

CHANAKYA NATIONAL LAW UNIVERSITY

Nyaya Nagar, Mithapur, Patna-1, Phone No: 0612-2352309, E-mail : registrarcnlu@gmail.com ,
Website: <http://cnlu.ac.in>

NIQ For Electrical Maintenance

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1. NOTICE INVITING QUOTATION

NIQ No. - 03/2016-17,

Date: 08-06-2016

Sealed quotations are invited from reputed agencies / firms / company / Individual Contractor with relevant experience in the field of Electrical Maintenance.

The NIQ document may be downloaded from the website of the CNLU i.e., <http://cnlu.ac.in> for which parties would be required to enclose a demand draft of Rs. **750/- (Rupees Seven Hundred Fifty)** only towards the cost of the NIQ document along with their quotes, failing which the quotation shall not be entertained.

Sealed quotations addressed to Registrar, Chanakya National Law University, Nyaya Nagar, Mithapur, Patna-800001 shall be sent along with Earnest Money, duly mentioning on top left hand corner of the sealed envelope "**NIQ for Electrical Maintenance**" must reach office of the Registrar, Chanakya National Law University, Nyaya Nagar, Mithapur, Patna-800001 either by Registered Post/Speed Post/Courier or submitted by hand to the office of Registrar, Chanakya National Law University, Patna, not later than **4.00 PM on 23/06/ 2016**.

Authorised agency/firms/company/contractor are requested to remain present with their technical team in the pre-bid meeting on **20.06.2016 at 12.30 P.M.** in the chamber of Registrar, CNLU, Patna.

The CNLU shall not be liable for any postal delays what so ever and quotation received after the stipulated date and time shall not be entertained.

The important dates are mentioned below.

1. Schedule: -.

- | | | |
|------|---|---------------------------------|
| i. | Last date & Time of submitting filled in quotation document | :up to 23.06.2016 till 4.00 P.M |
| ii. | Date of Pre-Bid Meeting | : 20.06.2016 at 12.30 P.M |
| iii. | Date & Time for opening of Technical Bid | : 23.06.2016 at 4.30 P.M. |
| iv. | Date & Time of opening of Financial Bid | : 27.06.2016 at 2.30 P.M. |
| v. | Venue | : Registrar Chamber, CNLU |

2. GENERAL INSTRUCTIONS AND GUIDELINES FOR THE QUOTATIONER

2.1 ELIGIBILITY CONDITIONS.

- I. Only authorized agencies / firms / company / contractor in the business of providing electrical maintenance of various types with minimum experience of 10 years in the services are permitted.
- II. The agencies / firms / company / contractor is required to have its office or branch office in Patna.
- III. The agency must have carried out similar work during the last three years and at least three orders of similar work in Government / Autonomous organizations or Public Sector Undertakings or Reputed Companies. A copy of the award letter **satisfactory performance certificate** from existing clients is required to be furnished from at least three of the above organizations.
- IV. The details of inputs / information required to be submitted by the quotationer is as per the **Annexure-I**. Minimum annual turnover for each year for last two years from similar work should be greater than or equal to 5.0 Lakhs.
- V. Quotations received without requisite documents, including demand draft of EMD, shall not be entertained.
- VI. Quotationers declared by Government of India/ Government of Bihar / any Central or Local PSUs to be ineligible to participate for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices shall not be eligible.
- VII. The Quotationer should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this quotation. An undertaking in this regard from the Company Secretary or Authorised Signatory.
- VIII. The Quotationer should not be blacklisted / terminated by any Government organization / agency for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices.

2.2 GUIDELINE FOR SUBMISSION OF QUOTATION

- I. **Authorized Signatory:** Each and every page of the quotation document should be signed by Authorized person / signatory. The quotation can be forwarded by owner or owner's representative. Representative will have to enclose the Letter of Authority / the Power of Attorney along with this offer or when demanded by CNLU, otherwise the offer will be considered null and void at any stage as per the decision of CNLU.
- II. **Corrections:** All the corrections made anywhere in the quotation form will have to be authenticated. The corrections without authentication will be liable to be rejected.
- III. **TECHNICAL QUOTATION:** Sealed Technical Quotation, along with a Demand Draft issued by any Nationalised/ Scheduled Bank for Rs. 2000/- (Two Thousand) Only towards EMD, drawn in favour of Registrar, Chanakya National Law University, payable at Patna, and other

requested document mentioned in Annexure – I, placed in sealed envelope super-scribed **“TECHNICAL QUOTATION –NIQ for Electrical Maintenance”** NIQ Document received without EMD shall not be entertained.

- IV. **FINANCIAL QUOTATION:** Sealed Financial Quotation placed in a separate envelop super-scribed: **“FINANCIAL QUOTATION - NIQ for Electrical Maintenance”**.
- V. The above mentioned two sealed envelopes should bear the name and complete postal address of the Quotationer. Sealed envelopes containing Technical Quotation and Financial Quotation should be placed in a bigger envelop super-scribed **“NIQ for Electrical Maintenance”**. This bigger envelop, should be addressed to **“Registrar, Chanakya National Law University, Nyaya Nagar, Mithapur, Patna-800001”** and must reach to the CNLU office either by Registered Post/Speed Post/Courier or submitted by hand at office of Registrar not later than **04:00 PM on 23/ 06 / 2016**.
- VI. Quotations received after the stipulated date and time shall not be entertained under any circumstances whatsoever. The CNLU shall not be liable for any postal delays what so ever. Conditional quotations shall not be entertained.
- VII. The Quotationers shall quote rates inclusive of all statutory levies, taxes, *fees, cesses, duties*, rate charges, surcharges, VAT, octroi, transport, freight, costs & other taxes and components etc. No component of cost / tax or any other charges shall be paid by the CNLU unless the same is included specifically in the quotations and agreed by the CNLU. Rates should be quoted both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words will be taken as final.
- VIII. The CNLU reserves the right to reject or accept any or all quotation(s) without assigning any reason.

2.3 Validity of the quotations

Quotations shall remain valid for 90 days after the date of opening of Technical Quotations prescribed by the CNLU. A quotation valid for a shorter period may be rejected as non-responsive. However, the prices finalized after opening the quotations shall not increase throughout the period of implementation and operation.

In exceptional circumstances, the CNLU may request the Quotationer(s) for an extension of the period of validity. The request and the responses thereto shall be made in writing (e-mail). The validity of EMD shall also be suitably extended.

2.4 Amendment of Quotation

- I. At any time prior to the last date for receipt of Quotations, the CNLU, may, for any reason, whether at its own initiative or in response to a clarification requested by the Quotationers, modify the Quotation by issuing an addendum/corrigendum. Any such

amendment issued along with the original Quotation document will constitute Revised Quotation.

- II. The addendum/corrigendum will be uploaded on the CNLU website. The Quotationers are requested to visit the website frequently to check for any amendments.
- III. The CNLU may at any time during the Quotationing process but before opening the technical quotation request the Quotationers to submit revised Technical / Commercial Quotations and/or Supplementary Commercial Quotations, in case of change in Scope of Work, without thereby incurring any liability to the affected Quotationer or Quotationers.

3. SPECIFICATION OF REQUIREMENTS

3.1 SCOPE OF WORK

- I. VCB Panel Maintenance of 33 KVA
- II. Panel Maintenance of 33 KVA
- III. 2 nos. 750 KVA Transformer maintenance (i.e. H.T. Bush, L.T. Bush, Earth/Sit oil level, Silica gel etc).
- IV. 2 nos. 325 KVA DG Set Maintenance
- V. 1 nos. 125 KVA DG Set Maintenance
- VI. Feeder Pillar (Box) Maintenance
- VII. Street Light Maintenance
- VIII. Mast Light Maintenance
- IX. Submersible Pump Maintenance
- X. Intake Well Submersible Pump Maintenance
- XI. Day to day Maintenance of Internal Electrical installation in various buildings inside Campus
- XII. Light, Ceiling Fans, Different Type of Electrical Switches, MCB, Plugs, Chokes, Starters, Igniters, Holders, HRC & HT Fuses Repairing & Maintenance
- XIII. HT Armoured Wire laying inside Campus Repairing & Maintenance.
- XIV. Operation of AB switches, etc (These items will be issued departmentally). Cable laying, Cable Jointing, replacement of point wiring, repairing of industrial boards and other such works. Cleaning of street light fittings, removing and re-doing of end terminations and minor excavations, refilling around street light poles / cable entry points where ever required shall be done without extra cost.
- XV. Maintenance of firefighting all type pumps and diesel set.
- XVI. All types of cable in drain, open cable, repair and maintenance.

4. GENERAL CONDITIONS OF NIQ

4.1 Period of Contract

- I. The contract will be valid for a period of Two years initially.
- II. On expiry of Two years, the CNLU reserves the right to extend the contract further on the same terms & conditions as mutually agreed in writing if the service of the agency found satisfactory.
- III. Agreement on Form F2 will be signed between Registrar and the successful quotationer.

4.2 TERMINATION OF THE CONTRACT

- I. CNLU may terminate the contract without assigning any reason by giving one months' notice in writing. However, the notice period may be extended by mutual agreement till alternate arrangements are made. Further, any pending or unresolved service, function, task, performance, unpaid fees and any other remedies shall continue by both the parties during the period of termination notice and the same must be satisfied before this agreement is terminated.
- II. The Contractor shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which would have derived from the execution of the work in full, but which he did not derive in consequences the full amount of the work not having been carried out, neither shall he have any claim on compensation / damage for the loss suffered by him by reason of termination of agreement by the CNLU
- III. CNLU without prejudice to any other remedy, reserves the right to terminate the Quotation / Contract in whole or in part and also to blacklist the Agency for a suitable period without giving any notice in case he fails to honour his quotation or contract without sufficient grounds or found guilty for breach of conditions of the quotation or contract, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by agency or by its staff or agent. CNLU's decision in such a situation shall be final and shall be accepted by the service provider without any objection or resistance. In such case of termination, the CNLU will have the right to put in place any other agency for carrying out the remaining enrolment work. Any extra expenditure shall be recovered from the agency.
- IV. If the successful Quotationer withdraws or the services provided by the successful Quotationer are not found satisfactory (say in a month or so) during the probationary period of three months from the date of taking over charge, CNLU reserves the right to terminate the contract without giving any notice and initiate appropriate necessary action in the matter for making alternate arrangements.

4.3 EARNEST MONEY DEPOSIT (EMD)

- I. The Earnest Money Deposit (EMD) of Rs. 2000/- (Rupees Two Thousand) only in the form of Demand Draft issued by Nationalised Bank/ Scheduled Bank drawn in favour of “Registrar, Chanakya National Law University” payable at Patna only is to be submitted along with the technical quotation.
- II. Quotation received without the prescribed Earnest Money Deposit (EMD) of Rs. 2000/- shall not be entertained.
- III. The EMDs of the unsuccessful Quotationers will be refunded without any interest or bank charges. The EMD of the Successful Quotationer will be adjusted against performance security.

4.4 IMPOUND OF EMD

EMD of the successful Quotationer shall be liable to be forfeited if the agency does not fulfil any of the following conditions:

- I. If the Quotationer withdraws their offer during the period of quotation validity.
- II. If after submission of quotation the Quotationer fails to honour the contract or refuses to comply with any or all terms and conditions of the quotation.
- III. An agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the Contract;
- IV. The Agency does not commence Electrical Maintenance within seven days of the stipulated date for commencement of work.

4.5 Performance Security

A sum of 3% of the agreement amount will be deposited in shape of Demand Draft issued by any Nationalised Bank scheduled Bank in favour of Registrar, Chanakya National Law University, Patna will have to be deposited at the time of agreement. Additionally, 5% of the amount of on account bills will be deducted as performance security. After 60 days of successful completion of contract the security deposit will be refunded to the service provider.

4.6 PAYMENT TERMS.

- A. The agency / firm / company / contractor will raise bills on completion of each calendar month. The proof of work completion, certified by concerned authority of CNLU will be preserved and maintained by agency / firm / company / contractor and should be submitted along with the monthly bill payment the Payment will be made within 30 days after scrutinizing and verifying the same.
- B. No advance payment will be made.

4.7 LIQUIDATED DAMAGES.

- i) The timely and proper cleaning with utmost promptness is the essence of this quotation. Extensions of the time limit of the completion of work beyond the agreed completion schedule will not be given except in exceptional circumstances. In case of delay in delivery beyond the agreed delivery schedule, liquidated damages will be imposed as per provisions of F₂. Quantum of liquidated damages assessed and levied by the CNLU shall be final and not challengeable by the Agency.
- ii) The CNLU shall not be in any way responsible for any accident or damages incurred or claims arising there from during the period of the contract.

4.8 PENALTY

Subject to clause for Force Majeure if the Quotationer fails to provide the service as agreed, the CNLU at its discretion may without prejudice to any other right or remedy available to the CNLU in the quotation and the Contract, forfeit the entire security deposit submitted by the agency / firm / company, apart from blacklisting of the agency for further participation in any of the NIQ / NIT of the CNLU.

4.9 INDEMNITY

- A. The agency / firm / company / contractor hereby covenants and agrees to indemnify and shall at all times keep indemnified the CNLU against any loss or damage that the CNLU may sustain as a result of the failure or neglect of the quotationers to faithfully carry out its obligations under this agreement or negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct of the agency / firm / company / contractor or its employees, agents, representatives and further to pay for all loses, damages, costs, charges and expenses which the CNLU may reasonably incur or suffer, and to indemnify and keep indemnified the CNLU in all respects.
- B. In case of any accident / injury to any worker of the agency, the University shall not be held liable for compensation / treatment etc. It is the sole responsibility of the contractor to settle legally any claims arising out of it.

- C. Any theft / damage / pilferage etc noticed shall have to be reported immediately to the Maintenance Engineer. If any damage to the installation caused by the agency the same should be made good by the agency itself.

4.10 ARBITRATION

In the event of any dispute difference, claims and demands arising between CNLU and the agency / firm / company / contractor in any matter arising in relation or connection or pursuant or touching to the meaning, operation, effect or interpretation of this NIQ / agreement directly or indirectly, the decision of the Vice Chancellor of the CNLU will be final.

4.11 JURISDICTION

In respect of any dispute arising between CNLU and the agency in any matter covered / touched this quotation / contract or arising directly or indirectly there from or connected or concerned with the said contract, the courts at Patna shall only have the jurisdiction.

4.12 OTHER TERMS & CONDITIONS

- A) The work should be carried out strictly in accordance with CPWD general specifications for electrical works (Part I Internal & Part II External) as amended up to date and also comply with the requirements of Indian Electricity Rules 1956 as amended up to date. In case of items / works not covered by the above specifications, the work shall be carried out as per the directions of the Maintenance Engineer.
- B) The work men engaged for the work shall be qualified as per relevant trade rules and practices. The wireman engaged should have valid wireman (permit) license issued by any state / central licensing Authority. The agency shall furnish the list of such persons engaged by them along with the proof of eligibility.
- C) The agency should employ sufficient No. of skilled (Wireman) and Electrician/ Wiremen unskilled workers on the works as per requirements. There shall be at least four wireman (Skilled) and four helpers (unskilled) deployed on the site round the clock with one skilled supervisor who have the minimum experience of 15 years and have relevant experience certificate. Per team to carryout maintenance / preventive maintenance works on all days round the clock.
- D) However, on special occasions such as breakdown or during any official functions the agency shall attend to other works also, with additional staff, as per the instructions of the Maintenance Engineer.

- E) The agency should maintain a complaint register. All complaints received / attended / materials received from the department, used in works, balance etc. shall be entered in this register up to date. The Register shall be always open for the clients / representatives to register the complaints and the Maintenance Engineer for verification.
- F) Materials such as Light fittings, fans, lamps, chokes, lamp holders, starters, capacitors, Igniters, switches, plugs, HRC fuses, bearings etc required for the works will be issued free of cost as and when required at University stores. The unused spares/dismantled material should be returned to the University store without any delay.
- G) The contractor should assess the requirement of materials and intimate well in advance to the Maintenance Engineer for taking up necessary action.
- H) The contractor should keep an account of the materials received and consumed in the work. The dismantled materials should be handed over to the University Stores immediately after replacement. Any discrepancy in the account of the materials shall be the responsibility of the contractor and suitable recovery will be made for any shortage of materials at the prevailing market rate from the contractor's bill.
- I) The Agency shall make its own arrangement for all normal special Tools Plants (T&P) required for the work. Transportation of ladder to site and back is the responsibility of the agency. He shall maintain the ladder in good condition during his custody, with chained lock to avoid unauthorized use. He shall return the ladder in original good shape and condition back to the department after every use. If necessary, recovery will be made from his bills for carrying out repairs on account of any damages caused to the ladder.
- J) The agency staff should visit and check up all Panels, Main Switches, distribution Boards, switch panels, cable looping boxes, all control panels and wiring related to Light, Ceiling / exhaust Fan, Call bell points, Plug points, Street Lights, etc. regularly as a preventive maintenance. A register should be maintained in this respect. Any repair work done / observation made at site are to be entered in the register. Clients' signature should be obtained in the register on completion of works. The register should be produced every Saturdays / weekend to Maintenance Engineer or any higher officials during inspection. The registers to be maintained by the agency are:
- Complaints register which will also indicate details of attended the complaints.
 - Register for material movement.
 - Daily record of routine/preventive maintenance / cleaning works carried out by the agency.

- The above two registers shall be maintained neatly in formats approved by the Maintenance Engineer.
- K) The breakdown complaints / preventive maintenance of all street lights and gate lights are to be attended by the agency in addition to the switching on / off these at appropriate timings.
- L) All debris due to the work shall be cleared then and there and the Installations and its surroundings are to be kept neat and clean.
- M) The complaints recorded in the complaint register / reported over phone shall be attended immediately not exceeding half an hour. Any breakdown / repair beyond the scope of the work shall be reported to the Maintenance Engineer immediately. The agency should maintain a Mobile telephone and the number be made available to all concerned.

5. CHECK LIST

CHECK LIST OF DOCUMENTS REQUIRED FOR TECHNICAL SCRUTINY

- I. The list of documents required to be enclosed with technical quotation for getting eligible to be considered for technical scrutiny: -
- II. Supporting documents of annual bill value of Minimum of Rs. 2,00,000/- (Two Lacs) from a single client for Electrical Maintenance only.
- III. Demand draft of Rs. 500/- (Rupees Five Hundred) only drawn in favour of Registrar, Chanakya National Law University, Patna, payable at Patna as cost of document.
- IV. Demand draft of Earnest Money Deposit Rs. 2000/- (Two Thousand) only drawn in favour of Registrar Chanakya National Law University, payable at Patna
- V. Details of successfully executed similar work during last Five years along with their **proof Certified Copies of the work order (s)** and contract in hand and satisfactory **performance certificate from existing clients** as mentioned in ELIGIBILITY CONDITIONS
- VI. List of Current Clients executing similar works/Assignments. (Attach Documentary proof i.e. work order, agreements etc.).
- VII. A Certified Copy (s) of Registration Certificate, Service tax, DVAT etc.

- VIII. Duly filled in and signed **Declaration & Acceptance of Terms and Conditions**, as per Performa enclosed in **Annexure – II**.
- IX. Complete copy of quotation document duly signed each of the pages.
- X. The Complete details setup and establishment of the agency (copy of Certificate of Incorporation / Partnership Deed)
- XI. Copy of last 5 Year's audited financial statement including profit and loss account and balance sheet. (Showing annual turnover of the firm)

Note: - The Quotationer who provided as required above will technically qualify subject to the submission of satisfactory report by CNLU's Inspection Committee after site inspection, if required, otherwise not.

6. **ANNEXURES**

ANNEXURE -I

Technical quotation

Details of Inputs/ Information to be provided by the Quotationer

S. No.	Items	Information /inputs to be filled by the Quotationer (if required separate sheets may be enclosed)
1.	Name and address of the agency, telephone number, fax, mobile number, email address Contact Person	
2.	Type of organization (Whether proprietorship, partnership, private limited, limited company)	
3.	Name and address of the directors/ proprietor /partners	
4.	Year of formation of the company/ experience as a Electrical Maintainer	
6.	Name of Agency's 2 largest clients, to whom Agency provides similar Services.	
8.	Details of registration/ membership/ trade license	
9.	Total number of employees of the firm	
10.	Helpline numbers & details of dedicated customer support	
11.	Total turnover during last five financial years	
12.	Service tax number/ certificate / DVAT etc. (Attach a copy of the Registration Certificate / letter.)	
13.	Income Tax Permanent Account No. (Attach documentary Proof)	

14.	Change of the firm name at any time. If so, when and reason thereof	
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Undertaking:

I hereby certify that all the information furnished above is true to my knowledge. I have no objection to CNLU verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the NIQ document and hereby accept the same completely.

Signature of the authorized signatory of the agency

Official seal/ stamp

Date:

Place:

REGISTRAR
Chanakya National Law University
Nyaya Nagar, Mithapur, Patna

Declaration & Acceptance of Terms and Conditions

To,
Registrar,
Chanakya National Law University
Nyaya Nagar, Mithapur, Patna-800001

Sub: NIQ FOR ELECTRICAL MAINTENANCE

Sir,

This is with reference to your NIQ no: _____ due on _____. We are interested in participate in the quotation for Electrical Maintenance.

We have read and understood the details as given in the NIQ information regarding the Scope of Work and Terms and Conditions for the selection and the same are acceptable to us. We have been given all the required information by CNLU. We have submitted the required Documents as per the format. We certify that we are eligible as per the said Terms. The duly signed copies of all the quotation pages are attached herewith.

(Signature of the Quotationer)
Printed Name Designation

Official seal/ stamp

Date:

Business Address:

FINANCIAL QUOTATION

(To be submitted in separate sealed cover)

NIQ No. - 03/2016-17

Date: -08-06-2016

Financial Quotation

Domestic

Monthly Service Charges excluding Parts for Electrical Maintenance	Total Amount

Signature of the authorized signatory of the agency

Official seal/ stamp

REGISTRAR
Chanakya National Law University
Nyaya Nagar, Mithapur, Patna