

Tender No: NEIGR/ENGG/EL-6/22
e -TENDER /BID DOCUMENT

Online open tenders (in two-bid system) are invited on behalf of the Director, NEIGRIHMS, Shillong from experienced Contractors/Firms/Manufacturers/Companies for “Operation and Maintenance (O&M) Contract of 11/0.433 kV Electrical Sub-stations at NEIGRIHMS”.

Bid Document Downloading Start Date:	14.30 hours of 23.06.2022
Last Date and Time for Submission of Bid Document Online:	14.30 hours of 13.07.2022
Last date and Time of Receipt of Earnest Money Deposit (in hard copies):	14.30 hours of 20.07.2022
Date and Time of Opening of Techno-Commercial Bids:	14.30 hours of 14.07.2022
Tentative schedule after completion of Technical & Commercial Evaluation on all aspects subject to inputs from respective committee/authority	60 days from the date of opening of Techno-commercial bids
Tentative schedule for awarding of contract including institutional requirement and on approval of the Competent Authority	60 days from the date of opening of price bids/BOQ
Estimated Cost	₹ 90 Lakh
Cost of Earnest Money Deposit (EMD):	₹ 1.80 Lakh

Bidders/Tenderers can download the tender/bid document from Central Public Procurement Portal website at www.eprocure.gov.in. Bidders/Tenderers are required to submit their bids online only by uploading all the relevant documents through www.eprocure.gov.in alongwith quoting rates in financial bid.

Tender document can also be downloaded for reference only from the Institute’s website at www.neigrihms.gov.in but bid submission mode is only through Central Public Procurement Portal website at www.eprocure.gov.in. For further details regarding tender amendment /addendum /date extension please visit website: www.eprocure.gov.in

[Any queries regarding tender documents or BOQ, Bidders may contact Electrical Department NEIGRIHMS before the last date for submission of bid document, Contact Landline no: 0364-2538040 on any working days Monday- Friday Timing: 10am to 4:00pm.]**

{Any queries regarding the tender document or the BOQ received after the last date for bid submission will not be entertained.}



North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

Director’s Block, Mawdiangdiang, Shillong 793 018 (MEGHALAYA)

Website: www.neigrihms.gov.in /E -mail: elect.neigrihms@gmail.com Telephone: +91-364-2538040

INDEX

Section I	Notice Inviting Tender (NIT)
Section II	General Instructions to Bidders
Section III	General Condition of Contract
Section IV	Special Conditions of Contract
Section V	Scope of Work
Section VI	Check list, Annexures & Formats
Section VII	Bill of Quantities (BOQ)/Financial Bid/Price Bid

NEIGRIHMS

SECTION – I

NOTICE INVITING TENDER

TENDER FOR OPERATION AND MAINTENANCE (O&M) CONTRACT OF ELECTRICAL SUB-STATIONS

*North Eastern Indira Gandhi Regional Institute of
Health and Medical Sciences
(NEIGRIHMS)
Mawdiangdiang
Meghalaya, Shillong
793018*

North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences

(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)

Director's Block, Mawdiangdiang, Shillong-793 018 (Meghalaya)

Website: www.neigrihms.gov.in ; E -mail: elect.neigrihms@gmail.com; Tel: **+91-364-2538040**

Online tenders, in two-bid system, are invited on behalf of the Director, NEIGRIHMS, Shillong from experienced contractors/firms/manufacturers/companies in the prescribed format for Operation and Maintenance (O&M) Contract of 11/0.433 kV Electrical Sub-stations in the Institute as mentioned in the tender document.

1. Bidders/Tenderers would be required to register on the Central Public Procurement Portal at www.eprocure.gov.in, using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
2. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Centre (NIC) in India.
3. Bidders/Tenderers can download the bid document from Central Public Procurement Portal website at www.eprocure.gov.in Bidders/Tenderers are required to submit the bid **online only** by scanning and uploading all the relevant documents through www.eprocure.gov.in alongwith quoting rates in financial bid.
4. Tender document can also be downloaded for reference only from the Institute's website at www.neigrihms.gov.in but bid submission mode is only through Central Public Procurement Portal website at www.eprocure.gov.in. For further details regarding tender amendment /addendum /date extension please visit website: www.eprocure.gov.in
5. Tender document can also be downloaded from the Institute's website at www.neigrihms.gov.in For further details regarding Corrigendum/Amendment/Addendum/Extension please visit website: www.eprocure.gov.in and www.neigrihms.gov.in
6. All Corrigendum/Amendment/Addendum/Extension related to this tender shall constitute integral parts of this tender.
7. Tender documents will not be issued from Institute and it can be downloaded only through websites www.eprocure.gov.in and www.neigrihms.gov.in . No tender fee is required.
8. Earnest Money Deposit (hereafter EMD) will be in the form of RTGS/NEFT payment (details of which given below) or Call deposit or Fixed deposit or Banker's Cheque or Demand draft of any Scheduled Bank in favour of "**Deputy Director, NEIGRIHMS, Shillong**". Call deposit or Fixed deposit or Banker's Cheque or Demand draft has to be made for the amount equal to EMD. Only NSIC registered MSME Companies will be exempted from payment of EMD subject to the condition that companies have to furnish valid registration certificate. The contractor can also deposit the EMD amount through **RTGS/NEFT transactions in the Institute's Account Number 00020200000045, IFSC Code: BARB0SHILLO [Zero between BARB and SHILLO], Name of Account Holder: NEIGRIHMS Bank: Bank of Baroda**. The Contractor has to submit online the scanned copy of RTGS/NEFT receipt and the same may be verified from the Employer for actual transfer of amount. Non submission of RTGS/NEFT receipt or no actual transfer of EMD amount on verification will lead to summarily rejection of bids without any correspondence.
9. EMD shall have to be scanned and submitted online along with the bid documents and EMD in original has to be submitted in an envelope to Electrical Section, NEIGRIHMS, Mawdiangdiang, Shillong -793018. The envelope must be earmarked with "Techno-commercial bid and Name/Address/Contact Number/Email of Bidder" and to be submitted/sent by post within the period of tender online submission date and time or upto one week from the date of opening of bid documents.
10. In the event of the date being declared as a closed holiday for the Institute's office, the date for opening of online bids will be the following working day at the appointed times.
11. Bidders/Tenderers need to scan and upload the required documents like GST registration, PAN Card, Audited Balance Sheet and other required documents regarding registration of the firm etc. along with Techno-commercial bid, as per Check List **(Annexure- 'A')**
12. The technical bids will be opened online duly constituted for the purpose at the time and date as specified in the tender document. All statements, documents, certificates, proof of EMD, etc. uploaded by the bidders will be verified and downloaded for technical evaluation and the result of technical bid evaluation will be displayed on www.eprocure.gov.in which can be seen by all bidders who participated in the tender.
13. Bidders should download the **BoQ.xls** and fill in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same/similar **BOQ in .xls format**. NEIGRIHMS/Central Public Procurement Portal www.eprocure.gov.in will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
14. The Financial bid (price bid) i.e. Bill of Quantity (BOQ) of only technically qualified bidders will be opened online and the result will be displayed on the www.eprocure.gov.in which can be seen by all bidders who participated in the tender.
15. No work will be allotted to Non-tribal bidder, contractors, Suppliers, stockists, bonded warehouse, private carriage contractors, cooperative societies etc. except under a valid trading license issued by the Khasi Hills Autonomous District Council, Shillong. Successful bidders will have to submit a valid trading license issued by the Khasi Hills Autonomous District Council, Shillong before issuing of letter of award so that commencement order can be issued after signing the

TENDER FOR O&M CONTRACT OF ELECTRICAL SUB-STATIONS

- contract agreement for AMC on stamp-paper. Cost of stamp papers (non-judicial) have to be borne by the successful bidder for signing the contract agreement for AMC.
16. The firm has to give either an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of ₹ 20/= that there is no vigilance/CBI /FEMA case pending against the firm/supplier or undertaking (duly signed and sealed) on letterhead of the company/firm as per **Annexure – “L”**.
 17. The Bidder shall deploy his/their employees only for O&M work and not sub-let or sub-contract the work to sub-Bidders or to any single sub-Bidder. An undertaking by the Bidder shall have to be submitted to this effect in the enclosed prescribed format (**Annexure –‘D’**).
 18. NEIGRIHMS reserves the right to modify the Tender documents by an amendment/corrigendum for any reason whatsoever at any time prior to the date of submission of bid and the same will be treated as part of tender.
 19. The tendered quoted rates and the validity of bids shall be for a minimum period of 120 days from the date, as the tender are finalized/awarded.
 20. Settlement of disputes: Director, NEIGRIHMS or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.
 21. Bid signing authority has to be duly authorized for signing and submitting bid on behalf of firm/company.
 22. Bidder has to go through the nature of work involved in this tender. Bidders are expected for being the field of maintenance of transformers, breakers, control panels, capacitor panels, relays, RTCCs, OLTCs, DG Sets and other types of electrical equipments related to electrical sub-station with normal supply and DG Back-up essential supply etc.
 23. No accommodation will be provided to employees deputed by Contractor at site. Contractor/Contractor’s Employees has to make arrangements for accommodation and transport on their own for performing duties of O&M with a view that in case of emergency they can reach the Institute’s Campus within shortest possible time to ensure early restoration of system due to some breakdown or disruption of power supply.
 24. Contractor employee shall wear uniform while on duty at employer’s premises. No Uniform will be provided to employees of Contractor and provision of uniform to employees will be responsibility of Contractor.

Deputy Director,
For and on behalf of Director, NEIGRIHMS, Shillong

NEIGRIHMS

SECTION – II

GENERAL INSTRUCTIONS TO BIDDERS

TENDER FOR OPERATION AND MAINTENANCE (O&M) CONTRACT OF ELECTRICAL SUB-STATIONS

*North Eastern Indira Gandhi Regional Institute of
Health and Medical Sciences
(NEIGRIHMS)
Mawdiangdiang
Shillong-793018
Meghalaya*

GENERAL INSTRUCTIONS TO BIDDERS

NAME of WORK: Operation and Maintenance (O&M) Contract of 11/0.433 kV Electrical Sub-stations at NEIGRIHMS

EMPLOYER: North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong-793018

Introduction:

North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong is a Post Graduate Medical Institute with a 564 bedded referral Hospital started functioning from the main campus in June 2006. The Hospital at present is equipped with all basic equipments and also advanced equipments like MRI, CT scan, Digital Mammography system, Mobile and Plane Cath Lab., Digital Radiography system, etc. The scope of work covers the O&M of Electrical Sub-station at NEIGRIHMS including all Electrical equipments and accessories associated with Power Distribution Network and Electrical Sub-stations to ensure proper and continuous power supply to all establishments/buildings/areas/sections within the NEIGRIHMS Campus. This work involves operation as well as regular/routine & preventive maintenance, which may be necessary during period of the contract. The equipments to be covered under this AMC are listed at Scope of work in Volume V.

1.0 Scope of Bid: The scope of bid to the following work

Sl. No	Name of work	Estimated Cost (Rs.)	Bid Security (Rs.)	Period Of Completion
1	O&M Contract of 11/0.433 kV Electrical Sub-stations at NEIGRIHMS	90 Lakh	1.8 Lakh	60 Months

- 1.1 The scope of work covered under this AMC is described at Volume V of this tender document.
- 1.2 Pre-qualification is open to all firms having sound background and specialization in carrying out maintenance work of similar equipments/ accessories.

2.0 Submission of Applications:

- 2.1 Application for pre-qualification complete in all respect must be submitted online as mentioned earlier in this tender document.
- 2.2 The name, mailing address and contact number of the Bidder should be clearly marked wherever asked in this tender document and the same be uploaded online.
- 2.3 Failure to provide uploaded information in the stipulated format enclosed or to provide timely clarification or substantiation of the information supplied (considered essential to evaluate the bidder's qualifications) may result in disqualification of the applicant.

3.0 Pre-qualification Criteria:

- 3.1 Pre-qualification will be based on meeting the following criteria regarding the Applicant's work experience, Manpower Profile employed by the firm/company, equipment capabilities and financial position as demonstrated by the applicants responses in the forms attached to the letter of application.
- 3.2 The Applicant's should meet the following minimum criteria for Pre-qualification.
 - (a) Average annual turnover during the last 3 (three) year's (2018-2019, 2019-2020 & 2020-2021) should be 30% of the estimated cost. (Applicants to fill enclosed **Annexure-'F'** and the same to be upload online)
- 3.3 The experience of having successfully completed similar works during last 7 (seven) year's ending last day of month previous to the one in which this tender is invited and should be either of the following:-
 - a) Three similar completed works each costing not less than the amount equal to **40% of estimated cost.**
 - b) Two similar completed works each costing not less than the amount equal **50% of estimated cost.**
 - c) One similar completed works each costing not less than the amount equal to **80% of estimated cost.**

Note: Similar works means operation and maintenance of Internal and External electrical work, Sub-Stations equipments, Transformers, OLTC Panels, 11 kV HT & LT Panels, CTs/PTs, Relays, PLC Panels, DG sets, AMF Panels, Capacitor Bank Panels, all types of associated meters, control switch, Indicating lamps, power factor controllers, wirings, bus-ducts and all other associated accessories with the distribution network etc. with sole aim of providing continuity of electrical power supply to all areas/buildings/sections within NEIGRIHMS campus.

