

BSNL EW-6

BHARAT SANCHAR NIGAM LIMITED



BSNL
Connecting Bharat
Securely • Affordably • Reliably

(A Government of India Enterprises)

Office of Executive Engineer (E)
BSNL Electrical Division, Raipur
2Nd Floor Tel. Exchange Compound, Raipur,
Phone no. 0771- 2430072, 9422931803

No:- **40(1)** /EE(E)/BSNL/RYP/2024-25/ 860

dated: - 11.12.2024

Electrical Division: , RAIPUR

Sub Division- RAIPUR

NIT No: - 15/EE(E)/BSNL/RYP/2024-25.

Notice Inviting Tenders

(As per Tendering Procedure in BSNL revised up to date)

Tenders in the prescribed form are hereby invited on behalf of the BSNL for the work of :- **Operation & Comprehensive maintenance of Electromechanical services in TE New Rajendra Nagar, Raipur & its staff quarters compound (Temporary Arrangement).**

01. Estimated Cost: Rs. 178241.00

02. (a) The tender document consisting of plans, Specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents, specification, methodology of work including General Conditions of Contract Form can be seen and downloaded from website www.chhattisgarh.bsnl.co.in free of cost up to last date and time of online bid submission.

(b) The site for the work is available/ or the site for the works shall be made available in parts.

(c) The tender forms can also be downloaded from the website.

(d) Before tendering, the contractor shall inspect the site and fully acquaint himself about the condition with regard to accessibility of site and site nature and the extend of grounds, working condition, including stocking of materials, installation of T&P etc., and conditions affecting accommodation and movement of labour etc., required for the satisfactory execution of the contract. No claim whatsoever on such account shall be entertained by the BSNL in any circumstances.

03. Tenders which should always be placed in sealed covers with the name of the work written on the envelope, will be received by the Executive Engineer (Elect.), BSNL Electrical Division, Raipur Up to 1500 hours on **19.12.2024** and will be opened by him in his office on the same day at 1530 hours.

04. The time allowed for carrying out the work will be **04 Months** from the date of issue of the award letter.

05. Issue of tender form will be stopped two days before the date fixed for opening of tenders. Tenders will be sold on working days; no tenders will be sold after 1600 hours.

06. a) Earnest Money amounting to Rs. **3565/-** in the form of demand draft/ FDR/ BG/ CDR of a nationalized/scheduled bank guaranteed by the Reserve Bank of India, drawn in favor of Accounts Officer (Cash), BSNL, O/o GMTD Raipur must accompany each tender and each tender should be in two sealed covers, one cover containing the EMD in proper form and other cover containing tender super scribed as Tender for the work of **Operation & Comprehensive maintenance of Electromechanical services in TE New Rajendra Nagar, Raipur & its staff quarters compound (Temporary Arrangement).**

and addressed to Executive Engineer (Electrical) BSNL Electrical Division, Raipur. The Validity period of EMD is 120 days, from the date of opening of tender. In case of e-tendering, each tender should be in two sealed covers, first containing credentials for meeting the Eligibility conditions along with the cost of tenders and EMD in proper form, second cover containing tender documents. The credentials shall be self-attested and certified by any BSNL Executive. If not certified by BSNL Executive then original documents shall be produced at the time of tender opening. After verification of the contents of this envelope then second envelope containing the bid document shall be opened.

- b) The EMD of all the unsuccessful tenderers shall be released on issue of award letter to the successful tenderer. This shall be done within one week of award letter.
- c) Exemption from payment of earnest money and security deposit by any other unit/ department shall not hold good for BSNL.

07) a) The contractor should submit and confirm Chartered Accountant Certificate in respect of turnover and other registration certificate [Enlistment in BSNL, Electrical License] with attested copies (self-attested and counter attested by any executive of BSNL/MTNL or Gazetted officer of GOI) as applicable along with the application on printed letter head for purchase of tender.

b) The contractor shall submit and confirm his permanent account number (PAN) issued by the Income Tax Department.

c) The tenderer should submit the valid GST registration certificate

08. **Performance Guarantee:** The contractor is required to furnish performance guarantee for an amount equal to 5% of the contract value in the form of bank guarantee / CDR/FDR/DD (of a nationalized/ Scheduled Bank in a standard format) within two weeks from the date of issue of award letter. This period can be further extended by the Engineer-in-charge upto a maximum period of 2 weeks on written request of Contractor. The validity period of the performance security in the form of performance bank guarantee shall be one year from the date of actual completion of work.

ii) **Security deposit:** In addition to performance guarantee stated above, a sum @10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum be deducted with the sum already deposited as earnest money, will amount to security deposit of 5% of the Tendered value of the work.

09. The acceptance of a tender will rest with the EE(E) / SE(E), Raipur/CE(E) Raipur [As the case may be] who does not bind himself to accept the lowest tender or any other tender and reserves to himself the Authority to reject lowest or all the tenders received without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.

Tenders with any condition including that of conditional rebates shall be rejected forthwith summarily.

10. Canvassing in connection with tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.

11. The BSNL reserves itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

12. i) The tenderer should give a certificate that none of his/her relative is employed in BSNL units. In case of proprietorship firm, certificate will be given by the proprietor and for partnership firm certificate will be given by all the Directors of the company.

ii) Near relatives of all BSNL employees either directly recruited or on deputation are prohibited from participation in tenders and execution of works in the different units of BSNL. The near relatives for this purpose are defined as:

a) Members of a Hindu Undivided family.

b) They are husband and wife.

c) The one is related to the other in the manner as father, mother, son(s) & son's wife(daughter-in-law), Daughter(s) & daughter's husband(son-in-law), brother(s) & brother's wife, sister(s) & sister's husband(brother -in-law).

iii) The company or firm or any other person is not permitted to tender for works in BSNL Unit in which his near relative(s) is(are) posted. The unit is defined as SSA/Circle/Chief Engineer/Chief Archt./Corporate office for non-executive employees and all SSA in a circle including circle office/Chief Eng./Chief Archt./Corporate office for executive employees (including those called as Gazetted officers at present). The tenderer should give a certificate that none of his/her such near relative is working in the units as defined above where he is going to apply for tender/work, for proprietorship, partnership firms and limited company certificate shall be given by the authorized signatory of the firm. Any breach of these conditions by the company or firm or any other person, the tender/work will be Cancelled and earnest money/performance guarantee will be forfeited at any stage whenever it is so noticed. BSNL will not pay any damages to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.

The format of the certificate to be given is,

"I..... Son of Shri.....Resident of..... hereby certify that none of my relative(s) as defined in the tender document is/are employed in BSNL unit as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, BSNL shall have the absolute right to take any action as deemed fit/without any prior intimation to me".

(Seal of the firm)

(Signature of Contractor)

13. No employee in BSNL/ Govt. of India is allowed to work as a contractor for a period of two years of his retirement from service without the prior permission. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission as aforesaid before submission of tender and engagement in the contractors service.
14. The tender for the works shall not be witnessed by the contractor who himself/themselves has/ have tendered or who may and has/have tender for the same work. Failure to observe this condition would render tenders of the contractors tendering as witnessing the tender is/are liable for summarily rejection.
15. It will be obligatory on the part of the tenderer to sign each page of the Schedule of work and the tender documents for all the component parts and after the work is awarded he will have to enter into a separate agreement for each component with the officer concerned.
16. Any tender not submitted in proper manner or if it contains too many corrections, over writings of absurd rates, and absurd amount will be liable to be rejected and the BSNL will be at liberty to take such action as it may deem fit without any reference to the tenderer.
17. The tenders for the work shall remain open for acceptance for a period of 90 days from the date of opening of the tenders. If any tenderer withdraws his tender before the said period or makes any modification in the terms and conditions of the tender which is not acceptable to the BSNL shall, without prejudice to any other right of remedy be at liberty to forfeit 50% (fifty percent only) of the said earnest money absolutely.
18. Extension of validity: In case, where the letter of award of work cannot be placed within the validity period of the tender, the BSNL can request all tenderers to extend the validity of their respective tenders and the Earnest Money deposit by a reasonable period. In such cases, extension of validity of Earnest Money deposit by 30 days beyond the extended validity date of tender should also be asked for. While BSNL can make the request for extension, the tenderer is free to either extend the validity or refuse the request to extend the validity.
19. Unsealed tenders will be summarily rejected.
20. The contractor should read the tender documents carefully before submitting the tender.
21. Agreement shall be drawn with the successful tenderer on prescribed form. Tenderer shall quote his rates as per various terms and conditions of the said form, which will form part of the agreement.
22. The tenderer shall furnish a declaration to this effect (incase downloaded tender) that no addition/deletion/correction have been made in the tender document submitted and is identical to the tender document appearing on website. Every page of downloaded tender shall be signed by the tenderer with stamp (seal) of his firm /organization.
23. This Notice Inviting Tender shall form part of the Contract document. The successful tenderer/contractor on acceptance of his tender by the Accepting authority, shall, within 15 days from the stipulated date of start of the work, sign the contract consisting of:-
 - a) The Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, if any forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.

b) Standard form.

24. Eligibility criteria: (submit the self-attested valid testimonials in the support)

The Contractors should satisfy the following conditions:

(i) Average annual turnover during the last 3 years, ending 31st March of the previous financial year, should be at least 30% of the estimated cost put to tender.

AND

(ii) BSNL enlisted contractors in the Electrical category of respective class as per their tendering limits.

OR

Experience of having successfully completed similar works in BSNL comprising of either substation or air-conditioning service as part of scope of work during last 7 years ending last day of month previous to the one in which applications are invited, should be either of the following:

Three similar successfully completed works costing not less than the amount equal to 40% of the estimated cost put to tender.

OR

Two similar successfully completed works costing not less than the amount equal to 60% of the estimated cost put to tender.

OR

One similar successfully completed work costing not less than the amount equal to 80% of the estimated cost put to tender.

NOTE-A :

- The estimated cost of one year shall be considered to evaluate the Eligibility criteria.
- Similar work means Operation and Comprehensive maintenance of Electro - Mechanical Services.
- The work completion certificate issuing authority in respect of above shall not be below the rank of Executive Engineer (E)

NOTE- B (in addition to eligibility criteria above, the contractor should submit and confirm)

- Self attested Copy of valid Electrical Contractors Licence from the State Govt CG.
- The contractor should have valid PAN Card, GST, EPF and ESI registration.
- The agency should fulfill the relevant clause of BSNL Form EW-6 and should furnish a certificate regarding near relatives.

“The tender received by post / courier shall not be entertained and opened”

“Validity of tender shall be for 90 days from the date of opening of tender”.

In case holiday is declared on opening date, tender will be opened at 15.30 Hrs. on next working day.

25. TERMINATION OF CONTRACT ON DEATH OF CONTRACTOR:

Without prejudice of any of the rights or remedies under this contract, if the contractor dies, the Engineer in charge on behalf of the BSNL shall have the option of terminating the contract without compensation to the contractor.

26. INDULGING OF CONTRACTOR IN CRIMINAL/ANTISOCIAL ACTIVITIES AND CASES

UNDER INVESTIGATION / CHARGE SHEETED BY CBI OR ANY OTHER GOVERNMENT AGENCIES ETC.

