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CENTRAL UNIVERSITY OF KARNATAKA  
(Established by an Act of the Parliament in 2009)  
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No. CUK/Tender/2016-17/Sub-Station/42

Date: 27.04.2017

**NOTICE INVITING TENDERS FOR COMPREHENSIVE ELECTRICAL MAINTENANCE WORKS FOR (1) 11/0.433KV SUB-STATIONS, (2) CAMPUS MAINTENANCE AND (3) 300KW SOLAR PLANT OF CUK, KADAGANCHI, KALABURAGI ON 24 X 7 X 365 DAYS BASIS.**

**(THROUGH E-PROCUREMENT MODE)**

Online electronic bids are hereby invited for and on behalf of Central University of Karnataka, for Comprehensive Electrical Maintenance for Central University of Karnataka (as per Annexure- III and IV) as briefly described hereunder:

1.	Name of the Tender	Comprehensive Electrical Maintenance Work (as per Annexure III and IV).
2.	Bid submission mode	Online through e-procurement mode on Central PP portal Two packet system: Packet 1 -Techno-Commercial Bid <b>and</b> Packet 2 -Price Bid.
3.	i) Tender processing Fees Rs. 500/- ii) Earnest Money Deposit Rs. 40,000/-	Payable through Demand Draft drawn on any nationalized bank in favour of “ <b>The Finance Officer of Central University of Karnataka</b> ” payable at Kalaburagi. The DDs should be sent to “The Registrar, Central University of Karnataka, Kadaganchi -585367, Kalaburagi District” in sealed envelope by super scribing as “DDs for Comprehensive Electrical Maintenance Work Tender”. The DDs shall reach on or before the date and time of bid opening.
4.	Date and time of availability of bid document in the portal.	From 14.00 Hrs. of 27.04.2017 to 18.00 Hrs. of 17.05.2017
5.	Last date and time for submission of bids through portal.	17.00 Hrs. of 19.05.2017
6.	Date and time of opening technical bids.	15.00 Hrs. of 22.05.2017

# **Section – I**

## **INVITATION FOR BIDS**

**COMPREHENSIVE ELECTRICAL MAINTENANCE WORKS FOR (1) 11/0.433KV SUB-STATIONS, (2) CAMPUS MAINTENANCE AND (3) 300 KW SOLAR PLANT OF CUK KADAGANCHI, KALABURAGI ON 24 X 7 X 365 DAYS BASIS.**

## **INVITATION FOR BIDS**

Central University of Karnataka invites Tender for Comprehensive Electrical Maintenance of 11/0.433 KV Sub-station, CUK Campus and solar plant with installed capacity 300KW on 24x7 x365 days basis. The eligible bidders need to apply online.

### **A. Scope of work:**

1. Operation and maintenance of comprehensive electrical sub stations, solar plant and campus electrical maintenance in the CUK campus.
2. Electrical Maintenance works of 11KV/433V sub-stations in CUK Campus Kadaganchi along with Campus maintenance and solar plant on 24/7 x365 days basis.
3. Further the successful bidder shall be responsible for maintenance works as enumerated in Annexure -III of the tender under supervision of the Engineer/Estate Officer of CUK.
4. The successful bidder shall perform the works as per the duties and responsibilities mentioned in annexure IV of the tender.
5. The prospective bidders may obtain further information (if any) from the office of the Registrar CUK Kadaganchi. **Phone No: 08477226722, e-mail ID: registrar@cuk.ac.in**

### **B. Qualifying Requirements:**

**The essential minimum Qualifying requirement for Bidder is as under:**

- a. The Bidder shall possess a valid Class-I Electrical License issued by the Government of Karnataka or any other authorities competent to issue such licenses.
  - b. Bidders with at least any one of the similar work experience shown below are eligible to participate in the tender.
    - Bidder having a minimum experience of 3 year in Comprehensive Electrical Maintenance of KPTCL/ESCOMs stations or any other electricity board in preceding 6 years.
- OR**
- Bidders engaged in construction of KPTCL/ESCOMs station or any other state electricity board as a Total turnkey/Partial turnkey/ Labour contractor and shall have completed at least one station successfully in preceding 3 years.
- OR**
- Bidders having successfully completed under TTK/PTK/Labour Contract the construction of at least 50 Kms of 11 KV line work or 25 Kms of 33 kV line work in ESCOMs or similar work any of the ESCOMs.
- OR**
- Having minimum three year of experience in LT panel maintenance in reputed Industry/ University/Hospital with minimum capacity of 1500 KV.

**Note: Bidders shall obtain the work experience certificate issued by the concerned authorities not below the rank of Executive Engineer (EE) and upload the same along with their bids.**

- c. The qualified persons to be deployed by the tenderer should have capabilities to do safety operations of management also.
- d. The firm should be registered with EPF, ESI, Labour Department for electrical works, Income Tax, Service Tax.
- e. Not having been black listed in any of the ESCOMs/KPTCL/Power utility/ Govt. Organization. (A Self-Declaration in this regard need to be enclosed).
- f. The Annual average turnover of the Bidder should be minimum **Rs. 25,00,000 (Rupees twenty five Lakhs)** during the last three financial years from 2013-14 to 2015-16. It should be supported by audited profit & loss account.

**Note:-**The bids not fulfilling any of the above qualifying requirements will be summarily rejected.

### **C. Submission of Documents**

- a. Valid Class- I Electrical License issued by Govt of Karnataka or any other equivalent certificate by any other Govt organization.
- b. EPF Certificate.
- c. ESI Certificate issued by the concerned authority wherever applicable/Med claim Insurance cover under the Workmen Compensation Act.
- d. The details of previous experience of similar nature of work done duly supported by copies of documents, and performance certificates issued by the concerned ESCOMs/KPTCL or any other equivalent of other state electricity board not below the rank of Executive Engineer or the concerned competent authority.
- e. Certificate to the effect that the Bidder shall provide the list of Tools and Plants as indicated in the Annexure-2.
- f. Labour registration Certificate issued by labour department.
- g. PAN card.
- h. Service Tax registration Certificate.
- i. Self-declaration that the agency is not blacklisted by any of the ESCOMs/KPTCL/Power Utility.
- j. Audited balance sheet and profit & Loss account statement duly audited by the Chartered Accountants for the financial years from 2013-14 to 2015-16.
- k. No Deviation Certificate as per Annexure-V
- l. EMD for Rs.40,000/- as account payee DD or bankers cheque or bankers guarantee or payment on line payable at Canara Bank Kadaganchi in favor of ***“The Finance Officer Central University of Karnataka”***.
- m. Non -refundable tender cost for Rs.500/- as account payee DD payable at Canara Bank Kadaganchi in favor of ***“The Finance Officer Central University of Karnataka”***.

