



**Tata Institute of Fundamental Research**  
**टाटा मूलभूत अनुसंधान संस्थान**

Survey No. 36/P, Gopanpally Village,  
Serilingampally Mandal, Ranga Reddy District,  
Hyderabad 500107. Phone: +91 (0)40 2020 – 3020  
Email: [purchasegroup@tifrh.res.in](mailto:purchasegroup@tifrh.res.in)

**Tender Ref. No. TIFR/PD/CF18-15/180113**

Date: 05-07-2018

To,

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**Annual Maintenance Contract (AMC) for “Operation and Maintenance of Electrical & Fire Safety installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107**

Sealed tenders are invited for AMC for the aforesaid works from contractors having similar work experience in reputed Research Institutions, Universities, Central Government/Public Sector Undertaking, Private Laboratories, Multinational Companies, etc. Interested contractors and who are satisfying prequalification criteria stipulated by TIFR-Hyderabad shall only submit their bids. For further details and any clarification on the tender you may please contact Administrative Officer (Purchase), TIFR-Hyderabad, Survey No. 36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad 500107.

Last date for submission of the tender is **25-07-2018 upto 13.00 Hrs.**

Note: All future corrigendum/addendum will be published in TIFR Hyderabad website only. All prospective bidders are requested to visit our website regularly for any such updates/Corrigendum/Addendum.

**ADMINISTRATIVE OFFICER  
(PURCHASE SECTION)  
TIFR HYDERABAD**

(Signature of the Contractor with Company Seal)



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Email: [purchasegroup@tifrh.res.in](mailto:purchasegroup@tifrh.res.in)

Public Tender No.	<b>TIFR/PD/CF18-15/180113</b> <b>(Two Part Public Tender)</b>
Published on	<b>06-07-2018</b>
Tender Fees	Rs. 500/- (Non-refundable) in the form of D.D. in favour of "TIFR Centre for Interdisciplinary Sciences", payable at Hyderabad to be enclosed with the Technical Bid (Volume - I).
Earnest Money Deposit (EMD)	Rs. 64,000/- in the form of D.D. in favour of "TIFR Centre for Interdisciplinary Sciences", payable at Hyderabad to be enclosed with the Technical Bid (Volume - I).
Estimated Cost	<b>Rs. 32 Lakhs</b>
Last Date for Submission of Bid	<b>25-07-2018 upto 13.00 Hrs.</b>
Date of Opening Bids(Volume I )	<b>25-07-2018 at 15.00 Hrs.</b>

Both Technical Bid (Volume I) and Price Bid (Volume II) to be submitted within the due date and time in separate envelopes and marked on top as Volume I and Volume II. These two sealed envelopes should be further put in one Master Envelope super scribed with the Tender Ref. No., Due Date in Bold Letters addressed to the Purchase Officer, Tata Institute of Fundamental Research, Plot No.36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy District. Hyderabad-500 107, Telangana, India. The sealed master envelop has to be delivered by hand/courier at the security Gate Office of TIFR Hyderabad on or before 13.00 hrs. on the due date specified. The technical bid (Volume I) will be opened in the presence of attending tenderers at 15.00 hrs. on the due date at Purchase Section, TIFR, Hyderabad. Tenders submitted after 13.00 hrs. on due date will not be considered.

**ADMINISTRATIVE OFFICER**  
**(PURCHASE SECTION)**  
**TIFR HYDERABAD**

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(Signature of the Contractor with Company Seal)

**TENDER DOCUMENT**

**Annual Maintenance Contract (AMC) for “Operation and Maintenance of Electrical & Fire Safety installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107**

NAME OF THE TENDERER: -----

ADDRESS: -----

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Last date of submission of the tender: On or before **25-07-2018 upto 13:00 hrs.**



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**TECHNICAL BID**

**VOLUME-I**

**Annual Maintenance Contract (AMC) for “Operation and Maintenance of Electrical & Fire Safety installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107**



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**Annual Maintenance Contract (AMC) for “Operation and Maintenance of Electrical & Fire Safety installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107**

**Notice Inviting Tender**

Applications are invited in the prescribed format for AMC for Annual Maintenance Contract for “Operation and Maintenance of HT/LT electrical installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107.

*The Contractors who are having their office at Hyderabad and registered/empanelled with Premier Research Institutes, Universities, IITs, Research Laboratories, Central/State Govt./ Govt. Undertakings Institutes, etc. having experience in executing similar nature of works may apply in the prescribed form as given Annexure-I & II. The Eligibility Criteria, Scope of Work, General Terms & Conditions and special conditions of contract are given in Annexure-III, IV, V& VI respectively.*

Bidders may download the document from TIFR-Hyderabad website ([www.tifrh.res.in](http://www.tifrh.res.in)). Completed applications duly filled in Annexures and **Earnest Money Deposit (EMD) of Rs. 64,000/- in the form of D.D. in favour of "TIFR Centre for Interdisciplinary Sciences", payable at Hyderabad and receipt of tender cost of Rs 500/- in the form of D.D. in favour of "TIFR Centre for Interdisciplinary Sciences", payable at Hyderabad to be enclosed with the Technical Bid (Volume - I)** shall be enclosed in a Sealed cover- 1 and the same shall contain the following document duly signed by tenderer:

- a. Forwarding letter (Annexure-I) on letterhead of the firm/contractor.
- b. Application Form (Annexure-II).
- c. Copy of eligibility criteria (Annexure-III).
- d. Copy of scope of work (Annexure – IV).
- e. Copy of general terms and conditions (Annexure – V).
- f. Copy of special conditions of contract (Annexure-VI)
- g. Copies of certificates from clients regarding satisfactory performance and duration of services rendered. Original certificates are required to be produced for verification as and when needed.
- h. Copies of Balance Sheet and Profit & Loss Account statement for last 3 years ending March 31, 2018 (Latest 3 Years).
- i. Copy of registration certificate(s).
  - i. Registrar of firms
  - ii. Central/State Labour license
  - iii. EPF
  - iv. ESI

- v. GST
- vi. PAN

**The total AMOUNT as per the format (Annexure VII) duly signed shall be enclosed in a sealed envelope marked as cover -2 (Price Bid).**

Both the covers 1 & 2 should be enclosed in cover – 3 superscripting “Annual Maintenance Contract for “Operation and Maintenance of HT/LT electrical installations and Fire safety installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107 and shall be addressed to the Administrative Officer(Purchase), TIFR-Hyderabad, Survey No. 36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad 500107 on or before 13.00 hrs. on 25-07-2018.

Bidders shall note that Cover-1[containing Technical Bid Volume-I (ie Pre-qualification Bid)] shall be opened at 15.00 hrs. on the same day. The date and time of opening the Cover-2 [Price Bid-Volume II] of the techno commercially pre-qualified vendors would be intimated separately. The price bids (Cover-2) of the techno commercially prequalified vendors will only be considered for the opening and further processing.

**Tender not accompanied EMD and Tender Fee Receipt shall be summarily rejected.** EMD shall not bear any interest and this amount shall be forfeited in the event of refusal or delay on the part of the tenderer to sign and execute the contract, in case his tender is accepted. The EMD of unsuccessful bidders shall be returned after finalization of tender. The cost of tender is non-refundable. The EMD of the successful bidder shall be adjusted in security deposit.

The rates quoted shall be valid for 180 days from the date of submission of tender. The rate for providing the maintenance services shall be quoted as per the enclosed format (Annexure VII).

If any information furnished by the applicant is found to be incorrect at a later date, the bidder shall liable to be debarred from tendering / taking up the work in TIFR-Hyderabad. The TIFR- Hyderabad reserves the right to verify the particulars furnished by the applicant independently.

The TIFR-Hyderabad reserves the right to reject any application without assigning any reason and to restrict the list to any number deemed suitable by it, if too many applications are received satisfying the basic pre-qualification criteria.

**ADMINISTRATIVE OFFICER  
(PURCHASE SECTION)  
TIFR, HYDERABAD**

**Forwarding Letter**

(To be submitted on firm/contractor's letterhead along with Part – I Technical Bid)

No.....

Date: .....

To  
ADMINISTRATIVE OFFICER (PURCHASE),  
TIFR-Hyderabad,  
Survey No. FReTB, Survey No. 36/P, Gopanpally Village,  
Serilingampally Mandal,  
Ranga Reddy District, Hyderabad 500107.

Dear Sir,

**Annual Maintenance Contract (AMC) for “Operation and Maintenance of Electrical & Fire Safety installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107**

With reference to your Notice for AMC for 24X7 basis operation and maintenance of HT/LT electrical installations and Fire Safety installations, I am / we are pleased to offer myself / ourselves for undertaking above work in your esteemed organization. In submission of this offer, we confirm that

- i) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
- ii) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Business has never been banned by Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.

Yours faithfully,

(Signature of the authorized person  
of the firm/contractor with office seal)

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(Signature of the Contractor with Company Seal)





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Annexure – II

**Application Form**

**PART-1 (BASIC INFORMATION)**

**Annual Maintenance Contract (AMC) for “Operation and Maintenance of Electrical & Fire Safety installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107**

1	Name of the Contractor / Firm / Organization / Company.	
2	Official Address for Correspondence with Telephone & Mobile Nos.	
3	Correspondence address at Hyderabad with contact person’s name, telephone number, mobile number etc. (The company should have office and service facilities at Hyderabad)	
4	Type of Firm / Organization, whether proprietorship, partnership or private limited company etc.	
5	Year of establishment	
6	Name of the Proprietor / Partners / Directors in Organization	a) b) c) d)
7	a) Details of Registration (Firm, Company etc) i. Registering Authority ii. Date iii. Number  b) Details of Labour license i. Registering Authority ii. Reg No. iii. Date of issue.	To be filled by the vendors

(Signature of the Contractor with Company Seal)

	<p>iv. Date of expiry.</p> <p>c) Details of Electrical license</p> <p>i. Registering Authority</p> <p>ii. Reg No.</p> <p>iii. Date of issue.</p> <p>iv. Date of expiry.</p> <p>(Copies to be enclosed).</p>	
8	<p>a) Details of Income Tax Permanent Account Number.</p> <p>b) Details of EPF No.</p> <p>c) Details of ESI No.</p> <p>d) Details of GST No. (enclose a copy of the certificate competent Authority)</p>	To be filled by the vendors
9	<p>Annual average turnover of the contractor during last 3 years ending March 31, 2018 should be at least Rs. 27 lakhs (Latest 3 Years).</p> <p>The Annual turnover format is given at Page No. 13 and should be duly signed and stamped by the CA on the letterhead.</p>	
10	<p>Whether registered / empanelled with any of the Govt., Semi Govt., MES, IIT, NIT, IISc, Govt. Undertaking, Public Sectors etc. as approved contractors and if so, furnish details.</p>	
11	<p>Whether any technical personnel are employed with the Firm / Organization and if so, give details of their experience, qualification</p>	
12	<p>If involved in any litigation earlier with any organization. If so, please submit the details.</p>	
13	<p>Any civil suits pending in any of the works executed. If so, furnish details.</p>	

Signature of the Contractor / Authorized person on behalf of the Firm / Organization

**PART-II**

**EXPERIENCE**

**Annual Maintenance Contract (AMC) for “Operation and Maintenance of Electrical & Fire Safety installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107**

**A) List of similar works / contracts being executed presently by the contractor / Firm / Organization**

Sr. No.	Name of the work	Name & Address of the Company for whom the work was executed	Nature / Type of the work	Name, Address & mobile/phone No. of Officer / Person under whom the work was carried out	Work Order No. and Date	Estimated value of the work (Rs)	Duration of the Contract with commencement and expected date of completion	Remarks
1								
2								
3								
4								
5								

**Note: Copies of the work orders should be enclosed**

(Signature of the Contractor with Company Seal)

**B) List of similar works / contracts executed by the contractor / Firm / Organization During the last 7 years prior to last month ending to the date of application issued.**

Sr. No.	Name of the work	Name & Address of the Company for whom the work was executed	Nature / Type of the work	Name, Address & mobile/phone No. of Officer / Person under whom the work was carried out	Value of the work executed (Rs)	Duration of the Contract with commencement and completion date
1						
2						
3						
4						
5						

**Note: Copies of the work orders and performance certificate should be enclosed**

(Signature of the contractor / Authorized person on behalf of the Firm / Organization)

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(Signature of the Contractor with Company Seal)

**C) Audited Annual Turnover for the last 3 years.**

<b>S.No.</b>	<b>Financial/ Accounting Year</b>	<b>Profit (Rs.)</b>	<b>Loss (Rs.)</b>	<b>Annual Turnover (in INR)</b>
1.				
2.				
3.				

**Authorized Signatory with Seal**

**Note:**

**The Audited Annual Turnover (Latest 3 Years) should be certified by Chartered Accountant (CA) as per the format given above duly signed and stamped by the CA on their letterhead.**



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**Annexure-III**

**Annual Maintenance Contract (AMC) for “Operation and Maintenance of Electrical & Fire Safety installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107**

**Pre-qualification criteria**

1. The contractor should have valid Electrical Contractor’s License issued by Competent authority.
2. The contractor should have at least 5 years of experience in providing Operation & Maintenance of HT/LT electrical installations as mentioned in ‘Scope of Work’.
3. The contractor should have carried out qualifying works stipulated in large premises of Research Institutions, Laboratories, Universities, IIT/IISc, Govt. Organizations, Institutions, multinational companies etc.
4. Annual average turnover of the contractor during last 3 years ending March 31, 2018 should be at least Rs. 27 lakhs (Latest 3 Years). The Annual turnover format is given at Page No. 13 and should be duly signed and stamped by the CA on the letterhead.
5. The applicant should submit the Latest Solvency certificate of an amount not less than minimum Rs. 12 Lakhs issued by a national bank within the last (six months).
6. Only AMC/Maintenance contracts (entire one year period) will be considered for evaluation (Installation/execution of electrical work shall not be considered). The contractor should have successfully completed similar works (i.e. Operation and Maintenance of HT/LT electrical installations) during 7 years (i.e. till the last date of month previous to the date of application issued) as under:
  - a. Three similar completed work each costing not less than Rs. 13 lakh per annum  
Or
  - b. Two similar completed work each costing not less than Rs. 20 Lakh per annum  
Or
  - c. One similar completed work costing not less than Rs. 26 Lakh per annum
7. The contractor should have licensed manpower to carry out Electrical maintenance services as under:

- a. Highly Skilled Electrical Supervisor should be “Minimum Diploma Electrical Engineer having 33 KV Supervisor License with minimum 5 years of experience in maintaining HT/LT installation” OR “ITI Electrical Trade Holder having 33 KV Supervisor License with minimum 10 years of experience in maintaining HT/LT installation”  
Highly Skilled Fire Safety Supervisor should be “Minimum Diploma in Fire & Safety with minimum 5 years of experience in operating & maintaining of Fire Fighting and Fire Alarm Systems” OR “ITI Mechanical Trade Holder having with minimum 10 years of experience operating & maintaining of Fire Fighting and Fire Alarm Systems”
  - b. Skilled Electrical Worker should be ITI Electrical Trade Holder having 11 KV Supervisor License with minimum 5 years of experience in maintaining HT/LT installation
8. The contractor should have office in Hyderabad.
  9. The contractor should have valid registration with all Statutory Authorities such as Registrar of firms, Central/State Labour Dept, ESI, PF, GST, PAN etc.
  10. The track record of the contractor should be clean and he should not have any involvement in any illegal activities or frauds.
  11. The contractor should submit documentary evidence in support of fulfilling eligibility criteria mentioned above.



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**Annexure-IV**

**Annual Maintenance Contract (AMC) for “Operation and Maintenance of Electrical & Fire Safety installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107**

**Scope of work:**

The Contractor shall attend to all the works 24X7 basis and post One Highly Skilled Electrical Supervisor & One Skilled Electrical worker in all the 3 Shifts (ie. from 6:00 am to 2:00 pm, 2:00 pm to 10:00 pm and 10:00 pm to 6:00 am) and One Highly Skilled Fire Safety Supervisor in general shift ((ie. from 9:00 am to 5:00 pm) on all days during the entire contract period. The contractor shall provide minimum one-day duty off once in a week for the employees working in shifts and shall provide relievers for the employees on off duty / sick / leave. However, in case of exigencies, the contractor shall provide services beyond above mentioned hours.

The TIFR- Hyderabad shall not permit double shift for any staff employed by the contractor.

The major electrical items / equipment to be maintained by the contractor are as under:

Sr. No.	Description	Quantity
1.	HT Switch yard including ring- main units	Unit
2.	HT panel consisting of 33 KV VCBs (5No.s)	1 No.
3.	Transformer with OLTC & RTCC – 2500 KVA	2 Nos.
4.	DG Sets – 810 KVA (operation only)	2 Nos.
5.	Main LT panel	1 No.
6.	Main Emergency panel	1 No.
7.	Capacitor Panel & Banks	2 sets
8.	MV Panel (Raw & Emergency power)	8 No.s
9.	Main Distribution Boards	14 No.s
10.	Emergency Main Distribution Boards	13 No.s
11.	HVAC AHU & Heater panels	28 No.s
12.	VRV Panel	2 No.s
13.	LTF Main & Emergency Panel	2 No.s
14.	AMF Panels	2 No.s
15.	Battery charger panel	1 No.
16.	RTCC Panel	2 No.s
17.	STP panel (Raw & Emergency)	2 No.s
18.	Fire fighting panel(Raw)	1 No.

(Signature of the Contractor with Company Seal)



19.	Rain Water Harvesting Panel	1 No.
20.	Power & Light Distribution Boards	As at FReTB
21.	Water pumps including panel	1 set
22.	Street light panel & Electrical fixtures like lighting, street lights, fans, exhaust fans, garden lights etc.	1 No.
23.	UPS systems	As at FReTB
24.	Other miscellaneous electrical panel & electrical works	As at FReTB

The major Firefighting and Fire Alarm system items / equipment to be maintained by the contractor are as under:

Sr. No.	Description	Quantity
<b>I</b>	<b>Fire Fighting System</b>	
1.	Main Fire Fighting Pump(Electrical) - 2280 LPM @ 80m head	1 Set
2.	Main Fire Fighting Pump (Diesel) - 2280 LPM @ 80m head	1 Set
3.	Jockey pump 180 LPM @ 80m head	1 Set
4.	Submersible dewatering pump 50 LPM @ 9.5m head	1 Set
5.	Terrace Pump	
5.1	450 LPM @ 35m head	3 Sets
5.2	900 LPM @ 35m head	1 Set
6	Domestic water pumps 100 LPM @ 45m head	2 Sets
7.	Courtyard Hydrant Valves	28 No's
8.	Siamese connections	6 No's
9	Fire Extinguishers	As at FReTB
<b>II</b>	<b>Fire Alarm System</b>	
1.	8 loop fire alarm control panel	1 Set
2.	Repeater panel	3 Sets
3.	Multi sensor Detectors	574 No' s
4.	Manual Call Points	26 No's
5.	Loop powered sounders	37 No's
6.	Response indicators	171 No's

#### DETAILS OF WORK:

The detailed schedule of operation, routine, special and preventive maintenance along with daily, fortnightly, monthly activities for all the works and execute as per the direction of Engineer In Charge. However tentative minimum routine and preventive schedule shall be as under