If the CBI / Independent External Monitor (IEM) / Income Tax/ Sales Tax/Central Excise/Custom Department recommends such a course-Action will be taken as per the directions of CBI or concerned department.

EXECUTIVE ENGINEER (ELECT.)

BSNL Electrical Division,

Raipur

For and on behalf of Bharat Sanchar Nigam Limited.

COPY TO:

01. The GMTD, Raipur
02. The Superintending Engineer (E), O/o Sr. CE(E) BSNL Electrical Zone, Raipur.
03. The Executive Engineer (E), BSNL Electrical Division, Bilaspur.
04. The Sub Divisional Engineer (E), BSNL Electrical Sub Division,- Raipur.

05. The Accounts Officer, BSNL Electrical Division, Raipur.
06. The All Contractors.

EXECUTIVE ENGINEER (ELECT.)

BSNL EW -8

BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)

CIRCLE – BSNL Electrical Circle Raipur.
BRANCH: Electrical

DIVISION, - Raipur
SUB DIVISION – Raipur

Tender for the work of- Operation & Comprehensive maintenance of Electromechanical services in TE New Rajendra Nagar, Raipur & its staff quarters compound (Temporary Arrangement).

- (i) Issued to (contractor) _____
- (ii) Tender Cost: Rs. **590/-** i/c GST. III) Receipt No.
- (iv) Date of application (v) Date of issue:
- (vi) Signature of officer issuing the documents:
- (vii) Designation
- (B) (i) To be submitted by (time) 15.00 hours on (date) **19.12.2024** to the EE (E). ED , Raipur
- (ii) To be opened in presence of tenderers who may be present at 15.30 hours on the 19.12.2024 in the office of EE (E), BSNL Electrical Division, Raipur

TENDER

1. I/we have read and examined the notice inviting tender, schedule, specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, special conditions, Schedule of Rates and other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.
2. I/We hereby tender for the execution of the work specified for BSNL within the time specified, schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions and other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.
3. I/We agree to keep the tender open for ninety (90) days from the due date of submission thereof and not to make any modifications in its terms and conditions.
4. A sum of **Rs 3565.00** is hereby forwarded in the form of Deposit at call receipt/FDR//Bank guarantee of a Nationalized/Scheduled Bank as earnest money. If I/We, fail to commence the work specified I/We agree that the said BSNL shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely and the same may at the option of the competent authority on behalf of BSNL be recovered without prejudice to any other right or remedy available in law out of the deposit in so far as the same may extend in terms of the said bond and in the event of deficiency out of any other money due to me/us under this contract or otherwise.
5. Should this tender be accepted, I/W e agree to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered upto maximum of percentage mentioned in clause 12.3 of the tender form and those in excess of that limit at rates to be determined in accordance with provisions contained in clause 12.2.
6. I/we agree to furnish to BSNL Deposit at call receipt/FDR/ Bank guarantee of a Nationalized/ Scheduled Bank for an amount equal to 5% of the of the contract value in a standard format within two weeks from the date of issue of award letter. I/We agree to keep the performance bank guarantee valid for one year from the date of actual completion of work.

7. I/We hereby declare that I/We shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any person other than to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety or interest of BSNL.

Signature of Witness

(required in the case of contractor's thumb impression
is given by the contractor in place of signature)
(Name & Postal address)

(Signature of contractor)
Seal of Contractor

Date:

Occupation of Witness

A C C E P T A N C E

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of BSNL for a sum of Rs. _____ (Rupees _____)

The letters referred to below shall form part of this contract Agreement

- a)
- b)

For & on behalf of BSNL

Dated

Signature _____
Designation

MODIFICATIONS TO NEW BSNL EW 6 & EW 8
(IN CASE OF SINGLE BID SYSTEM)

S. No.	Reference	Pg. No.	New EW 6	To be read as
1.	Para 3(a)	2.	Does Not Exist	If a holiday is declared on the tender opening day, the tender will be opened on the next working day.
2.	Para 6 (a)	2.	In case of e-tendering, each tender should be in two sealed coves, first containing credentials for meeting the Eligibility conditions along with the cost of tenders and EMD in proper form, second cover containing tender documents. The credentials shall be self attested and certified by any BSNL Executive. If not certified by BSNL Executive then original documents shall be produced at the time of tender opening.	Deleted.
3.	Para 6 (a)(ii)	3.	Does not Exist.	<p>E-TENDERING</p> <p>The tender documents consisting of plans, specifications, schedule of quantities of the various classes of work to be done and the set of terms and conditions of the contract to be complied with by the contractor, whose tender may be accepted and all other relevant information / documents / drawings pertaining to the work can be downloaded for quoting the tender from our website www.chhattisgarh.bsnl.co.in.</p> <p>• Submission of tenders:- In case the tender documents are downloaded from the internet, the bids shall be submitted as per two envelope system as described below:</p> <p>The tenderer shall submit the tender in two nos. separate sealed envelopes marked as Envelope 1 and Envelope II. The name of the work, name of tenderer, last date of receipt of tender should be mentioned on each envelope. After verification of the contents of envelope I, then second envelope containing the bid document shall be opened. If Envelope-I is not annexed or the documents submitted in the Envelope-I are found incomplete or not in proper form against requirements as given below herein, then the Envelope-II containing price bid will not be opened at all and shall be returned to the tenderer on the spot if the tenderer is present at the time of tender opening.</p> <p>○ The envelope-I shall contain the following:-</p> <ul style="list-style-type: none"> ▪ Cost of bid documents (which shall not be refunded, even if bidder is found ineligible for issue of tender documents) in form of a separate demand draft of a scheduled Bank or Nationalized Bank / State Bank guaranteed by Reserve Bank of India drawn in favour of A.O. (Cash), BSNL O/o GMTD , Raipur ▪ Earnest money amounting to Rs. 3565.00 in the form of CDR/FDR/DD/BG of a nationalized/scheduled bank guaranteed by the Reserve Bank of India drawn in favour of A.O. (Cash), BSNL O/o GMTD , Raipur. ▪ (Proforma as per Annexure-I). ▪ Self Attested Copy of PAN card issued by Income Tax Department. ▪ Self Attested copy of Chartered Accountant Certificate for turnover. ▪ Self Attested copy of GST registration Certificate. ▪ Self attested Documents for establishing eligibility. The testimonials regarding the list of works satisfactorily completed (at least for the requisite magnitude) should be obtained from an Officer not below the rank of Executive Engineer in the organization concerned. ▪ Self Attested copy of EPF and ESI Registration Certificate. <p>○ The envelope-II shall contain the following:-</p> <ul style="list-style-type: none"> ▪ Bid Document with the price break up filled in numerals and in words and duly signed in all pages.

4.	Para 7	3.	<p>(a) The contractor should submit and confirm Chartered Accountant Certificate in respect of turnover and other registration certificate [Enlistment in BSNL, Electrical License] with attested copies (self attested and counter attested by any executive of BSNL/MTNL or Gazetted officer of GOI) as applicable along with the application on printed letter head for purchase of tender.</p> <p>b) The contractor shall submit and confirm his permanent account number (PAN) issued by the Income Tax Department.</p> <p>c) The tenderer should submit the valid WCT/ Sales Tax/ VAT registration certificate.</p>	<p>The tender documents consisting of plans, specifications, schedule of quantities of the various classes of work to be done and the set of terms and conditions of the contract to be complied with by the contractor, whose tender may be accepted and all other information/documents/drawings pertaining to the work will be open for inspection by tenderer and can be had from the Office of Executive Engineer (E), BSNL, Electrical Division, Raipur between 11.00 hours & 16.00 hours every working day except on Sundays and Public Holidays on payment of Rs. 590/- i/c 18% GST i (Non refundable). The cost of tender documents deposited along with application for tender issue shall not be refunded, even if bidder is found ineligible for issue of tender documents.</p> <p>The firms shall submit application for issue of tender documents on its printed letter head, accompanied with Self Attested Copies of the following documents in support of fulfilling the eligibility criterion:</p> <p>a) Documents for establishing eligibility. The testimonials regarding the list of works satisfactorily completed (at least for the requisite magnitude) obtained from an Officer not below the rank of Executive Engineer in the organization concerned.</p> <p>b) Chartered Accountant Certificate for turnover with a copy of PAN card issued by Income Tax Department.</p> <p>c) GST registration Certificate</p> <p>d) EPF & ESI Registration Certificate .</p>
5.	Para 24(a)	5.	Does not Exist	<p>i) If it is found at any stage of tender scrutiny after submission of tender that the bidder has made any correction/addition/alteration/omission in tender documents vis-à-vis tender documents available on the website / original Draft NIT in office, the bid shall be treated as non-responsive and shall be summarily rejected and the EMD deposited by the tenderer shall be forfeited in addition to any other action as per prevalent rules.</p> <p>ii) The conditional tender or tenders with conditional rebate shall be summarily rejected.</p> <p>iii) The tenderer shall submit the original computer printout of the tender documents downloaded from the internet. Photocopy shall not be accepted.</p> <p>iv) The Tender documents shall not be sent through the Courier/Post. Tender documents received through Courier/post shall not be opened / considered at all.</p> <p>v) All communication with the bidders shall be in writing. Fax / E-mail shall be covered under this category and considered as adequate means of communication.</p>
6.	Para 25	5.	<p>This Notice Inviting Tender shall form part of the Contract document. The successful tenderer/contractor on acceptance of his tender by the Accepting authority, shall, within 15 days from the stipulated date of start of the work, sign the contract consisting of :-</p> <p>a) The Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, if any forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.</p> <p>b) Standard form.</p>	<p>The Notice Inviting Tender shall form part of the contract document, in accordance with clause-1 of the contract. The contract shall be deemed to have come into effect on issue of communication of acceptance of tender. On such communication of acceptance, the successful tenderer /contractor shall within 15 days from such date, formally sign the contract consisting of:-</p> <p>(a) The Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, if any, forming part of the tender and as issued at the time of invitation of tenders and acceptance thereof together with any correspondence leading thereto.</p> <p>(b) Standard E.W.-8 Form.</p>
7.	Para 25(ii)	5.	Does not exist	<p><u>EPF PROVISIONS:-</u> The agency has to comply with the provisions of EPF and miscellaneous provisions Act-1952 and employees provident fund scheme-1952 as amended up</p>

				to date in respect of labours/employees engaged by them for this work. Any consequence arising due to non-complying of provisions as specified above shall be the sole responsibility of the firm only. The agency shall give an undertaking to this effect as per the prescribed proforma (UNDERTAKING REGARDING EPF PROVISIONS)
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.Sl No.	Reference	Pg. No.	New EW 8	To be read as
1.	Para 2 of "Tender"	6.	I/We hereby tender for the execution of the work specified for BSNL within the time specified, schedule of quantities and in accordance...	I/We hereby tender for the execution of the work specified for BSNL within the time specified, as per the schedule of quantities and in accordance...
2.	Para 2 of "General Rules and Directions"	8.	...and the amount of performance guarantee to be deposited by the successful tenderer(s).	...and the amount of performance guarantee to be deposited by the successful tenderer(s), and the amount of Security Deposit to be deducted from the bills.
3.	Para 14© of "General Rules and Directions"	10.	<p>For the purpose of evaluation of financial Bid, composite price inclusive of all taxes and levies will be considered.</p> <p><input type="checkbox"/> The unit wise cost /break up is necessary for the purposes of information and Verification of composite price so quoted by the contractor/supplier.</p> <p><input type="checkbox"/> The contractor supplier shall submit to BSNL documents /proof of payment of all taxes /levies alongwith exemption certificate if any ,to avail CENVAT benefits by BSNL</p> <p><input type="checkbox"/> However the evaluation and comparison of respective bids shall be done on the basis of net cost to BSNL on the prices of the goods offered inclusive of duties and taxes (but –excluding CENVAT-able duties and taxes) sales tax, packing, forwarding ,freight and insurance charges as per existing BSNL policies.</p>	<ul style="list-style-type: none"> • The evaluation and comparison of responsive bids shall be done on the basis of Net cost to BSNL on the prices offered inclusive of duties and taxes (but excluding CENVAT – able duties & taxes), GST, packing, forwarding, freight and insurance charges etc., as indicated in the price schedule. • Vendors should furnish the correct E.D. / Customs tariff Head in the price schedule. If the credit for the Duties and Taxes under CENVAT credit rules, 2004 is found to be not admissible at any stage subsequently owing to wrong furnishing of Tariff Head, then the vendors will be liable to refund such non-admissible amount, if already paid, along with penalty if charged by the concerned authority. • In case the Duties & Taxes which are non CENVAT – able as per the quotes indicated in the price schedule by the vendors and subsequently at any stage it is found that Credit for such Duties & Taxes is admissible as per CENVAT Credit Rules, 2004, then the vendors will be liable to refund the amount equivalent to such Duties & Taxes if already paid to them. However, BSNL may allow the supplier to submit necessary documents in this regard which may enable BSNL to avail the CENVAT credit provided such credit is still available for the amount so paid as per CENVAT Credit Rules 2004. • BSNL reserves the right to ask the bidders to submit documentary proof confirming the correct Tariff Head from the E.D. / Customs authority where the Tariff Head furnished against the particular tendered item by different bidders differs from each other or the same is found apparently not furnished in accordance with E.D. / Customs Tariff notifications. • If the supplier fails to furnish necessary supporting documents i.e. Excise / Customs invoices etc. in respect of the Duties / Taxes which are Cenvatable, the amount pertaining to such Duties / Taxes will be deducted from the payment due to the firm. • Invoice shall clearly indicate break up details of composite price i.e. Basic, E.D., GST, any other Duties and Taxes, Freight / Packing Charges etc.
4.	Para 25 of "General"	12.	Does not exist	Agency has to observe all the labour rules & regulation in force. Agency shall be fully responsible for any violation

	Rules and Directions”			observed at any time.										
5.	Para 26 of “General Rules and Directions”.	12	Does not exist	<p><i>Bye laws Indemnity against liabilities</i></p> <ul style="list-style-type: none"> ○ The contractor shall comply with all by laws and regulations of the local and statutory authorities having jurisdiction over the works and shall be responsible for payment of all fees and other charges and giving and receiving all necessary notices and keep the Engineer –in-charge informed about the notices issued and received. ○ The contractor shall indemnify the department against all claims in respect of patent rights design, trademark or name of other protected rights in respect of any plant, machine, work or materials used for or in connection with the works or temporary works and from and against all claims demands, proceedings, costs, charges and expenses whatsoever in respect of or in relation thereto. The contractor shall defend all actions arising from such claims and shall himself pay all royalties, License fees, damages , costs and charges of all and every sort that may be legally incurred in respect hereof shall be borne by the contractor. ○ All liabilities / penal recoveries on matters arising out of tax/excise /levies such as incorrect deductions discrepancies in the filing of returns, revised assessments by the concerned authorities etc,. shall be borne by the contractor. 										
6.	Para 27 of “General Rules and Directions”	12.	Does not Exist	<p>Currency of contract: Rates quoted by the contractor shall be firm and shall be valid for the currency of contract. No cost escalation shall be permitted during the currency of contract.</p>										
7.	Para 8.1 of “Conditions of Contract”.	15.	For rate contracts of Electrical Installation, Air Conditioning, Engine Alternator, Sub Station and Fire Detection works, work/quantities of item of works can be split amongst the lowest of three agencies who agree to the rates decided by BSNL in respect of 1st lowest in the following manner:- a) If the work stands distributed between the first three lowest tenderers, the proportion of work distributed shall be as below:- 50% to the lowest tenderer and remaining quantities to other two tenderers in INVERSE RATIO of their Evaluated price. b) In case it is decided to split the work amongst the first two lowest firms, the proportion of work distribution shall be as follows: i) 70% to the first lowest tenderer. ii) 30% to the second lowest tenderer. In case the tenderers other than lowest tenderer does not agree to match the rates of L1 then 100% works shall be awarded to the lowest tenderer.	<p>For rate contracts of Electrical Installation, Air Conditioning, Engine Alternator, Sub Station and Fire Detection works, work/quantities of item of works can be split amongst the lowest agencies who agree to the rates decided by BSNL in respect of 1st lowest in the following manner:-</p> <table border="1"> <thead> <tr> <th>Number of Bidders in whom the order is proposed to be placed</th> <th>Distribution of Quantity</th> </tr> </thead> <tbody> <tr> <td>2 (two)</td> <td>L1 shall be given 70% L2 shall be given 30%</td> </tr> <tr> <td>3 (three)</td> <td>L1 shall be given 50%. Remaining quantities to other selected bidders in INVERSE RATIO of their evaluated price.</td> </tr> <tr> <td>4 (four)</td> <td>L1 shall be given 40%. Remaining quantities to other selected bidders in INVERSE RATIO of their evaluated price.</td> </tr> <tr> <td>5 (five)</td> <td>L1 shall be given 30%. Remaining quantities to other selected bidders in INVERSE RATIO of their evaluated price.</td> </tr> </tbody> </table> <p>In case lowest evaluated price (L1) is not accepted by other bidders BSNL reserves the right to award the entire quantity under this tender on the bidder(s) with lowest evaluated price.</p>	Number of Bidders in whom the order is proposed to be placed	Distribution of Quantity	2 (two)	L1 shall be given 70% L2 shall be given 30%	3 (three)	L1 shall be given 50%. Remaining quantities to other selected bidders in INVERSE RATIO of their evaluated price.	4 (four)	L1 shall be given 40%. Remaining quantities to other selected bidders in INVERSE RATIO of their evaluated price.	5 (five)	L1 shall be given 30%. Remaining quantities to other selected bidders in INVERSE RATIO of their evaluated price.
Number of Bidders in whom the order is proposed to be placed	Distribution of Quantity													
2 (two)	L1 shall be given 70% L2 shall be given 30%													
3 (three)	L1 shall be given 50%. Remaining quantities to other selected bidders in INVERSE RATIO of their evaluated price.													
4 (four)	L1 shall be given 40%. Remaining quantities to other selected bidders in INVERSE RATIO of their evaluated price.													
5 (five)	L1 shall be given 30%. Remaining quantities to other selected bidders in INVERSE RATIO of their evaluated price.													
8.	Clause 7.3 of “Clauses	22.	Payment to the contractors for Air Conditioning, Engine Alternator, Sub	Deleted										

	of Contract?.	<p>Station, Lifts, fire detection, fire fighting and other specialised items, during progress of work, will be regulated as below :-</p> <p>a) 80% of prorata of the approved price breakup of contract value on receipt of equipment at site and after satisfactory physical inspection.</p> <p>b) 10% of prorata of the approved price breakup of contract value after successful installation of equipment.</p> <p>c) 5% of the approved contract value after successful completion of Initial acceptance testing.</p> <p>d) 5% of the approved contract value after successful completion of the final acceptance testing.</p> <p>e) For the works where A/T is not applicable e.g. for substation, lift, fire fighting etc.</p> <p>5% of the approved contract value shall be released after clearance by Electrical inspector/ lift inspector/ Fire officer respectively.</p>	
9.		Does not Exist	<p style="text-align: center;">Annexure I MODEL FORM OF BANK GUARANTEE (for submitting EMD)</p> <p>Whereas _____ (hereinafter called "the contractor(s)") has submitted its Tender dated _____ for the work _____</p> <p>—</p> <p>KNOW ALL MEN by these presents that WE _____ OF _____ having our registered office at _____ (hereinafter called "the Bank") are bound unto _____ (hereinafter called "the BSNL") in the sum of _____ for which payment will and truly to be made of the said BSNL, the Bank binds itself, its successors and assigns by these presents.</p> <p style="text-align: center;">THE CONDITIONS of the obligation are:</p> <ol style="list-style-type: none"> 1. If the Contractor(s) withdraws its Tender during the period of Tender validity specified on the Tender Form: or 2. If the Contractor(s) having been notified of the acceptance of its Tender by the BSNL during the period of Tender validity. <ol style="list-style-type: none"> (a) Fails or refuses to execute the Contract. (b) Fails or refuses to furnish security Deposit in accordance with the conditions of Tender document. <p>We undertake to pay to the BSNL up to the above amount upon receipt of its first written demand, without the BSNL having to substantiate its demand, provided that in its demand, the BSNL will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.</p> <p>This guarantee will remain in force as specified in the Tender Document up to and including Thirty (30) days after the period of the Tender validity and any demand in respect thereof should reach the Bank not later than the specified date/dates.</p> <p>Signature of the Bank Signature of the Witness Name of Witness</p> <p>Address of Witness:</p>
10.		Does not exist	<p style="text-align: center;">ANNEXURE II PERFORMANCE SECURITY GUARANTEE BOND</p> <p>In consideration of the CMD, BSNL (hereinafter called 'BSNL') having agreed to exempt _____ (hereinafter called 'the said contractor(s)') from the demand under the terms and conditions of an agreement/Advance Purchase Order No _____ dated _____ made between _____ and _____ for the supply of _____ (hereinafter called "the said agreement"), of security deposit for the due fulfillment by the said contractor (s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for _____ we, (name of the bank) _____ (hereinafter refer to as "the bank") at the request of _____ (contractor(s)) do hereby undertake to pay to the BSNL an amount not exceeding _____ against any loss or damage caused to or suffered or would be caused to or suffered by BSNL by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.</p> <p>2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the BSNL by reason of breach by the said contractor(s)' of any of the terms or conditions contained in the said Agreement or by reason of the contractors(s)' failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of BSNL in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding _____</p>

				<p>3. We under take to pay to the BSNL any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.</p> <p>4. We(name of the bank)_____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the BSNL under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till _____(office/Department) BSNL certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of TWO/TWO AND HALF/THREE YEARS (as specified in P.O) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.</p> <p>5. We (name of the bank)_____ further agree with the BSNL that the BSNL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the BSNL against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the BSNL or any indulgence by the BSNL to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.</p> <p>6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).</p> <p>7. We (name of the bank)_____ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the BSNL in writing.</p> <p>Dated the _____ day of _____ for _____(indicate the name of bank)</p>
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PROFORMA OF SCHEDULES

(Operative Schedules to be supplied separately to each intending tenderer)

SCHEDULE 'A'

Schedule of quantities Attached

SCHEDULE 'B'

Schedule of materials to be issued to the contractor Attached

SCHEDULE 'C'

Tools and plants to be hired to the contractor Nil

SCHEDULE 'D'

Extra schedule for specific requirements/documents for the work, if any. Attached

SCHEDULE 'E'

Schedule of components of Materials, Labour etc. for escalation - NIL

SCHEDULE 'F'

Reference to General Conditions of contract.

