



GUWAHATI BIOTECH PARK

TECHNOLOGY COMPLEX, IIT GUWAHATI, GUWAHATI-781039

PHONE: (0361)2690228

TENDER DOCUMENT

FOR

**OPERATION & ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL WORKS AT
GUWAHATI BIOTECH PARK, AMINGAON**

TECHNICAL BID

NIT NO: GBP/ 1.32 /2020-21/5010 DTD 23.12.2021

NOTICE FOR INVITING TENDER THROUGH E-PROCUREMENT

ONLINE BIDS ARE INVITED FROM THE REPUTED FIRMS UNDER TWO BID SYSTEM FOR OPERATION & ANNUAL MAINTENANCE CONTRACT FOR ELECTRICAL WORKS AT GUWAHATI BIOTECH PARK, AMINGAON

CRITICAL DATE SHEET

Tender No	GBP/1.32 /2021-22/5010
Date of release of Tender through e-procurement	23 rd December 2021 at 2 PM
Bid Submission start date	26 th December 2021 at 2 PM
Last date & time for submission of bid	12 th January 2022 at 2 PM
Date & time for opening of technical bid	12 th January 2022 at 2.30 PM
Financial Bid Opening Date	Will be informed later
Address for Communication	The Chief Executive Officer, Guwahati Biotech Park Near SP Office Amingaon, Kamrup Guwahati-781031

1. The Tender form/bidding documents may be downloaded from the Institute website www.guwahatibiotechpark.com and www.assamtenders.gov.in. Online submission of Bids through www.assamtenders.gov.in is mandatory. **Those bids which were not submitted in the portal will be rejected.**
2. Bidders after submission of their bids online through the Portal must submit Hard Copies of all the documents submitted/uploaded in the portal (Except Financial Bid -BOQ) along with a soft copy (in CD/Pen drive) of Technical Bid (only technical specs/details of the goods and services proposed to be supplied under contract) to help in preparation of Comparative Specs. Any discrepancy between bid document submitted in E-portal and hard copy, the E-portal documents shall prevail. The documents should reach at Guwahati Biotech Park, Near SP Office, Amingaon, Kamrup, Guwahati-781031 on or before 2.00 P.M, 12th January 2022 failing which their tenders/bids will not be considered and their tenders will be rejected.
3. Bidders are requested to visit the above website regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
4. More details are available in website www.assamtenders.gov.in.

**Sd-/
Chief Executive Officer**

Guwahati Biotech Park

QUALIFYING CRITERIA FOR BIDDERS

1. Registration certificate from any Govt. / Semi Govt. Dept. / Autonomous Body in appropriate class and category.
2. Average Annual turnover certificate and Audited Balance sheet certified by authorized chartered accountant for maintenance or Construction of similar works of last three (3) consecutive years. i.e. 2018-19, 2019-20 & 2020-21. Average Annual turnover should not be less than Rs.15.00 Lakhs
3. Shall have experience in execution of “Annual Maintenance Contracts of Electrical works including HT/LT sub-station in Govt. Institutional building /Office building/Residential complex/ Industrial complex, or “Execution of electrical works in construction of building works including HT/LT sub-station completed satisfactorily having a value of electrical part of the work not less than Rs. 10.00 Lakhs against single work order or Rs. 7.00 Lakhs against two work order in any one year during last five years in any Govt./ semi Govt. departments / Govt. Autonomous body. These are to be supported by copies of work order, BOQ and completion certificates from clients
4. The following documents should be submitted at the time of submission of the tender document:
 - a) Registration of EPF
 - b) Registration of ESI
 - c) Registration of current labor licenses wherever applicable
 - d) PAN no
 - e) GST Registration
 - f) Details of work of similar type for last 5 years (“Annual Maintenance Contracts of Electrical works including HT/LT sub-station in Institutional building /Office building/Residential complex/ Industrial complex, or “Execution of electrical works in construction of building works including HT/LT sub-station completed satisfactorily and magnitude carried out by bidder in the Performa enclosed in Annexure 2. A Copy of work order, BOQ and completion certificate from client for experience is to be enclosed.
5. The contractor should have a local office at Guwahati. The office address along with a copy of address proof, e-mail Id, Phone no of the office to be submitted along with the tender. The name of the contact person and his mobile number also to be submitted.
6. Should have valid Electrical contractor’s license.
7. All the bidders are required to pay a bid processing fee of Rs 500.00 (Five Hundred only)and Earnest Money Deposit (EMD)of Rs12000.00 (Rupees Twelve thousand only)through online in the procurement portal failing which bids will be considered non responsive . Bank details of Guwahati Biotech Park: Guwahati Biotech Park, Bank A/C . Name of the Bank: State Bank of India. A/C NO - 30603991129 ,IFSC Code:SBIN0009201

