

Notice Inviting Tender

For

**ANNUAL MAINTENANCE OF ELECTRICAL INSTALLATION At
Central Service Building of Milan Mela**

**NIT NO : WBTPO/12/2014-15
Date - 03/06/2015**

Last Date of Submission 02.07.2015

**WEST BENGAL TRADE PROMOTION ORGANISATION
(MILAN MELA)**

3, JBS HALDANE AVENUE

KOLKATA - 700 046

Annual Maintenance of Electrical Installation at Central Service Building of Milan Mela:

The Chief Executive Officer, WBTPO invites Sealed Offers from competent and experienced licensed electrical contractors for the above subject works as per item of work stated hereunder:

1. Scope of Works:

SL.N O	DESCRIPTION OF WORKS	FREQUENCY	PRICE Rs.
1.	1no. 1500 KVA,11KV/433V Dry Type Disribution Transformer (Make-Universal) A. Grounding of the Transformer, opening of the Transformer Body Cover, Cleaning Cooling Fans, Checking/Repair of all Components Including Cooling Fans, Tightening of all nuts and bolts etc. Checking of RTD circuitry of Temperature Scanner.	Every 3 Months	7500.00/- Per Qtr.
	B. Testing: Ratio, IR, Vector Group, Magnetic Balance, Winding Resistance, Magnetizing Current.	Once Yearly	12000.00/ Annually
2.	1no. 11KV.Transformer Feeder Panel including VCB and PT(Make-Crompton) A. Grounding of complete panel live parts, through cleaning, visual checking, servicing of breaker panel including breaker carriage along with associated mechanism, rack out and rack in smoothness checking/setting right, also Breaker	Every 3 Months	7500.00/- Per Qtr.

	close/Trip operation checking busbar/cable chambers etc, thorough cleaning and physical checking of current transformer.		
	<p>B. Above Panel Testing:</p> <ul style="list-style-type: none"> . IR, Relay testing, Control wire checking with logic of panel. . VCB Contact resistance measurement. . Trip coil/close coils healthiness checking with resistance. . Relay testing and VCB trip test through relay inject primary current, relay setting, calibration of Ammeter, Voltmeter, KWH Meter. . Current transformer: Ratio Test, IR Test, Polarity Test, Winding Resistance Test. 	Once Yearly	15000.00/- - Annually
3	<p>11 KV Incomer Feeder Panel Including VCB and PT (Make-Kirlosker)</p> <p>A. Grounding of Complete Panel Live Parts, Thorough Cleaning, Visual Checking, Tightness Checking, Servicing of Breaker Panel Including Breaker Carriage Along With Associated Mechanism, Rack out and Rack In Smoothness Checking/Setting Right, also Breaker Close/Trip Operation Checking, Cleaning and Physical Checking of Current Transformer.</p>	Every 3 Months	7500.00/- Per Qtr.
	<p>B. <u>Above Panel Testing:</u></p> <ul style="list-style-type: none"> . IR, Relay testing, Control wire checking with logic of panel. 		

	<ul style="list-style-type: none"> . VCB contact resistance measurement. . Trips coil/close coil healthiness checking with resistance. . Relay testing and VCB trip test through relay inject primary current, Relay setting, calibration of Ammeter, Voltmeter, KWH meter. . Current transformer: Ratio test, IR test, Polarity test, winding resistance test. 	Once Yearly	10000.00/ - annually
4	<p>11KV Transformer feeder panel including VCB (make-Kirlosker)</p> <p>A. Grounding of complete panel live parts, thorough cleaning, Visual checking, tightness, servicing of breaker panel including breaker carriage along with associated mechanism, rack in smoothness checking/setting right, also Breaker close/ Trip operation checking, cleaning busbar/cable chambers etc, thorough cleaning and physical checking of current transformer.</p>	Every 3 Months	7500.00/- Per Qtr.
	<p>B. <u>Above Panel Testing:</u></p> <ul style="list-style-type: none"> . IR, Relay testing, Control wire checking with logic of panel. . VCB contact resistance measurement. . Trips coil/close coil healthiness checking with resistance. . Relay testing and VCB trip test through relay inject primary current, Relay setting, calibration of Ammeter, Voltmeter, KWH meter. . Current transformer: Ratio test, IR test, Polarity test, winding resistance test. 	Once Yearly	15000.00/ - annually

5.	<p>3 Phase, 415Volt, 3000Amp, Power Control Centre having around 50 nos. module as detailed hereunder:</p> <ol style="list-style-type: none"> 1. 2nos 2500 Amp Incomer ACB Module from Transformer. 2. 3nos 1600 Amp Incomer ACB Module from DG Sets. 3. 3nos 2500 Amp Tie ACB module. 4. 2 sets of 450 KVAR Capacitor Banks having 13 no's Capacitor in each bank through 2 no's. 800 AMP ACB module controlled by APFC. 5. 3 0 no's. 630 AMP/400 AMP/100 AMP/63 AMP outgoing ACB module. <p>. Thorough cleaning, checking, repair and servicing of the complete LT board.</p> <p>. Calibration & testing of all parameters i.e. O/C, E/F Relay, Master Trip Relay, Ammeter, Voltmeter, KWH meter by injecting primary/secondary current as applicable.</p> <p>. Checking/repair of all Indication Lamps, switches, ACBs etc.</p> <p>. Interlock amongst Incomer Panels, Tie Breaker Panels and DG Source panels to be checked/set right if required.</p>	Every 3 Months	12000.00/ - Per qtr.
6.	Earth Resistance test of the existing Earthing Network including Earth Pits with a view to set right the same if	Every 6 Months	12000.00/- Half Yearly

	and as required in line with relevant IS code.		
*7	ON CALL SERVICE TO ATTEND EMERGENCY/BREAKDOWN	Annual Lump sum	10000.00/ -
8.	Preparing Detailed as build schematic Logic diagram/Control Scheme of HT & PCC Panel indicating terminal nos.	L.S	30000.00/ -
Total -			2840000.00

On call Service

In case of any emergency/breakdown, the service provider will attend the same immediately within reasonable period. Competent personnel of the service provider shall reach at our Milan Mela installation within maximum 2 (two) hours during 10-00hrs to 22- 00 hrs and within maximum 3 (three) hours during 22-00hrs to next day 10-00hrs.

All testing apparatus like Megger (500V, 1000V, 5000V), Earth tester, High Voltage testing Kit, and Current injection testing Kit etc. should be calibrated and tested from approved Laboratory of M/s National Accreditation Board For Testing and Calibration.

1. ELEGIBILITY CRITERIA:

Bidders having undertaken similar works and fulfilling the following requirements shall be eligible to apply.

The firm should have experience as Electrical Contractor in areas: repair, maintenance, overhauling, erection, testing and commissioning of HV/LV distribution network through underground cable at indoor substations. The firm

should possess Electrical License for execution of work in similar installation having at least 3(three) years experience in projects and the cumulative project cost of maximum of three (3) projects should amount to a minimum of Rs. 5 corers (Indian Rupees Five corers), that has been undertaken satisfactorily, till the date of submission of the offer.

2. BIDDING PROCESS:

Each bidder shall submit only one quotation in two parts in separate sealed covers prominently super scribing as Part I "Technical Part" and Part II "Price Part" and also indicating on each of these covers the NIT No. & Date as well as NIT Due date. These two sealed covers (Part I.& Part II) shall together be put in a third envelope and this sealed cover shall be super scribed with "NIT for Annual Maintenance of Electrical Installation at Central Service Building of Milan Mela" and to be submitted to:

The Chief Executive Officer,

West Bengal Trade Promotion Organization,

3 JBS HALDANE AVENUE

KOLKATA -700046

- i) Technical Bid Part -I should contain Technical as well as Commercial details including an unpriced copy of Part-II "Price Part". If price is mentioned by mistake or deliberately in the Techno Commercial Part, the said Bid shall be liable for disqualification. All the relevant information as sought for against SI.No (1) under head 'Eligibility Criteria' shall be provided in Technical Bid. Documents to be submitted with the bid are as under:

A brief description of the organization and outline of recent experience of the firm on works of similar nature is to be furnished

in support of meeting the Qualification Requirement.

Bidder shall submit the list of personnel indicating their qualification and Experience who would be deputed for execution of the work.

Bidder shall also submit a list of maintenance tools! Equipment and testing equipment under their scope for complete execution of the work.

Bidder should possess Electrical License for execution of work in similar

installation, copy of which should be furnished along with the offer.

- ii) The Price Bid should be submitted in separate sealed envelope as per format specified herein under APPENDIX-I, wherein the applicable taxes, duties, etc shall be indicated separately.
- iii) Offer of the bidder must be complete in all respects and shall be submitted together with requisite information and appendices within the due date. Offer should be complete and free from any ambiguity or changes. The tender should be neatly filled up and signed in all pages by the authorized signatory of the organization. Offers should be submitted in duplicate in A4 paper.
- iv) The bidders bid and any annotation or accompanying documentation shall be in English language. However, any printed literature may be written in another language provided it is accompanied by an English translation of its pertinent passages, in which case the English translation shall govern.
- v) The bidder shall sign the proposal, stating the name of the entity to which the Order is to be awarded. Each page of the bid shall be duly

signed and sealed by an authorized officer from the Bidder's organization.

- vi) Bidders shall indicate their full address and telegraphic / phone / fax / e-mail address in the bid document.
- vii) Bidder will submit the Bid package in its entirety and no alterations will be made to the documents or the wording therein. The bid package will be signed by a duly authorized Officer or Representative of the Company.
- viii) Telegraphic / email / Tele fax offers, whether received directly by WBTPPO or otherwise shall not be considered.
- ix) WBTPPO reserves to itself the right to withdraw from the tendering process if the bids received are found unacceptable on a techno-commercial evaluation and not liable to accept the lowest offer.

3. BIDPRICE

- a) The contract shall be for the full quantity as described above.
- b) Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
- c) VAT / Service Tax shall be shown separately, as applicable.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. Item wise rate shall also be quoted.
- e) The Prices shall be quoted in Indian Rupee only.

4. PAYMENT TERMS

Payment shall be made within 21-days from the date of receipt of invoice in

duplicate, correct in all respect and duly supported with time / attendance sheet and certified by WBTPPO's authorized representative.

5. VALIDATION

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

6. EVALUATION OF QUOTATION

WBTPPO will evaluate and compare the quotations on (1) Technical Compliance (2) Price Bid, determined to be substantially responsive i.e. which are properly signed and conforming to the terms and conditions of the specifications.

Price evaluation:

Bidders shall set the prices/ rates in firm figures and without any qualification. Each figure shall be repeated in words and in the event of any discrepancy between the amount stated in figures and words, the rates quoted in words shall be deemed to be the correct amount.

7. AWARD OF CONTRACT

- The contract will be awarded to the bidder whose quotation has been determined to be substantially responsive and lowest.
- The authority reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract. Acceptance of lowest evaluated quotation price is not obligatory.

- **GENERAL TERMS AND CONDITIONS**

- **Communication**

All communications, correspondence and documentation requested in this tender document shall be sent to the following address:

West Bengal Trade Promotion Organisation (Milan Mela)
3, JBS Haldane Avenue
Kolkata - 700 046

- **Definitions**

The Company shall mean West Bengal Trade Promotion Organisation.

The Contractor shall mean the party in whose favour this work order is to be issued.

- **Duration of Contract**

This Work Order will be in 'force for a period of 12 (Twelve) months and can be renewed based on performance of contractor's service on the rate mutually agreed and terms and conditions for another 1 (one) year.

- **Indemnity**

The Service Provider shall undertake to keep WBTPO indemnified against any and all claims, costs, expenses, damages and liabilities of any nature whatsoever arising from or pertaining to the performance of this' Work Order.

- **Termination**

WBTPO reserves the right to terminate the Work Order by giving 15 (Fifteen)days written notice to the Service Provider without assigning any reasons whatsoever.

- **Jurisdiction:**

High Court, Kolkata, shall have jurisdiction for any dispute concerning the Work Order

- Extra Condition:

WBTPPO has the right to assign this Work Order to any other company at any stage of execution and the Service Provider shall not have any objection to the said assignment of this Work Order.

. Earnest Money :

Rs. 5680/- only in the form of Demand Draft/Banker's Cheque to be deposited in favor of the **West Bengal Trade Promotion Organization** along with the tender. Without accompanying EMD tender shall be rejected.

- Security Deposit.

The EMD deposited by the successful bidder shall be converted into initial security deposit. The contractor shall have to deposit a amount which together with the earnest money shall form the initial security deposit to the tune of 2 % of the contract value. Besides an amount equivalent to 10 % of the running account bill/bills value shall be deducted from your bills to form a total security deposit of 10 % of the order value which shall be retained for a period of six months maintenance period.

8. OTHER INSTRUCTIONS AND TENDER CONDITIONS

- Acceptance of offer by WBTPPO will be communicated by letter. The work order shall mean and include all the contents of this NIT document.
- Any Offer received with less than the prescribed validity period is liable to be rejected.
- Payment of taxes - corporate as well as personal taxes and any other taxes payable to Government or other bodies ;s the responsibility of the service provider but WBTPPO shall withhold tax deductible at source (TDS) from the payment due to the contractor in pursuance of provisions of Income Tax Act, 1961, as currently in force and as amended from time to time. However, WBTPPO shall comply with all statutory requirements in this

regard while making payment to the service provider.

- Price quoted should be firm. Offers providing for escalation of price will be rejected.

The last date of submission of the offer is *02.07.2015 by 3 pm* to WBTPO ,Milan Mela, 3 JBS Haldane Avenue, Kolkata-700046.