

No 14/11/2017-OIDB

Dated: 03.10.2017

Operation & Maintenance of Electrical System and Diesel Generating Sets in OIDB Bhawan, Sector-73, Noida

1. OIDB invites bid for Operation & Maintenance of Electrical System and Diesel Generating Sets at its facilities at Sector-73, Noida.

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|-----|-----------------------------------------|---|------------------------|
| (a) | Upload of tender document | : | 4.10.2017 |
| (b) | Pre-bid meeting | : | 9.10.2017, 11AM |
| (c) | Last date and time of submission of bid | : | 23.10.2017, 2PM |
| (d) | Date and time of opening of bid | : | 24.10.2017, 3PM |
| (e) | Earnest Money Deposit (EMD) | : | Rs. 1,80,000/- |
| (f) | Contact person | : | Ganesh C Doval, DCF&AO |

2. **Bid Qualification Criteria (BQC)/Eligibility Conditions**

- i. The bidder should have experience of at least 5 years or more in Operation and Maintenance of HT & LT Electrical System and Diesel Generating Set of 1000KVA capacity. The bidder should submit work order/performance certificate, from any Govt. Departments, PSUs or reputed Ltd/Pvt. Ltd. companies to this effect.
- ii. Bidder should have GST Registration, PF, ESI and PAN No.
- iii. Bidder should have completed two O&M Contracts of Electrical System and Diesel Generating Sets of value greater than Rs 40 lakh per annum in last three years of high rise/multi-storied building having 10 or more floors.
- iv. The bidder should have valid A-Class Electrical License from Competent Authority.
- v. The bidder should have an Annual Turnover of Rs 1.00 crore in each of the preceding three financial years.
- vi. The bidder should submit EMD of Rs 1.80 Lakh by way of RTGS/NEFT.

RTGS/NEFT details are as under:

Name of beneficiary	OIL INDUSTRY DEVELOPMENT BOARD
SB Account No.	11084240909
Bank Name & Address	State Bank of India, Main Branch, Parliament Street, New Delhi
Bank IFSC Code	SBIN0000691

Bids received without above requisite documents shall be rejected.

प्रधान कार्यालय :-

ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
प्लॉट नं. 2, सेक्टर - 73, नोएडा-201301, उ.प्र.
फोन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630
वेबसाईट : www.oidb.gov.in

पंजीकृत कार्यालय :-

301, वर्ल्ड ट्रेड सेन्टर, तीसरी मंजिल, बाबर रोड, नई दिल्ली-110 001
फोन : 91-11-23413540

Main Office :-

OIDB Bhawan, 'C' Block, 3rd Floor
Plot No. 2, Sector-73, Noida-201301, Uttar Pradesh
Phone : 91-120-2594602, 603, 604 Fax : 91-120-2594630
Website : www.oidb.gov.in

Registered Office:-

301, World Trade Centre, 3rd Floor, Babar Road, New Delhi-110 001
Phone : 91-11-23413540

3. Period of Contract

Contract shall be for a period of two years from the date of start of contract. However, the contract may be extended for a further period of one year on the same terms & conditions at the sole discretion of OIBD and subject to satisfactory performance. OIBD reserves the right to terminate the contract by giving 15 days' notice and without assigning any reason thereof.

4. Scope of Work

Introduction

OIBD Bhawan is receiving power from PVVNL through Single 11 KV feeder (power cable). This is terminating near to the Office complex gate from where it is taken to the metering equipment of PVVNL.

Feeder is taken to switch room from where it goes to Voltage stabilizer and is fed to 11KV switchgear. Two 11KV outgoing feeder from switchgear are connected, one each to 1.6MVA, 11KV/433V transformer. After stepping down, power at 433V from both 1.6MVA transformers is taken through bus-duct to LV switchgear. Feeders from LV switchgear are further distributed to various locations in and around OIBD Complex.