(Bidders to fill experience of similar work as per **Annexure-'H'** and the same to be uploaded online)

- 3.4 Minimum solvency certificate from banker for the sum of Rs. 75 Lakh/- as per **Annexure-'M'**

- 3.5 Manpower Capabilities: The Bidder must have suitably qualified personnel to execute the contract (Bidders to fill enclosed **Annexure-I** and the same to be uploaded online). Manpower Capabilities should also match with the qualification and experience as stated in manpower deployment plan under scope of work given at Volume V.
- 3.6 Equipment Capabilities: The Bidder should own or have assured access to (through hire, lease, purchase agreement, or other means) equipment to successfully execute the contract. (Applicant to fill enclosed **Annexure-‘J’** and the same to be uploaded online).
- 3.7 Financial capabilities: The audited balance Sheets for the last three year’s (2018-2019, 2019-2020 & 2020-2021) should be submitted and must demonstrate the soundness of the Bidder’s financial position. (Bidder to fill enclosed **Annexure-‘G’** and the same to be uploaded online).
- 3.8 The bidder shall submit the supporting documents regarding the information given in the check list given at **Annexure-‘A’**.

4.0 Disqualification:

- 4.1 Even though the Bidders meet the above criteria, they are subject to be disqualified if they have:
 - a) Made misleading or false representation in the form, statements and attachments submitted; in proof of the qualification requirements (NEIGRIHMS may verify authenticity of any or all documents submitted by Bidders), and/or
 - b) Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc. and/or
- 4.2 The Bidders are also subject to be disqualified, if they are found Black listed.

5.0 General:

- 5.1 The Bidders are advised to visit the site (i.e. Electrical Sub-stations) to get first-hand information as regarding its approach, accessibility, working conditions, site conditions, availability of labour and material, etc. and other matters affecting cost and work. All cost incurred in connection with submission with the pre-qualification bid shall be borne by the bidders irrespective of the outcome.
- 5.2 Only contractors/Firms, whose bid is found to be generally in order, meets the pre-qualification criteria and substantially responsive shall be opened online only.
- 5.3 The Employer (NEIGRIHMS) reserves the right to:
 - Accept or reject any bid including the lowest and to annul the bidding process and rejects all bids, at any time prior to Award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the employer’s action.
 - The Employer/Consultant shall neither be liable for any such actions nor be under any obligation to inform the Applicants.

6.0 Bid submitted by bidders is made in the full understanding that:

- (a) Bids submitted by applicants will be subject to verification of all information submitted for pre- qualification;
- (b) NEIGRIHMS reserves the right to:
 - i) Amend the scope and value of the contract/bid under this project; in such event, bids will only be called from pre-qualified bidders who met the revised requirements; and
 - ii) Reject or accept any application, cancel the pre-qualification/tender process and reject all applications without assigning thereof; and

NEIGRIHMS

SECTION – III

GENERAL CONDITIONS OF CONTRACT

TENDER FOR OPERATION AND MAINTENANCE (O&M) CONTRACT OF ELECTRICAL SUB-STATIONS

*North Eastern Indira Gandhi Regional Institute of
Health and Medical Sciences
(NEIGRIHMS)
Mawdiangdiang
Shillong-793018
Meghalaya*

INDEX

GENERAL CONDITIONS OF CONTRACT

Clause No.	Description
------------	-------------

DEFINITIONS AND INTERPRETATIONS

1. Definitions

CONTRACT DOCUMENTS

2. Priority of Contract Documents

GENERAL OBLIGATIONS

3. Contractor's General Responsibilities
4. Contract Guaranteed Performance Security Deposit
5. Period of Validity of Performance Security
6. Cost of Securities
7. Sufficiency of Tender
8. Contractor's Employees
9. Employer at Liberty to Object
10. Safety, Security and Protection of the Environment
11. Care of Works
- 11.1 Responsibility to Rectify Loss or Damage
- 11.2 Damage to persons or property
12. Accident or Injury to Workmen
13. Compliance with Statutes, Regulations
14. Default of Contractor in Compliance
15. Time of Completion
16. Extension of Time for Completion
17. Defect Identifications and its Rectifications
18. Penalty for Delay
19. Taking-over Certificate
20. Works to be measured
21. Methods of measurement

TERMS OF PAYMENTS

22. Submission of Bills by the Contractor
- 22.1 Deduction of Income Tax
- 22.2 Advance Payment or Mobilisation Advance
23. Discharge
24. Settlement of Dispute and Arbitration
25. Termination of Contract
- 25.1 Removal of Contractor's Equipment on Termination
26. Jurisdiction of Court
27. Force Majure Clause

GENERAL CONDITIONS OF CONTRACT
Definition and Interpretation

1. Definitions

In the contract (as in hereinafter defined), the following words and expressions shall have the meanings assigned to them except where the context otherwise requires.

- a) i) “Employer” means the NEIGRIHMS and the legal successors in title to such person.
ii) “Contractor” means an individual or firms (proprietary or partnership or joint venture or public limited) whether incorporated or not, that has entered into O&M contract (with the employer) under this tender and shall include his/its heirs, legal representatives, successors and assigns, successors in interest of individuals or persons composing such firms or the permitted assigns of such individual or firms. Changes in the constitution of the firm, if any, shall be immediately notified to the employer, in writing and approval obtained for continued performance of the contract.
- b) i) “Contract” means the conditions, the drawings, the bill of quantities, the Tender, the Letter of Acceptance, the Contract Agreement (on completion) and such further documents as maybe expressly incorporated in the Letter of Acceptance or Contract Agreement (on completion).
ii) “Specification” means the specification of the equipments, instruments, machines etc. installed in sub-stations.
iii) “Drawings” means all the completion drawings, calculations and Technical information of a like nature provided by the Employer to the Contractor under the contract and all drawings, calculations, samples, patterns, models, operation and maintenance manuals and other technical information of a like nature submitted by the contractor and approved by the employer.
iv) “Bill of quantities” means the priced and completed bill of quantities forming part of the tender.
v) “Tender” means bid document and priced offer of the Contractor’s to the Employer for the execution and completion of the Works and the remedying of any defects therein accordance with the provisions of the contract, as accepted by the Letter of Acceptance.
vi) The word “Tender” is synonymous with “Bid”, “Bidder” is synonymous with “Tenderer/Contractor” and the words “Tender Documents” with “Bidding Documents”.
vii) “Letter of Acceptance” means the formal acceptance by the Contractor and NEIGRIHMS.
- c) i) “Commencement Date” means the date upon which the contractor receives the notice/commencement order issued by NEIGRIHMS to commence the work.
ii) “Time for Completion” means the time period for which the contract of operation and maintenance has been awarded by the employer to the contractor.
- d) “Tests on Completion” means the tests specified in the contract or otherwise agreed by the employer and the contractor which are to be made by the contractor before and during the contract or any Section or part thereof are taken over by the Employer.
- e) “Contract priced” means the sum stated in the Letter of Acceptance as payable to the Contractor for the execution and completion of the works and the remedying of any defects therein accordance with the provisions of the contract.
- f) i) “Works” means both the Permanent Works and the Temporary Works or either of them of preventive maintenance and breakdown maintenance to be executed in accordance with the contract.
ii) “Plant” means machinery, equipment, appliances and the like intended to form or forming part of the Permanent Works and/or temporary works.
iii) “Contract’s Equipment” means all appliances, machines and tools of whatsoever nature required for the operation and maintenance of the works and the remedying of any defects therein.
iv) “Section” means parts of the work specifically indentified in the contract as a section.
v) “Site” means the places provided by the Employer NEIGRIHMS, Shillong-793018.
- g) “Cost” means all expenditure properly incurred or to be incurred, whether on or off the site, including overhead and other charges properly allowable there.

CONTRACT DOCUMENTS

2. Priority of Contract Documents.

In case of discrepancy between the schedules of quantities,
(A) Scope of Work

GENERAL OBLIGATIONS

3. Contractor's general responsibilities

The Contractor shall, with due care and diligence meets its obligations under the scope of work. The defect(s) must be attended immediately after receiving the complaint. The sole objective of O&M Contract under this tender is to ensure smooth, disruption free and continuous power supply (upto the maximum possibility until some extreme exigencies) from all sub-stations to other ends towards all sections/buildings/areas of NEIGRIHMS Campus.

4. Contract Guaranteed Performance Security Deposit

The Contractor shall provide security instrument for proper performance of the contract to the employer within 15 days after the receipt of the letter of Award. The performance security instrument shall be in the form of Bank guarantee (BG). The amount of the **Bank guarantee towards Contract Guaranteed Performance Security Deposit** shall be 20% of the contract price with the validity period of 5 ½ years. It must be issued by the Nationalized Bank/Scheduled bank. Failure of the successful bidder to furnish the required Bank guarantee shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security (EMD). If such situation arises so, the Employer may reserve the right to make the award to the next lowest evaluated bidder or, if there are no other bidders, call for new bids or any other decision taken by Employer.

In case of any deficiency in service in the opinion of NEIGRIHMS representatives, the bank guarantee will be revoked. On successful completion of Contract obligations (subject to satisfactory performance), performance security instrument (BG) will be released without any interest payable by Employer to Contractor.

5. Period of Validity of Performance Security

The Performance security shall be valid for the period of the 5 ½ years (5 Years for Contract period + six months till finality of contract obligations) after the date of letter of award or as decided by NEIGRIHMS.

6. Cost of Contract Guaranteed Performance Security

The cost of complying with the requirements of EMD and Performance Security under clause 4 of GCC above shall be borne by the Contractor.

7. Sufficiency of Tender

The contractor shall be deemed to have based his Tender on the data made available by the Employer and on his/their assessment with the nature of work involved in this tender after due own inspection and examination of site at NEIGRIHMS, Shillong-793018 Meghalaya.

8. Contractor's Employees

The contractor shall provide on the site technical and non-technical staff in connection with the operation and maintenance, execution and completion of the works and the remedying of any defects therein related to any equipments/instruments/machines/panels/switchgears/associated accessories installed in electrical sub-stations, Electrical LT Panels of NEIGRIHMS for power supply distribution system. The minimum staff shall be as per description of work mentioned in BOQ, which may increase as per requirement of work and as decided mutually

between Employer and Contractor. Contractor employees shall maintain proper behaviour and decorum at all times during deployment under this contract at NEIGRIHMS Site and while dealing with NEIGRIHMS Officials.

9. Employer at liberty to object

The Employer shall be at Liberty to object to and require the contractor to remove forthwith from the works any person provided by the contractor who, in the opinion of the Employer, misconducts himself, or is incompetent or negligent in the proper performance of his duties, or whose presence on site is otherwise considered by the employer to be undesirable or such employee found in inebriated situation, and such person shall not be again allowed upon the works without the consent of the employer. Any person so removed from the works shall be replaced as soon as possible.

10. Safety, Security and Protection of the Environment

The contractor shall, throughout the execution and completion of the works and the remedying of any defects therein:

- a) Have full regard for the safety of all persons entitled to be upon the site and keep the site (so far as the same is under his control) and the works (so far as the same are not completed or occupied by the employer) in an orderly state appropriate to the avoidance of danger to such persons, and
- b) Provide and maintain at his own cost all lights, guards, fencing, warning signs, safety equipments and watching, when and where necessary or required by the employer or by and duly constituted authority, for the works or the safety and convenience of public or others, and
- c) Take all reasonable steps to protect the environment on and off the site and to avoid damage or nuisance to persons or to property of the public or others resulting from unnecessary pollution, noise or other causes arising as a consequence of his methods or operation.
- d) Contractor shall adopt all necessary and statutory safety measure to safeguard his/their employees from any untoward accident during carrying out operation and maintenance works.
- e) Contractor shall be responsible for any injury caused to his/their employees due to any reasons thereof and NEIGRIHMS and its employees shall be indemnified of any such injury and/or loss of life.

11. Care of Works

The Contractor shall take full responsibility for the care of the works during the entire duration of the contract including care of all elements of electrical sub-stations.

11.1 Responsibility to Rectify Loss or Damage

If any loss or damage happens to the works or all equipments/elements of electrical sub-station, or any part thereof, or materials or plant for incorporation therein, during the period for which the contractor is responsible for the care thereof due to poor workmanship and mishandling or from any cause whatsoever, the contractor shall, at its own cost, rectify such loss or damage by replacement or repairing as decided by NEIGRIHMS so that the O&M Works conform in every respect with the provisions of the contract to the satisfaction of the Employer. The Contractor shall also be liable for any loss or damage to the works occasioned by him in the course of any operations carried out by him for the purpose of complying with his obligations:

- a) Insurance of work by the contractor for his liability:
 - (i) During the operation and maintenance period for loss or damage to property and life arising from a cause for which contractor is responsible.
 - (ii) For loss or damage occasioned by the contractor in course of any operation carried out by him for the purpose of complying with his obligations.

It shall be the responsibility of the contractor to notify the Insurance Company of any change in the nature and extent of the works and to ensure the adequacy of the Insurance cover at all times during the period of contract. Contractor shall be liable for compensation to NEIGRIHMS for damage to equipments covered under this O&M contract.

11.2 Damage to Persons or Property

The Contractor shall, except if and so far as the contract provides otherwise, indemnify the employer against all losses and claims in respect of:

- (a) Death of injury to any person, or
- (b) Loss or damage to any property/assets/equipments/elements (other than the works):

Which may arise out of or in consequence of the operation and maintenance of the Works and the remedying of any defects therein, and against all claims, proceedings, damages, costs, charges and expenses whatsoever in respect thereof.

12. Accident or Injury to Workmen

The employer shall not be liable for or in respect of any damages or compensation payable to any workmen employed by contractor/firm for death or injury resulting from any act or default of the contractor. The contractor shall indemnify and indemnified the Employer against all such damages and compensation and expenses whatsoever in respect thereof or in relation thereto.

13. Compliance with Statutes, Regulations

The contractor shall conform in all respect, including by the giving of all notices and the paying of all fees, with the provision of:

- (a) Any statutes, Ordinances, or other laws, or any regulations, or bye-laws of Central Govt. or State Govt. or any local or other duly constituted authorities in relation to the execution and completion of the works and the remedying of any defects therein under this contract and,
- (b) The rules and regulations of all public bodies and companies whose property or rights are affected or maybe affected in any way by the Works, and the Contractor shall keep the Employer indemnified against all penalties and liability of every kind for breach of any such provision.
- (c) Any charges required for approval due to revision of the Local laws.

However, orders/instructions by Statutory Authority or Govt. Authority issued for compliance solely by NEIGRIHMS shall be on the part of the Employer.

14. Default of Contractor in Compliance

In case of default on the contractor in carrying out such instruction within the time specified therein under clause 13 above or, if not within a reasonable time, the Employer shall be entitled to employ and pay other persons to carry out the same and all costs consequent thereon or incidental thereto shall, be determined by the Employer and shall be recoverable from the Contractor.

15. Time for Completion

The operation and maintenance work shall be for a period of 5 (five) years or as mentioned in the letter of commencement and shall start from the date issue of letter commencement and shall stands terminated after the expiry of time. Before completion of contract period, Contractor/Firm shall ensure all equipments, machines etc. in working condition which are installed in sub-station and give a certificate to that effect. BG towards Performance Security and EMD will be refunded to Contractor only after furnishing of such certificate.

16. Extension for Time of Completion

The operation and maintenance contract maybe extended on the written mutual consent of both Employer and Contractor for a further period of 1 (one) year or as decided mutually by both Employer and Contractor. However employer reserves its right to terminate the operation and maintenance contract at any time during the currency of the contract if the services of the agency are not satisfactory as per the opinion of employer or its representatives by giving 1 month notice in writing.

17. Defect identification and its rectifications

Agency shall immediately attend the defects and complaints noticed at site during operation duties and informed by operational staff/maintenance staff of Contractor and/or by NEIGRIHMS representatives. The agency shall provide and develop a system for preventive and regular maintenance including breakdown maintenance of all the services which includes defects identifications and its immediate rectification so, that any services are not affected. It shall be the sole responsibility of the maintenance agency that all the services are kept in functional condition round the clock during the concurrency of the contract. The Contractor shall provide details of Contact Person to whom complaint related to sub-stations can be lodged/informed including name of person(s), contact mobile numbers, telephone number, email ID, Postal Address. Complaints lodged/informed by representative of Institute by any mode (including phone calls, Email, SMSs, message through social media, letters) shall be treated as valid modes of communication for lodging/information of breakdown/non-functioning complaints. After attending of complaint, Contractor shall inform completion of maintenance works by way of maintenance reports through email/hard copies including lodging the event and rectification in the log-book. On completion of any maintenance Contractor shall maintain all log-books and maintenance reports as formulated by NEIGRIHMS. Log-book shall have to be verified on weekly basis by officer-in-charge of sub-station. Contractor has to deploy additional manpower and tools at own cost in case of any shifting of equipment is required for proper maintenance of any elements of sub-stations. Contractor has to carry out any work in compliance with directions received from any Statutory Authorities/Central Govt./State Govt. and on directions of NEIGRIHMS to carry out such works. Employer will provide all necessary spares and consumables whenever required for proper working of all equipments, machines etc. of sub-stations. Contractor shall have to suggest for inventories and spares for the same purposes to the Employer to keep in ready stock for immediate availability of spares whenever needed so. On instruction of NEIGRIHMS, Contractor shall have to supply such spares at reasonable rates based on price list to be made available by Contractor. However **in case of emergency**; Contractor shall have to supply materials, spares and consumables for immediate replacement to ensure continuity of power supply to all areas/establishments of NEIGRIHMS. Payment of any such supply of spares/consumables by Contractor will be released after post-facto approval of contractor's quotation duly supported with reasonable rate and price list.

18. Penalty for Delay

If the contractor fails to attend any complaint or defect in due course of time and if in the opinion of Employer delay is on the part of contractor, the employer can impose a penalty on the contractor as deemed reasonable as per the inconvenience occurred or damage caused to the property or service.

19. Taking-over Certificate

On expiry of contract period, contractor will submit taking over certificate mentioning working condition of all equipments, machines etc. installed in sub-station. Final bill of contractor will be paid on receipt of such certificate only.

20. Works to be measured

The Employer shall determine by measurement the value of actual work done in accordance with the Contract and the Contractor shall be paid that value. In case of lump sum items, payment shall be made proportionately. Part rate shall be made for any part of BOQ items not executed and decision of NEIGRIHMS shall be final and binding on the Contractor.

21. Method of Measurement

The works shall be measured net, notwithstanding any general or local custom and as per practices adopted in relation to maintenance of sub-station, except where otherwise provided for in the contract. The contractor should quote if required after seeing the actual condition of the equipments/elements of sub-stations at employer's site.

TERMS OF PAYMENTS

22. Submission of Bills by the Contractor

Contractor bill will be paid on quarterly basis. The Contractor shall submit the O&M bill in triplicate with the test reports, maintenance reports carried out by the Contractor on a quarterly basis (except for bills of consumables etc.) to the Officer in charge who would verify and process the bill and forward the same to the paying authority for release of payment. In case of any query, the contractor has to give clarification on bill. For processing of bill, contractor will give following to NEIGRIHMS representative:-

- (a) Attendance sheets along with salary certificates, wages sheets, EPF contribution statements etc. of all workers and staffs deployed at site for the different types of works. For attendance, Contractor shall have to install biometric attendance system at own cost. Based on biometric record of attendance bill of manpower deployment will be decided. Biometric attendance system might also be connected through LAN or other software/app for monitoring of attendance. NEIGRIHMS shall have full powers to retrieve attendance data of employees of Contractor as and when decided. NEIGRIHMS may ask for bank statements of any or all workers and staffs to prevent any underpayment of wages by Contractor to their workers and staffs.
- (b) Certified bills of consumables after approval of quotation duly supported by reasonable rate and price list and issuing of supply order. This bill shall be paid on arising of such situations.
- (c) The number of defects/complaints attended and rectified duly supported with test/maintenance reports and log book.

Contractor has to raise the bill with Base Rate plus prevailing tax rate. Taxes if any shall be borne by NEIGRIHMS at pre prevailing rate. Base rate towards O&M Cost as quoted by Bidders in this tender shall be calculated after excluding current for every year GST [current @18%] and GST will be paid at actual as per prevailing rate on the date of payment in case of any change in GST rates.

22.1 Deduction of Income Tax

The amount to be deducted towards the advance income tax (TDS) shall be the rate applicable at that point of time.

22.2 Advance Payment/Mobilisation Advance

No Advance payment shall be made under this contract.

23. Discharge

Upon submission of the final statement, the contractor shall give to the employer a written discharge confirming that the total of the Final Statement represents full and final settlement of all pending amount due to the contractor arising out of or in respect of the contract. Final payment will be released only after proper processing of final statement received from contractor.

24. Settlement of Dispute and Arbitration

The party shall use their best efforts to settle amicably all disputes arising out of or in connection with this contract or the interpretation thereof. Any dispute and differences arising out of this contract shall be settled through the process of Arbitration as per provisions of Arbitration and Conciliation Act 1996. Venue of Arbitration shall be at Shillong.

25. Termination of Contract

The Employer is the sole authority and has full right to terminate the contract in case of unsatisfactory performance of the work carried out by the contractor. In such event any payment due subsequent to termination of the O&M Contract shall be forfeited including bank guarantee given by contractor towards Contract Guaranteed Performance Security Deposit. Outstanding payment, if any remaining from the period prior to termination shall however be paid to the contractor.

25.1 Removal of Contractor's Equipment on Termination

If the contract is terminated, the contractor shall with all reasonable dispatch after obtaining approval from the employer remove all Contractors' Manpower and Equipment from the Site at own cost.

26. Jurisdiction of Court

The law applicable to the contract shall be the laws in force in India. Settlement of disputes will be through the Commercial Courts, Commercial Division and Commercial Appellate Division of High Courts as per the Commercial Courts, Commercial Division and Commercial Appellate Division of High Courts (Amendment) Act, 2018. All disputes under this contract shall be within the jurisdiction of Courts at SHILLONG in all matters arising under this contract.

27. FORCE MAJURE CLAUSE

27.1 Definition of Force Majeure

In this Clause, "**Event of Force Majeure**" means an event beyond the control of the NEIGRIHMS and Contractor, which will prevent Contractor from complying with any of its obligations under this O&M Contract agreement, including but not limited to:

- 27.1 (a) Act of God (such as, but not limited to, fires, explosions, earthquakes);
- 27.1 (b) War, hostilities (whether war be declared or not), invasion, act of foreign enemies, mobilisation, requisition, or embargo;
- 27.1 (c) Rebellion, revolution, insurrection, or military or usurped power, or civil war;
- 27.1 (d) Riot, commotion, strikes, picketing, lock outs or disorder, unless solely restricted to employees of the M/Omega Elevators or of their Subcontractors; or
- 27.1 (e) Acts or threats of terrorism.

27.2 Consequences of Force Majeure Event

- 27.2 (a) Neither the NEIGRIHMS nor Contractor shall be considered in breach of this Contract to the extent that performance of their respective obligations (excluding payment obligations) is prevented by an Event of Force Majeure that arises after the Effective Date.
- 27.2 (b) Contractor prevented from carrying out its obligations hereunder shall give notice to NEIGRIHMS of an Event of Force Majeure upon it being foreseen by, or becoming known to Contractor.
- 27.2 (c) If and to the extent that Contractor is prevented from executing the Services due to the Event of Force Majeure, while Contractor is so prevented Contractor shall be relieved of its obligations to provide the Services but shall endeavour to continue to perform its obligations under the Contract so far as reasonably practicable in accordance with Good Operating Practices.
- 27.2 (d) If and to the extent that Contractor suffers a delay during the re-construction period as a result of the Event of Force Majeure then it shall be entitled to an extension for the Time for Completion.
- 27.2 (e) If an Event of Force Majeure results in a loss or damage to the any element of sub-station, then Contractor shall rectify such loss or damage to the extent required by the NEIGRIHMS, PROVIDED that any Cost of rectification is borne by the NEIGRIHMS.
- 27.2 (f) The Contract Period shall be extended by a period of time equal to the period of interruption caused by an Event of Force Majeure.

27.3 Termination and Payment on Event of Force Majeure

Irrespective of any extension of time, if an Event of Force Majeure occurs and its effect continues for a period of 90 days, either the NEIGRIHMS or Contractor may give to the other a notice of termination of O&M Contract. After termination under this Sub-Clause, Contractor shall comply with termination provisions and the NEIGRIHMS shall pay O&M Cost to Contractor equal to an amount calculated and based on pro-rata basis. After rectification of particular Event of Force Majeure, NEIGRIHMS and Contractor may decide mutually to continue CMC Contract.

