

F. No. 51-1/2012/Mtce/PGIMER
GOVERNMENT OF INDIA
POST GRADUATE INSTITUTE OF MEDICAL EDUCATION & RESEARCH
DR. RAM MANOHAR LOHIA HOSPITAL, NEW DELHI

Dated: 2nd October, 2013

NOTICE INVITING QUOTATION

Subject:- Providing manpower, consumables etc. for running of DG sets as and when required and Operation and maintenance of Electrical systems at PGIMER, Dr. RML Hospital, New Delhi.

Sealed quotations are invited from reputed Agencies situated within National Capital Territory of Delhi for providing manpower, consumables etc. running of DG Sets and Operation and maintenance of Electrical systems at PGIMER, Dr. RML Hospital, New Delhi.

2. SCOPE OF WORK

(a) DG Sets: Operation (as and when required) of Diesel Generator Sets of 500 KVA capacity (2 Nos.) and 250 KVA capacity (1 No.) through skilled Electrician conversant with handling of DG Sets. The cost of diesel and its transportation shall be reimbursed on production of proof along with bills etc.

(b) Electrical System: Operation and maintenance with minor & essential consumables including accessories parts, on monthly basis, uninterruptedly during operation hours of entire electrical system including Main HT & LT Panels with accessories, capacitor panels, Rising Mains, Floor panels, Main distribution Boards, Power distribution Boards & light distribution Boards, light fixtures, fans etc. as per specification of Standard Operation and Maintenance handling of entire electrical system of PGIMER.

3. PERIOD OF CONTRACT

The contract will be awarded for a period of one year from the date of issue of contract and the rates at which the contract is awarded will be valid throughout the contract and no claims whatsoever on account of increase in the rate etc. will be entertained.

4. QUALIFYING REQUIREMENTS

- 4.1. Bidder should be reputed and experienced Agency in the area of electrical maintenance etc.
- 4.2 Bidder should have a minimum turnover of Rs. 1 crore per annum.
- 4.3 Bidder should have experience of running DG systems and providing all round (including all aspects mentioned above) maintenance of electrical systems in reputed Academic & Research Institutions/ Govt. on a 24 x7 basis.
- 4.4 Minimum experience in the line: 3 years.
- 4.5 The bidder must submit the following basic documents in a separate envelope superscribed '**Technical Bid Envelope**'. In the absence of these documents, the Bid will be rejected:

i) Receipt issued by Income Tax authority in support of the bidder having submitted the latest I.T. return. PAN number of the firm allotted by the Income Tax authorities should be submitted along with the technical bid.

ii) Attested copies of Articles of Association (in case of registered firm), Byelaws and certificates of registration (in case of registered co-operative Societies), partnership deed (in case of partnership firm).

iii) Copies of Income Tax returns for last (3)three years 2010-11,2011-12,2012-13 showing the turnover from services as enumerated in the Scope given above.

iv) Documents in support of agency's experience of latest two years in providing such services in a Govt. / reputed organisation.

v) Bidder should give references / recommendations of their existing customers to whom similar services are being provided.

5. GENERAL TERMS AND CONDITIONS

- 5.1 PGIMER will enter into an agreement with the chosen contractor.
- 5.2 The bidder is advised to visit and examine the site of work and its surroundings and obtain for himself, all information that may be necessary for preparing the bid and entering into the contract.
- 5.3 The rates and prices quoted by the bidder shall be fixed for the entire duration of the Contract and shall not be subject to adjustment on any account.