GUIDELINES FOR BIDDERS

1. For all clarifications regarding site conditions, items of works or any other related matters to the tender, concerned Engineer may be contacted during office hours on all working days. Addendum/Corrigendum, if any, will be published only on Website. GBP shall not be responsible for any delay /difficulties / inaccessibility of downloading facility for any reason whatsoever.
2. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
3. Refund of Earnest Money Deposit: The EMD submitted by unsuccessful bidders shall be returned to them without any interest whatsoever, within 15 to 90 days after placement of order on successful bidder. The EMD submitted by successful bidders shall be returned to them after the successful bidder deposits the security money according to conditions stipulated in the bid document.
4. Late/delayed tenders received due to any reason whatsoever will not be accepted under any circumstances
5. The bidder shall visit the site and acquaint himself fully of the site and no claims whatsoever will be entertained on the plea of ignorance or difficulties involved in execution of work or carriage of materials
6. Bidders need not come at the time of Technical bid as well as financial bid opening at GBP. They can view the bid opening after logging in the e- procurement portal at their remote end. If bidders want to join bid opening in GBP, they have to come with bid acknowledgement slip that generated after successful completion of the bids.

7. SUBMISSIONS OF BIDS

The bidders must upload their bids online as per the detail instructions given in the website **www.assamtenders.gov.in**. The Bidders must ensure that they upload their Bids not later than the closing time and date specified for submission of Bids.

8. PERIOD OF VALIDITY OF BID

Bid shall be valid for acceptance for a period of 120 days (One Hundred Twenty days) from the date of opening as indicated in the " **Notice for inviting tender** " and shall not be withdrawn on or after the opening of bids till the expiration of the validity period or any extension agreed thereof.

9. DOCUMENTS COMPRISING THE BID

The bids prepared by the bidder shall comprise of (a) Technical Bid and (b) Financial Bid

- a. **TECHNICAL BID:** - To qualify in the Technical bid the bidder should have the minimum eligibility criteria as under and the firm in this regard must upload the Scanned copies of the following documents in support of their eligibility criteria **in the e-Portal and Hard Copies of All the uploaded Documents as listed below should be submitted physically on or before closing date and time of the Tender)**

Sl. No.	Qualifying Criteria	DOCUMENTS/EVIDENCES REQUIRED FROM THE BIDDER
A	Registration	Registration certificate from any Govt. / Semi Govt. Dept. / Govt. Autonomous Body in appropriate class and category Should have valid Electrical contractor's license
B	Experience	a) Shall have experience in execution of "Annual Maintenance Contracts of Electrical works including HT/LT sub-station in Govt. Institutional building /Office building/Residential complex/ Industrial complex, or "Execution of electrical works in construction of building works including HT/LT sub-station completed satisfactorily. b) The value of work in a) should not less than Rs. 10.00 Lakhs against single work order or Rs. 7.00 Lakhs against two work in any one year during last five years in any Govt./ semi Govt. departments / Autonomous body. These are to be supported by copies of work order, BOQ and completion certificates from clients
C	GST registration	GST registration certificate.
D	PAN	Copy of PAN Card
E	ESIC & EPF registration	Copy of ESIC & EPF registration
F	Current labour license	Copy of current labour license wherever applicable
G	Turn-over	Average Annual turnover certificate by authorized chartered accountant from maintenance or Construction of similar works of last 3 consecutive years. i.e. 2018-19, 2019-20 & 2020-21 along with audited Balances sheet. Average Annual Turnover should not be less than Rs.15.00 Lakhs

- b. **FINANCIAL BID: - The Prices/ Rates should** be uploaded in the e-portal in Indian Rupees in the prescribed format only. The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account.

(Hard Copy of BOQ needs not to be submitted separately)

10. TECHNICAL EVALUATION:

Detailed technical evaluation shall be carried out by Technical Evaluation Committee as per below mentioned criteria.

Sl No	Qualifying Criteria	Maximum Marks	Evaluation
1	a) Bidders Shall have experience in execution of "Annual Maintenance Contracts of Electrical works including HT/LT sub-station in Govt.	30	A)60% Marks for minimum eligibility criteria B)100% marks for twice the eligibility criteria

	<p>Institutional building /Office building/Residential complex/ Industrial complex, or “Execution of electrical works in construction of Govt. building works (Electrical Part) including HT/LT sub-station completed satisfactorily.</p> <p>b) The value of the work in 1a)should not less than Rs. 10.00 Lakhs against single work order or Rs. 7.00 Lakhs against two work in any one year during last five years in any Govt./ semi Govt. departments / Autonomous body. These are to be supported by copies of work order, BOQ and completion certificates from</p>		C) In between A&B on pro-rata basis.
2	Annual turnover certificate by authorized chartered accountant from maintenance or Construction of similar works of last 3 consecutive years. i.e. 2018-19, 2019-20 & 2020-21 along with a copy of Audited Balance sheet Turnover in any one of these years should not be less than Rs.15.00 Lakhs	20	<p>A)60% Marks for minimum eligibility criteria</p> <p>B)100% marks for twice the eligibility criteria</p> <p>C) In between A&B on pro-rata basis.</p>

NOTE: Minimum 60% mark is to be scored for opening the financial bid.

11. Right to accept any Bid and to reject any or All Bids

Guwahati Biotech Park reserves the right to accept in part or in full any Bid or reject any Bid without assigning any reason or to cancel the Bidding process and reject all Bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected Bidder or Bidders.

Sd/-

Chief Executive Officer
Guwahati Biotech Park

GENERAL CONDITIONS OF CONTRACT (GCC)

1. SIGNING OF THE CONTRACT

The successful bidder shall be required to execute a Service level agreement within 25 days from the date of issue of the Letter of Intent. In the event of failure on the part of the successful bidder to sign the agreement within the above-stipulated period, the earnest money deposit shall be forfeited and the acceptance of the tender shall be considered as cancelled Identity Card.

2. IDENTITY CARD

Identity Card to all the workers / laborers under contractor's seal and signature for a specified period as per the terms of the contract and instructing them to carry the same during their movement/ work inside the campus.

3. SAFETY MEASURES

Suitable safety measure including scaffolding should be provided for workmen for all works to be executed during the contract period. All works to be carried out in accordance with relevant Indian Standards and as per Indian Electricity rule as amended from time to time.

4. PERIOD OF SERVICE

The contract shall be for 12 months. However, the GBP reserves the right to extend the duration of contract for a maximum period of three years based on the satisfactory performance of the contractor with same terms and condition.

5. CONTRACTOR'S SCOPE OF WORK AND RESPONSIBILITIES

- a. The work will include operation & maintenance of electrical installation, such as Street light, Building light ,ceiling fan, exhaust fan ,power points electrical, fire alarm & network wirings, ,earthlings etc. available in the Guwahati Biotech campus , Amingaon , Kamrup, Assam
- b. All small fabrication works, electrical works required for installation/un installation scientific equipment.
- c. Operation and maintenance of 33 KV substation of 2x 800 KVA capacity. (2 Nos Transformer of 800KVA capacity)and RMU
- d. Operation and routine, preventive and breakdown maintenance of Main Panel, Distribution Boards, LDB s, PDBs in the buildings.
- e. Routine and preventive maintenance of electrical switch gear and drives, pertaining to water supply.
- f. Operation and routine, preventive and breakdown maintenance of 800 KVA DG sets-2 Nos with AMF.

- g. Operation and routine, preventive and breakdown maintenance of Lighting & Power Distribution Systems
- h. Operation and maintenance of Audio/video system
- i. For carrying out the above job the contractor has to make his own arrangements for tools, tackles and measuring equipment, safety and protective devices for carrying out the work.
- j. Providing all kinds of technician/labour and the expertise required to attend to the above work is included in the scope of work
- k. All works to be carried out in accordance with relevant Indian Standards and as per Indian Electricity rule as amended time to time
- l. As the work involved is quite specialized and continuous monitoring is required, absenteeism of the contractor's employees will not be tolerated. GBP will make penal deductions in the bills for the absenteeism and non-compliance of the work. The contractor will ensure proper supervision at all the time. In case of deficiency penalty will be imposed.
- m. All the breakdown calls should be attended immediately, in case frequency / work demands more manpower, contractor will arrange additional manpower so as not to disturb the activities of GBP. No extra cost will be payable for that.
- n. Contractor shall provide Uniforms, Shoes, safety and protection gear, Identity cards etc., to the staffs deployed, at no extra cost.
- o. Contractor will ensure consistency of work and work force, correct trouble shooting, good workmanship, follow all safety procedures and will make all necessary efforts to maintain healthy environments and reliable services.
- p. Any other piece of work not specifically mentioned above but essential for the normal operation & maintenance of the works are also covered in the scope of contract.
- q. Contractor shall never say '**NO**' to any of the requirement of Guwahati Biotech Park, which is in the area of Operation and AMC's technical services, as found reasonable to be entrusted to the contractor by Guwahati Biotech Park authority.
- r. **Contractor** shall abide by all the necessary requirement of labour laws regulation while engaging staff in the work
- s. **Detail of Minimum Manpower**
 - 1. Electrician (ITI certificate holder Skilled) - 1 No--**(Daily Basis)**
 - 2. Sound & Video Display operator for Auditorium and conference Room Program-1 No **(Need Basis)**
- t. The contractor shall also ensure that there is no shortage of operating staff for operation and maintenance of the works. If deployed staff is absent due to personal problem with due information to the contractor in writing, the contractor has to arrange for suitable alternative for the day/period to avoid any type of interruption to the work. If he fails to

provide any alternative, he will be penalized double the rate of the prevailing rate of the particular worker and the amount will be deducted from next running bill of the contractor.

u. **Minimum Qualification:**

1. **Electrician (Skilled):** a) ITI Electrician Passed desirable. b) Having good knowledge in operation & maintenance of electrical/ telephone/Air conditioner/ LAN connection with minimum 2 years' experience.
2. **Sound & Video Display operator:** Having good knowledge in operation and & maintenance of sound and video.

6. **MAINTENANCE OF LOG SHEET**

The contractor shall have to maintain proper log books as per the instruction of the controlling engineer for the work to make the record available for inspection by the GBP. Any lapse in the record will attract compensation from the contractor as deemed fit by GBP.

7. **SCHEDULE OF LABOUR RATES**

Minimum wage of the staff should not be less than minimum Wage as per the circular of Office of the Labour Commissioner, Government of Assam.

8. **PAYMENT:**

- a) The contractor shall submit bill for the Schedule of Items every month within the 1st week of following month.
- b) The bill shall be paid after satisfaction of the GBP authority in respect to services rendered by the contractor against respective Operation & AMC works

9. **SECURITY DEPOSIT :**

- a) A sum equivalent to 10% of the accepted value of the tender shall be deposited by the Contractor as security deposit with the GBP. This may be deposited in full amount of 10% of the accepted value of the tender within 15 days from the date of issue of Letter of Intent.
- b) No interest shall be payable by the GBP from sums deposited as security deposit.
- c) Security deposit will be released 60 days after successful completion of the contract.

10. PENALTY CLAUSES:

1. **Absenteeism:** The contractor is to maintain the minimum man power as mentioned in the tender. If the contractor does not engage additional manpower of same category in case of absent of any staff, penalty will be imposed at double the rate of wages or salary for the day he remains absent.
2. **Non- Compliance of work:** In the event of failure of the contractor to comply with the complaint, the GBP shall be at liberty to engage other agency and get the work done and expenditure so incurred shall be recovered from the payment due to the contractor. Noncompliance to any of the complaints and not done satisfactorily would be recorded and recurrence of such incidents may lead to cancellation of the work order.
3. **Accidents:** Any accident due to negligence on the part of the contractor in following of safety procedures is purely at the responsibility of Contractor. GBP is not responsible for any such accidents/damages/death. Safety of the deployed staff by the Contractor is the sole responsibility of the Contractor.

11. TERMINATION OF CONTRACT:

GBP may, without prejudice to any other remedy for breach of Contract, terminate the contract in whole or in parts, if

- i. The Contractor fails to provide service within the period (s) specified in the contract or any extension thereof granted by GBP.
- ii. The Contractor fails to perform any other obligation(s) under the contract.

12. APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and Procedural, for the time being in force and shall be subject to the exclusive jurisdiction of the Courts at Kamrup (Rural)

13. CONCILIATION / ARBITRATION

If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable solution and settlement through a committee appointed by CEO, GBP

ANNEXURE – 1

PARTICULARS OF BIDDER

Name of the firm/company/proprietary concern registered	
Address of registered office	
Address of the office at Guwahati (if any)	
Telephone Nos./Fax/E-mail	
Specify your firm/company is a manufacturer/ authorized dealer/ distributor/ Agency	
Name of person holding the power of attorney : (attested copy of power of attorney to be enclosed	
PAN / GST No. (Attach copy)	
Name of partners, their present nationalities with their liabilities(attested copy of partnership deed to be enclosed	
Name & Address of Bankers	

Signature of Bidder with Seal

ANNEXURE – 2

LIST OF SIMILAR WORKS (AMC OF ELECTRICAL WORK INCLUDING HT/ LT SUBSTATION OR EXECUTION OF ELECTRICAL WORK IN GOVT. INSTITUTIONAL RESIDENTIAL/OFFICE BUILDING/INDUSTRY) EXECUTED DURING LAST FIVE YEARS:

Sl No	Full Postal Address of client & Name of Officer-in-Charge	Description of the work with contract no.	Value of contract	Date of Commencement of work	Stipulated date of completion	Actual date of completion

Note: Original or attested copies of work order and completion certificates from the client should be attached by the applicant.

Signature of Bidder with Seal