

**TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL  
AND FIRE FIGHTING SYSTEMS AT ICTS  
SURVEY NO. 151, SHIVAKOTE VILLAGE, HESARAGHATTA HOBLI, BANGALORE  
NORTH**

**Tender Notice No: 21/NOV/2017**

**Ref: ICTS/TIFR/SER/W-18/2017**

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|----------------------------------|---|
| 1. NAME OF THE WORK              | : Annual Maintenance Contract of Electrical and Fire fighting systems including substations at ICTS Campus, Shivakote, Hessarghatta, Bangalore North. |
| 2. ESTIMATED VALUE PUT TO TENDER | : Rs. 69.90 Lakhs   |
| 3. EARNEST MONEY DEPOSIT         | : Rs. 1,39,000/-  |
| 4. SALE PERIOD                   | : 20 Nov 2017 to 20 Dec 2017  |
| 5. PRE-BID MEETING DATE & TIME   | : 15.30 Hrs on 13 Dec 2017  |
| 6. TIME & DUE DATE OF RECEIPT    | : 15.00 Hrs on 20 Dec 2017  |
| 7. TIME & DATE OF OPENING        | : 15.30 Hrs on 20 Dec 2017  |

Tender document can be obtained on written request in the firm's letter head, on any working day up to **20 Dec 2017**, from our Office, International Centre for Theoretical Sciences, Survey No. 151, Shivakote, Hesarghatta, Bangalore North - 560089. Tenderers shall also download the tender document from CPP Portal or our website.

**Important Note: All bidders are requested to attend the Pre bid meeting on 13 Dec 2017 at 15.30 hrs at the ICTS Campus**

Sealed tenders are invited (in 2 Part system) by the Electrical Engineer at the above office from experienced Electrical Contractors for operation and maintenance of Substation equipments, HT, LT switch gears, DG sets, AMF synchronization panels and fire alarm, fire fighting system etc. Agency/contractor who has done similar type of work (24 hrs basis) of AMC nature of minimum of three works, each contract value not less than Rs. 21.00 Lakhs or two works, each contract value not less than Rs.31.00 Lakhs or one work, contract value not less than Rs. 62.00 Lakhs in the last five years period with proven technical and financial capacity possessing required infrastructure for the above work only will be considered.

Tenders shall be submitted in two parts simultaneously in separate sealed covers, superscribed as “COVER-I -Technical Bid” and “COVER-II – Price Bid”

1. **PRICE BID (Cover-II), shall be submitted in separate cover and shall not be placed in TECHNICAL BID (Cover-I)**
2. The indicative manpower is as follows :-

Supervisor	- 3 no
Sr. Technician	- 5 nos
Technicians	- 6 nos
Helper	- <u>6 nos</u>
<b>Total</b>	- <u>20 Nos</u>

This is the bare minimum manpower requirement, to maintain the system. *However, contractors can specify manpower deployment pattern they propose to adopt for this work after thoroughly studying the scope of the work and clearly understanding the same by attending the PRE-BID meeting. The vendors shall have all their doubts cleared in the PRE-BID meeting. It is completely the contractor's responsibility to fix the staff deployment pattern and to fulfill the requirements of ICTS. The figure mentioned above is indicative only.*

**COVER - I shall contain the following:**

1. **EMD** as specified above in the form of Demand Draft, drawn in favour of International Centre for Theoretical Sciences, Bangalore, from a Nationalised/Scheduled Bank shall be submitted. Alternatively a Bank Guarantee from a Nationalised/Scheduled Bank may be provided. No other mode of payment of EMD will be accepted. Bank Guarantee shall be valid for 6 months from the date of opening.
2. Entire tender document (Inclusive of Annexure-A to Annexure-E), duly signed & sealed in every page by the contractor, along with technical information. Any deviations from the tender conditions, specifications, makes etc in Annexure -C.
3. Reference of similar completed & ongoing works, with proof in the form of upto 3 major work orders of highest value for the last 3 years.
4. Confirmation that Schedule I (Annexure F) is completely filled, and kept in price bid.
5. Organization details, proprietorship/ ownership details along with details of organization staff matrix.
6. Valid Registration Certificate of the firm and Contractors licence.
7. Annual Turnover for the previous year shall be at least 60% or more of the estimated price. Previous year's financial statement of the contractor shall be provided.
8. PF, ESI registration copies.
9. Latest solvency certificate of at least 14 Lakhs issued by the bank.
10. PAN Card and GST Registration Certificate.
11. List of major clients where works of similar nature are carried out in the last 3 years with details of value and period of Work order. Name, address and contact details of the concerned persons.

**COVER - II shall contain the following:**

**1. Annexure - F -**

SCHEDULE - 1 - Price Bid as per the given format

SCHEDULE - 2 - Commercial bid for consumable items (**optional but mandatory to quote**)

**TENDER SUBMISSION:**

Tenders shall be submitted in the manner aforementioned up to 15.00 hrs on 20 Dec 2017, at International Centre for Theoretical Sciences, Survey 151, Shivakote, Hessarghatta, Bangalore – North – 560 089

***TENDERS SHALL BE DROPPED IN THE ‘TENDER BOX’ KEPT IN THE SECURITY OFFICE AT THE ENTRANCE OF ICTS.***

COVER-I of the tender will be opened on the same day at 15.30 hrs in the presence of attending tenderers. Opening of COVER-II (Price bid) will be intimated only to those tenderers who are qualified after evaluation of Technical Bid.

THE CENTRE RESERVES THE RIGHT to verify the particulars furnished by the applicant independently and accept/ reject the tender without assigning any reason thereof. Short listing of the agencies shall be subject to thorough verification of their credentials and inspection of works carried out by them, through a Technical Evaluation Committee of experts, constituted by ICTS. Centre reserves the right to split the order based on the technical evaluation.

IF ANY INFORMATION FURNISHED by the applicant is found to be incorrect at a later stage, they shall be liable to be debarred from tendering / taking up works in ICTS.

All the intending contractors are urged to visit the ICTS Campus, in order to have a clear idea and to see the area of work and have discussions before submitting the bids.

If clarifications are sought by the contractor during the bidding period the same should be in writing. Both the clarifications from the tenderer and the response to the clarifications from **ICTS** should be in writing and all such correspondences should be enclosed along with **COVER-I**.

Director, ICTS does not bind himself to accept the lowest or any other tender, and reserves the authority to reject any or all the tenders or to allot parts of the works to different agencies without assigning any reason thereof.

**NOTE:** Each and every page of the offered bid shall bear the dated signature and seal of the contractor.

## **QUALIFYING REQUIREMENTS AND TENDER EVALUATION**

### **A. Qualifying Requirements:**

The bidder shall meet all the following minimum pre-requisites and provide documentary proof for the same in the 'technical bid';

1. Electrical AMC work experience of three works each of minimum contract value not less than Rs. 21 Lakhs or two works, each contract value not less than Rs.31 Lakhs or one work, contract value not less than Rs. 62 Lakhs in the last five years period.
2. Valid Registration Certificate of the firm and Class I Electrical Contractors' licence.
3. Organization details, proprietorship/ ownership details along with details of organization staff matrix.
4. PAN Card and GST Registration Certificate.
5. PF, ESI registration copies.
6. Annual Turnover for the previous year shall be at least 60% or more of the estimated price. Previous year's financial statement of the contractor shall be provided.
7. Latest solvency certificate of at least 14 Lakhs issued by the bank.
8. Performance Certificates issued by clients for the services rendered by the bidder.
9. List of major clients where works of similar nature are carried out in the last 3 years with details of value and period of Work order. Names, address and contact details of the concerned persons.

### **B. Vendor & Bid Evaluation:**

The Vendors and their bids will be evaluated as per the table given below. All the pre-qualification requirements indicated above will be checked. Depending upon the vendors meeting all the basic pre-requisites, their bid will be further evaluated on the 'marks' based system given in the table below. The vendors / bids **scoring 75 or more marks** will be considered for 'price bid' opening.

### **NOTE:**

1. The vendor shall score minimum 75 marks in the evaluation for qualifying for 'price bid opening'. The pre-qualification checks & marks evaluation pattern is given below.
2. Among the price bids opened, the lowest offer will be considered for further processing. No additional weightage will be given for the marks scored in excess of 75.
3. ICTS reserves the right to re-arrange the pattern of marks for evaluation and revise the ceiling of qualifying marks as deemed fit in the given situation. Decision of ICTS will be final and binding on all. Aim is to have sufficient proposals to compare, in the event of less than 3 vendors scoring 75 & above.
4. Issuance of tender documents shall not automatically imply qualification of firm for bidding, which shall be determined during bid evaluation.
5. ICTS reserves the right not to accept the lowest rate quoted by a bidder and may reject any or all the tenders without assigning any reason whatsoever.
6. Any addendum / corrigendum / extension, if required, pertaining to the NIT will be posted in ICTS website only and will not be published in Newspapers. Bidders are requested to visit ICTS website regularly for any addendum / corrigendum / extension, till opening of the bid.
7. If the last date of sale of tender or date of submission of tender is declared as holiday, the due dates will be the next working day accordingly.
8. All legal suits arising out of the enquiry and subsequent letter of intent / work order, if any, are subject to jurisdiction in the Court of Law of City of Bangalore, India and no other court.

SI No	Particulars		
<b>I</b>	<b>Pre-Qualification checklist – vendor to qualify in all the pre-requisites with sufficient proof.</b>		
<b>A</b>	Registration Certificate of the firm and Class I Electrical Contractors' licence.	Y/N	
<b>B</b>	PAN NUMBER / GST Registration Certificate.	Y/N	
<b>C</b>	Latest solvency certificate issued by the bank.	Y/N	
<b>D</b>	PF, ESI registration copies.	Y/N	
<b>E</b>	Acceptance of all terms and conditions, tender document and all Annexures duly signed on all pages	Y/N	
<b>F</b>	Any technical deviation indicated? If so, are they acceptable to ICTS	Y/N	
<b>G</b>	EMD enclosed	Y/N	
<b>H</b>	Does the vendor meet the previous minimum work experience criteria?	Y/N	
<b>I</b>	Does the manpower deployment meet the minimum requirement indicated?	Y/N	
<b>J</b>	Does the firm meet all the above minimum criteria to evaluate further?	Y/N	
<b>II</b>	<b>Evaluation of Vendor – Vendor having maximum experience and highest work order values among bidders will be given maximum marks. Vendors meeting the minimum requirement will be given minimum marks and additional experience and value of work orders will be given pro-rata marks.</b>	<b>Min. Marks</b>	<b>Max. Marks</b>
<b>A</b>	Contractor should have minimum 5 years experience in AMC of electrical systems including the HT/LT substations in Government / Semi Government Institutions.	<b>20</b>	<b>35</b>
<b>B</b>	The contractor should have executed minimum 3 (three) works contract value of each not less than Rs. 21.00 Lakhs or 2(two) works contract value of each not less than Rs. 31.00 Lakhs or minimum 1(one) work contract value not less than Rs. 62.00 Lakhs in the last five year period. Order Copy and work completion certificate should be enclosed.	<b>20</b>	<b>35</b>
<b>C</b>	Minimum 2 (two) Performance Certificates from two existing clients.	<b>30</b>	<b>30</b>
<b>D</b>	Proposed Qualified technical staff as per tender conditions.	<b>5</b>	<b>10</b>
	<b>TOTAL MARKS</b>	<b>75</b>	<b>100</b>

**Annual Maintenance Contract of Electrical and fire fighting systems at ICTS Campus, Shivakote, Hessarghatta, Bangalore North.**

**1. Scope of Contract**

1.1 The Contractor will provide services at International Centre for Theoretical Sciences, Survey No. 151, Shivakote, Hessarghatta, Bangalore North and as per the details laid down in the following annexures:

- a) Annexure – A – Scope of work
- b) Annexure – B – General Terms and conditions.
- c) Annexure – C – Schedule of Deviations
- d) Annexure – D – Statutory Obligation.
- e) Annexure – E - Profile & Undertaking by the tenderer
- f) Annexure – F – Schedule - 1 & Schedule - 2

1.2 The details of rates and the number of personnel required for carrying out the work shall be indicated by the Contractor in the Annexure “E”.

1.3 Once the Work Order is issued, the Contractor will receive instructions from an Officer designated for this purpose (Officer-in-Charge) or his authorized nominee and the Contractor hereby undertakes to abide by his/her suggestions/instructions, etc. as regards services covered in this contract.

**2. Quality and scope of services**

2.1 The Contractor shall appoint trained staff having a good bearing and maintain high standards of turnout, maintain adequate staff to ensure there is no hold up of any service for any reason whatsoever. Any deficiency in the number of staff deployed will entail penal reduction from the compensation payable as decided by the Centre. The successful Contractor as soon as the agreement is signed shall submit a list of their workmen / supervisor/ others along with copy of appointment order issued to them. As and when there is a change in the staff posted, a revised list shall be submitted along with copy of appointment order issued to the new appointee / appointees, simultaneously.

2.2 It is normally understood and agreed between both the parties that Centre will not be responsible or be liable for any laws that are in force / that may come into force from time to time in respect of personnel engaged by the Contractor and he will be solely responsible for the terms and conditions of their services, safety, health, statutory requirement, etc.

2.3 The Contractor shall depute such officers and supervisors as proposed by him, who shall be available on site to supervise the contract employees and interact on daily/weekly basis with Officer-in-Charge regarding delivering the specified services.



- 2.4 It is understood and agreed that the Contractor will be held responsible for any disciplinary matters arising out of their employees and the Contractor will take appropriate disciplinary action against those employees found indulging in any act of indiscipline in Centre's premises or in connection with the services referred to herein.
- 2.5 The Contractor will immediately replace any employee found to be unfit in any manner immediately or on receipt of advice from any authorized person in ICTS.
- 2.6 The Contractor shall maintain proper and detailed record for the job carried out by their employees and shall also maintain all records and returns as necessary for carrying out the work smoothly and as provided under the Contract Labour Act, Minimum Wages Act, ESI Act, PF Act, etc, as relevant and applicable from time to time.
- 2.7 The Contractor shall be solely responsible to comply with all legal and statutory requirements that arise out of this agreement and in respect of the employees engaged by the Contractor in fulfillment of the contractual obligations stated herein. An indicative list of these statutory obligations is at Annexure "D". It is understood and agreed that the Contractor will provide suitable uniforms with company insignia, badges/ID cards with photos and safety equipment and shoes to their employees. It is Contractor's responsibility to have them periodically checked medically so as to ensure that medically fit staff only is deployed for the work.
- 2.8 a) The Contract employees should be covered under all statutory requirements like ESI, PF, etc. by the Contractor and the Contractor shall comply with all the formalities in this regard. Copy of challan and Schedule of Contract Employees for payment of ESI/PF/ELI, etc. will be furnished (whether running/monthly or final) by the contractor for reimbursing the same every month.
- b) The Contractor shall pay salary and other allowances/benefits as indicated by the Contractor in their tender and accepted by ICTS. **Such salary shall be well above minimum wages.** If there is a revision on the minimum wages, the same shall be paid by the contractor and it shall be reimbursed from the department on submission of proof of payments.
- c) The Centre will have the right to inspect/call for books/registers, documents in relation to all matters referred to, in this tender or agreed later on. The Centre will also have all rights to make recoveries from the compensation, if any that any statutory agency imposes upon the Centre due to the Contractor's non-compliance with statutory obligations. A list of these as applicable at present is set out in Annexure 'D' attached. All the Contract employees should be covered under all statutory requirements like ESI, PF, etc. by the Contractor and the Contractor shall comply with all the formalities in this regard. Copy of challan and Schedule of Contract Employees for payment of ESI/PF/ELI, etc. will be furnished by the contractor for reimbursement.
- d) The contractor shall maintain a muster roll, wages register of all men employed by them and all other documents and submit it to the Centre on the 1<sup>st</sup> of every month for the previous month **or** as necessary for inspection. The Contractor shall provide all facilities for inspection /books / personnel on demand by ICTS or any Statutory Authority.



- e) The contractor should provide PF A/c number, ESI Card and Photo Identity Card to the contract employees posted at ICTS. This should be done **immediately** but not later than one month from the date of signing joint agreement.
- 2.9 It is clearly understood and agreed upon that neither the Contractor nor Contract employees shall have any claim on employment with Centre at any point of time and this arrangement is purely between the Contractor and the Centre for specific services for the period specified.
- 2.10 The successful Contractor shall indemnify/deemed to have indemnified the Centre for all claims/losses arising out of this tender. The Contractor is deemed to have indemnified the Centre against any claim by any authority once the work order is awarded. In the event the Centre has to pay any individual, statutory body or any agency for reasons directly or indirectly attributable to this tender, the Contractor only shall pay such claim/damages and even if the Centre is called upon to pay, such damages/penalties/cost shall be recovered from the contractor's dues /amount payable or shall be paid by the Contractor on demand from ICTS.
- 2.11 The Contractor shall follow all rules as may be existing or may be framed from time to time at ICTS on all aspects covering this tender. Material movement, entry/exit of personnel, identity card, safety, etc. shall be according to procedures existing in ICTS as amended from time to time.
- 2.12 **Bid Validity:** The rates quoted shall remain valid for a period of 180 days from the date of opening of Price Bids.

### 3. **Tenure & Termination**

- 3.1 The contract with the Centre will be initially for a one year and if the services are found to be satisfactory, the contract may be extended for **two more years (one year at a time) on the same terms and conditions**. The Centre reserves the right to terminate the Contract during the pendency of the Contract period if the performance is found unsatisfactory.
- 3.2 Except as provided in Clause 3.6 below, the Contract could be terminated by either side by giving one month's notice in writing. If the notice period is not given or if a shorter notice is given by the Contractor, the entire security deposit would be forfeited. Any other costs and / or damages incurred by the Centre to maintain the services contracted to the Contractor, on account of such short notice will be deducted from the dues payable to the Contractor, or shall be paid by the Contractor on demand if such dues fall short of such costs.
- 3.3 In the case of failure to complete the contract in terms of such contracts within the contract period specified in the tender and incorporated in the contract and if such work is got done by the Centre from any party at a higher rate the Contractor shall be liable to pay the Centre the difference between existing rate and the rate of the new Contract.

**3.4 Risk Clause:** Notwithstanding the other terms therein, the Centre at its option will be entitled to terminate the contract and to avail service from elsewhere at the risk and cost of contractor either the whole of the contract or any part which the contractor has failed to perform in the opinion of the Centre within the time stipulated or if the same performance is not available, the best and the nearest available substitute thereof. The contractor shall be liable for any loss which the Centre may sustain by reason of such risk in addition to penalty.

**3.5 Insolvency and breach of contract:** The Centre may, at any time, by notice in writing summarily terminate the contract without compensation to the Contractor in any of the following events:

(a) If the Contractor being an individual or a firm, if any partner in the contractor's firm shall be adjudged insolvent or shall have a receiving order or order for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency act for the time being in force or make any conveyance or assignment of his effects or enter into an arrangement or composition with his creditors or suspend payment, or if the firm be dissolved under the Partnership Act, or

(b) If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of its affairs or a receiver or manager on behalf of the debenture holders shall be appointed or circumstance shall have arisen which entitle the court or debenture holders to appoint a receiver or manager, or

(c) If the contractor commits any breach of contract not herein specifically provided always that such determination shall not prejudice any right of action or remedy which shall have then accrued or shall accrue thereafter to the Centre provided also that the contractor shall be liable to pay the Centre for any extra expenditure he is thereby put to but shall not be entitled to any gain on re-tender.

(d) In the event of inadequate or unsatisfactory performance of duties by the Contractor, the Centre shall have the right to bring to the notice of the Contractor the default (s) on their part and the Contractor shall ensure that the said default (s) is / are not repeated and/or are duly remedied, within a period of three days from the receipt of the said notice. Failing such remedial action, or in the event of the said default (s)'s being inadequately corrected, the Centre shall have the right to immediately terminate the agreement.

**3.6** Notwithstanding any other clause herein, if there is any act or omission by the Contractor or the Contract employees which jeopardizes the safety / security of the Centre including, but not limited to :

a) Theft or pilferage of property of ICTS

b) Fire, flooding, breakage or damage

c) Violence or physical attack on the Campus

d) Any act or incident which may prove detrimental to the interests of ICTS - the contract would be terminated without any notice. Further, the Contractor would be levied penalties, as appropriate by the deemed authority. The decision of the Centre Director shall be final in such matters.

#### **4. Payment Terms:**

- 4.1.1 The contractor shall submit bills after the completion of every calendar month and normally payment will be released within 15 working days from the date of submission of bill, if the bill is complete and correct in all respects and in accordance with the terms and conditions of the contract. All payments will be made after deduction of taxes and duties at source as applicable from time to time.
- 4.1.2 The monthly bills submitted by the contractor shall be only for actual salary, allowances, uniform content and margin. The other benefits like PF, ESI, ELI etc., can be claimed every month separately with proof of documents.
- 4.1.3 PF, ESI and ELI will be reimbursed to the contractor only on production of registration No./ ESI card/payment of ELI premium.
- 4.1.4 **Bonus:** Bonus shall be payable by the contractor to his contract employees once in a year before Diwali or when a contract employee's service is discontinued. The amount of bonus payable is 8.33 % subject to maximum of Rs. 6,999/- per annum.
- 4.1.5 **Earned Leave:** A contract workman is entitled for leave with wages 15 days per year (calculated as 01 Earned leave for every 20 days actually worked). The balance leave available to the credit of the employees would be paid at the end of the year as leave encashment. The contractor can claim the reimbursement later with proof of disbursement.
- 4.1.6 The monthly running bill of the Contractor will become payable at the end of each month on submission of a monthly claim to the Accounts Officer, and on due certification by the Officer-in-Charge of satisfactory services against the claim. The Contractor's payment will be released only after disbursing the salary to contract employees every month.
- 4.1.7 The Officer-in-Charge is authorized to deduct any amounts as determined by the Centre Director from the amounts due to the Contractor for any deficiency in services, provided by the Contractor.
- 4.1.8 Payments to the contract employees shall be transferred to the bank accounts of the contract employees' by the 7<sup>th</sup> of the succeeding month. The Contractor shall notify all his employees / workers of this date in their appointment order, and follow this very strictly, whether the Centre has paid the Contractor's bill or not. The proof of payment of salary and all other benefits such as bonus and over time to the contract employees shall be submitted to accounts along with the monthly bills.
- 4.1.9 No claims will be entertained in respect of any discrepancy or defect or short claim if such demand is not made within 90 days of payment of the final bill.

#### **4.2 Security Deposit:**

The person/persons whose tender(s) may be accepted shall permit ICTS at the time of making any payment to him for work done under the contract to deduct a sum at the rate of 10% of the gross amount of each running bill till the sum along with the sum already deposited as earnest money, will amount to security deposit of 10% of the tendered value of the work. Such deductions will be made and held by ICTS by way of Security Deposit unless he / they has / have deposited the amount of Security at the rate mentioned above. Alternatively, a Bank Guarantee from a Commercial Bank for 10% of the contract value may be furnished for the period of agreement with 3 months grace period.

Security Deposit will be released only after the completion of the defect liability period of 3 months after the date of completion of the contract.

Security Deposit will not be refunded till clearance certificate from labour officer is obtained by Contractor. However, if there is genuine difficulty to obtain a clearance certificate, Engineer – In – Charge will make a reference to Labour Officer before releasing Security Deposit. If no reply is received within a reasonable period, say 1 month from the date of such reference then Engineer-In-Charge may make his decision to release based on his discretion.

4.3 It is important for the Contractor to note that the rate quoted shall be inclusive of all taxes and duties/escalation and shall remain valid for the period of the agreement, i.e. 3 years from the date of Work Order. Any increase or decrease in the rates shall be only in respect of statutory duties / levies and such claim/s shall be valid only with adequate documentary evidence. Any decrease in the duties/levies during the period of agreement, shall entail corresponding reduction in the contract amount. If no details or break-up of taxes, duties/levies, etc. are indicated, it will be assumed that the quote submitted is inclusive of all taxes/levies/duties, etc.

4.4 The Contractor shall pay any claim made by the Centre for any deficiency (both tangible and intangible) in service. Such amount may also be deducted from bills payable to the Contractor. It may be noted that the Centre shall have the right to forfeit the Security Deposit in full or part for any due/damages caused by the Contractor. If the Security Deposit or outstanding bills of the Contractor is found inadequate, then such monetary recoveries shall be effected from any amount payable to the Contractor against this or any other contract until the dues of the Centre are fully settled. If the claim of the Centre could not be met in this manner, the Contractor shall pay up all such claims if a demand is made by ICTS.

#### **5 Safety, Security and Insurance**

5.1 The Contractor shall follow all security rules of the Centre and instructions received from time to time regarding personnel identity cards, material movement, etc, of the Contractor.

- 5.2** During the pendency of the agreement, the contractor shall be liable fully to compensate all concerned for any loss, damage of construction of works, construction, plant & machinery, person, property, etc. including third party risks arising due to causes attributable to the agreement. The decision of the Centre Director will be final & will be binding on both parties.

The contractor shall take Employees Liability Insurance of prescribed value for their employees. It must be adequately covered all employees/workers under Workmen Compensation Act, 1928 as amended from time to time. Before starting the work, the Contractor shall produce the original insurance policy and the license of the workers where applicable to the Centre.

## **6 Miscellaneous**

- 6.1** The work mentioned in the schedule is only indicative. The Centre reserves the right to increase or decrease the quantum of work. The contractor shall execute the work on the same terms and conditions and rates throughout the period of agreement.
- 6.2** The contractor or his supervisor shall meet the designated Officer of the Centre every day to receive the details of issues / complaints to be attended and after attending to these complaints, a report on the same has to be submitted to the concerned Officer.

## **7 Dispute and Resolution**

- 7.1** Any dispute or differences that may arise between the parties shall be referred to the sole arbitration of the Centre Director or his nominees and the Contractor shall have no right to object to the appointment of the Director or his nominee as the sole arbitrator. The decision of the arbitrator shall be final and binding on the parties. The venue for arbitration shall be Bangalore and no other place. The provisions of the Arbitration and Conciliation act, 1996 as / amended from time to time shall apply. The courts in Bangalore shall have exclusive jurisdiction to deal with any or all disputes between the parties.

## **8 Primacy of Documents**

The tender documents, subsequent communication exchanged, the work order and all annexures shall be part and parcel of this agreement. If there is any discrepancy between the above documents, following order of primacy will apply: any communication issued after the work order, any pre-order correspondence as accepted jointly, followed by work order, tender documents and annexures thereof, i.e. tender documents and annexures have least primacy.

## **9 Amendments to Work Order / Agreement:**

Any amendment to the Work Order/agreement shall be valid only if both parties have agreed to such amendment(s) in writing duly authenticated by authorized personnel of both parties.

**For and on behalf of International Centre for Theoretical Sciences**

**Administrative Officer**

**ANNEXURE - A**

## **I- SCOPE OF WORK**

### **Scope of Work for Annual Maintenance Contract of Electrical systems including substations at ICTS Campus, Shivakote, Hessarghatta hobli, Bangalore North (24Hrs X 365 days)**

#### **General Guidelines for Quoting the Tender**

ICTS has 76,500 Sqft of Academic, Seminar Room space, residential area, Utility Buildings, Sports and Dining complex, Pump houses, Play grounds etc., and associated Electrical, Air conditioning, Fire Alarm, Fire fighting Systems, Sewage Treatment Plant and Water Sump Tanks. The Electrical work has been done by M/s J M C and Air-conditioning by M/s JMC, M/s Associated Engineers & M/s Vertex Pipeline. The Scope of work includes (but not restricted to) the following.

ICTS has critical requirement of Electric power and Air-Conditioning. In no case, outage of power for more than 3 minutes (for critical areas) is acceptable.

Hence, the essence of this contract is to achieve ‘Zero Breakdown’. All efforts are to be made with up to date maintenance in achieving this, by using predictive and proactive maintenance techniques at times, and, by strictly adhering to preventive maintenance practices and schedules. Only Class-1 certified electrical contractors who have carried out similar works with good track records shall be considered for engagement.

Contractors shall engage and deploy experienced technical staff, who have experience in troubleshooting to meet these kinds of requirements and handling power shutdown situations. So engaged supervisors / technicians shall have ability to read continuous power and control circuit drawing of 30 pages or more, able to do troubleshooting and rectification. The detailed scope of work is as follows;

1. Operation and maintenance of 11 KV substation of 1500 KVA capacity.
2. Operation and routine, preventive and breakdown maintenance of 11KV indoor H.T. Panel, Protective and control devices.
3. Operation and maintenance of 11 KV Ring main unit (ABB Make).
4. Operation and routine, preventive and breakdown maintenance of LT PCC and Distribution panel, Main Panel, Main Distribution Boards, LDB's, PDB'S in A&R Building, residential quarters, Store Buildings.
5. Routine and preventive maintenance of electrical switch gear and drives, pertaining to STP and water supply from 4 to 6 lakh litres storage tank.
6. Operation and routine, preventive and breakdown maintenance of 2 Nos. 1250KVA 11KV/433V transformers and controlling/protective accessories.
7. Operation and routine, preventive and breakdown maintenance of 500 KVA DG sets-2 Nos with AMF panels including fuel supply & maintenance of controlling/protective accessories.



8. Operation and routine, preventive and breakdown maintenance of Battery banks.
9. Operation and routine, preventive and breakdown maintenance of Bus Ducts.
10. Operation and routine, preventive and breakdown maintenance of Capacitor Banks.
11. Operation and routine, preventive and breakdown maintenance of HT, LT cables & Wirings.
12. Operation and routine, maintenance of 7 no. Passenger Lift (Johnson).
13. Operation and routine, preventive and breakdown maintenance of Pump Houses.
14. Operation and routine, preventive and breakdown maintenance of Lighting & Power Distribution Systems.
15. All the accessories and spares related to the above equipments have to be supplied and used during maintenance, which shall be paid extra.
16. Operation and routine, preventive and breakdown maintenance of the following Lighting and heating systems.
 

a. Street Lights & Flood Lights	: approx. 100 Nos.
b. Building Light fittings	: approx. 3000 Nos.
c. Ceiling fans	: approx. 550 Nos.
d. Exhaust Fans	: approx. 200 Nos.
e. Geysers	: approx. 150 Nos.
f. All related power points	: approx. 2500 Nos.
17. Operation and maintenance of safety devices and earth pits.
18. Operation and maintenance of Diesel Sump tank and pumps.
19. Upkeep and emergency operation of Fire Extinguishers.
20. Maintenance of electric switchgear and drives for Basement sump pumps, Rain water pump motor and submersible Borewell motor and STP motors.
21. Liaisoning with BESCOM and Electrical Inspectorate, for HT cable breakdown, and any other works related with BESCOM.
22. Operation of wind turbine and its maintenance.
23. Operation of solar water heater, its maintenance and Solar panel of 12 KW capacity.
24. Documentation.
- 25. Fire alarm and Fire fighting system:**
  - a. Maintenance of smoke/Heat detectors (fire detectors)
  - b. Operation and maintenance of Alarm panels (Control and Indicating Equipment)
  - c. Operation and Maintenance of Alarm bells (Fire alarm devices)
  - d. Checking of manual call points



