

TENDER CALL NOTICE FOR OUT SOURCING OF GED(ELECTRICAL)) WORK FOR VIMSAR, BURLA



GOVERNMENT OF ODISHA,
HEALTH & FW DEPARTMENT
VSS INSTITUTE of MEDICAL SCIENCES & RESEARCH (SAMBALPUR)

No. 364 /MCH dated, Burla, the 14th Jan, 2016

The Dean & Principal, VSS Institute of Medical Sciences & Research, Burla, Pin-768017 Dist- Sambalpur, Odisha invites sealed Tender from competitive parties to provide the services of Electrical (GED) of VSS Institute of Medical Sciences & Research, Burla. The details terms condition and others can be downloaded from the website <http://www.vimsar.ac.in> from 14.1.2016 to 05.2.2016 & submit with a Bank Draft of Rs. 1000/- (Rupees One Thousand Only) along with Rs.250/- towards OVAT in shape of challan from No. 317 in favour of the Dean & Principal, VSS IMSAR, Burla towards the cost of the tender paper with the technical bid. The Tender should contain both technical and financial bids separately. The technical bid would be opened first and financial bids of those bidders will be opened who qualify technically. The committee reserves right to accept/reject any or all tenders without assigning any reason thereof. The cost of the Tender paper is Non-Refundable.

Dean & Principal
VSS INSTITUTE of MEDICAL SCIENCES & RESEARCH, Burla



GOVERNMENT OF ODISHA,
HEALTH & FW DEPARTMENT
VSS INSTITUTE of MEDICAL SCIENCES & RESEARCH (SAMBALPUR)

TENDER DOCUMENT

To provide the services of Electrical (GED) of VIMSAR Burla

- (a) Period of issue of Tender Document : 14.1.2016 to 05.02.2016
(b) Date and time for submission of Tender document : Last date 05.02.2016 up to 1.00 PM
(c) Date and time for opening of
(i) Technical Bids : 05.02.2016 at 4.00 PM
(ii) Financial Bids of eligible Bidders : **Will be intimated later on.**
(d) Likely date for commencement of project :
(e) Approx cost of project- Rs.20 lakhs

- The tender has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested agencies are advised to submit two separate sealed envelopes super scribing " **Technical Bid for Providing GED services to the VSS INSTITUTE of MEDICAL SCIENCES & RESEARCH, Burla**" Both sealed envelopes should be kept in a third sealed envelope super scribing " **Tender for Providing GED services to VSS INSTITUTE of MEDICAL SCIENCES & RESEARCH (SAMBALPUR)** .
- The Earnest Money Deposit (EMD) of Rs., 50,000/- (Rupees fifty thousand) only without interest, should be necessarily accompanied with the Technical Bid of the Service Provider in the form of Demand Draft/Pay order/Bank Guarantee from drawn any National Bank in favour of Dean & Principal, VSS Medical College Hospital, Burla failing which the tender shall be rejected summarily. The EMD will be returned to the unsuccessful tenderer after the finalization of the process.
- The selected bidder will deposit a sum of Rs 100000/- (Rupees one lakh) only towards performance security deposit in shape of DD/Pay order/Bank Guarantee from any nationalized bank drawn in favour of the Dean & Principal, VSSIMSAR, Burla before commencement of work. The EMD & performance security deposit will be returned to the successful bidder on completion of the work without interest.

