



TAMILNADU TRADE PROMOTION ORGANISATION

TENDER DOCUMENT

Name of work:

“Supply of Manpower for Operation & Maintenance of All Electrical and Mechanical Equipments and Installations Provided in Chennai Trade Centre Complex”.

NOVEMBER - 2017

TAMIL NADU TRADE PROMOTION ORGANISATION

(A Joint Venture of Govt. of India and Govt. of Tamil Nadu)

Chennai Trade Centre Complex

Mount Poonamallee Road, Nandambakkam, Chennai – 600 089.

Phone No: 044-22315552, 9176881000, Fax No: 044-2231 3555

Website: www.chennaitradecentre.org

E-mail: tntpo@chennaitradecentre.org

DISCLAIMER

The information contained in this tender document or subsequently provided to bidders, whether verbally or in documentary form by or on behalf of Tamilnadu Trade Promotion Organisation (TNTPO) or any of its employees or advisors (collectively referred to as “TNTPO representatives”), is provided to the bidders on the terms and conditions set out in this document and any other terms and conditions subject to which such information is provided. This document is not an agreement and is not an offer. The purpose of this document is to provide interested parties with information to assist the formulation of their proposals.

This document does not purport to contain all the information each bidder may require. Each bidder should conduct its own due diligence, investigation and analysis and should check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.

The prospective bidder will be responsible for all obligations to its staff, their payments, complying with the labour laws, minimum wages Act and any other Act in respect of the staff employed by it for this assignment. Under no circumstances, TNTPO will be responsible for any non-compliance with statutory requirements in respect of the bidder’s staff.

TNTPO may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this document from time-to-time, under intimation to the bidders. TNTPO reserves the right to accept or reject any or all proposals without giving any reasons. The bidding process shall be governed by the laws of India and courts at the State of Tamilnadu will have jurisdiction over the matter concerning and arising out of document.

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SECTION – I

TAMIL NADU TRADE PROMOTION ORGANISATION

No. TNTPO/ENGG-173/2017

Dt: 05.11.2017

NOTICE INVITING TENDER

Tender Notice for “Supply of manpower for Operation & Maintenance of all Electrical and Mechanical Equipments and installations provided in Chennai Trade Centre Complex”.

Sealed Tenders are invited by the Managing Director, TAMILNADU TRADE PROMOTION ORGANISATION in two cover system (i.e.) Cover I: Commercial / Technical Bid, Cover II: Price Bid from the experienced contractors for supply of manpower for operation & maintenance of the electrical & mechanical equipments installed in Chennai Trade Centre:

Sl. No.	Item of work	Tender No.	Cost of Tender Document	EMD	Sale of Tender Document	Last date of submission of tender document	Time, Date & Place of opening
1	2	3	4	6	7	8	9
1	Supply of Manpower for Operation & Maintenance of all Electrical and Mechanical Equipments and installations Provided in Chennai Trade Centre Complex.	TNTPO / ENGG/173 /2017	Rs.1,000/- (Rupees One Thousand Only)	Rs.165,000/- (Rupees One Lakh Sixty Five Thousand Only).	05.11.2017 to 23.11.2017 between 10.00 to 17.00 hrs on all working days and on 24.11.2017 between 10.00 to 14.00 hrs.	15.00 hrs. on 24.11.2017	15.30 hrs. on 24.11.2017 at TNTPO, Chennai

Pre-bid meeting: 20.11.2017 (03:00 pm onwards)

Minimum Qualifying criteria:

Average annual financial turn over of the tenderer during the last three financial years i.e. 2014-15, 2015-16 and 2016-17 must have been of the volume indicted below:

1. Average annual turnover Rs.24.68 Lakhs.
2. Experience of having successfully completed similar works during the last 7 years, satisfying any of the three following criteria:
 - (a) Should have handled atleast three similar jobs of not less than Rs.32.90 lakhs each.

(OR)
 - (b) Should have handled atleast two similar jobs of not less than Rs.41.13 lakhs each.

(OR)
 - (c) Should have handled atleast one similar job of not less than Rs.65.81 lakhs.

The word “similar completed works” mentioned in para: 2 (a) (b) and (c) shall mean supply of manpower for Operation & Maintenance of all Electrical and Mechanical Equipments and installations having total installed capacity of Transformers of 4000kVA and DG Sets of 4000kVA & above carried out in Government, Public Sector Undertaking and Reputed Private Sector units.

3. Should have valid “A” grade license issued by Tamilnadu Electrical Licensing Board, Chennai.
4. The Tenderer should have obtained Permanent Account Number issued by the Income Tax Authorities on or before 31.03.2012.
5. The Tenderer should have obtained ESI number for the company on (or) before 31.03.2012.
6. The Tenderer should have obtained EPF number for the company on (or) before 31.03.2012.
7. The Tenderer should have obtained goods and Service Tax Registration number for the company.
8. The Tenderer should have at least five years experience in the field of Operation & Maintenance of all Electrical and Mechanical Equipments and installations.

9. The bidders despite meeting the above criteria are liable to be disqualified, on the grounds of untrue or false representation in the forms, statements, attachments submitted, record of poor performance, previous record of incomplete execution of contract, inordinate delays in completion or financial failure, etc.
10. The minimum qualification criteria as stated above shall be scrutinised based only on supporting documentary evidence.
11. One set of tender document including forms, conditions of contract, specifications, etc. will be issued by the Managing Director, Tamilnadu Trade Promotion Organisation, Chennai Trade Centre Complex, Mount Poonamallee Road, Nandambakkam, Chennai – 600 089 from 05.11.2017 to 23.11.2017, during office hours between 10.00 to 17.00 hrs on all working days and on 24.11.2017 between 10.00 to 14.00 hrs. The cost of tender documents shall be Rs.1,000/- (Rupees One Thousand Only) payable through crossed Demand Draft / Banker's Cheque on any Scheduled Commercial Bank drawn in favour of "Tamilnadu Trade Promotion Organisation" payable at Chennai. The name and address of the tenderer shall be clearly marked in the application for issuing tender documents.

The tender document can also be downloaded from the website www.chennaitradecentre.org free of cost. In case, the document is downloaded from website the cost of tender document shall be paid by means of DD/ Banker's Cheque on any Scheduled Commercial Bank drawn in favour of Tamilnadu Trade Promotion Organisation payable at Chennai and same may be enclosed to tender document. The cost of tender documents will not be refunded under any circumstances.

**Managing Director
Tamil Nadu Trade Promotion Organisation**

SECTION – II
INSTRUCTIONS TO TENDERERS

1. GENERAL AND SCOPE OF THE TENDER:

Tamilnadu Trade Promotion Organisation invites tenders in sealed cover under two cover systems for the Supply of Manpower for Operation & Maintenance of all Electrical and Mechanical Equipment and installations provided in Chennai Trade Centre Complex including pipelines, indoor & outdoor lighting, street lighting etc.

BIDDING SCHEDULE

Sl. No.	Event Description	Date
1.	Advertisement-Date of issue	05.11.2017
2.	Issue of Tender Document between 10.00 hrs. to 17.00hrs on all working days except on 24.11.2017 between 10.00 to 14.00 hrs.	05.11.2017 to 23.11.2017
3.	Pre-bid meeting at TNTPO Board Room at 3:00 pm onwards	20.11.2017
4.	Last date of Bid submission at 3:00 pm	24.11.2017
5.	Opening of Technical Bids at 3:30 pm	24.11.2017
6.	Date of opening of Price Bid will be intimated separately	-

2. QUALIFICATION OF TENDER:

2.1 To qualify for award of the contract each tenderer in its name should necessarily have met the criteria as mentioned below:

Pre-qualification Criteria:

Average annual financial turn over of the tenderer during the last three financial years i.e. 2014-15, 2015-16 and 2016-17 must have been of the volume indicted below:

1. Average annual turnover Rs.24.68 Lakhs.

2. Experience of having successfully completed similar works during the last 7 years, satisfying any of the three following criteria:

(a) Should have handled atleast three similar jobs of not less than Rs.32.90 lakhs each.

(OR)

(b) Should have handled atleast two similar jobs of not less than Rs.41.13 lakhs each.

(OR)

(c) Should have handled atleast one similar job of not less than Rs.65.81 lakhs.

The word “similar completed works” mentioned in para: 2 (a) (b) and (c) shall mean supply of manpower for Operation & Maintenance of all Electrical and Mechanical Equipments and installations having total installed capacity of Transformers of 4000kVA and DG Sets of 4000kVA & above carried out in Government, Public Sector Undertaking and Reputed Private Sector units.

3. Should have valid “A” grade license issued by Tamilnadu Electrical Licensing Board, Chennai.

4. The bidders despite meeting the above criteria are liable to be disqualified, on the grounds of untrue or false representation in the forms, statements, attachments submitted, record of poor performance, previous record of incomplete execution of contract, inordinate delays in completion or financial failure, etc.

5. The minimum qualification criteria as stated above shall be scrutinised based only on supporting documentary evidence.

2.2. PREVIOUS EXPERIENCE OF THE TENDERER:

The tenderer should give all necessary information in the relevant proforma in his tender to show that he has successfully completed / executed during the past three years the “Supply of Manpower for Operation & maintenance of all electrical and mechanical equipments and installations” in an organisation / organisations with

facilities of the type and magnitude comparable to that at Chennai Trade Centre complex, together with the list of names and addresses of the organisations for whom the work was done.

3. CONTRACT OF TENDER DOCUMENTS:

The set of tender documents includes documents as listed below:

<i>SECTION</i>	<i>CONTENTS</i>
I	Notice Inviting Tender
II	Instructions to Tenderer
III	General Conditions
	Price Schedule – A
	Tentative Manpower Chart – Annexure – I
	Deviation in Tender Schedule (Schedule - B)
	Statement of Work Order Executed for the Past 7 Years (Schedule - C)
	Tender Form (Schedule – D)
	Form of Agreement (Schedule – E)
	Equipment Details – Annexure – II

4. SALE OF TENDER DOCUMENTS:

One set of tender document including forms, conditions of contract, specifications, etc. will be issued by the Managing Director, Tamilnadu Trade Promotion Organisation, Chennai Trade Centre Complex, Mount Poonamallee Road, Nandambakkam, Chennai – 600 089 from 05.11.2017 to 23.11.2017, during office hours between 10.00 to 17.00 hrs on all working days and on 24.11.2017 between 10.00 to 14.00 hrs.

The cost of tender documents shall be Rs.1,000/- (Rupees One Thousand Only) payable through crossed Demand Draft / Banker’s Cheque on any Scheduled Commercial Bank drawn in favour of “Tamilnadu Trade Promotion Organisation” payable at Chennai. The name and address of the tenderer shall be clearly marked in the application for issuing tender documents.

The tender document can also be downloaded from the website www.chennai tradecentre.org free of cost. In case, the document is downloaded from website the cost of tender document shall be paid by means of DD / Banker's Cheque on any Scheduled Commercial Bank drawn in favour of Tamilnadu Trade Promotion Organisation payable at Chennai and same may be enclosed to the tender document. The cost of tender documents will not be refunded under any circumstances.

5. PRE-BID MEETING:

A pre-bid meeting will be held on 20.11.2017 at 3.00 pm onwards in the office of the Managing Director, Tamilnadu Trade Promotion Organisation, Chennai Trade Centre Complex, Mount Poonamallee Road, Nandambakkam, Chennai – 600 089, for obtaining clarifications, if any. The tenderers are advised to examine the tender document carefully and if there appears to be any ambiguity or discrepancy in the document or if they need any clarification on the tender document, they may write to the Managing Director, TNTPO. The queries or clarifications in respect of the tender documents will be answered not later than 48 hours the opening of the Tender. The clarification given shall be communicated to all those who have purchased the tender documents by displaying it in the our website. It is to be noted that the clarifications agreed shall be deemed to form part of the tender document.