- e. Regular checking of DECAM panel (Fire Services Signaling Transmitter)
  - f. Continuous monitoring and debugging of DECAM station (Alarm monitoring system)
  - g. Operation and Maintenance of Extinguishing panels (Control for automatic fire protection equipment)
  - h. Operation and maintenance of Gas/sprinkler (Automatic fire protection equipment)
  - i. Charger/Battery (Power supply equipment)
26. **Addition and Alteration jobs:** All addition & alteration jobs have to be carried out as per requirement at the campus. **No staff in regular shift duties (I, II, III and General shift) shall be used for these works.** If shift staff are used (allowed only in emergencies), only material supply charges will be paid for such executed works.
  27. Any addition or alterations made in the system during the tenure of this contract (whether by the AMC contractor or any other firm or by ICTS), have to be maintained by the contractor.
  28. All small fabrication works, repairs, servicing of machines / equipment / parts therein shall have to be carried out by the contractor within specified time. Contractor shall never say 'no' to any of the requirement of ICTS, which is in the area of AMC's technical services, as found reasonable to be entrusted onto the contractor by Engineer In charge (Electrical). Reasonable amount shall be paid against bills for such works as certified by Engineer In charge (Electrical)
  29. All fire alarm calls and other related functional requirement calls of ICTS shall be attended and followed up in the best interest of the centre and its activities.
  30. While carrying out any of the works, if the dust is generated / the same flies and settles in the surrounding area, the same (dust) should be thoroughly cleaned. Vacuum cleaner and wiping materials shall be used in cleaning. If any marking, scars are seen, the same to be neatly wiped off. All attempts to be made in avoiding dust / dirt / markings etc., while working.
  31. Providing all kinds of labour and the expertise required to attend to the above work is included in the scope of work. However, consumable, workshop expenses, new addition and alteration work will be paid extra as per actual rate or agreed rate as applicable.

### **Special Conditions:**

1. All works to be carried out in accordance with relevant Indian Standards and as per Indian Electricity rule as amended. The contractor has to obtain necessary clearance from Electrical Inspectorate. Panels, Fittings, Equipments, Systems etc., all the components, accessories, Sub-Assembly, assemblies etc. which are attachments or parts needed for the purpose. Any other work which are incidental or part of the above, but not specifically spelt out will also be included in the scope.
2. For carrying out above job the contractor has to make his own arrangements for tools, tackles and measuring equipment, measuring meters, safety and protective devices for carrying out the work.

3. ICTS is a research institute and has critical power requirement. Please note maintenance should be in such a way that power failure should not be more than 3 minutes in any case.
4. For some of the emergency load points power availability has to be monitored round the clock.
5. Contractor will ensure that the deployed staff should have basic qualification and are capable of handling work as stipulated in scope of work. Contractors should deploy electrical staff having experience in handling such power shutdown situations and have ability to read continuous drawing of 30 pages or more and capable of troubleshooting and rectification.
6. As the work involved is quite specialized and continuous monitoring is required, absenteeism of the contractor's employees will not be tolerated. **The Electrical Engineer is authorized to make penal deductions in the bills for the absenteeism and non-compliance of the work.** The contractor will ensure proper supervision all the time. In case of deficiency, penalty will be imposed.
7. It is presumed that contractor will deploy skilled manpower as required. All the labour and expertise are included in the scope of work. No extra payment will be made for carrying out wiring work, routine breakdown and preventive maintenances.
8. All the breakdown calls should be attended immediately. In case frequency / work demands more manpower, Contractor will arrange additional manpower, at no extra cost, so as not to disturb the research activities.
9. It is fully contractor's responsibility to deploy qualified Supervisor, Sr. technicians and Technicians & helper with relevant Qualifications, License, hands on experience (Minimum 7 to 8 Years) to handle electrical, Fire alarm System and Equipments specified in the scope of work. They should be well conversant with Indian Standard, Indian Electricity Rule and Acts as applicable and should have knowledge of electrical and Industrial safety practices.
10. Contractor will ensure consistency of work and workforce, correct trouble shooting, good workmanship, follow all safety procedures and will make all necessary efforts to maintain healthy environment and reliable services.
11. It is purely contractor's responsibility to get his staff acquainted with the site condition, operation and maintenance procedures, equipment details, safety devices, Scope of work etc.
12. Contractor shall depute adequate number of staff to carry out routine work, wiring work, additional project work, attending fuse call, preventive and breakdown maintenance so as not disturb research activity.
13. Minimum wage of the staff should not be less than minimum Wage Act applicable to the respective category/experience. Contractor will submit the details of minimum wages as per

Minimum Wage Act, as applicable to the respective category/Experience at the time of submission of Tender bid.

## **SCHEDULING**

In a broad manner, the AMC work can be scheduled as follows (All at no extra cost)

### **A) ANNUALLY**

1. Preventive maintenance work and servicing of 5 Nos. of 11 KV, VCB panels (Schnieder make) as per manufacturer's recommendations / standard practice, including servicing of VCB and all other panel accessories, updating of relevant records.
2. Preventive maintenance work on HT bus-bar system, updating of relevant records.
3. Preventive maintenance work and servicing of 6 Nos. of LT ACB panels as per manufacturer's recommendation / standard practice, including servicing of ACB and all other panel accessories, updating of relevant records.
4. Preventive maintenance work on LT bus-bar system, PCCS, SFUS etc., updating of relevant records.
5. Preventive maintenance work on 2 Nos. of 1250 kVA, 11/0.433 KV OLTC of transformers
6. Protective relays testing.

### **B) HALF YEARLY:**

1. Oil BDV testing of Transformer oil of both main tank and OLTC tank, which could be paid extra at agreed prices, updating of relevant records.
2. Earth resistance measurement of all the Earth electrodes of ICTS (about 60 Nos.), at no extra cost, updating of relevant records.

### **C) QUARTERLY:**

1. PDBs and LDBs and associated ELCB checking, maintenance and recording.

### **D) MONTHLY**

1. Billing on residential area, guest house, hostel and any other energy meters and submitting the same to the concerned.
2. Checking, fitting cleaning and fault rectification and recording of following:
  - a. Street and security lights within the campus and in the road leading to campus (77 W Street light)
  - b. Periphery lights
  - c. Path way lights
  - d. Lights and fans in canteen buildings and cafeteria

- e. Lecture hall and seminar hall lights
- 3. Common area lights of B1,B2,B3,B4,B5,B6,B7,B8,B9,B10 and B11 Blocks and the open space lighting.
- 4. Contractor's running spares makeup and list submission.
- 5. Battery charger panel testing and recording.
- 6. Load current record of each LT feeder from sub-station.
- 7. Capacitor bank load current recording.

**E) WEEKLY:**

- 1. Checking of rainwater sump pumps in summer and winter (December to April) and taking corrective action.

**F) DAILY:**

- 1. Operation and maintenance of Electrical system at HT & LT levels having source change-over systems (between BESCOM and standby DG set sources), protection, control and auxiliary equipment.
- 2. Daily test running, A-check, operation and maintenance of standby DG source in the event of BESCOM supply failure and reverting to BESCOM supply on its resumption (ensuring that the supply is stable) Hourly logging of system parameters and attending to all rectification works.
- 3. HT yard inspection and recording of BESCOM meter readings.
- 4. Monitoring of all emergency loads (electrical and air-conditioning) and recording of system parameters and condition. Necessary corrective action to be taken, if things are not found normal.
- 5. Checking of rain water sump pumps in rainy season (May to November) and taking necessary corrective action.
- 6. Checking of battery charger and battery condition of protective system batteries and DG set batteries, recording the relevant parameters.
- 7. Diesel stock checking and recording.
- 8. Updating and maintenance of all other registers.
- 9. Breakdown maintenance and alteration works (with special importance to critical areas, labs, lecture halls, seminar halls).
- 10. Attending to any other work as entrusted.

