

# **CENTRAL BOARD OF SECONDARY EDUCATION**

## **REGIONAL OFFICE**

35-B, CIVIL STATION, M.G.MARG,CIVIL LINES,  
ALLAHABAD.

## **TENDER DOCUMENT**

### **FOR**

Running Maintenance and Operations of Electrical and  
Mechanical Installations at  
CBSE, Regional Office, Allahabad.

# **CENTRAL BOARD OF SECONDARY EDUCATION**

REGIONAL OFFICE  
35-B, CIVIL STATION, M.G.MARG,CIVIL LINES,  
ALLAHABAD.

## **CONTENTS OF TENDER DOCUMENTS**

- CHAPTER-1 : General Instructions to the tenderers.
- CHAPTER-2 : Terms & Conditions of Contract.
- CHAPTER-3 : Schedule of Requirements.
- CHAPTER-4 : Technical Bid Part 'A'.  
(a) Specification & allied Technical details to be furnished  
and filled by the bidder in the prescribed Performa.  
(b) List of installations.  
(c) List of enclosures.
- CHAPTER-5 : Part 'B' PRICE BID.

\*\*\*\*\*

# CENTRAL BOARD OF SECONDARY EDUCATION

REGIONAL OFFICE  
35-B,CIVIL STATION, M.G. MARG, CIVIL LINES  
ALLAHABAD.

## TENDER NOTICE

Sealed tenders are invited on behalf of Secretary, C.B.S.E., under Two-Bids system from Reputed agencies having office premises in Allahabad or nearby for the following works :

Sl. No.	Scope of Work	Estimate d cost	E.M.D.	Sale of Tender	Date of opening
1.	Running Maintenance & Operations of various Electrical and Mechanical installations installed at CBSE, RO, building 35-B, Civil Station, M.G. Marg, Civil Lines, Allahabad includes the:- a) EI & fans compound lights etc. b) Operation/ maintenance of substation of 11KV/415 V, 3 Phase with 100 KVA & 25 KVA DG Sets. c) Operation of 02 numbers passenger lifts. d) Operation of drinking water supply pumps.	7.99 Lacs	<b>Rs. 20000/-</b> in form of D.D./B.D. drawn in favour of Secretary, CBSE Payable at Allahabad	Cashier CBSE, Regional Office, Allahabad (on any working day) w.e.f. <b>23/02/2015</b> upto <b>19/03/2015</b> against payment of <b>Rs.</b> <b>500/-</b> (non refundable)	<b>21/03/2015</b>

The Agencies which have executed 2-3 works of similar nature (AR & MO of Electrical & Mechanical installation with H.T/L.T.S./Stn., lift DG Sets. etc.) of value for Rs. 4.50 lacs or more, during the last three years in Central/State Govt., P.S.U./Private Sector shall only be eligible to apply. The tender can also be down loaded through CBSE Website : [www.cbse.nic.in](http://www.cbse.nic.in) and in case of downloading, DD/BD of Rs. 500/- as cost of tender must be attached alongwith the technical-bid. The technical and price bids should be kept in separate envelops and both these envelops be kept in a bigger envelop addressed to Regional Officer, CBSE, Regional Office, 35-B Civil Station, M.G. Marg, Civil Lines, Allahabad-21001 super scribing 'Tender for RMO of Electrical & Mechanical installations'. The tender complete in all respects alongwith the EMD (In original) should reach at this office on or before **20/03/2015 by 1:00 p.m.** The Technical bids shall be opened on **20/03/2015 at 3:00 p.m.** in the presence of the tenders. Incomplete and conditional or belated tenders will not be entertained. The Secretary, CBSE reserves the right to reject any or all the tenders without assigning any reason.

**REGIONAL OFFICER**

## **CENTRAL BOARD OF SECONDARY EDUCATION**

REGIONAL OFFICE  
35-B,CIVIL STATION, M.G. MARG,CIVIL LINES  
ALLAHABAD.

### **GENERAL INSTRUCTION TO CONTRACTOR**

Contractors are requested to note that non-compliance of the following instruction is liable to render them non-bona fide.

1. The Contractor should read carefully the tender paper and examine general instruction specifications, schedule of quantities etc. and shall visit the site of proposed work, and acquire the requisite information relating to the item of work etc. before filling in the tender papers and quoting rate.
2. The contractors are required to check the number of the pages and if any is found missing or in duplicate, or the figure or writing indistinct the same be reflected with legible one.
3. The contractor should fill in all the relevant blanks line and put their signature on the relevant places as shown in the tender document.
4. The contractor shall quote his rates in figures as well as in words against relevant column and the same shall be duly attested.
  - (a) The correction, if any, should be made by cutting with single line and the same be marked with initials.
  - (b) Each page of the schedule of quantities and the Central Summery is to be signed by the contractor.
5. Tender marked Original duly filled in and accompanied with earnest money as specified must be in sealed envelope submitted to the Regional Officer, CBSE, Regional Office, 35-B, M.G. Marg, Civil Lines, Allahabad on or before **1300 hrs on 20/03/2015**. The Tender will be opened on **20/03/2015 at 1500 hrs** in presence of contractor or their accredited Representative who desire to attend.
6. Contractor are requested to put their firm's endorsement on each page of the tender document as taken of perusal.

7. No alternations or addition should be made by the contractors to the text of the schedule of these tender pages. Violation of this instruction will leads rejection of the tender at the discretion of the Tender Inviting Authority (TIA).
8. Any tender which proposes any alterations to any of the condition laid down or which proposes any other conditions of any description whatsoever is liable to be rejected.
9. No liability whatsoever will be admitted, nor any claim be allowed in respect of errors in the contractor's tender due to mistake in the Schedule of quantities which should have been rectified in the manner described above.
10. Earnest Money accompanying the tender will be accepted only in the form of Demand Draft of Nationalised Bank drawn in favour of the Secretary, CBSE payable at Allahabad.
11. Contractors are warned that En-cashable Cheque or Bank or Insurance Guarantee or Fixed Deposit Receipt in lieu of the aforementioned form of Earnest Money remittance will not be accepted.
12. Tenderers should note that their tenders would remain open for consideration for a minimum period of THREE MONTHS from the date fixed for the receipt of tenders.
13. The Board reserves the right to accept or to reject any or all tenders at its discretion without assigning any reasons thereof. The Tender Inviting Authority does not bind to accept the lowest tender.

**Signature of contractor  
with Seal & date**

**Regional Officer**

# CENTRAL BOARD OF SECONDARY EDUCATION

## REGIONAL OFFICE

35-B, CIVIL STATION, M.G. MARG, CIVIL LINES,  
ALLAHABAD.

### TERMS & CONDITIONS OF CONTRACT

1. The contract shall be for a period of one year commencing w.e.f.\_\_\_\_\_.
2. The contractor shall be responsible for cleaning of electrical installation in the building including control switches, appliances, equipments etc.
3. All cleaning material such as cotton waste, C.T.C., petrol, thinner, de-stainer etc. & item like insulation tape, testing lamp, plugs, fuse wire, nut & bolts shall have to be supplied by the contractor.
4. The duty timings shall be 8.30 a.m. to 6.30 p.m. for six working days in a week.
5. The manpower deployed shall be bound to report at 8.30 a.m. sharp to the In charge concerned.
6. The Regional Officer may detain any workman owing to official urgencies. However, Over-Time payment will be made by office for extra duty.
7. The manpower deployed by Agency must put on their uniform.
8. Proper Log Books shall be maintained in respect of the plant and machinery. Such records shall be kept with the concerned Engineer of the Board.
9. Police verification of the manpower deployed must be got done in advance before deployment.
10. The staff to be engaged should possess qualification as given below :
  - a. Wireman/Electrician-ITI with five years experience in M.S.O Building having L.T./H.T. systems.
  - b. Electrical Helper/Khallasi-working experience of five years with M.S.O. buildings with Wireman/Electrician.
  - c. Lift/Pump Operator-ITI/License holder with five years experience & capable to attend minor complaints.

**NOTE :** Photo copy of permit/relevant certificates shall be submitted to this office before taking over of work (Original should also be shown for verification).

11. The Board shall not have any liability for the staff employed by the Contractor for absorption or any other claim/wages/payment whatsoever.
12. The contractor will be fully responsible for the act of their workman and the Board will not be responsible for any treacherous or criminal liability. All claim of workman shall be the contractor's liability and not of the Board in any manner.

