



# भारतीय राष्ट्रीय विज्ञान अकादमी

बहादुर शाह ज़फर मार्ग, नई दिल्ली - 110 002

www.insaindia.res.in

## निविदा आमंत्रण सूचना (एनआईटी)

(ओपन टेंडर)

**विषय:** इन्सा में विद्युतीय स्थापना के परिचालन, वार्षिक अनुरक्षण संविदा (एएमसी) तथा डी. जी. सेटस के परिचालन हेतु अनुबंध।

एक वर्ष की अवधि के लिए द्विबोली प्रणाली (तकनीकी बोली और वित्तीय बोली) के अंतर्गत उपर्युक्त कार्य के लिए पात्र, पंजीकृत, प्रख्यात, आर्थिक रूप से समृद्ध और अनुभवी कंपनियों/ फर्मों/ एजेंसियों/ सहकारी सोसाइटियों से मुहरबंद निविदाएँ आमंत्रित की जाती हैं जिसको दोनों पक्षों की आपसी सहमति से उन्हीं निबंधन और शर्तों पर आगामी चार वर्षों (दो वर्ष + दो वर्ष) के लिए बढ़ाया जा सकता है।

अनुबंध श्रम (क्रांति एवम् उन्मूलन) अधिनियम, 1970 के अंतर्गत मान्य विद्युत ठेकेदार लाइसेंस (केवल विद्युत अनुबंध के लिए) और श्रम लाइसेंस धारित, संबंधित विभागों/ प्राधिकरणों/ सांविधिक निकायों से ईएसआई, ईपीएफ, सामान एवम् सेवा कर (जीएसटी), पैन के साथ पंजीकृत और सरकारी/ अर्धसरकारी/ स्वायत्त संस्थानों/ प्रतिष्ठित सार्वजनिक क्षेत्र के उपक्रमों में पिछले तीन वर्षों के दौरान रूपये 28.00 लाख (लगभग कुल रूपए 35.00 लाख की वार्षिक लागत का 80%) की लागत का या इससे अधिक प्रति वर्ष एक कार्य अथवा रूपये 14.00 लाख (लगभग कुल रूपए 35.00 लाख की वार्षिक लागत का 40%) या इससे अधिक प्रति वर्ष प्रत्येक की लागत के दो कार्य सफलतापूर्वक पूरे करने वाली फर्मों/ एजेंसियाँ आवेदन के लिए पात्र हैं। कार्य के लिए चयनित कंपनियों/ फर्मों/ एजेंसियों को केन्द्र/ राज्य सरकार द्वारा निर्धारित न्यूनतम मजदूरी (जो ज्यादा हो), ईएसआई और ईपीएफ का अनुपालन सुनिश्चित करना होगा।

निबंधन, शर्तों और कार्य क्षेत्र सहित निविदा दस्तावेज (अहस्तांतरणीय) दिनांक 7 सितम्बर, 2022 से 18:00 बजे से सीपीपी पोर्टल और इन्सा वेबसाइट: <https://insaindia.res.in> से डाउनलोड किया जा सकता है। विधिवत् भरी हुए निविदा को अंतिम तिथि एवं समय पर अथवा इससे पहले अर्थात् 19 सितम्बर, 2022 को 17:00 बजे तक जमा करा सकते हैं। निविदाएँ दिनांक 20 सितम्बर, 2022 को 11:00 बजे इन्सा में सक्षम प्राधिकारी द्वारा नियुक्त एक स्थायी समिति द्वारा खोली जाएँगी। अकादमी बिना कारण बताए किसी एक अथवा सभी निविदाओं को रद्द करने का अधिकार अपने पास सुरक्षित रखती है।

उप कार्यकारी निदेशक-1(वित्त एवम् प्रशासन)



## INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi-110002

[www.insaindia.res.in](http://www.insaindia.res.in)

### **NOTICE INVITING TENDER (NIT)**

#### **(OPEN TENDER)**

**Subject: Contract for operation & annual maintenance contract (AMC) of electrical installation and operation of D.G. Sets at INSA.**

Sealed tenders are invited from eligible, registered, reputed, financially sound and experienced companies/ firms/ agencies/ co-operative societies for the above said work under **Two Bid System** (Technical Bid and Financial Bid) for a period of one year which can be extended for further period of four (4) years (two years + two years) on the same terms & conditions with mutual consent of both the parties.

The firms/agencies having valid Electrical Contractor Licence (for Electrical Contract only) and labour licence under Contract Labour (Revolution & Abolition) Act, 1970, registered with ESI, EPF, Goods & Service Tax (GST), PAN from concerned departments/authority/statutory bodies and have successfully carried out at least one similar work of costing Rs. 28.00 Lakhs (80% of total annual value of Rs. 35.00 Lakhs approx.) or above per annum OR two works of each costing Rs. 14.00 lakhs (40% of total annual value of Rs. 35.00 Lakhs approx.) or above per annum during last three (3) years in Govt./ Semi-Govt./ Autonomous Institutions/ Public Sector Undertakings (PSUs) are eligible to apply. The company/ firm/ agency selected for the work will have to ensure the compliance of minimum wages fixed by Central/State Government, ESI & EPF etc.

The tender document (Non-transferable) with terms & conditions and scope of work can be downloaded from CPP portal and INSA website: <https://insaindia.res.in> also from 7<sup>th</sup> September, 2022 at 18:00 hours onwards. The tender duly filled up may be submitted on or before last date and time i.e. 19<sup>th</sup> September, 2022 till 17:00 hrs. The tenders shall be opened by a committee appointed by the competent authority for this work on 20<sup>th</sup> September, 2022 at 11:00 hrs. at INSA. The Academy reserves the rights to accept or reject any or all the tenders without assigning any reason thereof.

**Deputy Executive Director-I (F&A)**

**TENDER NO.**

**: INSA/ESTATE/AMC/Elec. Maint./2022-23/**

**TENDER DOWNLOADED BY:**

**TENDER DOCUMENT  
(OPEN TENDER)**

**CONTRACT FOR OPERATION & ANNUAL MAINTENANCE CONTRACT  
(AMC) OF ELECTRICAL INSTALLATION AND OPERATION OF D.G. SETS  
AT  
INSA, BAHADUR SHAH ZAFAR MARG, NEW DELHI - 110 002**

**DATE & TIME TENDER AVAILABLE  
ON CPP PORTAL and INSA WEBSITE**

**: 07.09.2022 till 18:00 Hrs.**

**LAST DATE & TIME FOR SUBMISSION  
OF TENDER AT INSA**

**: 19.09.2022 (up to 17:00 Hrs.)**

**DATE & TIME OF OPENING OF TENDER**

**: 20.09.2022 at 11:00 Hrs.**



**INDIAN NATIONAL SCIENCE ACADEMY**

**Bahadur Shah Zafar Marg, New Delhi - 110002**

**Tel: 91-11- 23 221931 - 23221950 (EPABX), Fax: 91-11- 23235648, 23231095**

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# INDIAN NATIONAL SCIENCE ACADEMY

Bahadur Shah Zafar Marg, New Delhi - 110002

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### Note:

Tenderers should confirm that they have received all the above documents. The nature and the site of works can be seen personally. **The parties are required to mention their full address, contract number and email ID on the envelope for any future correspondence.**

Tender can be downloaded from CPP Portal and Academy's website: <https://insaindia.res.in> from **07.09.2022 at 18:00 Hrs** onwards. The tenderer does not need to submit the tender fee along with tender at the time of submission. The Academy will not charge any fee against the tender cost.

## NOTICE INVITING TENDER

1. Sealed tenders are hereby invited for **contract for operation & annual maintenance contract (AMC) of electrical installation and operation of two D.G. Sets (500 KVA & 250 KVA) at INSA** from eligible, reputed and experienced firms/ agencies in two separate bids. The technical and financial bids should be submitted separately superscribing on the envelope "Tender for contract for operation & annual maintenance contract (AMC) of electrical installation and operation of D.G. Sets at INSA" **Technical Bid** and **Financial Bid**. The financial bid will be opened when the firm is technically qualified. The mode of submission for offers is explained in the **APPENDIX - A** attached herewith.
2. The scope of work is given as **APPENDIX - B** of this tender's scope of work. Please work out and quote your monthly rates accordingly.
3. Tenders should be submitted on the specified form (Non-transferable) which can be downloaded from CPP Portal and Academy's **website: <https://insaindia.res.in>** from 07.09.2022 at 18:00 Hrs.
4. The tender will be addressed to the Deputy Executive Director-I (Finance & Administration), **Indian National Science Academy**, Bahadur Shah Zafar Marg, New Delhi - 110002 and same will be submitted at reception of the Academy up to 17:00 Hrs. on or before **19<sup>th</sup> September, 2022** along with earnest money deposit (EMD) of Rs 70,000/- (Rupees Seventy Thousand only) in the form of Demand Draft/ Banker's Cheque/ Pay Order in favour of **Indian National Science Academy** of any nationalized bank payable at New Delhi.
5. Tender should be submitted at the reception of the Academy on or before the last date and time of submission of tender as mentioned above. Tenders received without earnest money (EMD) will be treated as invalid. The tender shall be opened at INSA on **20.09.2022 at 11:00 Hrs.** by a committee appointed by the competent authority.
6. Canvassing in any manner in connection with the tender is prohibited and the tender submitted by the tenderer who resort to canvassing is liable for rejection.
7. Total Earnest Money Deposit (EMD) will be forfeited if the contractor fails to commence the work as per letter of award or the time to start the work is duly extended on the basis of valid reason if provided by the contractor to whom the work has been awarded.
8. The tenderer shall not be permitted to tender for works in the Academy in case his relative is posted in the Academy. He shall also intimate the name(s) of persons who are working with him in any capacity or subsequently employed by him and whose relatives are as mentioned above.
9. Complete tender documents to be complied with by the tenderer who intends to submit the tender, the tenderer may see the tender document at the office of the Assistant Executive Director-II (Estate), Bahadur Shah Zafar Marg, New Delhi-110 002 at INSA. If he face any problem in downloading tender from CPP portal and INSA website also.
10. Tender submitted remains valid for 90 days from the date of opening for the purpose of acceptance and award of work, validity beyond 90 days from the date of opening shall be extended by mutual consent and with approval by the competent authority.

11. The Tenderer should quote rates in figures as well as in words, which he shall also work out the amount for each item of work and write both in figures and words. On checking if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him the following procedure will be followed:

- (i) When there is a difference between the rates in figures and in words, the rates which correspond to the amount worked out by the tenderer shall be taken as correct.
- (ii) When the amount of an item is not worked out by the tenderer or it does not correspond with the rates written either in figures or in words, the rate quoted by the tenderer in words shall be taken as correct.
- (iii) When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the tenderer shall be taken as correct and not the amount.
- (iv) Overwriting in tender document is not allowed.

12. The Academy reserves the rights to accept or reject any or all the tenders without assigning any reason thereof.

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## **ELIGIBILITY CRITERIA:**

<b>S. N.</b>	<b>DESCRIPTION</b>
1.	Registration of Company with Statuary Body of State/Central Government
2.	Valid Electrical Contractor Licence
3.	ESI Registration
4.	EPF Registration
5.	PAN Number
6.	GST Registration
7.	Power Attorney
8.	The charges towards the tender cost will be free as per the GFR 2017 Rules.
9.	The EMD of Rs. 70,000/- through banker's cheque/demand draft
10.	<p><u>Work Experience:</u></p> <p>(i) At least one work of similar nature of amounting to Rs. 28.00 Lakhs (80% of the total annual value of Rs. 35.00 Lakhs approx.) or above per annum under a single contract in last three (3) years.</p> <p><b>OR</b></p> <p>(ii) Two works of each amounting to Rs. 14.00 Lakhs (40% of the total annual value of Rs. 35.00 Lakhs approx.) or above per annum under a single contract in last three (3) years.</p>

**MODE OF SUBMISSION:**

The sealed tender will have to be submitted by the tenderer in two separate bids. One is '**Technical Bid**' and another is '**Financial Bid**'. The technical and financial bids shall be submitted separately, super-scribing on the envelopes "Tender for contract for operation & annual maintenance contract (AMC) of electrical installation and operation of two D.G. Sets (500 KVA & 250 KVA) at INSA." '**Technical Bid**' and '**Financial Bid**'. The financial bid will be opened when firm qualifies in their technical bid (technically).

1. The offer may be inclusive of latest minimum wages as per Govt. of NCT of Delhi rates (VDA), EPF, ESI, Goods & Service Tax (GST), administrative charges and other charges including uniforms and identity cards etc. (Details given in financial bid). In case of any employee i.e. Electrical Supervisor this is not cover under the minimum wages (VDA), an increase of DA at a rate of 5% on the present wage will be applicable per annum.
2. All covering letters and information to be included in the offer shall be submitted in original or attested copies and all the pages of the offers are to be signed and stamped by the authorized signatory.
3. Tenderers are advised to submit their offer strictly according to the terms and conditions, indicated in the **Annexure - I**.
4. In case of any clarifications/doubts, you are advised to contact Assistant Executive Director-II (Estate) on any working day from 10:00 AM to 5:00 PM.
5. The Deputy Executive Director-I (Finance & Administration), Indian National Science Academy reserves the rights to reject or accept any or all the tenders without assigning any reason thereof.
6. Tender papers are not transferable.

**First Envelope (Technical Bid):**

First Envelope should contain details of following:

**Work Experience:**

1. The offer shall accompany your company profile giving details of successfully carried out at least one work of similar nature of amounting to Rs. 28.00 Lakhs (80% of the total annual value of Rs. 35.00 Lakhs approx.) or two works of each amounting to Rs. 14.00 Lakhs (40% of the total annual value of Rs. 35.00 Lakhs approx.) or above per annum under a single contract in last three (3) years in Centre/State Govt./ Semi Govt./Autonomous/Govt. Institutions/ Public Sector Undertakings (PSUs).
2. Annual contract(s) during the last three (3) years to be supported by Performance Certificate (Issued by the Head of Division or by the organization which awarded the work).



3. Details of Registration of the firm with Statuary Body, valid Electrical Contractor Licence, EPF, ESI registration detail and PAN Number under the Income Tax Act and registered with Goods & Service Tax (GST) Department. Attested copies should be attached with the tender.
4. The firm should have at least two (2) years' experience in providing the contract of operation & annual maintenance contract (AMC) of electrical installation and operation of D.G. Sets in Central/State Govt. /Semi-Govt./Autonomous/ Govt. Institutions/Public Sector Undertakings of repute.
5. Registration with Statutory Body/agencies i.e. Labour Department under contract labour (Regulation & Abolition), Act 1970 to provide services of contract manpower in organizations.
6. List of clients where contract manpowers were deployed for Annual Maintenance Contracts (AMCs) for electrical installation and operation of D.G. Sets at INSA.
7. Registration of Company with Statuary Body of State/Central Government.
8. It is mandatory that the firm/contractor should have their own office (head/ registered/ branch) in Delhi for dealing day to day affairs of contract.

**Second Envelope (Financial Bid):**

Second envelope should contain a '**Financial Bid**' as per the terms and conditions **ANNEXURE - I** and scope of work is given in the tender form **APPENDIX - B** respectively.

The tender shall be opened on **20.09.2022 at 11:00 Hrs.** by a committee appointed by the competent authority. The last date of submission of completed tender document is **19<sup>th</sup> September, 2022 till 17:00 hrs.**

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TERMS AND CONDITIONS OF CONTRACT:

1. The work shall be carried out as per scope of work as mentioned in APPENDIX-B. Wherever it is mentioned in the scope of work that the contractor shall provide certain facilities/materials, if required. It is implied that the contractor shall do so.
2. The tender form shall be clearly filled in ink legible or typed. The tenderer should quote amount tendered by him/them in figures and as well as in words. Each sheet of the tender form should be signed by the tenderer himself. The forwarding letter attached along with tender should be signed by the party. Copies of the PAN number and satisfactory performance certificate issued by the concerned agency(s), organizations where such type of work/jobs have been performed by the contractor earlier should also be enclosed.
3. If the quoted amount by the two or more bidders/tenderers matches with each other, then the Academy will decide the successful bidder (lowest one) based on the number of successfully completed works and their contract values in last three (3) years.
4. If any bidder or tenderer quote the administrative charge/ service charge as "NIL or Zero (0)" then the Academy will reject/ cancel the tender as per GFR-2017.
5. Providing of suitable manpowers as and when required in addition to the requirement already mention in the tender.
6. The Manpower as mentioned in the tender document may increase or decrease at any time as per the site requirement during the currency of contract.
7. The following information should be indicated on the envelope:
  - a) Tender for operation & annual maintenance contract (AMC) of electrical installation and operation of D.G. Sets at INSA.
  - b) Name of the firm with complete address, telephone/mobile number & email id.
8. No staff shall be reshuffled by the contractor without notice to INSA and the staff engaged by the contractor shall work within the ambit of scope of work.
9. The Academy will deduct income tax/ TDS and other taxes as applicable from time to time from monthly bill as per Govt. of India Rules.
10. At the time of award of work from the Academy, the successful firm shall furnish the security deposit of 3% of the total value of annual contract by Pay Order/ Bank Draft in favour of the **Indian National Science Academy** for due performance of the contract. In the event of any breach/violation contravention of any terms and conditions contained herein by the contractor, the said security deposit shall be forfeited by the Academy. No interest shall be paid by the Academy on Security Deposits (SD) deposited by the contractor. The contractor will have to submit security deposit over and above 3%, if there is any amendment made by the Government during the currency of the contract.