**IMPORTANT NOTE:**

**The bidder shall upload the following digitally signed documents in the following packets.**

**Packet-I**

1. Scanned copy of duly filled Annexures from I to VI.
2. Valid class-I electrical license. A Self-Declaration of not being blacklisted.
3. Certificates of registration under EPF, ESI, Labour Department and Service Tax.
4. PAN Card and ITRs for last 3 financial years from the assessment years 2014-15 to 2016-17.
5. Audited profit and loss for last 3 financial years from 2013-14 to 2015-16.
6. Work experience certificates in support of eligibility norms.
7. NSIC certificate to claim exemption of tender fee and EMD.

**Packet-II**

8. Annexure-VII- Price Bid.

In the event of the information furnished by the bidder found to be false at any stage of tendering, CUK at its discretion may take action against such bidders leading to forfeiture of the EMD, disqualification of the offer of such bidder and blacklisting of the firm, apart from booking a criminal case in the jurisdictional police station.

Notwithstanding anything stated above, CUK reserves the right to assess the bidder's capability and capacity to perform the contract in the overall interest of CUK.

Further CUK reserves the right to reject any or all the bids without assigning any reasons thereof and shall bear no liability whatsoever consequent upon such a decision.

Period of Contract is for one year from the date of entering into the contract and may be extended for a further period subject to the performance of the contractor if found to be satisfactory, but entirely at the discretion of the CUK and on mutual consent of terms and conditions as approved by the authorities of CUK.

**Registrar**  
**Central University of Karnataka**

## Section – II

# INSTRUCTIONS TO BIDDERS

1. Tenders are invited for Comprehensive Electrical Maintenance works on (24x7 x365 days basis) for the 11/0.433KV sub-stations, solar plant and campus maintenance in the Central University of Karnataka at Kadaganchi.
2. The estimated manpower requirement to maintain the work specified in the tender is as under:

Sl. No	Designation	Qualification	No. of Persons	No of Sub-stations	Tender No & date	Nature of work/ Scope of work
1	Engineer /Safety Officer	Not below BE/B-Tech with 10 years/ Diploma with 15 years' experience	1	2		Over all maintenance of campus Electrical Works, solar plant and sub-stations of the CUK
2	Shift operator	Not below ITI Electrical with 2 years' experience	4	2	-	Shift Duties at Sub-stations and Campus area
3.	Shift helper	Not below S.S.L.C	4	2		To assist shift operators

3. The eligible bidders shall submit supporting documents of the eligibility of the manpower to be deployed before entering into the contract.
4. Bids are to be submitted online through e-Procurement portal of the Central Public Procurement Portal (CPP portal).
5. Bids submitted offline will not be considered.
6. To avail the concessions available to Micro and Small enterprises, such bidders are required to upload, the registration certificate issued by NSIC.

7. **The bidders should quote for the entire charges in the price bid which shall be firm throughout the period of contract. The tenderer should quote the charges per month duly taking in to account the minimum wages to be payable as per the Minimum Wages Act and the minimum manpower required for maintenance of the work prescribed Further in case of revision in the wages by Government of India the differences arising due to this revision during the course of execution of contract period, has to be borne by the contractor and CUK is not going to compensate the difference amount even though the contractor is bound by the minimum wages act of the Government.**

8. **Documentary proof wherever required shall be attached**

- If the information furnished by the bidder is found to be false at any stage of tendering, CUK at its discretion may take action against such bidders leading to forfeiture of the bid security, disqualification of the offer of such bidder and blacklisting of the firm, apart from booking a criminal case in the jurisdictional police station.
- In the event of the information furnished by the bidder to be false during the execution stage, CUK at its discretion shall reserve the right to cancel the work order by forfeiting the Performance Guarantee and blacklisting of the firm apart from booking a criminal case in the jurisdictional police station.
- After award of the work, if the self-declaration furnished by the Contractor is found to be false, it will lead to termination of contract apart from recommendation to the Inspectorate Authorities for cancellation of the license.
- The awarded contractor shall carryout the works in accordance with the terms and conditions of the contract but in the event of failure on the part of the contractor to take-up/carryout the works, will result in termination of contract apart from recommendation to the Inspectorate Authorities for cancellation of the license.

9. **Cost of bidding:**

The Bidder shall bear all costs and expenses associated with preparation and submission and the Tendering authority will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

10. **Contents of Bidding Document:** Along with the documents specified, the following annexures should be duly filled and uploaded.

1. Annexure-I - Tender Application and Declaration Form
2. Annexure-II - Certificate for providing T&P Materials
3. Annexure-III - Nature of Shift Duties & Minor maintenance
4. Annexure-IV - Duties and Responsibility of Contractor and Deployed manpower
5. Annexure-V - No deviation Certificate
6. Annexure-VI - Performa for Agreement
7. Annexure-VII - Price Bid

11. **Understanding of Bid Documents:**

A prospective Bidder is required to examine all instructions, forms, terms and specifications in the Bid Document and fully inform himself as to all the conditions and matters which may in any way affect the scope of work or the cost thereof. Failure to furnish all information required

by the Bidder or submission of a Bid not substantially responsive to the Bid Document in every respect, at the Bidder's risk, may result in rejection of its bid.