NEIGRIHMS

SECTION – III

SPECIAL CONDITIONS OF CONTRACT

TENDER FOR OPERATION AND MAINTENANCE (O&M) CONTRACT OF ELECTRICAL SUB-STATIONS

*North Eastern Indira Gandhi Regional Institute of
Health and Medical Sciences
(NEIGRIHMS)
Mawdiangdiang
Shillong-793018
Meghalaya*

INDEX

SPECIAL CONDITIONS OF CONTRACT

Clause No.	Description
INSTRUCTIONS TO BIDDERS	
A. GENERAL	
1.0	Description of works
2.0	Information to be submitted
3.0	Cost of Bidding
4.0	Site visit
B. BID DOCUMENTS	
5.0	Content of Bid documents
6.0	Clarification on Bid documents
7.0	Amendment of Bid documents
C. PREPARATION OF BIDS	
8.0	Language of Bid
9.0	Documents comprising the Bid
10.0	Bid Prices
11.0	Bid Validity
12.0	Bid Security (EMD)
13.0	Format and signing of Bid
D. SUBMISSION OF BID	
14.0	Online Submission
15.0	Deadline for submission of Bids
16.0	Late Bids
17.0	Modification and withdrawal of Bid
E. BID OPENING AND EVALUATION	
18.0	Bid opening
19.0	Process to be Confidential
20.0	Clarification of Bids
21.0	Determination of Eligibility
22.0	Responsiveness of Bidder
23.0	Evaluation and Comparison of Bids
F. AWARD OF CONTRACT	
24.0	Award criteria
25.0	Employer's Right to accept any Bid, to reject any or All Bids
26.0	Notification of Award
27.0	Signing of Agreement
28.0	Performance Security
29.0	Non-Tribal Trading Licence
30.0	Commencement Order
31.0	Other Documents requirements

SPECIAL CONDITIONS OF CONTRACT

INSTRUCTIONS TO BIDDERS

A. GENERAL

1.0 Description of works

1.1 Bid System

“Offers through online mode under two bid system in the prescribed forms are invited from eligible Contractors/Bidders for providing Operation and Maintenance (O&M) of Electrical Sub-station installed for power Supply at NEIGRIHMS, Mawdiangdiang Shillong.

1.2 The Employer

North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Mawdiangdiang, Shillong-793018.

1.3 In these documents wherever the word Tender/Tenderer/Tendering has been used, the same may be considered synonymous with Bid/Bidder/Bidding.

1.4 Name of Work:

Operation and Maintenance (O&M) of Electrical Sub-stations of the above system of NEIGRIHMS, Shillong-793018 along with its all associated and connected ancillaries/accessories for the period of 5 (five) years from the award date (as per the scope of work mentioned in the attached annexures).

2.0 Information to be Submitted

2.1 Bids submitted shall include the following information:

- a) Copies of Original documents defining the constitution, legal status, place of registration and principal place of Business of the Company or Firm.
- b) A work plan clearly bringing out how the bidder proposes to carry out the work to achieve the quality and the time schedule.

The work plan shall clearly spell out with specific details in the following:

- i) List of equipment along with details proposed to be used on the works.
- ii) List and bio-data of Engineers and other important staff members proposed to be employed on the works.

3.0 Cost of Bidding

3.1 The Bidder shall bear all costs associated with the preparation and submission of his/their Bids and “The Employer” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4.0 Site Visit

The bidder is advised to acquaint himself with the job involved, visit the site and examine soil conditions, climatic conditions, labour, power, water, material availability, transport and communication facilities, environmental regulations, laws and bye-laws of Statutory bodies, Government of Meghalaya and the Government of India and collect all information that will be necessary for preparing the bid and entering into a contract.

The cost of visiting the site and collecting information for the purpose of submission of the Bid shall be fully borne by Bidders.

4.2 The bidders and any of his personnel or agents will be granted permission by the Employer to enter upon the site for the purpose of such inspection, but only upon the expressed condition that the bidder shall make such request in writing and Bidder, his personnel or agents will release and indemnify the Employer and Employers Personnel and agents from and against all liability in respect thereof and will be responsible for personnel injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expense however caused, during site inspection which, but for the exercise of such permission would not have arisen.

B. BID DOCUMENTS

5.0 Content of Bid Documents

5.1 The Bid documents comprise the following:

Section I	Notice Inviting Tender (NIT)
Section II	General Instructions to Bidders
Section III	General Condition of Contract
Section IV	Special Conditions of Contract
Section V	Scope of Work
Section VI	Check list, Annexures & Formats
Section VII	Bill of Quantities (BOQ)/Financial Bid/Price Bid

5.2 The bidder is expected to examine carefully all instructions, conditions, forms, terms, specifications and drawings in the Bid documents. Failure to comply with the requirements of the Bid documents will be at the bidders own risk.

Bids which are not substantially responsive to the requirements of the bid Documents will be rejected.

6.0 Clarification on Bid Documents

6.1 A Prospective bidder requiring any clarifications on the Bid documents may notify the Employer in writing by email or letter at the mailing address indicated in the Bid Documents.

7.0 Amendment of Bid Documents

7.1 At any prior to the deadline for submission of Bids, the Employer may for any reason modify the Bid Documents by amendment.

7.2 The Amendment will be uploaded on www.eprocure.gov.in and www.neigrhms.gov.in Bidders are requested to keep a watch on any such addendum, amendment, corrigendum.

7.3 In order to afford prospective bidders reasonable time in which to take an amendment into account in preparing their bids, the Employer may extend the deadline for the submission of Bids. Such extension of date will be uploaded on www.eprocure.gov.in and www.neigrhms.gov.in Bidders are requested to keep a watch on any such extension of date.

C. PREPARATION OF BIDS

8.0 Language of Bids

8.1 The bid prepared by the Bidders and all correspondences and documents relating to the Bid exchanged by the Bidder and the Employer shall be written in the English Language.

9.0 Documents comprising the Bid

9.1 The Bid to be prepared by the Bidder shall comprise the following:
The Bid and appendix thereto, The Bid security (EMD), the Bill of quantities, the schedules of supplementary information and any other materials required to be completed and submitted in accordance with the instructions to bidders embodied in these Bid documents. The forms, Bill of quantities and schedules provided in these Bid Documents shall be used without exception. All documents are to be scanned and uploaded online only including EMD instrument and BOQ.

9.2 All documents issued for the purpose of bidding as described in Clause 5.1 and amendments issued in accordance with Clause 7 shall be deemed incorporated in the Bid.

10.0 Bid Prices

10.1 The Bidder shall fill all rates against each item of BOQ in the blank spaces provided.

10.2 All duties, taxes and other levies payable by the contractor under the contract including Contractors profit and overheads, etc. or for other cost shall be included in the rates and prices and the total amount of bid submitted by the bidder and the evaluation and comparison of bids by the Employer shall be made accordingly.

10.3 The rates and prices quoted by the bidder shall be fixed for items complete in all respect for the duration of the contract and not subject to adjustment on any account except as otherwise provided in the conditions of the contract.

10.4 The bidder shall fill his most competitive rates in the instance, as no negotiations shall be made after opening of the Tenders except if required with the lowest bidder.

11.0 Bid Validity

11.1 The bid shall remain valid and open for acceptance for a period of 120 (one hundred twenty) days from the last date of receiving the same.

11.2 In exceptional circumstances prior to expiry of the original bid validity period, the Employer may request the bidder for a specified extension in the period of validity. The request and the responses thereto shall be made in writing or by cable or telex. A bidder may refuse the request without forfeiting his bid security. A bidder agreeing to the request will neither be required nor permitted to modify his bid, but will be required to extend the validity of his bid security correspondingly.

12.0 Bid Security (EMD)

12.1 The bidder shall furnish, as part of his bid, a bid security (EMD) of the amount of Rs. 1.8 Lakh (Rupees One Lakh Eighty Thousand Only). No deviation shall be permitted from this.

12.2 The bid security shall be in the form of a demand draft/NEFT/RTGS/Fixed Deposit in favour of Director, NEIGRIHMS, Shillong from any Nationalised Bank/Scheduled Bank.

12.3 Any bid not accompanied by an acceptable bid security will be rejected as Non-responsive.

12.4 The bid securities of unsuccessful bidders will be returned as promptly as possible as but not later than 30(Thirty) days after the expiration of the period of Bid validity prescribed by the Employer.

- 12.5 The bid security maybe forfeited:
- a) If a bidder withdraws his bid during the period of validity.
 - b) In case of successful bidder, if he does not:
 - i) Enter into a contract, or
 - ii) Furnish the necessary performance security.
- 12.7 No interest will be payable on the bid security amount cited above.

13.0 Format and signing of Bid

- 13.1 The tender documents shall be downloaded from www.eprocure.gov.in, filled & signed only by the firm/corporation/ joint venture. The Bid shall be typed or written in indelible ink and duly signed by a person or persons duly authorised to being the bidder to the contract.
- 13.2 All pages of Bid shall be signed and stamped by the person signing the Bid before uploading online where entries or amendments have been made which will be meant as acceptance of all provisions, terms & conditions of this tender by bidder.

D. SUBMISSION OF BID

14. Online Submission

- 14.1 The Bid shall be submitted online only through www.eprocure.gov.in i.e. both (i) submission of scanned documents including proof of EMD and (ii) submission of filled-in BOQ

14.2 Submission of EMD (hard copy)

EMD (scanned copy) to be uploaded online and EMD (hard copy) should reach within 15 days of last date of online submission of bid. In case of non-receipt of hard copy of EMD instrument within due date of any bidder then the said bidder will be declared non-responsive and his/their bid will be summarily rejected. Employer shall not be responsible for any delay in postal transit or any other reason regarding non-receipt of EMD instrument of any of the bidder.

- 14.3 Envelopes containing EMD instrument shall be sealed and addressed to Electrical Engineering Section, NEIGRIHMS, Mawdiangdiang, Shillong-793018 (Meghalaya). Except for EMD (hard copy) no other documents is to be sent to Employer as those documents are required to be scanned and uploaded online including company profile or any other documents.

- 14.4 All the above envelope shall bear the following identification.

Name of Work: **“Operation and Maintenance (O&M) Contract of Electrical Sub-station at NEIGRIHMS, Shillong-793018” and Tender Number.**

- 14.5 All the Envelopes shall indicate the Name and Address of the Bidder to enable the bid to be returned unopened if required.

- 14.6 All recipients for the purpose of submitting a bid shall treat the contents of the documents as private and confidential.

15.0 Deadline for Submission of Bids

- 15.1 Bids must be submitted online upto 14.30 hours of the designated date.

- 15.2 The Employer may extend the deadline for submission of the Bids through the issuance of an amendment in accordance with Clause 7 in which case all rights and obligations of the Employer and the bidders previously subject to the deadlines shall thereafter be subject to the new deadline as extended.

E. BID OPENING AND EVALUATION

18.0 Bid Opening

18.1 Bids shall be opened online only.

18.2 The Technical Evaluation Committee duly authorized by Employer will examine the bids to determine whether they are complete, whether they fulfil the pre-qualification criteria, whether the requisite bid securities have been furnished, whether the bids have been properly signed and stamped and whether the bids are generally in order.

18.3 The bid of any bidder who has not complied with any of the instructions contained herein may not be considered. Decision of Employer in this regard will be final.

19.0 Process to be Confidential

19.1 After the opening of bids, information relating to the examination, clarification, Evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.

19.2 Any effort by the bidder to influence the Employer in the process of examination, clarification, evaluation and comparison of bids and decision concerning award of contract may result in rejection of the bidders bid.

20.0 Clarification of Bids

20.1 To assist in the examination, evaluation and comparison of bids, the Employer may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing or telephonic or by email/post, but no change in the price or substance of the bid shall be sought, offered or permitted.

21.0 Determination of Eligibility

21.1 The Employer will determine whether the bid is/are substantially eligible to the requirements of the bid documents.

22.0 Responsiveness of Bidder

For the purpose of this Clause, a substantially responsive bid is one which conforms to all the terms, conditions and specifications of the bid documents without any deviation or reservation and capability of Bidder with nature of work involved under this contract and bidder's work experience in the same field.

23.0 Evaluation and Comparison of Bids

23.1 Only such of the bids as have been determined to be substantially responsive to the requirements of the bid documents will be selected for BOQ (Price Bid) Opening. Other non-responsive bids will be summarily rejected.

23.2 Bidders shall note that no preference of any nature will be given to any bidder notwithstanding any custom, usage or instructions to the contrary.

23.3 Evaluation of the bids will take into account, in addition to the bid amounts, the following factors:
Any such other factors as the Employer considers may have potentially significant impact on contract execution.

23.4 Offers, deviations and other factors which are in excess of the requirements of the bid documents or otherwise result in the accrual of unsolicited benefits to the Employer shall not be taken into account in bid evaluation.