Scope of Work:-

1. The scope of work is for maintenance of electrical/GED works of the hospital, college and hostels.
2. Approximate cost of work- Rs. 20 Lakhs.
3. The role of the bidder is to maintain electrical services in the Hospital, college and hostels. GED authority will be the supervising authority of all the works of the agency. The bidder must have electrical contractor license from appropriate authority having minimum 3 years' experience in maintenance in 3 phase, single phase.
4. The selected agency has to analyze the electrical and fire threats and vulnerabilities in advance and report it to the GED authority, WESCO office, of the Dean & superintendent as the case may be.
5. The selected agency is responsible for
 - Surveillance and inspection of Hospital, college and hostels daily for functionalization of electrical items such as bulb, fan, switch, socket board, AC, inverter, generator, stabilizer, panel supply, main switch of the Hospital, college and hostels premises or any other electrical work needed in supervision of GED authority.
 - Repair and maintenance of all electrical connection, electrical equipment, panel supply, single phase supply, 3 phase line supply, underground core supply, complete bar light fitting (bar light, choke, starter, wiring), bulb, fan (fan wiring, fan coil, fan capacitor, fan rod and extension), LED/CFL light fixing, motor connection, ceiling light fixing, AC connection, inverter connection, generator panel supply, stabilizer connection to equipment, switch, socket installation, wiring by different mm², service wiring, earthing, DG maintenance, Lift Maintenance, main switch, 3 phase MCP switch, DP switch, change over, casing and capping of electrical connections and maintenance of all electrical mapping and electrical infrastructure of Hospital and any other electrical work. Peripheral lightning in hospital, hostel, and college should be maintained and new lights of LED system should be supplied.
 - Identify the fire and accidental threat in connection to electrical wiring and connection and hangings.
 - The service provider should provide 24 hours services in the Hospital, college and hostels and its premises. Three shift of duty of 8 hours should be allotted. The total provisional nos. of electrician will be as follows:-
 - ❖ Hospital- 2 electricians and 2 helpers in morning shift, 2 electrician and 1 helper in day shift, 1 electrician and 1 helper in night shift.
 - ❖ College, Hostel & Library- 1 electrician & 1 helper (9AM- 5 PM), other shifts- 2 electrician, 1 helper.

The Manpower requirement will increase or decrease as per requirement of Organization with due approval of the committee. ***The present GED outsourcing staffs may be absorbed in the process.***
6. There must be endeavor from agency to provide LED light as far possible to save energy.
7. Maintaining a high degree of discipline amongst the electrician is highly required. The following types of instances should invite quick action against the manpower:
 - a. Absence without notice.
 - b. Alcoholism and Drug addiction.



- c. False reporting or failure to report incidents.
 - d. Sleeping while on duty.
 - e. Willful disobedience of orders.
 - f. Dishonest or corrupt practice.
8. For each Electrician the CV with following information is to be submitted
- ❖ High school certificate
 - ❖ Diploma or ITI certificate in electrical
 - ❖ Appropriate electrician training.
 - ❖ Previous work experience- minimum 3 years in electrical maintenance.
 - ❖ The persons deputed shall not be below the age of 18 years and should not exceed 32 yrs.
 - ❖ Police certification that no case is pending against him.
9. For Helper Qualification will be
- ❖ High school certificate
 - ❖ Wireman 'C' Certificate
 - ❖ Appropriate electrician training.
 - ❖ Previous work experience- minimum 1 years in electrical maintenance.
 - ❖ The persons deputed shall not be below the age of 18 years and should not exceed 32 yrs.
 - ❖ Police certification that no case is pending against him.
- The Service Provider has to provide uniform dress, badge, shoes, baton and Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed during working hour.
 - The Service Provider shall be contactable at all times and must appoint a supervisor to coordinate the works. The contact number must be given at the time signing agreement. Preference will be given to the agencies/ organizations/ firms having local office with in Sambalpur District.
 - The persons supplied by the Agency should not have any adverse Police records/criminal cases pending against them. A certificate from the local police station of the firm must be submitted. The character and antecedents of each personnel of the service provider must be submitted verified by the service provider before their deployment. The list of electricians will be submitted along with the photographs and full address to the tender committee at the time of signing of agreement.
 - The authority of the institution reserves the right to direct the service provider to dismiss or remove, any person or persons, deployed by the service provider, who may be incompetent or, for his/her/their misconduct immediately with suitable substitute.
 - The service provider can change / withdraw the electrician. The service provider shall withdraw the electrician with the permission from the hospital authorities.
 - For repair of fan, motor winding of fan & motor, fridge, gas leakage or any other special work necessary permission may be obtained from authorities.
10. **Process of replacement of parts: -**
- At first agency will make an inventory of all electrical articles in the Hospital, college and hostels separately in coordination with GED authorities.



- Any electrical parts which need replacement shall be duly approved by GED authority and Administrative officer/ Hospital Manager for hospital, college council for college and hostels. Under no circumstances parts should be replaced without approval otherwise the parts will be not accountable for billing.
- All works must be done under the supervision of GED authority & VIMSAR authorities.
- All replaced parts must be handed over to hospital authority.

11. FIRE FIGHTING:-

- Proper firefighting equipment like fire extinguisher/ sand and other accessories shall be made available at all panel boards. Proper signage board shall be placed at all electrical panel boards and other places.

12. Process of BILL submission:-

- Bills should be submitted to the undersigned in triplicate form. It must be verified by GED authority/ Administrative officer / College council/Hospital Manager. Bills should contain detail list of work and replacement.

13. Documents to be submitted for technical bid:-

Service providers are required to enclose photocopies of the following documents(duly self-attested) along with the Technical Bid, failing which their bids shall be summarily/ out rightly rejected and will not be considered any further.

- Registration certificate of the applicant organization- firm or personal
- Copy of PAN/GIR Card.
- Copy of the IT return filed for the last financial year
- Valid Labour License in state of Odisha. The selected party has to produce labour license copy for the said work from Sambalpur district authority within 1 month of the start of the work.
- Police Verification report of the firm/ person- No case is pending.
- Electrical license from appropriate authority and experience.

*** Other documents as per statutory norms must be followed by the service provider and must be submitted to the authority on demand.

- The conditional bids shall not be considered and will be out rightly rejected in very first instance.
- All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting in permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
- If the rate quoted by two or more firms will be same then preference will be given to the firm having local head office at Sambalpur District and years of experience.
- The competent Authority of the VIMSAR, Burla reserves the right to annul all bids without assigning any reason.
- The rates selected will be valid for this financial year. Under no circumstances the rate will be revised in one year. The tender will be valid depending fund position in OC or allotment received.
- The tender can be extended maximum up to 3 years on satisfactory performance each year and availability of funds.
- Each party can terminate the work by giving 1 month notice to other party.



ANNEXURE
TERMS AND CONDITION

GENERAL

1. The agreement shall commence from _____(date)and shall continue till date_____ unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of manpower deployed, breach of contact etc. of change in requirements or availability of funds.
2. The agreement shall automatically expire on _____(date)unless extended further by the mutual consent of the service Provider and the authority.
3. The agreement may be extended on the same terms and conditions or with some additions/deletions/modifications/for further specific period mutually agreed upon by the Service Provider and the Authority as per availability of fund and satisfactory performance. The agreement can be extended for 3 years.
4. The Service Provider shall not be allowed to transfer ,assign, pledge or subcontract its rights and liabilities under this agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The service provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of agreement making it liable for legal action besides termination of the Agreement.
6. The Authority reserves the right to terminate the Agreement during initial period or after giving 15 days' notice to the Service Provider.
7. The Service provider shall nominate a coordinator who shall be responsible for immediate interaction with the Department so that optional services of the persons deployed could be availed without any disruption.
8. The entire financial liability in respect of services deployed in the hospital shall be that of the service provider and the Department of Office concerned will in no way be liable. It will be the responsibility of the service provider to pay to the person deployed a sum not less than the minimum rate quoted in the finical bid and adduce such evidence as may be required by the Department or office concerned.



