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**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE,
CHENNAI-II COMMISSIONERATE,
M.H.U. COMPLEX, 692, ANNA SALAI, NANDANAM,
CHENNAI (600035)**

C. No. PRO/House keeping/Security/2016-17

Date : 14-03-2016

TENDER NOTICE

The MHU complex, 692 Anna Salai, Nandanam is occupied by the Offices of the Central Excise, M/s ELCOT Limited, M/s Poompuhar Shipping Corporation Limited, and M/s TIIC Ltd. **THE CO-OWNERS' COMMITTEE, MHU COMPLEX, NANDANAM, CHENNAI-600 035**, invites separate quotations from reputed, registered firms/companies engaged in the business of maintenance of HT & LT Electrical System / House Keeping & Security Services to provide 1) Annual Electrical maintenance and plumbing services and 2) External Housekeeping & Security services. Tender forms along with terms and conditions can be obtained from PRO/Caretaker, Central Excise Chennai II Commissionerate by making a written request indicating the service intended to be provided viz., whether Electrical & Plumbing maintenance or housekeeping & Security services, on all working days upto **23.03.2016 between 09.15 A.M and 5.00 P.M.** Tender document can also be downloaded from the web site www.centralexcisechennai.gov.in. The quotations should reach this office on or before **24.03.2016 05.00 P.M.**

Sd/-

**(P. KALAICHELVAN)
ADDITIONAL COMMISSIONER (P&V)
CHAIRMAN, CO-OWNERS COMMITTEE
MHU COMPLEX, CHENNAI 600 035**

To

- 1) The Commissioner of Central Excise, Chennai I/III/IV & Service Tax, I/II/III, Central Excise Audit, I/II and Service Tax Audit (PRO Section & Notice Board) for giving wide publicity
- 2) All Assistant / Deputy Commissioner(s) of Central Excise Divisions, Chennai II Commissionerate - for giving wide publicity
- 3) The Superintendent of Central Excise (Computer Section), Chennai II Commissionerate to publish in the official website
- 4) Notice Board Chennai II Commissionerate

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CHENNAI-II COMMISSIONERATE,
M.H.U. COMPLEX, 692, ANNA SALAI, NANDANAM,
CHENNAI (600035)**

**ANNUAL EXTERNAL HOUSEKEEPING AND SECURITY SERVICE
CONTRACT FOR THE YEAR 2016 - 2017**

I. TENDER PROCESS:

Tender is invited in two parts i.e. (1) Qualifying Bid (2) Financial Bid.

The tender form for Qualifying bid in proforma prescribed in Annexure- 1 and the tender form for the financial bid in proforma prescribed in Annexure-II complete in all respects shall be submitted in two separate sealed covers addressed to the **CHAIRMAN, CO-OWNERS COMMITTEE AND ADDITIONAL COMMISSIONER OF CENTRAL EXCISE, O/o Commissioner to Central Excise Chennai-II, MHU Complex, 692 Anna Salai, Nandanam, Chennai – 35, on or before 24.03.2016, 05.00 PM.** The Sealed covers should be super scribed with ‘**Qualifying Bid – Contract for providing External House Keeping and Security Services**’, and “**Financial Bid – Contract for Providing External House Keeping and Security Services**” respectively. Qualifying Bids will be opened on **28.03.2016 at 10.30 AM.** in the presence of bidders present at Conference Room, IVth Floor Main Building, MHU Complex, 692 Anna Salai, Nandanam, Chennai – 35. Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the committee to short-list the eligible bidders. The financial bids of the short listed bidders will be opened on **28.03.2016 at 15.30 AM.** Late submission of tenders shall not be accepted.

