



CHANAKYA NATIONAL LAW UNIVERSITY, PATNA

Nyaya Nagar, Mithapur, Patna -1, Ph. No. – 0612-2352300, Website: <http://cnlu.ac.in>

NIQ NO.- 07/2022-23 Group D

Date : 05/08/2022

E-TENDER NOTICE FOR ELECTRICAL MAINTENANCE SERVICES INSIDE CNLU CAMPUS.

Chanakya National Law University invited the quotations through online E-tendering System from the reputed Indian quotationers for Electrical Maintenance Services inside CNLU campus.

CNLU hereby publish the TENDER on e-tendering Portal (Website) i.e., <https://www.tenderwizard.com/CNLU> in Electronic mode hereinafter referred as “e-Tendering” and TENDER will be here under called as “e-Tender”. The e-tender published online through above portal (website) consisting of standard tender conditions, specifications, schedule of quantities, drawings (if any) for above referred work. Please note that copy of the above e-tender can be downloaded from this portal and should be mandatorily submitted in Online Electronic Mode hereinafter referred as “Online Offer”.

Support

1. Prospective quotationers should contact our service provider M/s Karnataka State Electronics Development Corporation Ltd. {KEIONICS (KSEDC)}, 1st floor, Old Bank of India compound, M/22, Building, Road No.- 25, S K Nagar, Patna 800001, Mobile no.:- 9771414548, 9771414547, 9934589011, 7542028164, E-mail : twbihareproc@etenderwizard.com between 10:00 am and 05:00 pm of working days for E-Tendering process related queries.
2. Any Suggestions / Clarifications / query related to tender terms & conditions and work mentioned in tender document may be put forth in the pre-bid meeting or through written letter / e- mail to registrar@cnlu.ac.in up to 20/08/2022 till 01:00 pm.

Instructions for E-Tendering

1. **Tender Quotationing Methodology:**
 - a) Technical Quotation & Financial Quotation
2. **Broad outline of activities from Quotationers prospective**
 - a) Quotationer should procure Digital Signing Certificate (DSC)-III
 - b) Quotationer should register on our e-Procurement portal i.e., <https://www.tenderwizard.in/CNLU>
 - c) To use the Electronic Tender portal quotationer need to register on the portal. Registration of each organization is to be done by one of its senior person vis-a-vis Authorized Signatory who will be the main personnel coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the <https://www.tenderwizard.in/CNLU> and follow further instructions as given on the site.
 - d) After registration quotationer should create Users and assign roles of the authority of his / her firm on the above portal
 - e) Quotationer can view Notice Inviting Tender (NIT) or Notice Inviting quotation on the above portal
 - f) Quotationer can also download the Official Copy of Tender Documents from the above portal
 - g) Quotationer should submit its quotation through above portal
 - h) Quotationer may attend the Public/Limited Online Tender Opening Event (TOE) on the above portal
3. **Digital Certificates**
 - a) For integrity of data and authenticity/ non-repudiation of electronic records, and to be complaint with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). also referred to as Digital Signature Certificate (DSC) of Class III or above, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].



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Scope of work

1. The scope of work consists of the operation, maintenance & testing of following 33/0.433kv equipment's installed at CNLU Patna. Operation, maintenance & testing of various equipments may also install at any time at the CNLU campus.
 - a) 2 nos.750 kva, (33/0.433kv) Transformer.
 - b) 1 Nos incoming & 02 Nos outgoing VCB.
 - c) 2 nos. 325 KVA & 1 nos. 125 KVA DG sets.
 - d) 125 nos Street Light & one High Mast Light.
 - e) 05 Nos. Submersible Pump & Intake Well Submersible Pump.
 - f) 07 Nos ACB (Rating-3200A, 2500A, 1250A, 800A)
 - g) 76 Nos MCCB (Rating-800A, 630A, 400A, 315A, 250A, 160A, 100A etc)
 - h) 30 LT panel for Building light and power.
 - i) Day to day Maintenance of Internal Electrical installation in various buildings inside Campus.
 - j) Operation of 33 KV 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 streetlight fittings, removing and re-doing of end terminations and minor excavations, refilling around streetlight poles / cable entry points wherever required shall be done without extra cost.
 - k) Routing work carried out by Agency staff (24 Hours) and on Sunday / Holidays.
2. **OPERATION OF SUBSTATION**
 - a) Operation of 33/0.433kv sub-station CNLU for 365x24=1095 shifts duties of 8.00 Hrs each.
 - b) Monitoring of various parameters records up-keeping in hard copy as well as soft copy and maintain daily /monthly/quarterly/yearly maintenance records of all equipment's.
 - c) Normal operation of firefighting equipment's.
 - d) Shift personnel must familiar for taking shutdown and sequence of operation and earthing procedures before start of work with proper safety to avoid any electrical accident.
 - e) To carry out all such jobs to ensure proper health of installations and to ensure uninterrupted powersupply.
 - f) To attend all electrical complaints related to Power sub-station.
 - g) Through checking of all HT/LT underground /overhead cables during.
 - h) Maintain all switch boards in ready condition (except those that have been taken under planned outage). The various maintenance activities shall be maintained.
 - i) Maintain the updated status of all the switchboards at the control room and make the information available to Competent authority / authorities(Electrical)
 - j) This information will be collected by the staff of CNLU during the daily condition monitoring of the equipment's.
 - k) All power complaints as per our battery limits (which is maintaining power to outgoing of LT panels) will be attended at the earliest possible and depending on the priorities at hand of the maintenance teams. Priorities shall be decided in consultation with competent authority / authorities (Electrical), if required.
 - l) List attached for testing and working tools.
3. **Daily Schedule Work**
 - a) Carrying out Day to day /routing maintenance & testing of 33/0.433kv equipments installed at CNLU for 24x3 round the clock.
 - b) Carrying out the personnel of the firm must have carried out regular daily/weekly/quarterly/annual maintenance and testing of all Electrical equipment's.
 - c) The personnel of the firm must have sufficient knowledge of reading the drawing for protection of various



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equipment's like transformer, reactor, breaker, isolator, CTs, PTs, battery charger, relay, contactors

- d) Recording hourly reading for 24 hours correctly, including transformer winding temperature, oil temperature in the prescribed log sheets and other records
- e) Carry out switching operation of the indoor and outdoor equipment's in the substation and recording the operation immediately.
- f) Attending telephone call, record and communicate message from to the control and Electrical Engineer or higher CNLU authorities.
- g) Carrying out Data, statistics and parameters be communicated at regular interval as and when require by Electrical Engineer or higher CNLU authorities.
- h) Any failure or interruption in supply will be recorded in the log sheets giving reasons immediately. In case of tripping due to line faults with relay indication, the relay indication shall be noted and communicated to CNLU authorities.
- i) Day today/routine maintenance & testing of 33/0.433kV equipment's installed at CNLU for 24x7 round the clock.
- j) Routine, scheduled, preventive and Breakdown maintenance of Indoor transformers.
- k) Monitoring and recording of transformers' parameters such as winding temperature, oil temperature and oil level.

4. Weekly Schedule

- a) Carry out preventive maintenance as equipment manuals and as per the instructions of CNLU designated representative.
- b) Weekly cleaning of control & relay and other cubical installed in various control room building. DG sets equipment.
- c) Carry out battery and battery charger preventive maintenance.
- d) Check the condition of Silica gel and replace it, if needed.

5. Monthly Schedule

- a) Carry out preventive maintenance of battery charger and load test for chargers.
- b) Prepare (Electrical) list of spares and materials required for carrying only maintenance work and submit it to competent authority / authorities of CNLU in advance for effective materials management.
- c) Checking the discharge devices and fuses.
- d) Carry out switching ON/OFF as and when required and restoration of breakdown during power failures and emergency.
- e) Checking for oil leakage, if any, and take immediate action to stop leakage. (If transformer is required to be sent outside for any modification/repair/overhauling, the cost shall be borne by University)
- f) Oil tank to be topped up at regular interval (oil to be provided by University)
- g) Condition assessment of silica gel in breather and replacement of silica gel when required, checking and maintaining breather conditions and conservator oil levels.
- h) Testing of transformer safeties such as Buchholz relay, temperature indicators and oil gauges during routine preventive maintenance.

6. Quarterly Schedule

- a) Carry out switching operation & maintenance of the indoor and outdoor equipment's in the substation and recording the operation immediately.
- b) Submitted report of state of affairs of all equipment including advice for advance action in respect to preventive maintenance and /or replacement of existing spares/equipment. The report will ensure the step to be taken for catering the increased load (if any).

7. Half yearly schedule



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- a) Carry out of servicing & maintenance of 3x630 Amp vacuum Circuit Breaker in every six months.
- b) Carry out of filtration and testing of 2x750 KVA Transformer in every six months.
- c) Carry out of servicing & maintenance of 2x320 KVA DG sets and 125 KVA in every six months.
- d) Carry out of servicing & maintenance of 2x25 HP, 1x10 HP in every six months.

8. 33KV Indoor VCB

- a) Routine, scheduled, preventive and Breakdown maintenance of 33KV outdoor VCB.
- b) Monitoring and recording of VCB parameters.
- c) Checking and Measuring IR values.
- d) Attending all indication lamps and adjustment, cleaning of Aux. Contact & necessary CKT.
- e) Checking to ensure that all the lamps are glowing, attending of annunciation CKT & panel in all respects. Lubrication of moving parts of mechanism.
- f) Checking & maintaining earth pits & earth connections. Water the earth pit as per schedule of preventive maintenance.

9. Protection and Metering Systems

- a) To check the tightness of control circuits/auxiliary supply/signal and protective relays.
- b) Relay testing for Control Relay Panel & 33KV Switchgear.

10. Battery and Battery Charger

- a) Battery & charger involves checking and recording of general, appearance and cleanliness of battery, charger output current & voltage, electrolyte levels, any crack/leakage in cells, evidence of corrosion at terminals/connectors and condition of ventilation.
- b) Quarterly measurement of specific gravity of each cell, voltage of each cell & total battery terminal voltage.

11. Maintaining Street light as & when required during period of contract.

12. Maintaining cables & panels installed in various building inside CNLU campus.

Eligibility

Bidders having the below mentioned documents shall be eligible for participating in this tender. List of documents are as mentioned below:

1. Scan of duly signed & stamped scan of document in which Name of the Firm, Address with contact number, FAX, E-mail of the Firm and Firm's Bank Account Details with Bank Name & Address and IFSC / RTGS codes mentioned.
2. Scan of PAN card (in name of Proprietor in case of Proprietorship Firm) & GST certificate.
3. Scan of Affidavit as per Annexure-I
4. Scan of updated Labour License. . (If not available bidder need to submit if he / she declared L1)
5. Scan of Valid "A" class approved electrical license issued by competent authority.
6. Scan of wireman & supervisor license issued by competent authority.
7. Scan of updated valid registration certificates of registered under Indian Companies Act 1956 / Partnership Act or Proprietorship / Registered under Shop & Establishment registration / Registered with MSME for Electrical maintenance work / Registered with GST.
8. The agency must have carried out three similar works during the last three years in Government / Autonomous organizations or Public Sector Undertakings or Reputed Companies. Copy of **work orders along with satisfactory performance certificate from competent authority should be uploaded by Quotationer.**
9. Scan of the receipt of depository through NEFT / RTGS for EMD.



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10. Scan of the receipt of depository through NEFT / RTGS for Cost of Document.
11. Scan of Document in support of average annual turnover of Rupees Fifteen Lakhs (Rs. 15,00,000.00) in financial year 2018-19, 2019- 20 and 2020-21.
12. Copies of IT return of financial year 2018-19, 2019-20 and 2020-21.

Important Date & Time

- | | | |
|---|---|------------------------------|
| ✓ Last date & time of online submission | : | up to 01:00 pm on 22/08/2022 |
| ✓ Pre-Bid Meeting date & time | : | at 10/08/2022 at 12:00 pm |
| ✓ Online Opening of Technical Quotation date & time | : | at 02:00 pm on 22/08/2022 |
| ✓ Online Opening of Financial quotation date & time | : | at 01:00 pm on 26/08/2022 |
| ✓ Place of all meeting | : | Chamber of Registrar |

Availability of Tender

Tender documents can be available for download in the tender section at front page of CNLU website i.e., <https://cnlu.ac.in> and in the CNLU's e-Tender portal i.e., <https://www.tenderwizard.in/CNLU>

Terms & Conditions

1. **Quotationer can quote for the work mentioned in 'Scope of Work'**
2. Tender document shall not be acceptable through post, courier or any offline mode. Interested bidders are advised to submit the bid only through our e-Tendering portal.
3. All the day to day work assigned by the Competent Authority of CNLU should be completed within the stipulated time frame with staff prescribed by the firm.
4. Scanned documents as mentioned in Eligibility criteria is mandatory. Bidder should upload all the scan of Genuine documents otherwise their technical bid shall be declared non responsive.
5. **Original document of Affidavit as per Annexure-I should be submitted by bidder during opening of Technical Bid.**
6. Bidder or their authorized representative shall remain present during the Pre-Bid meeting and at the time of opening of Technical Bid and bidders whose technical quotation is declared responsive shall remain present at the time of opening of Financial Bid.
7. The price will be remain firm and fixed during the pendency of contract. It will not vary on any account whatsoever.
8. EMD Cost: Rs. 30,000.00 (Rupees Thirty Thousand Only) should be submitted through **NEFT / RTGS to our Account Number 625901144189 of ICICI Bank, Branch: Exhibition Road, Patna, IFSC Code: ICIC0006259**. Scan of the receipt of depository should be uploaded on our e-tendering portal while submitting the bid.



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9. Cost of tender fee: Rs.5, 000.00 (Rupees Five Thousand Only) and should be submitted through **NEFT / RTGS to our Account Number 625901144189.of ICICI Bank, Branch: Exhibition Road, Patna, IFSC Code: ICIC0006259.** Scan of the receipt of depository should be uploaded on our e-tendering portal while submitting the bid.
10. Tender processing fee: Rs. 826.00 (Rupees Eight Hundred Twenty Six Only) with GST should be submitted through payment gateway to service provider.
11. Incomplete bid and bid without genuine documents are liable for rejection. No responsibility will be taken for any type of technical glitch while online submission of bid.
12. Service Label Agreement(SLA): During the warranty period SLA will be applicable asbelow:

Sr. No.	Services	Time Limit
1.	Service support should be available on all The working days of the Govt.	Sundays and General Holidays are Excluded
2.	Time limit for emergency service during defect liability period.	As mutually agreed by Vendor and CNLU authorities (Depends upon the situation).
3.	If the vendor fails to provide the service within time period as mutually agreed by Vendor and CNLU Authorities.	An amount of Rs. 1,000/- per incidence of non- compliance levied as penalty.
4.	If the vendor fails to depute sufficient number of staff	An amount of Rs. 1,000/- per day shall be levied as penalty.

13. Notwithstanding anything to the contrary in this document, the Chanakya National Law University is not to bound to accept the lowest quotation and reserves the right to accept or reject any quotation, to reject quotations for some or all items and to cancel the bidding process at any time prior to the award of contract, without assigning any reason whatsoever.

14. Agreement & Performance Security

- a) Successful bidder shall enter into the agreement on **Rs. 1,000.00 (Rupees One Thousand) non judicial stamp paper** within **fifteen working days** from the **date of work order**.
- b) Performance security shall be **5% (Five Percent)** of the total agreement value. EMD shall be adjusted in amount of performance security. Successful bidder can deposit amount of performance security after deducting amount of EMD in form of **NEFT / RTGS/ DD / Fixed Deposit pledged in favour of Registrar CNLU valid for a period of 60 days beyond the contract liability period of one year (i.e 14 month from the date of agreement)** for performance security at the time of agreement.
- c) If MSME registered bidder is lowest quotationer then he /she need to submit **5% (Five Percent)** of the total quoted amount without tax in form of **NEFT / RTGS / DD / Fixed Deposit pledged in favour of Registrar CNLU valid for a period of 60 days beyond the contract liability period of one year (i.e 14 month from the date of agreement)** for performance security at the time of agreement.
- d) Performance Security will be refundable after **60 days of successful completion of defect liability period i.e., One Year**.

15. Amendment of Quotation Document.

- a. At any time prior to the last date for receipt of quotations, the client may for any reason, whether at its



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own initiative or in response to a clarification requested by a prospective Quotationer, modify the Quotation Document by an amendment.

- b. The amendment will be notified through official online portal of Chanakya National Law University for all the prospective Quotationers.
 - c. In order to afford prospective quotationer reasonable time may to take the amendment into account in preparing their quotations, the University may, at its discretion, extend the last date for the receipt of the Quotations.
16. Chanakya National Law University reserves the right to withdraw / amend the quotation at any stage without assigning any reason whatsoever.
 17. University will not provide any residential facility to workers / authorities of successful bidder inside campus.
 18. Work shall be done strictly as per specification and direction of competent authority of CNLU, Patna.
 19. Clarification regarding contents of the quotations: During evaluation and comparison of quotations, the University may, at its discretion, ask the quotationer for clarification of his quotation. The request for clarification will be given in writing and no change in prices or substance of the quotation will be sought, offered or permitted. No post-quotation clarification on the initiative of the quotationer will be entertained.
 20. Any Suggestions/Clarifications may be put forth in the pre bid meeting or through written letter / e- mail to registrar@cnlu.ac.in up to 10/08/2022 till 01:00 pm.
 21. Price should be quoted in Indian Rupees only.
 22. All labour bye laws & regulations are to be followed by the contractor.
 23. The Quotationer shall be bound to follow the restriction on the movement of labour, materials imposed by any other authority connected with the site due to security or any other reasons connected with the event. No claim shall be entertained on this account.
 24. The Quotationer shall take all precautions to avoid accidents by exhibiting necessary cautions boards, lights, flags etc. and ensure that no hindrance is caused to the traffic. He / She shall be responsible for all damages, accidents, caused due to negligence. Or otherwise and will be liable to compensate the damage in carried (e.g. Any)
 25. The service provider shall arrange all tools and plants necessary for the execution of the work at his own cost.
 26. Normally first lowest responsive quotationer will be considered for awarded of work. The cost will include the amount of all taxes etc.
 27. All the risks of loss of or damage to physical property and of personal injury and death which may arise during and in consequence of the performance of the contract other than the expected risks will be the responsibility of the contractor / firm.
 28. The contract initially will be for a period of one year from the date of award notified by CNLU, Patna. However, it can be extended on the same terms & conditions subject to satisfactory work of the contractor for another six months/one year or till the execution of new contract, whichever is earlier. It may come to end any time provided the services are not up to mark. The termination will precede 30 days advance notice to the service provider.
 29. The service provider shall immediately replace any of its personnel who is found unacceptable to CNLU because of security risk, incompetence, conflict of interest, improper conduct etc. up on receiving a notice from



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CNLU. No association or trade union activities will be allowed by the manpower supplied by the agency.

30. Monthly wages will be disbursed by the agency from their own resources before 5th of each month for the previous month. After receiving proof of same along with other statutory challans submitted, the payment for the subsequent month will be released.
31. The agency shall provide able and healthy persons for electrical maintenance. A list of persons is to be submitted within 10 days of issue of L.O.I / W.O failing which the matter will be viewed as a breach of contract.
32. In the event of any labour problem it shall be the responsibility of the service provider to settle the issue at his own risk & cost. During the period of such problem or any other reasons, if the services are disrupted, the cost of the same shall be deducted from the contractor or his bill at double the rate of corresponding monthly bill (based on daily labour engaged by the University authority during the period of disruption).
33. The service provider will be responsible for observance of labour and other laws/Acts/rules at his own cost.
34. The service provider will depute staff.
35. If there is a report of any urgent work the same has to be taken up and completed for the respective areas with immediate effect.
36. The service provider shall employ appropriate number of workers, requisite valid certificate holder and experienced in the field of electrical maintenance at the University premises at its own cost for taking care of queries/matters relating to general discipline, incidents, accidents relating to the company and its employees and also for immediate interaction with the institute authorities.
37. Service provider should also provide required safety Shoes, safety gloves & other safety tools to the workers at their own cost.
38. **TERMINATION OF CONTRACT DUE TO CONTRACTOR'S FAULT:** Conditions leading to termination of contract:
 - i) If the service provider
 - a) becomes bankrupt or insolvent, or,
 - b) makes arrangements with or assignment in favour of his creditor, or agrees to carry out the contract \under a committee of inspection of his creditors or
 - c) being a company or corporation goes into liquidation by a resolution passed by the Board of Directors/ General Body of the share-holders or as a result of court order (other than voluntary liquidation for the purpose of amalgamation or reconstruction) ; or
 - d) has execution levied on his goods or property or the works, or
 - e) assigns or sublets the contract or any part thereof otherwise than as provided for under conditions of this contract, or
 - f) abandons the contract, or
 - g) persistently disregards instructions of the Officer or contravenes any
 - h) provisions of the contract, or
 - i) fails to adhere to the agreed programme of work or fails to complete the works or parts of the works within the stipulated or extended period of completion, or is unlikely to complete the whole



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work or part thereof within time because of poor record of progress; or

- j) fails to take steps to employ competent and/ or additional staff and labour, or
- k) promises, offers or gives any bribe, commission, gift or advantage, either himself or through his partners, agents or servants to any officer or employee of the Officer or the Employer, or to any person on their behalf, in relation to obtaining or execution of this or any other contract with the Employer, or
- l) Suppresses or gives wrong information while submitting the Quotation.

Note 1 : In any such case the University may serve the service provider with a notice in writing to that effect and if the service provider does not, within Seven days after delivery to him of such notice, proceed to make good his default in so far as the same is capable of being made good, and carry on the work or comply with such instructions as aforesaid to the entire satisfaction of the Officer, the university shall be entitled after giving 48 hours' notice in writing to terminate the contract, as a whole or in part or parts (as may be specified in such notice).

Note 2: In cases of termination of contract, the Competent authority/authorities shall be entitled to forfeit the whole of the performance security.

39. FORE-CLOSURE OF CONTRACT:

- a. The CNLU/Officer shall be entitled to fore-close the contract, at any time, should, in the
- b. University opinion the cessation of works becomes necessary, owing to paucity of funds or from any other cause whatsoever. Notice in writing from the University of such Closure and reasons therefore, shall be conclusive evidence therefore.
- c. The Contractor shall have no claim to any payment of compensation or otherwise, on account of any profit or advantage which he might have derived from the execution of the work in full but which he could not in consequence of fore-closure of contract under this clause.

40. SETTLEMENT OF DISPUTES - Dispute, if any, will be subject to Patna Jurisdiction only.

41. The agency/contractor staff members would keep their ID card with them and must show on demand for security check. Social distancing and security measures for fighting COVID 19 as per Government guidelines would be maintained by the service provider staff in the office premises and also while reaching the University from their home and any other guidelines issued by the Government time to time.

42. Other Terms & Condition:

- 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 Engineer- in charge.
- 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 service provider under appropriate category shall furnish the list of such persons engaged by them along with the proof of eligibility.
- a) The work should be for 24 hrs. Hence agency should provide. **Two technicians** (Highly skilled- ITI with 5 years / wireman license holder with 6 years electrical work experience in operation & maintenance of HT & LT switchgears, MV/ LV transformer, DG set, Lift , HVAC, Pump starters , motors, HT & LT cable jointing & termination works and having HT & LT work permit issued by the Electrical Inspector) and **one helpers** (Having experience to assist in Electrical Works) deployed in each shift on the site round the clock. Beside above one hand on experienced superwiser 5 years" experience in protection relay setting, testing of major equipments and performing preventive as well as breakdown maintenance of HT/LT breakers. These



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technicians should have five years' experience of operation & maintenance of Transformer, ACB, MCCB, Capacitor Panel and VCB panel. These technicians should have knowledge of fault deduction and troubleshooting of electrical sub-station. A penalty shall be imposed in case of lack of sufficient staff as stipulated above.

- c) 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 competent authority /authorities ofCNLU.
- d) The agency should maintain a complaint register. All complaints received / attended / materials received from the department, used in works, closing etc. shall be entered in this register up to date. The Register shall be always open for University personal to register the complaints and the competent authority /authorities of CNLU for verification. The registers to be maintained by the agency are:
 - Complaints Register which will also indicate details of attended complaints.
 - Register for material movement.
 - Daily record of routine/preventive maintenance / cleaning works carried out by the agency.
- e) The service provider should assess the requirement of materials and intimate well in advance to the competent authority /authorities of CNLU for taking appropriate action.
- f) The Agency shall make its own arrangement for all special Tools 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.
- g) The agency staff should visit and check up all Panels, Main Switches, and distribution Boards, switch panels, cable looping boxes, all control panels and wiring. 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.
- h) 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.
- i) 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 competent authority / authorities immediately. The agency should maintain a Mobile telephone and the number be made available to all concerned.

43. Payment Terms

- a) The service charge will remain firm and fixed during the pendency of contract.
- b) Monthly payment will be admissible during pendency of contract after submission of satisfactory verification report by competent authority / authorities of CNLU after admissible statutory deductions.
- c) An amount 3% of monthly charges without GST on account of Staff Welfare fund shall be deducted and it is not refundable.

Registrar
CNLU, Patna



CHANAKYA NATIONAL LAW UNIVERSITY, PATNA

Nyaya Nagar, Mithapur, Patna -1, Ph. No. – 0612-2352300, Website: <http://cnlu.ac.in>

NIQ NO.- 07/2022-23 Group D

Date : 05/08/2022

Annexure-I

Declaration by Quotationer on a non-judicial stamp paper of value Rs. 100/-

I / we declare

that my / our company namely..... has not been black listed by any Government / Non-Government Organisation nor should have any litigation enquiry pending and / or initiated by any of these Department or Court of Law with regards to the works executed by our company since incorporation. No FIR has been lodged against us.

that all the terms & conditions , scope of work & eligibility criteria of NIQ No.-07/2022-23 Group D dated 05/08/2022 are acceptable to me / us.

that the documents annexed along-with the quotation are genuine and not tampered by me / us while copying.

If my / our declaration above found fake or forged then:

- i. my quotation document shall be rejected
- ii. Letter of Intent / Purchase Order / Agreement, if issued, shall be cancelled and
- iii. FIR shall be inflicted against my / our company / firm by the University.

Signature of the Quotationer / Authorized Signatory (Name & Designation)

Seal of the Quotationer

Place

Date