellow, blue for three phases, blank for neutral and green for earth.

10. PERFORMANCE.

Should the above tests not comply with the limits and requirements as above the contractor shall rectify the faults until the required results are obtained. The contractor shall be responsible for providing the necessary instruments and subsidiary earths for carrying out the tests. The above tests are to be carried out by the contractor without any extra charge.

11. MINIATURE CIRCUIT BREAKERS.

The MCB's shall be of the completely moulded design suitable for operation at 240/415 Volts 50 Hz system. The MCB's shall have a rupturing capacity of 10 KA at 0.5 pf. The MCB's shall have inverse time delayed thermal overload and instantaneous magnetic short circuit protection. The MCB time current characteristic shall coordinate with XLPE cable characteristic. Type test certificates from independent authorities shall be submitted with the RA bill.

SCOPE OF WORK

A. Schedule Maintenance of Internal Electrical Installations

SI No.	Description
DAILY	
1	Attend daily complaints received at enquiry room taken as most priority.
2	Check for fused lamps, tubes and LED fittings and replace the same.
3	Check for loose, hanging uncovered or temporary wires unauthorized connections in terminal building
MONTHLY	
1	Clean the fixtures, ceiling fans and sign boards, etc.
2	Check for damaged switches & sockets and replace the same.
3	Check for overheating of any MCBs / RCCBs in DB s due to loose connections or over loading. Check for earth connection.
4	Check for overheating of any MCCB in Panel Boards due to loose connections or over loading. Check earth connection.
5	Check indication lamps & control fuses, selector switch, voltmeter/ ammeter.
6	Check for the proper functioning of ceiling fans, regulator & exhaust fans.
7	Check for any openings in switch boards, DBs & Panel Boards.
QUATERLY	
1	Tighten all the termination points in distribution boards.
2	Tighten all the termination points in panel boards.
HALF YEARLY	
1	Check hanging arrangement (Bolt & hook) of ceiling fan, abnormal Noise or unusual vibration/ smell or service needs.

2	Tighten all the earth termination points.
YEARLY	
1	Measure & record the IR values of all incoming & outgoing cables of LT panel board.

B. Schedule Maintenance of External Lighting

Sl No.	Description
DAILY	
1	Check for fused lamps, tubes & LED fittings and replace the same.
2	Switch ON/OFF of street lights in specified time given by the department.
MONTHLY	
1	Check for overheating of any MCBs in the panel boards/ feeder pillar due to loose connections or overloading.
2	Check for proper covering of loop in loop out box at each pole. Check the door of feeder pillar.
QUATERLY	
1	Clean all the fixtures including lamp shades, domes, reflectors etc.
2	Tighten the terminations in loop in loop out box at each pole.
3	Tighten the earth terminal in loop in loop out box at each pole.
HALF YEARLY	
1	Tighten all the termination points of street light controlling panel board.
2	Measure & record the IR values of incoming & outgoing cables to the panel board/ feeder pillar.
3	Measure & record the IR values of loop cable from pole to pole.
4	Tighten the earth terminal point at the feeder pillars.
YEARLY	
1	Dismantle & Carryout thorough servicing of each fixture (at least 25% of total quantity every year). This can be carried out during lowering of lantern carriage.

C. Schedule of Maintenance Check for Earthing System

Sl No.	Description
MONTHLY	
1	Cleanliness of earth pit / area
2	Check the condition of earth pit cover.
HALF YEARLY	
1	Check the condition of Watering Funnel.
2	Watering of earth pits.
3	Check Earth resistance & record.
4	Check tightness of earth connections & continuity.
5	Check continuity of main earthing lead from earth pit to panel / equipment.
Note:-	
1	These activities and periodicity are minimum.
2	Any missing activities can be incorporated and implemented.
3	The periodicity of maintenance depends on the number of hours of operation, life of the equipment and the climatic conditions. Hence, based on these the periodicity could be further improved, if found necessary.
4	On checking the individual parameters deficiency found shall be rectified immediately in a time bound manner.

Executive Engineer (I/C)
AIIMS, Bhubaneswar

Technical Bid (Eligibility Criteria)

The scanned copies of the following mandatory documents to be uploaded on e-Tendering Portal in the following format.

Sl. No.	Details/ Particulars	Uploaded (Yes/No)	Page No.
(A)	Demand Draft of any scheduled Bank against EMD in favour of AIIMS, Bhubaneswar.		
(B)	Appendix 'A to C' duly filled in (Pages 11 & 12 ref.) and signed with stamp		
(C)	Certificates of Work Experience & Completion Certificate of Similar Work from Client not below the Rank of Executive Engineer or equivalent, as mentioned in Ser. No. - 4, Page No. - 8 refer under Eligibility Criteria		
(D)	Certificate of Registration for GST and acknowledgement, up to date filed return if required		
(E)	Attested Copies of PAN No.		
(F)	Copies of Balance Sheets.		
(G)	Copy of Affidavit. (As per page no 24)		
(H)	Copies of ESI Registration (enclose latest challan copy)		
(I)	Copies of EPF Registration. (enclose latest challan copy)		
(J)	The Bidder(s) should have their Registered Office/Branch in Bhubaneswar. If not, an Office should be opened in Bhubaneswar within 30 (Thirty) Days of the award of Work. Details of Address Proof of Office located at Bhubaneswar should be given to EE(Elect.) (I/C).		
(K)	Declarations to be given by the Tenderer(s) (as per Page 06).		
(L)	Each page of the e-tender documents should be duly signed with seal otherwise the bid shall become invalid		
(M)	Copies of annual turnover of last three years.		
(N)	Each page of the e-tender documents should be duly signed with seal otherwise the bid shall become invalid.		

AFFIDAVIT

(To be submitted on Rs. 100/- Indian Non-Judicial Stamp Paper)

I/We hereby certify that, the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

I/We also certify that, Firm will supply the item(s) as per the specification given by Institution and also abide all the Terms & Conditions stipulated in Tender.

I/We also certify that, the information given in Bid is true and correct in all aspects and in any case at a later date, it is found that any details provided are false and incorrect, any contract given to the concerned firm or participation may be summarily terminated at any state, the firm will be blacklisted and Institute may impose any action as per e-Tender Rules.

"I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for bidding in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee".

Business Address: -

Name:

(Signature of Bidder with Firm's Seal)

Place: _____

Dated: _____

PROFORMA FOR EARNEST MONEY (BANK GUARANTEE)
[FORM OF EARNEST MONEY (BANK GUARANTEE)]

WHEREAS, Contractor _____ (Name of contractor) (hereinafter called "the Contractor") has submitted his tender dated _____ (date) for the construction of _____ (name of work) (hereinafter called "the Tender") KNOW ALL PEOPLE by these presents that I/we _____ (name of bank) having our registered office at _____ (hereinafter called "the Bank") are bound up to _____ (Name and division of Executive Engineer) (hereinafter called "the Engineer-in-Charge") in the sum of Rs. _____ (Rupees _____ only) for which payment well and truly to be made to the said Engineer-in-Charge the Bank binds itself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this _____ day of _____ 20 ____ THE CONDITIONS of this obligation are: -

- (a) If after tender opening the Contractor withdraws, his tender during the period of validity of tender (including extended validity of tender) specified in the Form of Tender;
- (b) If the Contractor having been notified of the acceptance of his Tender by the Engineer-in-Charge.
- (c) fails or refuses to execute the Form of Agreement in accordance with the Instructions to contractor, if required ; OR
- (d) Fails or refuses to furnish the Performance Guarantee, in accordance with the provisions of Tender Document and Instructions to contractor.

We undertake to pay to the Engineer-in-Charge either up to the above amount or part thereof upon receipt of first written demand, without the Engineer-in-Charge having to substantiate his demand, provided that in his demand the Engineer-in-Charge will note that the amount claimed by his is due to him owing to the occurrence of one or any of the above conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date* after the deadline for submission of tender as such deadline is stated in the Instructions to contractor or as it may be extended by the Engineer-in-Charge, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE.....

SIGNATURE OF THE BANK

WITNESS.....

SEAL (SIGNATURE, NAME & ADDRESS)

*Date to be worked out on the basis of validity period of 6 months from last date of receipt of Tender.

FORM OF PERFORMANCE SECURITY (BANK GUARANTEE)

1. In consideration of the Director, AIIMS, Bhubaneswar (hereinafter called “the Government”) having offered to accept the terms and conditions of the proposed agreement between and (hereinafter called “the said Contractor(s)”) for the work (hereinafter called “the said agreement”) having agreed to production of an irrevocable Bank Guarantee for Rs. (Rupees only) as a security/ guarantee from the contractor(s) for compliance of his obligation in accordance with the terms and conditions in the said agreement.

I/We (hereinafter referred to as Bank) hereby (Indicate the name of the Bank) undertake to pay to the Government an amount not exceeding Rs. _____ (Rupees _____ only) on demand by Government.

2. I/We do hereby undertake to pay the (Indicate the name of the Bank) amount due and payable under this Guarantee without any demur, merely on a demand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only).

3. I/We the said bank undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor (s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

4. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor (s) shall have no claim against us for making such payment.

5. I/ We further agree that the guarantee herein contained (Indicate the name of Bank) shall remain in full force and effect during the period that would be taken for the performance of the said agreement and it shall continue to be enforceable till all the dues of the Government under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till Engineer-in-charge on behalf of the Government, certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor (s) accordingly discharges this guarantee.

6. I/We further agree with the Government that the (Indicate the name of Bank) Government shall have the fullest liberty without our consent, and without affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor (s) and to forebear or enforce any of the terms and conditions relating to the said agreement & we shall not be relieved from our liability by reasons of any such variation or extension being granted to the said contractor (s) or for any forbearance, act of omission on that part of the Government or any indulgence by the Government to the said contractor (s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

7. The guarantee will not be discharged due to the change in the constitution of the Bank or the contractor (s).

We lastly undertake not to revoke this (Indicate the name of Bank) guarantee except with the previous consent of the Government in writing.

8. This Guarantee shall valid up to _____ unless extended on demand by Government, notwithstanding anything mentioned above, our liability against this Guarantee is restricted to Rs. _____ (Rupees _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this Guarantee all our liabilities under the Guarantee shall stand discharged.

Dated the _____ day of _____ for _____

Format for Agreement

(to be made on Rs 100/- Judicial Stamp Paper)

This agreement is made at Bhubaneswar on the _____ day of _____ Month of _____ 2020 (Two Thousand Twenty) **between the Director, All India Institute of Medical Sciences, Bhubaneswar** acting through **Superintending Engineer, AIIMS, Bhubaneswar** having its **Office at AIIMS, Bhubaneswar-751019** (herein after called '**Client**' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, Legal Representatives and assigns) of the First party,

and

M/s _____ (Second party) having its registered Office at _____ (herein after called the '**Agency**' which expression unless repugnant to the Context shall mean and include its successors-in-interest assigns etc.) of the Second Party.

WHEREAS the "**Client**" is desirous to engage the "**Agency**" for "**Annual Electrical Maintenance of all the Buildings of Hostels & Housing Complex for the year 2020-21, AIIMS, Bhubaneswar (Sub Head: Outsourcing of day-to day maintenance Services of Electrical Works).**"

on the terms and conditions stated below: -

- (a) All the Terms & conditions of the Tender document will form as the part of this Agreement.
- (b) The agency shall be solely responsible for compliance to provisions of various Labour, Industrial and any other Laws applicable and all Statutory Obligations such as Wages, Allowances, Compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed in AIIMS, Bhubaneswar. The client shall have no liability in this regard.
- (c) The Agency shall be solely responsible for any Accident/Medical/Health related Liabilities/Compensation for the personnel deployed at it at AIIMS, Bhubaneswar site. The Client shall have no liability in this regard.
- (d) Any violation of Instructions/Agreement or Suppression of facts will attract cancellation of Agreement without any reference or any notice period.
- (e) The Contract can be terminated by giving 01 (One) Month Notice by the AIIMS, Bhubaneswar.
- (f) In case of Non-Compliance with the contract, the Client reserves its right to:-
 - (i) Cancel/Revoke the contract; **and/or**
 - (ii) Impose penalty up to 10% of the total Annual Value of Contract.
- (g) Performance Security of 5% of the Annual Contract Value, whichever is higher in the form of Fixed Deposit Receipt or Bank Guarantee form a scheduled Bank shall be furnished by the Agency at the time of signing of the Agreement.
- (h) The Agency Shall be fully responsible for timely monthly payment of wages i.e. by 07th of every month without fail and any other dues to the personnel deployed at AIIMS, Bhubaneswar as per rates mentioned in the schedule without any deductions except PF & ESI as admissible.
- (i) The personnel provided by the Agency will not claim to become the employees of AIIMS, Bhubaneswar and there will be no employee and Employer relationship between the personnel engaged by the Agency & AIIMS, Bhubaneswar.
- (j) There would be no increase in rates payable to the Agency during the Contract Period except any revision by the MoH & FW, Govt. of India.