- 1) The bidders can inspect the premises on any working day between 11.00 am and 3.00 pm.
- 2) If the tenders are sent by post/ courier, it should be ensured that the covers should be intact at the time of reaching destination without any damage or loss and should reach the office within the prescribed deadline. The Committee is not responsible for the delay on account of postal/ courier services.
- 3) Earnest Money Deposit of Rs. 20,000/- (Rupees Twenty Thousand only) per application in the form of Demand Draft / Banker’s Cheque of scheduled Bank drawn in favour of The CHAIRMAN, CO-OWNER’S COMMITTEE shall accompany the qualifying bid. Qualifying bids without Earnest Money Deposit (EMD) will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexure –I are found to

be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit. EMD of selected bidder will be returned on furnishing performance guarantee as detailed below:-

- 4) **Performance Guarantee:** The Successful bidder has to submit Rs 50,000/- (Rupees Fifty thousand only) as performance guarantee deposit in the form of **Bank guarantee from a Nationalized Bank /Demand Draft / Banker's Cheque of a schedule bank drawn in favour of "CHAIRMAN, CO-OWNERS' COMMITTEE"** before awarding contract. The performance guarantee shall be refunded to the selected bidder without any interest on the completion of contract period.
- 5) The tenderer shall sign and stamp each page of the tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the qualifying bid. The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Wherever required, the price quoted shall be written in figures and words as well. Annexure shall also have to be signed and stamped by the bidder or his/her authorized signatory.
- 6) The tender forms shall be rejected if not complete in any aspect.
- 7) The tender documents are not transferable.
- 8) The short listed tender along with the documents will be submitted to the **'Competent authority'** and upon approval by the **'Competent authority'** the successful bidders will be intimated about the award of contract to them.

II. TERMS AND CONDITIONS:

ELIGIBILITY CRITERIA:

1) CONDITIONS TO BE SATISFIED IN THE QUALIFYING BID:

- a) Bidder should have minimum three years of experience in providing Housekeeping Services / Security Services to various organizations; and should have completed atleast two such works with a single Annual Contract Value of Rs.15 lakh or above in the similar activity, in the last three years ended 31.03.2015.
- b) The bidder must have ESI Registration, EPF Registration, registered before 01-Apr-2012. The bidder must also have Service Tax Registration.
- c) The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961.
- d) The evidence for filing of returns along with Profit and Loss Account and Balance Sheet for past three financial years 2012-13, 2013-14 and 2014-15 should be enclosed along with the qualifying bid.
- e) The bidder must have an Annual Average Turnover of not less than of Rs.30 lakh during the last three financial years 2012-13, 2013-14 and 2014-15, certified by a Chartered Accountant.
- f) The tenderer should not have incurred loss in any two years during the last three years as on 31.03.2015.
- g) The bidder must produce a solvency certificate from his banker for an amount not less than Rs. 10 lakh.
- h) Within one month from the date of awarding the contract the successful bidder shall have a valid license under the Contract Labour (R & A) Act, from the licensing authority.
- i) The bidder should ensure that the total number of persons to be engaged should be commensurate with the nature/type of work and total area involved.

III. OTHER TERMS AND CONDITIONS:

- 1) The personnel employed for cleaning of the building premises should work on all days except Sundays and National holidays and the personnel employed for security work should work on all days (24 X 7 basis).
- 2) The personnel deployed should be well experienced and trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with uniforms and identity cards prominently displayed. They should have knowledge of local language and preferably English also. Security personnel should also be provided with torch and other essential equipments.
- 3) If a particular person is absent on any day, suitable substitute person should be deployed in his/her place.
- 4) The personnel should attend to work punctually. The personnel will perform all the duties assigned to the Contractor and as specified by the department from time to time.
- 5) The Contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act (prescribed by Central Government) along with any increase in Dearness allowance and any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly. Besides, ESI and PF per head at the current rate should be paid by the Contractor every month as per the existing rules and copies of paid cash challans should be submitted every month to this office.
- 6) The Contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them.
- 7) The Contractor should ensure that there is no scope for any grievance from the personnel on delayed payment or short payment of wages. The employees engaged by the Contractor will be in the employment of the Contractor only and not of the CO-OWNER'S COMMITTEE, MHU COMPLEX.
- 8) Mode of payment will be monthly and payments to the Contractor will be through ECS or Account Payee Cheques. Tax shall be deducted at source as per the prevailing Income Tax Act from the monthly bills.
- 9) The Contractor shall indemnify and shall keep this office indemnified against Acts of omission or negligence, dishonesty or misconduct of the men / women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to the third party. All damages caused by the maintenance personnel shall be charged to the Contractor and recovered from his dues/bills.
- 10) This office reserves the right to terminate the services of the Contractor at anytime without giving any notice whatsoever.