12. **Clarifications about the Tender :** If the prospective bidder finds discrepancies or omissions, in the specifications and document or is in doubt as to the true meaning of any part, he shall make a request in writing for an interpretation / clarification to the Tender Inviting Authority. The Tender Inviting Authority may issue interpretations and clarifications as he may think fit in writing based on the merits of the issue. After receipt of such interpretations and clarifications the bidder may submit his bid but within the time and date as specified in the Invitation for Bids. All such interpretations and clarifications shall form part of the bidding document and shall accompany the bidder's proposal. The Tender Inviting Authority, if necessary will respond in writing to any requests for such clarifications on the bidding document queries/clarifications are received **at least five days before the date of submission of bids**. Verbal clarifications and information given by the Tender Inviting Authority or his employee (s) or his representative(s) shall not in any way be binding on the Tender Inviting Authority.
13. **Language of bidding document:** The Bidding document prepared by the Bidder and all correspondence and documents relating to the bid, exchanged by the bidder and the Tender Inviting Authority shall be in the English language only, provided that any printed literature furnished by the Bidder may be written in another language shall be accompanied with an authenticated English translation. Failure to comply with this may disqualify the bid. For the purposes of interpretation of the bid, the English translation shall govern.
14. **Local Conditions:** It will be imperative on each Bidder to fully acquaint himself of all local conditions and factors, which may have any effect on the execution of the Contract covered under these documents and specifications. The Tender Inviting Authority shall not entertain any request for clarifications from the bidders regarding such local conditions.
15. It must be understood and agreed that such factors have properly been investigated and considered while submitting the proposals. No claim for financial adjustment to the Contract awarded under these specifications and neither any change in the time schedule of the Contract or any financial adjustments arising thereof, shall be permitted by the Tender Inviting Authority which are based on the lack of such clear information or its effect on the cost of the works to the Bidder.
16. **Documents comprising the bid:** Following documents comprise the bidding document:  
**Packet-I:** The Bidder shall complete the bid form with Technical Data Requirements etc. furnished in the bidding Documents indicating for the services to be rendered. The Bidder shall also scan and upload the following documentary evidence to establish that the Bidder meets all the Qualifications and other Requirements.
  1. Scanned copy of duly filled Annexures from I to VI
  2. Valid class-I electrical license
  3. Certificates of registration under EPF, ESI, Labour Department and Service Tax.
  4. Pan Card and ITRs for last 3 financial years from the assessment years 2014-15 to 2016-17.
  5. Audited profit and loss for last 3 financial years from 2013-14 to 2015-16.



6. Work experience certificates in support of fulfilling eligibility norms.
7. NSIC certificate to claim exemption of tender fee and EMD.

**Packet II- Price Bid: Annexure-VII**

The total price quoted by the tenderer per month includes wages, EPF, ESI, Service Charges of the tenderer any tools, consumable and others charges if any applicable and fixed ones for the entire contract period irrespective of the revision of minimum wages, taxes etc.

The Bidders shall have thorough knowledge of the Minimum Wages Act in force and amendments issued from time to time by GOI. The wages of shift operators and helpers shall not be less than the Minimum Wages Act in force at any point of time.

After opening of the Price bids of the technically qualified bidders, only in case two or more bidders with identical L1 rate, then selection shall be done by drawing lottery in presence of such bidders/his representative on the date, time and place to be notified by the Tender Inviting Authority which shall be final and binding on all the parties concerned.

**17. Scope of the proposal:**

- The Scope of the proposal shall be on the basis of a single bidder's responsibility, completely covering all aspects of the service contract specified under the accompanying Technical Specifications.
- The Bidders are advised that while making bid Proposals and quoting prices the terms and conditions of the tender shall be appropriately taken into consideration. Bidders are required to furnish the No Deviation Certificate in this regard as per the format in Annexure-V and required to be uploaded in the Central Public Procurement Portal.
- Bids not covering the total scope of Works shall be treated as incomplete and liable to be rejected without any intimation.
- The bidder is required to complete all the schedules & Annexures of the bidding document.

**18. Service Charges:** The Price quoted by the bidder shall consist of wages, EPF, ESI, Insurance, service charges, any taxes payable to the Govt. and other contribution in the price bid shall hold good and binding throughout the contract period.

**19. Taxes and Duties:** With regard to the income Tax, surcharge on income tax and any other corporate tax, CUK shall not bear any tax liability, whatsoever. The bidder shall be liable and responsible for payment of such taxes as attracted under the provisions of the law.

Notwithstanding the tax liabilities, CUK shall have the right to make deduction at source from the amount payable to the contractor in respect of Income Tax (on the cost of service rendered included in the works contract) as may be mandatory in terms of the law, CUK shall not bear any liability in this regard but shall issue necessary certificate in case such deductions are made from the bills of the agency.

**20. Insurance:** The Contractor shall have Insurance Coverage to the personnel engaged, against all risks including against comprehensive electrical and mechanical accidents

while performing Operation and Maintenance of campus area of Works including substations and solar plant. The Contractor or his manpower are not eligible for any Compensation from CUK in this regard and shall be the liability of the Contractor only.

21. **Tools and Plants:** The Contractor shall possess and maintain the following minimum T&P materials at substation as follows:

i. Good quality rechargeable torch with battery (visibility 50 feet)	2 Nos
ii. Ring/DE Screw Spanners of different sizes of reputed make	1Set each
iii. Screw Driver of different sizes of reputed makes	<b>1Set</b>
iv. Good quality Rain Coats	3sets
v. Cutting Pliers of reputed make	2Nos.
vi. Rubber hand gloves (tested) for 15 KV	2 Pairs
vii. Hand hammer of different sizes	3Nos
viii. Mortar pan	3Nos
ix. Munties	3 Nos
x. Multimeter of reputed make	2 Nos
xi. Crowbars 4' length	1 Nos
xii. Test lamp/Hand lamp	1 Set
xiii. Cell tester 0-2V	1 No
xiv. Hydro meter	1 No

The bidder shall sign and upload the certificate as per Annexure-2 of the tender. The Contractor is required to provide consumable items like PVC insulation tape, cotton waste, cheese cloth, petroleum jelly, First aid kit, fuse wires, LT side HRC fuses etc., at Contractor's cost throughout the contract period.