(k) The Agency also agrees to comply with annexed Terms & Conditions of the Tender and amendments thereto from time to time.

(l) Decision of Client in regard to interpretation of the Terms & Conditions of the Tender shall be final and binding on the Agency.

(m) The Agency shall ensure full compliance with Tax Laws of India with regard to this contract and shall be solely responsible for the same. The Agency shall keep Client fully indemnified against liability of Tax, Interest, Penalty and any other legal Liability etc. of the Agency in respect thereof, which may arise. No Service Tax will be paid by AIIMS, Bhubaneswar. The Books of Accounts of the Agency as regards this outsourcing work shall be open for examination by the Institute as and when required.

(n) In case of any dispute between the Agency and Client, Client shall have the right to decide. However, all matters of jurisdiction shall be at the Local Courts of Bhubaneswar.

(o) The Agency will provide Police Verification Certificate of each Employee within a period of 03 (Three) Months from the date of deployment except in respect of Ex-Servicemen and retired Government Employees. Failing this, the deployment shall be liable for cancellation.

(p) THIS AGREEMENT will take effect from the _____ day of _____ Month of _____ 2020(Two Thousand Twenty) and shall be valid for 01 (One) Year and extendable for another 01 (One) year on mutually agreeable conditions subject to satisfactory performance.

This day of _____ 2020, both the parties here to have caused their respective common seals to be hereunto affixed (or have hereunto set their respective hands and seals) the day and year mentioned above in Bhubaneswar in the presence of the witness: -

For and on behalf of the 'Agency'

For and on behalf of the 'AIIMS, Bhubaneswar'

Signature of the Authorized Official
(Name of the Official with Seal)

Signature of the Authorized Official
(Name of the Official with Seal)

By the said _____
_____ (Name)
_____ on behalf of 'Agency'
in presence of Witness _____
Name _____
Address _____

By the said _____
_____ (Name)
_____ on behalf of 'Agency'
in presence of Witness _____
Name _____
Address _____

PROFORMA OF SCHEDULES
SCHEDULE 'F'
(Reference to General conditions of Contract.)

Officer Inviting Tender: - Executive Engineer (Elect.) (I/C), AIIMS, Bhubaneswar

Name of Work: "Annual Electrical Maintenance of all the Buildings of Hostels & Housing Complex for the year 2020-21, AIIMS, Bhubaneswar (Sub Head: Outsourcing of day-to day maintenance Services of Electrical Works)."

Estimated Cost of Work: ₹43,96,515.00	
(a) Earnest Money =	₹ 87,950.00
(b) Performance Guarantee =	05% of Tendered Value
(c) Security Deposit =	05% of Final Value

Maximum percentage for quantity of items of work to be executed beyond which rates are to be determined: -
in accordance with Clause -12.2 &12.3 = 50%

	Definitions	See below
2 (v)	Engineer-in-Charge:	Superintending Engineering AIIMS, Bhubaneswar
2(viii)	Accepting Authority:	Director AIIMS, Bhubaneswar
2(x)	Percentage on cost of materials and labour to cover all over heads and profit:	15%
2(xi)	Standard Schedule of Rates:	Central Public Works Department Schedule of Rates 2018 at Delhi with upto date correction slips
9(ii)	Standard AIIMS Contract Form:	GCC for CPWD Works - 2019 as amended and up to and including correction slip

Clause –1.

- | | |
|---|---------------|
| (i) Time allowed for submission of Performance guarantee, Program Chart (Time & Progress) and applicable Labour Licenses, Registration with EPFO, ESIC & BOCW Welfare Board or proof of applying thereof from the date of issue of letter of acceptance | 07 Days |
| (ii) Maximum allowable Extension with late fee @ 0.1% of Performance guarantee amount beyond the period provided in (i) above. | 01 to 15 days |

Clause –2.

Authority for fixing compensation under Clause 2: Director, AIIMS, Bhubaneswar

Clause –2A.

Whether Clause 2A shall be applicable: No

Clause – 5.

Time allowed for execution of work : **1 Year (after issue of work order).**

Time of start of work: Within Seven days after issue of work order.

Authority to decide fair & reasonable extension of time for completion: **Superintending Engineer, AIIMS, Bhubaneswar**
of work

Clause – 6A.

Whether Clause 6A shall be applicable: **No.**

Clause – 7A.

Whether clause 7A shall be applicable: **YES.**

Clause – 10B(ii).

Whether Clause 10B(ii) shall be applicable: **No.**

Clause – 10C. :

Not applicable.

Clause – 10CA. :

Not applicable.

Clause – 16.

Competent Authority for deciding reduced rates
: **Superintending Engineer
AIIMS, Bhubaneswar**

Clause – 25.

Settlement of dispute & Arbitration
: **Director, AIIMS, Bhubaneswar**

Financial Bid (Schedule of Quantities)
NIT NO.: AIIMS/BBSR/ENGG./ELECT./53/2020-21

Name of Work:- “Annual Electrical Maintenance of all the Buildings of Hostels & Housing Complex for the year 2020-21, AIIMS, Bhubaneswar (Sub Head : Outsourcing of day-to day maintenance Services of Electrical Works).”					
A.	Manpower Component				
Sl. No.	Description of Goods	Unit	Period Covers(In month)	Rate Per Unit (Rs.)	Total Value (Rs.)
1.	Providing service of Electricians for Electrical maintenance for all buildings as per the Scope of Work in NIT. Minimum Qualification: ITI in Electrician/Wireman from NCVT/SCVT with Wireman/Lineman License. Experience : minimum 2 Year Experiences in Electrical Maintenance work (All Days services of Electrician) Category: Semi-skilled				
	(i) (Shift-One)- 6.00 AM to 2.00 PM - 2 No. Electrician	2	12		
	(ii) (Shift-Two)- 2.00 PM to 10.00 PM - 2 No. Electrician	2	12		
	(iii) (Shift-Three)- 10.00 PM to 6.00 AM - 2 No. Electrician	2	12		
2.	Providing Services of Enquiry Clerk. (Minimum qualification: Graduation having knowledge of computer.) for recording the complaints received through phone call, E-mail, or any other medium. Assign the works to the Technicians of respective trades as per the benchmark time defined. Update the status of complaints on daily basis on the complaint register. Update the stock register and prepare the list of items to be ordered. Prepare the shift schedule and submit the same to the Engineer-in-charge monthly. Any other works to be given by the Engineer-In-Charge. Category: Skilled				
	(i) (Shift- One)- 6.00 AM to 2.00 PM – 1 No. Enquiry Clerk	1	12		
	(ii) (Shift- Two)- 2.00 PM to 10.00 PM – 1 No. Enquiry Clerk	1	12		
Total Amount Inclusive of GST (Part-A)					Rs.

Name of Work:- “Annual Electrical Maintenance of all the Buildings of Hostels & Housing Complex for the year 2020-21, AIIMS, Bhubaneswar (Sub Head : Outsourcing of day-to day maintenance Services of Electrical Works).”

B.	Material Component				
Item No.	Description of Item (Make)	Qty.	Unit	Rate Per Unit	Amount (Rs.)
1	0.5 sq. mm single core copper wire Poly cab/Finolex/RR Cable/ KEI/Raliso006E	100	Mtr		
2	1.0 sq. mm single core copper wire Poly cab/Finolex/RR Cable/ KEI/Ralison	100	Mtr		
3	1.5 sq. mm FRLS PVC insulated, single core copper conductor cable Poly cab/Finolex/RR Cable/ KEI/Ralison	500	Mtr		
4	2.5 sq. mm FRLS PVC insulated, single core copper conductor cable Poly cab/Finolex/RR Cable/ KEI/Ralison	500	Mtr		
5	4 sq. mm FRLS PVC insulated, single core copper conductor cable Poly cab/Finolex/RR Cable/ KEI/Ralison	500	Mtr		
6	6 sq. mm FRLS PVC insulated, single core copper conductor cable Poly cab/Finolex/RR Cable/ KEI/Ralison	200	Mtr		
7	10 sq. mm FRLS PVC insulated, single core copper conductor cable Poly cab/Finolex/RR Cable/ KEI/Ralison	100	Mtr		
8	2 core 10 sq. mm XLPE Insulated, PVC sheathed Aluminium armoured cable Poly cab/Finolex/RR Cable/ KEI/Ralison	400	Mtr		
9	20 mm iron staples/ saddles/ screws AKG/BEC/Polycab or Approved make.	200	Each		
10	25 mm iron staples/ saddles/ screws AKG/BEC/Polycab or Approved make.	50	Each		
11	20 mm dia. ISI marked, PVC conduit AKG/BEC/Polycab or Approved make.	400	Mtr		
12	25 mm dia. ISI marked, PVC conduit AKG/BEC/Polycab or Approved make.	100	Mtr		
13	Supply of 9x5 MICA SHEET COVER AKG/BEC/Polycab or Approved make.	50	Each		
14	Supply of 5x5 MICA SHEET COVER AKG/BEC/Polycab or Approved make.	50	Each		
15	Supply of 38 mm PVC GRIP AKG/BEC/Polycab or Approved make.	50	lot		
16	20 mm PVC solid bends AKG/BEC/Polycab or Approved make.	50	Each		
17	25 mm PVC solid bends AKG/BEC/Polycab or Approved make.	25	Each		
18	20 mm PVC coupler AKG/BEC/Polycab or Approved make.	50	Each		
19	25 mm PVC coupler AKG/BEC/Polycab or Approved make.	25	Each		
20	20 mm PVC junction box, one way AKG/BEC/Polycab or Approved make.	50	Each		

21	20 mm PVC junction box, two way AKG/BEC/Polycab or Approved make.	25	Each		
22	25 mm PVC junction box, two way AKG/BEC/Polycab or Approved make.	25	Each		
23	32 mm PVC junction box, two way AKG/BEC/Polycab or Approved make.	25	Each		
24	20 mm PVC Flexible pipe AKG/BEC/Polycab or Approved make.	200	Mtr		
25	25 mm PVC Flexible pipe AKG/BEC/Polycab or Approved make.	100	Mtr		
26	13 mm pvc gland AKG/BEC/Polycab or Approved make.	25	Each		
27	16 mm pvc gland AKG/BEC/Polycab or Approved make.	25	Each		
28	19 mm pvc gland AKG/BEC/Polycab or Approved make.	25	Each		
29	Modular GI box for 1/2 module Legrand/MK/Anchor-Roma/North West	50	Each		
30	Modular GI box for 3 module Legrand/MK/Anchor-Roma/North West	50	Each		
31	Modular GI box for 4 module Legrand/MK/Anchor-Roma/North West	50	Each		
32	Modular GI box for 6 module Legrand/MK/Anchor-Roma/North West	50	Each		
33	Modular GI box for 8 module Legrand/MK/Anchor-Roma/North West	50	Each		
34	Modular GI box for 12 module Legrand/MK/Anchor-Roma/North West	25	Each		
35	Modular base & cover plate for 1 module Legrand/MK/Anchor-Roma/North West	25	Each		
36	Modular base & cover plate for 2 module Legrand/MK/Anchor-Roma/North West	25	Each		
37	Modular base & cover plate for 3 module Legrand/MK/Anchor-Roma/North West	100	Each		
38	Modular base & cover plate for 4 module Legrand/MK/Anchor-Roma/North West	50	Each		
39	Modular base & cover plate for 6 module Legrand/MK/Anchor-Roma/North West	100	Each		
40	Modular base & cover plate for 8 module Legrand/MK/Anchor-Roma/North West	50	Each		
41	Modular base & cover plate for 12 module Legrand/MK/Anchor-Roma/North West	25	Each		
42	1mtr ceiling fan down rod Any ISI Approved Make	25	Each		
43	500 mm Ceiling fan down rod Any ISI Approved Make	25	Each		
44	300 mm Ceiling fan down rod Any ISI Approved Make	25	Each		
45	3 pin, 5 A Ceiling rose, Legrand/MK/Anchor-Roma/North West	25	Each		