- 11) All existing statutory regulations (both State & Central Governments) shall be adhered to and complied with by the Contractor and all records maintained thereof should be available for scrutiny by the Committee or by its representatives. The Contractor shall strictly comply with the terms and conditions of the agreement, which will be executed with the successful Contractor. Failure by the Contractor to comply with such statutory requirements and / or the terms of the agreement during the period of agreement or deficiency in services shall result in termination of the contract.
- 12) The contract will be in force for a period of one year from 01.04.2016 to 31.03.2017.
- 13) All the Housekeeping materials / consumables, such as Brooms, Cobweb sticks, Dusters, Mop sticks, Buckets, Mugs, Toilet Cleaner, Floor cleaner, Water Wipers, Dust bins, Garbage bins, Scrubbing pads, Naphthalene balls, glass cleaner, cleaning machinery etc., as required to clean the MHU complex external premises should be **supplied by the Contractor.**
- 14) Any dispute arising out of this agreement or that which may arise in future, shall be resolved by taking recourse to mutual settlement, arbitration / conciliation clauses formulated by International Centre of Alternative Dispute Resolution (ICADR), failing which the dispute will be subject to Chennai jurisdiction only.
- 15) The MHU complex is owned by four co-owners and their names and proportion of their shares are given below:

1.	The Dept. of Central Excise	50.39 %
2.	The THIC Limited	38.14 %
3.	The ELCOT LTD	06.20 %
4.	The PSC Ltd.,	05.27 %

- 16) **PAYMENT:** No ADVANCE PAYMENT WILL BE MADE AGAINST THIS CONTRACT. The payment will be released every month against submission of bills by the Contractor. The payment will be made individually by the Co-owners according to their proportionate share on the property.

IV SCOPE OF WORK:

I. CLEANING:

Cleaning and upkeep of all staircases inside the building and cleaning and upkeep of external areas including greeneries of the building. The minimum number of four persons are required.

II. SECURITY:

The Contractor has to provide security arrangement to the MHU complex on 24X7 basis, on all days, round the clock throughout the year to safeguard the installation such as pumps, common lights and other department materials including watching the entire external area of the building to prevent any theft or damage and any other un-toward incidents and entry of unauthorized person and to convey the message to the departmental officers. The requirement of number of persons per shift to be deployed for the effective round the clock, on 24X7 basis throughout the year, security arrangement for MHU complex should be decided by the Contractor. The minimum of nine persons are required, who are to be deployed in three shifts. The officers, staff members and visitors to the offices functioning in the MHU complex are only allowed inside the compound. No unauthorized persons would be allowed to use the passage as a thoroughfare.

In order to regulate and to curb the misuse of the passage as a thoroughfare between the front and back entrance of the building and, to ensure the movement/parking of vehicles, adequate number of security personnel commensurate with the job involved, are to be deployed in general shift on all working days. On other holidays & Sundays minimum personnel should be deployed. The security personnel should not permit entry/exit of any vehicle other than the vehicles of staff/Officers working in MHU Complex and the visitors to MHU Complex.

Rate and Prices

The bidders shall quote their rates for personnel employed as “Rate per day/ Shift and Rate per month per employee” (in both words and figures).

Final Payment

The Contractor shall submit the bill for every month by the 3rd working day of next month along with the statement showing number of persons employed for number of days certified by the respective Administrative Officers/PRO. No interim bills will be entertained. Payment will be made through ECS or Cheque within a month from the date of submission of bill provided there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective Administrative Officers. The payment is subject to TDS applicable as per Income Tax Act, 1961.

The tenderer should ensure that the following documents are part of :-

Qualifying bid

- a) Annexure -1 (duly filled in) along with necessary enclosures.
- b) EMD for Rs.20,000/- (Rupees Twenty Thousand Only) Demand Draft / Banker's Cheque drawn in favour of "THE CHAIRMAN, CO-OWNERS' COMMITTEE, MHU COMPLEX";
- c) Tender Document (all pages signed)

The Financial Bid

- a) Annexure-II duly filled –in

(P. KALAICHELVAN)
ADDITIONAL COMMISSIONER (P&V)
CHAIRMAN, CO-OWNERS COMMITTEE
MHU COMPLEX, CHENNAI 600 035

Encl.:

- 1. Qualifying Bid Document (Annexure-I)
- 2. Financial Bid Document (Annexure-II)

ANNEXURE – I

QUALIFYING BID

1	Name of the party	
2	Address (With Tel No., Fax No.)	
3	Name & Address of the proprietor / Partners / Directors (With Mobile No.)	
4	Contact person (s) (with mobile number)	
5	No. of years of experience in providing House Keeping and Security Services (enclose proof such as Performance Reports from clients (or) TDS copies)	
6	Annual Turnovers for last 3 years ended 31.3.2015 (Certified by Chartered Accountant)	
7	Permanent Account Number (PAN) (The Evidence for filing of IT returns along with Profit and Loss Account & Balance Sheet for the last three financial years to be enclosed)	
8	Details of ESI & EPF Registration along with evidence (Registered before 01.04.2012)	
9	Details of Service Tax Registration along with evidence	
10	Details of EMD	
11	Details of Solvency Certificate issued by Bankers	

DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my/ our knowledge. I/We understand that in case any misinformation/deviation is found in the above statement at any stage, I/we will be blacklisted and will not qualify to have any dealing with the Department in future.

(Signature of Authorized signatory with name and date)

ANNEXURE - II

FINANCIAL BID

SCHEDULE OF MAN POWER TO BE ENGAGED INCLUDING RATE OF WAGES

Sl.No	Category of Labour	No persons Shift	Of per	Total	Wages per day in Rupees
1	Securities for the round the clock.				
2	Housekeeping personnel for general shift for cleaning the entire area as given in the scope of work on all weekdays.				

(Signature of Authorized signatory with name and date)

ANNUAL ELECTRICAL MAINTENANCE AND PLUMBING
CONTRACT FOR THE YEAR 2016-2017

I. TENDER PROCESS

Tender is invited in two parts i.e. (1) Qualifying Bid (2) Financial Bid.

1. The tender form for the Qualifying Bid in proforma prescribed in Annexure-1 and the tender form for the Financial Bid in proforma prescribed in Annexure-II complete in all respects shall be submitted in two separate sealed covers addressed to **the CHAIRMAN, CO-OWNERS' COMMITTEE AND ADDITIONAL COMMISSIONER OF CENTRAL EXCISE, O/o Commissioner to Central Excise Chennai-II, MHU Complex, 692 Anna Salai, Nandanam, Chennai – 35, by 05.00 P.M. on or before 24.03.2016.** The Sealed covers should be super scribed with **“Qualifying Bid – Contract for Providing Electrical & Plumbing Maintenance”**, and **“Financial Bid – Contract for Providing Electrical & Plumbing Maintenance contracting services”** respectively. Qualifying Bids will be opened on **28.03.2016 at 10.30 a.m.** in the presence of bidders present at Conference Room, IV Floor Main Building, MHU Complex, 692 Anna Salai, Nandanam, Chennai – 35. Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the committee to short-list the eligible bidders. The financial bids of the short listed bidders will be opened **28.03.2016 at 15.30 a.m.** Late submission of tenders shall not be accepted.
2. The bidders can inspect the premises on any working day between 11.00 a.m and 3.00 p.m
3. If the tenders are sent by post/ courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss and reach the department by the deadline prescribed. The Committee is not responsible for the delay on account of postal/ courier services.
4. Earnest Money Deposit of Rs. 30,000/- (Rupees Thirty Thousand only) per application in the form of Demand Draft / Banker's Cheque of scheduled Bank drawn in favour of **“The CHAIRMAN, CO-OWNERS' COMMITTEE”** shall accompany the qualifying bid. Qualifying bids without Earnest Money Deposit (EMD) will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexure-I are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of selected bidder will be returned on furnishing performance guarantee as detailed below.
5. **Performance Guarantee:** The Successful bidder has to submit Rs 1,50,000/- (Rupees One Lakh Fifty Thousand only) as performance guarantee deposit in the form of **Bank guarantee from a Nationalized Bank /Demand Draft / Banker's Cheque of a schedule bank drawn in favour of “CHAIRMAN, CO-OWNERS' COMMITTEE”** before awarding contract. The performance guarantee shall be refunded to the selected bidder without any interest on the completion of contract period.

6. **The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the qualifying bid.** The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Wherever required the price quoted shall be written in figures and words as well. Annexure shall also have to be signed and stamped by the bidder or his/her authorized signatory.
7. The tender forms shall be rejected if not complete in any aspect.
8. The tender documents are not transferable.
9. The short listed tender along with the documents will be submitted to the **‘Competent Authority’** and upon approval by the **‘Competent Authority’** the successful bidders will be intimated about the award of contract to them.

II.TERMS AND CONDITIONS:

ELIGIBILITY CRITERIA:

1) CONDITIONS TO BE SATISFIED IN THE QUALIFYING BID:

- a) Bidder should have minimum five years of experience in providing HT/LT Electrical maintenance with 'A' grade license services to various organization; and should have completed at least two such works with single Annual Contract Value of Rs 20 lakh or above in the similar activity, in the last three years ended 31.03.2015.
- b) The bidder must have ESI Registration, EPF Registration, registered before 01-Apr-2012. The bidder must also have Service Tax Registration.
- c) The bidder must have obtained Permanent Account Number (PAN) under Income Tax Act, 1961.
- d) The evidence for filing of returns along with Profit and Loss Account and Balance Sheet for past three financial years 2012-13, 2013-14 & 2014-15 should be enclosed along with the qualifying bid.
- e) The bidder must have an Annual Average Turnover of not less than Rs.40 Lakh during the last three financial years 2012-13, 2013-14 & 2014-15, certified by a chartered Accountant.
- f) The tenderer should not have incurred loss in any two years during the last three years as on 31.03.2015.
- g) The bidder must produce a solvency certificate from his banker for an amount not less than Rs. 30 Lakh.
- h) Within one month from the date of awarding the contract, the successful bidder shall have a valid license under the Contract Labour (R & A) Act, from the licensing authority.
- i) The bidder should ensure the total number of persons to be engaged should be commensurate with the nature/type of work and total area involved.

OTHER TERMS AND CONDITIONS:

1. The personnel employed for maintenance work should work on all days.
2. The personnel deployed should be well experienced and trained adequately and of sound health. They should be well behaved and well mannered. They should be provided with uniforms and identity cards prominently displayed. They should have knowledge of local language and preferably English also.
3. If a particular person is absent on any day suitable substitute person should be deployed in his/her place.
4. The personnel should attend to work punctually. The personnel will perform all the duties assigned to the contractor and as specified by the department from time to time.
5. The Contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act, (prescribed under Central Government) along with any increase in DA and any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly. Besides, ESI and PF per head at the current rate should be paid by the Contractor every month as per the existing rules and copies of paid cash challans should be submitted every month to this office.
6. The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them.
7. The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment or short payment of wages. The employees engaged by the Contractor will be in the employment of the Contractor only and not of the CO-OWNER'S COMMITTEE, MHU COMPLEX.
8. Mode of payment will be monthly and payments to the Contractor will be through ECS or Account Payee Cheques. Tax shall be deducted at source as per the prevailing Income Tax Act from the monthly bills.
9. The Contractor shall indemnify and shall keep this office indemnified against Acts of omission or negligence, dishonesty or misconduct of the men / women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to the third party. All damages caused by the maintenance personnel shall be charged to the contractor and recovered from its dues/bills.
10. This office reserves the right to terminate the services of the contractor at anytime without giving any notice whatsoever.
11. All existing statutory regulations (both State & Central Governments) shall be adhered to and complied with by the contractor and all records maintained thereof should be available for scrutiny by the committee or its representative. The Contractor shall strictly comply with the terms and conditions of the agreement, which will be executed with the successful contractor. Failure by the contractor to comply with such statutory requirements and / or the terms of the agreement during

the period of agreement or deficiency in services shall result in termination of the contract.

12. The contract will be in force for a period of one year from 01.04.2016 to 31.03.2017.

13. Any dispute arising out of this agreement or that which may arise in future, shall be resolved by taking recourse to mutual settlement, arbitration / conciliation clauses formulated by International Centre of Alternative Dispute Resolution (ICADR), failing which the dispute will be subject to Chennai jurisdiction only.

14. The MHU complex is owned by four co-owners and their names and proportion of their shares are given below:

1.	The Dept. of Central Excise	50.39 %
2.	The TIIC Limited	38.14 %
3.	The ELCOT LTD	06.20 %
4.	The PSC Ltd.,	05.27 %

15. PAYMENT: No ADVANCE PAYMENT WILL BE MADE AGAINST THIS CONTRACT. The payment will be released every month against submission of bills by the contractor. The payment will be made individually by the Co-owner's according to their proportionate share on the property.

16. The dismantled debris, excavated surplus earth and waste, if any, during execution of work shall be carted away immediately irrespective of the load to a place without hindrance to the occupants at the Contractor's cost. The contractor shall be required to strictly comply with these requirements without giving any scope/room for urging or follow up from our side.

17. All the materials supplied by the contractor shall be of the best quality.

18. The Accepting Authority reserve the rights to operate or not to operate or partly operate any item mentioned in the schedule.

19. The Contractor will have to execute an agreement with Accepting Authority, covering all aspects of the contract in the format prescribed immediately before commencement of work.

20. While carrying out the work extreme care should be taken to ensure the safety of the people engaged by the contractor for the work, and the men working with other departments/contractors. The Contractor shall take necessary precautions and make all necessary arrangements in this regard.

21. Any omission/deviations noticed in the LS Items will result in rejecting the claim of the contractor for payment.

22. The Contractor shall clear the site in all respects and remove all his materials after completing the work.

23. The contractor shall comply with all the provisions of employee's state insurance act, workman compensation act and arrange for employee liability insurance etc and any other insurance/registrations required under law and

regulations. In addition, the contractor also shall cover his tools, tackles, equipment, also sub contractors' staff and workmen by suitable insurance. Further to the above, the contractor shall also cover third party risk by Insurance.

24. The contractor will abide by all rules, regulations statutes imposed by the Government or other concerned authorities. He will be responsible for work man's compensations and other requirements for housing or any other amenities and site facilities, such as water, power required by the contractor's crew and shall provide to them.

IV SCOPE OF WORK:

I. ELECTRICAL INSTALLATION

Operation and maintenance of HT and LT electrical installation of our MHU complex 2000KVA transformer and 11 KV HT OCB's, 11 KV SF 6 BREAKERS, maximum demand metering, panel boards capacitor bank panel etc in accordance with relevant IE rules, and other rules specified by CEIG and TNEB etc. The contractor has to carry out all daily, weekly, monthly, yearly maintenance as mentioned in the specifications enclosed. The contractor has to appoint the required staff as per the Rule 3 of IE Rules 1956 and as per the enclosed schedule. The contractor is also required to maintain all the electrical fittings in the common area inside the building such as staircase, open area (lobby) and also in the entire external area of the building/complex.

II. FIRE FIGHTING SYSTEM

THE FIRE FIGHTING SYSTEM IS PRESENTLY UNDER RENOVATION: Operation and maintenance of diesel engine 108 HP used for fire fighting, pump operation with all the consumables, panel boards, batteries and excluding diesel, engine oil, and periodical check as specified by the Supplier/Manufacturer/AMC of diesel engine. The contractor has to check the water level of the cooling tower, filling up of raw water if required. The contractor has to check Diesel /Oil level and contractor has to supply the Diesel/Oil as and when required and to be filled in the presence of co-owners. The cost of Diesel/Oil will be reimbursed along with the monthly bill. It is the responsibility of the contractor to keep the system intact.

III. PUMP ROOM and Water Supply

Operation and maintenance of water pump house and water supply line and cleaning up and upkeep of sumps, both ground water and Metro water.

The pump operator has to pump the ground water/Metro water daily and also pump the ground water to the under ground sump.

Water should be properly distributed to all co-owners without any interruption on all days.

Cleaning of water sumps (over head tank & under ground sump) should be carried out once in six months by the personnel engaged by Contractor.

A qualified Plumber/Electrician should be available on all working days to attend to any contingency.

IV. Manning and operation of two elevators in the building:

The lift operators shall be available from 09.00 AM to 06.00 PM. The two lifts should be in operation from 09.00 AM to 6.00 PM, whereas a single lifts operations will be extended from 06.00 PM to 08.30 P.M on all working days. The Contractor has to supply and provide required manpower according to the above requirement. On Saturdays and other public holidays, only one lift is to be operated by an operator. The complex is having annual maintenance contract with M/s Kone Elevators Limited. The Contractor should inform the Annual Maintenance Contractor (M/s. Kone Elevators Ltd) whenever any fault is noticed and associate with the AMC Contractor for repair/maintenance of the lifts whenever required.

V.DAILY ELECTRICAL MAINTENANCE

GENERAL

1. Cleaning the sub-station and panels in order to keep it free from accumulating dust/foreign materials.
2. Checking the voltage/MD reading etc., of the panels. The voltage variations will be informed to The TNEB, Chennai.
3. Checking all the meters, indicating lamps for any abnormality. If the meters/lamps are not working the same will be removed and replaced.
4. Checking of any abnormal heat of all equipments/panel board. If the heat is due to over loading, the load is to be reduced and if it is due to loose contact, it will be attended to.
5. Checking of power factor and the capacitor bank will be suitably operated for PF correction with always maintaining PF above 0.9
6. The Contractor shall have to arrange at his own cost all tools, equipments, instruments and facilities necessary for maintenance work.
7. All electrical installation viz., HT/ LT will be maintained under this work contract. The work mentioned therein shall be attended to by qualified electricians and experienced helpers as per the IER 1956
8. If any lapse(s) found on the part of the Contractor, the work maintenance in charge may impose monetary penalties upon the quantum of lapses.
9. Any major repair works to be carried out vis-a-vis major worn out / burn out / broken, the same should be brought to the notice of the co-owners before execution of the job. In emergency and non office hours, the urgent works are to be attended to immediately by informing the officer in charge orally or over phone.
10. Mobile Nos. of persons/offices to be contacted/informed in case of emergency arising out of electrical short circuit/ fire should be prominently displaced at all prominent locations in the building.

ELECTRICAL MAINTENANCE PERIODICAL REQUIREMENTS

<u>S.NO</u>	<u>Activities</u>	<u>Period</u>
1	<u>Sub-station & Switch rooms</u>	
1.1	Cleaning of premise floor clear of dust	Daily
1.2	Cleaning of side wall and roof	Monthly
1.3	Cleaning of HT & LT panels externally	Weekly
1.4	Cleaning of fire extinguisher, the buckets and other exhibitors inside the sub-station and filling up sand in fire buckets if necessary	Monthly
1.5	Cleaning of cable trenches clean of dust & muck	Monthly
1.6	Checking of condition of earth	Half yearly
2	<u>Transformer</u>	
2.1	Cleaning of transformer externally	Fortnightly
2.2	Tightening of connections of HT & LT side	Half yearly
3	<u>HT switch gear</u>	
3.1	Checking of contact for wear	Half Yearly
3.2	Checking of tightness of all connections	Half Yearly
3.3	Checking and replacing of HRC fuse in control circuit	As and when necessary
3.4	Checking of CT & PT visually and its connections	Half yearly
3.5	Checking & testing of all protective relays and calibrating the same if required	Half Yearly
3.6	Checking of all the measuring and recording instrument in control panels	Half Yearly
3.7	Checking of operating mechanism of proper operation for closing and opening	Quarterly
3.8	Replacement of rubber and spring washers if necessary in operating mechanism	Half Yearly
3.9	Replacement of panel indication lamps & holder whenever and where ever necessary	Condition Basis
4	<u>LT switch gear panels</u>	
4.1	Visual examination of LT gear for over heating marks	Quarterly
4.2	Cleaning and dusting of interior and exterior of panel boards and individual switch gears	Quarterly
4.3	Checking of tightness of all connection in bus bars and switch gear	Half yearly
4.4	Checking of condition of HRC fuses and replace if necessary	As and when necessary
4.5	Cleaning and lubricating moving parts	Quarterly
4.6	Checking of earth connection for tightness of earth bus	Quarterly
4.7	Checking of PF improvement capacitor for proper connection and correct valves	Monthly
4.8	Visual checking of correct tips	Monthly
5	<u>HT/LT Cables</u>	
5.1	Inspecting of cables, cable glands and terminations	Quarterly
5.2	Checking of proper armor earth continuity	Quarterly
5.3	Measuring of insulation resistance of cable	Half Yearly
5.4	Checking of visibility of cable markers/indicators and repainting if necessary	Half Yearly