9. For all intents and purposes, the Service Provider shall be the "Employer" within the meaning of different Rules and Acts in respect of manpower so deployed. The persons deployed by the Service provider shall not have any claim, whatsoever like employer and employee relationship against the Department or Office concerned.
10. The Service Provider shall be solely responsible for the redress of grievances or resolution of disputes relating to persons deployed. The Department shall, in no way, be responsible for settlement of such issues whatsoever. In case the grievances of the deployed person are not attended to by the service provider the deployed person can place their grievance before a joint Committee consisting of a representative of the Department or office concerned and an Authorized representative of the service provider.
11. The institute shall not be responsible for any financial loss or any Injury to any person deployed by the Service Provider in the course of their performing the functions/duties or for payment towards any compensation.
12. The persons deployed by the Service provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency or after expiry of the Agreement.
13. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Service Provider shall not be entitled to and shall have no claim for any absorption in regular or any other capacity.
14. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with office under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Service Provider.
15. The Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation., and a copy of the registration should be submitted. The Service Provider shall comply with all the legal requirements for obtaining License under contract Labour (Regulations and Abolition) Act 1970 if any, at his own part and cost, if required under the Act. The service provider must have license from competent authority i.e GED.
16. The service provider shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The Payment in respect of the overlapping period of the substitute shall be the responsibility of the Service Provider. The Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, whichever applicable.



17. The persons deployed by the Service Provider should have good police records and no criminal case should be pending against them.
18. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Department or office concerned. The Service Provider shall be responsible for any act of indiscipline on the part of the person deployed.
19. The persons deployed shall, during the course of their work be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath or confidentiality and breach of this condition shall make the Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
20. The Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to different types of worker in respect of the persons deployed by it in the Department or office concerned. The Department or office concerned shall have no liability in this regard.
21. The Service Provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the Department or office concerned to the concerned tax collection authorities, from time to time as per the rules and regulations in the matter. Attested photo copies of such documents shall be furnished to the Department or office concerned.
22. The Service Provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of the Department or office concerned or any other authority under Law.
23. The Tax deduction at Source(TDS)shall be done as per the provisions of Income Tax Act/Rules as amended, from time to time and a certificate to this effect shall be provided by the Department or office concerned.
24. In case, the Service Provider fails to comply with any liability under appropriate law and as a result, the Department or the office concerned is put to any loss/obligation, monetary or otherwise, the Department or the office concerned will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
25. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The department or office concerned will have no liability towards non-payment or remuneration to the person employed by the Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is



caused to the Department or office concerned by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the performance Security Deposit.

26. In case of breach of any terms and conditions attached to this agreement, the performance Security Deposit of the Service Provider shall be liable to be forfeited besides annulment of the Agreement.
27. The claims in bills regarding Employees State Insurance, Provide Fund and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished at the discretion of the Department or office concerned.
28. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
29. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
30. All disputes shall be under the jurisdiction of the court at Sambalpur.

A handwritten signature in black ink, consisting of a stylized initial 'J' followed by a horizontal line and a small flourish.

APPLICATION-TECHNICAL BID

For providing GED Services to VSS INSTITUTE of MEDICAL SCIENCES & RESEARCH, Burla

1. Name of Tendering Service Provider: _____
2. Details of Earnest Money Deposit: DD No. _____ Date _____
Of Rs. _____ drawn on Bank _____
3. Name of Proprietor/Partner/Director: _____

4. Full Address of Registered Office: _____

Telephone No, _____
Fax No. _____
E-Mail Address: _____
5. Full address of operating/Branch Office: _____

Telephone No. _____
Fax No. _____
E-Mil Address _____
6. Name & Telephone no. of Authorized officer/person To liaise with Field office(s) _____
7. IT return of last year _____
8. PAN/GIR No. _____
(Attach attested copy)
9. Electrical license -
10. Police verification-
11. Additional information, if any
(Attach separate sheet, if required)

Signature of authorized person

Name:

Seal:

Date:

Place:



DECLARATION

1. I _____/Son/Daughter/Wife of
Sri

_____ Proprietor/Director/authorized signatory
of the Service Provider .mentioned above, am competent to sign this declaration and execute
this tender document:

2. I have carefully read and understood all the terms and conditions of the tender
and undertake to abide by them.

3. The information/documents furnished along with the above application, are
true and authentic to the best of my knowledge and belief. I /We, am/are well aware of the
fact that furnishing of any false information/fabricated document would lead to rejection of
my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:
Place:

Signature of authorized person
Full Name:
Seal



FINANCIAL BID

FINANCIAL STATEMENT- GED

SI No	Particulars	Total Lump sum in Indian Rupees per month (including manpower, service charge and other statutory charges.) ** Excluding spare parts/parts.
1	GED works	

NB

The committee will decide the base price for financial bid before opening of the Financial statements of the bidders. All party has to abide by the decision of the Committee. In case two bidders quote the same price then more experience will be the deciding factor.

*** Rate must be quoted inclusive of all taxes and requisite statutory labor payments and Exclusive of parts replaced.

*** Selected party will accept the parts selected by committee and their rates.

*** Parts – The selected party has to agree with lowest quoted rates of the parts.

Date:

Place:

Signature :

Full Name:

Seal



GED

	Rates
Details of Items	
Overhauling of Ceiling and Exhaust Fans	
Replacement of Fan Capacitor/ Regulator	
Fan Rewinding (copper wire)	
Replacement of Starter(40 Watt)	
Fan Spray Enamel painting (As per IS : 2932-1974 or its latest)	
Replacement of Ball bearing/bush	
Repairing of Tube light fittings 20/40 W	
Copper Choke	
Replacement of Sodium lamp (400W)	
Replacement of Sodium Choke (400W)	
Replacement of igniter	
Repair of Street Light (HPSV 70 W)	
Replacement of HPSV Choke (125 W)	
Replacement of HPSV choke (70W)	
Painting of Poles (Street light)	
Replacement of 20 A, AC Top box	
Repairing of Air Conditioner Stabilizer	
Rewinding of stabilizer Tr. coil(copper)	
Replacement of MCCB 200 A	
Replacement of MCCB 400 A	
Replacement of MCB's SP (6-32) A	
Replacement of MCB's SPN (6-32) A	
Replacement of 4 Pole MCB's 40 A	
Replacement of 4 Pole MCB's 63 A	
Replacement of 4 Pole MCB's 100 A	
Replacement of Al. PVC Cable Size	
Complete cable joint with labour charge	
Al. Socket/thimble dia size 95 sq.mm	
Replacement of Existing wiring of FR Copper cable	
PVC Conduit pipe with clip dia size 25 sq.mm	
Providing & fixing of gang box 6/16 amp.	
Replacement of Switch 15/16 Amp.	
Replacement of Socket 15/16 Amp.	
Replacement of Switch 5/6 Amp.	
Replacement of Socket 5/6 Amp.	
Replacement of Fan Regulator	
Replacement of Batton Bulb holder	



Replacement of Ceiling rose	
Helium sheet for electrical boards	
Replacement of Buzzer/call bell	
Replacement of Call Bell switch	
Enamel painting of Metallic board/panels	
Cleaning of Switches & boards, fan, tube light	
Numbering of Fans & Fittings etc.	
8way(4+24),TPN, MCBDB, Single Door	
6way(4+18),TPN, MCBDB, Single Door	
8way(4+24),TPN, MCBDB, Single Door	
8way(8+24),TPN, MCBDB, Single Door Vertical	
12way(8+36),TPN, MCBDB, Single Door Vertical	
Replacement of Top's 15/16 Amp.	
Top's 5/6 Amp.	
CFL replacement- diff watts	
100watt/200watt bulb replacement	
Flexible wire	
T-5 light, choke	
PLS tube	
15 AMP switch/ 5 AMP switch	
LED Bulbs- diff watts	
Switch Board	
Panel board accessories	
Any other accessories	

*** Please use separate sheet for all other accessories.

***The rates against the items mentioned above may please be included as per the Government schedule of rate 2015 of Works Department Odisha, BBSR. The firm must obtain and follow the schedule rate 2015 from GED authority and non-schedule items are to be given below market price and will be approved by committee and GED authority.