5a. SITE VISIT:

The site of work may be inspected by the tenderer or his representative at his own cost. The tenderer who has purchased the document or downloaded it from the website will be allowed to visit the site with prior permission. A site visit shall be arranged for the benefit of the tenderers on 20.11.2017 by TNTPO and the tenderers are welcome to avail this opportunity.

6. ADDENDA / CORRIGENDA:

Addendum / Corrigendum to the tender documents may be issued by TNTPO on its own or in pursuance of the clarifications made with reference to the queries raised by the tenderers and this will be prior to the date of opening of the tenders. The contract terms and conditions shall be read taking into account the clarifications, if any, made.

Such addendum/corrigendum shall be communicated to each firm or person who has purchased the tender documents. Such Addenda/Corrigenda shall also be hosted in our website. The Addenda/Corrigenda can be downloaded from the website, may be signed, sealed and enclosed along with their offer in Cover I as token of agreeing to these. The tenderers are therefore advised to watch the website, until 48 hours before the opening of the tender and download the addenda/corrigenda, if any. Non-submission of such Addenda/Corrigenda along with their offer shall not relieve the tenderers from their obligation to abide by such Addenda/Corrigenda. Tenderers who are unable or unwilling to bring their tenders to conform to the requirements of the TNTPO are liable to have their tenders rejected.

7. SUBMISSION OF TENDER:

Tenders are invited in two cover system for “Supply of Manpower for Operation & Maintenance of all Electrical and Mechanical Equipments and installations provided in Chennai Trade Centre Complex”. Tender must be sent in one main cover containing two separate covers and these two covers shall be superscribed-one cover as "Cover-I" and the other as "Cover-II". All the covers shall be addressed to the Managing Director, Tamilnadu Trade Promotion Organisation, and sealed properly. Names and addresses of the Tenderer shall also be written on all the covers. **Tenderers are requested to sign all pages of tender and a tender not so signed on all pages of the tender is liable to be treated as being defective and shall be rejected.**

To maintain the sanctity of tendering system one tenderer cannot represent two different companies/organisations.

The tender must be delivered by the tenderer at the address mentioned in the document not later than the date and time specified in the bidding schedule.

The tenderer shall be responsible for properly superscribing and sealing the cover in which the tender is submitted and TNTPO shall not be responsible for accidental opening of the covers that are not properly superscribed and sealed as required before the time of opening of tender.

The submission of tender document shall be made by post or courier with acknowledgment due or in person and TNTPO shall not be responsible for any delay in

transit. The submission of tender by facsimile or fax shall not be accepted and TNTPO reserves the right to extend the last date and time for receipt of tender after giving adequate notice to all intending tenderers.

The tender submitted by the tenderer shall comprise the following:

7.1 CONTENTS OF COVER – I:

Complete technical specifications of service in respect of the “Supply of Manpower for Operation & Maintenance of all Electrical and Mechanical Equipments and installations provided in Chennai Trade Centre Complex” shall be quoted by the tenderer with all relevant particulars. The tenderer shall provide

- a) A confirmation that the Tenderer will abide by the entire clause in the tender documents.
- b) Demand Draft towards E.M.D of Rs. 1,65,000/- (Rupees One Lakh Sixty Five Thousand Only).
- c) The cost of tender documents by means of DD / Banker’s Cheque shall be enclosed by those who download the tender document from the website
- d) A declaration that the contractor is a Manpower Agency and has successfully carried out qualifying works and has adequate organization and resources including experienced technical personnel to handle works of this type and magnitude.
- e) A copy of Income Tax Returns filed and permanent account number (PAN) of Income Tax Department if any.
- f) All the necessary documents in connection with prequalification criteria shall be enclosed.

7.2 CONTENTS OF COVER – II:

The Cover II shall contain a schedule of price bid of “Supply of Manpower for Operation & Maintenance of all Electrical and Mechanical Equipment and installations provided in Chennai Trade Centre Complex”. The bidders are requested to submit to the offer as per format enclosed in the Price Schedule-A of tender document.

8. TIME SCHEDULE:

The selected contractor should supply necessary manpower within 7 days from the date of acceptance of the letter of award from TNTPO and any additional requirements in the subsequent period should be fulfilled immediately on receipt of request from TNTPO.

9. RATES TO BE IN FIGURES AND WORDS:

The tenderer shall quote the rates in figures as well as in words (English), tendered by him in the proforma concerned of the tender without any interpolation. The tendered amount for the work shall be entered in the tender form and duly signed by the tenderer. In case of any discrepancy between the prices quoted in words and in figures, the lower of the two shall be considered as the quoted price. The quoted price shall be corrected only if there is an arithmetical error. The tenderer is permitted to quote only in Indian Rupees and the payment for the work will be made only in Indian Rupees.

10. CORRECTION / VARIATION:

Ordinarily overwritings, corrections are not permissible. However, all such corrections and alterations in the entries of the tender documents shall be attested with full signature of the tenderer with date.

The tenderers should not send any revised or amended offers after the opening of the tender. No such document will be entertained.

11. TENDER VALIDITY:

Tenders submitted by tenderers shall remain valid for acceptance for a period of 90 days from the last date of submission of the tender. The tenderer shall not be allowed during the declared period of validity to revoke or cancel his tender or to vary any terms thereof.

12. EARNEST MONEY DEPOSIT:

- 12.1 a) The EMD is Rs.1,65,000/- (Rupees One Lakh Sixty Five Thousand Only Only).
- b) All tenderers should furnish earnest money deposit by way of Demand Draft/Banker's Cheque drawn in favour of Tamilnadu Trade Promotion Organization payable at Chennai on any Scheduled Commercial Bank. Tenders received without the earnest money deposit will be rejected summarily.
- c) Earnest money deposit will be forfeited if the rates are revised, modified during currency of the contract or extended period, or if the order is not executed after acceptance of the tender.
- d) The Earnest money deposit will be refunded to the unsuccessful tenderers within one month from the date of issue of work order to the successful tenderer.
- e) The Earnest money deposit will not bear any interest.

12.2 REFUND OF EARNEST MONEY DEPOSITS:

- (a) For Unsuccessful Tenderer, EMD of Tenderers other than L-1 tenderer will be refunded within one month from the date of issue of work order to the successful tenderer.
- (b) EMD of the successful tenderer can be taken as part payment towards security deposit or will be refunded within 15 days from the date of payment of the security deposit in full.

12.3 FORFEITURE OF EMD IN CERTAIN CASES:

The EMD will be forfeited:

- (a) If the tenderer withdraws his tender within the validity period.

(Or)

- (b) Makes any modification in the terms and conditions of tender before expiry of 90 days from the last date of submission of tender or such time as may be extended by the TNTPO to which the tenderer has agreed to in writing.

(Or)

- (c) In the event of tender being accepted by the TNTPO but the tenderer fails to enter into a contract including submission of security deposit.

12.4. NO INTEREST ON EARNEST MONEY:

No interest shall be paid by the Employer to the tenderer or contractor on the amount of earnest money held by the Employer, at any stage.

13. OPENING AND EVALUATION OF TENDER:

The main cover of the tenders will be opened at the office of the Managing Director of TAMILNADU TRADE PROMOTION ORGANISATION, Chennai Trade Centre Complex, Mount Poonamallee Road, Nandambakkam, Chennai – 600 089 at 3.30 pm on 24.11.2017 after the closing time mentioned above in presence of tenderers or representatives who are present at the time. Tenderers should send letter of authorization with attested specimen signature of their representatives who are deputed to present at the time of opening of tenders. Representatives without such authorization letters may not be permitted to be present to witness the opening of tenders. In any case, the maximum number of persons representing a firm to witness the opening of the tenders will be limited to two.

On the day of opening, only the main cover and cover-I alone will be opened and read. Cover-II will not be opened. All the sealed cover-II of all the tenderers will be kept inside a single cover and sealed in the presence of tenderers or their authorized representatives who are present during the opening of the tenders and will be kept in the safe custody of the Managing Director, TNTPO.

13.1 EXAMINATION OF TENDERS AND OPENING OF COVER – II:

The Cover -I of the tenders shall be opened, scrutinized and evaluated with reference to the requirements of the TNTPO. Cover -II of those tenderers qualified in the evaluation of Cover -I will be opened after giving notice to the tenderers for their presence on the said date, if they desire.

14. AWARD OF WORK:

TNTPO will determine the lowest evaluated price quoted by those tenders who have qualified in evaluation of cover-I and shall award the contract to the tender who has offered the lowest evaluated price.

TNTPO shall notify the award of tender to the successful tenderer in writing that his tender has been accepted.

15. SECURITY DEPOSIT:

The contractor will have to furnish 5% of work order value as Security Deposit, in the form of Demand Draft/Banker's Cheque drawn in favour of Tamilnadu Trade Promotion Organization payable at Chennai on any Scheduled Commercial Bank. EMD of the successful tenderer can be taken as part payment towards security deposit or will be refunded within 15 days from the date of payment of the security deposit in full.

The security deposit will be refunded to the contractor only if the contract period is completed as per the contract agreement. If the TNTPO incurs any loss or damages on account of breach of any of the clauses or any other amount arising out of the contract becomes payable by the contractor to the TNTPO, then the TNTPO will in addition to such other dues that he shall have to pay under the law, appropriate the whole or part of the security deposit and such amount that is appropriated will not be refunded to the contractor.

The contractor will have to furnish the security deposit within two days from the date of receipt of work order. The security deposit will not carry any interest. TNTPO shall reserve all rights to cancel the work order and forfeiture of EMD on failure of submission of security deposit within the stipulated period.

Failure to comply with the terms regarding security deposit set out in the work order within the stipulated time will entail cancellation of the contract without any notice to the contractor.

16. EXECUTION OF AGREEMENT:

After paying the security deposit, the successful bidder has to enter into the contract agreement as per the format enclosed in Schedule-E of tender document with the Managing Director, TNTPO at the cost of the contractor. The agreement shall consist of the following documents:

- (a) The format of agreement along with the conditions of the contract.
- (b) All the schedules.
- (c) Annexure – II – (Equipment details)
- (d) Other relevant documents.

The approved agreement shall be signed on appropriate stamp paper as per the format (Schedule E). The successful bidder has to execute it on non-Judicial Stamp Paper of value which is not less than Rs.100/-. The authorized signatory shall sign with his seal on all pages of the agreement and on the other documents to be attached and shall submit them to the Managing Director. The same shall be signed and accepted by the Managing Director with date and seal on behalf of the TNTPO.

17. FAILURE TO EXECUTE THE AGREEMENT:

If the firm fails to execute the agreement within 7 days as mentioned, the letter of award of work shall be treated as invalid and the amount of EMD will be forfeited and his tender held as non-responsive. In this case if L2 Tenderer is agreeable for providing manpower as per the Tender at the rate of L1, TNTPO reserves the right to consider the offer of L2 Tenderer for issuing LOA.

18. WITNESS:

Witnesses shall be persons of status and property and their names, occupations and addresses shall be furnished below their signatures.

19. RIGHT OF THE TNTPO TO ACCEPT OR REJECT THE TENDER:

The TNTPO does not bind itself to accept the lowest tender and reserves the right to reject any or all tenders received without assigning any reason, whatsoever. Tenders in which any of the particulars and required information are inadequate or are incomplete in any respect and/or the prescribed conditions are not fulfilled are liable to be rejected. Canvassing in any form by the tenderers will result in their tender being rejected.

20. TRANSFER OF TENDER DOCUMENTS:

Transfer of tender documents purchased by one intending tenderer to another is not permissible.