23.5 Price adjustment provisions applying to the period of execution of the contract shall not be taken into account in bid evaluation except to the specifically stated in the contract.

F. AWARD OF CONTRACT

24.0 Award Criteria

24.1 Subject to Clause 26, Employer will award the contract to the bidder whose bid has been determined to be eligible and to be substantially responsive to the bid documents and who has offered the lowest evaluated bid of the bill of quantities, provided further that the bidder has the capability and resources effectively to carry out the contract works.

25.0 Employers Right to Accept any Bid, to Reject any or all Bids

25.1 Notwithstanding Clause 24, the Employer reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the Employer.

26.0 Notification of Award

26.1 Prior to the expiry of the prescribed period of the bid validity, the Employer will notify the successful bidder by letter through post or email confirmed in writing that his bid has been accepted.

26.2 The letter of award will constitute the initial stage of the contract.

27.0 Signing of Agreement

Upon the receipt of the letter of award, the successful bidder shall submit the Contract Agreement Document as formulated by NEIGRIHMS within 2 (two) weeks of the date of receipt of letter of award. Form of Contract Agreement will contain general terms and conditions and shall be provided to successful bidder only. The Contract Agreement shall have to be typed on Non-judicial Stamp Paper of Rs. 50/- denomination and to be duly signed and executed on behalf of the successful bidder, all at his own cost. After signing of Contract Agreement, commencement order will be issued.

28.0 Performance Security

28.1 Within 15(Fifteen) days of receipt of the letter of award from the Employer, the successful bidder shall furnish to the Employer a security in the form of a Bank guarantee from Nationalized /Scheduled Bank for an amount of 20% of the contract sum. The validity of the performance security shall be upto the end of the five year period with a further claim period of 6(six) months [i.e. total 5 ½ year period].

28.2 Failure of the successful bidder to furnish the required Bank guarantee shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Employer may make the award to the next lowest evaluated bidder, or if there are no other bidders, call for new bids.

29.0 Non-Tribal Trading Licence

On receipt of letter of award, Successful bidder has to submit Non-Tribal Trading Licence being issued by Khasi Hills Autonomous District Council, Shillong. Without furnishing of such trading licence, contract agreement will not be signed.

30.0 Commencement Order

On receipt of Performance Security instrument, Non-tribal trading licence and after signing of contract agreement; commencement order will be issued which will indicate the date of commencement of contract and deployment of employees by Contractor at Employer's site.

31.0 Other Documents requirements:

Successful bidder will provide the following documents failing which contract will not be signed:

- (i) EPFO details of his/their employees
- (ii) Technical Qualification and experience of his/their employees
- (iii) Labour licence (if any)

NEIGRIHMS

SECTION – V

SCOPE OF WORK

TENDER FOR OPERATION AND MAINTENANCE (O&M) CONTRACT OF ELECTRICAL SUB-STATIONS

*North Eastern Indira Gandhi Regional Institute of
Health and Medical Sciences
(NEIGRIHMS)
Mawdiangdiang
Shillong-793018
Meghalaya*

SCOPE OF WORK

The scope of work covered under O&M will include Operation of Electrical sub-stations including regular/preventive and breakdown maintenance of all Electrical Installations listed and all such jobs to ensure uninterrupted power supply.

OPERATION WORK:

1. Operation and Monitoring of functioning of Transformers and its associated equipment parameters such as:
 - a. Winding temperature.
 - b. Oil temperature and oil level.
 - c. Checking of oil leakage if any, take immediate corrective action to stop the leakage.
 - d. Maintenance of Log book as formulated by NEIGRIHMS.
 - d. Any other parameters as per directions/suggestions of OEM and NEIGRIHMS
2. Operation and Monitoring of functioning of DG Sets operations and its parameters such as:
 - a. Oil Temperature & Oil Level
 - b. Coolant Temperature & Coolant Level
 - c. Fuel level
 - d. DCP Panel of Individual DG Set
 - d. Manual and Auto-start of DG Sets functioning including through Synchronous Panel
 - f. Maintenance of Log book as formulated by NEIGRIHMS.
 - g. Any other parameters as per directions/suggestions of OEM and NEIGRIHMS
 - h. Weekly/monthly Reports to be submitted to Institute/Electrical Section.
3. Operation and Monitoring of functioning of DG Set Control Panel.
4. Operation and Monitoring of functioning of Synchronous Panel.
5. Operation and Monitoring of functioning of PLCC Panel.
6. Operation and Monitoring of functioning of HT and LT Panels of Sub-station and panels in Hospital
7. Operation and Monitoring of functioning of Capacitor Bank Panel
8. Operation and Monitoring of functioning of Breakers, Bus-couplers, MCCBs, all other equipments, accessories, machines, appliances etc. which are and installed in Sub-stations and associated with power supply distribution network.

Besides this any abnormal functioning if observed, then the same to be recorded in log book and attended immediately to rectify minor defects by operational staff related to all equipments associated and installed in Sub-stations (any equipments, accessories, machines, appliances etc.). In case of defects needs support of maintenance staff then the case may be informed to maintenance team for rectification.

Above all, operational staffs have to follow all directions of NEIGRIHMS as and when so arises. In case of any clarification or doubt, decision of NEIGRIHMS representative will be final in Operation and Maintenance matters.

MAINTENANCE WORK:

1. **ROUTINE MAINTENANCE OF 11 KV FEEDERS.**
 - 1) **11 KV VACUM CIRCUIT BREAKERS AND HT PANELS INCLUDING ACCESSORIES**
 - a) Checking of IR value of Interrupter
 - b) Checking of Mechanical Interruption of Circuit Breaker Opening and Closing.
 - c) Checking of Electrical Operation of Circuit opening and closing from both Local and Remote.
 - d) Checking of healthiness of Protection Tripping of Circuit breaker.
 - e) Cleaning and servicing including re-varnishing of Insulators if necessary.
 - 2) **11 KV CONTROL AND RELAY PANELS.**
 - a) Checking of Protection relays

- i) Testing of pick up current of Protection Relays.
- ii) Testing of tripping time of Protection Relays.
- b) Testing of Panel Control switch and circuit breaker operation via control switch both local and Remote.
- c) Testing of Circuit Breaker operation (Tripping) via Protection Relay.
- d) Checking of annunciation / Alarm circuit.
- e) Checking of panel meters Ammeters, Voltmeters and Kilowatt meters.
- f) Checking of healthiness of earthing points.
- g) Cleaning, servicing and resetting of Protection Relay if necessary.

3) 11 KV CURRENT TRANSFORMER (CT) AND PROTECTION TRANSFORMER (PT)

- a) Testing of Insulation Resistance of CT's and PT's.
- b) Primary current Injection Test for checking of CT ratio for both metering and protection core using Primary Injection Set.
- c) Voltage Injection test for PT's to check healthiness of PT's ratio.
- d) Cleaning and servicing including re-varnishing if necessary.

2. ROUTINE MAINTENANCE OF TRANSFORMERS.

A) WEEKLY / MONTHLY / QUARTERLY / YEARLY SCHEDULE

- a) Testing of Insulation Resistance (IR).
- b) Checking of Silica Gel (Dehydrating Breather)
- c) Checking of OLTC / RTCC.
- d) Inspecting of Bushings.
- e) Checking of Cable Boxes.
- f) Checking of Earth Resistance.
- g) Tests on oil in Transformers / OLTC and Topping of oil.

B) ROUTINE MAINTENANCE OF CAPACITOR BANKS

1. Circuit breakers.

- a) Checking of IR value Interrupter.
- b) Checking of Mechanical Operation of Circuit Breaker Opening and Closing.
- c) Checking of Electrical Operations of Circuit Breaker Opening and Closing both Local and Remote.
- d) Checking of Healthiness of Protection Tripping of Circuit Breaker.
- e) Cleaning and servicing including Re-varnishing of Insulators if necessary.

2. Control and Relay Panels.

- a) Checking of Protection Relays.
 - i. Testing of pick up current of Protection Relays.
 - ii. Testing of tripping time of Protection Relays.
- b) Testing of Panel Control switch and circuit breaker operation via control switch both Local and Remote.
- c) Testing of Circuit Breaker operation (tripping) via Protection Relay.
- d) Checking of annunciation / Alarm circuit.
- e) Checking of panel meters Ammeters, Voltmeters and Kilowatt meters.
- f) Checking of healthiness of earthing points.
- g) Cleaning, servicing and resetting of Protection Relay if necessary.

4) ROUTINE MAINTENANCE OF LT PANELS AND CAPACITOR BANKS.

1. Testing of Air Circuit Breaker.

- a) Checking of IR value of Interrupter

- b) Checking of Mechanical Interruption of Circuit Breaker Opening and Closing.
- c) Checking of Electrical Operation of Circuit opening and closing from both Local and Remote.
- d) Checking of healthiness of Protection Tripping of Circuit breaker.
- e) Cleaning and servicing including re-varnishing of Insulators if necessary.

2. Testing of Bus Bars.

- a) Checking of IR value of Bus.
- b) Checking of IR value of Bus Insulator.
- c) Checking of Hot Spot.
- d) Checking of healthiness of cable termination at Bus.
- e) Cleaning and servicing including re-varnishing of insulators if necessary.

3. Testing of LT cubicle.

- a) Checking of MCCB.
- b) Checking of healthiness of Cable termination.
- c) Cleaning and servicing including re-varnishing of Insulators if necessary.

4. Capacitor Bank.

- a) Checking of Unit capacitance Value.
- b) Checking of Physical healthiness of Units.
- c) Checking of Earthing of Bank.

5. ROUTINE MAINTENANCE OF HT AND LT CABLE.

- a) Checking of Insulation Resistance (IR) of HT and LT cables.
- b) Checking of Healthiness of Cable and its Termination.

6. BREAKDOWN AND RESTORATION OF POWER BREAKDOWN

- a) The alternate feed of Power could be made in case of Breakdown / Tripping of One or a few Breakers and to restore the affected load as soon as possible.
- b) Maintain all switchboards in ready condition. The various maintenance schedule planned should be executed and record of all such activities shall be maintained. Ensure the availability of redundant system.

7. UPDATED STATUS OF SWITCHBOARDS

- a) Maintain the updated status of all switchboards at the Substation & Electrical Panels, Control Room and make the Information available for planning the strategy in case of any unscheduled outage.
- b) All "No Power" complaints as per battery limits (which is maintaining power to outgoing of LT Panels) will be attended at the earliest.

8. ACTIVITY BASED SERVICE PROVISION.

This Contract incorporates the following elements and critical parameters.

- a) Attending "No Power Supply" complaints for any particular area.
- b) Conducting Prevention maintenance as per checklist and schedule and as per directions of NEIGRIHMS.
- c) Cable fault finding
- d) Attending to complaints in HT and LT breakers.
- e) Recommendations for Spares.
- f) Abiding to all safety rules and following safe parameters.
- g) Target zero accident.
- h) Restoration of breakdown during power failures.

9. EXCLUSION

This Contract does not include:

1. Supplying / providing of Battery.
2. Replacement of defective major equipments which are beyond repair.
3. The damages due to Natural Calamities.
4. Civil works such as renovation of Control Room Building.
5. Street lights and Yard Lighting.
6. Internal Electrical Installations in Hospital, Faculty Blocks, Library, Director's and Quarters, etc.
7. LT network from the outgoing feeder of LT terminal Board.
8. UPS installed in the Hospital.

10. SPECIAL CONDITIONS OF SCOPE OF WORK

- (i) All Electrical equipments under this contract shall be periodically tested, tuned, set, rectified, etc. from time to time as per requirement at the beginning of this contract for better performance and longevity.
 - (ii) The contractor shall be well equipped with tools and accessories, electrical testing instruments as required.
11. Almost all equipments have been included in list of accessories as given in particulars of installation in this tender. But the list is not exhaustive and other equipments shall have to be taken into account for operation and maintenance under this contract. Bidders are advised to visit the site to acquaint with the O&M work requirements of electrical sub-stations.
 12. Any shutdown requirement of larger period for maintenance works has to be informed in advance with full details of proper plan and time required for maintenance. Shutdown request has to compulsorily mention (a) sub-station name, (b) name of equipment/element, (c) Whether bypass arrangement can be made (i) If yes, then it is to confirm that the same arrangement has been made, (ii) If no, then whether primary study has been made for assessment of shutdown time (Yes/No), (d) Details of maintenance activities to be carried out during shutdown, (e) Time required for shutdown (Shutdown has to be returned after the period mentioned by agency if extension is not granted by NEIGRIHMS). Maintenance works requiring shutdown are to be carried out only on approval from NEIGRIHMS. However, minor maintenance works can be carried out without disturbing of power supply or diversion of power supply to affected areas or making alternate/bypass arrangement to ensure continuity of affected areas.
 13. Normal maintenance of DG Sets shall have to be carried out including replacement of valve, cleaning of air filters, by the Contractor except for major B-check/C-check Type maintenance which shall have to be done by the OEM through NEIGRIHMS.