11. The contractor shall prepare an agreement on a non-judicial stamp paper of Rs.100/- after due approval by INSA. The first payment shall be released only after the agreement is signed. The contractor will provide the stamp paper at their own cost.
12. No worker below the age of 18 years and above the age of 60 years shall be deployed at site. The contractor shall pay not less than minimum wages as provided by Govt. of NCT of Delhi norms to his workers plus EPF & ESI and keep INSA indemnified in this respect. The contractor will submit monthly bill along with bill calculation sheet, copies of challans/ECRs of EPF & ESI and proof of payment made through electronically/digitally to his employees deployed under the contract at INSA.
13. The Contractor shall comply with all the relevant laws and statutory requirements covered under various Laws/Acts such as Labour Act, Minimum Wages Act, Contract Labour (Regulation and Abolition) Act 1970, EPF, ESI and various other Acts as applicable from time to time with regards to the persons engaged by the contractor at INSA.
14. As far as EPF is concerned, it shall be duty of the contractor to get EPF code numbers (UAN) allotted by RPFCA against which the EPF subscription, deducted from the payment of the persons engaged and equal employer's amount of contribution should be deposited with respective EPF authorities within stipulated time in every month. Giving particulars of the employees engaged for the works at INSA, is required to be submitted to the INSA. In any eventuality, if the contractor failed to remit employee/ employer's contribution towards EPF subscription etc. within the stipulated time, INSA is entitled to recover the equal amount from any money due or accrue to the contractor under this agreement or any other contract with RPFCA, with an advice to RPFCA, duly furnishing particulars of persons engaged at INSA under this contract.
15. The contractor will provide the EPF and ESI registration numbers of persons/workers deployed at INSA under this contract to the Academy to whom the wages/payment are paid by him. In case of any employee of the contractor which is not cover under the ESI, the contractor will provide insurance to their employee on their own cost or his employee. In this regard, the Academy will not take any responsibility.
16. The contractor will provide EPF statements/Universal Account Number (UAN) and ESI smart cards to his persons deployed in the Academy and contractor will help to their employees if face any difficulty in this regard.
17. The contractor will provide services of manpower whenever is required by the Academy on extra hours duty.
18. The contractor will pay OTA to his workers in case they are retained for extra hours/ works. EPF and ESI will be paid on OTA amount as per the Govt. of India rules. The Academy will reimburse the payment made by the contractor to their worker(s) on account of OTA.
19. The contractor and his employees shall follow the instructions & guidance of INSA as directed to them from time to time.
20. The agency shall be responsible to provide immediate replacement of their staff under intimation to concern officer of INSA who is not available for duty at the place of posting. In case of absence from duty of the worker and if no substitute is provided, the Academy shall make deductions from the monthly bill in accordance with their wages paid to them by contractor keeping in view the total absence of the worker from

duty plus suitable penalty as decided by INSA. This exercise should not be repeated frequently otherwise Academy will take appropriate action in the matter.

21. That the agency staff shall be available all the time as per their duty timings/roasters and they shall not leave their place of duty without prior permission of Estate Supervisory staff of the Academy.
22. The employees of agency shall work under overall supervision and direction of the Academy's Estate Supervisory staff will be given to the contractor from time to time. The attendance register be maintained by the contractor and that shall be produced when required by the Academy.
23. The tender must be unconditional. The conditional tenders shall not be accepted by the Academy.
24. The contractor will provide all their staff/worker who is having adequate experience in the relevant field. The manpower deployed at INSA will be interviewed by dealing officer(s) to know their aptitude before they are deployed to work at INSA.
25. The Academy shall have the right to ask the contractor for the removal of any person of the agency, who is not found to be competent and orderly in the discharge of his duty.
26. The Agency shall not engage any sub-contractor or transfer the contract to any other person in any manner.
27. That the tenders not conforming to these requirements will be rejected and no correspondence thereof shall be entertained whatsoever.
28. Joint inspection of the complete electrical installation will be carried out once in every month by the contractor or his supervisor along with INSA supervisory staff. In this regard an inspection report will be signed by the both parties (Contractor & INSA).
29. The contractor shall provide manpower (Electrical Supervisor, Electrician, Reliever & Helpers) of different categories strictly as per the details mentioned under the head of "Manpower". The manpower deployed must have qualifications (educational & technical) and work experience of similar nature/field. In case of helpers, they should be qualified minimum class 10<sup>th</sup> with 3 to 5 years' experience (in case the person having 10 to 15 years' experience than qualification may be relaxed) in the relevant field with similar installation experience. The manpower shall be adjudged by the Academy about their capabilities before deployment at INSA.
30. The contractor will provide resumed (CV) duly pasted recent coloured photograph along with valid ID proof i.e. Aadhar Card, voter ID, driving license, bank detail, pan card and proof of age & qualification of all the persons for this job at INSA and after getting clearance from the Academy only such persons will be deployed.
31. The contractor shall deploy his persons only after obtaining the INSA approval duly submitting Curriculum Vitae (CV) of their persons, the INSA shall be informed at least one week in advance and contractor shall be required to obtain the INSA approval for all such changes along with their CVs. The person deployed at INSA under the category of helper (un-skilled) should have 3 to 5 years' experience in similar field. In case the person having 10 to 15 years' experience then qualification may be relaxed.

32. The Academy reserves the right to withhold the payment in the event of unsatisfactory performance of the work contract. In such eventuality, the Academy further reserves the right to get the work done through other agencies and payment will be recovered from the contractor's monthly bill or his security deposit and same may be forfeited.
33. Any person who is an employee of the Academy shall not be made a partner to the contract by the contractor directly or indirectly in any manner whatsoever.
34. The contractor will pay monthly wages to his workers on or before 10th day of every month positively.
35. The contractor shall disburse/transfer the wages to his employees deployed in INSA every month through RTGS/ECS or by Cheque in the presence of representative of the INSA. The cash payment made by the contractor to his employees will only be allowed in special case on the basis of prior written permission from the Academy.
36. The contractor will provide to the Academy name(s) of person(s)/employee(s)/partner authorized to sign the papers/deals with INSA.
37. In case any accident happens during course of duty of a worker at the working site, the contractor will take care to their person(s) in all respects. INSA will not be bound to pay any compensation in this respect.
38. The contractor shall indemnify of the Academy against all other damages/charges and expenses for which the Academy may be held liable or pay on account of the negligence of the contractor or his employees or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
39. If any information furnished by contractor is found to be incorrect at any time, the contract is liable to be terminated without issue any notice and the security deposit is liable to be forfeited by the Academy.
40. The contract can be terminated at any time by giving one month's notice in writing on either side even before the expiry of said contract without assigning any reason.
41. The contractor shall promptly notify to INSA of any subsequent change in the constitution of their firm. It shall be open to INSA to terminate the contract on the death, retirement, dissolution, insanity or insolvency of any person being a partner without the approval in writing of INSA but such option shall not be exercised or withheld unreasonably.
42. The contractor shall adhere to safe maintenance practice and guard against unsafe/hazardous working conditions and shall comply all safety rules.
43. The contractor shall be responsible for making good, to the satisfaction of INSA, any loss or any damage to all installations, in structure and properties belong to INSA or being got executed or procured by INSA or of other agencies within the premises of all the work of INSA if willful act or omission of the contractor or his manpower provided for maintenance.
44. The contractor shall certify in writing that there is no dispute between the contractor and his employees of any sort regarding statutory requirement. The contractor will also certify that persons deployed in the Academy do not have any criminal record.

45. The contractor will rotate his persons form time to time with full knowledge of INSA and provide similar substitute thereof. The staff engaged by the contractor shall work within the ambit of the scope of work.
46. This is an operation & annual maintenance contract (contractual agreement) and not one of creating any employment. There shall be no employer/ employee relationship between INSA and contractor or his employee(s). The contractor will be liable to discharge statutory liabilities to their employees and furnish photocopies or proof done so. The contractor shall give an undertaking that the persons so deployed in the Academy are on his pay rolls.
47. INSA will have no liability as far as contractor's staff is concerned.
48. Any claim/compensation will be settled by the contractor directly with his workers without INSA's involvement. In case labour case is filed the expenses shall be borne by the contractor to settle the case.
49. The contractor will provide the **Police Verification Report (PVR)** of all his employees before deployment at INSA under this contract.
50. The contractor shall get workers screened for visual, hearing, gross physical defects and contagious diseases and will provide a **Medical Fitness Certificate** to this effect for each person deployed. Only physically and mentally fit personnel shall be deployed for duty.
51. The contractor will provide the **uniform with safety shoes duly labeled or logo** of his firm and identity card (ID card) duly pasted recent coloured photograph & stamped and signed by the authorized signatory to his all employees. No worker shall be allowed to work at site without full or partly uniform on any working day. If any contractor's employee found without full or partly uniform a suitable penalty will be imposed on the contractor on each occasion except any specific reason and habitual offender in this regard shall be removed from INSA.
52. The contractor will ensure that the persons deployed under this contract must have their own vehicle such as bicycle, motor cycle, scooter etc. so that they can attend their duties in shifts and in absence of availability of public transport due to any specific reason(s).
53. The persons deployed by the contractor under this contract should reside within the distance of 30 Kilometers (approx.) from the premises of the Academy.
54. In case any complaint of INSA employee's is received attributable to misconduct/ misbehavior of contractor's person, a penalty of Rs. 500/- for each such incident shall be levied and the same shall be deducted from contractor's monthly bill. Further the concerned person of the contractor shall be removed from the INSA premises immediately.
55. During the currency of contract, if any person of contractor is found to be indulging in any corrupt or illegal practices causing any loss of revenue to the INSA shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Security.
56. The contract can be terminated at any time by the Academy (INSA) even before the expiry of said term/period as mentioned in NIT without assigning any reasons.

57. The manpower engaged by the contractor shall not take part in any union and association activities.
58. The contract period will be **One Year** from the date of commencement as mentioned in award letter. This contract may be further extended maximum up to four (4) years (two years + two years) by the Academy on same terms and conditions, if the services of company/firm are found satisfactory during the period of previous contract(s).
59. The contractor shall have his own Establishment / Setup/ Mechanism etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
60. The INSA shall not be responsible for providing residential accommodation to any of the employee of the contractor.
61. The INSA shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The INSA does not recognize any employees-employer relationship with any worker of the contractor.
62. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the INSA from the agency.
63. If any underpayment is discovered, the amount shall be duly paid to the agency by the INSA.
64. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the INSA.
65. Any dispute or differences whatsoever arising between the parties relating to meaning scope, operation or effect of this contract/agreement or validity or branch thereof shall be settled by arbitration of a single arbitrator to be appointed by the president of this Academy (INSA) and the award made in pursuance thereof shall be binding on the parties. The venue of arbitration proceeding shall be in New Delhi. The court at New Delhi shall only have the jurisdiction over the matter in case of any dispute.

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**DETAIL OF EQUIPMENTS FOR SANCTION LOAD: (1046.00 kVA) & CONTRACT DEMAND 1169 kVA):**

- Transformer 630 kVA, 11 kV/433 V, 50 Hz with OLTC - 02 Nos.
- D.G. Sets with AMF Panels (500 KVA & 250 KVA) - 02 Nos.
- H.T. Panels including OCBs/VCBs & other controls - 03 Nos.
- Main L.T. Panel including ACBs - 06 Nos.
- Capacitor Panels 200 KVAR each - 02 Nos.
- For Sanction Load of 1046 kVA & Contract demand (1169 KVA)
- A number of electrical single phase/ three phase motors
- Auditorium & conference hall lights (Ceiling Height: 20 to 30 foot) - Lot
- Commercial kitchen appliances such as deep freezer(s), Refrigerator (Freeze) Electricals Ovens/ Grills, Electric Frying Pan, Microwave Ovens, Water boilers etc. - Lot
- Electric hot water heater (Geysers) - Around 50 Nos.
- Electrical Sub-distribution Boards, Light Distribution Boards, Emergency Distribution Boards etc.
- All other electrical installations with in the premises of the Academy including Staff Quarters of Service Centre building



**SCOPE OF WORK:**

Sanction load: (1046.00 kVA) & Contract demand 1169 kVA) which includes the following:

**1. OPERATION & MAINTENANCE OF ELECTRICAL POWER EQUIPMENTS AND PANELS :**

- Transformers
- H.T. Panels including OCBs/ VCBs & other controls
- L.T. Panels including ACBs & their controls
- Capacitor Panels
- A number of electrical single phase/ three phase motors
- D.G. Sets of 500 KVA and 250 KVA and its AMF Panels/controls
- Auditorium/conference hall lights
- Commercial kitchen appliances such as deep freezer(s), Refrigerator (Freeze) Electricals Ovens/ Grills, Electric Frying Pan, Microwave Ovens, Water boilers etc. - Lot
- Main Distribution Boards, Sub Distribution Boards, Emergency Distribution Boards, Etc in the premises of the Academy.
- Operation and general electrical maintenance of UPSs, Elevators, A C plants screw chillers, reciprocating, split air-conditioners, fire-fighting equipment's, various types of pumps etc., and their electrical controls.
- All other electrical installations of all buildings with in INSA premises.

**2. ELECTRICAL MAINTENANCE:**

Operation/maintenance of complete electrical installation in the entire INSA premises consisting of HT Panels, LT Panels, Switchgears, Transformers, UPSs, Capacitor Panels, OCBs/VCBs, ACBs, CTs, PTs, Fire alarm panels, MDBs/DBs, electrical wiring, light, fan, power plug points, tube lights, LED lights, incandescent fixtures, exhaust fans etc. on round the clock (365 days in a year) basis in three shifts including Sundays/Holidays as per the plan given below.

**(A) DAILY:**

- (i) Attending to general complaints of internal wiring, i.e. light/fan/plug points, etc. fire detection equipment, smoke detectors, PA system, telephone and TV cables, fire alarm panels etc.
- (ii) Attending to HT panels, transformers, LT panels, MDBs/SDBs/EDBs/, UPSs and capacitor panels for proper functioning of electrical power system.
- (iii) General cleaning of all electrical equipments, i.e. UPS system and other power equipments etc.
- (iv) Replacement of unserviceable items, i.e. LED lamps/ bulbs/ CFL, tube lights, switches & sockets, extension board with cords etc.
- (v) Daily checking of aviation light provided at the rooftop of Jubilee building. It would be duty of the contractor to see every evening that light is proper working in order.
- (vi) This will be under the scope of work of the contractor to maintain the power capacitor panels and keep the power factor not below the 0.85 and also maintain a register to record the daily power factor/instant and average power factor each and every month.
- (vii) Checking of earth pits (electrical earthing) and keeps the proper records of the proper earthing results.

**(B) MONTHLY:**

- (i) Physical checking/inspection and thoroughly internal cleaning of LT/HT Panels, MDBs, SDBs, LDBs & EMDBs and Transformers, UPSs, etc. and also confirming the proper functioning of their safety and controls within the prescribed limits of manufacturers.
- (ii) Cleaning of all fans and light fixtures etc
- (iii) Cleaning of cable trenches
- (iv) Checking of smoke detectors/heat detectors, fire panels and P.A. system for proper functioning and rectification of fault(s), if any.
- (v) Thoroughly checking of capacitor panels and recording of each capacitor results.
- (vi) All other jobs as directed by INSA related to Electric Maintenance & Operation of D.G. Set.

**(C) QUARTERLY:**

- (i) Servicing/decarbonising of ACBs/OCBs, transformers and checking of LT/HT Panels and their controls.
- (ii) Megger testing and other parameter checks (as required) of the electrical Installations like electrical HT/LT Panels, motors, transformers and other electric installations/appliances, transformer oil testing, etc. and replenishment of oil if necessary (necessary oil will be supplied by INSA)
- (iii) Maintaining proper records of tests.
- (iv) Oiling/greasing of fans, motors etc. to be done yearly.
- (v) Checking of proper functioning of all the time safeties/relays etc. of HT/LT panels. AMF panel, Capacitor panels, and transformers etc.
- (vi) Testing and recording of oil results for transformers and OCBs/VCBs.

**(D) YEARLY:**

- (i) Dehydration of transformers' oil, complete checking of transformers to keep all the parameters within the required limits.
- (ii) The contractor shall maintain daily, weekly/quarterly record of all the parameters related to transformers, ACBs, OCBs/VCBs, LT/HT panels, capacitor panels, UPSs etc. and entry in Log Books/record registers which shall be provided daily to INSA official for verifications. The contractor will also submit service report for the above said jobs to INSA (as desired by INSA officials).
- (iii) The contractor shall assist INSA to maintain Liaison with BSES, YPL/Delhi Administration, Electrical Inspector or any statutory body on behalf of INSA from time to time to get any permission, license, permit etc. as and when required to INSA.

**Note: A register shall be maintained by the contractor at the work place to record the work done daily, monthly, yearly as enumerated above. This will be checked by designated officer from the Academy.**

**(E) MANPOWER:**

The manpower will include Electrical Supervisor, Electrician cum D G Operators and Helpers for electrical maintenance of electrical installation & equipments and for operation D.G. sets on round the clock basis.

- (i) The contractor shall deploy the adequate manpower for maintenance as per the following requirements on round the clock duty including Saturday, Sunday, Public Holidays for all 365 days.

The contractor will deploy one Electrical Supervisor & one Electrician cum DG Operator in General Shift from Monday to Saturday (duty timings: 09:00 AM to 05:30 PM) and one Electrician & one Helper in three shifts **(Shift - A, Shift - B & Shift - C)**: Shift A: 6:00 AM - 2:00 PM, Shift B: 2:00 PM - 10:00 PM, Shift C: 10:00 PM - 6:00 AM. In addition to the manpower as mentioned above, the contractor will provide a reliever (Semi-skilled person) who will relieve to the persons (Electricians & Helpers) working in three shifts.

- (ii) All the electricians shall be experienced to have worked on similar electrical installations for at least 5 to 7 years with the qualification 10<sup>th</sup> plus ITI (2 years) qualifications or as already mentioned in the head of manpower.
- (iii) The contractor will arrange monthly visits of qualified electrical engineer/expert for physical inspection, testing and checking of the electrical installation and equipments installed in the Academy at least once or twice in a month and submit a report duly signed and stamped to the officer concerned of the Academy.
- (iv) In case of any exigency/emergency or any major breakdown in the electrical system/equipments installed in the Academy, the contractor will provide/arrange the electrical engineer/expert to rectify the fault/problem occurred in the electrical system immediately or as and when required. The material required to resolve the problem will be provided by the Academy or the contractor may be asked to supply the same then the Academy will make the payment towards the cost of spares on actual basis with handling charge @ 10% over & above cost of spare/material to the contractor.

### **TOOLS AND MEASURING INSTRUMENTS:**

The contractor shall provide to each electrician following minimum working hand tools for daily use.

1. Electrician pliers (insulated)	-	02 Nos. each
2. Nose pliers	-	02 Nos. each
3. Screw Drivers 6"/12" (2 types)	-	02 Nos. each
4. D- Spanner set & ring spanner set	-	01 set each
5. Box Spanner set (Goti Set)	-	01 set
6. Lamp tester 440 watts (series)	-	2 Nos.
7. Torch (with 4cells)	-	01 No.
8. Portable drill machine (wolf make)	-	01 No.
9. Earth Tester	-	01 No.
10. Megger (Insulation Tester) for LT & HT testing	-	01 No.

11. Multi-meter (digital)	-	02 Nos.
12. Clamp tester (digital) LT & HT	-	01 each
13. Manual crimping machines/tools of required size (Manual operated)	-	01 No.
14. Hydraulic crimping machine (whenever is required)	-	01 No.
15. Heavy duty PVC hand gloves (LT & HT)	-	02 pairs each

**CONSUMABLES:**

In addition to above, the contractor will have to provide the consumables:

Old cloth/dhotis, grease, lubricating/ mobile oil and screws, PVC tapes, Johnson tape, log books for electrical system parameters & DG set and stationery etc. (as required)

**(F) FOR OPERATION AND MINOR MAINTAINANCE OF D.G. SETS:**

**DAILY:**

- a) "A" Check for the D.G. set as per detail given below:
- (i) Check previous day's engine log book
  - (ii) Drain water and sediment from fuel tank and fuel filler through drain cock.
  - (iii) Check engine oil level and top up, if necessary
  - (iv) Check for fuel, oil water and exhaust leaks
  - (v) Fill radiation/surge tank with treated water  
(Chromate concentration 3500-50000 ppm)
  - (vi) Check air cleaner oil level and change oil, if required (if oil bath type) clean dust-pan and pre-cleaner of dry type air-cleaner.
  - (vii) Check air - line connections for leaks
  - (viii) Remove and clean air compressor breather, if required.
  - (ix) Drain air-receiver tank at the beginning of each shift and then close the drain cock
  - (x) Clean Crank case breather
  - (xi) Check oil level in hydraulic governor, if provided.
  - (xii) Start the engine and note the oil pressure both at dealing and maximum rpm

- (xiii) Record oil-pressure
- (xiv) Top up fuel tank at the end of the shift
- b) Cleaning of the D.G. sets and D.G. Room also.
- c) Checking of battery charger, e.g. electrolyte level, terminal conditions, etc.
- d) Maintaining of Log Book for “A” check and Diesel consumption, etc. for the D.G. Set.
  - (i) Weekly submission of AMF panel serviceability report
  - (ii) Timely information to INSA for executing “B”, “C”, & “D” checks

Megger/Earthing test of D.G. set and Earthing pits testing should be carried out to ensure the proper insulation and Earthing.

Consumable items in addition to above like petroleum jelly and distilled water etc. shall also be provided by the contractor.

The contractor is also supposed to make sure the availability of the all consumable items the sufficient quantity of the material must be available at site and also mention of the following items:

- (i) Distilled water - 12 bottles
- (ii) Petroleum Jelly - 200 gm

## **GENERAL**

- a) The contractor shall be responsible for giving the weekly off to their staff and shall arrange the electrician cum DG operators and helpers working in shifts duty at INSA in the absence of any electrician cum DG operator & helper.
- b) The following tools to the electrician cum DG operator will be in scope of the Academy.
  - (i) Hydrometer - 01 No.
  - (ii) Adjustable wrench - 10 inch long
  - (iii) Hammer small and medium size - 01 No. each
  - (iv) Puller of different size - 01 No. each
  - (v) Tool boxes for above - 02 Nos.
  - (vi) Any other tool if required at site - As required
  - (vii) High voltage tester - 01 No.
  - (viii) Allen key set (in inches and mm) - 01 set each
  - (ix) Slide wrench 12” - 01 No.

**MANPOWER:**

The manpower requirement of Electrical Supervisor, Electricians, helpers & reliever shall be on round the clock basis and 365 days in a year. The detail of manpower required is given as under:

<b>S. N.</b>	<b>Description</b>	<b>Category</b>	<b>Number of persons</b>
<b>A.</b>	<b><u>General Duty (Monday to Saturday):</u></b>		
1.	<b><u>Electrical Supervisor:</u></b> (10+2 Pass with 3 Years Diploma in Electrical Engineering from Govt. Recognized Institute having 7-10 years' experience with similar electrical installations.) <b>OR</b> (10+2 Pass with B Tech in electrical Engineering from Govt. Recognized Institute having 5-7 years' experience with similar electrical installations.)	Diploma/ Graduate Engineer	01 No.
2.	<b><u>Electrician cum DG Operator:</u></b> (10th Pass + ITI (2 years) in Electrical trade from Govt. Recognized Institutes having 5-7 years' experience with similar electrical installation). (In case the person having 15-20 years' experience then qualification may be relaxed)	Skilled	01 No.
<b>B.</b>	<b><u>Duty in shifts (Shift – A, Shift – B &amp; Shift – C):</u></b> Shift A: 6:00 AM - 2:00 PM, Shift B: 2:00 PM - 10:00 PM, Shift C: 10:00 PM - 6:00 AM		
1.	<b><u>Electricians cum DG Operator:</u></b> (10th Pass + ITI (2 years) in Electrical trade from Govt. Recognized Institutes having 5-7 years' experience with similar electrical installation). (In case the person having 15-20 years' experience then qualification may be relaxed).	Skilled	03 Nos.
2.	<b><u>Reliever for Electricians &amp; helpers:</u></b> (10th Pass + ITI (2 years) in Electrical trade from Govt. Recognized Institutes having 3-5 years' experience with similar electrical installation).	Semi-skilled	01 No.
3.	<b><u>Helpers</u></b> (10 <sup>th</sup> Pass having 3-5 years' experience with similar electrical installation). (In case the person having 10-15 years' experience then qualification may be relaxed).	Un-skilled	03 Nos.
	Total number of persons in all category		09 Nos.

## **INFORMATION REQUIRED**

The contractor including individual firm is requested to provide the following information with necessary supporting documents:

- a) Contractor's identification data as per enclosed Form-I
- b) Contractor's financial resources as per enclosed Form-II
- c) Contractor's previous experience as per enclosed Form-III

The detail of work experience in the field of operation & annual maintenance contract (AMC) of electrical installation and operation of D.G. Sets at INSA.

- 1) Contractor's current job details as per enclosed Form-IV

The following documents shall be submitted by the contractor along with the tender.

- 2) Details of at least one similar work of costing Rs. 28.00 Lakhs (80% of the total annual value of Rs. 35.00 Lakhs approx.) or above per annum OR two works of each costing Rs. 14.00 lakhs (40% of the total annual value of Rs. 35.00 Lakhs approx.) or above per annum under a single contract should be carried out in last three (3) years with supporting documents such as work orders and Completion Certificate etc.

Performance/experience certificates issued by clients establishing the agency's credibility, etc.

Incomplete tender or tender without supporting documents is not likely to be considered.

Tenderer shall give details about himself or any of his partners/ shareholders who has ever been black listed/ removed from the approved list of agencies or demoted to lower class by order passed, banning/suspending business with the applicant etc. by any department in the past.

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**FORM-I**

**CONTRACTOR'S IDENTIFICATION DATA**

Affix duly attested  
P.P. size photograph  
of the tenderer.

1. Name:
  
2. Firm Type:
  
3. Registration Data:  
Date of registration and name (s) of  
Govt. agencies from where registered  
(Copy of registration from statutory body  
attested or self attested may be enclosed)
  
4. Specialized work area:
  
5. Registered office address:
  
6. Telephone Nos. : .....  
Mobile Nos.: .....  
Email ID: .....
  
7. List of names of Partners/directors of your firm:
  
8. Delhi Office Address:

Note:

3. Please attach separate sheets, if required.
4. If the firm is partnership firm given name and address of both the partners. If it is Pvt. Ltd. Company - give the names and addresses of authorized signatory (s) and directors to act on behalf of your company.

**FORM-II**

**CONTRACTOR'S FINANCIAL DATA**

**LATEST YEAR 2022-2023:**

- a) Total annual turnover-----
- b) Job work turnover-----
- c) No. of clients/organizations-----
- d) ITCC, if issued-----

**PREVIOUS YEAR 2021-2022:**

- a) Total annual turnover-----
- b) Work turnover-----
- c) Assets. -----
- d) ITCC furnished-----

**FOR THE YEAR 2020-2021:**

- a) Total annual turnover-----
- b) Maintenance work turnover-----
- c) Assets. -----
- d) ITCC furnished-----

**BANKERS**

- 1. Name:-----
- 2. Branch address:-----
- 3. Account No. & IFSC Code: .....

**FORM-III**

**CONTRACTOR'S PREVIOUS EXPERIENCE DATA**

**I. EXPERIENCE: 2021-2022**

- a) Name of the contract-I -----
- b) Client's name-----
- c) Client's address and telephone number-----  
-----
- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

**II.**

- a) Name of the contract-II -----
- b) Client's name-----
- c) Client's address and telephone number-----  
-----
- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

**I. EXPERIENCE : 2020-2021**

- a) Name of the contract-I -----
- b) Client's name-----
- c) Client's address and telephone number-----  
-----
- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

**II.**

- a) Name of the contract-II -----
- b) Client's name-----
- c) Client's address and telephone number-----  
-----
- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

**I. EXPERIENCE: 2019-2020**

- a) Name of the contract-I-----
- b) Client's name-----
- c) Client's address and telephone number-----  
-----
- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

- II.
- a) Name of the contract-II -----
  - b) Client's name-----
  - c) Client's address and telephone number-----  
-----
  - d) Start date-----
  - e) Nature of job-----
  - f) Completion date-----
  - g) Total value of work-----
  - h) Supporting documents-----
  - i) Number of Person/Manpower Deployed-----

Note: Please give details of actual current jobs in hand. Please attach separate sheet, if required.

**FORM-IV**

**CONTRACTOR'S CURRENT EXPERIENCE DATA**

**I. EXPERIENCE: 2022-2023**

- a) Name of the contract-I -----
- b) Client's name-----
- c) Client's address and telephone number-----  
-----
- d) Start date-----
- e) Nature of job-----
- g) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

**II.**

- a) Name of the contract-II -----
- b) Client's name-----
- c) Client's address and telephone number-----  
-----
- d) Start date-----
- e) Nature of job-----
- f) Completion date-----
- g) Total value of work-----
- h) Supporting documents-----
- i) Number of Person/Manpower Deployed-----

**INDIAN NATIONAL SCIENCE ACADEMY**  
Bahadur Shah Zafar Marg, New Delhi-110002

**FINANCIAL BID**

**Subject: Contract for operation & Annual Maintenance Contract (AMC) of Electrical installation and operation of D.G. Sets at INSA.**

<b><u>PART- I OF CONTRACT: MANPOWER PART</u></b>				
<b>S. N.</b>	<b>Particulars</b>	<b>No. of Persons</b>	<b>Monthly wages (Minimum Wages)</b>	<b>Amount</b>
1.	Electrical Supervisor	01 No.	Rs. 33,000/- per month	Rs. 33,000.00
2.	Electrician	04 Nos.	Rs. 20,019/- per month	Rs. 80,076.00
3.	Reliever (For Electricians & Helpers)	01 No.	Rs. 18187/- per month	Rs. 18,187.00
4.	Helpers	03 Nos.	Rs. 16,506/- per month	Rs. 49,518.00
	Total			Rs.1,80,781.00
5.	ESI @ 3.25% of Rs. 1,47,781/- (1,80,781.00-33,000.00)			Rs. 4,802.88
6.	EPF @ 13% of Rs. 1,35,000			Rs. 17,550.00
	<b>Total (1-6 of Part - I)</b>			<b>Rs. 2,03,133.88</b>
<b><u>PART- II OF CONTRACT: MAINTENANCE OF ELECTRICAL INSTALLATION &amp; EQUIPMENT</u></b>				
1.	Visit charges for electrical engineer/expert/specialist etc. (As per scope of work given in tender document)			<b>Rs.</b>
2.	Consumables (Details of consumables are given in tender document)			Provided by the Academy
3.	Tools and measuring instruments charges <b>(One Time- Yearly)</b> (Details of tools & instruments are given in tender document)			Provided by the Academy
4.	VCB/OCB & ACB service charges (service required once in a year) <b>(Per Month)</b>			<b>Rs.</b>
5.	Charges for dehydration of oil for two transformers, 630 KVA each <b>(One Time)</b> (After completion of oil dehydration work of transformer)			<b>Rs.</b>
	<b>Total (Part - I &amp; Part - II)</b>			<b>Rs.</b>
	Administrative charges @        % of Rs.			
	<b>Total including administrative charges</b>			<b>Rs.</b>
	GST @ 18% on Rs...../-			
	Total value of contract per month (all inclusive)			<b>Rs.</b>
	In words: Rupees			

(Signature of authorized signatory  
with seal)