21. COLLECTION OF DATA-TENDERER'S RESPONSIBILITY:

The tenderer shall visit the site and acquaint himself fully with the site and local conditions and no claims whatsoever shall be entertained on the plea of ignorance of practicalities of the operation and maintenance of the work etc. The tenderer shall be deemed to have clearly understood and become conversant with the work and services and the conditions liable to be encountered during execution of the work assigned.

22. AMBIGUITY:

If there is any ambiguity or doubt as to the meaning of any of the tender clauses/conditions or if any additional information required, the Managing Director, TNTPO should be addressed in writing immediately for clarifications.

In case of incomplete specifications, if any, it will be assumed that the contractor has got the expertise and experience to furnish the most updated technically sound materials and workmanship to the TNTPO, subject to approval of the Managing Director, TNTPO.

23. TENDERER'S COMMENTS:

Any comments which the tenderer desires to make shall take the form of a separate statement in English language and giving reference to page, clause or item numbers and shall be submitted in duplicate along with the tender.

- a) Telegraphic/fax/telex offers will be treated as defective, invalid and rejected. Only detailed completed offers received as specified above, prior to the closing time and date of tender will be taken as valid.
- b) Demand Draft/Banker's Cheque towards E.M.D. for Rs. 1,65,000/- (Rupees One Lakh Sixty Five Thousand Only) in favour of TamilNadu Trade Promotion Organisation payable at Chennai from any scheduled commercial bank.
- c) Demand Draft/Banker's Cheque shall be enclosed to the tender. This shall be kept in Cover-I and shall not be sent separately.
- d) The Earnest money deposit will be refunded to the unsuccessful tenderers within one month from the date of issue of work order. No interest will be allowed on the Earnest Money from the date of its receipt until it is refunded.
- e) The tender form contained in this tender document shall be returned to the TNTPO; each of them duly filled in and signed by the tenderer along with his tender. Any tender not so signed on all pages of the tender is liable to be treated as being defective and will be rejected. The tenderer should submit the tender document duly signed on all pages.
- f) The TNTPO does not bind itself to accept the lowest or any tender or part thereof and reserve the right to accept or not to accept any or all of the tenders either in whole or in part, without assigning any reason therefor.
- g) Application money should be attached by way of Demand Draft / Banker's Cheque by those who download tender form.

24. JURISDICTION:

The award of contract for the "Supply of Manpower for Operation & Maintenance of all Electrical and Mechanical Equipments and installations Provided in Chennai Trade Centre Complex" is subject to the jurisdiction of the local courts of Chennai (Tamil Nadu) to decide or adjudicate upon any disputes which may arise out of (or) be in connection with this Agreement irrespective of the fact that the contractor is within (or) outside Chennai.

25. INSTRUCTIONS TO TENDERERS TO FORM PART OF THE CONTRACT:

All these instructions conditions, special conditions, technical specifications contained in the tender document and any correspondence related to this contract shall form part of the agreement.

26.1 The contractor shall carry out all the work strictly in accordance with documents, details and instructions of the TNTPO. Any changes desired by TNTPO, the contractor shall carry out without any extra charge. The TNTPO's decision in such cases shall be final and binding on the Operation & Maintenance Contractor.

26.2 The supply of manpower shall be according to the scale indicated in Annexure – 1A and in emergencies where additional hands are required the contractor is bound to supply.

26.3 The tenderer must on his own obtain all information which may be necessary for the purpose of making a tender and for entering into a contract and must examine the documents, inspect the site of the work and acquaint himself with all local and site conditions, means of access to the site, nature of the job on the basis of his knowledge and experience in having handled such assignments earlier. Ignorance of the site conditions or lack of knowledge of electrical & mechanical installations which the contractors job of operation & maintenance would cover cannot be a ground for any claim for compensation, the employer would completely reject such a claim.

26.4 This Contract is neither a fixed lump sum contract nor a Piece Work Contract but is a Contract to carry out the work of providing comprehensive and effective “Supply of Manpower for Operation & Maintenance of all electrical and mechanical equipments and installations in Chennai Trade Centre complex” and its services and facilities to be paid for according to actual services performed and works done as per the Price Schedule.

26.5 Regular / timely performance of the contractual obligations shall be strictly observed by the contractor and it shall be reckoned from the date of LOA. The successful tenderer shall before commencing work prepare a detailed work programme and submit it in 5 days in advance, which shall be approved by the Employer. The job

shall be done with all due diligence and if the Contractor fails to perform in time, he is liable to pay Non-Performance of the Contract as defined in the General Conditions.

26.6 The successful tenderer shall make his own arrangements to mobilize required manpower and other tools such as the following required to provide operation & maintenance of all electrical and mechanical equipments and installations available in Chennai Trade Centre Complex.

- crimping tool upto 400 sq.mm.,
- tongue tester to measure current upto 2000Amps,
- Multi-meter,
- Megger 5000volts,
- Megger 1000volts,
- Earth Resistance Measurement Kit,
- All set of spanner sets,
- Jackey, and any or all the instruments

While making the tender, the tenderer should keep his rates firm till the completion of the job and no price variation therefore shall be considered for any reason whatsoever.

26.7 The contractor shall strictly comply with the provisions of safety code of practice and shall keep the employer fully indemnified against any claims or liabilities arising out of operation & maintenance lapses in safety practices. Thus the contractor shall take all possible legal precautions including insurance cover for the staff deployed for the purpose at his cost. The TNTPO will not bear any responsibility in this regard.

26.8 The Operation & Maintenance Manpower Contractor has to deploy man power as per **Annexure – 1A**.

Operation & Maintenance of all Electrical and Mechanical Equipments and Installations provided in Chennai Trade Centre Complex

Sl. No.	Designation	No. of Person	Day	Shift		
				1 st	2 nd	3 rd
1	Manager (O & M)	1	1	-		
2	Shift Electrical Engineer	3	-	1	1	1
3	Shift Mechanical Engineer	2	-	1	1	
4	Shift Technician	12	-	5	5	2
5	Plumber	7	-	3	3	1
6	Helper	13	-	6	6	1
	Total	38	1	16	16	5

1 st Shift Means	: 06:00hrs – 14:00hrs
2 nd Shift Means	: 14:00hrs – 22:00hrs
3 rd Shift Means	: 22:00hrs – 06:00hrs
Day Means	: 09:30hrs – 17:30hrs

The above is the minimum required manpower to be deployed by the contractor. However, Employer has the right to reduce / increase the strength of manpower deployment as and when required based on the rate quoted for the respective categories.

26.9 Qualification of personnel to be employed by the operation and maintenance contractor.

1) Manager:

- Minimum qualification shall be Graduate in Electrical Engineering / Diploma in Electrical Engineering with C Certificate.
- Minimum 10years of experience preferably in Government, Public Sector Undertaking, Reputed Private Sector organizations or with Electrical A Grade Contractors.
- Should be able to speak and write Tamil & English.

2) Shift Electrical Engineer:

- Minimum Qualification shall be Graduate in Electrical Engineering / Diploma in Electrical Engineering with C Certificate.
- Minimum 5years of experience preferably in Government, Public Sector Undertaking, Reputed Private Sector organizations or with Electrical A Grade Contractors.
- Should be able to speak and write Tamil & English.

3) Shift Mechanical Engineer:

- Minimum Qualification shall be Graduate in Mechanical Engineering / Diploma in Mechanical Engineering.
- Minimum 5years of experience in operation & maintenance of Diesel Generator Sets of capacity not less than 1000KVA in Government, Public Sector Undertaking, Reputed Private Sector organizations or with Electrical A Grade Contractors.
- Should be able to speak and write Tamil & English.

4) Shift Technician:

- Minimum Qualification shall be ITI Electrician.
- Minimum 3years of experience preferably in Government, Public Sector Undertaking, Reputed Private Sector organizations or with Electrical A Grade Contractors.

5) Plumber:

- Minimum Qualification shall be ITI passed / failed.
- Minimum 3years of experience preferably in Government, Public Sector Undertaking, Reputed Private Sector organizations.

6) Helper:

- Minimum Qualification shall be 10th or HSC Passed / Failed.
- Minimum 3years of experience preferably in Government, Public Sector Undertaking, Reputed Private Sector organizations or with Electrical 'A' Grade Contractors.

26.10 SCOPE OF THE WORK

- Operation & Maintenance of the electrical & mechanical equipments listed in Annexure-II of this tender on day to day basis. The maintenance of the equipments shall be both preventive as well as curative in nature. The preventive maintenance & curative repairs works are detailed vide Annexure-“A” appended.

SECTION – III

GENERAL CONDITIONS

A. GENERAL RULES AND DIRECTIONS FOR THE GUIDANCE OF TENDERERS:

1. DEFINITION OF TERMS:

In constructing these conditions and annexed form of tender and specifications, the following words shall have the meaning herein assigned to them unless there is something in the subject or context inconsistent with such construction.

1.1 “The Employer" shall mean the “Tamilnadu Trade Promotion Organisation” or their successors, assigns and acting through its Managing Director.

1.2 Managing Director means the Managing Director of Tamilnadu Trade Promotion Organisation, Chennai Trade Centre Complex, Mount Poonamallee Road, Nandambakkam, Chennai – 600 089 and includes the person appointed to act on his behalf under the Companies Act 1956.

1.3 "Contractor" means the person or persons, firm or company whose tender/offer has been accepted by Tamilnadu Trade Promotion Organisation and includes the Contractor's Engineer/Representatives, heirs, successors and assigns.

1.4 “TNTPO” means Tamilnadu Trade Promotion Organisation or their successors and assigns.

1.5 “Sub-Contractor" shall mean any person to whom any part of the contract has been sublet with the consent in writing of the Employer, and the Employer’s Representatives, successors and permitted assigns of such person.

1.6 "Engineer" mean the officials as may be appointed from time to time by the Employer, to act as Engineer for the purpose of the contract.

1.7 "Engineer's Engineer/Representative' means any sub-ordinate Engineer or Assistant to the Engineer or any other Engineer's official appointed from time to time by the Engineer to perform the duties.

1.8 "Works" shall mean supply of man power for Operation & Maintenance of all Electrical and Mechanical Equipments and installations available in Chennai Trade Centre Complex including pipelines, indoor & outdoor, street lighting etc. to be done by the Contractor under this contract.

1.9 "Temporary Work" means all temporary works of every kind required in or about the execution, completion or maintenance of the contractual works.

1.10 "Extra works" means those works required by the Employer to be done for completion of the contract, not specifically and separately included in the specified items of works of the tender.

1.11 "The specification" shall mean the specification tendered and modified subsequently in writing by mutual consent of the Employer and the Contractor. It also includes relevant specifications of the Indian Standard Institution (ISI) or other standard institutions wherever applicable.

1.12 "Trials" and "Tests" shall mean such trials and tests as are provided for in these conditions of contract and/or in the specification and shall include all other tests required to be carried out during execution and after completion of the works.

1.13 "Site" mean the Chennai Trade Centre Complex where the work is to be executed or carried out for the purpose of the Contract.

1.14 "Month" mean English Calendar Month.

1.15 "Contract" shall mean Contract agreement entered into between Tamilnadu Trade Promotion Organisation and the contractor together with the contract documents referred therein.

1.15.1 The Tender document and acceptance of the Tender.

1.15.2 The general conditions of contract.

1.15.3 The work order issued to the contractor subsequent to acceptance of the offer.

1.16 “Contract Price” means the total sum of money certified to be paid by the Employer to the contractor on timely completion of the contract, including the charge for extra manpower supplied etc; i.e. as per defined and applicable items of the terms of payment.