TENDER FOR O&M CONTRACT OF ELECTRICAL SUB-STATIONS

PARTICULARS OF INSTALLATIONS IN SUB-STATIONS COVERED IN THIS O&M CONTRACT

Sl. No.	Equipments / Accessories	Quantity (No's)
SUB-STATION - 1		
1	11 KV, 3C x 400 sq.mm XLPE cable	2
2	11 KV, 1250 amp VCB	2
3	11 KV Control Panels (VCB in each Feeder)	16
4	11 KV feeder Cables	10
5	1600 KVA, 11 / 0.433 Kv transformer	5
6	LT Panels	30
7	Emergency LT Panels	30
8	Transformer RTCC/OLTC Panel	5 Sets
9	DG Control Panel	1 no.
10	Cooling Water pump Panel	1 no.
11	DG Synchronizing Panel	1 no.
12	MV Capacitor Panel (350 KVAR)	4
13	DG Sets: (Minor Maintenance)	
	1000 KVA	3
	750 KVA	2
	320 KVA	2
14	Cooling Water Pump Motor:	
	7.5 KW	3
	5.5 KW	4
	3.7 KW	3
15	Cooling Tower Fan Motor:	
	3.7 KW	2
	7.5 KW	2
	3.7 KW	1
16	Fuel oil Pump Motor 2.2 KW	2
17	MV Cables	48 runs
SUB-STATION - 2		
1	11 KV HT Panel (VCB with common Bus)	1 Set
2	11 KV, 3C x 300 sq.mm XLPE cable	2 Runs
3	1000 KVA, 11 / 0.433 KV Transformer	2
4	LT Panel (Control Panel & Emergency Panels)	24
5	DG Control AMF Panel	3
6	MV Capacitor Bank (250 KVAR)	2
7	DG Sets:	
	380 KVA	1
	320 KVA	2
	24 V Battery bank	3
8	Fuel oil Pump Motor 2.2 KW	2
9	MV Cables	22 Runs
SUB-STATION - 3		
1	630 Amp, VCB, HT Breaker	1 Set
2	HT XLPE Cable	2 Runs
3	500 KVA, 11 / 0.433 KV Transformer	2
4	LT Control Panels & Emergency Panels	20
5	Transformer RTCC	2 Set
6	MV Cables	24 Runs
7	100 KVAR Capacitor Bank	2
8	125 KVA DG Sets (Minor Maintenance)	2
9	AMF Panel	2

TENDER FOR O&M CONTRACT OF ELECTRICAL SUB-STATIONS

SUB-STATION-4			
1	HT Cable		3 Runs
2	HT VCB Panel	400 A, 11000 V	1 Set
3	Distribution Transformer		
	a) 500 KVA Transformer 1	0.5 MVA, 11/0.433 KV	1 Set
	b) 500 KVA Transformer 2	0.5 MVA, 11/0.433 KV	1 Set
4	LT Panel	1000 A, 430 V	16
5	LT Bus Duct 1000 A Capacity	1000 A	2 Sets
6	Capacitor Bank	90 KVAR	2 Sets
7	MV Cable		16 Runs
SUB-STATION-5			
1	HT Cable		3 Runs
2	HT VCB Panel	400 A, 11000 V	1 Set
3	Distribution Transformer		
	a) 500 KVA Transformer 1	0.5 MVA, 11/0.433 KV	1 Set
	b) 500 KVA Transformer 2	0.5 MVA, 11/0.433 KV	1 Set
4	LT Panel	1000 A, 430 V	16
5	LT Bus Duct 1000 A Capacity	1000 A	2 Sets
6	Capacitor Bank	90 KVAR	2 Sets
7	MV Cable		16 Runs

1. LT cabling between Sub-Stations to different Block & Feeder Pillar (not covered under maintenance but in case of emergency the Agency has to provide maintenance support for continuation/early restoration of power supply to affected areas)

- 1) Sub-Station to Director Bungalow LT Cabling.
- 2) Sub-Station to OPD LT Cabling.
- 3) Sub-Station to C & D Block LT Cabling.
- 4) Sub-Station to General Ward LT Cabling.
- 5) Sub-Station to Director's Office LT Cabling.
- 6) Sub-Station to Faculty Block LT Cabling.
- 7) Sub-Station to Circular Ward Block LT Cabling.
- 8) Sub-Station to Pay Ward Block LT Cabling.
- 9) Sub-Station to RMO Hostel Block LT Cabling.
- 10) Sub-Station to Basic Science Block LT Cabling.
- 11) Sub-Station to Teaching Block LT Cabling.
- 12) Sub-Station to Library Block LT Cabling.
- 13) Sub-Station to Boy's Hostel Block LT Cabling.
- 14) Sub-Station to Girl's Hostel Block LT Cabling.
- 15) Sub-Station to Nursing College & Hostel Block LT Cabling.
- 16) Sub-Station to Auditorium Block LT Cabling.
- 17) Sub-Station to Indoor Stadium Block LT Cabling.
- 18) Sub-Station to Public Utility Block LT Cabling.
- 19) Sub-Station to Guest House Block LT Cabling.
- 20) Sub-Station to STP LT Cabling.
- 21) Sub-Station to Pump House – 13 LT Cabling.
- 22) Sub-Station to Pump House – 13 LT Cabling
- 23) Sub-Station to Pump House – 13 D LT Cabling.
- 24) Sub-Station to External Road Light Feeder Pillar RL-01 LT Cabling.
- 25) Sub-Station to External Road Light Feeder Pillar RL-02 LT Cabling.
- 26) Sub-Station to External Road Light Feeder Pillar RL-03 LT Cabling.
- 27) Sub-Station to External Road Light Feeder Pillar RL-04 LT Cabling.
- 28) Sub-Station to External Road Light Feeder Pillar RL-05 LT Cabling.
- 29) Sub-Station to External Road Light Feeder Pillar FP-01 & FP-01 to different Block LT Cabling.
- 30) Sub-Station to External Road Light Feeder Pillar FP-02 & FP-02 to different Block LT Cabling.
- 31) Sub-Station to External Road Light Feeder Pillar FP-03 & FP-03 to different Block LT Cabling.
- 32) Sub-Station to External Road Light Feeder Pillar FP-04 & FP-04 to different Block LT Cabling.

TENDER FOR O&M CONTRACT OF ELECTRICAL SUB-STATIONS

- 33) Sub-Station to External Road Light Feeder Pillar FP-05 & FP-05 to different Block LT Cabling.
- 34) Sub-Station to External Road Light Feeder Pillar FP-06 & FP-06 to different Block LT Cabling.
- 35) Sub-Station to External Road Light Feeder Pillar FP-07 & FP-07 to different Block LT Cabling.
- 36) Sub-Station to External Road Light Feeder Pillar FP-08 & FP-08 to different Block LT Cabling.
- 37) Sub-Station to External Road Light Feeder Pillar FP-09 & FP-09 to different Block LT Cabling.
- 38) Sub-Station to External Road Light Feeder Pillar FP-10 & FP-10 to different Block LT Cabling.
- 39) Sub-Station to External Road Light Feeder Pillar FP-11 & FP-11 to different Block LT Cabling.
- 40) Sub-Station to External Road Light Feeder Pillar FP-12 & FP-12 to different Block LT Cabling.

2. HT Cabling in between Sub-Station-01 to Sub-Station-02, Sub-Station-03, Sub-Station-04 & Sub- Station-05 and MeECL Grid Sub-Station to Sub-Station-01 (not covered under maintenance but in case of emergency the Agency has to provide maintenance support for continuation/early restoration of power supply to affected areas)

- 1) Sub-Station-01 to MeECL Grid Sub-Station HT Cabling.
- 2) Sub-Station-01 to Sub-Station-02 HT Cabling.
- 3) Sub-Station-01 to Sub-Station-03 HT Cabling.
- 4) Sub-Station-01 to Sub-Station-04 HT Cabling.
- 5) Sub-Station-01 to Sub-Station-05 HT Cabling.

Note: Cable details shown is for reference only. Cable maintenance is not under contract. However, contractor will have to help employer in case of any fault determination.

NEIGRIHMS Elect Section

MANPOWER DEPLOYMENT PLAN

Operation work (For Sub-station 1 and 2):

Designation of staff	Total Numbers	Category	Qualification	Experience
Sub-station Operator	12 Nos. for 3 shifts (2 nos. for each shift for SS1 and SS2)	Highly Skilled	Possessing 2-year ITI certificate in Electrician Trade from Central Govt./State Govt./NCTVT/AICTE approved Institute. Certificate from Private ITI Institutes shall not be accepted which are not recognised by Central Govt/State Govt/AICTE or higher qualification of 3-year Polytechnic Diploma certificate in Electrical/Electronics Engineering	Two years hands-on experience on operation of electrical sub-station upto minimum 11 kV level
Sub-station Operator Assistant	6 Nos. (1 nos. for each shift for SS1 and SS2)	Skilled	Possessing 10+2/HSLC/Intermediate pass certificate in science stream from Central Govt./State Govt./NIOS approved Institute/School. Certificate from Private Institutes or school shall not be accepted which are not recognised by Central Govt/State Govt/School Boards or higher qualification of 2-year ITI certificate in Electrician Trade	Two years hands-on experience on operation of electrical sub-station upto minimum 11 kV level
Sub-station Operation Supervisor	1 No.	Highly Skilled	Possessing 3-year Polytechnic Diploma certificate in Electrical/Electronics Engineering from Central Govt./ State Govt./NCTVT/AICTE approved Institute. Certificate from Private Polytechnic/Private Diploma Institutes shall not be accepted which are not recognised by Central Govt/State Govt/AICTE or higher qualification of B.E./B.Tech in Electrical/Electronics Engineering	Two years hands-on experience on operation of electrical sub-station upto minimum 11 kV level

Note: Sub-station Operators and Sub-station Assistant Operators will be put in round the clock shift duties and Sub-station Operation Supervisor will be put on general shift (9AM-5.30PM). Sub-station Operators and Sub-station Assistant Operators shall report to Sub-station Operation Supervisor who will supervise works of Sub-station Operators and Sub-station Assistant Operators and give instructions and necessary guidance in relation to operation of sub-stations. Sub-station Operation Supervisor will report to O&M Manager. Minor rectification works will be carried out by Operation staff whenever arises so though in case of major maintenance works, operation staff will inform maintenance teams for necessary rectification works as well as writing in log book.

Maintenance Work (For Sub-station 1, 2, 3, 4 and 5):

Designation of staff	Total Numbers	Category	Qualification	Experience
Maintenance Engineer	2 Nos. (1 nos. for each general shift)	Highly Skilled	Possessing 3-year Polytechnic Diploma certificate in Electrical/Electronics Engineering from Central Govt./ State Govt./NCTVT/AICTE approved Institute. Certificate from Private Polytechnic/Private Diploma Institutes shall not be accepted which are not recognised by Central Govt/State Govt/AICTE or higher qualification of B.E./B.Tech in Electrical/Electronics Engineering	Minimum 4 years hands-on experience in maintenance works of Transformer, DG Set, HT Panel, Relay Testing, LT Panel, VCB, ACB, HT/LT Cable jointing as per specification etc.
Maintenance Assistant	2 Nos. (1 no. for each general shift)	Skilled	Possessing 2-year ITI certificate in Electrician Trade from Central Govt./State Govt./NCTVT/AICTE approved Institute. Certificate from Private ITI Institutes shall not be accepted which are not recognised by Central Govt/State Govt/AICTE or higher qualification of 3-year Polytechnic Diploma certificate in Electrical/Electronics Engineering	Minimum 2 years hands-on experience in maintenance works of Transformer, DG Set, HT Panel, Relay Testing, LT Panel, VCB, ACB, HT/LT Cable jointing as per specification etc.
Maintenance Helper	2 Nos. (1 no. for each general shift)	Skilled	Possessing 10+2/HSLC/Intermediate pass certificate in science stream or higher qualification of 2-year ITI certificate in Electrician Trade	1 year Working experience in electrical related works

Note: Maintenance Staff will report to O&M Engineer and shall work in General Shift (9.30 AM- 6 PM). However in case of emergency they may require to work on 24x7 basis on Sundays/Holidays or on odd hours for urgent nature of maintenance of any element of sub-station for restoration of power supply at the earliest possible time. Maintenance Staff shall be fully acquainted with operational activities as they will be put on operational duties whenever such situation arises so due to leave or any reason of absence of operational staff. One person each of Maintenance Engineer, Maintenance Assistant and Maintenance Helper will form one maintenance team totalling for 2 (Two) maintenance Teams. Maintenance Team 1 will be deployed for maintenance works Sub-station 1 & 2 and Maintenance Team 2 will be deployed for maintenance works of Sub-station 3, 4 and 5. However, manpower transfer and movement of both operational as well as maintenance staffs will be done as and when directed by O&M Engineer and NEIGRIHMS representative. Maintenance staff may be deployed for operation work during leave/absence of operation staff.