Name of work:	Operation & Comprehensive maintenance of Electromechanical services in TE New Rajendra Nagar, Raipur & its staff quarters compound (Temporary Arrangement).
Estimated cost of work:	Rs 178241.00
Earnest money:	Rs- 3565.00
Performance Guarantee and Security Deposit	Refer : Page-9 ,para-12 of BSNL EW – 8

GENERAL RULES And Direction :

Officer inviting tender

EXECUTIVE ENGINEER (E)
BSNL, ELECTRICAL DIVISION,
RAIPUR

Definitions

2(v) Engineer-in-Charge

EXECUTIVE ENGINEER (E)
BSNL ELECTRICAL DIVISION,
RAIPUR

2(vi) Accepting Authority

EXECUTIVE ENGINEER (E)
BSNL ELECTRICAL DIVISION, RAIPUR2(x) Percentage on cost of materials
and labour to cover all
overheads and profits

10%(TEN)

CLAUSE 5Time allowed for execution **4 Months**Authority to give fair
and reasonable extension of
Time for completion of work

S E (E), BSNL Electrical Zone, Raipur

Competent Authority for
Deciding reduced rates

SE (E), BSNL Electrical Zone, RAIPUR

CLAUSE 10 CC

NOT APPLICABLE

CLAUSE-12 12.2(iii) Schedule of rates for determining rates for additional, altered or substituted items that cannot be determined under 12.2(i) and (ii)	+ / - the percentage over the estimated rate entered in the schedule of the rates
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Clause 25	Competent authority for conciliation:	SE (E) not in-charge of the work.
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IMPORTANT NOTES FOR THE CONTRACTORS WHO DOWNLOAD THE TENDER FROM WEBSITE

The contractors who are down loading the tender from Web-site are instructed to go through the following points:-

1. The contractor has to submit tender application format, tender fee, Earnest Money & pre-qualification criteria as per NIT in first envelope for participation in tender, which will be opened on the same day of opening of tender. If he does not fulfill the eligibility conditions, second envelope will not be opened.
 2. The contractor has to give an undertaking that he has gone through and abide by all the clauses & conditions of BSNL EW-8 which is a standard form and available in the market and can be seen in any electrical Sub-Division / Division offices anywhere in India .
 3. Tender fees once submitted will not be returned back i.e. it is non refundable whether the tenderer is eligible to participate in the tender or not.
 4. The tenderer shall submit the complete downloaded document from website. If during the process of tender finalization, it is detected that the tenderer has submitted tender documents after making any changes / corrections / additions / alterations / deletions / omissions / modifications in the tender documents downloaded from the website, the offer shall be summarily rejected and the EMD deposited by tenderer shall be forfeited in addition to any other action as per prevalent rules and even if the discrepancy is noted after award of work the contract will be cancelled without assigning any reason.
-

DECLARATION BY TENDERER DOWNLOADING THE TENDER FROM WEBSITE

(To be signed by the contractor who downloads the tender from the web site)

1. I / We have submitted the tender in the Performa as downloaded directly from the website, which are same as available in the website and there is no change in the format, number of pages etc.
2. I/We have not made any changes / corrections / additions / alterations / deletions / omissions / modifications etc. in the tender documents downloaded from website.
3. I/We have checked that no page is missing and all pages as per the Index are available and that all pages of tender document submitted by me/us are clear and legible.
4. I/We have signed (with stamp) all the pages of the tender document before submitting the same.
5. I / We have stitched **and** sealed the tender documents properly before submitting the same.
6. I / We have submitted the cost of the tender along with EMD in the first cover as prescribed.
7. I / We have read carefully and understood the 'Important instructions to contractors', 'important instructions to tenderers downloading the tender documents from web site' and entire standard BSNL EW 6 / EW8 clauses and proforma form displayed in web site.
8. **Certified that I have gone through the terms & condition of standard BSNL EW-6 & BSNL EW-8 forms containing general** conditions of contract and I shall abide by the same.
9. I hereby **agree that BSNL** EW-6 & BSNL EW-8 forms shall form part of the agreement in case the work is awarded to us.
10. In case at a later stage, it is noticed that there is any difference in my/our tender documents with the original documents, BSNL shall have the right to cancel the tender/work, forfeit the Earnest Money/Security Deposit, take appropriate action as per the prevailing rules in force and BSNL shall not be bound to pay any damage to me/us on this account.

DATE :

SIGNATURE OF CONTRACTOR

DECLARATION BY TENDERER

(To be signed by all contractor)

Sub : Participation of near relatives of the BSNL employee in the Tender / Execution of works in BSNL units.

Ref : Lt. No. 151-08/2002/0 & M / 38 dtd : 11-09-2002 from O & M Cell , New Delhi.

- (a) To be signed by Proprietor in case of proprietorship firm.
- (b) To be signed by all partners in case of partnership firm.
- (c) To be signed by all the directors in case of a company.

M/s _____

S/o _____

R/o _____

hereby certify that none of my relatives(s) as defined in the tender document is / are employed in BSNL unit as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, BSNL shall have absolute right to take any action as deemed fit / without any prior information to me.

Place :

Date :

SIGNATURE OF CONTRACTOR

UNDERTAKING REGARDING EPF & ESI PROVISIONS

"I.....Son of.....
.....Resident of..... hereby
give an undertaking that -

(Tick the appropriate)

- I/We have employed only ----- persons in our establishment and hence the EPF and Miscellaneous provisions Act, 1952 is not applicable to my /our establishment.
- I/We have employed only ----- persons in our establishment and hence the "ESI registration " is not applicable to my /our establishment.
- I/ We have registered as per the EPF and Miscellaneous provisions Act, 1952 and our registration no is ----- . We undertake to keep it valid during the currency of contract.
- I/ We have registered as per the ESI regulation and our registration no is ----- . We undertake to keep it valid during the currency of contract.

In case at any stage, it is found that the information given by me is false / incorrect, BSNL shall have the absolute right to take any action as deemed fit/without any prior intimation to me".

* strike out whichever is not applicable

(Seal of the firm)

(Dated Signature of Contractor)

UNDERTAKING TO ABIDE BY EW6 & EW8

UNDERTAKING A

"I.....Son of
.....Resident of hereby
give an undertaking that I have read and I am aware of all the clauses and sub clauses of BSNL EW 6 & 8 forms and I
confirm that I will abide by all the terms and conditions available in original standard BSNL EW 6 & 8 forms.

(Seal of the firm)

(Dated Signature of Contractor)

SCHEDULE "D"

“IMPORTANT NOTE & ADDITIONAL CONDITIONS FOR CONTRACTORS”

The firm shall read carefully the following conditions and shall quote accordingly confirming all the points in their offer.

1. TAXES AND DUTIES:

GST , work contract tax, purchase tax, turnover tax, labour Cess or any Tax applicable in respect of this contract as applicable shall be borne by the bidder himself .The bidder shall quote his rates considering all such taxes .The TDS as per the government regulation will be recovered from the contract.

2. EPF and ESI CONDITIONS: -

The bill of Contractor shall accompany the following documents: -

- (i) The contractor must submit the list showing the details of Labours / Employees engaged.
- (ii) Duration of their engagement.
- (iii) The amount of wages paid to such Labours / Employees for the duration in question.
- (iv) Amount of EPF & ESI contribution on (Both Employers and Employees contribution) for the duration of engagement in question, paid to EPF AND ESI authority.
- (v) Copies of authenticated documents of payments of such contributions to EPF & ESI authority
- (vi) A declaration from the contractor regarding compliance of conditions of EPF Act 1952 amended up to date And ESI regulation.

3. Increase / Decrease in tender quantity :

- a) BSNL will have the right to increase or decrease up to 25% of the contract value depending upon the requirement of goods and services specified in the schedule of items without any change in the unit price or other terms and conditions at the time of award of contract.
- (b) In exceptional situations where the requirement is of an emergent nature and it is necessary to ensure continued supplies from the existing tenders, the purchaser reserves the right to place repeat order up to 50% of the quantities of goods and services contained in the running tender / contract within a period of Nine months from date of award of work at the same rate or a rate negotiated (downwardly) with the existing tenders considering the reasonability of rates based on prevailing market conditions and the impact of reduction in duties and taxes etc.

4. Tender Evaluation

- a) The evaluation and comparison of responsive bids shall be done on the basis of NET COST to BSNL on the prices offered inclusive of GST, Packing, freight, and insurance charges etc as indicated in the price schedule .The bid with net cost as elaborated above will be the L-I Bidder.
5. However pursuant to the Constitution (Forty Sixth amendment) Act 1982, if any further Tax or levy is imposed by Statute after the date of receipt of tenders and the contractor(s) thereupon necessarily and properly pays taxes or levies the contractor(s) shall be reimbursed the amount so paid provided such payment if any is not in the opinion of S.E.(E) (whose decision shall be final and binding) attributable to delay in execution of work within the control of the contractor(s).
6. In case of statutory variation in regard to GST rate ,only in respect of package ac units, ea sets and lifts ,within stipulated date of completion of individual agreement ,the same shall be paid or recovered as per the actual against documentary proof. However beyond this period BSNL will take advantage of any duty reduction but will not pay extra on account of duty increased. Price adjustment provision on account of change in TAX shall not apply in respect of equipments/components of equipments/materials other then package ac units, ea sets, lifts. The bidder shall keep necessary books of account and other documents for the purpose of this condition as may be necessary and shall allow inspection of same by a duly authorized representative of BSNL and further shall furnish such other information / document as Engineer In charge may required.

7. The contractor shall, within a period of 30 days of imposition of any further tax or levy in pursuant to the constitution of [forty sixth amendment] act 1982, give a written notice thereof to Engineer In charge that same is given pursuant to this condition, together with all necessary information relating thereto.
8. The agreement shall be signed between the firm and Executive Engineer (E) BSNL Electrical Division...Raipur ..., within a fortnight from the date of approval.
9. Firm has option to deposit Earnest Money in form of Bank Guarantee for work in BSNL's attached format and manner (Annexure – I)

PERFORMANCE SECURITY GUARANTEE BOND

In consideration of the CMD, BSNL (hereinafter called 'BSNL') having agreed to exempt _____ (hereinafter called 'the said contractor(s)') from the demand under the terms and conditions of an agreement/Advance Purchase Order No _____ dated _____ made between _____ and _____ for the supply of _____ (hereinafter called "the said agreement "), of security deposit for the due fulfillment by the said contractor (s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for _____ we, (name of the bank) _____ (hereinafter refer to as "the bank") at the request of _____ (contractor(s)) do hereby undertake to pay to the BSNL an amount not exceeding _____ against any loss or damage caused to or suffered or would be caused to or suffered by BSNL by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the BSNL by reason of breach by the said contractor(s)' of any of the terms or conditions contained in the said Agreement or by reason of the contractors(s)' failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of BSNL in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding _____.

3. We under take to pay to the BSNL any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We(name of the bank) _____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the BSNL under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till _____(office/Department) BSNL certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of TWO/TWO AND HALF/THREE YEARS (as specified in P.O) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

5. We (name of the bank) _____ further agree with the BSNL that the BSNL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the BSNL against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the BSNL or any indulgence by the BSNL to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).

7. We (name of the bank) _____ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the BSNL in writing.

Dated the _____ day of _____
for _____

(indicate the name of bank)

GENERAL CONDITIONS OF CONTRACT

The firm shall read carefully the following conditions and shall quote accordingly confirming all the points in their offer.

1. TAXES AND DUTIES:

GST , work contract tax, purchase tax, turnover tax, labour Cess or any Tax applicable in respect of this contract as applicable shall be borne by the bidder himself .The bidder shall quote his rates considering all such taxes .The TDS as per the government regulation will be recovered from the contract.

2. EMPLOYEES PROVIDENT FUND:

The contractor shall comply / fulfil the provisions of the EPF & Misc. Provisions Act.-1952 and Employees Provident Fund Scheme-1952 as amended up to date in respect of labourers / Employees engaged by them for performing this work. Any consequences arising due to non-complying of the provisions as specified above shall be the sole responsibility of the firm only.

- (a) Agency has to observe all the labour rules & regulation in force.
- (b) Firm shall be fully responsible for any violation observed at any time.

3. SUFFICIENCY OF TENDER:

The contractor shall be deemed to have satisfied himself before entering into the contract as to the correctness and sufficiency of the offer the work and of the rates quoted in the schedule of works. The rates and the amount shall except as otherwise provided, cover all the obligation under the contract and all matters and things necessary for proper completion and maintenance and guarantee of the work.

4. STORES AND SAFETY:

All the stores and materials required for the satisfactory completion of the work shall be arranged at work site by the contractor from his own sources. Lockable space for storing the material may be provided on request from the contractor. However, safe custody of the material stored at site will be responsibility of the contractor.

5. CO-ORDINATION AT SITE:

At the site of work than one agency may be working. Full co-operation shall be extended to other agencies during progress of work. Further, work shall be carried out in such a way so that it may not cause abnormal noise and hindrance to the officers of the department engaged in creation as well to normal routine work.

6. PROGRAMMES FOR EXECUTION

The firm shall supply detailed programme to Engineer in charge for execution of contract within 10 days of award of work.

7. PACKING FORWARDING AND STORING AT SITE:

Before dispatch to site, the equipment/component /materials shall be properly packed with polythene sheet and wooden planks for protection and avoiding transit damages and damage against storage in open area at transporters premises or at work site.

8. TOOLS & PLANTS

All tools and plants, testing & safety equipments required for carrying out various tasks relevant to repairing and maintenance have to be arranged by firm at its own cost.

9. BYE-LAWS, INDEMNITY AGAINST LIABILITIES:

- (a) The contractor shall comply with all bye-laws and regulations of local and statutory authorities having jurisdiction over the works and shall be responsible for payment of all fees and other charges and giving/ receiving all necessary notices and keep the Engineer-in-charge informed about the notices issued and received.
- (b) The contractor shall indemnify the BSNL against all claims in respect of patent rights, design, trade mark or name of other protected rights in respect of any plant, machine, work or materials used for or in connection with the work or temporary works and from and against all claims, demands, proceedings, costs, charges and expenses whatsoever in respect of or in relation thereto. The contractor shall defend all actions arising from such claims and shall him-self pay all royalties.
- (c) License fees, damages, cost and charges of all and every sort that may be legally incurred in respect thereof shall be borne by the contractor.
- (d) All liabilities/ penal recoveries on matters arising out of tax/ excise/ levies such as incorrect deductions, discrepancies in the filing of returns, revised assessment by the concerned authorities etc. shall be borne by the contractor.
- (f) It is contractor's liability to follow all safety procedures in accordance with relevant I.S. amended up to date during execution of work at site.

10. SPECIAL CONDITION:

Compensation to be levied in cases of use of duplicate/spurious material.

“Department reserves the right to get inspected the panels and any components thereof by the manufacturer / their authorized representative, whose report as regards to the genuineness of component shall be final and binding. In case any component upon such inspection is found to be duplicate/spurious, double the cost to such component based on price list (without any discount whatsoever) effective on date of aforesaid inspection shall be recoverable.

In case the contractor agrees to replace the components so found spurious/duplicate at his cost, within 15 days of the said report compensation of Rs. 1,000/- per component found spurious/ duplicate shall be levied against the contractor.

Besides the above the Department reserves the right to take disciplinary action against the contractor. Decision of S.E. in such case shall be final and shall be out of purview clause – 25 of arbitration.

Schedule of work

Name of Work : - Operation & Comprehensive maintenance of Electromechanical services in TE New Rajendra Nagar, Raipur & its staff quarters compound (Temporary Arrangement).															
Sl. No	Description of Item	Qty (Nos.)		Including Freight, Insurance, Packing and forwarding but exclusive of all	Goods & Service Tax (GST)				Discount offered (if any)/ UNIT	of all GST and freight etc less	Discount offered if	excluding GST But including freight etc and Discount offered if any	Total amount	inclusive of all GST and freight etc. - Discount offered if any	Total GST, But including freight etc and Discount
					1	2	3	4							
1	<p>Operation & Comprehensive maintenance of Electro - mechanical. assets, in the following Telecom Building as per specification, condition, and methodology attached. (The details regarding, the type of Electro-Mechanical Assets and their sizes/Capacity in the following telecom buildings, are as per Annexure 'A 1' attached)</p> <p>TE New Rajendra Nagar, Raipur & its staff quarters compound</p>	04	Month												
Total															

**Executive Engineer (E)
BSNL ED Raipur (Chhattisgarh)**

LIST OF APPROVED MAKES- BSNL ELECTRICAL WING

S. No.	Item	Makes
1	Engine	Ashok Leyland / Cummins / Caterpillar / KOEL / Volvo Penta / Mahindra & Mahindra (up to 200 KVA) / Escorts (up to 30 KVA) / Eicher (up to 35 KVA)
2	Alternator(Brushless)	Crompton Greaves (AL. series) / KEC / Leroy Somer / Stamford / Jyoti Ltd
3	Battery (Lead Acid / Mntc. Free)	Amara Raja / AMCO / Farukawa / Hitachi / Exide / Prestolite / Standard
4	HV Switchgear (Vacuum Circuit Breaker / SF6)	Biecco Lawrie / Crompton / Kirloskar / MEI / Jyoti Ltd
5	Transformer (Oil filled / Dry type)	ABB / Schneider Electric / Andrew Yule / Bharat Bijlee / Crompton / EMCO / Kirloskar / Siemens
	a) Above 400 KVA	
	b) Up to 400 KVA	In addition to above makes, Uttam / Automatic Electric Gear (AEG) / Patson / Rajasthan Transformer and Switchgear
6	Air Circuit Breaker	L&T/ Schneider Electric / Siemens
7	MCCB(lcs=lcu)	L&T/ Schneider Electric / Siemens
8	SDF units	L&T/ Schneider Electric / Siemens/ HPL / Havells
9	Power Contactors	L&T/ Schneider Electric / Siemens/ Lakshmi (LECS)
10	Change Over Switch	HPL / Havells / H-H Elcon
11	Intelligent APFC Relay	L&T/EPCOS(Siemens)/ Schneider Electric / Neptune Ducati / Syntron / ABB
12	Bus Bar Trunking/ Sandwiched Bus Duct	Moeller/L&T/Schneider Electric / ABB / Legrand / Zeta
13	Power Capacitors (MPP/APP)	L&T / EPCOS(Siemens) / ABB / Crompton / Schneider Electric / Neptune Ducati
14	Digital/ KWhr meter	Schneider Electric / AE / Digitron / IMP/ Meco / Rishabh / Universal / HPL / L&T / ABB / Yokins
15	Cold shrink HT/LT Cable Joint	Denson / 3M(M-Seal) / Raychem
16	Rubber Matting	ISI mark
17	MCB/ Isolator /ELCB/RCCB/ Distribution Board	Crompton / Havells / Indokopp / MDS Legrand / L&T / Schneider Electric / Siemens / Standard / ABB / HPL
18	MS/ PVC Conduit	ISI mark
19	Cable Tray	MEM/Bharti/Ratan/Slotco/Profab
20	HT/LT Cables	ISI mark
21	PVC insulated copper conductor wire	ISI mark
22	Centrifugal Pump	Amrut / BE / Beacon / Batliboi /Crompton / Jyoti / Kirloskar / KSB / Mather & platt / WASP / Grundfos
23	Submersible Pump	Crompton / Amrut / BE / Calama / Kirloskar / KSB
24	Motors	ABB / Bharat Bijlee / Crompton Greaves /

		Schneider Electric / HBB / KEC / Siemens / Jyoti Ltd
25	Fresh Air Fans	GE / Khaitan/Almonard/Crompton
26	Starter	ABB / BCH / Schneider Electric / L&T / Siemens /
27	Single Phase Preventer	L&T / Minilec / Siemens / Zerotrip
28	GI / MS Pipe	ATC / ATL / BST / GSI / ITC / ITS / IIA / JST / Jindal / TTA / Tata / Zenith
29	Foot Valve	ISI mark
30	Gate Valve	Advance / Audco / Johnson Controls / Zoloto / Annapurna / Fountain /Kirloskar / Leader / Sant / Trishul
31	Compressors	Carrier / Emerson Copeland / York / Danfoss (for chillers only)
32	Resin Bonded Glass wool	Fibre Glass / Pilkington / UP Twiga
33	Expanded Polystyrene	BASF(India) Ltd.
34	Gauge	Feibig / H.Guru / Pricol
35	Controls	FLICA / Honeywell / Indfoss / Penn-Danfoss / Ranco / Ranutrol / Sporland
36	Fine Filters	Anfiltra Effluent / ARW / Athlete / Airtake / Dyna / Kirsloskar / Puromatic / Purafill / Purolator / Tenacity
37	GI Sheet	HSU Jindal / National / Nippon Denro / Sail / Tata
38	Heat Detector	Appollo / Chemtron / Edward / Fenwal / Hochiki / Nitton / System Sensor / Wormald / Honeywell Essar / Notifier
39	Ionization Detector	Appollo / Cerebrus / Edward/ / Fenwal / Hochiki / Nitton / System Sensor / Wormald
40	Photo Electric Smoke Detector	Appollo / Cerebrus / Edward / Fenwal/ Hochiki / Nitton / Wormald / System Sensor
41	Fire Panel (Microprocessor based)	Agni Instruments / Agni Devices / Aruna Agencies / Carmel Sensor / Ravel Elect./ Honeywell Essar/ Notifier / Navin Systems
42	Sprinkler/ Hose Reel & Hose Pipe	ISI mark
43	Fire Extinguisher	ISI mark
44	Lift	OTIS, Kone, Mitsubishi, Schindler, Johnson, Thyssenkrupp Elevator (india)

NOTE:

1. In case of External / PMC works, the list of approved makes may be modified as per client's requirement.
2. The accessories such as CT/PT/measuring instrument/relays provided by approved make in respect of Transformer/HT Panel/DG /AC Package Units as supplied by approved manufacturer along with the equipments are also acceptable in addition.
3. Any additional makes may be approved by concerned PCEs/Sr.CEs/CEs(Elect) for the work under his jurisdiction as already accorded vide letter no. 3-2-5/EW/VEP-1/2007 dated 05-07-2007

ANNEXURE 'A 1'

Details regarding type of electromechanical assets and its size/capacity for telecom buildings which are under operation and comprehensive maintenance.

TE New Rajendra Nagar, Raipur & its staff quarters compound

S. NO	Electromechanical Assets	QTY.	CAPACITY OR AREA	UNIT	Date of Comm.
1	E.I. & Fans				
	T.E. Bldg.	G+1	540	sqmtr	2000
2	PUMPS				
I	Submersible Pump	1	2	HP	2016
I	Open well Submersible Pump (New U/G Tank)	2	5	HP	2017
III	Centrifugal Pump (Sludge type)	2	5	HP	2014
3	Compound Lighting				
I	CFL on Pole	32	85 WATT	Each	1997
II	CFL on Bracket	3	85 WATT	Each	2014
III	Garden Light (CFL on Bracket)	12	40 W	Each	2014
IV	Halogen Lamp (on Bracket)	4	500 W	Each	1997
4	Air Conditioning				
I	Split AC	5	1.5	TR	2016
5	E/A sets (Canopy type)	1	125	KVA	2018
	Engine Make -Kirloskar/ K41080 TA G2] , Battery Capacity : 12 V , 150 AH - 1 No.				
6	Fire Detection system	G+1	540	sqmtr	2019
7	S/QUARTERS Compound				
	E.I. & Fans				
	(a) T-IV	6	100.6	sqmtr	1998
	(a) T-V	12	175.6	sqmtr	1998
	(a) T-VI	2	245.5	sqmtr	1998

**Executive Engineer (E)
BSNL Electrical Division
Raipur (C.G.)**

GENERAL CONDITION

1. SCOPE OF MAINTENANCE - GENERAL

Electrical maintenance of the Technical / Administrative / Residential buildings as applied in our case means that all Electro-Mechanical services included in the schedule of work are kept in healthy and clean condition and wherever operation is called for the same is also carried out. Specific details of maintenance activities with regard to each service are detailed under sections pertaining to that service.

The operation will aim for optimum energy consumption with minimum down time of the Equipment / network.

The Energy Conservation shall be achieved by adopting the following measures-

- All the faulty / worn out existing equipments shall be replaced by energy efficient items by the agency.
- Good Housekeeping and efficient operations to minimize consumption.
- Energy monitoring to minimize wastage.
- Power failure to be within limit, penal charges on account of HT tariff, contract demand or any other deficiencies in the electricity bills to be avoided.
- Display of Energy conservation slogans in BSNL Buildings & to organize awareness day on 14th Dec every year.

2. METHODOLOGY

It is presumed that contractor will provide minimum qualified staff for at the main site, for O&M and CMC at other sites, as mentioned below, which will be adequate to perform routine maintenance and operation functions. For optimum utilization one person can be responsible for number of services. Also maintenance staff has to be available round the clock round the year even on holidays. However strength may vary during day and night shifts. Scheme for staff employed shall be got approved from the Engineer-in-charge.

In case of faults beyond the capacity of the staff provided as above, Contractor should immediately provide extra-specialized work force so as to attend to the fault in minimum reasonable time.

(i) NO. OF STAFF REQUIRED [Minimum].

1. Skilled labour electrical wiremen	-	1 (one) No
2. Unskilled labour helper	-	1 (one) No

This staff shall be suitably distributed in three shifts as per direction of the Engineer-in-charge.

However it is the firm's responsibility to carry out proper work as per agreement and if more persons are required, it is to be arranged by the firm at no extra cost.

(ii) QUALIFICATION OF SKILLED PERSONS POSTED AT SITE:

- For all services except Air-Conditioning.
Electrical workman permit / workman's competency certificate / Electrical workman's license (Certificate of competency class-II)/ ITI [Electrical trade] **OR** any other equivalent certificate with at least two year experience in the line.
- If Air conditioning is also included at least one person should have following qualifications. Pass in Matriculation.
A/C operator should have experience of one year in air conditioner / refrigeration in skilled capacity.

(iii) MATERIAL :

Generally materials needed for maintenance have to be arranged by the firm at own cost. Materials arranged by the contractor shall be of makes already existing at site. If any change is required, the same shall be approved by the EE (E) based on approved product list of department given in relevant sections / ISI mark. For specific details in this regard refer sections relevant to service.

(iv) **Approved Make:** All Material should be BSNL Approved Make. (List Attached).

(v) **TOOLS AND PLANTS**

All tools and plants required for carrying out various tasks relevant to operation and maintenance has to be arranged by agency at its own cost.

The following list of T&P is to be maintained by the contractor at site:-

(1) CLAMP ON TYPE MULTIMETER, (2) INSULATION TESTER, (3) EARTH TESTER, (4) ANEMOMETER, (5) PSYCHROMETER, (6) ALLEN KEYS & SPANNERS OF DIFFERENT SIZES, (7) TEST LAMP, (8) ADJUSTABLE LADDERS AND (9) HAND GLOVES.

(vi) COMMERCIAL

1. The workers engaged by firm should maintain proper discipline and good behavior with occupants.
2. The firms shall remove such workers from the site whose behavior is found improper. Executive Engineer's decision shall be final.
3. Any damage to the installations building during the maintenance period due to the carelessness on the part of maintenance staff shall be the responsibility of firm and be replaced / rectified without any extra cost.
4. The agency will provide the workers with necessary T&P, Testing and safety equipments.
5. Any accident or damage during maintenance / operation will be the responsibility of the agency and the department will not entertain any claim, compensation, penalty, etc. on this account or on account of non observance of any other requirement of law relevant to this work.
6. Agency has to observe all the labour rules and regulations in force.
7. The agency has to supply details as EPF, ESI, Qualification, identity and address proof of all the workers likely to be engaged by him before start of the work and get it approved by Executive Engineer. The details as per annexure-I shall also be displayed in Sub-station / J.T.O.(E) room at site. The contact details, ID and address proof of operative staff shall be intimated to the nearest police station before commencement of the contract .
8. Firm should also issue Identity Cards to the workers. It is responsibility of the contractor to ensure good character and antecedents of the workers before employing.
9. Dismantled materials shall be returned to the Department except those items for which the replacement is supplied by the agency.
10. The department reserves the right to carry out any work at the risk and cost of the agency, if the agency fails to perform any duty as per the contract.
11. The tender must obtain himself at his own expense all the information necessary for the purpose of tendering.
12. Inspect the site and acquaint himself with all the local conditions, means of access to work and nature of work etc. No claims shall be entertained on these accounts.
13. The contractor shall not sublet the work or part thereof; however services of specialized agencies for specific work can be obtained.
14. The firm shall maintain the installations in such a way as to provide uninterrupted power supply to the campus / buildings. In case of power failure for more than 4 hours in a day, the firm can be penalized, if this is on account of carelessness on the part of the contractor. The decision of EE(E) shall be final.
15. The sitting arrangement for the staff engaged by the agency should be arranged by the firm at its own cost. The space, Water and electricity shall be made available by the department free of cost.
16. The contractor has to keep all the Electro-mechanical equipments and its room neat and clean to avoid any accident.
17. Since the firm will be doing the maintenance and / or operation of critical services like sub-station, fire fighting, standby power etc. responsible and trained persons should be placed round the clock at site who could take initial steps under emergency situation.
18. Firm should have round the clock contact telephone number. In case of Emergency contractor and authorized Engineer supervisor shall be available at site on short notice from Engineer-in-charge and make all efforts to make the situation normal at the earliest.
19. A complaint book as annexure-II shall be kept up to date at site (separate for each component of work) by the firm and the same shall be available for checking and verification.
20. The staff engaged by the firm shall bear I-card on duty.
21. After the contract period is over the installation has to be duly handed over to the department. The contractor shall be responsible for any discrepancies vis-a-vis the status of installation at the start of work plus any modification carried out during the currency of the contract.
22. Any defect shortcoming brought to the notice of the department within the first 30 days shall be the responsibility of the department.
23. 10% of the consumable items of Assets attached with Schedule should be kept reserve in stock at site by the contractor in consultation with Engineer-in-charge.

24. Minimum 2 services per year i/c checking of all specified controls by the OEM/manufacture's authorized dealers shall be ensured for A/C packages, Fire detection panels & EA. sets and certificate of SDE-in-charge shall be produced. However, if the firm carry out the maintenance itself is manufacturer / authorized dealer / specialized agency / OEM, it need not engage any other agency for this purpose. The firm shall get the approval of EE (E) well in advance in this regard.
25. The department reserves the right to terminate the contract by giving one month notice at any time during the currency of contract without assigning any reasons.
26. The department reserves the right to extend the contract at the same terms and conditions for a period of Three months i.e 25% of one year. Further it can be extended up to 50% if required without change in terms and conditions of the contract / agreement.
27. The agency will maintain the log books for Substation/EA sets/AC plant correctly and reading has to be taken in every two hours. The format of log book is available in tender documents.
28. The worker engaged by the firm should wear proper uniform, (as per instructions of (Engineer – in charge) .
29. The contactor will submit the following to SDE[E] before preparation of contract's bi monthly bill consist of Printed monthly Bill / invoice, GST Credit note ,labour , EPF , ESI payment details, monthly report as per annexure attached ,servicing reports {of EA/AC/FDS as due}, positively within 7 seven days, of preceding month through by hand/E mail and acknowledgment to be taken.
30. The following maintenance activity shall be done on measurable basis as clearly defined in the maintenance schedule of DG sets/ Package A C units
 - (i) Complete servicing of DG sets.
 - (ii)Replacement of faulty DG batteries.
 - (iii) PACs 's filters [not more than once during the currency of the contract]If the above maintenance activity are not carried out by the contractor suitable recovery will be made from contractor's bill and the rate for this recovery will be decided by the Executive Engineer[E] .
31. Minimum quantity of spare compressor shall be kept readily to overcome any crisis and the time allowed for replacement of compressor will be 2(two) days only.

WORKING CONDITIONS:

1. The agency will maintain register of preventive maintenance work under taken and get signed from J.T.O.(E) / S.D.E.(E) in-charge.
2. The logbooks must be maintained for sub-station, E/A set; A/C plant and various readings must be noted in it according to the instruction of the Engineer-in-charge.
3. The agency will display on a board in sub-station / AC plant / E.A. rooms, the duty chart of the workers engaged by him.
4. Watch and ward of the installation at the site covered in section-I, shall be the responsibility of the contractor during contract period.
5. Shut down for maintenance shall be taken with prior approval of the concerned JTOE/SDEE/EEE.
6. The work shall be carried out as per current CPWD specifications and as per schedule of maintenance indicated under each section.
7. The check list and test requirement are general and any other requirements for smooth operation and maintenance of plant shall be contractor's responsibility and he shall not claim anything extra on this account.

PENALTY CLAUSE

1. In case the water supply is not started within a maximum period of 2 hours due to any fault other than power failure or water not available in underground tank, the agency shall be penalized at the rate of Rs.2000 /- per hour till restoration of supply.
2. The maximum break down period allowed is as under.
 - (i). One pump set fault 3 days. Penalty beyond the stipulated time Rs.200/- per day.
 - (ii). Two pump sets faulty-1 day. Penalty beyond the stipulated time is Rs.1000/- per day.

However the contractor have to arrange water supply through alternative means such as portable pump set etc. within 2 hours as per clause 1 above.

3. If submersible pump set is to be removed from the tube well due to any fault, its replacement by stand by pump set is to be arranged by the contractor free of cost and should not take more than 24 hours failing which penalty beyond the stipulated time Rs.1000/- per day shall be applicable.
4. For absence of worker from the duty following recovery shall be made.
 - (i). Rs.500/- per day per shift. (Staff employed of less than the prescribed qualifications shall be treated as absent).
5. In case normal power supply is not restored within a maximum period of four hours due to any fault caused other than power failure from Supply Company, agency shall be penalized at Rs.500/- per hour excluding major fault in HT side for which a maximum period of 24 hour is allowed. The contractor shall ensure continuous supply by running engine alternator in case of power failure.
6. Contractor shall be responsible for maintenance of power factor within limit (i.e. more than 0.9). Any penalty on this account by C. S. E. B. shall be recovered from the agency.

7. In case of major accident / loss on account of negligence on the part of the contractor the contract shall be terminated and 10% of the estimated cost shall be recovered in addition to other action for recovery of losses.

8. If agency will not submit the annexure-III report timely than a penalty of Rs 5000/- will be charged on each such occasion.

9. All activities as per maintenance schedule have to be done in prescribed month within that period. Failing which the recovery as deemed fit shall be made from the bill for non-performance of the contract. The decision of the Engineer-in-charge shall be final and binding in this regard.

10. INCLUSION OF TIME LIMIT FOR RECTIFICATION OF DEFECTS OF A/C PLANT AND PENALTY FOR DELAY.

(A) TIME LIMIT

i) Leak test	01 (One) day
ii) Motor rewinding	07 (Seven) days
iii) Compressor replacement	02 (Two) days
iv) All other minor faults	48 (Forty Eight) hours

(B) PENALTY

i) For Package A/C units	Rs. 500 per day per unit
ii) For Split / window A/C units	Rs. 50 per day per unit.

ANNEXURE - III

A. DETAILS TO BE SUPPLIED BEFORE STARTING THE WORK :

1.	Name of agency :	
2.	Office address :	
3.	Name of Proprietor :	
4.	Telephone Nos. of the firm :	
5.	Name & Address of the Supervisor :	
6.	24 hours contact phone number :	
7.	Particulars of the license/registration :	

B. DETAILS OF THE STAFF TO BE POSTED AT SITE :

(To be displayed in Sub-station/AC plant/EA room)

Sr.No.	Name & address	Qualification	Responsibility

ANNEXURE - IV

1 COMPLAINT REGISTER

Date & Time of Complaint	Officer/section lodging Complaint	Nature of Complaint	Date & Time of redressal of complaint	Acknowledgement of rectification by complainant	Remarks

ANNEXURE – V

To be submitted every month within first 7 days of month and will form part of the monthly bill

Actual Periodical Maintenance carried out in the month of _____

Name of Contractor: _____

Agreement No.: _____

Name of Sub Division: _____

Location: _____

“A”

S.N.	Name of Service	Maintenance Actually carried out during the period.	Results Satisfactory/ Unsatisfactory	Remarks

“B”

Description of major/minor breakdowns during the month

Sl no	Services/Assets	Description of defects	Date of breakdown	Date of clearance	Remarks

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“C”

List of equipments which are non functional ‘ defective [as on the last date of month]

Sl no	Asset/Equipment	Date of breakdown	Remarks	Target Date

(Contractor)

SDE[E]/JTO[E]

<u>For Contractors only:</u>	
Clean the filters	Monthly
If air conditioned space is properly sealed to ensure that there is no leakage of cool air from the room	Monthly
Check the abnormal noise in A/C if any and remove it	Monthly
Check and tight the electricity wires connection	Monthly/ Quarterly
Check and remove conditioned air leakage	Quarterly
Clean the cooling coil and condenser coil with blower or any mixture	Quarterly
Clean the internal components of A/C	Quarterly
Wash & clean complete A/C unit from all sides	Yearly
<u>For Telephone Exchange In charge</u>	
Before certifying the bill, confirm the following:	
Whether working of A/C unit is normal or not?	
If there is proper arrangement of drain of dehumidified water from the A/C unit.	
Whether A/C unit is making any abnormal noise?	
<u>For any Complaint contact the following:</u>	
	Mobile No.
	Telephone no.
M/s.	
Junior Telecom Officer [E]	
Sub-Divisional Engineer [E]	

ANNEXURE – VII

2 FOLLOWING ITEMS TO BE CLEARLY DISPLAYED IN SUBSTATION ROOM

2.1 FIRE DRILL

CONDUCTED ON

NEXT DUE ON

2.2 EARTH RESISTANCE OF ALL EARTH STATIONS

CHECKED ON

NEXT DUE ON

ENERGY CONSERVATION DETAILS
[As per instruction of Engineer-in-charge]

2.3 MAINTENANCE SCHEDULE

I.: SCOPE OF MAINTENANCE.

1. Ensuring that E.I. installation is always kept in clean, healthy & working condition.
2. Attending day-to-day routine complaints in a prompt and satisfactory manner.
3. Ensuring that no breakdown in power supply takes place and in case it happens, to take all required steps including contacting supply Co. for earliest restoration.
4. Maintaining the installation i.e. fans, fittings and other components of the installation in clean condition including proper sign writing.
5. Ensuring that there is no wastage of electrical energy. Details of steps to be taken in this regard to be worked out in consultation with the maintenance-in-charge.
6. Carrying out minor additions and alteration ordered by Engineer-in-charge. (Materials required shall be supplied by the Department).
7. Carrying out various maintenance routines and tests as given below.
8. Maintaining registers for complaints (Annexure -II) and test results.

2.3.1 DAILY CHECK

1. Ensure installation is always kept clean and in healthy and working condition.
2. Attend complaints promptly and in a satisfactory manner.
3. Ensure no breakdown in power supply. In case of breakdown, take prompt steps including contacting supply company for early restoration.
4. Carrying out minor alterations & additions as per directions of Engineer – in – charge (Material will be supplied by dept.)
5. Switch OFF lights / fans & other appliances, when not in use / not reqd.
6. Ensure filling of adequate water in desert cooler during summer season. (Water by BSNL)

2.3.2 MONTHLY

1. Work out material requirements for prompt maintenance.
2. Inspect and tighten MB, SDB, rising mains for loose connections.
3. Watering of earthing pits (water by BSNL).
4. Check & attend for deterioration of lightning spike prongs, supports and ensure proper bonding.
5. Cleaning of desert coolers during summer season.

2.3.3 HALF YEARLY

1. Measure the earth resistance of all earthing stations and ensure that all equipment are properly earthed i.e., there are no loose joints.
2. Measure and record insulation resistance of installation including MB's, SDB's & Rising mains.

2.3.4 YEARLY

1. Painting and sign writing of poles and feeder pillars.
2. Painting and servicing including changing of pads of desert coolers before summer season.

MATERIALS

All materials required for maintenance including Fluorescent tubes, bulbs, starters, chokes, mercury vapour lamps, sodium vapour lamps, tube holders, batten holders, sockets, switches, MCBs and copper conductors, aluminum conductors, acrylic covers and all other items connected with E.I. and Compound Light maintenance are included. The agency will replace the normal choke with electronic chokes and sodium vapor/mercury vapor lamps with CFL lamps of adequate capacity with technical feasibility i.e. changing of holders etc, without any extra cost.

MAINTENANCE SCHEDULE

2.4 WATER PUMPS

I. SCOPE:

In case of water supply pumps, the scope covers not only the proper maintenance of the pumps, but also ensuring that water supply is available in the TE building/All blocks of staff quarters. The pumps have to be operated as and when required for ensuring water supply.

1. Keeping the system comprising suction line, pumps, discharge line and electrical panel in healthy and clean condition.
2. Cleaning of Under Ground tanks and Over Head tanks in every six month has to be done. The first cleaning will be done at the time of start of contract and next due date has to be displayed on tank.
3. To follow the maintenance schedule as given below.

2.4.1 DAILY

1. Keep the installation in clean and healthy condition.
2. Check and attend gland leakages in pumps, suction, discharge pipelines (within pump room) and foot valve leakage.
3. Check and attend for abnormal noise, abnormal heating and priming arrangements.
4. Record logbook detailing operation of pumps.

2.4.2 MONTHLY

1. Inspect electrical system like panel etc and ensure its proper functioning.
2. Ensure proper alignment of pump and motor.
3. Watering of earthing pits (water by BSNL).

2.4.3 QUARTERLY

1. Greasing and oiling of pumps, bearings and valves.
2. Check and attend NRV, foot valve, suction pipe coupling.
3. Tightening of foundation bolts.
4. Replace gland packing if leakage is there.

2.4.4 HALF YEARLY

1. Measure the earth resistance of all earthing stations and ensure that all equipment are properly earthed i.e., there are no loose joints.
2. Measure and record insulation resistance of panel.

2.4.5 YEARLY

1. Painting and sign writing of pumps and motors.

MATERIALS:

All the materials required including rewinding of motors, replacement of impellers, glands, repair of starters wiring for starter, repair of valves and all material required for carrying out maintenance of pumps with the following exceptions shall be arranged by contractor at his own cost.

Exceptions:

1. Replacement of pump in case it has out lived its life and unserviceable.

Note: All the parts shall be purchased from the authorized dealers of manufacturers in that region & certified cash memo/vouchers shall be submitted to Engineer-in-charge. Rewinding of motor shall be done through reputed firms & certified cash memo / voucher along with guarantee card's copy submitted to Engineer-in-charge.

WINDOW/ SPLIT A/C UNITS

I. SCOPE OF MAINTENANCE:

1. Keep all the units in clean and healthy working condition.
2. Attending day to day faults promptly.
3. Carrying out maintenance tasks as mentioned below.

MONTHLY

- a) Cleaning of filters
- b) Checking for condensate drain in particular, from indoor unit of split A/C and remove the blockage and repair leakages, if any..
- c) Checking for any abnormal noise / vibration and take corrective action.

QUARTERLY

- a) Checking and tightening of electrical connections.
- b) Checks air leakage around the window A/C unit and rectify.
- c) Cleaning of cooling and condensing coil with air pressure (including chemical cleaning, if required)
- d) Clean internal parts of A/C units.

YEARLY

1. Complete servicing of the units.
2. Check for any rust spots. Dry, emery such spots, patch up with red oxide and paint. Painting of condenser structure (in case of split A/C unit)
3. Cleaning of storage tank of water cooler.

SPECIAL CONDITIONS:

1. Complete upkeep of voltage stabilizer used for A/C unit shall be the responsibility of the firm.
2. All breakdown calls / complaints have to be attended by the firm with utmost promptness. The individual AC unit / cooler shall not be out of service beyond one week. **Rewinded / cut compressors, rewinded blower/condenser motors shall not be used in air conditioners. The faulty compressor, blowers/condenser motors shall be replaced with new ones.**
3. **A/C report card to be maintained at each Window/ Split/ Package unit. Sample of report card is enclosed in Annexure attached to be maintained at site.**
4. **All serial no. & make of machine & compressor to be record in the presence of representative of Engineer- in- charge during first visit.**

MATERIALS:

All items including refrigerant, replacement of compressor, blower motor, condenser motor, fan blades , filters ,grills and all electrical components including relays, capacitors, MCB, fuses etc are required to be supplied by the contractor at his own cost with the following exceptions.

EXCEPTIONS:

1. 1. Replacement of complete unit if it has out lived its life and unserviceable.
- Note:** All the parts shall be purchased from the authorized dealers of the manufacturers in that region & certified cash memo/vouchers shall be submitted to Engineer-in-charge.

MAINTENANCE SCHEDULE

FIRE DETECTION AND FIRE ALARM SYSTEM

I. SCOPE OF MAINTENANCE:

1. **To ensure that complete fire detection system is always clean and healthy working condition. And carrying out maintenance tasks as mentioned below & responding to alarm to avoid serious damages.**
2. The system i/c control panel shall be got tested & certified by the specialized agency as approved by the EE (E), once in six months and obtain certificate. The same shall be submitted to SDE (E) & acknowledgement obtained. The subsequent payment after the due date of such checking will be made only after this is completed. Failure to comply with this condition will attract penalty of Rs.5000/- on each occasion in addition to any other action as per contract.

DAILY

- i. Check proper D.C voltage on the MCP.
- ii. Check LED's of Panel through Lamp test and replace the fused ones.
- iii. Check any fault displayed on the panel and take corrective action.

QUARTERLY

Ensure that all equipments are properly earthed i.e there are no loose joints.

- i. Ensure that A.C. package system trips, on operation of Fire detection system.
- ii. Examine battery for electrolyte, tightness of terminals etc. Top up electrolyte, if required.
- iii. To carry out Fire drill in order to know the healthiness of the entire system including P.A. system.
- iv. Cleaning of detectors to remove dust or dirt by vacuum.
- v. Check and attend EXIT signboards including battery.

FIRE EXTINGUISHERS

The maintenance of the same shall be carried out as per the recommendations of manufacturers & refilling, if any, shall be the responsibility of the firm. Pressure testing of extinguisher is to be done as per manufacturer's recommendations.

SPECIAL CONDITIONS

All breakdown calls / complaints has to be attended by the firm with utmost promptness.

1. The firm has to demonstrate to the Maintenance-in-charge proper working of the entire fire detection system including P.A. system once a three month. Deficiencies if any noticed during demonstration shall be attended within a week time. The report in this regard shall be submitted.
2. In case of fire alarm it is expected that the maintenance person has to immediately rush to the trouble spot and also inform building-in-charge / fire Department. He should also take '*FIRST AID*' steps depending upon situation. Specific details for first aid steps to be worked out in consultation with maintenance-in-charge and kept on record.
3. In case of persistent problem *OR* if required by the Engineer-in-charge arrange an inspection by an expert in the fire detection system for identifying defects and to take remedial measures.

MATERIALS:

All the materials required Including batteries, zone cards and repair & maintenance of public address system i/c replacement of detectors and wiring etc. and all materials connected with maintenance of fire detectors shall be firm's responsibility and shall be arranged by the contractor at his own cost.

Note: All the parts shall be purchased from the authorized dealers / manufacturers in that region & certified cash memo/vouchers shall be submitted to Engineer-in-charge.

FORMAT OF TEST REPORT FOR FIRE DETECTION SYSTEM

Test report of Automatic Fire- Detection and Fire Alarm System for _____ at

- (1) Supplied and installed by: -
- (2) Maintained by:- (a) AMC: -
(b) Operation & Maintenance: -
- (3) Agreement Nos.: - (a) AMC: -
(b) Operation & Maintenance: -
- (4) Name of Test: - Testing of Fire Detection & Alarm System
- (5) Date of Testing: -
- (6) In presence of following: -

	NAME	DESIGNATION
1.		
2.		
3.		
4.		

The testing of the above installation has been carried out and the results are stated below. The inventory of the installation has been attached as per Annexure - A: -

(A) Whether the MCP and LCP have the following Supervisory Facilities and are healthy and good working condition: -

M.C.P,

L.C.P.

- i) Open Circuits
- ii) Short Circuits
- iii) Reset Push Button
- iv) Alarm Acknowledge
- v) Lamp Test Push Button

(B) Whether each control Panel has the following facilities and are healthy and good working condition: -

- i) Fire Test
- ii) Normal / Zone Isolation
- iii) Alarm Test
- iv) Fault Trouble test.

(C) Check of Earthing

- 1) Main Control Panel
- 2) Local Control Panel

(D) Check of Main Power Supply

- i) Check of fuses

(E) Check of Battery

M.C.P, L.C.P.

- i) Location of Battery
- ii) Condition of Battery
- iii) Check of Fuses
- iv) Voltage
- v) Specific Gravity
- vi) Automatic Change over of the System on Battery, in case of Mains Failure.
- vii) Remarks

(F) Check of Open, Short, and Isolation of Detectors.

(G) Check of Operation / Activation of Detectors.

(H) Check of Manual Call Points (Pill Box)

(I) Functional Test of Control Panel & P. A. System

(J) Check of Alarms**AUDIO****VISUAL**

- i) Mains Failure
- ii) Open Circuit
- iii) Short Circuit
- iv) Close Circuit
- v) Fuse Blown
- vi) Low Voltage
- vii) Reverse Polarity
- viii) Remarks: -

(K) DEFECTS / DISCREPANCIES:**(L) CONCLUSION:-****Signature of Officers Present.NAME****DESIGNATION****SIGNATURE**

- 1.
- 2.

MAINTENANCE SCHEDULE**E/A SETS****I. SCOPE OF MAINTENANCE:**

1. Ensuring that the EA Set installation is kept in clean and healthy working condition.
2. Testing the system every day for operating fitness.
3. Carrying out various maintenance activities and test as mentioned below-
4. Scope of maintenance does not cover major engine repairs.
5. The engines have to be operated whenever required and staff should be available round the clock for the same.
6. All controls, safety, servicing of DG set i.e. replacement of lub. Oil, filters ,coolants etc shall be got done once in every six month from O E M / manufacturer's Authorized service dealer in that region by the agency and obtain certificate. The same shall be submitted to SDE (E) & acknowledgement obtained. The subsequent payment after the due date of such checking will be made only after this is completed. Failure to comply with this condition will attract penalty of Rs.5000/- on each occasion in addition to any other action as per contract.

DAILY**1. (a) Before starting:-**

- (i) Check water level - Top up to recommended level.
- (ii) Check Engine oil level in sump - Top up to H Mark
- (iii) Check fuel level in tank
- (iv) Check battery terminals & V-belt for proper tightness. Apply Vaseline on battery terminals.
- (v) Clean engine and surrounding.

(b) After starting:-

- (i) Check Lub oil pressure: Not less than 2.5 Kg/cm² at rated speed and operating temp.
- (ii) Check coolant water temp: - 75°C to 85°C (Recommended)
 - (iii) Check leakage from fuel piping, injector high-pressure lines, exhaust manifold flange, engine oil filter & coolant hoses.
 - (iv) Check battery charging.

(c) AT SHUT DOWN

- (i) Do not shut down the engine immediately after unloading. Run at no load for 1 minute and then stop it.

2. MAINTAIN LOG BOOK CORRECTLY

EVERY 50 HOURS

- (i) Check & top up oil in the air cleaner.
- (ii) Check hose connections in cooling system.
- (iii) Fuel piping connections.
- (iv) Exhaust piping connections.
- (v) Engine mountings.
- (vi) Engine to drive unit coupling.
- (vii) Electrical connections.
- (viii) Lubricate throttle linkages.
- (ix) Clean air cleaner.
- (x) Clean fuel feed pump strainer.
- (xi) Electrolyte in battery.

EVERY 200 HOURS

- (i) Check & top up lube oil in fuel injection pump (FIP).
- (ii) Radiator cowl stay and gap between fan & cowl.
- (iii) Check for proper alignment of engine to drive unit.
- (iv) Replace oil in air cleaner.
- (v) Replace fuel filters & sealing ring.
- (vi) Clean strainer in fuel tank.

EVERY 400 HOURS

- (i) Replace engine oil every 400 hours or 6 months whichever is earlier.
- (ii) Replace engine oil filter every 400 hours or 6 months whichever is earlier.
- (iii) Check & reset injector pressure.
- (iv) Check & reset injector pump timing.
- (v) Retighten cylinder head nuts.
- (vi) Adjust engine valve clearance.

Note: 1. For engines with turbocharger, lub oil & lub oil filter shall be changed at 200 hours.

- 2. The above maintenance schedule is of general nature and may vary among various engine manufacturers. The firm will ensure that maintenance of Engine, in particular, of air cleaner, change of lub oil & fuel filters are being done strictly as per the manufacturer's recommendation.

SPECIAL CONDITIONS:

1. The servicing and breakdown maintenance has to be got done from OEM / Authorized service Dealer of the Engine manufactures.
2. Diesel will be arranged by the BSNL. However, transportation of Diesel from Diesel Pump Station to site shall be firm's responsibility, if required.
3. Measure the earth resistance of all earthing stations and ensure that all equipment are properly earthed i.e., there are no loose joints. ----- Half yearly. Watering of earth pits --- Monthly (water by BSNL).
4. All breakdown calls/ complaints has to be attended by the firm with utmost promptness.
5. Starting battery to be provided / replaced once in the contract period as per requirement /instruction of Engineer in charge.

MATERIALS:

All the materials required with the following exceptions in connection with maintenance including minor repairs in engine, rewinding of alternator, overhauling of pump and self-starter and all materials in control panel shall be arranged by the contractor at his own cost.

Exceptions:

1. Diesel for EA sets.
2. Replacement of Engine Alternator if required in case it has outlived its life and unserviceable.

Note: All the parts shall be purchased from the authorized dealers of the Engine manufacturers in that region & certified cash memo/vouchers shall be submitted to Engineer-in-charge.