1.17 The term “work” of the Contractor includes provision of labour and tools.

1.18 The Contractor shall be solely responsible for compliance to the provisions of various labour and industrial laws, in respect of wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. for the personnel deployed by him at Chennai Trade Centre Complex or for any accident caused to them. TNTPO shall not be liable to bear any expenses in this regard. The Contractor shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the TNTPO, for whatever reason. The Contractor shall also be responsible for providing insurance cover to its personnel. The Contractor shall specifically ensure compliance to such laws /Act as are mentioned below including amendments / modifications issued to them or their revised versions:-

- (1) The payment of Wages ACT 1936
- (2) The Employees Provident Fund & MP Act 1952
- (3) The Contract Labour (Regulation) Act, 1970
- (4) The Payment of Bonus Act, 1965
- (5) The Payment of Gratuity Act, 1972
- (6) The Employees State Insurance Act, 1948
- (7) The Employment of Children Act, 1938
- (8) Minimum Wages Act, 1948

1.19 The persons deployed by the Contractor should not have any police records/criminal cases against them. The character and antecedents of each personnel of the Contractor will be got verified by the Contractor before their deployment after through investigation with the help of the local police, with reference to proofs of identity like driving license, bank accounts details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to this “Operation & Maintenance of All Electrical & Mechanical Equipments and Installations in CTC”

office. The Contractor will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Contractor shall withdraw such employees as are not found suitable by the employer or his representative for any reasons immediately on receipt of such a request.

1.20 There will no master & servant relationship between the employees of the contractor and this office and those deployed by the contractor shall not make claim for absorption in this office (TNTPO). The contractor's personnel shall not claim any benefits/compensation/absorption or regularization of services from / in this office under the provisions of Industrial Disputes Act., 1947 or Contract Labour (Regulation and Abolition) Act, 1970. Undertaking from the persons to this effect shall be required to be submitted by contractor to this office.

1.21 The personnel deployed by the contractor should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this office. They should adhere to the normal shift timings. However, they may be required to overstay beyond office hours on certain occasions. The contractor shall be accountable for any act of indiscipline on the part of persons deployed by him. The contractor shall be bound to prohibit and prevent any of his employees from being intoxicated while on duty or acting in any manner that is detrimental or prejudicial to the interest of this office. The decision of the Managing Director, TNTPO on any matter arising under the clause shall be final and binding on the contractor.

2. CONTRACT DOCUMENT:

Subject to the order of precedence given in the contract document all documents forming part of the contract are included to the coercive and mutually explanatory. The contract shall be read as whole.

3. CONTRACT PRICES:

Prices are to be quoted on Firm basis.

4. TAXES AND DUTIES:

Any increase / decrease in Taxes, Duties and Other statutory levies during the period of contract leading to variation in the accepted rates, the actual rates will be paid by TNTPO.

Deductions will however be made as per Income Tax, if applicable, at all stages of payments and appropriate certificate to that effect will be issued to the Contractor.

5. INSURANCE:

During the period of contract, the contractor shall insure all his personnel at his own cost. In case of any accident/untoward incident to its employees deployed, the contractor shall indemnify loss/damage to the affected employees and TNTPO shall not responsible therefor.

6. PAYMENT:

The Contractor has to remit the following to the authorities concerned within seven days from the date of disbursement of salary to the personnel deployed and produce xerox copy of remittance challans to TNTPO.

- 1) ESI of 4.75% borne by TNTPO.
- 2) EPF of 12% borne by TNTPO.
- 3) EDLI & Administrative charges of 1.16% borne by TNTPO.
- 4) EPF of 12% deducted from the salary of outsourced personnel.

Only on submission of xerox copy of remittance challans of ESI, EPF and maintenance log book as per Annexure – ‘A’ along with monthly bill to TNTPO, the payment will be made to the contractor. If there is any variation either downward / upward in these rates the liability of TNTPO will be to the extent of the actuals remitted.

7. SUBCONTRACTING:

The Successful tenderer shall not subcontract or assign this contract or any part thereof without obtaining prior written permission of the TNTPO. In the event of the successful tenderers sub-letting or assigning the contract or any part thereof without such permission, the TNTPO shall have the right to cancel the contract and the successful tenderer shall be liable to the TNTPO for any loss or damage which the TNTPO may sustain in consequence of the cancellation of the contract. Even if, sub-letting is permitted by the TNTPO, it will not recognize any contractual obligations with the person or party to whom the contract has been sub-let and the successful tenderer shall be held responsible for the satisfactory and proper fulfillment of the contract.

8. NON-PERFORMANCE OF CONTRACT/CANCELLATION OF CONTRACT / RIGHTS OF THE TNTPO:

a) The TNTPO reserves the right to cancel the contract if the quality of service delivered falls below the standard.

b) Any bribe, commission, gift given, promised or offered by or on behalf of the tenderers, their partners, agents or servants to any officer, servant or representative of the TNTPO for obtaining or for the execution of this or any other contract or for receiving payments under the contract shall attract in addition to the criminal action, cancellation of this or any other contracts and also payment of any loss resulting from such cancellation. TNTPO shall be entitled to deduct the amount payable otherwise due to the tenderers under this or any other contracts any loss sustained by it consequent on cancellation of the contract. Any question or dispute as to whether the tenderer has any liability under this clause shall be decided by the TNTPO in such manner and on such evidence or information as they may think fit and sufficient and its decision shall be final and conclusive and binding on the contractor.

9. MEMBERS OF THE TNTPO NOT INDIVIDUALLY LIABLE:

The Managing Director or any official or employee of the TNTPO shall in no way be personally bound or liable for the acts of obligations of the TNTPO under the

contract or answerable for any default or omission in the observance or performance of any of the acts, matters or things which are herein contained.

10. TNTPO NOT BOUND BY PERSONAL REPRESENTATIONS:

The contractor shall not be entitled to any increase in the rates or any other right or claim whatsoever by reason of any representation, explanation or statement or alleged representation, promise or guarantee alleged to have been given to him by any person on behalf of TNTPO.

11. CHANGE IN CONSTITUTION:

a) Where the contractor is a partnership firm, a new partner shall not be introduced in the firm, except with the previous consent in writing of the TNTPO which may be granted only upon furnishing of a written undertaking by the new partner to perform the contract and accept all liabilities incurred by the firm under the contract prior to the date of such undertaking.

b) On the death or retirement of any partner of the contractor/firm before completing the performance of the contract, the TNTPO may at its option to cancel the contract and in such a case the contractor shall have no claim whatsoever for compensation against the TNTPO if the successor is not agreeable for continuing the contract.

c) Without prejudice to any of the rights or remedies under this contract if the contractor is a proprietorship concern and the proprietor dies during the performance of this contract the TNTPO shall have the option to terminate the contract without compensation if the successor is not for continuing the contract.

12. FORCE MAJEURE CONDITIONS:

a) In the event of either party being rendered unable by force majeure to perform any obligation to be performed by them under the contract, the relative obligation of the party affected by such force majeure shall upon notification to the other party be suspended for the period during which force majeure events last. The cost and loss sustained by either party shall be borne by respective parties. The term force majeure employed herein shall mean Act of God, war (declared or not), tsunami, restraints

imposed by Governments, civil commotion, earthquake or any other natural calamities, declared as such by the State or Central Government, import or export embargoes, or change in Govt. policies or the like circumstances or any happening affecting the performance by the contractor or its obligations under this contract which, in the opinion of the Employer, the contractor cannot reasonably prevent or control. The contractor shall, however, inform the TNTPO by Regd. Post about acts duly certified by Local Chamber of Commerce, the beginning and end of the above causes of delay within ten (10) days of occurrence and cessation of such force major conditions.

b) Only events of force majeure which affects performance during the course of its occurrence shall come into reckoning. TNTPO shall not be liable to pay extra costs due to delays caused due to force majeure.

13. NOTICES:

All notices and instructions under the terms of tender will be sent by post/cable/fax to the Contractor to his principal place of business indicated in his Tender.

Actual Receipt: Unless a later time is specified in a notice, it shall take effect from the time it is received by the person or by one on his behalf, to whom it is addressed, as noted thereon.

Deemed Receipt: A letter or facsimile is taken to be received.

Change of particulars: In the event that the tenderer changes the address or other relevant particulars in respect of its facsimile facilities, it must, prior to the date of such change, notify to the TNTPO in writing and subject to acknowledgement, be as that of new address or particulars as the case may be.

14. MAINTENANCE OF CONFIDENTIALITY

Drawings of electrical and mechanical equipments, technical details pertaining to these, O & M records, installation details and technical specifications and copies thereof furnished are the property of the employer and the same should be kept confidential. They shall not be used for any other work and should not be revealed /

utilized in any form and the same are to be returned to the employer on completion or termination of the contract.

The officials of the O & M manpower contractor, deputed for the contract work of TNTPO shall not be utilized for the other project/site work, other than the TNTPO related works. The O & M manpower contractor should not perform any work related to other site works using our site as the platform.

15. CONTRACT PRICE:

The contract price shall be the total amount quoted by the successful tenderer and accepted value of the work as mentioned in the letter of acceptance of the employer.

The contract price shall not be adjusted or altered in any way whatsoever otherwise than in accordance with the express provisions of these conditions.

15.1 DETAILED SCOPE OF THE WORKS AND THE RESPONSIBILITIES OF CONTRACTOR:

The scope of work of the operation and maintenance manpower contractor is to provide an effective system for “Operation and Maintenance of all Electrical & Mechanical installations available in Chennai Trade Centre Complex” detailed in Annexure – II including the following services explained in brief below through the specialized agencies / subcontractors approved by the employer.

a) Operation and Maintenance of Plumbing, Water supply, Drainage, Sewage installations, STP, DG SETS, HT & LT installations.

b) Effective co-ordination and supervision of all contractors during the entire contract period for proper operation and maintenance for the following services:

- i) Electrical services (HT& LT), battery chargers, UPS.
- ii) DG Sets with auto synchronizing panel.
- iii) Fire Fighting system.
- iv) Indoor / Outdoor Lighting, Fountain, etc.

- v) Fire Alarm System, UPS, Public Address System, Utility Monitoring.
- vi) Operation and maintenance of ventilators, lighting, protection, water pumps, sewage pumps, dewatering pumps provided at various locations, all other services like sewage and storm water disposal / plumbing and water supply and sanitary system etc.
- vii) The total capacity of DG plant is 4.38MVA. The plant is to provide cent percent back up to entire operation of CTC's utility. The plant consists of the following:
- 1) 1010KVA DG SETS – 2 Nos.
 - 2) 750KVA DG SET – 1 No.
 - 3) 500 KVA DG SET – 2 Nos.
 - 4) 320 KVA DG SET – 1 No.
 - 5) 250 KVA DG SET – 1 No.
 - 6) 40 KVA DG SET – 1 No.

All the above DG SETS except 40KVA & 250KVA are connected to synchronizing panel with Auto & Manual operation.

All the above DG SETS have facility to start automatically in the event of EB supply failure.

Note: The operation and maintenance required for the above shall be to ensure that all plants and associated controls be functional, operating within design parameters and correct maintenance.

c) Taking over buildings and services from the existing contractor including all records, documents, tracking system, reporting system, log books etc. complete with a minimum overlap of at least 2 weeks. Similarly on completion of the contract, the agency should arrange to handover all the records and documents and works including training on routines to be followed etc. to the new agency selected and appointed by the employer.

d) All maintenance for equipments, sub-system and installation shall include planned preventive, routine, annual and breakdown maintenance. For each, the O & M manpower contractor should follow the existing procedures and if any, improvement is

necessary, the same shall be incorporated after TNTPO's approval. O & M manpower Contractor shall also liaise with all original suppliers / the existing contractors / contractors who were responsible for installation and O&M to ensure that equipment life is safeguarded and breakdowns are avoided.

- e) The contractor has to report periodically to TNTPO about the working condition of all the equipments well in advance so as to arrange rectification steps by TNTPO. Any failure in the installation, for example, "non illumination of lights" etc, noticed by the TNTPO or by the event managers during the exhibition will attract the clause on Non-Performance of the Contract as defined in the General Conditions in the tender document.
- f) The shift pattern shall comply with local regulations governing the engagement of labour, such as Contract Labour Law, Establishment Act etc.
- g) The operation and maintenance team headed by a qualified and experienced Manager shall be available at all times in the site.

15.2 EXTENT:

The O & M manpower Contractor shall carry out and complete the work in every respect in accordance with this contract and the directions and to the satisfaction of the Employer. The TNTPO may in its discretion from time to time issue further written instructions, written directions and explanations / information, all of which shall be collectively referred to as TNTPO instructions.

15.3 INTENT:

The intention of the document is to include all labour and materials, equipment and transportation necessary for the proper performance of the job. Materials of work described in words, which so applied, have a well known technical or trade meaning shall be held to refer to such recognized standard. A separate register for the "Stock of Materials" has to be maintained.

16. O & M MANPOWER CONTRACTOR 'S FIELD ORGANISATION:

The O & M manpower Contractor shall keep a watch on his work during the progress of work and shall deploy required, qualified and competent engineers in the field of operation and maintenance service, who should have minimum experience mentioned in Section – II of the tender document.

The total manpower requirement with qualification and experience has been indicated in the Annexure-I. The engineer(s) will be responsible for carrying out the job to the true meaning of the contract document, Schedule of Quantities, employer instructions and directions to the satisfaction of the employer. Any directions or instructions given to him by the employer or his authorised representative shall be deemed to have been issued to the O & M manpower contractor. Adequate number of experienced and trained, technical and non-technical support staff, shall assist the O & M management in each trade, as required, fulfilling the scope of the work envisaged. The exact organisation chart to be implemented needs to be approved by the employer prior to commencement. If the employer establishes at any time the need to augment the field setup either as a short term or long term measure, the O & M manpower Contractor is bound to implement the employer's instructions forthwith within the agreed rates.

In the case of replacement of any engineer deployed by posting a competent and qualified substitute, TNTPO shall be informed at least 10 days in advance. Frequent replacement of engineer has to be avoided.

Arrangement of Execution of Work:

The O & M Management shall efficiently arrange for all materials, tools tackles, and equipments the labour required, and transportation of labour & materials, for proper execution and completion of the contract of various services/ facilities to the satisfaction of the employer.

17. SAFETY CODE AND SAFETY RULES:

All safety rules, regulation and code of practice shall be followed by the Contractor during Operation & Maintenance work.

18. PAYMENT TO LOCAL BODIES:

The O&M manpower contractor is accountable not making payments to local bodies towards ESI, EPF, Insurance etc and for adhering to contract labor laws.

19. STATUTORY OBLIGATIONS, NOTICES, FEES AND CHARGES:

The O & M manpower Contractor shall comply with and give all notices as required by any Government authorities, and instruments, rules or orders made under any Act of Parliament or State Legislature or any regulations or by-law of any local authority relating to the work or with whose system the same is or will be connected.

The O & M manpower Contractor shall pay dues to the employer against any fees or charges(including any rates and taxes) that can be legally demanded, under any Act of Parliament, or State Legislature instrument, rule or order or any regulation or bye-law or any local authority in respect of the work .

20. DEFECTS:

The O & M manpower Contractor shall make good at his own cost and to the satisfaction of the employer, all defects, or small faults, arising in the opinion of the employer from work or materials not being in accordance with the drawings or specifications or schedule of quantities or the instruction of the employer.

Such defects, faults shall upon directions in writing of the employer, and within such reasonable time as shall be specified therein be amended and made good by the O & M manpower contractor , at his own cost unless the O & M manpower contractor shall decide that he ought to be paid for such amending and making good. In case of default, the employer may employ and pay other agency to amend and make good such defects, faults and all damages loss and expenses consequent thereon or incidental thereto shall be made good and borne by the O & M manpower contractor and such damage, loss or expenses shall be recoverable by the Employer.

21. NON-PERFORMANCE OF THE CONTRACT / CANCELLATION OF CONTRACT / RIGHTS OF THE TNTPO:

a) The TNTPO reserves the right to cancel the contract if the manpower is not supplied as per requirement of TNTPO.

b) The TNTPO reserves its right to cancel the contract if the contractor does not provide the service as per the terms and conditions stipulated in the tender document.

c) Any bribe, commission, gift, advance given, promised or offered by or on behalf of the tenderers, their partners, agents or servants to any officer, servant or representative of the TNTPO for obtaining or for the execution of this or any other contract or for receiving payments under the contract shall, in addition to the criminal liability he may incur, entail cancellation of this or any other contracts and also payment of any loss resulting from any such cancellation. TNTPO shall be entitled to deduct the amount so payable from any moneys otherwise due to the tenderers under this or any other contracts. Any question or dispute as to whether the tenderers have incurred any liability under this clause shall be decided by the TNTPO in such manner and on such evidence or information as they may think fit and sufficient and their decision shall be final and conclusive and binding on the contractor.

22. TERMINATION BY THE EMPLOYER:

Default:

If the O & M manpower Contractor should default in anyone or more of the following respects, that is to say:-

If the Contractor without reasonable cause, wholly suspends the carrying out of the works before completion thereof, or if he fails to proceed regularly and diligently with the works, or if he refuses or persistently neglects to comply with a written notice from the employer requiring him to remove defective work or improper materials or goods and by such refusal or neglect the work is materially affected, or

If he fails to comply with the provision of clause 28,

Then the employer may give him a notice by registered post or recorded delivery specifying the default, and if the O & M manpower contractor allows such default to exist for 14 days after receipt of such a notice or shall at any time thereafter repeat such a default (whether previously repeated or not), then the employer without prejudice to any other rights or remedies, may within 10 days after such continuance or repetition of default by a notice issued under registered post or recorded delivery, forthwith terminate the employment of the O & M manpower contractor under this contract, provided that such notice shall not be given unreasonably or vexatiously.

23. LABOUR:

The O & M manpower Contractor shall employ no child labour under 18 years of age. If female labour is engaged, the O & M manpower contractor shall make necessary provision for safeguarding their small children and keeping them clear of the site of operations. No laborer shall reside on the site or within the compound. The provisions of Labour Acts of the State / Central Government on the subject have to be followed scrupulously.

24. DISPUTES:

“Arbitration”

On any dispute or difference whatsoever arising between the parties out of or relating to the scope, operation or effect of this Contract, or the validity or the breach thereof, the parties shall first endeavor to settle the same amicably in a spirit of co-operation. If the dispute cannot be amicably settled either party shall, as soon as practicable, but not earlier than three months, give to the other party notice in writing of the existence of such dispute or difference, specifying the nature and the point at issue and the same shall be settled by Arbitration in accordance with the Arbitration and Conciliation Act, 1996 as amended from time to time. The dispute or difference shall be referred to the Sole Arbitration of the Chairperson of TNTPO or his nominee including any officer of TNTPO nominated by him and the O & M manpower Contractor shall not raise an objection to such Arbitration on the ground that the Arbitrator is an officer of TNTPO and as such is an interested party or that the Arbitrator so appointed has earlier dealt with the subject matter of this Agreement”.

25. WORKING IN HAZARDOUS AREA:

The work area in and around the operating units such as Admin Building, Exhibition Hall No. I, II & III, Convention Hall, Fuel Storage Tank, Sewage Treatment Plant, Electrical Installations, Electrical Cable, Waterline trenches etc. shall be considered as “Hazardous Area”. Contractor shall fully familiarize himself with the site of operation and abide by the Safety Rules / Regulations and fulfillment of ISO standards. If contractor shall experience unavoidable interruption of work due to operational or safety reasons, such delays / interruptions shall not entitle the contractor to reimbursement of additional costs.

26. SUPERINTENDENCE:

Contractor shall give or provide all necessary superintendence as necessary for the proper fulfilling of contractor's obligations under this Agreement.

27. PROGRESS OF SERVICES:

Contractor shall submit to employer, a daily manpower report detailing the accomplishments of the previous day incident reports and the remedial action taken. Access to contractor's works shall be granted to employer or its representative at any time for the purpose of ascertaining progress. Any incident that happens in and around the premises should be reported within 24 Hours in detail with causes and remarks.

28. WORKING HOURS:

The personnel deployed at the premises of the employer shall be in attendance on all the 24 hours of a day and 7 days a week on without break, throughout the year.

29. ADEQUACY OF CONTRACTOR'S STAFF:

29.1 It is understood that the service and work are to be performed with utmost diligence and expediency to handle operation & maintenance equipments. To achieve this, contractor shall maintain the adequate staff with good technical competence at site, at all times.

29.2 If, at any time, during the currency of Agreement, contractor's deployment of personnel, in the opinion of employer, is inadequate to meet the requirements of agreement, employer may so notify contractor, who shall thereupon take immediate steps to increase the staff level at the site. Contractor shall effect such increases within a period of maximum **seven days** following the procedure outlined elsewhere in the contract agreement. If, within the specified period, contractor does not or fails to increase the staff as required, employer may itself or through other parties hire additional staff to supplement that of contractor at the cost fixed by the employer and deduct it from payment due to the contractor.

29.3 Failure of contractor to comply with the instructions of employer may be grounds for determination by employer that contractor is not proceeding with the performance of services with such diligence as to ensure fulfillment of contractual obligations.

30. CONDITIONS OF PERFORMANCE:

30.1 CONTRACTOR REPRESENTS AND WARRANTS THAT:

30.1.1 Contractor has the requisite skilled and qualified personnel to perform the services.

30.1.2 Contractor has inspected the premises and is familiar with the conditions related to performance of the services.

30.1.3 Contractor shall at all times ensure that the supply of know-how, manpower, materials, equipments and tools are adequate to satisfactorily undertake the scope of services without delay.

30.1.4 Contractor shall at all times ensure that the services are carried out in the most expeditious and efficient manner, consistent with the best interests of employer, and in good and professional manner and in accordance with sound industry practice.

30.1.5 Contractor shall perform and provide the services in accordance with provisions of this agreement and shall exercise all reasonable skill, care, diligence and judgement in performance of the services.

30.2 Employer has discussed and settled with contractor as per the agreement, the general basis for execution of services. Contractor shall provide procedures for employer approval, which shall be based upon good engineering practice in order to maintain the equipments at a high level of efficiency and to provide safe working conditions. If any question arises between contractor and employer, regarding particular work procedure followed or proposed to be followed by the contractor, the contractor must satisfy the employer as to the soundness of such procedure and shall obtain employer's written approval before the same is effected. Provision or otherwise of such approval shall not relieve the contractor of any of its obligations under this agreement.

Employer shall have the right to check and make remarks on any or all procedures proposed to be adopted by contractor for the performance of services. Contractor shall submit such work procedure for employer's review and approval.

30.3 Contractor shall notify the employer as soon as contractor knows of any difficulty in performing the services. If, at any time during the performance of the

services, contractor's actual progress is inadequate to meet the requirements of the agreement, employer may so notify the contractor who shall thereupon take such steps as may be necessary to improve its performance. If the contractor does not improve its performance to meet the approved and accepted schedule, employer may require an increase in overtime working hours, an increase in the number of manpower and equipment, plant, tools etc. all without any additional payment by the employer to contractor. Neither such notice by employer nor employer's failure to issue such notice shall relieve the contractor of its obligations to achieve the performance required by agreement.