6	<u>Battery charger</u>	
6.1	Cleaning of dust externally	Weekly
6.2	Checking for correct operation of battery charger	Monthly
6.3	Checking tightness of supply connection and earth connection	Monthly
6.4	Checking of indicating instruments	Monthly
7	<u>Maintenance of battery</u>	
7.1	Cleaning of dust externally	Weekly
7.2	Checking tightness of connection	Monthly
7.3	Topping up of battery	Monthly
8	<u>Wiring</u>	
8.1	Visual inspection of wiring and PVC conduit/accessory and fixing clamps and replacing necessary	As and when required
8.2	Checking of circuit insulation for condition monitoring and recording the value circuit wise	Half Yearly
8.3	Attention to/replacement of plug points 5/15Amps if necessary	Condition basis
8.4	Attention to/replacement of switches if necessary	Condition basis
8.5	Checking of tightness of all terminal connection including that of earth wire	Half yearly
9	<u>Light Fittings</u>	
9.1	Cleaning of light fittings	Quarterly
9.2	Replacement of fused lamps if necessary	Condition basis
9.3	Replacement of aged/defective chocks ignition starter holder if necessary	Condition basis
9.4	Checking tightness of supply wire connection	Quarterly
9.5	Checking tightness of fixing arrangement	Half yearly
9.6	Attending/replacing defective/deficient louvers & luminaries	Condition basis
9.7	Replacing complete fittings if necessary	Condition basis
9.8	Attending/replacing of supply leads if necessary	Condition basis

Rate and Prices

The bidders shall quote their rates for personnel employed as “Rate per day/ Shift and Rate per month per employee” (in both words and figures).

Final Payment

The Contractor shall submit the bill for every month by the 3rd working day of next month along with the statement showing number of persons employed for number of days certified by the respective Administrative Officers/PRO. No interim bills will be entertained. Payment will be made through Cheque within a month from the date of submission of bill provided there is no dispute in respect of rates, quantity and quality of work and on the basis of endorsement made by the respective Administrative Officers. The payment is subject to TDS applicable under the Income Tax Act, 1961.

The tenderer should ensure that the following documents are part of the **Qualifying bid:-**

a) Annexure -1 (duly filled in) along with necessary enclosures.

b) EMD for Rs.30,000/- (Rupees Thirty Thousand only) Demand Draft / Banker's Cheque drawn in favour of "THE CHAIRMAN, CO-OWNER'S COMMITTEE, MHU COMPLEX".

c) Tender Document (all pages signed)

The Financial Bid

a) Annexure-II duly filled –in.

**(P. KALAICHELVAN)
ADDITIONAL COMMISSIONER (P&V)
CHAIRMAN, CO-OWNERS COMMITTEE
MHU COMPLEX, CHENNAI 600 035**

Encl.:

1. Qualifying Bid Document (Annexure-I)
2. Financial Bid Document (Annexure-II)

ANNEXURE – I

QUALIFYING BID DOCUMENT

1	Name of the party	
2	Address (With Tel No., Fax No.)	
3	Name & Address of the proprietor / Partners / Directors (With Mobile No.)	
4	Contact person (s) (with mobile number)	
5	No. of years of experience in providing Electrical Maintenance Services (enclose proof such as Performance Reports from clients (or) TDS copies)	
6	Annual Turnovers for last 3 years ended 31.3.2015 (Certified by Chartered Accountant)	
7	Permanent Account Number (PAN) (The Evidence for filing of IT returns along with Profit and Loss Account & Balance Sheet for the last three financial years to be enclosed)	
8	Details of ESI & EPF Registration along with evidence (Registered before 01.04.2012)	
9	Details of Service Tax Registration along with evidence	
10	Details of EMD	
11	Details of Solvency Certificate issued by Bankers	

DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my/ our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized signatory with name and date)

ANNEXURE – II

FINANCIAL BID:

SCHEDULE OF MAN POWER TO BE ENGAGED INCLUDING RATE OF WAGES

Sl. No	Category of Labour	No Of persons per Shift	Total	Wages per day in Rupees
1	Qualified Electrical maintenance Engineer with 'C' Licence—one person for general shift and over all O&M purpose on monthly payment basis			
2	Qualified Electrician with 'B' License for round the clock on shift basis.			
3	Fire/water pump operator			
4	Lift operators for general shift			
5	Plumber (ON GENERAL SHIFT)			

(Signature of Authorized signatory with name and date)