## **Electrical installations Operation & Preventive Maintenance**

1. Routine maintenance of all electrical installations such as substation equipment including Metering & RMU, Transformers with OLTC, HT&LT Cables, HT&LT panels including CT/PT, Capacitor Panel and capacitor banks, Battery charger panel & Batteries, Bus Bar Trunking, HVAC Plant panels, DG Sets with AMF panels, Main & Emergency Distribution boards, Power Distribution panels, Pump-motors, UPS, sewage pump, general lighting, earthing etc. in TIFR-FReTB, Gopanpally(V), Serilingampally(Mandal), Gachibowli, Hyderabad.
2. Attending to day-to-day fault/complaints of any kind of light/fan fittings, water heaters, heaters, water pumps, motor starters, Bus Bar Trunkings, UPS panel, LT Panel, HT Panel, HVAC & VRV plant panels, Transformers and all other Electrical Panels for Fire Pump, STP, Rain water Harvesting, etc in FReTB.
3. Attending HT/LT cable faults, cable fault location, joint & termination of cable, re-termination, if required. The contractor shall arrange to give temporary connection if the cable fault could not be rectified within a day.
4. During breakdowns, the electrical staff should immediately rectify the problem or contact the respective equipment maintenance contractor, if any, for attending the breakdown. In case of major breakdown, the contractor should assist the in charge/department staff till the rectification of the defects.
5. Maintaining a separate register with all the details for the DG operations and maintenance carried out. However, cost of diesel consumption (against submission of document proof certified by Engineer In charge) on actuals and Transportation will be borne by TIFR- Hyderabad. Record to be maintained for the diesel consumption.
6. To check the Power Factor (PF) and operate the capacitor bank for maintain PF above 0.98. A proportionate amount shall be deducted from the monthly submitted by the contractor, in case power factor falls below the minimum stipulated level due to any negligence in maintenance by the contractor.
7. Checking of all earth electrodes including watering them at regular intervals, continuity of earth, measurement of earth resistance and maintain E-N voltage less than 2 Volts.
8. Preventive maintenance of all electrical installations to be carried out in a well-planned manner with periodicity as detailed in general or as directed by E.I.C.
9. Operation and maintenance of all major electrical installations in accordance with Manufacture's specifications, instruction Manuals, IE rules and other rules as specified by CEIG/CEA and TSSPDCL.
10. **Replacement of tubes, lamps, oil, grease, fuses and other accessories with the spare parts provided by the TIFR- Hyderabad.**
11. Any other item/work not included above but required for ensuring uninterrupted and smooth electrical maintenance at the TIFR-FReTB campus

### **Daily**

- Visual inspection of all electrical panels in the campus, check for any tripping & if found reset the same after checking the proper cause and record the load details (V,I, KW, KVA, P.F. etc) of individual panels.
- Visual inspection of metering unit and record all energy meter parameters.

- Visual inspection of transformers, checking of oil level in the conservator tank, any oil leakages from transformer tank, record the OTI, WTI readings and observe any abnormal noise.
- Visual inspection of battery charger panel and record the parameters of panel.
- Visual inspection of capacitor panel and to check & record P.F.
- Visual inspection and daily cleaning & operation of DG sets, AMF panel, maintain the diesel in the diesel tank.
- Frequent rounds to site to check the operation & healthiness of equipments
- Check the on/Off status of all lights, if any found in non-working condition, get it illuminate by replacing/repair the light.
- Attending the all complaints in the complaint register book.
- Cleaning of all electrical rooms, battery room.
- Checking of Goods and passenger lifts
- Checking of Fire Alarm Panel
- Checking of Fire Fighting system
- Checking of UPSs and Stabilizers
- Maintain log books, check sheets, various registers etc properly.
- Submission of daily shift reports to E.I.C.

#### **Monthly checks**

- Cleaning of all electrical panels and metering unit premises.
- Coordinate with TSSPDCL person to record the HT meter reading and receiving of energy bill.
- Constantly coordinate with the related equipment monthly maintenance checks for DG Set, HVACs, UPS, Fire Fighting, STP, Rain water Harvesting, Passenger and goods lifts, Water purifiers, etc. and get the servicing done by them.
- Checking of power and lighting DBs.

#### **Quarterly checks**

- Check the silica gel condition in the transformer, if found in pale yellow colour, reactivate the silica gel.
- Checking of earth connections of every electrical equipment/panels.
- Maintenance of earth electrodes.
- Cleaning and checking of all electrical appliances such as light fittings, ceiling/ exhaust fans, switchboard, cable boxes, panels etc.

#### **Half yearly checks**

- Measure the insulation resistance of transformers windings & oil, tightening of terminal connections at the transformer HT & LT terminals and testing of protection systems of transformer.
- Measure the insulation resistance of Bus ducts, HT & LT cables and Bus bar trunking (BBT).
- Servicing, tightening the terminal connections, checking heaters, illumination, interlocking and protection systems of HT Panel, Main LT Panel, Main Emergency panel, Battery charger panel, Capacitor bank panel & capacitor banks, HVAC Panels & Main distribution Boards.

- Servicing, testing, operation of Vacuum Circuit Breakers (VCB), Transformer's OLTC & RTCC panel.
- Measure the individual earth electrode resistance.
- Perform the mock drills for electrical safety & electrical shock first aid treatment.

### **Fire Fighting & Fire Alarm installations Operation & Preventive Maintenance**

#### Daily:

- i. Check water level in the fire UG tank
- ii. Check water pressure in sprinkler and yard hydrant ring mains
- iii. Check the electrical parameters in Fire panel
- iv. Check operation of Jockey pump i.e. water pressure in the system (minimum 4 kg / sq cm.)
- v. Check level of fuel & lubricant oil in the DG set fuel tank
- vi. Check the DG set battery voltage
- vii. Check the healthiness of fire detection system
- viii. Check running of the fire hydrant pumps.
- ix. Check leakage etc. in the system.
- x. Check any fault if indicated on any of the panels and rectify the same immediately.

#### Weekly

- i. Check water leakages in yard hydrants if any
- ii. Check and operate yard hydrants
- iii. Check and operate first aid hose reel
- iv. Check automatic operation of DG set
- v. Checking the operation of valves to ensure their operation
- vi. Checking the pipe lines leakages if any
- vii. Operation of booster pumps

#### Monthly

- i. Check all electrical connections in panels, pumps, etc.
- ii. Cleaning of air filter of DG set
- iii. Checking DG set protections
- iv. Checking setting of controllers
- v. Check the condition of fire extinguishers
- vi. Check the Fire alarm circuit of each zone from the panels whether signals of fire and fault gets transmitted from zonal panel to main panel.
- vii. Checking of all fire hoses, fire hose box, Hose reels, pressure gauge and pressure switch.
- viii. Replacing of gasket & Washer ( if leakage/faulty are noticed)
- ix. Cleaning of all pumps and accessories
- x. Check of bell and siren for its proper working.
- xi. Checking of batteries, fan belt, temperature gauge, Fuel gauge etc. of diesel generator fire pump.

#### Quarterly

- i. Polishing of all gun metals items like hydrant outlet, branch pipe, etc.
- ii. Pressure testing of delivery hoses

- iii. Performance of the hooters & manual call points.
- iv. Checking, Oiling and servicing of all fire hydrant outlets, butterfly valves, air release valve and alarm valves
- v. Fault circuit of each zone by actually disconnecting the wire
- vi. Checking and operating of all fire pumps. Check noise, vibration and temperature of pumps
- vii. Pressure testing and checking of fire pumps and hose reels

#### Half Yearly

- i. Grease all bearings of pump and motors
- ii. Replace suction water strainers of UG tank
- iii. Checking the operations of sprinklers & sprinkler pumps by breaking few sprinklers.
- iv. Manual cleaning of manual call points, panels , hooters, hydrant box etc
- v. Full running discharge test of fire hydrant & sprinkler system (At least 10 minute)
- vi. Overall greasing of all fire pumps
- vii. Testing of sprinkler bulb

#### Yearly

- i. Check entire pipe lines, valves and descaling
- ii. Drain water of UG tank and clean
- iii. Replacement of oil filter, air filter and engine oil of Diesel engine fire pump
- iv. Cleaning of NRVs, foot valves, strainers etc.
- v. Recalibration of all measuring instrument like pressure switch, pressure gauge etc.