30.4 If the contractor fails to perform any of the services, then employer has the indisputable right to claim damages and hire a third party to perform such services, and the incurred amount i.e. the additional amount payable to the third party by virtue of assigning services until expiry date of agreement shall be recovered from any monies due to the contractor under the agreement.

30.5 In the event of the contractor failing to perform the services in accordance with the accepted schedule of work and thereby makes the employer incur additional cost and / or expense in carrying out the work neglected through the agency of a third party, its claims in consequence thereof to the extent that contractor is at fault, contractor shall reimburse all such direct and verifiable costs and expenses to employer and employer may deduct such sums from the value of any invoice submitted by the contractor or from any sums due to the contractor or may become due to the contractor.

31. VARIATIONS:

Additional and modification works related to scope of services.

31.1 Employer may frequently have some additional works, modifications etc at site related to the scope of services to be carried out. Employer has the right to make use of manpower, materials, equipments, tools & vehicles made available at site by the contractor, for carrying out the additional services. Contractor shall carry out such additional work without any additional charges to the employer. However, the cost of materials required for such works shall be paid as per the provisions of this contract.

Employer has the right to waive the charges of damages due to routine programme performance shortfalls on the part of the contractor during the period of contract.

32. LABOUR:

32.1 Contractor shall be responsible for the engaging, employment, transport, working and living conditions of personnel and in respect of all matters connected therewith. Contractor shall at all times during the continuance of this agreement conform in all respects to and carry out all obligations imposed on it by the provisions and requirements of all applicable laws in the country without limitation.

The Contractor shall possess a high standard of integrity, have no affiliation with any political party or trade union. The contractor should submit the antecedents of their employees with police clearance at the time of execution of agreement. This has to be followed during the entire contract period.

32.2 Contractor shall in its dealing with the personnel for the time being employed on or in connection with the agreement have due regard to all recognized festivals. Contractor shall also observe all relevant local customs and such other conditions and instructions as may be issued to the contractor from time to time by the employer.

32.3 Contractor shall not employ manpower on terms and conditions that are not less favorable than those established for equivalent sites or locations within India.

32.4 Contractor shall at all times take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or amongst its employees and for the preservation of peace and protection of persons and property in the neighbourhood of the site against the same.

32.5 Upon the outbreak of any strike or labour dispute involving any of the contractor's personnel engaged, contractor shall forthwith give details thereof to the employer. If any dispute arises between the contract labour / employees and contractor, the employer will not be responsible for it in any manner.

32.6 Contractor shall within twenty four (24) hours of any occurrence of any accident at or about the site or in connection with the execution of the services or any

injury, loss or damage to any personnel or to property of contractor, employer or of a third party, report such occurrence to the competent authority .

32.7 Contractor shall, to the extent permissible under applicable laws, comply with and be bound by such terms and conditions applicable to the services of the personnel appointed in India.

32.8 Employer shall have the liberty to object to and require the contractor to remove forthwith from the site any person employed by contractor in or about execution or performance of services, who in the opinion of the employer has committed a misconduct or whose employment is otherwise considered to be undesirable.

32.9 Contractor, without the written permission of the employer, shall not again employ such person for the employer's work.

33. CONTRACTOR'S WORKING HOURS:

33.1 Normal daily working hours for contractor's personnel, except those working on rotational shift-basis, will be prepared by the contractor and approved by the employer. Sundays will be observed as weekly rest days except in case of persons who will be working on shift basis. In this contract, the shift pattern shall comply with local regulations governing the engagement of labour, such as Contract Labour Law, Shop and Establishment Act etc.

33.2 Persons working on shift basis will follow the weekly shift schedule to be prepared by the contractor and approved by the employer. The contractor shall arrange to provide at its cost relievers for its shift duty personnel.

33.3 Contractor will have to work after normal working hours and on Sundays / holidays to fulfill its obligation of services. Overtime if any, for such work, shall be to contractor's account.

33.4 Contractor's personnel should not be employed for more than one shift on continued basis at any point of time.

33.5 After normal daily working hours and on Sundays / holidays, Contractor is required to maintain an emergency standby team capable of handling any crises which

may arise with respect to materials, equipments, tools and vehicles at site. Further, the contractor is responsible and bound to provide performance 24 hours a day throughout the agreement period with full complement of staff .

33.6 During the festive days, the contractor at no extra cost to employer shall make such adjustment as necessary to the working arrangement at each location of the premises as may be directed by the employer.

33.7 Medical Fitness Certificate to be produced for all the personnel from the Registered Practitioners or Doctors in Government service.

34. CONFLICT OF INTEREST:

34.1 Contractor shall conduct its operations in a lawful manner consistent with good international practices and standards for such a type of services.

Neither the contractor nor any of its subsidiaries or affiliates shall in connection with the services enter into a contract, give an undertaking, bid, enter into a joint venture partnership, have any relations with a third party or any other arrangement to perform any services, to supply goods or equipments which may be to employer's detriment.

35. All rules and regulations of labour department, contract labour laws, Provident Fund & ESI and connected laws, comprehensive all risk insurance requirements and all other laws of the land are to be complied with by the contractor.

SCHEDULE - 'A'
PRICE SCHEDULE
(To be filled by the Tenderer)

Name of work: **“Supply of Manpower for Operation & Maintenance of all Electrical and Mechanical Equipments and Installations provided in The Chennai Trade Centre Complex”.**

Rendering operation and maintenance services as per the tentative manpower chart in the annexure ‘A’ of the employer for regular service including labour, tools and tackles complete for the following Mechanical & Electrical equipments operation and maintenance:

a. Electrical Services (HT & LT), UPS & Battery chargers, Lighting System, STP Plant, Water Pumps including bore well, fountains and air conditioning systems connected panels such as AHUs, Motors, Chillers, etc.

b. DG Sets - 1010KVA – 2 Nos., 750KVA-1No., 500KVA-2Nos., 320KVA-1No., 250KVA-1No. with Synchronizing panels and 40KVA-1No. with AMF Panel.

c. Fire Alarm System / Fire Protection System, UPS, Utility Monitoring and all other services like sewage and storm water disposal / plumbing and water supply and sanitary system etc. Taking over building and services from the existing contractor, with all types of fittings and fixtures in the entire TNTPO premises.

Minimum required manpower to perform the above works of the Employer shall be as follows:

Sl. No	Category of Manpower Required	Unit in Person	Rate Per Month Per person excluding ESI, EPF, Service charges & GST as applicable.	PF/ESI/Service Charges. (Rate in Rs. month per person)				Total
				EPF	ESI	Services charges	GST	
1.	a) Manager(O & M)	1						
	b) Shift Electrical Engineer	3						
	c) Shift Mechanical Engineer	2						

d) Shift Technician	12						
e) Plumber	7						
f) Helper	13						
Total	38						

(Amount in words – Rupees.....)

.....Only)

Company Seal:

Signature :

Designation :

Company :

Date :

Note: The EPF, ESI & Applicable GST will be paid by TNTPO as extra on submission of proof of document.

SCHEDULE - 'B'

DEVIATION IN TENDER SCHEDULE

All deviations from the specification shall be filled in by the Tenderer, clause by clause, in the schedule

SECTION NO.	CLAUSE NO.	DEVIATION

The Tenderer hereby certifies that the above mentioned are the only deviations from the technical specifications and tender conforms to the specifications in all respects.

COMPANY SEAL : SIGNATURE :

DESIGNATION :

COMPANY :

DATE :

SCHEDULE - 'C'

**STATEMENT OF WORK ORDERS EXECUTED DURING THE
PAST SEVEN YEARS AS ON THE DATE OF TENDER OPENING**
(The Proof of Evidence shall be enclosed for each category)

Sl. No.	Name and Address of the Organisation	Name of Work	W.O. No. & Date	Manpower deployed	Value of order in lakhs	Schedule date of completion	Actual date of completion of order

COMPANY SEAL :

SIGNATURE :

DESIGNATION :

COMPANY :

DATE :

SCHEDULE – ‘D’

TENDER FORM

NOTE: Tenderers are required to fill up all the blank spaces in this tender form.

To

The Managing Director

Tamil Nadu Trade Promotion Organization

Chennai Trade Centre Complex

Mount Poonamallee Road

Nandambakkam

Chennai – 600 089

1. Having examined the instructions to Contractors, conditions of Contract, Specifications and Schedules appended to the tender and having satisfied ourselves of the site conditions for the “Supply of Manpower for Operation & Maintenance of all Electrical and Mechanical Equipments and Installations provided in Chennai Trade Centre Complex including pipelines, indoor & outdoor, street lighting etc. ” with amendments up-to-date in conformity with said conditions of contract, specifications etc at rates for items of work in the schedule of items.

2. We shall undertake “Supply of Manpower for Operation & Maintenance of all Electrical and Mechanical Equipments and installations provided in Chennai Trade Centre Complex including pipelines, indoor & outdoor, street lighting etc”, Chennai – 600 089 within 3 days from the date of receipt of order.

3. We further undertake, if our tender is accepted, to deposit as security deposit within 2 days from the date of receipt of order to TNTPO by means of Demand Draft/Banker’s Cheque drawn in favour of Tamilnadu Trade Promotion Organization payable at Chennai on any Scheduled Commercial Bank to the extent of five percent of the tender price in the manner setforth in the Tender schedule.

4. And, we further undertake, if our tender is accepted to enter into and execute within 3 days, of our being called upon to do so, an agreement in the form annexed and the conditions of contract with such modifications as are agreed upon.

5. Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof, shall constitute a binding contract between us.

6. We agree to abide by this tender for the period as mentioned in the tender document.

7. We have deposited Earnest Money as per the instructions.

8. We further agree that in the event of our withdrawing the tender before the receipt of the final decision or in the event of failing to deposit the Security Deposit in such form as mentioned in the instructions to tenderers or in the event of our tender being accepted, fail to execute an agreement in the form aforesaid within a reasonable time from the date of receipt of order to commence work, the Earnest Money Deposit shall stand forfeited to the Tamil Nadu Trade Promotion Organization.

9. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ in the capacity of _____ duly authorized to sign tender for and on behalf Of _____.

(IN BLOCK CAPITALS)

Signature:

Witness:

Address:

SCHEDULE - 'E'

TAMIL NADU TRADE PROMOTION ORGANIZATION

FORM OF AGREEMENT

This Agreement made thisday (Two thousand) between the Tamil Nadu Trade Promotion Organisation, Chennai Trade Centre Complex, Chennai – 600 089 on the one part AND

_____ (hereinafter called the “**CONTRACTOR**” which expression shall unless excluded by, or repugnant to the context be deemed to include his heirs, executors, administrators, representatives and assigns or successors in Office) on the other part.

WHEREAS the Tamil Nadu Trade Promotion Organisation, Chennai Trade Centre Complex, Chennai – 600 089 is desirous of awarding contract for Supply of Manpower for Operation & Maintenance of all Electrical and Mechanical Equipments and Installations provided in Chennai Trade Centre Complex including pipelines, indoor & outdoor, street lighting etc.

WHEREAS THE contractor has offered for Supply of Manpower for Operation & Maintenance of all Electrical and Mechanical Equipments and Installations provided in Chennai Trade Centre Complex including pipelines, indoor & outdoor, street lighting etc. and whereas the Tamil Nadu Trade Promotion Organisation, Chennai Trade Centre Complex, Chennai – 600 089 has accepted the tender of the contractor and **WHEREAS** the contractor has furnished a sum of (Rupees..... only) as Earnest Money Deposit at the time of tendering, which will be refunded on furnishing the Security Deposit.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement words and the expressions shall have the same meanings as are respectively assigned to them in the conditions of contract herein after referred to.
2. The Operation & Maintenance Manpower Contractor shall strictly comply with the provisions of safety code of practice and shall keep the employer fully indemnified against any claims or liabilities arising out of Operation & Maintenance's lapses in safety practices. Thus the contractor shall take all possible legal precautions including insurance policies at their cost, failing which TNTPO shall not be held responsible.
3. The following documents shall be deemed to form and read and construed as part of this agreement viz.
 - a. Instructions to Tenderers – General Rules
 - b. Technical and Commercial Specifications
 - c. Work order
4. The contractor hereby covenants with the Tamil Nadu Trade Promotion Organisation, Chennai Trade Centre Complex, Chennai– 600 089 to Operation & Maintenance of all Electrical and Mechanical Equipments and Installations provided in Chennai Trade Centre Complex including pipelines, indoor & outdoor, street lighting etc. in conformity with respect to the provisions of the agreement. **IN WITNESS WHEREOF THE** parties hereinto have set their hands and seals the day and year first written.

The common seal of the TNTPO }
And }

The Managing Director thereof has }
Set his Hand in the presence of }

Signed and sealed by the Contractor }
In the presence of }

CONTRACTOR

THE MANAGING DIRECTOR
On behalf of
Tamil Nadu Trade Promotion Organization
Chennai Trade Centre Complex
Mount Poonamallee Road
Nandambakkam, Chennai – 600 089.

ANNEXURE - I

TENTATIVE MANPOWER CHART FOR THE OPERATION AND MAINTENANCE CONTRACT

Operation & Maintenance of all Electrical and Mechanical Equipment and Installations provided in Chennai Trade Centre Complex

Sl. No.	Designation	No. of Person	Day	Shift		
				1 st	2 nd	3 rd
1	Manager (O & M)	1	1	-		
2	Shift Electrical Engineer	3	-	1	1	1
3	Shift Mechanical Engineer	2	-	1	1	-
4	Shift Technician	12	-	5	5	2
5	Plumber	7	-	3	3	1
6	Helper	13	-	6	6	1
	Total	38	1	16	16	5

1st Shift Means : 06:00hrs – 14:00hrs

2nd Shift Means : 14:00hrs – 22:00hrs

3rd Shift Means : 22:00hrs – 06:00hrs

Day Means : 09:30hrs – 17:30hrs

The above is the minimum required manpower to be deployed by the Contractor. However, Employer has the rights to reduce / increase the strength of manpower deployment as and when required base on the rate quoted for that categories.

Qualification of personnel to be employed by the operation and maintenance contractor.

1) **Manager:**

- Minimum qualification shall be Engineering Graduate in Electrical Engineering / Diploma in Electrical Engineering with 'C' Certificate.
- Minimum 10years of experience preferably in Government, Public Sector Undertaking, Reputed Private Sector, Electrical 'A' Grade Contractors.
- Should be able to speak and write Tamil & English.

2) **Shift Electrical Engineer:**

- Minimum Qualification shall be Engineering Graduate in Electrical Engineering / Diploma in Electrical Engineering with 'C' Certificate.

- Minimum 5years of experience preferably in Government, Public Sector Undertaking, Reputed Private Sector, Electrical 'A' Grade Contractors.
- Should be able to speak and write Tamil & English.

3) **Shift Mechanical Engineer:**

- Minimum Qualification shall be Engineering Graduate in Mechanical Engineering / Diploma in Mechanical Engineering.
- Minimum 5years of experience in operation & maintenance of Diesel Generator Sets of capacity not less than 1000KVA.
- Should be able to speak and write Tamil & English.

4) **Shift Technician:**

- Minimum Qualification shall be ITI Electrician.
- Minimum 3years of experience preferably in Government, Public Sector Undertaking, Reputed Private Sector, Electrical A Grade Contractors.

5) **Plumber:**

- Minimum Qualification shall be ITI passed / failed.
- Minimum 3years of experience preferably in Government, Public Sector Undertaking, Reputed Private Sector.

6) **Helper:**

- Minimum Qualification shall be 10th or HSC Passed / Failed.
- Minimum 3years of experience preferably in Government, Public Sector Undertaking, Reputed Private Sector, Electrical 'A' Grade Contractors.

ANNEXURE - II
CHENNAI TRADE CENTRE- EQUIPMENT DETAILS
I – SUBSTATION

1. 11KV 630A HT VCB 6 panel - 1 No.

2. **Transformers:**

1000 KVA Transformer of Voltage Ratio 11KV/433V with OLTC - 4 Nos.

3. **H.T. Cable:**

a) 3x300 sq.mm 11kV XLPE cable in bits of one for each Transformer from HT panel - 1 Lot

4. **MV Panels:**

a) Main MV panel with Bus Bars rating of 1600 Amps 50 KA fault level (Location: Substation MV Panel Room)

INCOMERS:

▪ 1600 amps 4 Pole ACB, 415V, 50KA Ratings (L&T make) - 2 Nos.

▪ Combined digital meter with Ammeter, Voltmeter, KWH meter, KW meter, Power factor Frequency etc. - 3 Nos.

OUT GOINGS:

1) 400Amps TP MCCB (L&T Make) - 8 Nos.

2) 630 Amps TP MCCB (L&T Make) - 3 Nos

3) 1600 A ACB Bus Coupler (L&T Make) - 1 No.

4) 400 A TPMCCB+400 A TP Power Contactor+ 100 KVAR power capacitor with APFC - 4 Nos.

5) 250 A TP MCCB + 250 A TP Power Contactor + 50 KVAR power capacitor with APFC - 4 Nos.

6) 1250 Amps, 4P, ACB (L&T make) for Hall 1 & 2 chillers - 2 Nos.

7) 1250 Amps, 4P, L&T make (ACB) for Hall 3 (chillers 2 & AHU)- 3 Nos.

8) 1250 Amps, L&T make (ACB) for Hall 3 chillers and Pump - 3 Nos.

MV Panel :3

12) 1250 Amps L & T make GP ACB with volt & Ammeter - 1 No

i) 250 Amps TP+N, MCCB - 2 Nos.

ii) 800 Amps TP+N, MCCB - 2 Nos.

iii) 400 Amps TP+N, MCCB - 2 Nos.

MV Panel : 4

Main MV Panel with Bus Bars rating of 1600 Amps 50KA fault level
(Substation MV Panels)

INCOMER:

1. 1600 Amps L&T make, ACB with Energy meter and Earth fault relay - 3 Nos.

MV panel – TR –IV

OUTGOING:

1. 800Amps ACB L&T make - 3 Nos
2. 1250 Amps ACB L & T Make Convention
Centre chiller 1, 2, 3 & 4 - 3 Nos.

INCOMING:

1. 400Amps, MCCB with Ammeter & Voltmeter - 1 No

OUTGOING:

- 1.100Amps MCCB - 5 Nos.
2.160 Amps MCCB - 3 Nos.
3. 800 Amps TPN AMF Panel CCC 1 & 2 from MV Panel - 1 No
800Amps TPN AMF Panel (Chiller 1 & 2) - 1 No.

To Capacitor Control Panel:

- 800 Amps, ACB L & T make with power factor Controller meter - 2 Nos.
i) 250 Amps TPN (2x25 KVAR) - 4 Nos.
i) 125 Amps TPN (1x25 KVAR) - 4 Nos.

To AMF panel 3 panel from MV Panel-2

- 1) 800Amps L & T make (with Energy meter) - 2 Nos.
i) 400 Amps TPN, L& T make - 4 Nos.
ii) 125 Amps TPN, L& T make - 2 Nos.

To change over AMF panel:

- 1) 630 Amps TPN (convention centre lighting) - 2 Nos.
2) 100 Amps TPN (admin) - 2 Nos.

Hall 3 & convention centre main MV Panel Room:

- 1) a) 800 Amps ACB L&T make - 3 Nos.
b) 1250 Amps ACB L&T make - 3 Nos.
c) 1600 Amps ACB L&T make - 4 Nos.

- | | | |
|--|---|--------|
| 1) RTCC Panel 09 LD 361, 1MVA, 11/0.433100 TRF | - | 2 Nos. |
| 2) 400Amps TPN (SDF) | - | 2 Nos. |
| 3) Capacitor Bank | | |
| a) 125 Amps TPN | - | 2 Nos. |
| b) 200 Amps TPN | - | 4 Nos. |

Essential Panel:

(Location: Sub station MV Panel Room)

INCOMER

- | | | |
|---------------------------------|---|--------|
| i) 400 Amps TP MCCB (L&T Make) | - | 1 No. |
| ii) 160 Amps TP MCCB (L&T Make) | - | 2 Nos. |

OUTGOING:

- | | | |
|---|---|--------|
| iii) 100 Amps TP MCCB (L&T Make) | - | 5 Nos. |
| iv) Digital Ammeter, Volt meter, Energy meter
(Enercon Make) | - | 1 No. |

Main lighting switch Board: (Location: Sub station MV Panel Room)

INCOMER:

- | | | |
|------------------------------|---|-------|
| 1) 400 Amps TP MCCB L&T Make | - | 1 No. |
|------------------------------|---|-------|

OUTGOING:

- | | | |
|----------------------------------|---|--------|
| i) 200 Amps | - | 3 Nos. |
| ii) 100 Amps | - | 1 No. |
| iii) 125 Amps TP MCCB (L&T Make) | - | 2 Nos. |
| iv) 100 Amps TP MCCB L&T Make | - | 4 Nos. |

BUS BAR TRUNKING:

- | | | |
|--|---|--------|
| i) 1600 Amps Bus Bar Trunking form Transformer 1 & 2 to Main Panel
(Location: Substation MV panel Room) | - | 1 lot. |
| ii) Battery/Battery Changer:
(Location: Substation MV Power Room) | | |
| ii) 1) Kaycee Power Iec make with 8 Hrs Back up capacity | - | 1 No |
| 2) Battery 24V, 40AH battery | - | 2 Nos. |

Panels:

1) **MPSB North;** Location Vestibule 1

- | | | |
|--|---|-------|
| INCOMER: 1) 630 Amps TP MCCB L&T make | - | 1 No. |
|--|---|-------|

- | | | |
|---|---|--------|
| OUTGOING: 1) 400 Amps TP MCCB L&T make | - | 5 Nos. |
| 2) 63 Amps TP MCCB L&T make | - | 3 Nos. |

1) **MPSB South;** Location Vestibule 2

- | | | |
|--|---|-------|
| INCOMER: 1) 630 Amps TP MCCB, make: L&T | - | 1 No. |
|--|---|-------|

OUTGOING: 1) 400 Amps TP MCCB L&T make	-	4 Nos.
2) 63 Amps TP MCCB L&T make	-	4 Nos.
3) Pillar Box (4 Nos. N1, N2, N3, N4 Located in Hall No. 1 and S1, S2 located in Hall No.2)	-	6 Nos.

6. Lighting panels:

INCOMER: 400 Amps TP MCCB (L&T Make)	-	1 No.
OUTGOING: 150 Amps TP MCCB (L&T Make)	-	10 Nos.

MLDB 1(Location Vestibule 1)

INCOMER: 100 Amps TP MCCB	-	1 No.
OUTGOING: 32 Amps TP MCCB	-	20 Nos.
20 Amps TP MCCB		

MLDB 2 (Location Vestibule 2)

INCOMER: 100 Amps TP MCCB	-	1 No.
OUTGOING: 32 Amps TP MCCB	-	2 Nos.
20 Amps TP MCCB	-	20 Nos.

Emergency Main Lighting DB (Location Vestibule 1)

INCOMER: 20 Amps TP MCCB L&T Make	-	1 No.
OUTGOING: 20 Amps TP MCCB L&T make	-	4 Nos.