O&M Engineer – 1 No.

Qualification: Possessing 4-year B.E./B.Tech Degree in Electrical/Electronics Engineering from Central Govt./State Govt./NCTVT/AICTE approved Institute/Universities. Certificates from Private Institute/Universities shall not be accepted which are not recognised by Central Govt/State Govt/AICTE.

Experience: Minimum 8 years hands-on experience in maintenance works of Transformer, DG Set, HT Panel, Relay Testing, LT Panel, VCB, ACB etc.

TENDER FOR O&M CONTRACT OF ELECTRICAL SUB-STATIONS

O&M Engineer shall be deployed by Contractor and shall work as overall in-charge for all Operation and Maintenance related activities works. All Operational and Maintenance staff shall directly report to him and follow his/her directions and he/she shall guide his/her subordinates working under him/her for both operational and maintenance matters. He/she shall look after all Operation and Maintenance related activities works. He/she shall check the attendance (on daily basis) of staff working under him/her for operational work as well as maintenance works after visiting the sub-station or site of maintenance. He/she shall be responsible for any discussion and coordination with NEIGRIHMS in finalization of matters. Though O&M Engineer shall work in general shift (9.30-6 PM) but in case of any emergency related to both operational and/or maintenance works, O&M Engineer shall be present at site to supervise the works for early restoration of power supply to affected areas.

All the above personnel shall be deployed by Contractor on full time basis at NEIGRIHMS Electrical Sub-stations. No sub-letting is allowed for carrying out O&M works by any other person on temporary basis and who is not under direct employment of the Contractor agency without informing Employer well in advance and without obtaining approval of Employer for deploying any expert on temporary basis. However, no charges shall be payable for such persons deployed temporarily by Contractor for any maintenance or operational matters towards helping Contractor. All tests and maintenance are to be carried out by personnel deployed only by the Contractor agency. No other person shall be allowed to carry out maintenance or testing works. So, Contractor are advised to bid only after having personnel with adequate qualification and suitable experience to do such maintenance works of Electrical Sub-stations.

Clerical Assistant: 1 No. (Qualification: Graduate degree from any recognized university.)

For deployment at site for works of clerical nature, letter drafting, preparation of reports of O&M Works, and Contractor's Employee salary or any other matters.

SALARY STRUTURE:

Designation	Net Cost to Employer (per month)	Designation	Net Cost to Employer (per month)
Sub-station Operator	Rs. 25,000.00	Maintenance Engineer	Rs. 30,000.00
Sub-station Operator Assistant	Rs. 21,000.00	Maintenance Assistant	Rs. 25,000.00
Sub-station Operation Supervisor	Rs. 30,000.00	Maintenance Helper	Rs. 21,000.00
O&M Engineer	Rs. 40,000.00	Clerical Assistant	Rs. 20,000.00

The above salary structure is minimum amount payable to Contractor's Employee by Contractor so that qualified, skilled and experienced person are deployed for O&M works as enumerated in this tender. The above salary structure is also maximum amount which will be incurred by NEIGRIHMS towards Contractor's employees deputed at site for O&M work excluding Contractor's Profit and taxes but including EPF contribution, housing rent and transport expenditure. This is with the vision that underpaid employees become liability rather than asset for the work assigned to them. Payment of salary by Contractor to their/his employees is to be paid compulsorily through Bank Account only. NEIGRIHMS will have right to requisition bank pass book of employees deputed at site to verify salary being credited timely in employee's account. Any instance of underpayment or non-payment of salary of any employee engaged by Contractor will be viewed seriously and may lead to termination of contract including forfeiture of EMD and Performance Security Deposit. Contractor may be at liberty to pay higher salary to employees than the above salary structure who are deployed at Employer Site. All employees shall have EPF Account and if EPF Account is not available then the same has to be opened for concerned employees by the Contractor within 3 months of award of this contract.

DEDUCTION FOR ABSENCE OF EMPLOYEES

All employees of contractor shall be allowed leave of 20 days annually and for this leave record of all employees have to be maintained by Contractor. Beyond the permissible leave period, any absence of any employee of Contractor will be deducted from the final annual bill (i.e. Fourth Quarterly Bill) which will be calculated on diem basis (on basis of 30 days in a month) as per salary structure of respective staff given above. However, in case of emergency as decided mutually by Contractor and Employer, employee of Contractor will be called back from leave to attend urgent situations. But one maintenance team will be at NEIGRIHMS on 24x7 Basis to attend any eventuality/emergency maintenance work.

NEIGRIHMS

VOLUME – VI

CHECK LIST, ANNEXURES & FORMATS

TENDER FOR OPERATION AND MAINTENANCE (O&M) CONTRACT OF 11/0.433 kV ELECTRICAL SUB-STATIONS

*North Eastern Indira Gandhi Regional Institute of
Health and Medical Sciences
(NEIGRIHMS)
Mawdiangdiang
Shillong-793018
Meghalaya*

ANNEXURE- 'A'

Check List for Bidders

Sl. No.	Parameter	Clause No.	Yes/No**
1.	Have you seen the checklist given at Annexure-'A' and prepared bid after scanning required documents and uploading online as per checklist?		
2.	Has bid documents signed and stamped on each page?		
3.	Have you fully accepted payment terms as per tender document?		
4.	Have you accepted all terms and conditions of this tender document?		
5.	Has valid document regarding the existence and registration of the firm enclosed?		
6.	Is bid signing authority is duly authorized for signing and submitting bid on behalf of firm/company?		
7.	Have you enclosed PAN Card?		
8.	Have you enclosed GST registration?		
9.	Has details in letter of application been submitted after filling, signing and putting seal as per Annexure-'B' including giving bank account details?		
10.	Has Hard copy of EMD been scanned and submitted online?		
11.	Have you earmarked Tender Number, Name of work and Details of the Bidder (i.e., Name, Address, Email and Contact Number) on envelope before sending hard copy of EMD instrument to the address of NEIGRIHMS?		
12.	Has Hard copy of EMD been submitted by post/courier at the earliest to reach EMD within prescribed time limit at NEIGRIHMS?		
13.	In case of EMD is furnished in the form of Bank Guarantee, has Bank Guarantee has been furnished as per prescribed format (given at Annexure-'C')? In case Bank Guarantee is furnished, have you kept its validity of 120 days from the date of BG?		
14.	Have you furnished undertaking for not sub-letting the work as per Annexure-'D' ?		
15.	Have you furnished profile of firm/company as per Annexure-'E' ?		
16.	Have you furnished Annual Turnover of Firm/company as per Annexure-'F' including Balance Sheet and Profit & Loss Account duly certified by registered Chartered Accountant?		
17.	Have you furnished Financial Capabilities of Firm/company as per Annexure-'G' ?		

TENDER FOR O&M CONTRACT OF ELECTRICAL SUB-STATIONS

18.	Have you submitted copy of the work order(s) or end user certificate for experience in the relevant field/of similar O&M work as per Annexure-‘H’)?		
19.	Have you furnished Manpower Capabilities as per Annexure-‘I’ including scanning and uploading of Technical Educational certificates/ supervisor licence of employees for having proof of suitably qualified for the O&M Works under this contract?		
20.	Have you furnished Equipment Capabilities as per Annexure-‘J’ ?		
21.	Have you furnished information on litigation history of firm/company as per Annexure-‘K’ ?		
22.	Have you submitted an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 20/= or undertaking on firm’s/company’s letter head (duly signed and stamped) that there is no vigilance/CBI/FEMA case pending against the firm/company as per Annexure-‘L’ ?		
23.	Have you furnished solvency certificate from Bank as per Annexure-‘M’ ?		
24.	Have you furnished documents establishing your eligibility & qualification criteria as per tender documents?		
25.	Have you filled Financial Bid/Price Bid online (specimen provided at Volume VII of this tender)?		

N.B.

1. The Tenderer may go through the checklist and ensure that all the documents/confirmations listed above are enclosed in the tender and no column is left blank.
2. It is the responsibility of tenderer to go through the tender document to ensure furnishing all required documents (in addition to above they can give other documents to support their responsiveness, if any).
3. ****Please fill this column with Yes/No**

(Signature of authorized person with date)

ANNEXURE- 'B'

LETTER OF APPLICATION

[NOTE: On the letterhead of the Applicant which must include full postal address, Telephone No., Fax No., Email Id, Website Address (if any).]

Date:

To,

The Director,
NEIGRIHMS,
Mawdiangdiang,
Shillong – 793018
Meghalaya.

Sir,

1. Being duly authorised to represent and act on behalf of (Hereinafter referred to as “The Applicant”), and having reviewed and fully understood all the Pre-qualification information provided, the undersigned hereby apply to be pre-qualified by yourselves as a bidder for the “**Providing Operation and Maintenance (O&M) Contract of Electrical Sub-station at NEIGRIHMS, Shillong-793018**”.

Tender Number	NEIGR/ENGG/ENGG/EL-6/22
Employer	“North Eastern Indira Gandhi Regional Institute of Health and Medical Science, Mawdiangdiang, Shillong.”

2. Your agency and its authorised representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application and seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization to any individual or authorized representatives or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience and competence of the Applicant.
3. Your office and its authorized representatives may contact the following for further information:

For General, Personnel, technical and Financial Enquiries	
Contact Person 1 :	Telephone 1 :
Contact Person 2 :	Telephone 2 :

4. Subject to acceptance of my/our bid, I/We undertake to commence the works within 10(Ten) days after the receipt of commence order from the Employer.
5. We agree to treat the tender documents and other records connected with the works as secret and confidential documents and shall not communicate information described therein to any person other than the person authorized by you, or use the information in any manner prejudicial to the safety of the works.

TENDER FOR O&M CONTRACT OF ELECTRICAL SUB-STATIONS

6. We understand that NEIGRIHMS is not bound to accept the lowest or any Bid you may receive.
7. I/We agree and accept the terms and conditions and all other provisions as enumerated under this tender.
8. The undersigned declare that statements made and the information provided in the duly completed. Applications are complete, true and correct in every detail.

Signed :
Name :
For and on-behalf of :
Address of Firm/Company
Telephone Number/Mobile Number:
Email ID:
Website (if any):
Banking Details: Name of Account Holder: Account Number: Bank Name: IFSC Code:

ANNEXURE- 'C'

PROFORMA FOR BID SECURITY (EMD)/PERFORMANCE SECURITY BANK GUARANTEE
(On letterhead from any Nationalised/Scheduled Bank)

To,

The Director,
NEIGRIHMS
Mawdiangdiang,
Shillong-793018 (Meghalaya).

Dear Sir,

In consideration of North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences, Shillong Meghalaya (hereinafter called Employer) awarded to M/s _____ (hereinafter referred to as the said Contractor or "Contractor" which expression shall whenever the subject to context so permits include its successors and assigns) a contract No. _____ Dated _____ and the General conditions of contract and upon the condition of the Contractor's furnishing security for the performance of the contractor's obligations and discharge of the contractor's liability under and in connection with the said contract upto a sum of Rs. _____ (Rupees _____ only) amount to _____ percent of the total contract value.

1. We, _____ (hereinafter called "The Bank" which expression shall include its successors and assigns) having our branch office at _____ and Registered /Head Office at _____ (a Company registered under the Companies Act, 1956) hereby jointly and severally undertake to guarantee the payment to the Employer in rupees forthwith on demand in writing and without protest or demur or any and all moneys any wise payable by the Contractor to the Employer under in respect of or in connection with the said contract inclusive of all Employer's losses and damages and costs, (inclusive between Attorney and Client) charges and expenses and other moneys wise payable in respect of the above as specified in any notice of demand made by the Employers to the Bank with reference to this guarantee upto an aggregate limit of Rs. _____ (Rupees _____ only)
2. We _____ Bank Ltd. Further agree that the Employer shall be sole judge of and as to whether the said Contractor has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, costs, charges and expenses cause to or suffered by or that may be caused to or suffered by The Employer / Contractor on account thereof and the decision of The Employer that the said Contractor has committed such breach or breaches and as to the amount or amounts of Loss, damage, costs, charges and expenses caused to or suffered by The Employer from time to time shall be final and binding on us.
3. The Employer shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other security in respect of the Contractor's obligations and liabilities under or to vary the contract or the work to be done thereunder vis-a-vis the Contractor's or to grant time or indulgence to the Contractor's or to reduce or to increase or otherwise vary the prices of the total contract value or to release or to forbear from enforcement of all or any of the security and / or any other security(ies) now or hereafter held by The Employer and no such dealing(s), reduction(s), increase(s) or other indulgence(s) or arrangements with the Contractor or release or forbearance or prejudice the rights of The Employer against the Bank.
4. This guarantee shall not be determined or affected the liquidation or winding up, dissolution, or change of Constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all monies payable to The Employer in terms thereof.
5. The Bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the Bank in terms hereof shall not be any wise affected or suspended by reason of any dispute or disputes having been raised by the contractor stopping or preventing or purporting to stop or prevent any payment by the bank to The Employer in terms hereof.