#### **‘PENALITY’ CLAUSE:**

The Availability & functioning of Electrical system is very essential and critical. Non-availability may result many tangible & non tangible losses in research work, equipment, animals, tissues etc.

Hence all the work routine, servicing, breakdown maintenance has to be carried out in accordance with all standards and statutory norms with minimum time and maximum accuracy to ensure maximum availability. Failure in meeting the above requirements will attract the ‘fine’ clause as below.

Contractor should depute experienced personnel to carry out maintenance work both low & high side in such a way that the repetition of the problem should be avoided.

- a) **Absenteeism:** No absenteeism shall be allowed. In case of absence of any staff in the agreed staff pattern, fine will be imposed at one and half times the rate for the day the staff remains absent.
- b) **Non-Compliance of work:** In the event of failure of compliance of awarded work in stipulated time fine will be imposed as per double of actual expenditure incurred in attending the same by other agency.

TIFR-Hyderabad / concerned engineer will be authorized to deduct amount from the contractor bill or security deposit or initiate any other action as found suitable.

## **General**

1. The contractor shall arrange for the periodical inspection by competent authority such as Central/State Electrical Inspectorate, CEA, TSSPDCL etc. and shall obtain all necessary approvals and renewals for the entire Electrical Installations.
2. All the removed materials for routine maintenance works should be brought to the office for accountability and a separate register needs to be maintained showing all received/used electrical consumables supplied by the TIFR- Hyderabad. No materials should be left anywhere in the campus.
3. All tools and machinery required for routine works, preventive maintenance etc., such as pliers, cutter, screw drivers, spanner set, blower, drill machine, crimping tool, clamp meter, Megger, earth tester, pipe wrench, tripod, safety equipment etc. shall be provided by the contractor.
4. All breakdown calls/complaints received during normal working hours should be attended to as early as possible. No complaints should be left unattended and not be postponed to next day.
5. Any damage is caused to any equipment or items available at the office premises due to negligence of the contractor's work force shall be entirely on contractor, the amount so involved on this account shall be deducted from the payment due to contractor.
6. Replacement of all minor parts and spare such as gasket, oil grease & gland packing, polish paper, distill water for battery terminals, cotton cloth and all types of washers of valves & pipe but other than major assemblies, shall be borne by TIFR-Hyderabad.
7. The Annual Maintenance contract will include conducting training program / mock drills for TIFR, Hyderabad's personnel regarding the operation of the fire safety system during the routine monthly visit at no extra cost.
8. All the Fire Fighting System and Fire Alarm systems/ installations have to be kept in good healthy working conditions and any repair/ replacement required for any equipment shall be done immediately. Mock drill should be arranged monthly or as required with the prior approval of Engineer-in-Charge.
9. All the required record for break-downs/repairs and maintenance etc. shall be maintained in the form of history books and logbooks etc. as per directions.
10. All the maintenance works shall be carried out in accordance with the manufacturer's specifications/ Fire and emergency department of Hyderabad.

11. The agency will liaise with Hyderabad Fire Services and other statutory authorities required from time to time in connection with Fire Fighting installations and would be responsible for obtaining of Renewal of Fire License from the Fire Authority of Hyderabad.

12. Documents to be maintained by the contractor :-

- i. log book of daily events
- ii. Complaints registers
- iii. Planning and scheduling of preventive maintenance
- iv. Reports of preventive maintenance done
- v. Daily breakdown maintenance/status reports
- vi. Work permit issue/released
- vii. Reports of testing/checking done
- viii. Reports of modification done
- ix. Attendance sheet.
- x. Details of plant record book
- xi. Fuel consumption record
- xii. Material Replacement / Maintenance record.

**Note:** Bidders are advised to visit the site for verification of complete system.



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**Annexure - V**

**General Terms & Conditions**

1. The AMC contract will be awarded for a period of one year which may be extended on same terms and conditions in second year based on the satisfactory completion of the previous year, the contract may be extended for the 3rd year on the same terms & conditions based on satisfactory completion in previous 1st and 2nd year contract. However, service charges / administrative charges quoted by the contract should be same as quoted in first years' contract.
2. The contractor shall provide the maintenance services as given in 'Scope of Work' to the satisfaction of the TIFR- Hyderabad. The performance of the contractor shall be reviewed on monthly basis and in case the services are not found to be satisfactory, the contract shall be terminated even before the expiry of contract period by giving one month's notice. However, the contract is liable for immediate termination on violation of any of the provisions by the contractor. The TIFR- Hyderabad may also terminate the contract in the instance of insolvency or bankruptcy of the contractor or change of ownership of the business of the contractor. The TIFR- Hyderabad shall not pay any compensation for early termination. The security deposit/performance bank guarantee submitted under the contract shall be liable to be forfeited and shall be absolutely at the disposal of TIFR Hyderabad.
3. All the bidders/contractors should provide Company Authorization Letter duly signed and stamped by Authority to participate in the Pre Bid Meeting, Technical bid opening and Financial bid opening etc.
4. If the contractor fails to execute the maintenance works as detailed in 'Scope of Work' within stipulated time, the TIFR- Hyderabad will be at liberty to execute the works through an alternate source and the charges so incurred shall be recovered from the contractor.
5. The contractor shall permit the TIFR- Hyderabad to hold or deduct the amount from bill for non-performance or part performance or failure to discharge obligations under this contract.
6. Security Deposit: The successful tenderer will have to submit Security Deposit @ 10% of the total work order value in the form of account payee demand draft/bank guarantee from SBI or any one of the nationalized banks in an acceptable form. Security Deposit should remain valid for a period of sixteen months from the date of commencement of



Contract and would be released only after one month from the date of satisfactory completion of the contract. Security deposit shall be refundable after expiry/termination of the contract. The deposit shall not bear any interest.