Emergency Change over Panel

INCOMER: 20 Amps TP MCCB L&T Make	-	2 Nos.
OUTGOING: 20 Amps TP MCCB L&T make	-	1 No.

7. LT cables:

31/2 x 400/95/25/16sq.mm XLPE LT cable	-	1 Lot
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8. Cable tray:

750/600/450/300 mm width GI Cable Tray	-	1 Lot
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9. Earthing:

A) Substation:

a) GI Plate Earth	-	4 Nos.
b) Copper Plate Earth	-	8 Nos.

B) Hall 1, Hall 2A

a) GI Plate Earth (Hall No.1&2)	-	18 Nos.
---------------------------------	---	---------

C) Electrical Room No.1 & 2

a) GI Pipe Earth	-	4 Nos.
------------------	---	--------

D) Audio Track
a) GI Pipe Earth - 1 No.

E) A/C Plant Room
a) GI Plate Earth - 4 Nos.

10. Air curtains:

Location: Main entrance: - 20 Nos.

III. FIRE FIGHTING AND WATER SUPPLY PUMP SETS

1. FIRE PUMPS:

Location Fire Fighting pump room of utility Block

a) Diesel Engine & Pump : - 2 Nos.

Fire Engine : 'Kirloskar' make RB 66.2 KW/90 HP
Pump : 'Kirloskar' make DB 100/40 1800 rpm 137 Cu.M/Hr.,
70 Mtrs head.
Diesel tank : 250 Ltrs.

b) Electric Motor and Pump : - 1 No.

Electric Motor : 'Kirloskar' make squirrel cage, TEFC IP 54, class F
insulation, 60HP 2900rpm 137 Cu.M/Hr. 70 Mtrs head.

c) Jockey Pump : - 2 Nos.

Electric motor : 'Kirloskar' make squirrel cage TEFC, IP54, class F
insulation, 15HP 2900rpm
Pump : 'Kirloskar' make CPHM 32/26, 10.8 Cu.M/Hr,
70 Mtrs. Head.

d) Priming Pump: - 2 sets

Monoblock Pump set: 'Kirloskar' make, Monoblock type
IP 54 class F insulation, 2900rpm 1 HP

e) Primer Tank:

1000 Ltrs capacity - 2 Nos.

2. CONTROL PANEL FOR FIRE PUMPS:

Panel for Electric Pump & Jockey Pump:

a) In comer : 315 Amps FSU with 315 A HRC Fuse. - 1No.

b) Out going : 250 Amps TPN FSU (LT make) & DOL
Starter - 1No.

: 63 Amps TPN FSU (LT make) & DOL
Starter - 1No.

Panel for Diesel Engine:

a) In comer	: 20 Amps MCB	-	1 No.
b) Out going	: i) Control Circuit for diesel engine including Automatic start on pressure drop and Pressure Switch etc.	-	1 No.
	ii) Battery charge with	-	2 Nos.
	12 V 25 plate Battery 180 AH	-	2 sets

Panel for Jockey Pump :

a) In comer	: 63 Amps TPN FSU -1no		
b) Out going	: DOL Starter for 15 HP – 1 no	-	1 sets

Panel for Priming Pump :

a) In comer	: 16 Amps TP MCB – 1 no		
b) Out going	: DOL Starter for 1 HP pump	-	2 sets

3. FIRE HYDRANT SYSTEM:

A) External Street Hydrant:

Pipe line: 200/150/100/80/50 NB MS class C pipe	-	1 Lot
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ii) Valves :

200 NB CI foot Valve	-	2 Nos.
100 NB CI foot Valve	-	1 No.
200 NB CI Sluice Valve	-	1 No.
150 NB CI Sluice Valve	-	12 Nos.
100 NB CI Sluice Valve	-	23 Nos.
80 NB CI Sluice Valve	-	1 No.
50 NB CI Sluice Valve	-	12 Nos.
150 NB NR V	-	2 Nos.
80 NB NR V	-	1 No.
50 NB NR V	-	3 Nos.

iii) Fire Hydrant stand Post

a) Single headed GM hydrant valve oblique type 63 NB with flanged inlet, blank cap	-	22 Nos.
b) GM Branch pipe	-	22 Nos.
c) 63 mm dia canvas hoses 15 Mtr long	-	44 Nos.
d) 800x600x250mm size MS Box	-	22 Nos.
e) 63 mm Siamese 4 way instantaneous fire brigade inlet	-	2 Nos.

4. SPRINKLER SYSTEM:

o) Pipe line	: All Pipes are MS 'C' class		
1)	200/150/100/80/65/50/40/32/25 NB	-	1 Lot

ii) Valves:

200 NB CI foot Valve	-	1 No.
100 NB CI foot Valve	-	1 No.
150 NB CI Sluice Valve	-	6 Nos.
80 NB CI Sluice Valve	-	1 No.
50 NB NR V	-	2 Nos.
150 NB NR V	-	4 Nos.
80 NB NR V	-	1 No.
150 NB NR V	-	2 Nos.
40 NB GM	-	7 Nos.
50 NB Wet Alarm gate valve	-	3 Nos.

III) Sprinkler: Glass Bulbs type rated 68 Deg. C

Hall – 1	a) Above false ceiling	-	405 Nos.
	b) Below false ceiling	-	410 Nos.
Hall – 2	a) Above Grid level	-	156 Nos.
	b) Below Grid level	-	156 Nos.

5. FIRE ALARM SYSTEM:

Main Fire Alarm Panel, 5 Zone Battery Charger card, with 24V 60AH (Location: Utility Block MV panel room)	-	1 set
3 Zone sector panel: (Location 1 in Vestibule 1& 1 in Hall - 1)	-	2 Nos.
5 Zone sector panel: (Location Vestibule 1 Ground floor)	-	1 No.
Ionization type smoke detector	-	56 Nos.
Rate of rise heat detector	-	10 Nos.
Photo Electric smoke detector	-	8 Nos.
Response Indicator	-	17 Nos.
Manual call point	-	24 Nos.
Electrical Hoot 6 W	-	27 Nos.

IV. Standby Power

250KVA Diesel Generator:

Engine: Make Cummins	-	1 No.
Alternator: Make Stamford	-	1 No.

40KVA DG:

Engine: Kirloskar	-	1 No.
Alternator: Kirloskar	-	1 No.

500KVA DG:

Engine: Kirloskar	-	2 Nos.
Alternator: Kirloskar	-	2 Nos.

320KVA DG:

Engine: Kirloskar	-	1 No.
Alternator: Kirloskar	-	1 No.

1010KVA DG:

Make: SuperNova	-	2 Nos.
Alternator: Stamford	-	2 Nos.

750KVA DG:

Make: SuperNova	-	1 No.
Alternator: Stamford	-	1 No.

The above DG SETS except 40KVA are connected with Auto / Manual mode synchronizing panel. And has facility to start the DG SETS automatically at the event of EB power failure.

SOLAR POWER PLANT:

Capacity: 500 kWp comprising of solar panels, Inverter and 630 kVA Transformer.

Coordinating in the synchronization of the solar power plant with TANGEDCO Grid.

V. Water supply pump

Raw Water Pump:

5 HP Horizontal submersible, 2900 rpm, 430V, 50 Hz, monoblock pump (Location: Raw water sump)	-	4 Nos.
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Drinking Water Pump:

5 HP Horizontal submersible, 2900 rpm, 430V, 50 Hz, monoblock pump
(Location: Drinking water pump) - 2 Nos.

Control Panel:

In comer: 63 Amps TPN FSU with HRC fuse - 1 No.

Out going: 32 Amps TPN FSU with HRC - 4 Nos.

5 HP DOL starter - 4 Nos.

Single phasing/ dry running - 1 set

Preventor - 4 Nos.

Valves:

1) 50NB GM Gate Valve - 5 Nos.

2) 50NB GM NRV - 4 Nos.

Portable Dewatering Pump:

Make KSB, 1 HP vertical submersible pump,
Single phase with automatic float switch arrangement - 1 set

Water Supply Bore:

Rating: Between 5 to 6.5H.P - 6Nos.

Fountains Motors:

7.5HP Submersible Motors - 9 Nos.

VI. SEWAGE TREATMENT PLANT

1) Raw Effluent Transfer Pumps - 2 Nos.

2) Return Excess Sludge Pumps - 2 Nos.

3) Filter Feed Transfer Pumps - 2 Nos.

4) Diffused Air System - 2 Nos.

5) Secondary Clarifier Mechanism - 1 set

6) Bar Screen - 1 No.

7) Dosing Pumps - 2 Nos.

8) Dual Media Filter - 1 set

9) Filter Press - 1 set

10) Raw Sewage Transfer Pumps - 2 Nos.

11) Treated Effluent Transfer Pumps - 2 Nos.

ANNEXURE – A

Details of preventive maintenance & curative repair work to be done:

The preventive maintenance and curative repair works which are narrated here under shall be carried out on each electrical item.

RMG H.T Panels and L.T Panels:

- The panels shall be inspected once in a shift and any abnormal noise (or) excessive heat observed shall be notified & intimated to the maintenance manager. The panel interiors shall be cleaned, dusted and kept neat, free from dust, cobwebs etc..
- Abnormal noise & excessive heat shall be on account of improper contact resistance and electrical wearing out of contactors.
- The manager shall arrange for replacement of the damaged /defective fingers in the respective contactor after checking the contact resistance with competent personnel. Relays (in the RMG's) testing & calibration has to be done once in a year.

Annual maintenance works to be done on RMG HT & LT panels:

- General visual checks, check on humidity effects, in chambers including cable chambers.
- Panel heaters must be switched on always.
- Move all trucks to test position and test electrical switching on & off to ensure healthy working.
- Withdraw the truck & check the contacts erosion and abrasions if any grease & lubricate all mechanism parts.

Distribution Transformer:

4 Nos, 1000 KVA, 11kV/433V, the preventive maintenance works as per the list shall be carried out and entered in the respective maintenance register and shown to higher officers for review.

DG Sets:

The preventive maintenance works as per the list shall be carried out and entered in the respective maintenance register and shown to the higher officers.

Fire Fighting Equipments:

The maintenance works as per the list shall be carried out and entered in the respective maintenance register and shown to the higher officers.

Lighting Circuits:

The tube lights, compact Fluorescent lamps, sodium mercury vapour lamps shall be checked and maintenance as recommended shall be carried out.

STP Systems:

The PH values, B.O.D, C.O.D, T.S.S, oil & grease orient shall be got tested every month.

Any deviation from the approved normal range recommended shall be corrected by employing suitable remedial measures as recommended by STP Consultants by changing the quantity of media, filters (or) bacteria.

Earth pits:

All earthing arrangements shall be checked regularly. The earth pits shall be watered monthly to help the earth resistance values to the lowest possible values.

A damaged /corroded earth electrode, connectors, wires/flats shall have to be suitably repaired / replaced as the case may be.

The earth resistance value shall not exceed “one ohm” and in small substations up to “Five ohms”

Earth wire & neutral wire should never be joined together if ELCB wire to be used, it will sense this mixing and will trip the supply.

Earthing system for computer installations should be separate from other earthing systems.

The potential difference between earth and neutral shall be less than one volt to avoid voltage spikes reflections in computers.

Maintaining of Log book and maintenance register:

- For all the daily checking the respect of RMG’s HT & LT panels Genset, Batteries etc proper entries must be made in the respective Log books.
- Separate maintenance register for each of the major equipments such as RMG’s HT panel. Transformer, Generator, Batteries, earthing systems etc shall be maintained and all the preventive maintenance works done and curative repair works carried out shall have to be entered and made available for review.
- The list of maintenance works & curative repair to be carried out on each of the equipments together with all the log books will be given to the successful tenderer.