TENDER FOR O&M CONTRACT OF ELECTRICAL SUB-STATIONS

6. The amount stated in any notice of demand addressed by The Employer to the Bank as liable to be paid to The Employer by the Contractor or as suffered or incurred by The Employer on account or any losses or damages or costs, charges and / or expenses shall be conclusive evidence of the amount so liable to be paid to the Employer or as the case maybe and shall be payable by the Bank to The Employer in terms hereof.
7. This guarantee shall be continuing guarantee and shall remain valid and irrevocable for all claims of the Employer and liabilities of the Contractor arising upto and until midnight of _____
8. This guarantee shall be in addition to any other guarantee or security whatsoever that The Employer may now or at time any wise may have in relation to the Contractor's obligations / or liabilities under and / or in connection with the said contract, and The Employer shall have full authority to have recourse to or enforce this security in preference to any other guarantee or security which The Employer may have or Obtain and no forbearance on the part of The Employer in enforcing or requiring enforcement of any other security shall have the affect of releasing the bank from its full liability hereunder.
9. It shall not be necessary for The Employer to process against the said Contractor before proceeding against the bank and the guarantee herein contained shall be enforceable against the Bank notwithstanding that any security which The Employer may have obtained or obtain from the Contractor shall at the time when proceeding are taken against the said Bank hereunder be outstanding or unrealised.
10. We, the Bank undertake not to revoke this guarantee during its currency except with the consent of The Employer in writing and agree that any change in the Constitution of the said contractor or the said Bank shall not discharge our liability hereunder.
11. We, _____ the said Bank further that we shall pay forthwith the amount stated in the notice of demand notwithstanding any dispute / difference pending between the parties before the arbitrator and / or that any dispute is being referred to arbitration.
12. Notwithstanding anything contained herein above, our liability under this guarantee shall be restricted to Rs. _____ (Rupees _____ only) and this guarantee shall remain in force till _____ and unless a claim is made on us within 3(Three) months from that date, that is before _____ all the claims under this guarantee shall be forfeited and we shall be relieved of and discharged from our liabilities there under.

Dated: _____ day of _____ 2022.

For and on behalf of Bank.

Issued
Under
Seal:

Annexure – “D”

FORM OF UNDERTAKING FOR NOT SUB-LETTING THE WORK

To,
The Deputy Director,
NEIGRIHMS, Shillong.

Sub: Tender for “Operation and Maintenance (O&M) Contract of 11/0.433 kV Electrical Sub-stations at NEIGRIHMS.”

Sir,
With reference to the above I/We hereby give undertaking that I/We shall not sublet the work cited above if the work is allotted to me/us. I/We hereby give undertaking that only my/our employees will be employed for the O&M job as specified in this tender.

Yours faithfully,

Signature:

Name of the Bidder/Auth. Signatory:

Annexure – E

PROFILE OF COMPANY/FIRM

GENERAL INFORMATION

All individual firms applying for tender are requested to complete the information required for pre-qualification in this form. Information to be provided for all owners or applicants who are partnership or individually-owned firms.

1	Name of Firm:
2	Head office address:
3	Telephone: Email: Contact Person:
4	Fax/Telefax:
5	Place of Incorporation/ Registration Year of Incorporation/Registration
6	Account Number: Name of Bank: IFSC Code: Name of Account Holder: Type of Account:

STRUCTURE AND ORGANIZATION:

1. The Applicants is:
 - a) An individual
 - b) A proprietor firm _____
 - c) A firm in partnership
 - d) A limited Company or Corporation

TENDER FOR O&M CONTRACT OF ELECTRICAL SUB-STATIONS

- 2. Attach the organization Chart
Showing the structure of the _____
Organization, including the
Names of the Directors and position of the Officers.

- 3. Have you ever left any work
Awarded to you incomplete? _____
(If so, give the names of the project
And reasons for not completing the work)

Signed:
Name:
For and on behalf:

NEIGRIHMS Elect Section

Annexure – F

ANNUAL TURNOVER

Year	Annual turnover in Indian Rs. (As per audited Balance Sheet or CA certificate)
2018 - 2019	Rs.
2019 - 2020	Rs.
2020 - 2021	Rs.
Average Annual Turnover during the above last three years	Rs.

NOTE: The above data is to be supported by Audited Balance Sheets. In case, the Audited Balance Sheet is not available, the provisional Balance Sheet duly certified by Chartered Accountant is to be submitted.

NEIGRIHMS Elect Section

Annexure – G

FINANCIAL CAPABILITIES

Sl. No.	Financial Information in Rs. Equipment.	For year		
		2018-2019	2019-2020	2020-2021
1	Total Assets			
2	Current Assets			
3	Total Liabilities			
4	Current Liabilities			
5	Profit before Tax			
6	Profit after Tax			
7	Net worth			
8	Liquid Assets			
9	Solvency Certificate From Banker			

- 1) **Attach Audited Balance Sheets for all last three years (2018-2019, 2019-2020 and 2020-2021) duly certified by Registered Chartered Accountant and/or Income Tax Return for the corresponding period in commensuration of Balance Sheet.**
- 2) **Attach recent Solvency Certificate from Banker not older than 12 months.**

ANNEXURE – H

DETAILS OF COMPLETED SIMILAR WORKS:-

(During the last three years i.e. 2018-2019, 2019-2020 and 2020-2021)

Sl. No.	Name of Employer	Brief description of the work including O&M Contract No. & Value	Date of issue of work order	Date of completion as per contract	Details of any unsatisfactory report by Employer
1					
2					
3					
4					
5					

NOTE:

- 1) Please attach supporting documents for the above information and satisfactory completion certificates from clients.

ANNEXURE – I

MANPOWER/STAFF CAPABILITIES

Sl. No	Name	Qualifications	Date of Employment	Position held	Years of experience in the position	EPF Number
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Note: Only names of those employees are to be given who are currently employed and working for minimum last three years with Contractor/Firm. EPF Number may be verified by NEIGRIHMS. Sub-station Operation Supervisor, Maintenance Engineer, Maintenance Assistant and O&M Engineer must be on permanent payroll (with EPF Account Holder) of the contractor for last three years. However, operational staff can be hired by the Contractor Agency after award of the contract.

ANNEXURE – J**EQUIPMENT CAPABILITIES**

Sl. No.	Particulars of Equipments, Machineries, Tools and Plant, etc. owned by Bidder	Quantity
1	Ordinary Digital Multimeter	
2	Digital Multimeter	
3	Clamp-on Meter (Tong Tester)	
4	Plier, Tester, Screw Driver, Spanner Set (Box Type, Ring Type, Double-ended Type) of suitable sizes	
5	Manual Meggar	
6	Digital Meggar	
7	Relay Testing Kit	
8	Current Injection Testing Kit	
9	BDV Testing Kit	
10	0-2.5 KV High Voltage Tester	

Note: Contractor/Firm has to keep all basic equipments and tools required for Operation and Maintenance works at NEIGRIHMS on full time basis during entire period of contract and whenever needed. List of essential tools and equipments will be supplied to successful bidder. This list is not exhaustive and minimum. All other tools shall have to be deployed whenever such situations arise so, to carry out complete maintenance works of any nature related to all appliances, equipments, instruments, panels, bus-ducts, machines etc. installed in Electrical Sub-stations including future installations as necessary for use.

ANNEXURE – K

INFORMATION ON LITIGATION HISTORY IN WHICH THE BIDDER IS INVOLVED

Sl. No.	Other parties	Employer	Course of Dispute	Amount Involved
1				
2				
3				
4				
5				

NEIGRIHMS Elect Section

ANNEXURE – L

UNDERTAKING

(Note: To be given on Company's letter head duly signed and sealed or on non-judicial stamp paper of ₹ 20 duly notarized by notary public)

I, Shri/Smt. _____, son/daughter of
_____ age _____
resident of _____

do hereby solemnly affirm and declare as follows:-

1. That I am a bonafide citizen of India and a permanent resident of the above – mentioned address.
2. That there is no police/vigilance/CBI case pending against me/my/our firm.
3. That I/We have not been blacklisted in the past by any Government or Private Organization.
4. That the instant undertaking is hereby furnished for the purpose of giving a declaration of the aforesaid facts and for all other purposes and intents.
5. That the statements made herein above are true to the best of my knowledge, belief and information.

Signature of Bidder

ANNEXURE – M

(On Bank's Letter Head)

No.:

Date:

(Private & Confidential)

To,
The Director,
NEIGRIHMS,
Mawdiangdiang,
Shillong-793018
Meghalaya

A/c to (Contractor's Company Name)

Ref no.: NEIGR/ENGG/EL-6/22

SOLVENCY CERTIFICATE

We the(Bank Name) do hereby certify that(Name of Contractor with address) having their Registered office at(Contractor's Registered Office Address) is solvent to the extent of ₹ 75,00,000 (Rupees Seventy Five Lacs Only) as disclosed by the information and records which are available with the aforesaid bank. It is further notified that this certificate is being issued at the request of(Name of Contractor) without attaching any risk and responsibility on our part in any respect whatsoever more particularly either as guarantor or otherwise.

For (Bank Name)

Signature of Bank Manager

Stamp:

NEIGRIHMS

VOLUME – VII

BILL OF QUANTITIES (BOQ)/FINANCIAL BID/PRICE BID

TENDER FOR OPERATION AND MAINTENANCE (O&M) CONTRACT OF 11/0.433 kV ELECTRICAL SUB-STATIONS

*North Eastern Indira Gandhi Regional Institute of
Health and Medical Sciences
(NEIGRIHMS)
Mawdiangdiang
Shillong-793018
Meghalaya*

BILL OF QUANTITIES (BOQ)/FINANCIAL BID/PRIDE BID

Name of Work: Operation and Maintenance (O&M) Contract of 11/0.433 kV Electrical Sub-station at NEIGRIHMS, Shillong-793018.

Sl. No.	Particulars	Qty.	Base Rate Amount (in Rupees)
1.	Operation and Maintenance (O&M) Contract of 11/0.433 kV Electrical Sub-station at NEIGRIHMS, Shillong-793018 as detailed in the tender document including providing manpower for O&M job as per manpower deployment plan – Complete job for 12 months of 1 st year (excluding GST)	1 Job	
2.	Operation and Maintenance (O&M) Contract of 11/0.433 kV Electrical Sub-station at NEIGRIHMS, Shillong-793018 as detailed in the tender document including providing manpower for O&M job as per manpower deployment plan – Complete job for 12 months of 2 nd year (excluding GST)	1 Job	
3.	Operation and Maintenance (O&M) Contract of 11/0.433 kV Electrical Sub-station at NEIGRIHMS, Shillong-793018 as detailed in the tender document including providing manpower for O&M job as per manpower deployment plan – Complete job for 12 months of 3 rd year (excluding GST)	1 Job	
4.	Operation and Maintenance (O&M) Contract of 11/0.433 kV Electrical Sub-station at NEIGRIHMS, Shillong-793018 as detailed in the tender document including providing manpower for O&M job as per manpower deployment plan – Complete job for 12 months of 4 th year (excluding GST)	1 Job	
5.	Operation and Maintenance (O&M) Contract of 11/0.433 kV Electrical Sub-station at NEIGRIHMS, Shillong-793018 as detailed in the tender document including providing manpower for O&M job as per manpower deployment plan – Complete job for 12 months of 5 th year (excluding GST)	1 Job	

Note: The above BOQ is for specimen **ONLY**. BOQ has to be filled and submitted compulsorily **only** through website www.eprocure.gov.in in two bid system. In **no case**, BOQ has to be filled, scanned and submitted online by Bidder at the time of submission of Techno-commercial Bid and filled BOQ is also not to be sent to NEIGRIHMS by post/courier/messenger which will disclose the bidding amount and shall be liable for rejection of bid.

[Any queries regarding tender documents or BOQ, Bidders may contact Electrical Department NEIGRIHMS, Contact Landline no: 03642538040 on working days Monday- Friday Timing: 10am to 4:00pm.]**

{Any related queries beyond the due date regarding the tender document or the BOQ will not be entertained.}