46	S.P. 5/6 A, one way modular switch,Legrand/MK/Anchor-Roma/North West	150	Each		
47	S.P. 5/6 A, two way modular switch Legrand/MK/Anchor-Roma/North West	25	Each		
48	S.P. 15/16 A, one way modular switch Legrand/MK/Anchor-Roma/North West	100	Each		
49	3 pin 5/6 A modular socket outlet Legrand/MK/Anchor-Roma/North West	150	Each		
50	6 pin 5/6A and 15/16 A modular socket outlet Legrand/MK/Anchor-Roma/North West	100	Each		
51	Modular blanking plate Legrand/MK/Anchor-Roma/North West	25	Each		
52	Modular bell push switch Legrand/MK/Anchor-Roma/North West	50	Each		
53	6 Amp 3 pin plug Top Legrand/MK/Anchor/North West	25	Each		
54	16 Amp 3 pin plug Top Legrand/MK/Anchor/North West	50	Each		
55	Stepped type Modular Fan regulator (1 module) Legrand/MK/Anchor-Roma/North West	50	Each		
56	Stepped type Modular Fan regulator (2 module) Legrand/MK/Anchor-Roma/North West	50	Each		
57	PVC Batten/ Angle Holder MK/Anchor/Cona/Finolex	500	Each		
58	Call bell/ buzzer, single phase MK/Anchor/Cona/Finolex	25	Each		
59	1/2" PVC Casing Caping AKG/BEC/Polycab or Approved make.	200	Mtr		
60	3/4" PVC Casing Caping AKG/BEC/Polycab or Approved make.	50	Mtr		
61	1" PVC Casing Caping AKG/BEC/Polycab or Approved make.	50	Mtr		
62	1.5" PVC Casing Caping AKG/BEC/Polycab or Approved make.	50	Mtr		
63	2" PVC Casing Caping AKG/BEC/Polycab or Approved make.	50	Mtr		
64	Electrical contact cleaner(CRC) WD-40, Elecstar, CCS02,CVC	5	Each		
65	Grease/petroleum gel Any ISI Approved Make	5	kg		
66	Rubber/ PVC bushes Any ISI Approved Make	25	Each		
67	Water Proof Tape Any ISI Approved Make	25	Each		
68	PVC insulation Tape Any ISI Approved Make	200	Each		
69	PVC fastener 40 mm long Any ISI Approved Make	20	Pkt		
70	PVC sleeve Any ISI Approved Make	20	Mtr		
71	PVC clip for fixing cable/Casing Caping Any ISI Approved Make	10	Pkt		
72	Al. Alloy/ cadmium plated iron screws, 20 mm Any ISI Approved Make	10	Pkt		
73	100 mm Cable tie lock belt Any ISI Approved Make	10	Pkt		

74	150 mm cable tie lock belt Any ISI Approved Make	10	Pkt		
75	200 mm cable tie lock belt Any ISI Approved Make	10	Pkt		
76	250 mm cable tie belt Any ISI Approved Make	15	Pkt		
77	Iron screws, 35 mm X 6 mm Any ISI Approved Make	20	Pkt		
78	Iron screws, 40 mm X 6 mm Any ISI Approved Make	15	Pkt		
79	Iron screws, 45 mm X 6 mm Any ISI Approved Make	10	Pkt		
80	25 mm X 3mm bolts & nuts Any ISI Approved Make	25	Each		
81	32mm X 8mm bolts & nuts Any ISI Approved Make	25	Each		
82	38mm X 10 mm bolts & nuts Any ISI Approved Make	25	Each		
83	38 mm X 7 mm, bolts and nuts Any ISI Approved Make	25	Each		
84	15 mm long X 6 mm dia G.I. bolts and nuts Any ISI Approved Make	25	Set		
85	10 mm X 25 mm long G.I. bolt with nut etc. Any ISI Approved Make	25	Set		
86	16 mm X 50 mm bolts and nuts with washers Any ISI Approved Make	25	Set		
87	16 mm X 40 mm bolts and nuts with washers Any ISI Approved Make	25	Set		
88	8 mm dia steel Anchor fastner Any ISI Approved Make	25	Each		
89	10 mm dia steel Anchor fastner Any ISI Approved Make	50	Each		
90	12 mm dia steel Anchor fastner Any ISI Approved Make	25	Each		
91	16 mm dia steel Anchor fastner Any ISI Approved Make	25	Each		
92	6 A to 32 A ratings, SP MCB, "C" curve, 10 kA breaking capacity Legrand/ABB/L&T/Schnieder Electric	100	Each		
93	6 A to 32 A ratings, DP MCB, "C" curve, 10 kA breaking capacity Legrand/ABB/L&T/Schnieder Electric	10	Each		
94	40 A ratings, DP MCB, "C" curve, 10 kA breaking capacity Legrand/ABB/L&T/Schnieder Electric	10	Each		
95	63 A ratings, DP MCB, "C" curve, 10 kA breaking capacity Legrand/ABB/L&T/Schnieder Electric	10	Each		
96	6 A to 32 A ratings, TPN MCB, "C" curve, 10 kA breaking capacity Legrand/ABB/L&T/Schnieder Electric	15	Each		
97	40 Amp TPN MCB "C" curve, 10 kA breaking capacity Legrand/ABB/L&T/Schnieder Electric	5	Each		
98	63Amp TPN MCB "C" curve, 10 kA breaking capacity Legrand/ABB/L&T/Schnieder Electric	5	Each		

99	100 Amp TPN MCB "C" curve, 10 kA breaking capacity Legrand/ABB/L&T/Schnieder Electric	2	Each		
100	4 pole MCCB, 32A, 25kA Legrand/ABB/L&T/Schnieder Electric	2	Each		
101	4 pole MCCB, 63A, 25kA Legrand/ABB/L&T/Schnieder Electric	2	Each		
102	4 pole MCCB, 100A, 30kA Legrand/ABB/L&T/Schnieder Electric	2	Each		
103	4 pole MCCB, 125A, 36kA Legrand/ABB/L&T/Schnieder Electric	2	Each		
104	4 pole MCCB, 200A, 36kA Legrand/ABB/L&T/Schnieder Electric	2	Each		
105	4 pole MCCB, 250A, 50kA Legrand/ABB/L&T/Schnieder Electric	2	Each		
106	4 pole MCCB, 630A, 50kA Legrand/ABB/L&T/Schnieder Electric	1	Each		
107	25 A rating, 2 pole RCCB, 30mA Legrand/ABB/L&T/Schnieder Electric	10	Each		
108	40 A rating, 2 pole RCCB, 30mA Legrand/ABB/L&T/Schnieder Electric	10	Each		
109	25 A rating, 4 pole RCCB, 30mA Legrand/ABB/L&T/Schnieder Electric	10	Each		
110	40 A rating, 4 pole RCCB, 30mA Legrand/ABB/L&T/Schnieder Electric	10	Each		
111	63 A rating, 4 pole RCCB, 30mA Legrand/ABB/L&T/Schnieder Electric	10	Each		
112	Single pole, blanking plate Legrand/ABB/L&T/Schnieder Electric	50	Each		
113	Sheet steel DP MCB enclosure Legrand/ABB/L&T/Schnieder Electric	10	Each		
114	Sheet steel TP MCB enclosure Legrand/ABB/L&T/Schnieder Electric	10	Each		
115	Brass compression gland (19 mm) for 2 X 6 sq. mm 1.1 kV grade cable COMET/COSMOS/ ISI Approved make	15	Each		
116	Brass compression gland (19 mm) for 2 X 10 sq. mm 1.1 kV grade cable COMET/COSMOS/ ISI Approved make	10	Each		
117	Brass compression gland for (28 mm) 3½ X 25 sq. mm 1.1 kV grade cable COMET/COSMOS/ ISI Approved make	10	Each		
118	Brass compression gland for (32 mm) 3½ X 35 sq. mm 1.1 kV grade cable COMET/COSMOS/ ISI Approved make	10	Each		
119	Brass compression gland for (35 mm) 3½ X 50 sq. mm 1.1 kV grade cable COMET/COSMOS/ ISI Approved make	10	Each		
120	Brass compression gland for (38 mm) 3½ X 70 sq. mm 1.1 kV grade cable COMET/COSMOS/ ISI Approved make	10	Each		
121	Brass compression gland for (45 mm) 3½ X 95 sq. mm 1.1 kV grade cable COMET/COSMOS/ ISI Approved make	10	Each		
122	Brass compression gland for (45 mm) 3½ X 120 sq. mm 1.1 kV grade cable COMET/COSMOS/ ISI Approved make	10	Each		

123	Brass compression gland for (50 mm) 3½ X 150 sq. mm 1.1 kV grade cable COMET/COSMOS/ ISI Approved make	10	Each		
124	Brass compression gland for (57 mm) 3½ X 185 sq. mm 1.1 kV grade cable COMET/COSMOS/ ISI Approved make	10	Each		
125	Brass compression gland for (62 mm) 3½ X 225 sq. mm 1.1 kV grade cable COMET/COSMOS/ ISI Approved make	10	Each		
126	Brass compression gland for (62 mm) 3½ X 240 sq. mm 1.1 kV grade cable COMET/COSMOS/ ISI Approved make	10	Each		
127	Brass compression gland for (70 mm) 3½ X 300 sq. mm 1.1 kV grade cable COMET/COSMOS/ ISI Approved make	10	Each		
128	Brass compression gland for (82 mm) 3½ X 400 sq. mm 1.1 kV grade cable COMET/COSMOS/ ISI Approved make	10	Each		
129	Brass compression gland for (25 mm) 4 X 10 sq. mm 1.1 kV grade cable COMET/COSMOS/ ISI Approved make	10	Each		
130	Brass compression gland for (28 mm) 4 X 16 sq. mm 1.1 kV grade cable COMET/COSMOS/ ISI Approved make	10	Each		
131	Brass compression gland for (28 mm) 4 X 25 sq. mm 1.1 kV grade cable COMET/COSMOS/ ISI Approved make	10	Each		
132	1.5 sq. mm Ring type copper lug ISI Approved Make	150	Each		
133	2.5 sq. mm Ring type copper lug ISI Approved Make	150	Each		
134	4.0 sq. mm Ring type copper lug ISI Approved Make	100	Each		
135	6.0 sq. mm Ring type copper lug ISI Approved Make	100	Each		
136	10 sq. mm Ring type copper lug ISI Approved Make	50	Each		
137	16 sq. mm Ring type copper lug ISI Approved Make	50	Each		
138	1.5 sq. mm Pin type copper lug ISI Approved Make	100	Each		
139	2.5 sq. mm Pin type copper lug ISI Approved Make	100	Each		
140	4.0 sq. mm Pin type copper lug ISI Approved Make	100	Each		
141	6 sq. mm Pin type copper lug ISI Approved Make	100	Each		
142	10 sq. mm Pin type copper lug ISI Approved Make	100	Each		
143	16 sq. mm Pin type copper lug ISI Approved Make	50	Each		
144	Aluminium lugs for 6 sq. mm cable ISI Approved Make	50	Each		
145	Aluminium lugs for 10 sq. mm cable ISI Approved Make	50	Each		
146	Aluminium lugs for 16 sq. mm cable ISI Approved Make	50	Each		

147	Aluminium lugs for 25 sq. mm cable ISI Approved Make	50	Each		
148	Aluminium lugs for 35 sq. mm cable ISI Approved Make	50	Each		
149	Aluminium lugs for 50 sq. mm cable ISI Approved Make	50	Each		
150	Aluminium lugs for 70 sq. mm cable ISI Approved Make	50	Each		
151	Aluminium lugs for 95 sq. mm cable ISI Approved Make	50	Each		
152	Aluminium lugs for 120 sq. mm cable ISI Approved Make	40	Each		
153	Aluminium lugs for 185 sq. mm cable ISI Approved Make	40	Each		
154	Aluminium lugs for 225 sq. mm cable ISI Approved Make	30	Each		
155	Aluminium lugs for 240 sq. mm cable ISI Approved Make	40	Each		
156	Aluminium lugs for 300 sq. mm cable ISI Approved Make	40	Each		
157	Aluminium lugs for 400 sq. mm cable ISI Approved Make	30	Each		
158	Outdoor cable jointing kit with cast resin compound with lugs for 4 X 16 sq. mm 1.1 kV grade cable 3M/Cabseal/Raychem/Denson	2	Set		
159	Outdoor cable jointing kit with cast resin compound with lugs for 3½ X 25 sq. mm 1.1 kV grade cable 3M/Cabseal/Raychem/Denson	2	Set		
160	Outdoor cable jointing kit with cast resin compound with lugs for 3½ X 35 sq. mm 1.1 kV grade cable 3M/Cabseal/Raychem/Denson	2	Set		
161	Outdoor cable jointing kit with cast resin compound with lugs for 3½ X 50 sq. mm 1.1 kV grade cable 3M/Cabseal/Raychem/Denson	2	Set		
162	Outdoor cable jointing kit with cast resin compound with lugs for 3½ X 95 sq. mm 1.1 kV grade cable 3M/Cabseal/Raychem/Denson	2	Set		
163	Outdoor cable jointing kit with cast resin compound with lugs for 3½ X 120 sq. mm 1.1 kV grade cable 3M/Cabseal/Raychem/Denson	2	Set		
164	Outdoor cable jointing kit with cast resin compound with lugs for 3½ X 185 sq. mm 1.1 kV grade cable 3M/Cabseal/Raychem/Denson	2	Set		
165	Outdoor cable jointing kit with cast resin compound with lugs for 3½ X 240 sq. mm 1.1 kV grade cable 3M/Cabseal/Raychem/Denson	2	Set		

166	Outdoor cable jointing kit with cast resin compound with lugs for 3½ X 300 sq. mm 1.1 kV grade cable 3M/Cabseal/Raychem/Denson	2	Set		
167	Outdoor cable jointing kit with cast resin compound with lugs for 3½ X 400 sq. mm 1.1 kV grade cable 3M/Cabseal/Raychem/Denson	2	Set		
168	Rewinding of Ceiling fan 900/1200 mm sweep. Bajaj/ CG/ Havells/Usha/Crompton/ Approved Make	200	Each		
169	Rewinding of Exhaust fan 450 mm heavy duty. Bajaj/ CG/ Havells/Usha/Crompton/ Approved Make	10	Each		
170	Rewinding of Exhaust fan 230/300 mm heavy duty Bajaj/ CG/ Havells/Usha/Crompton/ Approved Make	100	Each		
171	Bearing of 1200/900 mm ceiling fan Bajaj/ CG/ Havells/Usha/Crompton/ Approved Make	100	Each		
172	Bearing of 230/300 mm exhaust fan Bajaj/ CG/ Havells/Usha/Crompton/ Approved Make	50	Each		
173	Supply of 1200 mm Ceiling fan Philip/Bajaj/USHA/Havells/Crompton or Approved make	50	Each		
174	Supplying of Exhaust fan 230 mm heavy duty Bajaj/ CG/ Havells/Usha/Crompton/ Approved Make	5	Each		
175	Supplying 90 watt LED outdoor light fitting Philip/Bajaj/Havells/Crompton or Approved make	50	Each		
176	Supplying 25 watt LED outdoor light fitting Philip/Bajaj/Havells/Crompton or Approved make	10	Each		
177	Supplying 15 watt Round Surface Mount LED Philip/Bajaj/Havells/Crompton or Approved make	50	Each		
178	Supplying 20 watt Surface Mount LED down light fitting Philip/Bajaj/Havells/Crompton or Approved make	50	Each		
179	Supplying of 65 watt LED Bulb Philip/Bajaj/Havells/Crompton or Approved make	50	Each		
180	Supplying of 9 watt LED Bulb Philip/Bajaj/Havells/Crompton or Approved make	350	Each		
181	Supplying 18-20 watt LED Tube light fitting Philip/Bajaj/Havells/Crompton or Approved make	400	Each		
182	Supplying 10 watt LED Tube light mirror fitting Philip/Bajaj/Havells/Crompton or Approved make	100	Each		
183	Supplying 6 watt Recess mount LED down light fitting (Philip/Bajaj/Havells/Crompton or Approved make)	50	Each		

184	Supply of 200 WATT LED Flood Light Philip/Bajaj/Havells/Crompton or Approved make	10	Each		
185	Supplying 36 watt FL tube Philip/Bajaj/Havells/Crompton or Approved make	50	Each		
186	Supplying 28 watt FL tube Philip/Bajaj/Havells/Crompton or Approved make	75	Each		
187	Supplying 13 watt PL(cross pin) lamp Philip/Bajaj/Havells/Crompton or Approved make	75	Each		
188	Supplying 2X36 watt FL electronic choke Philip/Bajaj/Havells/Crompton or Approved make	20	Each		
189	Supplying 1x28 watt FL electronic choke Philip/Bajaj/Havells/Crompton or Approved make	50	Each		
190	Supplying 1x36 watt PL starter Philip/Bajaj/Havells/Crompton or Approved make	50	Each		
191	Supplying Mercury Tube 150W Philip/Bajaj/Havells/Crompton or Approved make	30	Each		
192	Supplying Mercury Ignitor 150 watt Philip/Bajaj/Havells/Crompton or Approved make	30	Each		
193	Supplying 150W HPSV lamp Philip/Bajaj/Havells/Crompton or Approved make	30	Each		
194	Supplying 150W HPSV Choke Philip/Bajaj/Havells/Crompton or Approved make	30	Each		
195	Supplying 500 watt Halogen light fitting Philip/Bajaj/Havells/Crompton or Approved make	10	Each		
196	Fan capacitor Philip/Bajaj/USHA/Havells or Approved make	300	Each		
197	Supply of Gate Light Philip/Bajaj/USHA/Havells or Approved make	4	Each		
198	Supply of 3-ph Energy meter ISI Approved Make	7	Each		
199	Supply of 1-ph Energy meter ISI Approved Make	10	Each		
200	Supply of Analog Ammeter panel mount(40- 700Amp) ISI Approved Make	30	Each		
201	Supply of Red/Yellow/Blue/Green indication Lamp LED type Philip/Bajaj/Havells or Approved make	60	Each		
Total Amount Inclusive of GST (Part-B)					

Total Amount Inclusive of GST (Part-A)	Rs.
Total Amount Inclusive of GST (Part-B)	Rs.
Grand Total (Inclusive of GST)	Rs.