13. Except the duty staff no person would be allowed inside the premises.
14. The workman shall operate within their specified zones.
15. The Contractor shall return all the dismantled materials to the Engineer-In charge of the Board.
16. **Performance Security:** The successful bidder shall have to deposit the performance security @ 10% of the total tender cost in Board's A/C. for the period of the contract/Agreement.
17. In case of unauthorised absence of staff, recovery @ **Rs. 250/-** per day shall be made.
18. All the T&P required shall be arranged by the Contractor at his own cost and be solely responsible for safety of his workers during performance of the duties.
19. The Bio-data of the staff deputed shall be submitted.
20. The installation is to be maintain strictly as per CPWD specification wherever applicable and to entire satisfaction of Engineer-In-charge.
21. All electrical and mechanical installation shall be maintained in perfect working condition complying the maintenance manuals, clean and safe from damage, risk of theft etc.. Any damage/defect if occurs to the installation due to negligence of staff during contract period, the Contractor will bear the same at his own cost. In such cases the decisions of the **Secretary, CBSE, Delhi** shall be final & binding on the contractor.
22. The Contractor shall be bound to deploy the staff as per Schedule of Work.
23. In case of Contractor intends to replace the staff during the contract period, the same may be discussed with engineer/officer concerned briefing the compelling reasons for replacements.
24. The contractors' staff has to carry out preventive maintenance of electrical installations periodically in the presence of the Engineer in charge who shall seek the permission of the Regional Officer and maintain proper records of test results.
25. No equipment shall be taken out of the building without permission of the Officer In charge/Regional Officer.
26. Identity Cards shall be arranged by the Contractor for its workers.

27. **Agreement:** For one year extendable for one more year on mutual consent of both the parties, if the performance of the Agency is outstanding/excellent.. The Agreement shall be executed on a stamp paper of Rs. 100/- incorporating all the tender covenants. \_The cost of stamp paper and agreement shall be borne by the Agency.
28. In case of any dispute, **the Secretary, CBSE** shall be the sole Arbitrator and his/her decision shall be binding on both the parties.



# CENTRAL BOARD OF SECONDARY EDUCATION

## REGIONAL OFFICE

35-B, CIVIL STATION, M.G. MARG, CIVIL LINES,  
ALLAHABAD

### TECHNICAL BID

**Name of work :** Running Maintenance and Operations of Electrical and  
Mechanical Installations at CBSE, Regional Office, Allahabad.

#### **A. Credentials of tenderers:**

- 1.1 Name of the Agency : \_\_\_\_\_
- 1.2 Office Address and tel. No : \_\_\_\_\_
- 1.3 Electrical License from : \_\_\_\_\_  
Director Electrical Safety  
Govt. of U.P., Lucknow  
(With documentary evidence)
- 1.4 Registration No. in CPWD : \_\_\_\_\_  
RLY/P&T/MES(With documentary evidence)
- 1.5 PAN Nos. : \_\_\_\_\_  
(With documentary evidence)
- 1.6 Sale Tax Regn. Certificate : \_\_\_\_\_  
(Supported with documentary  
evidence)
- 1.7 Service Tax Regn. Certificate : \_\_\_\_\_  
(Supported with documentary  
evidence)
- 1.8 E.P.F. Regn. Certificate : \_\_\_\_\_  
(Supported with documentary  
evidence)
- 1.9 VAT Registration No. : \_\_\_\_\_
2. Annual turnover : \_\_\_\_\_  
(Preferably last three years,  
supported with documentary evidence)
3. Experience : \_\_\_\_\_  
(Preferably last three years)

- 3.1** Contract executed corresponding to the NIT for 11KV/415V, 3 Phase power Substation, Lift, D.G. Sets in organisations claiming eligibility be annexed (To be supported with documentary evidence).

Sl. No.	Years	Name of the organisation	Cost of the work (Executed)	Officer concerned in the organisation with Tel. No	Period	
					From	To
1.						
2.						
3.						

- 3.2** Present assignment in hand corresponding to NIT for 11KV/415V, 3 Phase power substation, lifts and DG Sets in any organisation claiming eligibility.

1. Particulars of D.D. as earnest money :

Amount : Rs. 20,000/-  
D.D./B.D. Nos.: \_\_\_\_\_  
Issuing Bank : \_\_\_\_\_  
Date of issue : \_\_\_\_\_

2. Copy of the documents at Serial Nos. 1.3 to 4.0 be attached.

3. Declaration : All terms and conditions acceptable to me/us.

Signature of the Tenderer  
with complete address and seal

Tel. No : \_\_\_\_\_  
Mobile No : \_\_\_\_\_  
Place : \_\_\_\_\_  
Date : \_\_\_\_\_