7. The contractor shall obtain at his own cost, any license or permission of any sort whatsoever (viz., labour license from Assistant Labour Commissioner (Central), Hyderabad and register with Employees' State Insurance
8. Corporation and Office of the Regional Provident Fund Commissioner, Hyderabad, GST, Income Tax etc.) that may be required under various Acts from the Central/State Government Authorities for carrying out the said activity in the premises of the TIFR- Hyderabad and such Registrations and License for engagement of contract workers for such purpose should be obtained by the contractor within one month from the date of issue of work order.
9. The contractor shall comply with the provisions of all Labour Laws, which are applicable to 'the Contractor' or his employees and shall be solely responsible for liabilities arising out of such compliance, non-compliance or implementation or non-implementation. The contractor will furnish proof of compliance of all Labour Laws requirements including obtaining licenses, filing of monthly/quarterly/annual returns and any other statutory requirement and furnish calculations and proof of payments made to all Government/Statutory Authorities under EPF, ESIC, Labour Welfare Fund Act, Payment of Bonus Act, etc. within time limit allowed under the respective Acts and all other statutory rules as amended from time to time. TIFR Hyderabad will not be responsible if the contractor is not satisfying any statutory compliances etc.
10. The contractor shall indemnify the TIFR- Hyderabad from all liabilities arising out of any payment/ in respect of any claims made by the contractor's employees against the TIFR- Hyderabad under any statute/notification of the Government (Central/State) or statutory authority in respect of his employees.
11. The contractor shall be responsible for maintenance of proper records as required under the provisions of various Labour Laws / Statutory Acts applicable to the contractor and contract employees such as attendance register, overtime register, advance register, register of deductions for damage & loss, register of fines, accident register etc. and produce them for inspection as and when demanded by TIFR- Hyderabad or any appropriate Labour authorities. The contractor shall also issue Form-XIV (employment card) to their personnel.
12. The contractor shall make the payment to personnel engaged by him as per minimum wages notified by the Office of the Regional Labour Commissioner (Central), Hyderabad from time to time. The contractor shall satisfy the TIFR- Hyderabad showing adequate recorded proof that the minimum wages, ESI, contribution to provident fund as applicable are being paid to his personnel as required under various Statutory Acts notified by the Government from time to time. **The contractor shall disburse wages payable to his personnel only in the presence of an authorized officer of the TIFR- Hyderabad.**

13. The contractor shall provide weekly off / holidays to his personnel as per applicable laws/ labour laws but it will be his responsibility to ensure uninterrupted services on all days.
14. The contractor shall ensure that the character and antecedents of the personnel engaged by him are duly verified before such engagement.
15. The contractor shall submit the list of his personnel to be deployed at the TIFR- Hyderabad along with their personal details like name, age, date of birth, permanent address etc. for approval. The TIFR- Hyderabad has the right to advise the contractor to replace any of the personnel engaged by him who are found unsuitable; the contractor shall immediately replace such personnel. The contractor shall provide identity cards to his personnel.
16. The contractor shall not employ any person who is prohibited by law from being employed. The personnel deployed by the contractor should not suffer from any infectious disease and should be able-bodied persons.
17. The contractor shall ensure that none of his personnel report for duty in drunken state or consume drugs, prohibited substances, smoke, etc., while on duty.
18. The contractor shall take necessary safety measures and he/she is solely responsible for the safety of personnel engaged by him. **The contractor shall provide appropriate uniform, shoes, gloves, accessories & tools that would ensure safety against insects & snakes, dogs and electrocution to all personnel and ensure their cleanliness and upkeep.**
19. The TIFR- Hyderabad shall not be responsible for any accident/injury or loss of life of any of the persons engaged by the contractor that may take place while executing the contract. Any compensation or expenditure towards the treatment of such injury or loss of life shall be sole responsibility of the contractor. At his cost, the contractor shall obtain appropriate/adequate insurance policy to his personnel towards meeting the liability of compensation arising out of death, injury, disablement, etc. at work.
20. The contractor shall abide by all the rules and regulations laid down by the TIFR- Hyderabad authorities from time to time.
21. The contractor or his personnel shall not any time do, cause or permit any nuisance at the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants/visitors at site or near the site of work.
22. The contractor shall be responsible for all acts done by the personnel engaged by him and for maintenance of proper discipline by his personnel at the premises of the TIFR- Hyderabad. Any act of indiscipline/misconduct/theft/pilferage on the part of any personnel engaged by the contractor resulting any loss to the TIFR- Hyderabad in kind

or cash will be viewed seriously and the TIFR- Hyderabad shall have the right to levy damages or fine from the contractor and even terminate the contract forthwith.

23. Care must be taken to ensure while carrying out the work so that no laboratory equipment, fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the contractor, failing which the TIFR- Hyderabad will get them repaired/replaced at risk and cost of the contractor.
24. In the event, any damage is caused to the movable or immovable property of the TIFR- Hyderabad or to the property of employees of the TIFR- Hyderabad, the TIFR- Hyderabad reserves the right to compute the damage in terms of money and to deduct the money from the bill of the contractor or from the amount payable to the contractor by the TIFR- Hyderabad and the remaining amount, if any, by the way of civil damages.
25. The contract is for providing maintenance services and not for supply of Contract Labour. The workers employed by the contractor for providing the services shall be of his/their employees and not of the TIFR- Hyderabad.
26. The personnel engaged by the contractor shall not have any employee-employer or master-servant relationship with the TIFR- Hyderabad and they shall not have any claim whatsoever for employment in the TIFR- Hyderabad now or at a future date.
27. The contractor shall remove his personnel peacefully on expiry of contract or on termination of the contract.
28. The contractor shall not sub-contract the works unless permitted specifically by the TIFR- Hyderabad in writing.
29. The contractor shall submit the bills in the first week of every month along with monthly report for the works carried out in the previous month. The TIFR- Hyderabad shall pay AMC charges on monthly basis upon submission of bills by the contractor and certified by the concerned employee/official to the effect that the maintenance works have been carried out as per the contract. Applicable TDS will be deducted while making the payment.
30. **The contractor should submit the wage bill/invoice for reimbursement as per details/table given below on his letter head latest by 10<sup>th</sup> of following month:-**
  - a. Bill No. \_\_\_\_\_ Date \_\_\_\_\_
  - b. Name of the company:
  - b. Contract for \_\_\_\_\_
  - c. Award letter Number & Date:
  - d. Date of commencement of the contract:
  - e. Wage bill for the month \_\_\_\_\_ date \_\_\_\_\_

Sl. No.	Name of worker	Empl. Code No.	EPF NO.	ESI No.	@ Basic/ Minimum Wage. As per GOI (C )	No. of days Work ed.	Total Wage	Employee's contribution		Take home Salary	Employer's contribution		
								EPF 12%	ESI 1.75%		EPF 12%	EDLI 1.15 %	ESI 4.75 %

Note: Deduction Schedule showing the individual details of deductions of EPF and ESI should tally with the wage bill.

31. GST rule will be applicable with effect from 01.07.2017. The applicable TDS /other charges if any as per GST rule will be deducted as per new GST regime.
32. TIFR-Hyderabad GST NO: 36AAATT3951F2ZG.
33. The contractor should provide mobile telephone on site for communicating 24 x 7 basis duty personnel.
34. The contractor shall execute the agreement related to this contract on stamp paper as per proforma prescribed by the TIFR- Hyderabad.
35. The contractor shall pay the minimum monthly wages (Central) fixed by the Chief Labour Commissioner (Central), Delhi, Govt. of India, Ministry of Labour & Employment under the Minimum Wages Act as applicable in Hyderabad.
36. Enhancement in Administrative/Service charges, on any ground will not be entertained during the tenure of the contract.
37. The contract can be terminated on any of the following contingencies:
  - a) On expiry of the contract period.
  - b) By giving one month advance notice by TIFR on account of:
    - i) Un Satisfactory performance of the contract (as per tender terms and conditions).
    - ii) Losses suffered by TIFR due to lapse on the part of the contractor/his Supervisor/workers.
    - iii) For committing breach by the contractor of any of the terms and conditions of Contract.
    - iv) On assigning the contractor or any part thereof or any benefit or interest therein or there under by the contractor to any third person for sub-contracting whole or part of the contract.