SLD is annexed with this document

Office complex also has 3 sets of 1,010KVA MTU make Diesel Generating Sets and 1 set of 500KVA Volvo Penta make Diesel Generator. These are meant for meeting full load requirements of the complex which is close to 2,500 KW peak and an average of 1,300KW in the event of PVVNL power failure. DG set up has its own two number cooling towers and three cooling water pumps.

Job Involves

a) OPERATION & MAINTENANCE OF ELECTRICAL SYSTEM

1. Operation and Maintenance of main receiving station, HT substation, LT substation, HT & LT Switchgear, Internal and external electrical installations including all electrical equipment associated with the power system, building complex lighting, safety grounding system, etc. etc.
2. Daily inspection, cleaning and maintenance of transformer, HT & LT panel, breakers, capacitor panel, UPS, Battery and its Charger, motors, pumps, fans, light fittings, power supply point, etc.
3. Transformer oil testing once in 6 months from Government laboratory and carry out oil filtration if indicated in test report.

4. Quarterly inspection & cleaning of bus duct, bus bars and all cable connections for abnormality & hot spot detection and rectification.
5. Attending to breakdown & troubleshooting effectively, without delay, and in a manner to prevent recurrence in future.
6. Repair of electrical and electronic equipment. Replacement to be considered as last resort only.
7. Calibration & reprogramming of energy meters, controllers, PLC, etc.
8. Record all parameter of all transformers, switchgear, panels and other electrical equipment.
9. Annual checking and testing of protection relays
10. Quarterly check of earth resistance of all the earth pits and maintain the value within permissible limits.
11. Quarterly check of all installation for Insulation resistance and maintain the value within permissible limits.
12. Overhauling of fans, motors, pump set, etc.
13. Repair/replace defective parts as and when required.
14. Maintain complaint register. Attend to all complaints relating to electrical faults, repair and complete rectification work.
15. Shift wise recording of activities in log book and compile MIS reports weekly.
16. Prepare preventive maintenance schedule of all equipment. Complete activities as per schedule and maintain records.
17. Preparation of roster of persons deployed for round the clock availability of skilled and trained manpower. Submit the monthly roster to OADB for approval.
18. Making arrangement for leave vacancy.
19. Liaise with electrical authority.
20. Test report submission and getting the installation checked from Electrical inspector once a year.
21. Getting approval from CEA.
22. Liaise with OADB Officials and the Operating Staff.
23. Coordinate with electricity supplier and ensure availability of power supply to OADB Complex all the time.
24. Other relevant operation & maintenance activities not specifically mentioned above are also included in the scope of the contractor.

b) OPERATION & MAINTENANCE OF DIESEL GENERATOR SETs

1. Daily inspection, cleaning and maintenance of Diesel Engine, Electrical Generator, Starter Motor, panel parts, oil & water system including water pumps & cooling towers.
2. Check & record parameters like temperature, lube oil pressure, lube level, Coolant level, Diesel Level & stock availability. Take timely action in case abnormality is detected.
3. Regular cleaning of Oil, Air & water filters.

4. Regular cleaning of radiator and other accessories.
5. Daily cleaning, inspection & checking of all panels & bus bar for abnormality & hot spot detection. Rectify defects found during inspection.
6. Quarterly cleaning, inspection, checking for abnormality & hot spot detection and rectification of Bus duct.
7. Daily inspection, cleaning and maintenance of battery. Battery Voltage & specific gravity checking and top up with distilled water if required.
8. Attending to breakdown & troubleshooting effectively, without delay, and in a manner to prevent recurrence in future.
9. Repair of electrical and electronic equipment. Replacement to be considered as last resort only.
10. Calibration & reprogramming of energy meters, controllers, PLC, etc.
11. Annual checking and testing of protection relays
12. Running of all DGs in test mode once a week
13. Maintain record of Fuel and Lube consumption in DGs and submit MIS report weekly
14. Fuel tank topping up as and when required.
15. Close monitoring & immediate rectification of any oil leakage that can cause hazardous occurrences.
16. Repair, replacement, painting of pipe lines and water & diesel tanks, diesel unloading station.
17. Regular cleaning, maintenance and repairs of pumps, pipe line and cooling towers.
18. Other relevant operation & maintenance activities not specifically mentioned above are also included in the scope of the contractor.

c) Following basic tools shall always be maintained in good working condition at OIDB site:

1. Insulation Resistance Tester (Megger) - 500V and 5KV
2. AVO Meter
3. Tong Tester
4. All size insulated Pliers (Flat & Nose), Insulated Screw Driver Set (Flat tip & Star Tip), Ring Spanners set, D Spanner Set, Socket Spanner Set, Allen Key Set, Hammer Set, Hack saw with Blade, Crimping Tool, specific gravity meter, Battery current capacity check meter, etc.
5. Contact less temperature scanner
6. Earth resistance tester

d) Manpower Deployment

Bidder will engage manpower for operation & maintenance as mentioned below:

1. Electrical Operators - 1 Qualified ITI passed electrician cum fitter with 5 Year relevant experience + 1 helper, per shift of 8 Hrs. (3 shift a day for 365 days a year)
2. DG Operators - 1 Qualified ITI passed electrician cum fitter with 5 Year experience on 1000KVA Capacity Diesel Generator + .1 helper, per shift of 8 Hrs. (3 shift a day for 365 days a year)

3. Supervisor- 1 Qualified Degree/diploma in Electrical Engineering with 5 Year relevant experience and carrying electrical supervisory license (8 Hrs a day).

5. Payment Terms

1. Vendor to submit bill in duplicate along with wage sheet, EPF & ESI Challans, copy of log book recording & maintenance record of each month on or before seventh day for all works executed in the previous month. Wages to be paid in presence of OI DB representative. Payment of running bill shall be released within 30 days of submission.
2. Contractor has to submit a certificate along with monthly bill confirming that he has complied with all statutory provisions of law applicable to contract.
3. OI DB shall not entertain any claim from bidder if payment gets delayed due to sorting out of discrepancies in the bill.
4. Vendor has the option to receive payment through NEFT/RTGS. However to avail this option, contractor has to submit bank details mentioning name, A/c No., Name of Bank, Branch address, Branch Code, IFSC and a crossed cheque to release payment accordingly. All bank charges will be to contractor account.

6. Security cum Performance guarantee

1. The successful bidder shall be required to deposit an amount equal to 10% of the contract value within 15 days of issue of letter of intent, as Performance Security. EMD submitted earlier can be adjusted for this purpose to the extent of its value.
2. Security cum Performance guarantee shall be submitted in the form of Demand draft/pay order drawn in favor of "Oil Industry Development Board" payable at New Delhi
3. Security cum Performance guarantee will be discharged after completion of contractor's performance/warranty obligations under the contract without any interest.
4. If the contractor fails or neglects any of his obligations under the contract, OI DB reserve the right to forfeit security cum performance guarantee furnished by the bidder as penalty for such failure.

7. Sub-letting and split of work

1. Subletting of contract is not allowed.
2. Spitting of work is not envisaged.

8. Site Visit

Bidder must acquaint himself/herself of the site. No compensation will be entertained on this account later after submission and acceptance of bids.

9. Validity of bid

1. Bid shall remain valid for 120 days from the date of opening of bids. Price part of the bids shall be indicated in figures and words. When it is not possible to ascertain the correct rate and amount in the manner prescribed, the quoted rate in words shall be adopted and amount thus shall be worked out.
2. Bids received after due date and time shall not be considered.

10. Safety of persons

Bidder shall ensure that manpower deployed at OI DB Complex at Noida have been trained in electrical safety and they report on duty wearing electrical safety shoes.

Bidder shall ensure the safety of the persons deployed by them and bidder himself will be responsible for the same. Bidder will indemnify for any mishap, injury, accident to the persons deployed by for the job. Bidder will take workmen compensation insurance cover for all manpower deployed at OI DB Bhawan and submit a copy to OI DB.

11. Termination / Cancellation of contract

In the event of non-performance by the contractor OI DB reserves the right to cancel the contract at any point of time and engage the services of any other agency for the job at the risk and cost of the bidder.

OI DB in addition to other right, can terminate the contract at its sole and absolute discretion at any time by giving a notice of 2 weeks to the bidder. This will be without prejudice to the rights of OI DB that have accrued on or before the date of termination of contract

12. Penalty

Penalty @ 5% of the contract value per month shall be levied for not operating and maintaining the plant in accordance with the scope defined elsewhere in the NIT. For repeated default contract is liable to be terminated.

13. Jurisdiction of Court

Any dispute & difference which may arise in relation to this agreement shall be referred to sole Arbitrator who shall be appointed by the Secretary (OI DB) or his nominee. The arbitration shall be held in accordance with the provisions of Arbitration Act and place of Arbitration shall be Delhi.

14. Taxes and duties

Contract price shall be inclusive of all the taxes/GST. However, bidder will quote the percentage of the rates considered for any adjustment, both positive and negative, for any increase/decrease in the taxes and duties during the currency of contract.

15. Compliance to PF / ESI Rules

It will be the responsibility of the bidder to comply with the statutory requirements related with the contract including the provident Fund (PF) and Employee State Insurance (ESI) for the persons engaged by the contractor for the job. Bidder shall adhere to all laws, rules and regulations that may be in force from time to time concerning the employment or service conditions of its employees.

Bidder will submit license and registration details, PF A/C No, PAN No., GST registration number along with the supporting documents.

Bidder will maintain the complete record of the wages, PF deductions, ESI, gate passes, health check, safety equipment, tools etc. of persons employed for the job.

Bidder should not be on holiday list/de-listed/black listed by OI DB or any Department of GOI/PSU. An affidavit may be submitted in this regard.

Offer of Bidder under liquidation will not be considered.

All the pages of tender document will be signed & stamped by the bidder and returned as having accepted the provisions, conditions & scope of work etc.

Pre-bidding meeting has been assigned a time period for seeking any clarification, deviation, anomaly, contradiction to the NIT

16. Payment of wages

The bidder shall ensure that payment of wages to the employees has been made in accordance with the minimum wages act. If at any time it is noticed or it comes to the knowledge that the payment to the persons employed by the bidder is not made in accordance with the minimum wages act, OI DB shall reserve the right to take remedial action to regulate the payment.

Payment to the persons employed by contractor shall be made before 7th of every month.

17. Income tax

OI DB shall be entitled to deduct Income Tax and surcharge thereon at source at the rates prevailing from all due payments. In addition to the above OI DB shall be entitled to deduct all statutory tax and duties as applicable.

18. General Condition

OI DB reserves the right to change any condition of the tender before opening of technical bid. OI DB also reserves the right to reject any or all tenders without assigning any reason.

Annexure

FORMAT – Schedule of Rates (SOR)

1. Quoted rate shall be inclusive of all taxes and duties and incidentals for the operation and maintenance contract.
2. Rates shall be quoted after taking into consideration the manpower to be deployed.
3. Quoted price shall be without conditions.
4. Rates amount shall be quoted in figures and words.

PRICE PART

Sl. No	Item	Unit	%age considered as GST/Taxes in the quoted rate as per clause 15 of the tender	Rate (INR)/Month in figures & words	Amount per year
1	Operation & Maintenance of Electrical System and DG Sets at OIDB Noida as per scope of work mentioned in NIT.	lump sum		Rs..... Rupees	Rs..... Rupees

The rate quoted above is inclusive of GST/Taxes which has/have been calculated as % (as per clause 15 of the tender)

Signature of bidder with stamp