- 5.4 Bids shall remain valid for a period of 90 days after the deadline for bid submission specified.
- 5.5 All the manpower deployed will work as per schedule for 365 days in the year and 24 hours a day. Manpower deployed in shifts shall not leave unless manpower for the next shift arrives to relieve them.
- 5.6. No compromise will be made by the PGIMER towards punctuality, cleanliness, obedience, promptness, behavior etc. If the Agency, at any point of time during official duty, fails to perform duties, the security deposit will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.
- 5.7 **Disorderly conduct etc:** The Contractor shall take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or amongst his employees and for the preservation of peace and protection of persons and property in the neighborhood of the work carried out. The contractor shall provide all necessary safety applications, gears like goggles, helmets, masks, etc. to his workmen.
- 5.8 The billing will be done on a monthly basis and it should be submitted by the firm by the first week of the following month. Taxes/charges due to Government if any will be recovered from the monthly bill.
- 5.9 **SERVICE TAX:** The rates quoted should be excluding the service tax. The service tax will be paid if only a photocopy of the service tax registration certificate is produced. No service tax will be paid if the operator fails to provide proof of valid service tax registration.
- 5.10 In case of dispute of any kind and in any respect whatsoever, the decision of Director, PGIMER shall be final and binding. The disputes, if any, arising out of this contract will be subject to the jurisdiction of the courts in Delhi only.
- 5.11 The contract would be considered for extension based on satisfactory service performed by the firm and by mutual agreement for such further period as may be agreed upon, but not exceeding one year at a time.
- 5.12 PGIMER reserves the right to reject all or any of the offers or accept more than one offer.
- 5.13 The competent authority reserves the right to cancel / reject any Quotation / quotation at any time without assigning any reason whatsoever.

5.14 Space will be provided by the PGIMER for site office of the Contractor.

5.15 Store ledger, complaints register, site order book and other ledgers as directed, shall be arranged by the contractor at their cost.

5.16 **Penalty:** If contractor fails to perform the assigned duty as required, fine shall be imposed commensurate with the extent/value of failure. However if Nodal Officer , PGIMER finds that contractor is not taking any appropriate action for attending the day to day complaints, the same complaints will be attended to by engaging other agency and 4 (four) times the actual expenditure incurred shall be deducted from the contractor's bill as compensation.

5.17 **Deployment of Services:** The successful bidder shall deploy only qualified, certified, experienced and appropriately trained manpower as per the job requirements and qualifications for providing electrical services. The bidder shall provide personnel as per the demand of Competent Authority and details of qualification, training and experience of manpower to the competent authority before deployment. If the competent authority finds that manpower being deployed does not have required qualification and experience, the bidder shall be informed and it should take corrective measures immediately.

- a. The bidder shall take a declaration from every individual deployed for the services that they have not been involved in any case with the Police/ any security Agency of Government of India.
- b. The bidder shall keep with it, the present and permanent address, contact numbers (Phone/ Mobile number), e-mail address, educational and technical qualification, specimen signature, two passport size photographs in respect of each person deployed and furnish these details/information to office as and when called for. The bidder shall supply valid I-cards to all the personnel deployed for electrical maintenance services at PGIMER.
- c. The deployed persons shall maintain office decorum. They shall be courteous, polite, co-operative and committed to the work given to them.

5.18 **Removal of personnel:** If the Nodal Officer, PGIMER asks the Contractor to remove a person who is a member of his staff or his work force and states his reasons, the Contractor is to ensure that the person leaves the site within 2 days and he has no further connection with the work in the PGIMER.

5.19 **Insurance:** The following Insurance cover is to be provided by the contractor in the joint names of the PGIMER and the Contractor for the contract period:-

- (i) Cover against damage to other people's property caused by the Contractor's acts or omissions;
- (ii) Cover against death or injury caused by the Contractor's acts or omissions to
 - (a) Anyone authorized to be on the site;
 - (b) Third parties who are not on the site;
- (iii) Cover against damage to the work and materials during construction.

5.20 The Contractor is liable for and should indemnify the PGIMER against losses, expenses and claims for loss or damage to physical injury, and death caused by his own acts or omissions.

5.21 Bid Documents:

Bids are to be submitted as "Two Bid System" in duly sealed envelopes. Each envelope will clearly be super-scribed with the words "Technical Bid" (Annexure -I) or "Price Bid" (Annexure - II) as the case may be. Both these sealed envelopes should be put in a separate envelope duly sealed superscribing "Techno-Price Bid for providing Manpower for running of DG sets and Electrical systems at PGIMER, Dr. RML Hospital, New Delhi.

- a. Quotation should be free from corrections.
- b. Sealed Quotations addressed to the Director, PGIMER to be dropped in the Tender Box kept at 1st Floor, Administrative Block, PGIMER, Dr. RML Hospital, New Delhi on all working days between 10.00 a.m. and 4.00 p.m. and from 10.00 am to 12.30 p.m. on Saturdays. The last date of submitting the quotation (Double Bid) is 20.11.2013 upto 3:00 p.m. and the technical bids of the Quotations will be opened the same day at 3:30 p.m. in the Meeting Room, 2nd Floor, Administrative Block, PGIMER.
- c. Quotation received after the specified time and date will not be entertained. Authorized representatives of the Agencies may, if they so desire, be present at the time of opening of the Technical Bid on the above mentioned date and time.

5.22 All the pages/ documents of the tender should bear the dated signature of the tenderer. Any overwriting, corrections and cuttings should bear the dated initials of the tenderer.

5.23 Rates should be quoted both in figures as well as in words. In case the rates quoted in words and figures are at variance, the rates written in words will be taken as final. The rates will be quoted in "Price Bid" and not in "Technical Bid" under any circumstances failing which the tender shall be summarily rejected.

5.24 **EARNEST MONEY DEPOSIT (EMD):**

The bidders shall have to deposit EMD of Rs. 40,000/- (Rupees forty thousand only) in the form of crossed Demand Draft/Pay Order in favour of "**Pay & Accounts Officer, PGIMER, Dr. RML Hospital, New Delhi**", issued by any Scheduled / Nationalized Bank payable at New Delhi, along with their Quotations. Quotations received without EMD will not be entertained and will be rejected summarily. EMD in the form of cheque / cash will not be accepted. No interest would be paid on the EMD.

(a) Forfeiture: The EMD will be forfeited if the vendor withdraws or amends the Quotation or fails to execute duties on time as per the authorized officer of PGIMER in any respect within the period of validity of Quotation.

(b) EMD will be refunded to unsuccessful Agencies within thirty days from the date of issue of work order to the successful Agency.

5.25 **SECURITY DEPOSIT:** Within 15 days of receipt of the notification of award from PGIMER, the successful bidder shall furnish a Performance Security in the form of a Bank Guarantee for an amount equivalent to 10 % of the annual Contract value.

Sachan
21/02/2013
(Praveen Kumar Sachan)
Dy. Controller of Examinations

Copy to:

- NIC: It is requested to post this notice on the website: rmlh.nic.in under sub-head 'PGIMER'

Technical Bid

Bidder Particulars

1. Name of Agency/ Firm:
2. Whether any Legal/Arbitration/Proceedings is instituted against the Agency or the Agency has lodged any claim in connection with work carried out by them. If yes, please give details:
3. Registered Office Address:
 - i. Name of the top executive:
 - ii. Designation:
 - iii. Telephone Numbers:
 - iv. Fax Numbers:
 - v. E-mail:
 - vi. Mobile No.:
4. Established in the year:
5. Registration with statutory bodies : (Enclose attested photocopy of documents)
 - i. Central Sales Tax No. :
 - ii. Local Sales Tax No. :
 - iii. Income Tax No.(PAN) :
 - iv. ESI Registration No. :
 - v. Service Tax No. :
6. EMD Deposit: DD/Pay Order No. Name of the Branch
7. Latest Income Tax Return filed: (Enclose copy)
8. List of major clients & services as relevant to this tender and the details of turnover of the bidder in the last two years.
9. Documents in support of Agency's experience in providing electrical maintenance service.

Date: Signature with stamp

Place: