1	Title of the Tender	:	Annual Maintenance & Routine Operation Services for Electrical installations with incoming HT Mains Electrical supply of 11 KV from MSED Co. Ltd at Multistoried Centralized Air Conditioned Building namely "Kapas Bhavan" situated at Plot 3A, Sector 10, CBD Belapur, Navi Mumbai – 400614 (Maharashtra State)
2	Tender Ref. No.	:	CCI/ Estate/HO/M&R.O.-Elect/2018-19,dt. 11/07/2018
3	Product Category	:	Electrical Equipments
4	Sub Category	:	Servicing to Electrical Installations and Equipments.
5	EMD	:	Rs.50,000/-
6	Document Cost	:	NIL
7	Tender type	:	Service Contract
8	First announcement Date & Time	:	11/07/2018
9	Last Date & Time of Document Collection	:	All working days between 11.00 am to 05.00 p.m. up to 23/07/2018
10	Last Date & Time of Submission	:	24/07/2018 up to 15:00 hrs.
11	Pre Bid Meeting	:	20/07/2018 at 2.30 PM (Kapas Bhavan)
12	Opening Date & Time	:	24/07/2018 at 15:30 hrs only Technical Bid-I
13	Work description	:	Annual Maintenance & Routine Operation Services for Electrical Installations in multistoried Centralized Air Conditioned Building namely "Kapas Bhavan"
14	Pre-Qualification	:	i) Requisite EMD amount of Rs.50,000 /- ii) Holding valid Electrical Contractor's License issued by appropriate authority. iii) Holding valid Electrical Supervisory License issued by appropriate authority. iv) PAN from Income Tax authority v) GST Reg. No. vi) ESI Reg. No. (Self attested copy to be attached) vii) PF Reg. No. (Self attested copy to be attached) viii) The firm should give Self- Certificate that they have not been blacklisted by any Central/State Govt. Agency in past three years. ix) Average annual financial turnover during the last three year ending 31st March of the previous financial year should having minimum 30% of estimate cost i.e. Rs. 5.46 lacs .The copy of certified certificate from chartered Accountant must be enclosed. x) Experience of minimum five year duration for having worked as Electrical Maintenance Contractor at High Tension Electrical incoming Power Supply in last Five years in any Office Building of *Government/PSU/Private organizations of repute.* The party/agency should have completed similar type of work during last five years ending 31/05/2018 as under: 1. One work of Rs 14.57 lacs per annum or above OR 2. Two works of Rs 10.92 lacs per annum each. OR 3. Three works of Rs. 7.28 lacs per annum each *Please Note-* ***The copy of experience certificate should be from the agency/agencies for which the tenderer has provided the electrical maintenance services/work i.e. self-attested copy of work order/completion certificate must be enclosed.***

भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LTD.
भारत सरकार का उपक्रम वस्त्र मंत्रालय के अंतर्गत
(A Government of India Undertaking, Affiliated Ministry of Textiles)

निगमित पहचान संख्या :U51490MH1970GOI1
प्रशासकीय एवं पंजीकृत कार्यालय : कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614
Admn & Registered Office : Kapas Bhavan , Plot No. 3A, Sector- 10, CBD Belapur, Navi Mumbai -400 614
दूरभाष् /PHONE:27579217 ◦ग्राम/GRAM:COTCORPIND ◦ फैक्स/FAX:(022)27576030-9219-6069
E-mail: headoffice@cotcorp.com Web site: http://www.cotcorp.org.in, http://www.ministryoftextiles.gov.in

No. CCI/ Estate/HO/M &R.O.-Elect/2018-19 Date: 11/07/2018

निविदा सुचना

1. भारतीय कपास निगम लिमिटेड अपने बहु मंजिला केन्द्रीकृत वातानुकूलित बिल्डिंग कपास भवन प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614 (महाराष्ट्र राज्य) में स्थित विद्यमान विद्युत अधिष्ठापन की वार्षिक रखरखाव और नियमित आपरेशन सेवाओं संबद्ध कार्य देने हेतु इच्छुक प्रतिष्ठित और अनुभवी एजेंसियों / फर्म / व्यक्तियों से दो बोलियों प्रणाली में मोहरबंद निविदा आमंत्रित करता है ।

क्र. संख्या	कार्य का ब्यौरा	रिक्त टेंडर दस्तावेज मुल्य (रूपये में)	बयाना राशि रूपये	कार्य आदेश जारी करने के बाद कार्य पूरा करने की तारिख
I	**भारतीय कपास निगम लिमिटेड अपने बहु मंजिला केन्द्रीकृत वातानुकूलित बिल्डिंग कपास भवन प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614 (महाराष्ट्र राज्य) में स्थित विद्यमान विद्युत अधिष्ठापन की वार्षिक रखरखाव और नियमित आपरेशन सेवाओं संबद्ध कार्य**	विना मुल्य	50000/-	एक साल (01.08.2018 से 31.07.2019)

2. रिक्त निविदा विस्तृत नियम और निविदा की शर्तों के साथ ऊपर दिए गए पते पर सोमवार से शुक्रवार कार्यालय समय में सुबह 11 बजे से शाम 5.00 बजे दि. 23.07.2018 तक **विना मुल्य** पर उपलब्ध हैं **या** निविदा दस्तावेजों को निगम के वेबसाइट www.cotcorp.org.in एवं वेबसाइट www.eprocure.gov.in से भी डाऊन लोड किया जा सकता है |
3. इछुक एजेंसी/ कंपनी देखने हेतु लोकेशन कपास भवन प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614 (महाराष्ट्र राज्य) में सोमवार से शुक्रवार कार्यालय समय में सुबह 10 बजे से शाम 5.30 बजे के बीच दि. 11.07.2018 से 23.07.2018 तक निगम के कार्यालय से सुचना देकर देख सकते है ।कार्यालय दुरध्वनी क्रमांक :022-27579217 विस्तार क्रं .415/481/403.
4. निविदा के विस्तृत नियम एवं शर्तों के साथ एजेंसी / कंपनी अपना प्रस्ताव भारतीय कपास निगम लिमिटेड के पक्ष मे किसी भी अनुसुचित बैंको में से तैय्यार बयाना राशि रूपये 50000 / - **(पचास हजार केवल)** का डिमांड ड्राफ्ट/ पे आर्डर /बैंकर चेक मुबंई पर देय के साथ दे सकती है। अपेक्षित बिना बयाना राशी के साथ आपका प्रस्ताव स्वीकृत नही किया जायेगा ।
5. इछुक एजेंसी/ कंपनी अपनी मोहरबंद निविदा अपराह्न 3:00 बजे दि. 24.07.2018 को या इसके पूर्व निगम की **चौथी** मंजिल पर रखी गई निविदा पेटी (टेंडर बॉक्स) **कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614 मे डाल सकते है ।**
6. पूर्व बोली बैठक दि. 20.07.2018 अपराह्न 2:30 बजे **कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614** मे होगी ।
7. मोहरबंद निविदा दस्तावेज , निन्मानुसार प्रस्तुत किया जाना है
   लिफाफा "ए "– (तकनिकी बोलि -1 एवं बयाना राशी), लिफाफा "बी "– वित्तीय बोलि -2
   लिफाफा "सी"–लिफाफा "सी " में लिफाफा "ए " और "बी" दोनों होने चाहिए ।
   प्रत्येक लिफाफे पर **"भारतीय कपास निगम लिमिटेड अपने बहु मंजिला केन्द्रीकृत वातानुकूलित बिल्डिंग कपास भवन प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614 (महाराष्ट्र राज्य) में स्थित विद्यमान विद्युत अधिष्ठापन की वार्षिक रखरखाव और नियमित आपरेशन सेवाओं संबद्ध कार्य कराने हेतु प्रतिष्ठित और अनुभवी एजेंसियों / फर्म / व्यक्तियों से दो बोलियों प्रणाली में मोहरबंद निविदा आमंत्रित करता है",** अंकित करे एवं और लिफाफे की बायी तरफ निविदा कर्ता का पूरा पता होना चाहिए ।
8. प्राप्त निविदा उसी दिन दि 24.07.2018 को अपराह्न 3:30 बजे उपस्थित निविदा प्रतिनिधी के समक्ष खोले जायेंगे ।

निगम कोई निविदा स्वीकर या अस्वीकार (सभी निविदा अस्वीकार) करने का अपना अधिकार आरक्षित रखता है । तथापि निविदाकर्ता निगम से उनके निविदा की अस्वीकृत करने का कारण पुछ सकता है ।

प्रबंधक)संपदा / प्रशा.(

भा.क.नि.
CCI

भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LTD.
भारत सरकार का उपक्रम वस्त्र मंत्रालय के अंतर्गत
(A Government of India Undertaking, Affiliated Ministry of Textiles)

सूचना का अधिकार

निगमित पहचान संख्या :U51490MH1970GOI1
प्रशासकीय एवं पंजीकृत कार्यालय : कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614
Admn & Registered Office : Kapas Bhavan , Plot No. 3A, Sector- 10, CBD Belapur, Navi Mumbai -400 614
दूरभाष् /PHONE:27579217 ◦ग्राम/GRAM:COTCORPIND ◦ फैक्स/FAX:(022)27576030-9219-6069
E-mail: headoffice@cotcorp.com Web site: http://www.cotcorp.org.in, http://www.ministryoftextiles.gov.in

No. CCI/ Estate/HO/M &R.O.-Elect/2018-19 Date: 11/07/2018

TENDER NOTICE

1. The Cotton Corporation of India Ltd., invites sealed tenders in two bid system from reputed & experienced agencies /firms/individuals for Annual Maintenance & Routine Operation Services for Electrical installations in multistoried Centralized Air Conditioned Building namely "Kapas Bhavan" situated in CBD, Belapur, Navi Mumbai-400 614 (Maharashtra State)

Sr. No	Particulars of the work	Blank Tender document Cost in Rs.	E. M. D in Rs.	Date of completion after Issuance of Work Order
I	Annual Maintenance & Routine Operation Services for Electrical installations in multistoried Centralized Air Conditioned Building namely "Kapas Bhavan" situated in CBD, Belapur, Navi Mumbai-400 614 (Maharashtra State)	NIL	50000/-	One Year (from 01.08.2018 to 31.07.2019)

2. Blank tender forms for the said work are available at above address, **on all working days between 11.00 am to 05.00 p.m. up to 23/07/2018 or** can also be down loaded from the corporation web site i.e. www.cotcorp.org.in and web site www.eprocure.gov.in .
3. Interested party may visit the location during all office working days i.e Monday to Friday between 10:00 a.m. to 5:30p.m from 11/07/2018 to 23/07/2018 by intimation to The Cotton Corporation of India Ltd. , Kapas Bhavan Plot No. 3A, Sector- 10, CBD Belapur, Navi Mumbai- 400 614 CCI Office contact No. 022-27579217 Extension No. 415/481/403.
4. Earnest money amounting to Rs. 50000/- (Rupees Fifty Thousand Only) in the form of Crossed Demand Draft/Pay Order/Banker's Cheque drawn on any of the scheduled Banks in favour of THE COTTON CORPORATION OF INDIA LTD., payable at Mumbai must accompany the tender. Any Tender not accompanied by the requisite Earnest Money, shall be summarily rejected.
5. **The interested agency/Firm may submit their sealed tenders in the Tender Box situated at 4th Floor ,** The Cotton Corporation of India Ltd. , Kapas Bhavan **Plot No. 3A, Sector- 10, CBD Belapur, Navi Mumbai- 400 614 up to 3:00 p.m on or before 24/07/2018.**
6. **Pre Bid Meeting will be held on 20/07/2018 at 2:30 p.m venue at** Kapas Bhavan **Plot No. 3A, Sector- 10, CBD Belapur, Navi Mumbai- 400 614.**
7. Sealed Tender documents may be submitted as under:
   Envelope A– (Technical bid-I with all enclosures and EMD), **Envelope B - (**Financial bid-II)
   Envelope C: Envelope "C" should contain both Envelope "A" & Envelope "B"
   Each envelope be subscribed as "Tender **for Annual** Maintenance & Routine Operation Services for Electrical installations in multistoried Centralized Air Conditioned Building namely "Kapas Bhavan" situated in CBD, Belapur, Navi Mumbai-400 614 (Maharashtra State)**",and should bear the full address of tenderer at left side bottom of the envelope.**
8. Tenders shall be opened on the same day **i.e. on 24/07/2018 at 3.30 p.m. in** the presence of tenderers who may wish to remain present.

Corporation reserves its right to accept or reject any tender (s). However, tenderer may seek the reasons for rejection of their tender from the Corporation.

Manager (Estate/Admn.)

भा.क.नि.
CCI

भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LTD.
भारत सरकार का उपक्रम वस्त्र मंत्रालय के अंतर्गत
(A Government of India Undertaking, Affiliated Ministry of Textiles)

सूचना का अधिकार

निगमित पहचान संख्या :U51490MH1970GOI1
प्रशासकीय एवं पंजीकृत कार्यालय : कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614
Admn & Registered Office : Kapas Bhavan , Plot No. 3A, Sector- 10, CBD Belapur, Navi Mumbai -400 614
दूरभाष् /PHONE:27579217 ◦ग्राम/GRAM:COTCORPIND ◦ फैक्स/FAX:(022)27576030-9219-6069
E-mail: headoffice@cotcorp.comWeb site: http://www.cotcorp.org.in, http://www.ministryoftextiles.gov.in

TENDER DOCUMENT FOR

Annual Maintenance & Routine Operation Services for Electrical installations with incoming HT Mains Electrical supply of 11 KV from MSED Co.Ltd at Multistoried Centralized Air Conditioned Building namely “Kapas Bhavan” situated at Plot 3A, Sector 10, CBD Belapur, Navi Mumbai –400614(MS)

TECHNICAL BID- I

INDEX

Sr.No.	Particulars	Page No.
1	Submission of tender and Declaration	1
2	General Terms and Conditions of the Tender	2-3
3	Eligibility Criteria for Evaluation of Tender	4
4	Scope of Work	5-10
5	SELF DECLARATION FORM	11
6.	CHECK LIST OF SELF ATTESTED DOCUMENTS	12

Date: _____

To,
The Cotton Corporation of India Ltd.,
Kapas Bhavan, Plot No.3A, Sector-10,
CBD, Belapur
Navi Mumbai- 400614

Sub: Submission of tender for **" Annual Maintenance & Routine Operation Services for Electrical installations in** Multistoried Centralized Air Conditioned Building namely "Kapas Bhavan" situated at plot 3A, Sector 10, CBD **Belapur, Navi Mumbai – 400614**.(MS) " and DECLARATION

Dear Sir,

1 I/We have read and understood all the terms & conditions of the tender and other instructions and hereby undertake to abide by them.

2 I/We are enclosing herewith, Demand Draft/ Pay Order No. _____ dtd. _____ in your favour, towards earnest money deposit of Rs. **50000/-**

3 I/We have filled and signed each page of the tender documents and the same are enclosed here with.

Signature and seal of tenderer

Name

Capacity /authority to sign

Full address:

GENERAL TERMS AND CONDITIONOF THE TENDER

1. Party/ tenderer shall visit the site for inspection of electrical installations at Kapas Bhavan, Plot 3A, Sector 10, CBD Belapur before giving its bids, to avoid any confusion.

2. Tenders found received in the **Tender Box** upto the stipulated time, shall be opened on the same day at given time, in the presence of tenderers who may wish to remain present.

3. Evaluation of Technical Bid-I shall be as per elegibility criteria and Finacial Bid-II of the tenderer shall be opened only if it qualifies the Technical Bid-I .

4. The offer shall remain open for a period of **60** days from the last date of opening of tenders.

5. The contractul period for said work will be for 12 months. Contractual time period for said contract could be considered for extension for further period of one year subject to satisfactory performance and mutually agreed by the both i.e Corporation and successful tenderer.

6. Earnest Money Deposit (EMD) amounting to **Rs.50000/- (Rupees- FIFTY THOUSAND only)** in the form of Crossed Demand Draft/Pay Order drawn on any nationalized/scheduled Banks in favour of The Cotton Corporation of India Ltd., payable at Mumbai must accompany the Technical Bid-I.

7. If the tenderer neglects or refuses for their rates quoted after submission of their tender to comply with the above conditions or any of them, the EMD already paid shall be forfeited. This is applicable in case of the party surrenders itself from their quoted rates and not ready to execute even if found eligible for award of work by the Corporation or back out from the work by keeping it incomplete.

8. No escalation shall be considered in the agreed rate during the contractual period under any circumstances and also the successful tenderer shall have to maintain the new installations if any, added during the currency of work order.

9. Complete work should be maintained as per the requirement meeting to the Indian electricity Act during the contractual period including extension period if any by the Corporation.

10. The Corporation shall release the payment of work in Monthly Running Bills after the satisfactory completion of work. The agency shall have to raise their Monthly Bill after completion of one-month period in the next 1st week of succeeding month. The Bill should be submitted along the attendance sheet of desired Employees deputed by the contractor, copy of PF challans for previous month.

11. The successful tenderer shall have to keep all the necessary tools, calibrated testing meters, safety gloze, scaffolding, required/necessary safety equipments/instruments if any, etc to maintain the electrical installations.

12. For any damage or injury to any third party, contractor's staff or labour is the sole responsibility of the contractor and the Corporation is not responsible for any payment of compensation. The contractor is fully responsible of all such risks and compensation.

13. Incidental expenses if any during exigencies or during sanction of increased maximum demand (MD) or during changes of required remedies if any and during monsoon period will have to be paid by the contractor. The contractor should take into account these expenses before submitting his bid.

14. Damage of any kind in the premises due to negligence etc. will be deducted from your bill as assessed by the Corporation.

15. (i) If the agency continously fails to repair/maintain the electrical installations, deputation of desired Employees daily/monthly during contractual period, then corporation has reserve the right without any prejudice to deduct the amount from their monthly bill, the services of the agency will be libale for termination including forfiture of EMD.

(ii) Agency shall submit their bills for purchase of consumable materials such as HSD Oil, Coolant, Distilled water, cotton waster,deisel lubricant oil etc. whenever such materials are brought to site

(iii) Delay in correcting fault/work beyond 24 hours will attract penalty at the rate of 5% of the monthly quoted rate/per event/ day of delay thereafter.

(iv) If the agency continously fails to repair/maintain the electrical installations in spite of penalizing in three occasions then the services of the agency will be terminated without further notice and EMD will be forfeited.

16 <u>MANDATORY:</u>

i) Holding valid Electrical Contractor's License issued by appropriate authority. The license must be valid throughout the concurrency of the contractual period.

ii) Holding valid Electrical Supervisory License issued by appropriate authority.

iii) PAN from Income Tax Authority, PF Registration No., Service Tax No. and VAT/TIN registration No.

iv) Experience competency Certificate of minimum three year duration for having worked as Electrical Contractor at High Tension Electrical incoming Power Supply in last Five years in any Government /PSU/Private organizations of repute.

v) Agency shall possess all required and essential tools and tackles for attending the electrical works in Kapas Bhavan.

17. In case of any dispute or difference arising out of or in relation to this work, same shall be governed by The Arbitration & Conciliation Act 1996 (Further any ammendment if any shall also be applicable) . An Arbitrator (other than an employee of the Corporation) to be appointed by the Competent Authority of The Cotton Corporation of India Ltd., whose decision shall be final and binding upon the parties.

18. The legal jurisdiction for the purposes of this sale shall always be at Mumbai.

Signature and seal of tenderer

Name

Capacity /authority to sign

Full address:

ELIGIBILITY CRITERIA FOR EVALUATION OF TENDER

1. Name of the Agency /Firms/Individual M/s.	
Official Address	
City	
PIN	
Tel.No.	(O) (R)
Mobile No.	
E-Mail.	
2. Earnest Money Deposit Amount & their details	Rs. 50,000/- (Rupees Fifty Thousand ONLY) in favour of The Cotton Corporation of India Ltd payable at Mumbai is enclosed.
Drawn on	
Vide DD/PO No.	
3. Registration for Electrical contractor Licenses with State/PWD Electrical authority	Electrical Contractor License No.._____ (Self-attested copy of PAN must be attached)
4. Electrical Supervisory License state PWD.	Electrical Supervisory License No.._____ (Self attested copy of PAN must be attached)
4. Income tax Authority Permanent Account Number	PAN No._____
5.GST number	GST no._____
6. PF Registration Number	PF Registration No._____
7. ESI Registration Number	ESI Registration No._____
8. The firm should give Self- Certificate that they have not been blacklisted by any Central/State Govt. Agency in past three years.	Self certificate Letter No and date. _____ Authorized Name & Signatory _____
9. Average annual financial turnover during the last three year ending 31st March of the previous financial year should having minimum 30% of estimate cost i.e. Rs. 5.46 lacs .The copy of certified certificate from chartered Accountant must be enclosed.	**Financial Year** | 2015-16 | 2016 - 17 | 2017 - 18 **Annual turnover Amount in Rs (Lakhs)** | | | **Annual profit Amount in Rs (Lakhs)** | | | **Annual Average turnover in Rs. (Lakhs)** |
10. Experience of minimum five year duration for having worked as Electrical Maintenance Contractor at High Tension Electrical incoming Power Supply in last Five years in any Office Building of *Government/PSU/Private organizations of repute*. The party/agency should have completed similar type of work during last five years ending 31/05/2018 as under: **I. One work of Rs 14.57 lacs per annum or above** **OR** **II.Two works of Rs 10.92 lacs per annum each.** **OR** **III. Three works of Rs. 7.28 lacs per annum each**	**I.** a. Name of the Agency: _____ b. Address of Work & Location :_____ c. Date of award of work: _____ d. Value of Work done: Rs._____ e. Date of completion: _____ **II.** a. Name of the Agency: _____ b. Address of Work & Location :_____ c. Date of award of work: _____ d. Value of Work done: Rs._____ e. Date of completion: _____ **III.** a. Name of the Agency: _____ b. Address of Work & Location :_____ c. Date of award of work: _____ d. Value of Work done: Rs._____ e. Date of completion: _____._____ **Please Note-** The self attested copies of completion certificate/work-order issued by the agency/agencies should be attached in confirmation of above experience.

Signature and seal of tenderer

Name

Capacity /authority to sign

Full address:

SCOPE OF WORK

Annual Maintenance & Routine Operation Services for Electrical installations with incoming HT Mains Electrical supply of 11 KV from MSED Co.Ltd at Multistoried Centralized Air Conditioned Building namely " Kapas Bhavan" situated at Plot 3A, Sector 10, CBD Belapur, Navi Mumbai –400614.

A. DESCRIPTION OF ELECTRICAL INSTALLATIONS:

Sr.No.	Electrical Installations Details
1	Ring Main Unit with SF6 isolator (HT Mains Incoming 11 KV Electrical Power Supply)
2	HT Breaker– 03 Breaker VCB panel board
3	750 KVA 11/0.433 KV Oil Cooled transformers – 02 Nos , including support back up batteries and HT SUB-STN & LT DISTRIBUTION (Electrical Substation Insallations)
4	Main LT Panel with change over/AMF
5	**ELECTRICAL INSTALLATIONS FOR AIR CONDITIONING SYSTEM** Main AC Panel, LT Panel for chillers, BMS system for AC PLANT, DBs/Starters to Chillers, Condeser Motors , Chilled Motors, AHU at various Floors including Basement ventilation, Exhaust System Motors, Fan Coil Units , Cooling Tower Fan units, AC Make up motors etc.
6	**ELECTRICAL INSTALLATIONS FOR PLUMBING AND FIRE FIGHTING SYSTEM** Water & Fire Pumping Electrical operated Machineries (Basement Plant Room, Ground Floor (Dewatering electrical operated sump pumps at Ground Floor& Below Ramp), Public Adressed System, Fire Detection System.
7	**FLOOR ELECTRICAL DISTRIBUTION BOARDS MCB/DB DISTRIBUTION & SWITCH BOARDS, ETC**
8	Basement Lighting, Internal Floor Lighting (4th , 5th , 6th , 7th floor and part ground floor.), External Area Lightings, Compound Lighting, Outdoor Ceiling illumination Lightings system. etc.
9	Central UPS & power distribution system
10	LIFTS – 03 NOS. Their control panels at Lift Machine Room, Lift shafts installations
11	Conventional Fire alarm system, Earthing & Lightening Arrester System
12	625 KVA DG set & AMF, 63 KVA DG set and panel and Batteries for self starts.

B. BRIEF OF SERVICES TO BE PROVIDED TO ALL THE ABOVE INSTALLATIONS INCLUDING FOLLOWINGS:

1. L.T. Panel including all feeders, cables and distrubutions components in the premises. Cabling junction box and cable terminations, cables & fedders etc, Distribution boards and starters, Control gears and rotary switches, Whole Administrative building, security cabin and toilet blocks wiring and lighting switches and sockets and all the fans , Signboards etc.

2. All Electrical Installations to pumps and fire fightings, AC Plants installations in Plant Room and Cooling Tower , DG Room , Substations , Basement etc electrical related works. 625 KVA DG set and 63 KVA DG set and their connected installations.

3. Electrical Power supply and connection to lift installations.

C. WORKS INVOLVED IN GENERAL AREAS UNDER HT SUB-STN & LT DISTRIBUTION :

i.) Ensuring proper oil level and temperature of the transformer.
ii.) Cleaning of the bushing, insulators once in every three months.
iii.) Cleaning the complete substation.
iv.) Ensuring the proper functioning of the capacitors installed.
v.) Recording readings of the energy meters along with established power factor and ensuring power factor meeting to requirement of Indian Electricity Act to avoid penal charges towards the low Power factor i.e 0.95.
vi.) Ensuring proper connection/termination of various distribution cables in switchgears, Junction boxes, control gears etc.

vii.) Testing and recording the earth resistance, dielectric strength of oil insulation resistance as suggested in Indian Electricity Acts and Rules or as required by local electricity supplying Authority once in a year.

viii.) Intimating the MSEB about the fault in MSEB side and co-coordinating with MSEB for restoration of power supply.

ix.) The agency shall co-ordinate for replacement of transformer or any other accessories if required complete with intimation to MSEB as well as obtaining approval for re-commissioning from concerned authority.

x.) Agency shall attend the inspection of Electrical Inspector and submit the requisite documents as required.

D. General Scope of services to Electrical Installations and their Mainatence :

i. Break down / failure complaint of electrical installation shall be attended/ rectified promptly with minimum down time i.e. within 24hours until or unless there is any specified reasons for which Engineer in charge must be kept informed.

ii. Contractor shall supply & replace the defective items detailed with the approval of corporation. Replacement of materials shall be verified by CCI Ltd authorized representative for claiming payments. The defective or unserviceable goods shall be brought back from site and got inspected by the Engineer in charge or representative of CCI for its further disposal.

iii. To carry out all weekly, monthly, quarterly, yearly and inspective preventive schedules by the competent persons. All calibrations and testing should be got done through OEMs of the equipments.

iv. The deployment of staff and maintenance schedule shall be carried out as mentioned in the tender.

v. The contractor will be required to make necessary arrangement for rendering special services even at short notice.

vi. During the extended period of contract period of contract it will always be lawful to the corporation to determine the agreement at any time without assigning the any reasons and without being liable for loss or damage which you may suffer by means of such determinations.

vii. The contractor shall not sublet the contract. He will post a qualified responsible supervisor to oversee the satisfactory working of the entire employee and to coordinate with the Corporation and carry out instructions.

viii. One set of tools from the firm should be kept at office to look after the scope of the work as specified for routine maintenance works. The technicians must interact each other to carry out the operations with out hindrance. The contractor shall arrange to provide alternate staff in case of absence of the regular staff.

ix. The contractor will have to maintain all the installation neat, clean and in healthy conditions. No electrical, wire cable, fittings and conduit pipes shall remain in loose and hanging positions any where i.e. on wall, on panels, pillers. He shall also ensure that all the covers and handles of panels, feeder pillers, Bus Bars, DB's & SB,s are intact and properly screwed / closed. The sock treatments charts, danger plates and identification making of panels/boards should be maintained properly.

x. If in case it is proved / established at any stage that the cause of electrical failure / cause of fire / cause of electrical accident has taken place due to bad/ poor maintenance carried out by the contractor or due to carelessness of his staff than the cost of damage will be recovered from the monthly bill or security deposit.

xi. The service can be provided during our normal working days and hours as mentioned above at tender notice. The contractor shall also arrange to provide the service on Sundays and other holidays in case of emergency and in cases where the nature of work described the normal functioning of office.

xii. All breakdown calls/complaints received during normal working hours should be attended to as early as possible. No complaints should be left unattended and not be postponed to next day.

xiii. Contractor/party has to provide electrical services round the clock 24X7 and 365 days.

xiv. Contractor/party has to ensure that all the DG's are maintained properly, diesel requirements are met by informing CCI, operation of DG's when required, keeping upkeep the diesel in diesel tanks etc.

xv. The Service report containing nature of the complaints, nature of the fault unattended, parts replaced and customer remarks/signature should be prepared by the contractor. The cost of printing of the booklet will be borne by the contractor. The office should approve the model of service report. The contractor shall provide day/week/monthly report stating the nature of complaints/work done at the end.

xvi. The staff should be familiarizing with the fire fighting systems and their use.

xvii. Recording reading of the energy meters of various occupants

xviii. The Contractor/party has to co-ordinate with SBI-Life and Bank of Baroda for smooth functioning of electrical supply/requirements.

xix. The contractor shall execute the work as per IS code of practice of relevant equipments and follow the IE rules 1956.

xx. The contractor has to follow the safety and procedures & practices in electrical works as per IS 5216 part 1 and 2.

E. <u>PREVENTIVE MAINTENANCE, PRE- MONSOON PRECAUTIONS</u>

Preventive and breakdown Maintenance of sub station equipments and Electrical Installations other than relay testing/ calibration and transformer oil filtration, Premonsoon preventive Maintennace of all the necessary Equipments shall be made before start of monsoon to avoid further incovenince specially for :

1. Transformers : oil testing, oil filtration & earth testing, megger value etc.
2. Switch gears and their smooth functioning .
3. Air Circuit Breakers and Vacuum Circuit Breakers : their required servicing and testing on electrical load.
4. Bus bars and their feeder connections .
5. Water Pumps and dewatering Pumps – their connections & smooth functioning.
6. Lightning arrester and their Connections .
7. Earth Pits and their Earth Value etc.
8. Anticorrosive tretament to panles etc.
9. Any under gorund breakages of electrical cable shall be intimated and necessary immediate action to restore the Electrical power supply including required jointing kits etc.shall be taken care.
10. Ensuring the proper functioning and operation of de-watering pumps installed at Kapas Bhawan 24X7 during monsoon. Ensuring 5 HP Diesel pump functioning and operation during monsoon 24X7.

All the above installations at Kapas Bhavan shall have to be maintained with necessary regular preventive and periodic servicing:

a. ***Including special installations like breakers ACB's & VCB's,***
b. ***transformers oil testing & oil filtration for required dielectric strength and top up oil to maintain the required capacity once in year ,silica gel etc.,***
c. ***Maintaining Earth Pits, panels ,switches,starters ,street lights ,*** *Lightning arrester and their Connections* ***etc.) by the contractor.***

Spares for all items and transformer oil extra and top up shall be provided by the corporation

F- STORES & SPARES:

For proper maintenance and routine operations of the electrical installations, Contractor shall maintain at all times the minimum required stores/spares and shall use the same after notifying to the Corporation. All such consumable items shall be procured from authorized dealers and and the dealer's price list shall be submitted to the Corporation in advance. In the event of replacement of stores/spares, Corporation shall reimburse the expenses comprising cost with applicable taxes on stores/spares as per dealer's list.

G – MANPOWER:

Minimum compulsory Manpower required for maintenance and routine operations at 'Kapas Bhavan'.

Sr. No	Manpower	Qualification & experience	Timing	
1	Electrical Engineer-01No	The person having B.E/B.Tech. Electrical qualification, Supervisors' license & having adequate experience in maintenance of HT sub station, fire alarm system, auto changeover system, relay calibration & take responsibility of troubleshooting should attend the premises & submit the inspection report periodically.	MONTHLY VISIT	
2	Electrical supervisor-01No	The person having minimum qualification of Diploma in Electrical Engineering/ Supervisors' license & having adequate experience in maintenance of HT Sub station fire alarm system, auto changeover system, relay calibration & troubleshooting of BMS, DG Set, power system to lifts should attend the premises in general shift	8:00 a.m. to 8:00 p.m.	
3	Electricians-03 Nos. One in each shift	The persons having minimum qualification of ITI (Electrician), license & having adequate experience in sub station maintenance, power system for lifts, DG auto changeover & managing essential services on DG, O& M of Fire alarm system should attend the premises each shift.	1St Shift	7:00 a.m. to 3:00 p.m.
			2nd Shift	3:00 p.m. to 11:00 p.m.
			3rd Shift	11:00 p.m. to 7:00 a.m.
4	Assistant Electrician–03 Nos. One in each shift (1No. in general shift during monsoon).	The persons having ITI (Electrician) qualification, license & having adequate experience in sub station maintenance, power system for lifts, DG auto changeover & managing essential services on DG, O&M of Fire alarm system should attend the premises.	1st shift	7:00 a.m. to 3:00 p.m.
			2nd shift	3:00 p.m. to 11:00 p.m.
			3rd shift	11.00 p.m. to 7.00 a.m.

a) The above strength of technical staff mentioned at Sr. Nos. 2 to 4, shall be present on shift-wise basis on all working days from Monday to Saturday followed by Monthly visit by the Electrical Engineer.

b) On Sundays and Closed holidays, minimum staff shall remain present for maintenance and safety purpose.

c) After award of work, the successful tenderer will have to produce documentary evidence/certificates of the technical staff with regard to their qualification, experience and licenses etc. within five days time. In case of any technical staff proceeding on leave, the replacement shall be only through qualified staff holding the prescribed qualification/experience/license.

H- CONTRACTOR'S STAFF:

i) The staffs so employed on contract basis for purpose of engineering maintenance to the Kapas Bhavan Buildings, will not be treated as employees of the Office of the corporation.

ii) The contractor shall strictly comply with the terms and conditions of the work order. In case of violation of any of the terms of the work order shall be liable for cancellation immediately and EMD will be forfeited.

iii) The contractor shall provide proper uniform to staff consisting of full pants, shirts, safety shoes, and badges/identity cards and shall ensure that their turnout is smart in all respect.

iv) The employees engaged by the contractor will be in the employment of the contractor only and not of the corporation. The contractor will be responsible for payment of wage as Minimum Wages as prescribed/revised by Government and other service benefits to its personnel posted as per WAGES ACTS and rules including any amendments made by the authority during contractual period.

v) For each absent of the manpower the deductions will be made on the basis of applicable current minimum wages per day as per Ministry of Labour and Employment to the particulars category of manpower. For absence of monthly visit by Electrical Engineer , deduction will be made @5000/-per visit.

vi) No sub contracting of any work or part of a work would be allowed. No escalation in rates due to any reasons, statutory or otherwise shall be allowed.

vii) The contractor shall compensate in full the loss sustained by this office on account of damage or theft of material during discharge of the activities.

viii) The staff provided by the contractor to the office are in case found to be indulging in any undesirable or unfair activities in the premises of the office, the contractor will solely be responsible for all the consequences apart from the liberty of office to lodge complaints before appropriate authorities.

ix) Any damage is caused to any equipment/or items available at the office premises due to negligence of the contractor's work force shall be entirely on contractor, the amount so involved on this account shall be deducted from the payment due to contractor.

x) Bio-metric attendance of the manpower supplied at Kapas Bhavan shall be made so that the Corporation can take attendance for the record .

xi) The AMC contractor shall be liable for providing 2 times tea to the persons deployed for providing services at Kapas Bhavan , else if the 2 times tea is provided by the Corporation to the persons deployed by the contractor the expenses incurred on account of tea shall be recovered from monthly running bills of the contractor .

I- STATUTORY COMPLIANCE

i) The contractor shall comply with all the statutory requirements in respect of engaging the personnel, their service conditions, rules and regulations and all the liabilities under the various law and other likes P.F., E.S.I., bonus and workman's compensation etc. shall be of the contractor and CCI shall in no way be responsible or liable in case of any dispute, prosecution or award made by Court of Law or other authorities.

ii) The contractor shall be required to submit pre-receipted bill/claim before 7th day of the succeeding month along with proof of disbursement of wages with full details viz Basic rate, VDA, HRA, other allowances, and statutory deductions etc. duly verified by the authorized representative of CCI. Proof of deposit of PF (Employee-Employer share), ESI and GST etc along with details of amount deposited in respect of each security personnel with concerned authority, quoting respective PF Registration No. of each security personnel against whom the amount deposited under due acknowledgement, for the previous month.

iii) The contractor & staff shall follow the security regulations in force or as amended from time to time. Suitable action shall be taken, including summarily termination and/or legal action for breach of CCI security regulations by either the contractor or his staff & CCI shall be the sole arbitrator to the course of action.

iv) The Corporation shall be exempted from all the liabilities, what so ever created under the workmen COMPENSATION Act/ESI, Act in respect of any injury suffered by the worker employed by the contractor or resulting in death.

J- SAFETY /PRECAUTIONS:

i.) The Corporation will not take any responsibility in case of any accident/injury to the labourers during working. The firm shall take all safety measures and welfare of the labourer.

ii.) It shall be the duty of the contractor to acquaint him with all safety Regulations as Proposed by any statutory authorities.

iii.) The contractor shall indemnify The Cotton Corporation Of India Ltd. against any violation of safety laws, rules and regulations while carrying out operations as required by the contract.

iv.) The Corporation will not be liable to pay to the Staff/Labour of Contractor the injuries/death while performing duty. In case, CCI is to incur any liability related to non-compliance of AMC activities, same will be recovered from the contractor.

K- SUBLETTING NOT ALLOWED:

The tenderer shall not sublet, transfer or assign the contract or any part thereof, without the previous written approval of The Cotton Corporation of India LTD. In case the contractor contravenes this condition, The Cotton Corporation of India Ltd., shall be entitled to place the contract elsewhere at the cost and risk of the contractor and all expenses borne on this account shall be recovered from tenderer.

Signature and seal of tenderer

Name

Capacity /authority to sign

Full address:

SELF DECLARATION FORM

(This form shall be duly filled-up and signed by the bidder on their Letter Head & submitted along with the original copy of the Bid.)

Tender Notice No: ----------

To,

The Cotton Corporation of India Limited,
Kapas Bhavan, Plot No. 3A,
Sector- 10, CBD Belapur,
Navi Mumbai- 400 614 (MS)

Sir/ Madam,

1. I / we, the undersigned do hereby declare that, declare that my/our firm/company M/s…….. is not blacklisted/delisted or debarred or on Holiday list with any company of Private/Public Ltd. or Government Company/Govt. deptt. from participating in the tender as on date.
2. I / we have never ever been blacklisted and / or there were no debarring actions against us for any default in the performance of the contract entrusted to us in any other essential commodity during last three years, not involved in any illegal activity and/or not charge sheeted for any criminal act of theft etc
3. In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for truncation / cancellation / termination without any notice at the sole discretion of the corporation

Place
Date-

Yours faithfully,

Signature of the Tenderer with seal

CHECK LIST OF SELF ATTESTED DOCUMENTS

Please make tick (√) Mark

1. a. Blank tender document purchased from office	Yes	No
b. Tender document down loaded from web site	Yes	No
2. Earnest Money Deposit Amount of Rs.50,000/- in favour of The Cotton Corporation of India Ltd., Mumbai is enclosed.	Yes	No
3. Registration for Electrical contractor Licenses with State/PWD Electrical authority	Yes	No
4. Electrical Supervisory License state PWD.	Yes	No
4. Income tax Authority Permanent Account Number	Yes	No
5.GST number	Yes	No
6. PF Registration Number	Yes	No
7. ESI Registration Number	Yes	No
8. The firm should give Self- Certificate that they have not been blacklisted by any Central/State Govt. Agency in past three years.	Yes	No
9. Average annual financial turnover during the last three year ending 31st March of the previous financial year should having minimum 30% of estimate cost i.e. Rs. 5.46 lacs .The copy of certified certificate from chartered Accountant must be enclosed.	Yes	No
10. Experience of minimum five year duration for having worked as Electrical Maintenance Contractor at High Tension Electrical incoming Power Supply in last Five years in any Office Building of *Government/PSU/Private organizations of repute.* The party/agency should have completed similar type of work during last five years ending 31/05/2018 as under: **I. One work of Rs 14.57 lacs per annum or above** **OR** ***II.* Two works of Rs 10.92 lacs per annum each.** **OR** **III. Three works of Rs. 7.28 lacs per annum each**	Yes	No

Signature and seal of tenderer
Name
Capacity /authority to sign
Full address:

भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LTD.
भारत सरकार का उपक्रम वस्त्र मंत्रालय के अंतर्गत
(A Government of India Undertaking, Affiliated Ministry of Textiles)

निगमित पहचान संख्या :U51490MH1970GOI1
प्रशासकीय एवं पंजीकृत कार्यालय : कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614
Admn & Registered Office : Kapas Bhavan , Plot No. 3A, Sector- 10, CBD Belapur, Navi Mumbai -400 614
दूरभाष् /PHONE:27579217 ◦ग्राम/GRAM:COTCORPIND ◦ फैक्स/FAX:(022)27576030-9219-6069
E-mail: headoffice@cotcorp.com Web site: http://www.cotcorp.org.in, http://www.ministryoftextiles.gov.in

TENDER DOCUMENT FOR

Annual Maintenance & Routine Operation Services for Electrical installations with incoming HT Mains Electrical supply of 11 KV from MSED Co.Ltd at Multistoried Centralized Air Conditioned Building namely “Kapas Bhavan” situated at Plot 3A, Sector 10, CBD Belapur, Navi Mumbai -400614 (MS).

FINANCIAL BID - II

INDEX

Sr.No.	Particulars	Page No.
1	Bill of Quantity	1-2

भा.क.नि.
CCI

भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LTD.
भारत सरकार का उपक्रम वस्त्र मंत्रालय के अंतर्गत
(A Government of India Undertaking, Affiliated Ministry of Textiles)

सूचना का अधिकार

निगमित पहचान संख्या :U51490MH1970GOI1
प्रशासकीय एवं पंजीकृत कार्यालय : कपास भवन , प्लॉट न.3ए, सेक्टर न.10, सी बी डी बेलापुर , नवी मुंबई-400 614
Admn & Registered Office : Kapas Bhavan , Plot No. 3A, Sector- 10, CBD Belapur, Navi Mumbai -400 614
दूरभाष् /PHONE:27579217 ◦ग्राम/GRAM:COTCORPIND ◦ फैक्स/FAX:(022)27576030-9219-6069
E-mail: headoffice@cotcorp.com Web site: http://www.cotcorp.org.in, http://www.ministryoftextiles.gov.in

1.

Date: _____

To,
The Cotton Corporation of India Ltd.,
Kapas Bhavan,
Plot No.3A, Sector 10,
CBD Belapur,
NAVI MUMBAI – 400 614(MS)

FINANCIAL BID-II

Sub: Annual Maintenance & Routine Operation Services for Electrical installations with incoming HT Mains Electrical supply of 11 KV from MSED Co.Ltd in Multistoried Centralized Air Conditioned Building namely "Kapas Bhavan" situated at Plot 3A, Sector 10, CBD Belapur, Navi Mumbai -400614.(MS)

Sir,

I/we are submitting my/our Finacial Bid for the above work as below

Item No	Particulars	Unit	Qty	Unit rate in Rs. per Month	Amount in Rs. (12 x unit rate per month)
1.	Monthly charges for **Maintenance & Routine Operation Services** of all the electrical installations in Kapas Bhavan, including posting of minimum compulsory technical manpower as prescribed in the 'Scope of Work' under column **(G)** i.e. a) Monthly Visit of Electrical Engineer once in Month b) One electrical Experience Supervisor having valid electrical supervisory License during shift period i.e. From **8.00 a. m to 5.00 p.m.** c) Experienced Three Nos. PWD licensed Electricians one in each shift period i.e. 1st Shift – 7:00 a.m. to 3:00 p.m. 2nd Shift – 3:00 p.m. to 11:00 p.m. 3rd Shift – 11:00 p.m. to 7:00 a.m. d) Three Nos. PWD licensed Assistant Electrician One in each shift 1st shift – 7:00a.m.to 3:00 p.m. 2nd shift – 3:00pm to 11:00 p.m. 3rd shift – 11.00 p.m. to 7.00 a.m. (01 No. Extra PWD licensed Assistant Electrician in general shift 09.00 a.m to 6.00 p.m during monsoon i.e from 1st June up to 30th September) E***lectrical installations (Ref Technical Bid clause E) at Kapas Bhavan mentioned at shall have to be maintained with necessary regular preventive and periodic servicing:*** ***a. Existing all breakers ACB's & VCB's at HT and LT Panel,*** ***b. 2 Nos of 750KVAtransformers oil testing & oil filtration for marinating required dielectic strength, top up oil to maintain the required capacity once in year, silica gel dehydrated breather etc.*** ***c. Maintaining Earth Pits, panels ,switches,starters ,street lights ,*** *Lightning arrester and their Connections* ***etc.) by the contractor.*** ***Spares for all items and transformer oil extra and top up shall be provided by the corporation***	**Per Month**	**LS**		
	The above charges must be exclusive of GST				
	Total Amount in Rs.				

(In words Rupees._____)

1. The Monthly unit rate shall be exclusive GST as applicable, Manpower , Required Handling tools , safety glozes & testing equipment, Scaffolding to reach the installations at premises etc. complete.
2. Only substantially responsive Bids will be checked by the corporation for any arithmetic errors. Errors will be corrected by the Owner as follows :
   i. In case of lump-sum bid, if there is any discrepancy between the offer quoted in figures and in words, the lower of the two will be treated as the offer.
   ii. In case of item rate bid, if there is any discrepancy between the rates in figures and in words, the rate in words will govern and where there is discrepancy between the unit rate and the line item total, resulting from multiplying unit rate by the quantity, the unit rate as quoted will govern.
   iii. If there is any arithmetical error in totaling of individual items, the correct total shall be computed by the Owner and the same shall govern.
3. I /We hereby agree to execute the work on the rates as mentioned above by me/us in the Bill of quantity complying with the tender Terms and conditions of contract of the corporation.
4. L-1 shall be decided on net value.

I /We hereby agree to execute the work on the rates as mentioned above by me/us in the Bill of quantity.

Signature and seal of Tenderer

Name
Capacity /authority to sign
Full address: