

**CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE**  
**(Indian Council of Agricultural Research)**  
**Santoshnagar, Saidabad Post, Hyderabad-500059**

F.No.4-5(2)/2015-16

Dated:07-06-2016

INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING THE JOB CONTRACT FOR MAINTENANCE AND OPERATIONS OF ELECTRICAL INSTALLATIONS AT CRIDA MAIN BUILDING, SANTOSHNAGAR, HAYATHNAGAR RESEARCH FARM AND GUNEGAL RESEARCH FARM

A.	Cost of Tender Form	:	Rs. 1,000/- (Rupees One thousand only)
B.	Pre-bid meeting	:	16.06.2016 at 1100 hrs
C.	Last date of submission of Tenders	:	29.06.2016 at 1430 hrs.
D.	Date of opening of Technical Bids	:	29.06.2016 at 1500 hrs.
E.	Date of opening of Financial Bids	:	To be announced later
F.	Tender validity	:	<b>120 days</b> from the date of opening

From  
ICAR - Central Research Institute for Dryland Agriculture  
Santoshnagar, Hyderabad - 500 059

To

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Dear Sir(s),

Sealed tenders are hereby invited on behalf of the Director, Central Research Institute for Dryland Agriculture, Santoshnagar, Hyderabad - 500059 for **JOB CONTRACT FOR MAINTENANCE AND OPERATIONS OF ELECTRICAL INSTALLATIONS AT CRIDA MAIN BUILDING, SANTOSHNAGAR, HAYATHNAGAR RESEARCH FARM & GUNEGAL RESEARCH FARM**. The terms and conditions of the contract which will govern the contract are those contained in the General Conditions of Contract and the special terms & conditions detailed in the Tender Form and its schedules. Please submit your rates in the Tender Form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.

1. The tender document may be downloaded from CRIDA website: [www.crida.in](http://www.crida.in). The cost of tender document of Rs. 1000/- (Rupees one thousand only) should be enclosed along with the tender in the form of Demand Draft / Banker's Cheque in favour of 'ICAR Unit - CRIDA' payable at Hyderabad.
2. Bid security of Rs. 50,000/- (Rupees Fifty thousand only) should be deposited in the form of Demand Draft / Banker's Cheque in favour of 'ICAR Unit - CRIDA' payable at Hyderabad. The particulars of the earnest money deposited must also be superscribed on the top of the envelope by indicating the DD/BC and date, failing which the tenders will not be opened. The tenders will not be considered if earnest money is not deposited with the tenders.
3. The tenderer is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation the aforesaid amount of bid security will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money/ bid security deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
4. The Schedules of the Tender Form should be returned intact and pages should not be detached. In the event of the space provided on the schedule from being insufficient for the required purpose, additional pages may be added. Each additional page must be numbered consecutively and be signed in full by the tenderer. In such cases reference to the additional pages must be made in the Tender Form. If any modification of the schedule is considered necessary it should be communicated by means of the separate letter along with the tenders. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed, otherwise the tenders may be rejected.

Signature of Tenderer with Seal

5. The tenders are liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm, if it be partnership, in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. If tenderer does not accept the offer, after issue of letter of award by Institute within 7 days, the offer made shall be deemed to be withdrawn without any notice & earnest money / bid security forfeited.
7. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry, it appears that the persons so signing had no authority to do so, the Council/Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedules to the tenders and annexure, if any, should be signed by the tenderer.
8. The original copy of the Tenders is to be enclosed in double cover. The inner cover should be sealed. The outer cover should be superscribed 'TENDER FOR JOB CONTRACT FOR MAINTENANCE AND OPERATIONS OF ELECTRICAL INSTALLATIONS AT CRIDA MAIN BUILDING, SANTOSH NAGAR, HAYATHNAGAR RESEARCH FARM AND GUNEGAL RESEARCH FARM' with address of this office and the Tenderer shall place two envelopes clearly marked containing Technical Bid and Financial Bid separately. Tenders to be hand delivered should be put in the Tenders box, which will be kept in Room No.105, E-II Section, not later than the due date & time. Tenders can also sent by Registered/Speed Post but CRIDA shall not be liable for late receipt of tenders due to postal delay or any other reasons. The original copy of the tender is to be enclosed in a sealed cover. The cover should be superscribed with address of this office and the tenderer. Tenders can be sent by Registered/Speed Post but CRIDA shall not be liable for late receipt of tenders due to postal delay or other reasons. Tenders to be hand delivered should be put in the tender box kept in Room No.105, E-II Section, not later than due date & time.
9. The rates quoted by each firm for job contract in tenders be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on tenderer's behalf should be indicated in the tenders. Name and address of permanent representative of the tenderer if any may also be indicated.
10. The Institute is not bound to accept the lowest or any other tenders and also reserves to itself the right of accepting the tenders in whole or in part. You are however at liberty to tender for the whole or any portion or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional tenders will not be accepted.
11. **An amount of 10% of total contract value as Security Deposit in the form of DD/ PO/Bank Guarantee/FDR** for the contract is to be deposited by the successful Tenderer only after receiving a communication from the Institute. In the event of non-deposition of the same within 15 days of the communication, the bid security / earnest money will be forfeited. In the event of any default of performance or conditions of contract, the security deposit will be forfeited.
12. No interest on security deposit and earnest money/bid security deposit shall be paid by the Institute to the tenderer.
13. The Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by the Institute. However, Service Tax / Income Tax or any other tax which is as per the rules of the Government shall be deducted at source from monthly bills of the successful Tenderer, as per rules/instructions made applicable from time to time by the government.
14. The manpower provided for executing the job contract by the agency under this contract will not be the employees of CRIDA and there will be no employer-employee relationship between CRIDA and the persons so engaged by the contractor in the aforesaid services.

Signature of Tenderer with Seal

15. The contractor shall submit pre-receipted monthly bills for the job contract work performed during the preceding month along with proof of contribution made for ESI/EPF in respect of the manpower Employed by the contractor for the aforesaid service. The contractor shall produce proof of contributions (copies of Electronic Challan cum Receipt - ECR) towards EPF/ESI in respect of the labour employed by the contractor for executing this job contract.
16. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost, all taxes, protective gear, working tools & tackles etc. The CRIDA shall not bear any extra charge on any account whatsoever i.e. EPF contributions, Uniform, Liveries, OTA etc. Any escalation of minimum wage as per the notification issued by the office of Labour Commissioner (Central) from time to time during the period of contract shall be borne by the contractor.
17. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central/State Government's relating to the job contract being offered (ie. Job Contract regarding Operation and Maintenance of HT and LT Electrical Installations at the Institute).
18. Risk clause: CRIDA reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause notice to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.
19. The Director, CRIDA reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer. The agreement is terminable with one month's notice on either side.
20. The decision of Director, CRIDA shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, CRIDA. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution act 1996.
21. Acceptance by the Institute will be communicated by Fax/email/Express letter, or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the Fax/email/Express letter et. Should be acted upon immediately.
22. The Director, CRIDA reserves the right to award the job contract in part or full keeping various statutory liabilities and may not be to the lowest quoted contractor/firm.
23. Successful Tenderer will have to enter into a detailed contract agreement with CRIDA on non-judicial stamp paper of Rs. 100/- (Rupees one hundred only) for this Job Contract regarding Operation and Maintenance of Electrical Installations at the Institute.
24. Financial bids of only those firms will be considered who qualify in the technical bid.
25. LIQUIDATED DAMAGES CLAUSE
  - I. An amount equivalent to two days of contract amount, subject to a minimum of Rs.1000/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not upto the mark in any Section. It will be brought to the notice of the supervisory staff of the firm by CRIDA and if no action is taken within one hour liquidated damages clause will be invoked.
  - II. Any misconduct / misbehaviour on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
26. The following documents / vouchers are required to be enclosed with the Tender Forms (Technical Bid) which will form necessary part of the terms and conditions of the tender document:-

Signature of Tenderer with Seal

**Essential**

- a. Registration certificate of the firm under the work contractor of the Govt. of Telangana/A.P. (Enclosure I).
- b. License issued by the Competent Authority of Government Department for undertaking Electrical repair and maintenance contract works of all HT and LT Electrical installations.
- c. Copies of audited trading, P/L and Balance sheets by a registered chartered accountant for the last 3 years (2012-13, 2013-14, 2014-15) to be submitted where a minimum of Rs 20,00,000 (Rupees Twenty lakhs only) should be turnover of the firm in respect of Maintenance and Operation of Electrical Installations (MOEI). (Enclosure II).
- d. Last three years continuous experience of the firm in the field of providing Maintenance and Operation of Electrical Installations (MOEI) in Central Govt. establishments/Autonomous bodies of Govt. of India / Corporation of Govt. of India/reputed public or private organizations' provide the details in enclosed tabular form (Enclosure III).
- e. Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last 3 years (Enclosure IV).
- f. Employee EPF registration certificate issued by EPF Department (Enclosure V).
- g. Employee ESI registration certificate issued by ESI Department (Enclosure VI).
- h. Nos. of staff/supervisors registered under ESI/EPF separately. Minimum 50 Nos (Staff/Supervisors) required with their ESI& EPF contributions. Documentary proof of vouchers to be attached (Enclosure VII).
- i. Workmen deployed under this job/ service contract shall have working license issued from competent electrical authority for HT & LT installations.
- j. Service tax registration certificate issued by Govt. Department (Enclosure VIII).

**Optional**

The contractor / agency must have a license from Labour Commissioner (Central) and registration with the contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour licence under this Act (Enclosure IX).

Yours faithfully, For and on behalf of the Director  
(Name and Address of the Institute)

Signature of Tenderer with Seal

## TENDER FOR THE CONTRACT FOR JOB WORK/SERVICE CONTRACT

Full Name & Address of the Tenderer in  
Addition to Post Box No., if any, should be  
Quoted in all communications to this office:

Telephone No.:  
Fax/Cellular no.:  
E-mail address:

From:

.....  
.....

To  
The Director  
ICAR - Central Research Institute for Dryland Agriculture  
Hyderabad - 500 059

1. I/We have read all the particulars regarding the General Information and other terms and conditions of the 'TENDER FOR JOB CONTRACT FOR MAINTENANCE AND OPERATIONS OF ELECTRICAL INSTALLATIONS AT CRIDA MAIN BUILDING, SANTOSH NAGAR, HAYATHNAGAR RESEARCH FARM AND GUNEGAL RESEARCH FARM' and agree to provide the services as detailed in the schedule herein or to such portion thereof as you may specify in the acceptance of the Tender at the rates given in Schedule -I to this Tender and I/We agree to hold this offer open till 120 days. The rates quoted will be valid for a period of one year in the event of award of the contract. I/We shall be bound by a communication acceptance dispatched within the prescribed time.
2. I/We have understood these terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this Tender ..... The Schedule-I and II to accompany this Tender are at pages.....
4. Every page so attached with this Tender bears my signature and the office seal.
5. DD/BC No.....dated ..... for Rs..... drawn in favour of "ICAR Unit- CRIDA" and payable at Hyderabad is enclosed as earnest money deposit.
6. DD/BC No.....dated ..... for Rs..... drawn in favour of "ICAR Unit- CRIDA" and payable at Hyderabad is enclosed as cost of Tender Form.

Yours faithfully,

Signature and Seal of the Tenderer

Witness .....  
Address .....  
Occupation .....

Telephone No. Office  
Residence  
Mobile

Signature of witness to contractor's signature  
Address:  
Name and Signature of Witness: Address

Signature of Tenderer with Seal

**SCHEDULE TO TENDERS  
PART-1**

- 1 Name of the Firm / Agency
- 2 Full Address with Post Box No.  
and Telephone No. if any
- 3 Constitution of the Firm / Agency [Attached Copy]  
Indian Companies At. 1956 Indian Partnership Act,  
1932 (Please give names of Partners) any other Act,  
if not, the owners
- 4 For partnership firms whether registered under the  
Indian Partnership Act, 1932, please state further whether  
by the partnership agreement to arbitration has been  
conferred on the partner who ha signed the Tender
  - i. If answer to the above is in negative whether there is any  
general power of attorney executed by all the partners of  
the firm authorizing the partner who has signed the  
Tenders to refer dispute condemning business of the  
partnership to arbitration
  - ii. If the answer to above is in affirmative please furnish a  
copy of either the partnership agreement or the general  
power of attorney as the case may be. The copy should be  
attested by a Notary Public or its execution would be  
admitted by affidavit on a properly stamped paper by  
all partner.
5. Name and Full address of your Banker
6. Your Permanent income Tax No./Circle/Ward
7. Any other relevant information

**PART – II**

- |   |                         |        |
|---|-------------------------|--------|
| 8 | Earnest Money Deposited | Yes/No |
|---|-------------------------|--------|

**PART – III**

- 9 Name and Address of the Firm's representative and  
whether the firm would be representing at the  
opening of the Tenders
- 10 Name of the Permanent Representative to be

visiting CRIDA regarding the contract

Date:

AUTHORISED SIGNATORY

Place:

Please add supplementary pages to be numbered wherever needed by the Tenderer

Signature of Tenderer with Seal

## **SCHEDULE – II**

### **'TENDER FOR JOB CONTRACT FOR MAINTENANCE AND OPERATIONS OF ELECTRICAL INSTALLATIONS AT CRIDA MAIN BUILDING, SANTOSH NAGAR, HAYATHNAGAR RESEARCH FARM AND GUNEGAL RESEARCH FARM'**

Scope of work : As mentioned in the enclosed Annexures:-

#### **TERMS AND CONDITIONS**

1. The contractor should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave under intimation to this office.
2. Contractor should pay the labour Employee under this job contract as per the minimum wages for such activities fixed by the Chief Labour Commissioner (C), Ministry of Labour and Employment, Government of India, New Delhi.
3. The tenders/quotations who quoted the rates for this job work equal or higher than the prevailing minimum wages for electrical work of Chief labour commissioner, New Delhi on the closing date will only be considered.
4. The Agency will be responsible for complying with the obligations under the Labour Laws in respect of minimum wages, ESI, EPF and Labour Act and various other provisions for all its employees deputed to work under this job contract work at CRIDA.
5. The 'job contract' awarded will be carried out at the CRIDA and its farms. CRIDA will be the Principal employer. Accordingly, the payments made to the workers will be checked by the DDO, CRIDA.
6. Initially the period of contract is for one year but likely to be extended for one more year upon satisfactory performance and mutually agreed upon to.
7. Since this "Maintenance and Operations of Electrical Installations at CRIDA Main Building, Santhosnagar, Hayathnagar Research Farm and Gunegal Research Farm" contract work as mentioned in the tender will be awarded on 'Job Contract' basis only, the workers deployed by the contractor do not have any right to demand/claim for job, wages and statutory/obligations directly from CRIDA.
8. The Director, CRIDA reserves the right to reject any or all quotations in whole or in part without assigning reason thereof. The decision of Director, CRIDA shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.
9. The staff provided should also maintain secrecy and discipline in the premises of Institute.
10. The staff provided should also be capable of reading and writing Hindi and English with a minimum qualification as specified for such job contract work by relevant Government Authority.
11. The contractor shall keep relevant records as per labour contract Act.
12. The agreement is terminable with one month notice on either side.
13. The contractor shall not sublet the work without prior written permission of the CRIDA.
14. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.

Signature of Tenderer with Seal

15. The persons so provided by the agency under this contract will not be the employee of the CRIDA and there will be no employer-employee relationship between the CRIDA and the person so engaged by the contractor in the aforesaid services.
16. Payment for service contract will be made on monthly basis upon submission of pre-receipted bills along with the proof for depositing the ESI and EPF contributions for persons engaged at CRIDA.
17. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The CRIDA shall not bear any extra charge on any account whatsoever i.e. EPF contribution, Liveries, OTA etc.
18. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations of law in force that may be applicable to them from time to time while executing such job works. The contractor shall indemnify and keep indemnified the CRIDA from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, CRIDA shall be final and binding on the contractor.
19. Income Tax will be deducted from the payments due for the work done as per rule.
20. Changing of Supervisor/Staff should be intimated to the Officer Incharge for Main Campus in writing.
21. The contractor must employ adult labour only. Employment of child labour may lead to the termination of the contract.
22. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Government relating to this contract made applicable from time to time includes personal, surrounding and equipment precautions and safety aspects.
23. The Director, CRIDA reserves the right to reject any or all Tenders in whole or in part without assigning any reasons thereof. The decision of Director, Institute shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

Signature of Tenderer with Seal



**Year-wise details of the Minimum 03 years experience/work done**

Sl. No.	Name of the Deptt./ Organization & Name of Contract	Size of organization in respect of electrical installations	Period		No. of staff deployed	Remarks
			From	To		

## **SPECIAL TECHNICAL TERMS & CONDITIONS**

### **Job Contract for Maintenance and Operations of Electrical Installations at CRIDA HRF and GRF**

1. The Contractor should have a valid license issued by the Government's Competent Authority for undertaking Electrical repair and maintenance contract works of all HT and LT Electrical installations.
2. The Contractor shall submit the firm registration certificate issued by the State Government .
3. The contractor / agency must have a license from Labour Commissioner (Central) and registration with the contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act (Enclosure IX)
4. The Contractor should have minimum 5 years of undertaking Electrical repair and maintenance contract works of all HT and LT Electrical installations work experience in any Institute/Government Organization/Company where 2000 KVA of 11000/415 Volts or more electrical installations exists.
5. The job contractor should comply with the minimum wage rates with all mandatory deductions like EPF/ESI contributions as fixed by the Government from time to time for the staff employed by him, otherwise the tender/contract so offered would be cancelled.
6. The Contract period will be one year from the date of issue of job contract order. However, period of the work can be reduced or extended by the competent authority of CRIDA.
7. During the period of contract the Contractor should complete the work in time. In case of incomplete/delayed/unsatisfactory services, the contract will be cancelled by the competent authority of the Institute. For which, the contractor will be held sole responsible.
8. Any slackness/Irresponsibility/negligence in the work by the Contractor will lead to cancellation of the contract along with forfeiting of Security deposit/performance Guarantee amount.
9. The Contractor has to protect the Institute's property from the losses during the contract period. If at all any loss/theft/damage occurs then contractor himself has to recover the loss otherwise, it will lead to deduction of loss amount from the bill and or cancellation of contract .
- 10. Nature of work:** This Annual maintenance contract is called for maintenance and up keeping of all HT/LT electrical installations at CRIDA, Head Quarter, HRF and GRF research farms. During the contract period, the contractor has to upkeep the following electrical installations.
  - a) Maintenance of continuous electricity supply for the CRIDA, Head Quarter like Administrative offices, Scientist/Officer and officials work rooms, all laboratories, Meeting halls, Library, all research facilities, Auditorium, IGH, TTC, Canteen, security points etc. This Annual maintenance contract may contain about 5000 points in the Head quarter and Research farms at HRF and GRF.
  - b) Maintaining Street lights which includes Fluorescent, H.P.M.V/SV, C.F.L., LED lights About 250 points in the Head quarter and Research farms at HRF and GRF.
  - c) Electricity maintenance work of Director's bungalow and about 32 residential Quarters.
  - d) Maintenance of 25 KVA to 1000 KVA capacity Indoor/outdoor substations with HT/LT distribution transformers of 11000/415 volts at all the places of CRIDA, Head Quarter, HRF and GRF research farms.
  - e) Maintenance of 11KVA/415 volts over head line approximately 10 kilometers long and underground HT/LT cables at CRIDA, Head Quarter, HRF and GRF research farms.
  - f) Operation and Maintenance of all submersible/ mono block pump sets having a capacity of 20/10/5HP, and 2/4 INCH GI water discharge capacity with all relevant electricity board/panel switch gear.
  - g) Operation and Maintenance of electrical distribution board/panels (AMF/MDF/SDF) of diesel generator sets of 380, 250 KVA (at HQ) and 160 KVA (at HRF) along with 2/3 small portable generator sets.
  - h) Expert Operator in all three shifts with suitable reliever for daily maintenance and operations for 380 KVA, 250 KVA (at HQ) and 160 KVA (at HRF) generators of the Institute.
- 11. Providing maintenance staff for attending complaints :**
  - a) Contractor/his representative will be responsible for maintenance of sub-stations, Overhead lines, pumps etc. and attending complaints regarding continuous supply of electricity in the entire CRIDA campus and research farms at HRF and GRF.
  - b) Contractor/his representative will be responsible for maintenance of street lights, Office building and Laboratories and attending complaints regarding continuous supply Electricity.

- c) Contractor/his representative will be responsible for maintenance of residential complex and attending complaints regarding continuous supply of electricity.
- d) Providing a Supervisor by the Contractor for coordinating with the Officer In charge/ Engineer regarding executing and supervising the above contract smoothly.

**12. Field Work : Annual Maintenance Contractor should do the following maintenance /Allocated works along with attending day to day repair maintenance complaints :**

1. Appropriate maintenance of all the LT panels (Twice in a year).
2. Appropriate maintenance of all the main boards (Twice in a year).
3. Appropriate maintenance of all the sub-main boards (Twice in a year).
4. Appropriate maintenance of all the DB (Twice in a year).
5. Checking earth status (Once in a year).
6. Checking earth continuity in all main boards, sub main boards and DP (Once in a year).
7. Painting and marking of poles (Once in a year).
8. Cleaning of all types of fittings (Once in a year).
9. Tightening of HT/LT Overhead lines/checking of sag (Once in a year).
10. Checking and fixing of HT/LT Overhead insulator (Twice in a year/ as and when needed).
11. Inspecting and fixing of HT/LT cross arms/straight arms (Twice in a year).
12. Inspecting and fixing of oil leak of transformers, oil level correction, cleaning, earthing etc. (Twice in a year).
13. Inspecting and fixing of GO switch (Twice in a year).
14. Inspecting and fixing of HT/LT jumper connection (Once in year)
15. Maintenance of all power points of AC's, Water coolers, Deep freezers, refrigerators, Coolers etc once in two months.
16. This work should be done according to the Electricity supply Act/Rules issued by the Government of India/ State Government in force.
17. This Work includes all routine repairs and maintenance of Electricity and Break down repairs of existing electrical system.
18. This work includes repairs and maintenance of internally installed electric system as per requirement.
19. The Contractor has to keep a complaint register/log book regarding electrical works in the campus, a place prescribed by the Officer Incharge.
20. The Contractor/Representative will have to maintain a dairy in which he has to take a signature after attending complained work from the Complainee/ by the Officer Incharge.
21. The Contractor will have to maintain electricity 24 hours round the clock in the Institute.
22. The Contractor will have to complete the work in time on priority basis as prescribed by the officer incharge of the section.
23. The working time can be changed as per requirement by the Officer Incharge, the contractor will have to agree upon this and he will have to give 24 hours service.
24. All the materials (bulbs, tubes, wires, fuses, MCB's, Insulation tapes, Screws, Wooden gatties, Check nuts, Wires, Sand, Cement etc.) for the maintenance will be supplied by the Institute.
25. For using the issued material Complain tee's signature is required and job card also need to be maintained.
26. It is the responsibility of the Contractor to take the material up to the work spot and for this the Institute will not provide any transportation facility.
27. As the Institute research farm's area spread apart geographically, the Contractor /Representative will have to arrange necessary transportation facility to attend the electricity complaints. Institute will not provide any transportation facility.
28. Delay in electricity supply and attending calls will not be accepted due to non availability of transportation. If the complaints are not attended in time and the Institute gets any loss then the penalty will be levied on the Contractor or amount will be deducted from the bill.
29. During the period of Contract, the Contractor will be having complete responsibility of switching off the electricity from TSSPDCL and re supplying. For this the Contractor will have to maintain appropriate record register.
30. The Contractor will have to maintain a record of the material issued to him for attending a complaint. At the time of attending a complaint defective/broken/useless material will have to be replaced and receipt will have to be taken from the complainer after replacement.

31. Before under taking Annual job contract the list of all electric assets in the buildings will be handed over by electrical section after signed acknowledgement from the Contractor.
32. Upon completion of the annual job contract the contractor will have to submit the verified list to the Department. Any sort of damage or loss will be recovered from the Contractor.
33. The Complaints have to be rectified within 24 hours. No complaint shall be pending without any acceptance. If the complaints are not attended in time then penalty will be levied on the Contractor or amount will be deducted from the bill.
34. Where ever required trimming of branches cutting of trees that obstructing overhead lines also includes in this contract.
35. The Contractor has to source his own tools and tackles for maintenance work. which includes working tools, OH line puller, 30 feet long staircase ladder, HT/LT protection gear, Caution board, Line earthing gear, Megger, continuity checkers, Torch light etc.
36. The contractor will be held responsible for maintaining all the installations of the Institute in working and good condition.
37. The Contractor will have to record the details regarding electricity supply availability, interruptions, current load parameters, generators run time, etc under this job contract.
38. The Contractor will not employ any child labour for works of electricity maintenance.
39. The Contractor will not employ and deploy any representative who does not have valid license for electricity repair maintenance.
40. Any sort of defect in electrical installations will have to be informed to the Officer Incharge immediately.
41. Any defect erasing due to defective operating procedures/ in correct way of handling, the contract has to get it repair at his own cost and resources.
42. The Contractor has to provide uniform/shoes/Name badge etc. to their workers.
43. The contract shall maintain cordial relations with all staff of CRIDA for speedy disposal of their complaints of electricity repairs.
44. The workmen deployed by the Contractor under this job contract actual work, shall where photo identity card for working inside CRIDA. The contractor will also hand over the details of persons deployed with identification proofs to the officer incharge.
45. While performing the contractual maintenance work any unforeseen/accidental hazard happens the contractor shall bear the sole responsibility.
46. This work will be accepted only for the nature of contract (On the basis of job contract). There will be no relation with the Contractor or his representative except during the job contract.

This is certified that I read all the terms and conditions displayed on tender form and I accept it. I give my consent to work on the basis of work contract/job contract related to the maintenance of electricity in the Institute on given rates.

Signature of the Tenderer

Address of the Tenderer

Mobile Number