22. **Bid Security (EMD):** Bids shall be accompanied by an EMD amount of Rs.40,000/- and should be provided through Demand Draft or account payee DD or bankers cheque or bank guarantee or online payment in favor of '**Finance Officer Central University of Karnataka**', and shall have validity of 180 days beyond the validity of this tender.

The bid security is required to protect the Tender Inviting Authority against the risk of Bidder's conduct, which would warrant the guarantee forfeiture.

Any bid not secured in accordance with above will be rejected by the Tender Inviting Authority as non-responsive. Unsuccessful bidders EMD will be refunded after finalization of tender.

No interest shall be payable on the above EMD.

23. **Forfeiture of Bid Security / EMD:**

- If a Bidder withdraws his bid during the period of bid validity specified by the bidder on the bid Form:

**OR**

- In case the successful Bidder fails to sign the contract or to furnish the performance guarantee within the period prescribed then the EMD will be forfeited.

24. **Period of validity of bids:** Bids shall remain valid for 180 (One Hundred and Eighty) days from the date of bid opening. The bids valid for a shorter period will be rejected as non-responsive.

In exceptional circumstances, the Tendering authority may solicit the bidder's consent to an extension of the period of validity. The request and their response if any shall be made in writing (including cable/ telex/ email). The EMD provided shall also be extended by the same period as the extension in the validity of the bid. A bidder may refuse the request without forfeiting his bid security. A bidder granting request will not be required or permitted to modify its bid.

25. **Mode of submission of bids:** The Bids are to be submitted through e-procurement Mode only. The bid shall consist Techno commercial bid and Price Bid

26. **Award Criteria:** Price bids of the responsive bidders will be opened to arrive at L1 based on the price quoted.

27. **Tender Inviting Authority's Right to accept or reject the bid:** The Tender Inviting Authority reserves the right to accept or reject any bid, at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Tender Inviting Authority's action. Conditional bid will not be accepted.

28. **Notification of award:** Prior to the expiry of the period of bid validity OR extended validity period if any, the Tender Inviting Authority will notify the successful Bidder in writing by registered letter or e-mail that the bid has been accepted.

29. **The notification of award will constitute the formation of the Contract:** Upon the successful bidder's furnishing of performance guarantee, the Tender Inviting Authority will promptly notify each unsuccessful bidder and will discharge their bid security.

30. **Signing of contract:**

- a. At the same time as the University notifies the successful Bidder that its bid has been accepted, the University will send the Bidder the detailed **Award of contract** incorporating all agreement terms and conditions between the parties.
- b. The successful bidder shall furnish the Performance Guarantee for an amount 10% of the order value within 15 (fifteen) days from the date of **Award of contract**.
- c. The Successful Bidder shall prepare the Agreement as per the pro-forma enclosed at Annexure-1 and enter into an agreement with CUK within 15 days from the date of **Award of contract**.
- d. The Successful bidder shall observe all the formalities stipulated in the **Award of contract** within the stipulated period, failing which bid security /EMD amount will be forfeited.
- e. The Contract shall be considered as having coming to force from the date of award unless otherwise specified.

31. **Contract Performance Guarantee:** As a performance security, the successful bidder to whom the work is awarded, shall be required to furnish performance Bank Guarantee to the extent of 10% contract value from a Public Sector Bank /Scheduled Commercial Bank (Indian Banks) to

ensure performance of the connect in the Performa enclosed in favor of **Finance Officer, CUK Kadaganchi**, for providing services Maintenance Works awarded to the bidder. No interest shall be payable by CUK on Performance Guarantee under any circumstances. The bidder shall prepare a detailed Shift & Maintenance schedule and finalize the same with prior approval of The Registrar of CUK as per the requirement. The Contractor should attend to the problems encountered in the portion of the work carried out by him at any time during the period of contract and the Contractor alone shall arrange to see that the work has been carried out at his own cost and at no liability on the part of the CUK.

EDM of the successful bidder will be refunded on acceptance of Bank Performance Guarantee.

**32. Payment:** The Contractor shall submit the monthly bills within 5<sup>th</sup> of succeeding month to The Finance Officer, CUK, along with EPF, ESI, Service Tax paid challans, paid vouchers/ challans made in the respective bank Account numbers of the Shift Operator/Helpers and in any case, monthly remuneration if any payments through cash shall not be allowed.

The Contractor shall remit the wages of worker / manpower in line with minimum wages act in force within 5<sup>th</sup> of every month and shall not co-relate these payments with that of payments/bills due to him from CUK.

**33. Penalty:**

- In the event of failure of successful bidder to provide the required services as per tender condition a penalty of not exceeding 10% of contract value will be levied. The Vice-Chancellor is deciding authority to levy the penalty.
- Cooking of food inside the premises of the substation is not permitted. In such an event of default a penalty up to Rs. 1000/ per month will be imposed. This is without pre-justice any other right available to the CUK.
- In the event of one shift operator/helper provided by the successful bidder found to be performing duty continuously in more than one shift per day a penalty of Rs.1000/- shall be levied for the first default and the University authorities will decide the penalty for subsequent defaults.
- In the event of successful bidder not maintaining the required T&P materials as per tender document/agreement, a penalty of Rs. 1000/- will be levied for the first default notice and the University authorities will decide the penalty for subsequent defaults.
- In the event of the shift operator/helpers provided by the successful bidder are found without uniform and badges while on duty a penalty of Rs. 1000/- will be levied for the next default notice and the University authorities will decide the penalty for subsequent defaults.
- In the event of successful bidder's failure to maintain necessary registers and records as per CUK norms penalty of Rs. 1000/- for the first default and the University authorities will decide the penalty for subsequent defaults.
- In the event of successful bidder's failure in regular maintenance works as per maintenance Schedules a penalty of Rs. 2500/- will be levied for the first default and the University authorities will decide the penalty for subsequent defaults.

### 34. Important Instructions to the successful bidder:

- The successful bidder shall not sub-lease the contract to any other person or agency and in the event of evidence of such indulgence will lead to termination of the award. This is without pre-justice any other right available to the CUK.
- The Contract is liable for termination by CUK by giving one-month notice in the event of breach of contract or non-performance or improper performance of the duties and not to the satisfaction of CUK and deficiency of service.
- The successful Bidder/Contractor shall carry out the Maintenance Works in the manner applicable in the CUK Schedule of duties  
(The lists of duties to be carried out are broadly indicated in Annexure-IV).
- For any damage caused to their persons, equipment on account of negligence and willful act the Contractor/ bidder shall be solely responsible to compensate CUK or such damages/losses as assessed by CUK.
- It is the sole liability of the successful bidder to arrange Insurance Coverage to his workers to meet liabilities arising under workmen Compensation Act or under any decree etc., against all risks including electrical and mechanical accidents while performing Operation and Maintenance Works without any liability to CUK in this regard.
- The Contractor shall ensure that all the personnel employed by him are adequately. Trained in the use of Fire Fighting Equipments and shall obtain individual Certification from the recognized agency before putting them on job.
- The Contractor shall maintain all the necessary FIRST AID KITS in the Station /work spot and shall ensure that all the personnel engaged by him are adequately trained in administering First-aid services in case of emergencies and shall produce the necessary Certifications from the recognized agency before putting them on job.
- The Contractor shall issue Photo Identity cards (ID) to all the manpower engaged by him Maintenance duties and copies of such IDs shall be furnished to the CUK well in time. In case of any change of personnel, the same shall be intimated to the Registrar, CUK /Engineer / Estate Officer within three days of such occurrence. The above instructions shall be complied with respect to engaging any fresh personnel. The Contractor shall train and ensure that all the personnel engaged by him are capable of handling and rectifying normal trouble shooting QUICKLY and EFFICIENTLY so as to keep the duration of interruption at the barest minimum levels or nil.
- The Contractor shall ensure that all the personnel engaged by him are trained and possess sound knowledge regarding 'PERMIT TO WORK' and 'ACCIDENT REPORT' procedures as per the prescribed pro-forma who shall issue and receive work permits observing all safety measures and intimate the same to immediate supervisory officer, CUK

- The Contractor shall ensure meticulous observance of the HEALTH TEST of Station
- Auxiliary, AC & DC system of the Station.
- The Contractor shall 'STRICTLY ADHERE' to the schedules prescribed by CUK in carrying out routine MAINTENANCE and DUTIES as enumerated in Annexures-III & IV of the tender documents and shall promptly recording equipment wise maintenance works carried out in the assigned register/log books etc., which shall be readily available to the inspecting officers of CUK .
- The Contractor shall maintain 'OBSERVATION' and 'INSTRUCTION' Registers for effective communication between the Shift and the Maintenance engineer of CUK.
- The Contractor shall train his personnel employed and cause for proper and legible records of all the details of Station Operations in the daily station logbook.
- Contractor shall be responsible for paying monthly wages not below the prevailing minimum wages act to his employees before 5<sup>th</sup> of every month and the payment must be credited in their bank account only. The monthly paid bank vouchers along with EPF, ESI, remittance challans are required to be produced along with the subsequent monthly bills of the contractor as a proof without which CUK shall not admit the same and for any consequent delays in release of payments of the contractor's bills the agency will be held responsible.
- The Contractor shall engage well qualified and experienced personnel. The name, qualification, experience of persons to be engaged shall be noted in the maintenance register/record book. The Contractor shall make Insurance cover to the Workers/ Employees engaged, insured against risks of electrical and mechanical accidents while performing operations and Maintenance Works and a copy of such insurance certificate shall be produced. The Contractor or his manpower are not entitled to claim any compensation from CUK in this regard.
- The Contractor shall provide to personnel engaged by him Uniform; Navy Blue colored Trousers and Sky Blue Shirt for shift operators and Khaki pants and Shirt for helpers with shoes to be shortly worn while on duty. Personnel found without proper uniform while on duty the matter shall be brought to the notice of the Contractor who shall effect suitable action. In the event of repeated default shall result in removal of the erring personnel.
- For the acts of negligence/mal-operation/ deliberate acts of misconduct by the personnel engaged by the Contractor, the Contractor is liable to pay penalty as decided by The University. The Contractor if so desires can offer his explanation for consideration by review committee of CUK.

35. **Period of Contract:** Period of Contract shall be initially for a period of one year and may be extended for further period based on the satisfactory performance and at the discretion of the CUK.

36. **Settlement of disputes:** All disputes shall be resolved amicably with mutual agreement. The laws applicable to the contract shall be under Jurisdiction of Kalaburagi.

**Registrar**  
**Central University of Karnataka**

**Annexure-I**  
**Tender Application and Declaration Form**

1. Name of the Firm: .....
2. Full Postal Address:.....
3. Mobile No. ....
4. Telephone No. ....
5. Fax No.....
6. E.mail Id:.....
7. Date of Establishment of Firm.....
8. Class I Contractor Licences No. :.....
9. Give details of any Government contracts executed during the last three years  
(attach separate sheet, if necessary):.....
10. Details of the tender fee and EMD

Particulars	Amount (Rs.)	DD No.	Bank
Tender Fee	500		
EMD	40,000		

**UNDERTAKING**

- a) I the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with all the terms and conditions mentioned in the tender document.
- b) The price quoted by me are valid and binding upon me for the entire period of contract.
- c) I hereby undertake to Provide Services for Comprehensive Electrical Maintenance given in the tender document/ order within stipulated period, if I the contract is awarded.
- d) I give the rights to the Central University of Karnataka to forfeit the earnest money paid by me if any delay occurs on my part or if I fail to comply with the terms and conditions mentioned in the tender document.
- e) There is no vigilance/CBI case or court case pending against my firm nor is my firm blacklisted by any agency/department.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Designation: \_\_\_

Seal:

**Note to bidder:** To be submitted by the bidder in the letter head and to be signed by the authorized signatory with name and designation. Affix the seal of the firm.

**ANNEXURE- II**

**CERTIFICATE FOR PROVIDING T&P MATERIALS**

Certified that the following list of Tool & Equipment be provided to each sub-station by the successful bidder to its shift manpower

<b>Sl. No.</b>	<b>Tools and Equipment</b>	<b>Quantity</b>
1.	Good rechargeable Torch with battery (visibility 50Feet)	2 Nos.
2.	Ring Spanner Set of reputed make	1 Set.
3.	DE Spanner Set of reputed make	1 Set.
4.	Screw Spanner -12” of reputed make	1 No.
5.	Screw Driver of different sizes of reputed make	1 Set.
6.	Good quality Rain coat with cap	3 Set.
7.	Cutting Pliers 8” of reputed make	2 Nos.
8.	15 KV Rubber Hand Gloves	2 Pairs.
9.	Hand Hammer of different sizes	3 Nos.
10.	Mortar pans	3 Nos.
11.	Mumty	3 Nos.
12.	Multimeter of reputed make	1 Nos.
13.	Crow Bar-5’ Length	1 Nos.
14.	Test Lamp/Hand Lamp	2 Nos.
15.	Tong tester of reputed make	1 Nos.
16.	Megger 500 Volts hand driven of reputed make	1 Nos.
17.	Cell tester 0-2 Volts	2 Nos.
18.	Hydrometer	2 Nos.

Date  
Place

Signature and seal



**ANNEXURE- III**  
**NATURE OF SHIFT DUTIES AND ELECTRICSL MAINTENANCE**

Nature of maintenance work to be carried out by Contractor under the Supervision of Engineer /Estate Officer of CUK.

1. Cleaning of Control Room, Battery cells and Battery Room, Control Panels, phone, panel indicating lamps, switchyard lighting of any other works assigned by the Electrical Engineer/Estate Officer.
2. Cleaning of equipment like Transformers, Breakers, Switchgears, CT's, PT's, Battery terminals, charger etc.,
3. Recording and maintaining of Battery readings such as AC input & DC Voltages of individual cells, AC & DC currents and specified gravity of each cell to the specification, cleaning of battery terminals, tightening and applying petroleum jelly etc., filling up distilled water in the cells to the mark, boost & float charging of the battery set and maintaining the battery set voltage to 24VDC
4. To carry out minor works such as Drawing out and pushing of breakers, topping up of transformer oil to the level required to equipments, renewal of AC & DC fuses, earthing of equipment for issuing 'Permit to Work' & removal of the same after return of Permit to Work, operating the Isolators.
5. Reconditioning of Silica gel, Watering of Earth Pits, checking of earthings for loose connections and tightening, yard cleaning, assisting the CUK manpower in carrying out regular and Routine maintenance works and duties assigned by CUK Electrical Engineer/ Estate Officer.
6. The Contractor shall display in the control room of the station the Shift Chart showing names of Shift Operators and Helpers performing Shift duties.
7. The contractor should issue monthly bill to all the Electricity consumer accordance with the energy meter readings for effecting recovery of amount.
8. The contractor and the Safety Officer/Electrical Engineer are responsible for the trouble free uninterrupted supply of power for 24/7 of the week.
9. The contractor should maintain all the records and registers of substations and the DG sets in as per GESCO norms and daily/ weekly report should be submit to the University Engineer invariably.

Date:

Signature and Seal

## **ANNEXURE- IV**

### **DUTIES AND RESPONSIBILITIES OF CONTRACTOR AND DEPLOYED MANPOWER**

1. Shift duties round the clock on all Seven days in a week on 365 days as per the shift chart approved by CUK and displayed in the control room and the chart shall be provided by CUK, Engineer / Estate officer / Competent Authorities of CUK, Approved monthly Shift Schedule, which shall be strictly adhered to by the Contractor/his shift manpower.
2. Whenever any MCCB trips due to line fault, reset and then the shift manpower shall test charge the only once after a reasonable time. In the event of the Officer.
3. On requisition from the authorized persons of the field manpower for 'Permit to Work' /NFBC, the shift manpower of the contractor shall issue the same by proper recording of the request and making dead the line/ equipment as per standard procedures and norms. Similarly the Permit to Work/ BFC shall be cancelled after returning the same by the only person who received by proper recording and clear the line/ equipments of all earthings.
4. Shift manpower of the Contractor shall record hourly readings, such as amperes, voltage, MvV, temperature, pressure, oil/water levels, of the equipments in the station including di-energy consumptions both import/ export, Max/Min recorded of the station and as directed by CUK.
5. Shift manpower of the contractor shall prepare and submit the daily weekly /monthly statistics as per the directions by CUK
6. Shift manpower of the contractor shall assist CUK in attending maintenances/ troubles in the Power Transformers, breakers, maintenance of battery set and charger, earthings, lubrication of equipment etc, including periodical maintenance.
7. The Shift manpower shall strictly implement the load shedding schedule of the feeders as approved by CUK shall not deviate from the approved schedule. In the event of any deviation without proper justification/ approval, and after investigation if found to be default on the part of the shift manpower which amounts to breach of contract that may lead to termination of the contract. Prompt and legible records have to be made in the log book regarding load shedding.
8. Contractor shall maintain the attendance register of his manpower and produce the same for verification by CUK wherever requested for.
9. Shift manpower shall maintain telephone call register to be kept in the station control room for verification. No personal calls shall be permitted / allowed from the departmental land line. In the event of abnormal billing by BSNL by willful use, the charges of such calls shall be recovered from the bills of the contractor.
10. Contractor/his shift manpower shall ensure proper security measures of the station and its equipments and shall prevent any unauthorized persons trespassing the station premises. In such an event the concerned CUK officers shall be informed immediately.

