



## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)

“Shiksha Kendra”, 2 Community Centre, Preet Vihar, Delhi-110092.

F-10(III)/AE/Maint./2015/

Dt. 26/10/2015

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**Sub:- Limited tender for RMO of Electrical and Mechanical installations installed at CBSE, H.Q building at Preet Vihar, Delhi-110035 .**

**Sir,**

The Central Board of Secondary Education invites tender under Two-Bid System for RMO of Electrical and Mechanical installations installed at CBSE, H.Q building Preet Vihar, Delhi-110092. Agencies having minimum 5 years experience and satisfactorily executed minimum 2-3 works of equivalent magnitude and having electrical license for work on HT / LT panel / line may apply.

The tender can be downloaded from Board's Website: [www.cbse.nic.in](http://www.cbse.nic.in). The tender fee of Rs. 500/- in f/o DD/BD shall be annexed with the technical-bid as cost of tender. Experience documents along with EMD of Rs.15,000/- in the form of DD/BD payable to the Secretary, CBSE must be attached with the Technical-Bid. Technical & Price bids shall be kept in separate sealed envelopes, subsequently placed in a bigger envelope super scribed “Tender for RMO of Electrical and Mechanical installations”. Sealed tenders complete in all respect must be submitted on or before 18/11/2015. **upto 02:30 p.m.** and shall be opened on the same day at 3:30 p.m.

Incomplete & conditional tenders shall be summarily rejected. The Secretary, CBSE reserves the right to reject any or all the tenders without assigning any reason thereof.

Yours faithfully

**(RAHUL TYAGI)**  
**ASSISTANT ENGINEER (CIVIL)**

**CENTRAL BOARD OF SECONDARY EDUCATION,  
2, COMMUNITY CENTRE, PREET VIHAR, DELHI-92**

**PART-A Technical-Bid**

**Last Date for submission: 18/11/2015  
Upto 2.30 p.m.**

**Opening of tender: 18/11/2015 on 3.30 p.m.**

Name of work            RMO of Electrical and Mechanical installations.  
Locations                : H.Q.Bldg.at Preet Vihar, Delhi-110092.

**1. Credentials of tenderer**

- 1.1 Name of the Agency: \_\_\_\_\_
- 1.2 Office Address and  
Tel.Nos. \_\_\_\_\_
- 1.3 Licence No. & Registration  
details(with documentary  
evidence) \_\_\_\_\_  
(With documentary evidence) \_\_\_\_\_
- 1.4 PAN No.  
( with documentary evidence) \_\_\_\_\_
- 1.5 Service Tax Regd. Certificate:  
(supported with documentary evidence) \_\_\_\_\_
2. Annual turnover for last three years  
supported with documentary evidence) \_\_\_\_\_
3. Experience (last three years) \_\_\_\_\_
- 3.1 Contract details fulfilling eligibility criteria

S.No.	Year	Name of the Organization	Cost of the work (Executed )	Officer Concd. in the Organization with T.No.	Period From To
01.					
02.					
03.					

3.2. Present assignment in hand complying tender parameters: particularly in multi-storied bldgs. (Supported with documentary evidence)

(i)

(ii)

(iii)

3.3 Manpower details in terms of supervisors, & staff

### **3.4 TECHNICAL QUALIFICATION**

- a. The tenderer should have minimum 05 years experience in the area of “RMO of Electrical and Mechanical installations” companies of repute, preferably Govt. organizations/PSU/Autonomous organizations (Please enclose copy of the contracts executed during past 36 months).
- b. The tenderer should have completed satisfactorily at least two-three contracts in above field (A satisfactory execution certificate must be enclosed for each work from the contractre).
- c. The tenderer should be registered with concerned authorities any having Electrical license for work on HT / LT panel . The tenderer is required to furnish legible photocopy of the concerned registrations along with its technical offer clearly indicating the contractor’s code no. etc. in case of non-submission of the copy of the requisite registrations, the offer shall be treated as being from an unqualified contractor and summarily rejected.
- d. The tenderer shall furnish copy of registration under Service Tax and Income Tax – giving its service tax & income tax registration number.
- e. The office of the tenderer should be located in Delhi or NCR.

### **3.5 Earnest Money Deposit (EMD)**

1. The Govt. Departments, Public Sector Units, Small Scale Industrial (SSI) Units (only permanently registered) & agencies registered with NSIC etc., are exempted from submitting EMD.
2. SSI Units and agencies requesting for exemption from submission of EMD shall submit a copy of their Registration Certificate.  
Only such SSI Units and agencies registered for the same trade/Item for which the tender is relevant shall be exempted from submission of EMD.
3. EMDs of unsuccessful tenders shall be refunded after reasonable time without interest.
4. The tenders without EMD or partial EMD shall be summarily rejected.
5. Earnest money to successful tenderers shall be returned after submitting the Initial Security Deposit (ISD) @ 10% of contract value in form as prescribed under General Financial Rules, 2005. No interest will accrue on such deposit.

4. Particulars of D.D. as Earnest money:

Amount Rs. : 15,000/-

D.D/B.D Nos. : \_\_\_\_\_

Issuing Bank with

Date of Issue : \_\_\_\_\_

4.1 Particulars of D.D. as cost of tender:

Amount Rs. : 500/-

D.D/B.D Nos. : \_\_\_\_\_

Issuing Bank with

Date of Issue : \_\_\_\_\_

5. The Financial-Bid of the Agencies selected through Technical-Bid shall only be opened.

6. Copy of the documents at Serial Nos.1.3 to 3.5 be attached.

**Declaration:** All terms and conditions as mentioned in the tender are acceptable to me/us.

**(Signature of the Tenderer)**  
**With complete address and seal**

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

**Mobile No.:** \_\_\_\_\_

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

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

## 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 I 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 , HQ building Preet Vihar, Delhi -110092 on or before 1300 hrs on \_\_\_\_\_. The Tender will be opened on \_\_\_\_\_ at 1400 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 token of perusal.
- 7) No alternations or addition should be made by the contractor to the text of the schedule of these tender pages. Violation of this instruction will lead to rejection of the tender at the discretion of the Tender Inviting Authority(TIA).
- 8) Any tender which proposes any alterations to any 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 Delhi.
- 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 period of THREE MONTHS from the date fixed for the receipt of tenders.
- 12) The TIA reserves the right to accept or to reject any or all tenders at its discretion without assigning any reasons thereof. The TIA does not bind to accept the lowest tender.

**Signature of contractor  
with Seal & date**

**CENTRAL BOARD OF SECONDARY EDUCATION,  
2, COMMUNITY CENTRE, PREET VIHAR, DELHI-92**

**Schedule of Requirement**

- A. Manpower to be engaged by the Contractor:
  - 1. Substation Attendant - 01 No
  - 2. Substation Helper/ Khallasi - 01 No
- B. Material : materials for general requirement provided by the Contractor:
  - 1. Cotton waste, CTC, Petrol, Thinner, de-strainer etc.
  - 2. Insulation Tape
  - 3. Testing lamp
  - 4. Plugs
  - 5. Fuse wire, Nut and Bolts
- C. All T&P if required for loading, lifting machine, repairing of installation etc. shall be arranged by the Contractor.

**LIST OF ENCLOSURES**

1. E.M.D of Rs. 15,000/- 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, Govt. Of Delhi/ Concerned Issuing Authority.
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: \_\_\_\_\_

**PRICE BID**  
**SCHEDULE OF WORK**

Name of work : RMO electrical and mechanical installation at CBSE, Preet Vihar, Delhi.

Sl. No	Description of Work	Amount/ Rate (Per Month)
1.	<p>Day to day maintenance/operation of following Electrical/mechanical installation installed in CBSE, HQ Building ,Preet Vihar, Delhi.</p> <p>i) Operation of 320 KVA &amp; 200 KVA D.G. Sets. (List of installations are attached)</p> <p>Staff:</p> <p>i) Substation Attendant - 01 No ii) Substation Helper/Khallasi - 01 No</p> <p>Timing :</p> <p>Six working days of the week with normal duty hours from 8.30 a.m. to 8.30 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 : \_\_\_\_\_

## TERMS & CONDITIONS OF CONTRACT

1. The contract shall be for a period of one year. If the performance to the agency found satisfactory contract will be extended for further one year.
  2. The contractor shall be responsible for cleaning of substation installation in the Basement including control switches, appliances, equipments etc.
  3. All cleaning material such as cotton waste, C.T.C., petrol, thinner, de-strainer 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 8.30 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 Secy, CBSE may detain any workman owing to official urgencies. However, Over-Time payment will be made by office for extra duty on pro. rata basis.
  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.
- 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 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 substation.
  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-Incharge.
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**. 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 in charge briefing the compelling reasons for replacement's .
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 Secy. / Joint Secy. and maintain proper records of test results.
25. No equipment shall be taken out of the building without permission of the Engineer In charge.
26. I. Cards shall be arranged by the Contractor for its workers.
27. In case of any dispute, **the Secretary, CBSE** shall be the sole Arbitrator and his/her decision shall be binding on both the parties.

**Signature of contractor  
with Seal & date**

## List of Installations

S.No	Details of Electrical Installations	Qty.
1	100 A MCCB	13 No's
2	200 A MCCB	4 No's
3	250 A FB/FBC Switch	3 No's
4	400 A FB/FBC Switch	2 No's
5	630 A MCCB	1 No's
6	400 A MCCB	1 No's
7	600 A ACB	1 No's
8	250 A Change over	2 No's
9	1100 KVA Transformer	1 No's
10	H.T.Panel	1 No's
11	D.G Set 200 KVA With AMF Panel	1 No's
12	D.G Set 320 KVA With AMF Panel	1 No's

**Signature of contractor  
with Seal & date**