## PERSONNEL TO WORK AT ICTS:

The contractor has to manage and execute all the works entrusted, through dedicated supervisor by deploying the required manpower.

The contractor, after studying and understanding / gauging the requirement of ICTS, shall fix a staff pattern for regular routine works in round the clock and general shifts at his/her discretion and strictly adhere to it (which may increase during exigencies). The Contractor should indicate the No. of staff / category wise, proposed to be deployed as indicated in the form of an undertaking. If required, the staff may be deployed on shift basis (3 shifts per day basis). These staff members shall carryout the works as per the plans & schedules in consultation with the concerned engineer. These staff members shall also carry out all other works as entrusted by the concerned engineer pertaining to Electrical related work of ICTS and shall never say 'no' to any of the relevant requirements of ICTS.

It is fully the responsibility of the contractor to deploy qualified Senior. Technicians with hands on experience, relevant License/permits & wiring license to handle electrical equipment, Fire alarm system equipment, Lifts etc., as applicable. They should be well conversant with Indian Standards, Indian Electricity Rule and acts as applicable and should have knowledge of electrical and Industrial safety practices. The minimum requirements are as follows.

Currently, to maintain the existing Electrical systems, the following work force is envisaged.

Supervisor	- 3 no
Sr. Technician	- 5 nos
Technicians	- 6 nos
Helper	- 6 nos

This is the bare minimum manpower requirement, to maintain the system. ***However, contractors can specify manpower deployment pattern they propose to adopt for this work after thoroughly studying the scope of the work and clearly understanding the same by attending the PRE-BID meeting. The vendors shall have all their doubts cleared in the PRE-BID meeting. It is completely contractor's responsibility to fix the staff deployment pattern and to fulfill the requirements of ICTS. The figure mentioned above is indicative only.***

## The following are the qualification & experience prerequisites of the staff to be deployed:

**Supervisor:** Engineering in Electrical with 1 to 2 years' experience or Diploma in Electrical with minimum 6 years' experience in the relevant field. Knowledge and experience in substation of 500

KVA is required. The experience in vacuum and Air circuit breaker, DG operation and Transformer maintenance is mandatory. Knowledge of underground cable fault location etc is necessary.

**Sr. Technicians:** Diploma in Electrical with 3 to 5 years' experience in the relevant field, mainly substation operation and maintenance. Knowledge of operating panel located at different location, troubleshooting etc is necessary.

**Technicians:** ITI with 3 to 4 years' experience with NCVT Apprentice with valid wire man license.

**Helper:** Minimum SSLC passed (wire man license is added advantage)

Contractor should provide two sets of Uniforms, Shoes, safety and protection gear, 15KV grade hand gloves, Identity cards etc., to the staff deployed, at no extra cost.

If any of the staff member appointed by Contractor is found to be 'not competent', he has to be replaced by a right person within a stipulated time as instructed by Electrical Engineer- In-charge, ICTS.

All the relevant documents pertaining to staff deployed, like copies of job appointment order with the contractor, address proof, photocopy of ID card etc., and other details as sought shall be provided to ICTS, by the contractor under his responsibility for the correctness.

Wages of the staff deployed should not be less than that mentioned in Minimum Wage Act applicable to the respective category/experience, as on date. The ESI, PF, ELI, bonus etc., labour law, other rules and norms requirement as found required for contracts of this nature should be met. The same details shall be submitted along with technical bid.

In no case, the contractor or his/her employees shall claim job / employment with ICTS. No transport facility shall be provided for the contractor or his employees.

It is purely contractor's responsibility to get his staff acquainted/trained with the site conditions, operation and maintenance procedure, equipment detail, safety devices, scope of work etc.,

**In case of delay, repetition of work, non compliance, inadequate staff etc., penalty will be imposed as per the clause mentioned.**

1. Contractor must visit the site, understand the site condition, type of work involved, availability of specialized or general equipment, tools etc., for carrying out works listed herein. You may contact Electrical Engineer or his nominee for this purpose.

2. Contractor should have class-I Government Electrical Contractor License, PF, ESIC, labour license and experience in similar field as mentioned in scope of work.
3. For carrying out above job the contractor has to make his own arrangements for men, tools, tackles, testing and measuring equipment, safety and protective gear/devices for carrying out the work.
4. Running of the system under abnormal condition or in risky circumstances will attract penalty.
5. Contractor will be responsible for any act of sabotage, misdeed, indiscipline, and negligence on the part of contractor or his employees. Penalty or legal action, as decided by Director, ICTS shall be imposed on the contractor.

#### **8. Penalty Clause:**

- a) **Absenteeism:** In case of absence of any staff, penalty will be imposed at double the rate of wages or salary for the day he remains absent.
- b) **Non- Compliance of work:** In the event of failure of compliance of awarded work in stipulated time penalty will be imposed as per double of actual expenditure incurred in attending to the same by other Agency.

**Any accident due to negligence in following of safety procedures is purely the responsibility of Contractor. Department is not responsible for any accidents/damages/death. Safety of all the staff of the Contractor is the sole responsibility of the Contractor.**

Contractor shall submit staff pattern & general scheme to carry out the above work along with the bid.

#### **TESTING, MEASURING EQUIPMENTS, TOOLS & TACKLES:**

All the tools required for carrying out the work stipulated in this document shall be provided by the Contractor at site. But, the following minimum is a must at all times:-

All the Senior Technicians should be given with the following:

1. One test lamp set (3ph. & 1 Ph.)
2. Two screwdriver (one light duty & one heavy duty) with insulated handles.
3. One cutting plier, 500V grade with insulated handles.
4. One live line tester, 500V

Following calibrated and well maintained instruments should be available at site:



1. Two Nos. tong/testers multi meters
2. One 500V Megger / IR tester
3. One earth resistance measurement instrument ( 0.1 Ohm LC ) with kit
4. One phase sequence meter.

Following tools should always be available at site:

1. Two sets pf 6-7 to 30 – 32 size 9 metric 0 double end open spanner
2. One set of 6-7 to 30 – 32 size (metric) double end ring spanner
3. Two Nos. adjustable wrenches (12 inch)
4. Two Nos. 0.5 to 16 sq.mm hand crimping tools
5. Two sets of allen keys
6. One set of tubular spanner
7. One star screwdriver set
8. One screwdriver set
9. Two Nos. of hammers (1lb & 2lb)
10. One soldering gun with lead & flux.
11. One 6mm, hand drill, electric, with drill bits ( 2.5mm , 3mm, 4mm, 5mm, 6mm, 5 each).
12. Two pairs of 15000V grade Hand gloves.
13. Rubber mats.

All these shall be suitably kept at site, with contractors own security arrangement.

**NOTE:** Brief details and general guideline of the above works are given in Schedule- I

### **Annexure – B**

#### ***GENERAL TERMS AND CONDITIONS OF CONTRACT***

**Note:**

1. The employees/ workers employed shall be trained and experienced to handle the services as per the Scope of work mentioned in the Annexure 'A'. If such experienced hands are not available,

either because the service is extremely specialized and only in house training is possible, at least a certain percentage of employees/workers shall be experienced / trained who shall be able to impart training / expertise to others.