(Rupees _____ only)

Note:-

1. 'L' will be decided on composite basis be on basis of total of Part 'A' & 'B'.
2. **MR = To be read as Market Rate.**
3. The Bidder must submit Financial Bid in On-Line Mode.
4. I/We have gone through the terms & conditions as stipulated in the tender and confirm to accept and abide the same.
5. No other charges would be payable by the Institute
6. Quantity mentioned above is tentative, it may increase or decrease as per site requirement.
7. Contractor has to bring samples as per above preferred brands only and Engineer-In-Charge shall approve one sample out of the samples brought by the contractor. The contractor has to use material of that approved sample only. No claim in this regard shall be entertained.
8. In case of non-availability of material of approved make, prior approval from Engineer-In-Charge shall be obtained for other make.

Name : _____

Business Address : _____

Signature of the Bidder :-

Date : _____

Place : Bhubaneswar

Seal of the Bidder _____

E-TENDERING INSTRUCTIONS TO BIDDERS

General.

The Special Instructions (for e-Tendering) supplement 'Instruction to Bidders', as given in this Tender Document. Submission of Online Bids is mandatory for this Tender. E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers / Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, AIIMS BHUBANESWAR has decided to use the portal [www.tenderwizard.com /AIIMSBBSR](http://www.tenderwizard.com/AIIMSBBSR) through an ASP, M/s. ITI Ltd., Bhubaneswar.

Instructions.

1. **Tender Bidding Methodology.** Two Stage Online Bidding.
2. **Broad outline of activities from Bidders prospective:**
 - (a) Procure a Class III Digital Signature Certificate (DSC).
 - (b) Register on the e-Procurement portal www.tenderwizard.com/AIIMSBBSR.
 - (c) Create Users on the above portal.
 - (d) View Notice Inviting Tender (NIT) on the above portal.
 - (e) Download Official Copy of Tender Documents from the above portal.
 - (f) Seek Clarification to Tender Documents on the above portal. View response to queries of bidders, posted as addendum, by AIIMS, Bhubaneswar.
 - (g) Bid-Submission on the above portal.
 - (h) Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Technical Part.
 - (j) Post-TOE Clarification on the above portal (Optional) – Respond to AIIMS, Bhubaneswar's Post-TOE queries.
 - (k) Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Financial Part (Only for Technical Responsive Bidders).

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.

3. **Digital Certificates.** For integrity of data and authenticity / non-repudiation of electronic records, and to be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class III, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

4. **Registration.** To use the Electronic Tender portal www.tenderwizard.com/AIIMSBBSR, vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis-à-vis Authorized Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site. Pay Annual Registration Fee as applicable. (Rs 2000+ GST as applicable)

Note. : After successful submission of Registration details and Annual Registration Fee, please contact to the Help desk of the portal to get your registration accepted/ activated.

- (a) The Bidder must ensure that after following above, the status of bid submission must become – “Submitted”.

- (b) Please take due care while scanning the documents so that the size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However it shall be sole responsibility of bidder that the uploaded documents remain legible.
- (c) It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.
- (d) The Financial part/BOQ may be downloaded and rates may be filled appropriately. This file may also be saved in a folder on your computer. Please don't change the file names & total size of documents (Preferably below 5 MB per document) may be checked.

5. Bid submission. The entire bid-submission would be online on the Tender wizard portal i.e. <https://www.tenderwizard.com> /AIIMS, Bhubaneswar.

6. Broad outline of submissions are as follows:-

- (a) Submission of Bid Parts (Technical & Financial).
- (b) Submission of information pertaining to Bid Security/ EMD.
- (c) Submission of signed copy of Tender Documents/Addendums.

The TECHNICAL PART shall consist of Electronic Form of Technical Main Bid and Bid Annexure. Scanned/Electronic copies of the various documents to be submitted under the Eligibility Conditions, offline submissions, instructions to bidders and documents required to establish compliance to Technical Specifications and Other Terms & Conditions of the tender are to be uploaded.

The FINANCIAL PART shall consist of Electronic Form of Financial Main Bid and Financial Bid Annexure, if any. Scanned copy of duly filled price schedule (Section VII) for both packages are to be uploaded. If required, additional documents in support of taxes, quoted duties etc may also be uploaded.

7. Tender Processing Fee. You pay processing fee (0.1% of ECV + GST as applicable (Min. 750/- & Max 7500/- + GST as applicable)) through online (Credit card/ Debit card/ Net Banking), when participating in the e-tender.

8. Public Online Tender Opening Event (TOE). The e-Procurement portal offers a unique facility for 'Public Online Tender Opening Event (TOE)'. Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized. Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on the portal. As soon as a Bid is decrypted, the salient points of the Bids are simultaneously made available for downloading by all participating bidders. The medium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'. The portal a unique facility of 'Online Comparison Statement' which is dynamically updated as each online bid is opened. The format of the Statement is based on inputs provided by the Buyer for each Tender. The information in the Comparison Statement is based on the data submitted by the Bidders. A detailed Technical and / or Financial Comparison Statement enhance Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

Important Note. In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public tender opening event it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement / e-auction service-provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of AIIMS, BBSR by the bidders in time, then AIIMS, Bhubaneswar will promptly reschedule the affected event(s).

9. Other Instructions. For further instructions, the vendor should visit the home-page of the portal. The complete help manual is available in the portal for Users intending to Register / First-Time Users, Logged-in users of Supplier organizations. Various links are also provided in the home page.

Important Note. : It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups and minimize teething problems during the use of the said portal.

The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to :-

1. Obtain individual Digital Signature Certificate (DSC) well in advance of your first tender submission deadline on the portal.
2. Register your organization on the portal well in advance of your first tender submission deadline on the portal
3. Get your organization's concerned executives trained on the portal well in advance of your first tender submission deadline on the portal
4. Submit your bids well in advance of tender submission deadline on the portal (There could be last minute problems due to internet timeout, breakdown etc).

While the first three instructions mentioned above are especially relevant to first-time users on the portal, the fourth instruction is relevant at all times. Minimum Requirements at Bidders end Computer System with good configuration (Min P IV, 1 GB RAM, Windows XP) Broadband connectivity. Microsoft Internet Explorer 8.0 or above. Digital Certificate(s) Vendors Training Program Necessary training to each and every registered bidder under this portal shall be impacted by the ASP, M/s. ITI, Bhubaneswar, if required, before participation in the online tendering.

For any further assistance, please contact Mr Swadesh Bala (07008064095/ 07377708585), Helpdesk-011-49424365 ITI email ID for mailing communication :- twhelpdesk404@gmail.com / twhelpdesk680@gmail.com / twhelpdesk605@gmail.com .