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(Signature of the Contractor with Company Seal)

- iv) On violation of any Labour laws as per Contract Labour (Regulation & Abolition) Act, 1970, as amended from time to time.
  - v) On contractors being declared insolvent by the competent Court of Law.
  - vi) The contractor provides unsatisfactory services.
38. During the notice period of termination of the contract in the contingencies contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.
39. It shall be the duty of the contractor to withdraw all the persons deployed by him on expiry/termination of the contract and will ensure that no person creates any disruption/hindrance or problems of whatsoever nature to TIFR.
40. Income Tax will be recovered from the contractor's monthly bill as per the Govt. of India's order and necessary TDS certificate will be issued to him as a proof of having deducted the tax.
41. All disputes arising from this contract in respect of personnel posted at TIFR concerning their wages or any other matter connected with their service conditions under relevant Labour Laws are solely and wholly the responsibility of the Contractor. The TIFR will be free from all encumbrances either from the Government or from any other sources.
42. TIFR Hyderabad GST NO is: 36AAATT3951F2ZG. GST rule will be applicable with effect from 01.07.2017 as per GST regime. The applicable TDS /other charges if any as per GST rule will be deducted.
43. The contractor should submit a valid GST Registration document / certificate etc.
44. The TIFR will reimburse Goods and Services Tax (GST), payable, if any on the bill by the contractor to the authorities concerned and it will be the responsibility of the contractor to pay such an amount only if he is liable to pay GST under the relevant Act/Rule/Orders of Govt. of India/State Govt.
45. That the contractor shall ensure that the persons so deployed do not allow any property of the TIFR to be taken out of the premises without a Gate Pass signed by the designated officials of the Institute. As a safeguard against any dishonesty connivance and/or ulterior motive, the specimen signature of the officials designated and authorized to sign the gate pass will be intimated in writing to the contractor along with subsequent changes, if any. The Administrative Officer of TIFR shall take necessary steps to ensure compliance and necessary action in this respect.
46. All the bills should be submitted on his letter heads, duly signed and pre-receipted.
47. ARBITRATION
- A. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is especially

provided under this agreement) the same shall be referred to the sole arbitration to Centre Director TIFR, Hyderabad or his nominee.

- B. The award of the arbitrator shall be final and binding on their parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the TIFR shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
- C. The Arbitrator may give interim award(s) and/or directions, as may be required.
- D. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modifications are there of from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

**Date:**

**(Name & signature of the contractor with office seal)**



## Tata Institute of Fundamental Research

टाटा मूलभूत अनुसंधान संस्थान

Survey No. 36/P, Gopanpally Village,  
Serilingampally Mandal, Ranga Reddy District,  
Hyderabad 500107. Phone: +91 (0)40 2020 – 3020  
Email: [purchasegroup@tifrh.res.in](mailto:purchasegroup@tifrh.res.in)

Annexure - VI

### SPECIAL CONDITIONS OF CONTRACT

#### **1. Engagement terms of labour:**

- i. The agreement between TIFR-Hyderabad and the contractor shall be purely on the basis of service agreement. The Contractor shall make his own arrangements for the engagement of the labour.
- ii. In respect of the engagement, employment, wages, transport, paying, feeding, housing and working conditions of labour and of all matters connected therewith, the contractor shall be solely responsible and liable.
- iii. During the continuance of the Contract, the contractor shall at all times be liable to obligations imposed on him by the provisions and requirements of any Central or State Statute ordinance or other law or any Regulation or Bye-law of any local or other duly constituted authority which may be applicable including any such law regulation or order passed or made or coming into force during the period of the Contract.
- iv. The Contractor shall comply with the provision of all labour legislation including the requirements of:
  - a) The payment of Wages Act
  - b) Owner's Liability Act
  - c) Workmen's Compensation Act
  - d) Contractor Labour (Regulation & Abolition) Act 1970 and Central Rules 1971
  - e) Apprentices Act 1961
  - f) Any other Act or enactment relating thereto and rules framed there under from time to time.
- v. The successful tenderer shall keep all mandatory records like PF, ESI, GST registration, Bonus etc. of his employees deployed at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally Mandal, RR Dist, Hyderabad-500107 as per requirement of the labour enforcement inspector from time to time.
- vi. The successful tenderer shall take necessary license from the Asst. Labour Commissioner and comply with the central Labour Act of 1970.

- vii. The successful tenderer shall have to take necessary insurance coverage for his workmen and keep TIFR-Hyderabad indemnified against risk. Copy of such insurance premium receipt shall be submitted to TIFR-Hyderabad before the release of first payment.

**2. Accidents:**

The contractor should ensure the work as per safety standards without accidents and it is the responsible of the contractor scope.

The Contractor shall within 24 hours of the occurrence of any accident or mishap at or about the Site or in connection with the execution of the work shall report such incident to TIFR-Hyderabad. The Contractor shall also report such accident to the competent authority whenever such report is required by law.

**3. Insurance:**

The contractor shall have to take necessary insurance coverage for workmen and keep TIFR Hyderabad against risk. Copy of the insurance premium should be submitted to TIFR Hyderabad before commencing the work. Contractor shall cover all the workmen and labourers deployed by him on this work under an adequate comprehensive contractor's all risk policy to insure workmen and third party insurance etc.

4. The work is to be carried out in occupied office and laboratory premises and hence the contract shall be governed by the rules of TIFR- Hyderabad regarding the working hours, supply & removal of materials etc. The contractor and their personnel shall not cause disturbance to the staff and research activities of TIFR- Hyderabad.
5. The contractor should make proper safety arrangements like safety belts and helmets, etc. for the persons working on site. Contractor shall provide individual identity card to each of his staff /worker as per the approval format. The identity card shall be carried and displayed by the person during his entire presence or working in the premises.

**Date:**

**(Name & signature of the contractor with office seal)**





**Tata Institute of Fundamental Research**  
**टाटा मूलभूत अनुसंधान संस्थान**

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 Email: [purchasegroup@tifrh.res.in](mailto:purchasegroup@tifrh.res.in)

**APPENDIX TO FORM OF TENDER**

a)	Minimum amount to third party insurance	The successful tenderer shall take “all risk policy” for the contract value and workmen compensation policy for the workers engaged in the work. The contractor shall indemnify the TIFR- Hyderabad for any loss or damage that occurs to persons or building or third party while executing the work. Third party liability in contractors all risk policy shall be minimum Rs. 2 lakh per person for any one accident or occurrence and 5.00 lakh in respect of damage to property for any one accident or occurrence. Note: These policies shall be valid till the completion of the work. If the contractor does not provide these policies, TIFR- Hyderabad reserves the right to take the above insurance policies themselves and recover the cost thereof from the bill of the contractor.
b)	Period of commencement	7 (Seven) days from the date of issue of letter of intent/work order or date of handing over of site, whichever is later.
c)	Period of Contract	12 months
d)	EMD to be deposited	Rs. 64,000/- in the form of D.D. in favour of "TIFR Centre for Interdisciplinary Sciences", payable at Hyderabad to be enclosed with the Technical Bid (Volume - I).
e)	Security Deposit	Security Deposit @ 10% of the Work Order value in the form of account payee demand draft/bank guarantee.



**Tata Institute of Fundamental Research**

**टाटा मूलभूत अनुसंधान संस्थान**

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Email: [purchasegroup@tifrh.res.in](mailto:purchasegroup@tifrh.res.in)

**TENDER DOCUMENT**  
**PRICE BID**

**VOLUME-II**

**Annual Maintenance Contract (AMC) for “Operation and Maintenance of Electrical & Fire Safety installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107**

NAME OF THE TENDERER: -----

ADDRESS: -----

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Last date of submission of the tender: On or before **25-07-2018 upto 13:00 hrs.**



**Tata Institute of Fundamental Research**  
**टाटा मूलभूत अनुसंधान संस्थान**

Survey No. 36/P, Gopanpally Village,  
 Serilingampally Mandal, Ranga Reddy District,  
 Hyderabad 500107. Phone: +91 (0)40 2020 – 3001

**Annexure-VII**

**Annual Maintenance Contract for “Operation and Maintenance of Electrical & Fire Safety installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107**

**PRICE BID**

**I. Wages stipulated by TIFR**

S. No.	Payment Components	Electrical & Fire Safety Supervisor (Highly Skilled) charges per month in Rs. (X)	Electrical Worker (Skilled) Charges per month in Rs. (Y)
1	Basic Wages	18018.00	16562.00
2	Variable Dearness Allowance	1014.00	936.00
3	<b>Sub Total</b>	19032.00	17498.00
4	Leave Wages @ 4.81% on Sr. No. 3	915.44	841.65
5	PF @ 13.15% on Sr. No. 3	2502.71	2300.99
6	ESI @ 4.75% on Sr. No. 3	904.02	831.16
7	Bonus @ 8.33% on Sr. No. 3	1585.37	1457.58
8	<b>Total amount payable Sr. No. (3 to 7) including statutory payments per person</b>	24939.53	22929.38
9	<b>No. of employs deployed</b>	4	3
10	Total minimum charges for proposed deployment in Rs. i.e. (Sr. No. 8 X Sr. No. 9)	99758.13	68788.14
11	Reliever Charges (D) in Rs. at 1/6 <sup>th</sup> of Sr. No. 10	16626.36	11464.69
12	Total Wages i.e. (Sr. No. 10+ Sr. No. 11)	116384.49	80252.83
13	Service Charges at..... percentage (%) of Sr. No. 12		
14	<b>Total (i.e. Sr. No. 12 + Sr. No. 13)</b>		
15	<b>GST @18%</b>		
16	<b>Grand Total (i.e. Sr. No. 14 + Sr. No. 15)</b>		

(Signature of the Contractor with Company Seal)

**II. Bid amount for deployment per annum**

Sr. No.	Payment Components	Amount
1.	Total bid amount for deploying 3 No's Highly skilled Electrical Supervisors, 1 No. Highly skilled Fire Safety Supervisors per month inclusive of GST (X)	
2.	Total bid amount for deploying 3 No's skilled Electrical Workers per month inclusive of GST (Y)	
3.	Final bid Amount per month Z= (X)+(Y)	
4.	<b>Final bid Amount per annum = 12 X (Z)</b>	
5.	<b>Final bid Amount in Words</b>	

**NOTE:**

- a. The Contractor shall attend to all the works 24X7 basis and post One Highly Skilled Electrical Supervisor & One Skilled Electrical worker in all the 3 Shifts (ie. from 6:00 am to 2:00 pm, 2:00 pm to 10:00 pm and 10:00 pm to 6:00 am) and One Highly Skilled Fire Safety Supervisor in general shift ((ie. from 9:00 am to 5:00 pm) on all days during the entire contract period.
- b. The contractor shall provide minimum one-day duty off once in a week for the employees working in shifts and shall provide relievers for the employees on off duty / sick / leave. However, in case of exigencies, the contractor shall provide services beyond above mentioned hours.
- c. The TIFR- Hyderabad shall not permit double shift for any staff employed by the contractor.
- d. Highly Skilled Electrical Supervisor should be **“Minimum Diploma Electrical Engineer having 33 KV Supervisor License with minimum 5 years of experience in maintaining HT/LT installation”** OR **“ITI Electrical Trade Holder having 33 KV Supervisor License with minimum 10 years of experience in maintaining HT/LT installation”**

Highly Skilled Fire Safety Supervisor should be **“Minimum Diploma in Fire & Safety with minimum 5 years of experience in operating & maintaining of Fire Fighting and Fire Alarm Systems”** OR **“ITI Mechanical Trade Holder having with minimum 10 years of experience operating & maintaining of Fire Fighting and Fire Alarm Systems”**

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(Signature of the Contractor with Company Seal)

- e. Skilled Electrical worker should be **ITI Electrical Trade Holder having 11 KV Supervisor License with minimum 5 years of experience in maintaining HT/LT installation**
- f. The quoted rates shall be inclusive of **Minimum Wages payable as per Central Labour commission for the classification of skill set of manpower engaged**, all taxes, GST, duties, insurance, works contract tax, sales tax, etc. all inclusive.
- g. The contractor shall make the payment to personnel engaged by him as per minimum wages notified by Office of the Regional Labour Commissioner (Central) and any revision in the wages during the period of contract.
- h. The quoted rates shall be inclusive of all applicable statutory payments viz. Minimum Wages (**including revisions**), PF, ESI, Bonus and necessary risk policy for covering the comprehensive risk of all employees etc.
- i. The contractor shall provide minimum one-day duty off once in a week for the employees working in shifts and shall provide relievers for the employees on off duty / sick / leave.
- j. Conditional tenders shall be summarily rejected.
- k. The rates quoted above are as per the rates fixed by the Chief Labour Commissioner (Central) Delhi and as circulated by office of the RLC(Central) Vidyanagar, Hyderabad and is currently in force and is subject to revision from time to time by the Govt. However the rates will be revised and paid as and when notification to the change of minimum wage is issued by the authority.
- l. The contractors are advised to visit the site and thoroughly understand the nature and scope of work and be familiar with the site conditions before quoting.

I/We have examined the scope of work and terms & conditions of the tender for the said works. If this tender is accepted by TIFR- Hyderabad, I/We hereby agree to execute the works in accordance with terms and conditions of the tender.

Date:

Signature and Name of the authorized  
person of the firm/contractor with  
office seal)

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