2. The Contractor shall provide the name and details of his personnel. A list of all the names shall be submitted at the beginning of the contract, along with a copy of each appointment order and whenever there is a change. No personnel will be changed unless ICTS has asked for it or without advance approval of ICTS.
3. The Contractor shall ensure that no contract employees nor anyone from his side use ICTS transport to come to the work spot or return. The Contractor shall use emergency services like medical help and emergency vehicles of ICTS in the event of any accident or emergency to his employees, though all responsibility for such accidents and any injury / death and or loss / damage will fully rest with the Contractor.
4. At any point of time, there must be a minimum of 90% workers attendance per day. In any case 100% daily attendance is to be ensured. Any absence or shortage beyond this may be managed by giving over time; shortage or absenteeism beyond this percentage will be penalized including termination of the contract. Payment will however be restricted to actual number of people as physically provided in each month.
5. The Tenderer must indicate the deviation in Annexure – C, with reasons thereof and only if such deviation (s) is/are part of the work order issued by ICTS, will the deviation (s) become part of the agreement.
6. The rates quoted shall be valid for **3 years from the date of Work Order followed by joint agreement.**

**ANNEXURE – C**  
**SCHEDULE OF DEVIATIONS**

Sl. No.	Requirement of the Centre	Sl. No. As per schedule	Deviation Proposed

Ref: ICTS/TIFR/SER/W-18/2017

Tender Notice No. 21/NOV/2017

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**Name and Address of the Tenderer**

**Signature of the Tenderer**

## **ANNEXURE – D**

### **STATUTORY OBLIGATIONS:**

The Contractor will strictly observe and follow the following statutory regulations/acts as well as any new rules / changes as applicable, during the period of this contract. He shall be solely responsible for failure to fulfill these statutory obligations. The successful bidder shall indemnify / is deemed to have indemnified ICTS against all such liabilities which are likely to arise out of the Contractor's failure to fulfill such statutory obligations. All documents, registers pertaining to this contract shall be maintained meticulously and shall be provided periodically for inspection. The salient features of the statutory regulations/acts are listed below and it is the responsibility of the selected Contractor that these regulations/acts and their amendments from time to time are strictly adhered to in totality. Even if the Contractor appointed for this contract may be exempt from any or all of the following employee-friendly legislation, it is incumbent on all Contractors to cover all their employees / workmen covered by this tender with these covered / benefits.

**1. The Contract Labour (Abolition & Regulations Act, 1970):**

The Contractor shall obtain and produce license from the Labour Commissioner's office. They will maintain and submit to us for inspection on demand such records as Muster Roll, Payment Register, Advance Register, Fines Register, etc.

**2. Payment of Wages Act:**

It is necessary that the Contractor's employees are paid their wages payable for one month of working by 7<sup>th</sup> of the succeeding calendar month. The Contractor will receive payment from us only after you have disbursed in full the wages payable to his employees. The wages shall be distributed in our premises and one of the representatives from the Centre will be nominated to witness the disbursement of the wages, and sign the disbursement report.

**3. Provident Fund Act:**

The contracts shall cover their employees under the Provident Fund Scheme. The premia shall be paid as per existing rule partly deducted from their employees and the balance shall be from contribution from the successful bidder, proof of such payment shall be submitted (including employee's and employer's contribution) every month as provided under Section 12 of the Act and Employer's contribution will be restricted to Rs.6500/- (Basic + VDA) as a maximum ceiling.

**4. Employees State Insurance Scheme:**

The contract shall cover all your employees under Employees State Insurance Scheme as provided for under the relevant rules and shall remit the premium without default.

**5. Minimum Wages Act (Central):**

The contract shall pay well above the minimum wages central to each of their employees. Such rates shall be the rate implied or agreed between ICTS and the Contractor.

**6. Workmen's Compensation (ELI):**

All employees/ workers shall be covered for injury / death under Workmen's Compensation Act 1923 by an Employer's Liability Insurance in the name of the Contractor to cover all employed by the Contractor in ICTS. ELI premia is of the order of 3% on salary + DA subject to a maximum salary of Rs.4,000.00

**7. Payment of Bonus Act, 1965:**

Bonus shall be paid to all employees who have worked for a minimum of 30 days in the relevant accounting year. Bonus will be limited to 8.33% of total salary earned in the relevant accounting year or Rs. 6,999/- whichever is less. Bonus shall be paid by the Contractor to his contract employees once in a year before Dussehra/Diwali.

**8. Karnataka Labour Welfare Fund Act 1965.**

**9. General:**

Contribution towards PF, ESI & ELI shall be paid to the Contractor only in succeeding months on submission of proof of having paid the premia / subscription. Premia towards ELI shall be paid to the Contractor on a pro-rata basis every month on submission of original policy and receipt. All premia/ contribution / subscription collected towards such benefits shall be/shall have been promptly paid towards the purpose for which it is collected. If for any reason this has not been possible, the Contractor shall promptly inform ICTS, which will suggest ways and means to put such unpaid amounts to proper use.

**10. Karnataka Shops and Establishment Act 1961: Relevant for contract employee's Earned Leave**

**Miscellaneous**

We will not be responsible for death, accident or injury to the Contractor's employees engaged by him, which may arise in the course of their duty at our premises, nor shall we be responsible and be liable to pay damages or compensation to such persons or to third parties. The Contractor shall at all times indemnify and keep ICTS indemnified against all claims which may be under the Workmen's Compensation Act, 1923, or any statutory modifications thereof or otherwise for or in respect of any damages or compensation payable in consequence of any accident or injury sustained by any workman or other person/ persons at the Centre or premises, building, equipments etc. is attributable to the Contractor or his workmen, such damages shall be made good by the Contractor or his workmen.

**"CONTRACTOR"**

**ANNEXURE – E**

**PROFILE OF EXPERIENCE**

(PLEASE ATTACH ADDITIONAL SHEET, WHEREVER NECESSARY)

1. Name and status of the :  
Proprietor / Director/ Partner
2. Qualification :
3. Average age of the workmen :
4. Do you have experience of running a :  
Contract of similar nature put to tender.  
If yes, please give details
5. Have you provided All Risk Policy, :  
Employees Liability Insurance, etc. in  
any of your contracts? If yes, give details.
2. Any other information :

**UNDERTAKING BY THE TENDERER**

1. I /we intend to carry out the subject work by resorting to engage..... Nos. of  
work force in a month.

Sl. No.	Details of Operations	No of Persons Proposed
1	Annual Maintenance Contract of Electrical systems including substations at ICTS Campus, Shivakote, Hessarghatta, Bangalore North.  <b>a. Supervisor</b>  <b>b. Senior Technician</b>  <b>c. Technician</b>  <b>d. Helper</b>	
<b>Total</b>		

2. I/We undertake to pay the wages well above the minimum wages as applicable (Wages fixed by Ministry of Labour, Government of India (or) Government of Karnataka (or) Department recommended wages whichever is higher).
3. I/We undertake to contribute for workers towards PF,ESI, and ELI from the employer's side as fixed by the relevant authorities.
4. I/We undertake to pay the Bonus at the rate of 8.33 % of the total wages or Rs. 6,999/- whichever is less.

**Name and Address of the Tenderer**

**Signature of the Tenderer**



**Annexure – F**

**Schedule- 1**

**TABLE A**

<i>Sl No</i>	<i>Statutory Benefits</i>	<i>% to be collected from employee</i>	<i>% to be collected by the Contractor</i>	<i>Total %</i>
1	PF	12	13.16	25.16
2	ESI	1.75	4.75	6.5
3	Bonus	-	8.33*	8.33*
4	ELI(Workmen's Comp) (Optional)	As per the statutory law in force		

\* The amount of bonus payable is 8.33% subject to maximum of Rs. 6,999 per annum. The eligibility limit for payment of Bonus from the Salary or Wage of Rs. 21000/- per month as per Section 2 (13) of Bonus Act, 1965

Total bid amount per month inclusive of all taxes and duties as per Scope of Work and other details as contained in the tender document (please furnish in table below based on scope of work as shown in Annexure-A):

The minimum wage indicated at Sl No. 1 is as applicable on 01 OCTober 2017 vide order No. F. No. 1/13(3)/2017-LS-II dtd 06/10/2017, Ministry of Labour & Employment, Office of the Chief Labour Commissioner (C ) New Delhi. The specified minimum wages (basic + VDA) for:

Supervisor	: Rs. 710
Sr. Technician	: Rs. 653
Technician	: Rs. 593
Helper	: Rs. 536

**TABLE B**

Sl No	Description	General shift/Shift (24/7hrs)			
		Supervisor	Sr. Technicians	Technicians	Helpers
1	Total Salary per month (Basic +VDA)	(710*26) 18460	(653*26) 16978	(593*26) 15418	(536*26) 13936
2	Accommodation allowance (Max 7% on Sl No. 1)				
3	Other Allowances				
4	Uniform, safety shoes, ID cards, washing etc.	700	700	700	700
5	Sub Total (1+2+3+4)				
6	Consolidated Monthly Service/ Admin Charges/ Contractor's Margin (to be quoted as percentage of Sl No. 5) (Pl mention both as % and amount)	%	%	%	%
7	Total direct expenditure per month (5+6)				
	<b>Reimbursable Expenditure</b>				
8	PF (13.16% on Sl No. 1)				
9	Bonus (8.33% on Basic or 6,999/- whichever less), as per existing norms.	583	583	583	583

10	ESI (4.75% on SI No. 1)				
11	ELI ( Workmen compensation) (3% on SI No. 1 - Optional)				
12	Earned Leave (15 days Basic + VDA p.a) i.e (1.25 days Basic + VDA p.m)				
13	Total Reimbursable expenditure (8 to 12 ) pm				
14	Total Expenditure (7 + 13)				
15	GST as applicable on SI no. 14				
16	Expenditure per person/per month (14 + 15)				
17	No.of employees proposed				
18	Total expenditure per month (16*17)				
19	Total expenditure per year = (12 months * Expenditure indicated in row 18)				
		A	B	C	D
	Total p.a ( A+B+C+D)				

- Specify designation and experience in the field with level for each column.
- Please specify and attach separate sheets, if necessary.
- All efforts have been made to indicate our requirement. However it is the responsibility of the contractor to fulfill the scope of work as per our requirement without any extra cost. Therefore adequate care must be taken before bidding to ensure that all items are covered.
- In order that the bidders have a clear idea, it is important that the prospective contractors visit ICTS to see the area and work and have discussions before submitting the bids.

All amounts in Table-B to be indicated in figures. In the event of any discrepancy/erasures only the lowest figure will be considered.

**The Contractor shall supply 2 sets of uniform and one set of safety footwear which consists of safety shoes, socks (minimum two pairs) within a month of award of contract and a fresh set will be issued if the contract is renewed beyond one year by the 13<sup>th</sup> month if renewed for 2<sup>nd</sup> year.**

**The monthly and periodical premium /subscription on all the above shall be paid by the Contractor and the quantum to be paid by the employee shall be collected from each employee by the Contractor or deducted from their salary.**

Total amount in words (A+B+C+D) :

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(SIGNATURE OF THE CONTRACTOR)

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(DATE)

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(COMPANY SEAL)

**Schedule 2**  
**Commercial Bid for Consumable items**  
**(Optional but Mandatory to quote)**  
**(Format to be filled up by the Agency)**

**1. Name of Firm/Bidder:** \_\_\_\_\_

**2. Address :** \_\_\_\_\_

**3. Phone/Fax/Mobile/Email:** \_\_\_\_\_

Please quote per unit rate for each of the following items.

Sl. No.	Item Description	Rate per unit
1	28 W T5 TUBE LIGHT	
2	54 W T5 TUBE LIGHT	
3	LEGRAND 6A CLIPIN SWITCH	
4	LEGRAND 16A CLIPIN SWITCH	
5	LEGRAND 6A SPIN SOCKET	
6	LEGRAND 16A SPIN SOCKET	
7	6A PLUG TOP ANCHOR	
8	16A PLUG TOP ANCHOR	

9	18W 2PIN PLC LAMP	
10	18W 4PIN PLC LAMP	
11	26W 4PIN PLL LAMP	
12	36W 4PIN PLL LAMP	
13	2*36 W ELECTRONIC CHOKE	
14	2*28 W ELECTRONIC CHOKE	
15	1*28 W ELECTRONIC CHOKE	
16	1*54 W ELECTRONIC CHOKE	
17	2*54 W ELECTRONIC CHOKE	
18	60W I.C LAMP	
19	9W LED LAMP WHITE	
20	9W LED LAMP WARM WHITE	
21	70W M.H CHOKE WITH IGNITOR	
22	150 W MH CHOKE WITH IGNITOR	
23	70 W MH LAMP	
24	150W CDMT LAMP	

25	150 W MH LAMP	
26	70 W MH HOLDER	
27	150 W MH HOLDER	
28	150 W CDMT HOLDER	
29	70 W CDMT HOLDER	
30	70 W CDMT LAMPS	
31	2M FAN REGULATOR LEGRAND	
32	1.5 sqmm PIN TYPE LUGS	
33	2.5 sqmm PIN TYPE LUGS	
34	4.0 sqmm PIN TYPE LUGS	
35	6.0 sqmm PIN TYPE LUGS	
36	4.0 sqmm RING TYPE LUGS	
37	6.0 sqmm RING TYPE LUGS	
38	1.5 sqmm FRLS WIRE (RED, YELLOW,BLUE,BLACK,GREEN)(5+2BLACK)	
39	2.5 sqmm FRLS 3C CABLE (RED, YELLOW,BLUE,BLACK,GREEN)(15+4 BLACK)	



40	4.0 sqmm FRLS 3C CABLE (RED, YELLOW,BLUE,BLACK,GREEN)(15+4 BLACK)	
41	6.0 sqmm FRLS 3C CABLE (RED, YELLOW,BLUE,BLACK,GREEN) (5+2 BLACK)	
42	1.5 sqmm FRLS 3C CABLE	
43	2.5 sqmm FRLS 3C CABLE	
44	4.0 sqmm FRLS 3C CABLE	
45	6M PVC LEGRAND BOX	
46	8M PVC LEGRAND BOX	
47	6M FRONT PLATE	
48	8M FRONT PLATE	
49	INSULATION TAPE RED,YELLOW,BLACK,BLUE, GREEN	
50	WOODEN SCREW 1",1.25",0.75"	
51	TIN SCREW 1",1.25",0.75"	
52	WALL CUTTING BLADE	
53	METAL CUTTING BLADE	
54	T5 HOLD BASE TYPE, PRESSTYPE	
55	GEYSER SAFETY VALVE	

56	36 W TUBE	
57	THERMOSTAT	
58	THERMO CONTROL	
59	GEYSER 2 KW COIL	
60	42 W PLC	
61	2 *28 W DILDIMABLE CHOKE	
62	MCB, 16 Amps, single pole	
63	MCB, 10 Amps, single pole	
64	MCB, 32 Amps, single pole	
65	MCB, 6 Amps, single pole	
66	MCB, 32 Amps, four pole	
67	ELCB, 30 milli amps	
68	LED tube light, T5. 18 watt	
69	LED tube light, T5. 20 watt	
70	LED tube light, 28 watt	
71	LED tube light, 30 watt	

72	LED tube light, 36 watt	
73	LED tube light, 9 watt	
74	LED flood light , 250 watt	
75	Liquid chlorine	
76	Bleaching powder	
77	Potash alum	
78	Batteries , 9 volt	
79	Batteries, 7AH, 12 volt, Rechargeable	
80	Distilled water	
81	Battery , 12 volt, 100 AH, Rechargeable	
82	Battery 12 volt, 150 AH, Rechargeable	
83	Aluminum cable, 4C, 16 sqmm	
84	Aluminum cable, 4C, 25 sqmm	
85	Copper cable, 4C, 6 sqmm	
86	Copper cable, 4C, 10 sqmm	
87	PVC conduit 40 mm	

88	HMS conduit 25 mm	
89	PVC conduit, 25 mm	
90	HMS conduit, 40 mm	
91	HDPE pipe, 32 mm	
92	HDPE pipe, 40 mm	
93	HDPE pipe, 50 mm	
94	LAN cable, cat VI, 8C	
95	Multimeter, 600 V, Cat IV	

\_\_\_\_\_  
(SIGNATURE OF THE CONTRACTOR)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(COMPANY SEAL)