# CENTRAL BOARD OF SECONDARY EDUCATION

REGIONAL OFFICE  
35-B, CIVIL STATION, M.G. MARG, CIVIL LINES,  
ALLAHABAD

## Schedule of Requirements:

### **A. Manpower to be engaged by the Contractor:**

- |    |                     |   |                |
|----|---------------------|---|----------------|
| 1. | Electrician/Wireman | - | 1+0.5=1.5 nos. |
| 2. | Lift Operator       | - | 01 No.         |
| 3. | D.G. Set Operator   | - | 01 No.         |
| 4. | Pump Operator       | - | 01 No.         |
| 5. | Electrical Helper   | - | 01 No.         |

### **B. Material : Materials for general requirement provided by the Contractor:**

1. Cotton waste, CTC, Petrol, Thinner, de-stainer etc.
2. Insulation Tape
3. Testing Lamp
4. Plugs
5. Fuse Wire & Nut and Bolts
6. Distilled water for battery

- C.** All T&P if required for loading, lifting machine, repairing of installation etc. shall be arranged by the Contractor.

(Signature of the Tenderer)  
with complete address and seal

## **LIST OF ENCLOSURES**

1. E.M.D. of **Rs. 20,000/-** in the form of D.D./B.D. No \_\_\_\_\_ dated \_\_\_\_\_ & **Rs. 500/-** DD/BD in case of down-loading the tender through Website. of Bank \_\_\_\_\_ ( attached with technical Bid only).
2. List of clients.
3. Performance certificate of last three works duly attested.
4. Electrical License from the office of Director Electrical safety, Govt . of U.P. Lucknow.
5. Organisational set up including technical infrastructure.
6. Analysis of rates.
7. Any other documents.

(Signature of the Tenderer)  
with complete address and seal

Date : \_\_\_\_\_

## List of Installation

<b>Sl. No.</b>	<b>Details of Electrical &amp; Mechanical installation</b>	<b>Quantity</b>
1.	Light point, fan point, exhaust fan point, staircase point etc.	1170 points approx
2.	Light/power plug i/c A.C. Point	248 points approx
3.	Ceiling fans	315 points approx
4.	Exhaust fans	31 Points approx
5.	Electrical fittings	762 points approx
6.	Distribution Boards	31 Nos. approx
7.	Main Board	02 Nos.
8.	Compound light/facia light/flood light	L.S.
9.	Rising main	48 Nos. approx
10.	Transformer 250 KVA, 11 KV/433 KV, 3 Phase dry type	02 Nos
11.	Passenger lifts 02 Nos. for G+6 floor	02 Nos
12.	H.T. Panel 11 KV consisting of 03 Nos. HT OCB i) Incoming ii) Outgoing	01 No
13.	H.T. Panel/Essential Panel/AMF Panel	01 No. each
14.	100 KVA & 25 KVA D.G. Set	01 No. each
15.	Submersible pump set 15 HP, 3 Phase	01 No
16.	Booster pump 15 HP, 3 Phase	02 Nos
17.	Dewatering pump 2 HP, 3 Phase	02 Nos

(Signature of the Tenderer)  
with complete address and seal

# PRICE BID

## SCHEDULE OF WORK

**Name of work:** Running Maintenance and Operations of Electrical and Mechanical Installations at CBSE, Regional Office, Allahabad.

<b>Sl. No.</b>	<b>Description of Work</b>	<b>Amount/Rate (Per Month)</b>
1.	<p>Day to day maintenance/operation of following Electrical/mechanical installation installed in CBSE, Regional Office Building situated at 35-B, M.G. Marg, Civil Lines, Allahabad.</p> <p>i) EI &amp; Fans i/c compound light etc. ii) Operation/maintenance of substation equipment. iii) Operation of 02 Nos. passenger lifts. iv) Operation of 100 KVA &amp; 25 KVA D.G. Sets. (List of installations of above four item is attached)</p> <p><u>Skilled &amp; Unskilled Staff :</u></p> <p>i) Electrician/Wireman - 1.5(1+1/2) nos. ii) Lift Operator - 01 no. iii) D. G. Operator - 01 no. iv) Pump Operator - 01 no. v) Elect. Helper/Khallasi- 01 no.</p> <p><u>Timing:</u></p> <p>Six working days of the week with normal duty hours from 8.30 a.m. to 6.30 p.m.</p>	

## Acceptance by the Tenderer

I hereby affirm that I have read all the instructions, terms and conditions before submission of the Price Bid.

(Signature of the Tenderer)  
with complete address and seal

Tel. No. : \_\_\_\_\_

Mobile No : \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_