11. In the event of evidence of illegal activities in the station premises, the shift manpower of the contractor/Contractor shall be held responsible and action shall be taken against the manpower/ contractor as per law.
12. The contractor or his shift manpower shall not meddle with the relay settings of the equipments under any circumstances except under the guidance of staff of CUK.
13. The monthly bills of the Contractor shall invariably be accompanied with copies of the vouchers/ challans as a proof for having remitted the wages as per the prevailing minimum wages act of his shift manpower in the individual bank accounts for the preceding month and challan with code Number issued by the concerned department for remitting EPF, ESI contributions of the preceding month, otherwise such bills shall be kept on hold till production of such documents and the resultant delay shall be attributable to contractor and in such an event the contractor shall not unduly withhold any payments due to his shift manpower as per the terms and conditions of tender/ award.
14. In case of exigencies the contractor shall assist CUK in replacement of failed Power Transformer, SV lamp accessories in the station yard, replacement of failed potheads, CTs, PTs, LAs, isolators and its parts, replacement of burnt HT Jump , cables, tightening of loose connections etc.
15. The contractor/his shift manpower shall prohibit/prevent parking of private vehicles (two wheelers/ four wheelers) in the station yard.
16. The Contractor/his shift manpower shall be sensitive and capable to observe carefully variations in the sound and arcings in the equipments of the station and in the event of any abnormalities, the matter shall be IMMEDIATELY brought to the notice of CUK engineer/Estate Officer.
17. The Contractor/his shift manpower shall set exemplary behavior while communication with CUK officers -either over phone or in person. Misbehavior shall be dealt in accordance with the terms and conditions of the contract such as removal of shift personnel responsible/ termination of the contract.
18. The contractor/his shift manpower shall record the energy meter bills of all the consumers in the campus once in a month and should issue necessary bills to the concerned for effecting recovery of bill amount from the consumers.

Date

Signature  
Seal

## **ANNEXURE- V**

### **No Deviation Certificate**

For providing campus maintenance works for the 11KV/433V sub-stations and solar plant existing in CUK campus coming under the jurisdiction of Registrar CUK Kadaganchi.

I hereby declare that I have thoroughly gone through all the Clauses of the tender documents and quoted my prices with no deviation to the terms and conditions of the tender.

Date

Signature

## ANNEXURE-VI

### PROFORMA FOR AGREEMENT

This Agreement made this .....Day..... Month and.....Year between CUK authorities Kadaganchi here in after called CUK and M/ s ..... a firm with Class-I Licensed Electrical Contract License issued by GOK, having office at .....here in after called "THE CONTRACTOR"

Whereas the CUK has established 11KV/433V Sub-stations and solar plant at CUK Campus Kadaganchi for the purpose of improving the system and provide better voltage conditions in the CUK Campus area and the Substations have been commissioned, the Sub-stations have to be continuously manned by qualified Personnel for properly maintaining it.

Whereas the CUK is desirous of entrusting the work of operating and maintaining the above Station round the clock to qualified Contractor who possess valid Class-I Electrical License issued by Govt. of Karnataka, or any other equalent certificate by any other Govt. organization.

whereas the 'Contractor' has offered to the CUK through his offer dated .. . offering to outsourcing services of Shift Duties and Minor Maintenance of the above Sub-stations, including campus and solar plant maintenance round the clock, all the Seven Days in a week of the contract period and attend the solar plant to the Minor Maintenance Works on the terms and conditions specified in the Tender Notification No..... dated..... & the Annexure to the said tender documents.

Now, therefore, this agreement witnessed as follows:

The Contractor hereby agrees to execute, fulfill and discharge the work, obligations and responsibilities hereinafter provided, in the manner agreed, to the entire satisfaction of the CUK.

The Contractor agrees to execute and efficiently operate and maintain round the clock, on all days in the week during the contract period and attend to the Maintenance Works by engaging qualified Operators and helpers in accordance with the directions and specific Instructions given in this behalf from time to time and as per Standard norms and practices of Electrical Engineering.

The Contractor agrees for payment of Rs..... (Rupees ..... ) per month only by CUK which is inclusive of all remuneration, the maintenance charges, taxes, statutory taxes etc., for the services rendered by the Contractor. On no account, any further amount shall be payable to the Contractor.

The Contractor agrees for the Period of Contract as for 'one year. If the performance is satisfactory, CUK at its discretion may extend the contract for further period on mutual consent and terms and conditions.

If Contract is not extended before one month prior to the completion of initial one year, the contract shall be deemed to be terminated without any further notice after the expiry of the contract period.

The Contractor agrees to deploy the following minimum manpower for carrying out Shift Duties and Minor Maintenance Works at his cost.

- |  |        |
|--|--------|
| (a) Electrical Engineer / Safety Officer | 1 Nos. |
| (b) Shift Operator                       | 4 Nos. |
| (c) Shift Helpers                        | 4 Nos. |

The Contractor agrees not to sub-lease this work to any other person / agency and if, it is found that this work has been sublet, then the work award shall stand cancelled automatically at the cost of Contractor and Contractor is not entitled to any damage/compensation on account of such termination and the contractor is indemnifying the CUK for any expenditure in floating the tender and other individual expenses as a result of the above.

The Contractor agrees to maintain proper records and books and daily log etc., of the Station as prescribed from time to time.

The Contractor agrees to co-ordinate the said work with that of CUK Officers as per directions given.

CUK will have a privity of Contract only with the "Contractor", and will have nothing to do with the workers engaged by the contractor and their conditions of employment etc.,

The Contractor agrees to maintain the records of having remitted the EPF contributions in respect of workers engaged and produce the copies of challans towards payments made duly furnishing the Code numbers assigned by the concerned authority to CUK while claiming the Tender amount every month.

The Contractor agrees to make Insurance cover to the Workers/ Employees engaged, insured against risks of electrical and mechanical accidents while performing operations and Maintenance Works and a copy of such insurance certificate shall be produced. The Contractor or his manpower is not entitled to claim any compensation from CUK in this regard. The contractor is indemnifying the CUK for any legal claim whatever in this regard.

The Contractor agrees to possess and maintain the necessary prescribed T & P materials as per tender document.

The Contractor agrees to abide by the terms & conditions of Tender and to carry out the Maintenance Works as mentioned in Annexure-II of the tender.

The Contractor agrees to ensure that all the personnel engaged Engineers/ Helpers are adequately trained in the use of Fire Fighting Equipments and DG operation maintained in the station and obtain Certification from the competent authority.

The Contractor agrees to maintain properly all the necessary FIRST AID KITS in the Station and ensures that all personnel engaged Engineers/ helpers are adequately trained in administering first aid services in case of emergencies.

The Contractor agrees to furnish Police Verification Reports regarding criminal records in respect of its persons engaged for the work under contract before claiming of first bill.

The Contractor agrees to ensure that all the manpower engaged by him have sound knowledge about standard grounding practices to be followed while performing operation - Maintenance Works.

The Contractor agrees to ensure that all the manpower engaged by him have sound knowledge regarding 'PERMIT TO WORK' & "ACCIDENT REPORT" procedures as per the Performa supplied by CUK.

The Contractor agrees to ensure that all the manpower engaged by him or trained to issue and receive work permits with the consent of Engineer/ Estate Officer, CUK.

The Contractor agrees to ensure that all the manpower engaged by him Possess basic Knowledge with regard to the method of functioning as well as trouble shooting nature of the various types of equipment's in the station. The manpower should be capable of handling/ rectifying normal trouble shooting QUICKLY AND EFFICIENTLY, so as to keep the duration of interruption at MINIMUM LEVELS.

The Contractor agrees to deploy manpower having basic knowledge with regard to relay control scheme adopted in the station.

Long duration interruptions shall be checked and analyzed by the station in charge i.e., Electrical Engineer/Estate Officer of CUK. Penalty shall be livable as decided by CUK specified in acts of misconduct by shift/ maintenance manpower -either equivalent cost of damages and / or loss of CUK. This cost shall be recoverable from the Contractor either by adjusting or out of the money payable to Contractor or from the Contractor personally.

The Contractor agrees to deploy Operators/Helpers who are capable of carrying out EFFICIENTLY, QUICKLY AND RESPONSIBILY all the necessary operations as per the instructions of engineer/ estate officer, CUK.

The Contractor agrees to maintain 'OBSERVATION' and 'INSTRUCTION ' Registers for effective communication between the personnel engaged Operators/Helpers and the Electrical Engineer/ Estate Officer, CUK.

The Contractor agrees to ensure that the personnel engaged Operators/Helpers are aware of the importance of meticulously observing the HEALTHINESS of station auxiliary, AC & DC system of the station.

The Contractor agrees to 'STRICTLY ADHERE' to the schedules prescribed by CUK in carrying out routine SHIFT as well as MAINTENANCE DUTIES like cleanliness of the station premises and agrees to be punctual in recording equipment wise works carried out in the assigned register/log books etc, which shall be available for inspection by CUK Authorities.

The Contractor agrees to ensure that all the personnel engaged are thoroughly trained in the use of all Tools and plants kept in the Station.

The Contractor agrees for replacement of the workers once engaged with the prior approval of the University authorities.

The contractor agrees to prepare Shift chart and with the approval of approval of the University authorities shall display the same in the control room. The Contractor further agrees to ensure that each personnel shall do one shift per day of eight hours each as per the approved shift chart. The Contractor further agrees for termination of the tender awarded, if under normal conditions it is noticed that a member performs more than one shift per day.

The Contractor agrees to provide all the personnel engaged with Photo Identification Card within two weeks from the date of the award of the Contract.

The Contractor agrees to take full responsibility of making monthly payment as agreed to in the tender to the personnel engaged to work in Stations before 5<sup>th</sup> of each month. Irrespective of whatever the contractor has got the previous month payment or not from the CUK.

The Contractor agrees, for termination of the contract, if any complaint is received from the Contract employees for nonpayment and payment other than through banks. Payment through cash any way shall not be permitted.

The Contractor agrees for CUK to encash the Bank Guarantee / Cash furnished as performance Guarantee if contractor requests for termination of the agreement any day within the period of agreement unless terminated by CUK.

The Contractor agrees not to sub-lease the contract to any other person or agency if found, then the contract is liable for cancelation and the contractor is not entitled to any compensation on account of such termination and without pre-justice to any other right available to the CUK.

The Contractor agrees to provide to personnel engaged by him Uniform; Navy Blue coloured Trousers and Sky Blue Shirt for shift operators and Khaki Trousers/pant and Shirt for helpers with shoes to be strictly worn while on duty. Personnel found without proper uniform while on duty the matter shall be brought to the notice of the Contractor who shall effect suitable action.

In the event of repeated default shall result in removal of the erring personnel. The Contractor agrees for termination of the contract by CUK at any time, if the performance of Contractor is found to be not satisfactory or the Contractor is found to have committed breach of any of the terms of Tender conditions or contract, by issuing one-month notice.

The Contractor agrees to abide by the decision of CUK which shall be the final and binding in case of any dispute. The Contractor also agrees that he is not entitled to any loss or damages in case of termination of Contract under this clause.

In witness where of the Contractor has executed this Agreement on the day and year first above written.

The Contractor/ Authorized Signatory

for CUK

Name: \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Rubber Stamp

Witness \_\_\_\_\_

---

Witness

1) Name & Address

1) Name & Designation

2) Name & Address

2) Name & Designation



**Annexure-VII  
PRICE BID**

Price quoted for providing Services of Comprehensive Electrical Maintenance work for 11KV/433V Sub-Stations including solar plant and Campus Maintenance of the Central University of Karnataka, Kadaganchi on 24/7x365 days basis is as under:

<b>Particulars</b>	<b>Charges per month in words and figures (Rs.)</b>	<b>Total charges per year in words and figures (Rs.)</b>
Charges for Comprehensive electrical maintenance works for 11/0.433kv sub-stations, DG sets, campus maintenance and solar plant on 24x7x365 days basis as per tender specifications including wages, EPF and ESI contribution, charges towards tools, consumables, insurance premium, first aid kit, uniforms and other taxes payable to Govt. etc.		

Note: 1. Total charges per year = Monthly charges x 12 months

2. Charges quoted per month shall remain same for the entire duration of the contract which is inclusive of all charges.

Date:.....

Name and Signature:.....

Place:.....

Designation:.....

Seal

**NB: To be submitted by the bidder in the letter head and to be signed by the authorized signatory with name and designation. Affix the seal of the firm.**