



Tender for Non-Comprehensive Annual Maintenance Contract for 04 nos. of HT Breakers & 02 nos. of Transformers

AND

Tender for Comprehensive Annual Maintenance Contract for 06 nos. of LT Panels, 02 nos. of APFC Panel and 02 nos. of Isolator Panels

AND

Tender for Annual Rate Contract for certain electrical items

No. INF/PUR/HT/LT/2023



Information and Library Network Centre

सूचना एवं पुस्तकालय नेटवर्क केन्द्र

An Autonomous Inter-University Centre of UGC

विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र

Gandhinagar/ गांधीनगर-382007

Contact person:

(During office hours 10.00 am to 5.00 pm (Mon-Fri))

For Technical query:

Shri Pallab Pradhan, Scientist- I/C (P&A)

Email: [adminofficer\[at\]inflibnet\[dot\]ac\[dot\]in](mailto:adminofficer[at]inflibnet[dot]ac[dot]in)

[devang@inflibnet\[dot\]ac\[dot\]in](mailto:devang@inflibnet[dot]ac[dot]in)

Tel : 079-23268100, 23268121

For Commercial query :

Mr. Shyam T Yadav, I/C Section Officer (P&S)

Email : [shyam\[at\]inflibnet\[dot\]ac\[dot\]in](mailto:shyam[at]inflibnet[dot]ac[dot]in)

Tel: 079-23268143

Sr. No.	BID-DATA SHEET	
1.	Tender Number	INF/PUR/HT/LT/2023
2.	Estimated Cost of Tender Per Annum	Rs. 2,75,000/-
3.	Bid validity	90 days
4.	Issue of Tender Forms	Tender Documents / Forms can be Downloaded from the Centre's website www.inflibnet.ac.in or Central Public Procurement Portal (CPPP) www.eprocure.gov.in
5.	Contact Address	In-Charge (P&S) INFLIBNET Centre, Infocity, Opposite DAIICT, Gandhinagar- 382 007
6.	Tender Document Participation Mode	Online mode on CPPP e-Procurement module

IMPORTANT DATES

Publish Date

24.03.2023

16:00 Hrs.

Document Download / Sale start Date

24.03.2023

16:00 Hrs.

Document Download / Sale end Date

14.04.2023

16:00 Hrs.

Pre-Bid Meeting

03.04.2023

11:00 Hrs.

Bid Submission Start Date

05.04.2023

11:00 Hrs.

Bid Submission End Date

14.04.2023

16:00 Hrs.

Bid Opening Date

17.04.2023

16:00 Hrs.

GENERAL INSTRUCTIONS FOR BIDDERS

- 1.1 Eligibility Criteria:** The INFLIBNET Centre has set up minimum eligibility criteria for the bidding purpose. Failing which their bids will be summarily rejected and will not be considered any further. All bidding parties must meet the eligibility criteria before they apply for the e-bid through online mode. The bidding parties meeting the criteria must enclose their supporting documents along with the proposal in orderliness on CPP Portal (<https://eprocure.gov.in/eprocure/app>) :
1. **Packet-I for EMD Fee.**
 2. **Packet-II for Technical Bid - Pre-qualification Criteria (Annexure T-I).**
 3. **Packet-III for Financial Proposal (BOQ).**
- 1.2 Contract Period:** The contract will be initially for period of one year, which may be extended up to maximum of further two years, one year at a time by mutual consent of contracting Agency/Firm and the INFLIBNET Centre on same terms, conditions and rates of the original contract, if the performance/ service is found satisfactory at the discretion of INFLIBNET, Gandhinagar. The Centre reserves the right to curtail or extend the validity of contract.
- 1.3 Period of Validity of Offer:**
- a) The Tender document shall be valid for a period of 90 days from the date of opening of Tender.
 - b) Extension of Tender/Bid Validity, if any shall be decided by INFLIBNET Centre.
 - c) Prior to the expiry of the original tender, INFLIBNET may request Bidders to extend the Bid Validity period for a specified additional period.
- 1.4 Availability of the Tender Document:** The Tender Document shall be published on the Central Public e-Procurement Portal. It shall be available for download after the date and time of the start of availability till the deadline for availability. The downloaded Tender Document is free of cost. If the INFLIBNET Centre happens to be closed on the deadline for submitting the bids as specified above, this deadline shall not be extended. Any query/ clarification regarding downloading Tender Documents and uploading Bids on the e-Procurement portal may be addressed to the contact particulars as stipulated in the tender document.
- 1.5 Submission of Bid:** INFLIBNET Centre invites online e-Tenders under Two Bid System i.e., Technical Bid and Financial Bid,
- 1.5.1 The Tender document can be downloaded from Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>). Besides, Tender document reference can also be seen at INFLIBNET website (<https://www.inflibnet.ac.in/tenders/>). Prospective Bidders who have not enrolled/registered with aforesaid portal shall have to enroll/register themselves before participating through the website Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>). The authorized signatory of the Bidder shall possess Digital Signature Certificate (DSC) for submission of tender documents. The DSC holder/authorized signatory signing the tender shall state in what capacity he is/they are, signing the tender for e.g., as sole proprietor of the firm, or as a Secretary/Manager/Director etc. Bidder must comply with the conditions of the e-Procurement portal, including registration, compatible Digital Signature Certificate (DSC) etc. In the case of downloaded documents, Bidder must not make any changes to the contents of the documents while uploading, except for filling in the required information.

- 1.5.2 **Any incomplete and conditional bids received shall not be considered and will be summarily rejected in the very first instance without any recourse to the Bidder and shall not be evaluated.** All entries in the bid form should be legible and filled clearly, otherwise the bid is likely to be rejected. If the space for furnishing information is insufficient, a separate sheet duly signed and stamped by the authorized signatory may be attached. The cuttings, if any, in the Bid/ Bid application must be initialled by the person authorized to sign the bid.
- 1.5.3 All the required documents submitted with the tender document have to be duly signed and stamped by the authorized signatory and consequently, scanned, encrypted and uploaded in Technical Bid at requisite places in the CPP Portal system ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)).
- 1.5.4 Bids for this tender will be accepted through online mode only. Manual bids will not be accepted under any circumstances.
- 1.5.5 Bidders intending to participate in the bid shall be required to register in the Portal. Bidders shall settle clarifications and disputes, if any, regarding the Portal directly with them. In case of conflict between provisions of the Portal with the Tender Document, provisions of the Portal shall prevail. Bidders may study the resources provided by the Portal for Bidders.
- Once submitted in e-Procurement, Bidder cannot view or modify his bid since it is locked by encryption. However, resubmission of the bid by the Bidders for any number of times superseding earlier bid(s) before the date and time of submission is allowed. Resubmission of a bid shall require uploading of all documents, including financial bid afresh. The system shall consider only the last bid submitted as the valid bid.
- 1.6 Purchase Preference Policies of the Government:** Any relaxation/exemption/reservation such as MSEs and Start-ups will be as per Government Policies. The Procuring Entity reserves its right to grant preferences to the following categories of eligible Bidders under various Government Policies/ Directives:
- 1.6.1 Bidders from Micro and/ or Small Enterprises (MSEs) under Public Procurement Policy for the Micro and Small Enterprises (MSEs) Order, 2012 as amended from time to time.
- 1.6.2 Start-ups Bidders under Ministry of Finance, Department of Expenditure, Public Procurement Division OM No F.20\212014-PPD dated 25.07.2016 and subsequent clarifications; and/ or
- 1.6.3 Any other category of Bidders, as per any Government Policies, announced from time to time, if so provided in the TIS/ AITB.
- 1.6.4 **In respect of availing the requisite relaxation, the bidder must be the Bidder of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service.**
- 1.7 The Services are not divisible, and in the procurement of Services will be evaluated on price alone.**
- 1.8 Language of the bid:** Unless otherwise stipulated in the tender document, the bid submitted by Bidder and all subsequent correspondence and documents relating to the bid exchanged between Bidder and the INFLIBNET Centre shall be written in English or the Official Language. However, the language of any printed literature furnished by Bidder in connection with its bid may be written in any other language provided a translation accompanies the same in the bid language. For purposes of interpretation of the bid, translation in the language of the bid shall prevail.

1.9 Acquaintance with Local Conditions and Factors: Bidders shall themselves be responsible for compliance with Rules, Regulations, Laws and Acts in force from time to time relevant of this Contract/Services. On such matters, the INFLIBNET Centre shall have no responsibility and shall not entertain any request from the Bidders in this regard.

1.10 Earnest Money Deposit (EMD): The interested companies/firms shall submit the Earnest Money Deposit (EMD) of Rs. 5,500/- in the form of RTGS/Demand Draft/ Banker's Cheque / Fixed Deposit of any scheduled bank in favour of "INFLIBNET Centre" payable at Gandhinagar. The copy of the EMD submitted shall be attached with the tender document and uploaded on CPP Portal (Packet I). No interest shall be payable by the Institute on EMD. The Bid security is normally to remain valid for a period of forty-five days beyond the final Bid validity period.

1.10.1 In exceptional circumstances, INFLIBNET may solicit firm's consent to extend the period of validity. The request and the response thereto shall be made in writing. The Bid security shall also be suitably extended.

1.10.2 **Bank details for RTGS Payment:**

Account Holder Name: INFLIBNET Centre

Bank Name: State Bank of India

Branch Name: Infocity Gandhinagar

Bank A/c Number: 10298781250

IFSC Code: SBIN0012700

1.10.3 **Exemption in EMD will only be given to Start-ups recognized by DPIIT and Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department. Relevant certificates to claim exemption shall be submitted.**

1.11 Forfeiture of EMD: EMD submitted by firms may be forfeited under the following conditions:

1.11.1 Non-acceptance of the work order along with non-compliance of the terms and conditions.

1.11.2 Not furnishing performance security within the stipulated period of time.

1.11.3 Violates any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.

1.11.4 Submitting false/misleading information/declaration/documents/proof/etc.

1.11.5 In the event of the successful Firms/Bidder failing to comply with any provision of the contract.

1.11.6 The successful Firms, on award of contract/ order must sign the contract in writing, within 30 days of award of contract/order, failing which the payment will not be made.

1.11.7 The decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon to question under any circumstances. Besides, forfeiture of EMD, the Firms may be even deferred from participating in any job.

1.12 Performance Security Deposit: The successful Bidder shall have to deposit a Performance Security Deposit of the 3% of the total amount of estimated tender value immediately on receipt of the LOI/Order. The performance security deposit will be furnished in the form of Demand draft/ Bank Guarantee/Banker's Cheque/Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" Payable at Gandhinagar. The performance security deposit should be valid for ninety (90) days beyond the date of completion of all contractual obligations.

1.13 Pre-Bid Meeting: Pre-Bid Meeting will be held offline at the premises of INFLIBNET Centre on 03.04.2023 at 11:00 AM. All such clarifications, together with all details on which the clarification had been sought will be uploaded on the e-Procurement portal. Such clarifications shall form part of the tender document. Bidder can send their queries addressed to:

For Technical: Shri Pallab Pradhan, Scientist C (LS) Email: pallab[at]inflibnet[dot]ac[dot]in Tel: 079-23268251, 23268121	For Commercial: Shri Shyam Yadav, In-Charge (Purchase & Store) Email: shyam[at]inflibnet[dot]ac[dot]in Tel: 079-23268143
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- 1.13.1 In case, if the pre-bid meeting is convened online, the link for the meeting will be made available on the INFLIBNET website on the day of pre-bid meeting as per the schedule.
- 1.13.2 A Bidder requiring any clarification regarding the Tender Document may ask questions in writing/ electronically and the questions are to be raised before Pre-Bid Meeting.
- 1.13.3 If so, indicated herein, Bidders are requested to attend a Pre-bid conference for clarification on the Tenders' technical specifications and commercial conditions, on the time, date, and place mentioned therein. Participation in such a Pre-bid Conference is not mandatory. If a Bidder does not participate or submit any query, then no subsequent representations from them regarding the Technical/ commercial specifications/ conditions shall be entertained and it shall be assumed that they have no issues regarding the techno/ commercial conditions.
- 1.13.4 The Bidder is expected to have visited the site before pre-bid meeting or submitting tender documents so as to have a fair idea of the services. The costs incurred by the bidders in making this offer, in providing clarification or attending discussion, conferences or site visits will not be reimbursed by INFLIBNET.
- 1.13.5 The pre-bid meeting amendments as well as other amendments/corrigendum related to tender can download from the INFLIBNET website www.inflibnet.ac.in or from Central Public Procurement Portal (CPPP), Govt. of India website www.eprocure.gov.in, which will form part of the bid document.

1.14 Technical Bid Opening: The Technical Bids will be opened online on CPP Portal as per schedule indicated in the Tender. The Bidder can view the bid opening event online at their remote end.

1.15 Clarification of Bids and Shortfall documents: During the evaluation of Technical or Financial Bids, the INFLIBNET Centre may, at its discretion, but without any obligation to do so, ask Bidder to clarify its bid by a specified date. Bidder should answer the clarification within that specified date and time. The request for clarification shall be submitted in writing or electronically, and no change in prices or substance of the bid shall be sought, offered, or permitted that may grant any undue advantage to such Bidder. Any clarification submitted by a Bidder regarding its Bid that is not in response to a request by the Purchasing Entity shall not be considered.

- 1.15.1 The INFLIBNET Centre reserves its right to, but without any obligation to do so, to seek any shortfall information/ documents only in case of historical documents which pre-existed at the time of the Bid Opening, and which have not undergone change since then and does not grant any undue advantage to any Bidder. There is a provision on the CPP Portal for requesting Short-fall documents from the Bidders. The system allows taking the shortfall documents from any Bidders only once after the technical bid opening.

1.16 Price Bid: The price/financial bids (BOQ) shall be opened online on the scheduled date and time on CPP Portal. The Price/Financial Bid format (BOQ) is provided in a spread sheet file, which has to be downloaded from <https://eprocure.gov.in/eprocure/app> and the rates offered should be entered in the allotted space and uploaded after filling the relevant columns (such as rates & particulars of the Bidder).

- 1.16.1 The Price Bid/BOQ template should not be modified/replaced by the Bidder; else the Tender submitted is liable to be rejected.
- 1.16.2 Although the software on the Portal may convert quantities/ rates/ amounts in numerical digits in Bids to words, the Bidders are advised to ensure that there is no ambiguity in this regard.
- 1.16.3 Price Bid shall be quoted in INR Only.
- 1.16.4 The Bidder shall bear all the taxes like IGST, CGST, SGST, Income Tax or any other taxes & duties levied by the Govt. of India as per the existing laws. Statutory deductions such as TDS, GST etc. will be made as per the existing laws.

1.17 Bid Evaluation Criteria & Award Criteria:

- 1.17.1 After the opening of the technical bids, at the initial stage the evaluation will be based on Pre-Qualification Criteria (EMD fees, Annexure T-I).
- 1.17.2 The financial bids of only those Bidders will be opened who have qualified in the technical bid. The list of technically suitable Bidders and date and time of opening of financial bids will be displayed on the CPPP and the bidders will get a message regarding the same.
- 1.17.3 The decision of the Tender Evaluation Committee (TEC) shall be final and binding on all participating Bidders.
- 1.17.4 In case, two or more agencies are found to have quoted the same rates, the Competent Authority of INFLIBNET shall decide the Bidder to which the offer shall be granted based on the report of length of experience as mentioned in the submitted documents etc. The decision of the Competent Authority of INFLIBNET shall be final.
- 1.17.5 **The financial bid will be evaluated on the grand total basis for the total of Category A, B & C. Further, while deciding/calculating the lowest bid, the Category-A will be given 40 % weightage, the Category-B will be given 40% weightage and Category-C will be given 20% weightage.**
- 1.17.6 The Competent Authority of INFLIBNET is not bound to accept the lowest Bidder or any Bidder if any technical discrepancy is found in the tender. The Authority reserves the right of accepting the whole or any part of the tender. The decision of the authority in this regard shall be final and binding on the firm.
- 1.17.7 If any Bidder offers conditional discounts/ rebates in his bid or Suo Moto discounts and rebates after the Bid Opening (technical or financial), such rebates/ discounts shall not be considered for ranking the offer. But if such a Bidder does become L-1 without discounts/ rebates, such discounts/ rebates shall be availed and incorporated in the contract.
- 1.17.8 Price Negotiation: Usually, there shall be no price negotiations. However, the INFLIBNET Centre reserves its right to negotiate with the lowest acceptable Bidder (L-1), who is techno-commercially suitable bidder.

1.18 Right to Vary Quantities at the Time of Award: At the time of award of contract, the INFLIBNET Centre reserves the right to increase or decrease of quantities, without any change in the unit prices or other terms and conditions of the bid and the Tender Document.

1.19 Contacting INFLIBNET Centre during the evaluation: From the time of bid submission to awarding the contract, no Bidder shall contact the INFLIBNET Centre on any matter relating to the submitted bid. If a Bidder needs to contact the INFLIBNET Centre for any reason relating to this tender and/ or its bid, it should do so only in writing or electronically. Any effort by a Bidder to influence the INFLIBNET Centre during the processing of bids, evaluation, bid comparison or award decisions shall be construed as a violation of the Code of Integrity, and bid shall be liable to be rejected as nonresponsive in addition to other punitive actions for violation of Code of Integrity as per the Tender Document.

1.20 Termination of Contract: INFLIBNET may terminate the order in whole or in part without prejudice to any other remedy or right of claim for breach of contract by giving not less than one month written notice of default sent to the Agency/Firm. Where a contract terminated by INFLIBNET on account of the default committed by the Agency/Firm, it shall have the right to award the contract to any other Agency/Firm at the cost, risk and responsibilities of contract and excess expenditure incurred on account of this will be recovered by INFLIBNET from the Bidder's security deposit or pending bill or by raising a separate claim.

1.21 Terms of Payment:

- 1.21.1 The Payment would be made after the submission of bill, duly certified by the concerned department, on quarterly basis. The payment will be made by e-transfer through RTGS/NEFT. Bidders should provide their bank details duly signed by authorized signatories. No advance payment will be made.
- 1.21.2 No claim for interest will be entertained by the Centre in respect of any payment/deposit which will be held with the Centre due to dispute between the Centre & Contractor or due to Admin delay for the reasons beyond the control of the Centre.
- 1.21.3 The Centre will deduct Income tax at source under Section 194-C of Income Tax Act from the renderer at the prevailing rates of such sum as income tax on the income comprised therein. All Taxes per applicable rules at time to time will be deducted at applicable rates from all payments made by INFLIBNET Centre.
- 1.21.4 Necessary TDS certificate will be issued by the Centre.
- 1.21.5 Invoice (i.e. Tax invoice as per Service Tax/GST rules clearly indicating Tax registration number, Service Classification, GST number of both parties, rate and amount of Tax shown separately).
- 1.21.6 All payments due under the contract shall be paid after deduction of statutory levies at source (like TDS etc.), wherever applicable.

1.22 Amendment of Bid Document: At any time prior to the deadline for submission of proposals, INFLIBNET Centre reserves the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the Centre's website www.inflibnet.ac.in and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>. The Corrigendum shall be binding on all firms/Bidders and will form part of the tender document.

1.23 Enforcement of Terms: The failure of either party to enforce at any time, any of the provisions of this contract or any rights in respect thereto or to exercise any option herein provided shall, in no way, be construed to be a waiver to such provisions, rights or options or in any way affect the validity of the contract. The exercise by either party, of any of its rights, herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.

1.24 INFLIBNET Right to reject any of all bids: The Competent Authority of INFLIBNET reserves the right to reject any bid and to annul the bidding process and reject all bids at any time, without

assigning any reason, prior to award of Contract without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) off the grounds for such decision. Any effort by a Bidder or Bidder's agent / consultant or representative, whosoever described to influence the INFLIBNET/ in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of the bid.

- 1.24.1 The Competent Authority of the INFLIBNET reserves the right to annul bids or discontinue this tender process, without assigning any reason, at any time prior to signing of agreement with the successful Bidder.
- 1.24.2 By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient with access to any additional information or to update this document or to correct any inaccuracies, therein, which may become apparent, and INFLIBNET reserves the right at any frame of time and without advance notice, to change the procedure for the selection of Agency/Firm.

1.25 Resolution of dispute amicably/through arbitration: The law of the land shall govern this contract. Any dispute between the parties arising in connection with the performance of this contract shall be resolved amicably between the representatives nominated by both the parties through the process of negotiation. In case the dispute is not resolved, then it shall be referred to the Competent Authority of the INFLIBNET Centre and the Chief/Authorized Representative of the opposite party for settlement.

- 1.25.1 If the dispute is not resolved, then it shall be referred to the Sole Arbitrator for arbitration proceedings as per the provisions contained in the Indian Arbitration and Conciliation Act, 1996 (as amended from time to time and in force at the time when the reference is made). The Sole Arbitrator shall be appointed with the consent of both the parties. The Sole Arbitrator shall be appointed within a period of 60 days from date of receipt of written notice/demand of appointment of arbitrator from either party. The seat and jurisdiction of the arbitration proceedings shall be at Ahmedabad. The arbitration proceedings shall be in English language. The cost of the arbitration proceedings shall be borne equally by both the parties as per Arbitration rules.
- 1.25.2 If any dispute remains still unsettled, in that case, the same shall be adjudicated by the Courts of Law at Ahmedabad.

1.26 Code of Integrity: Procuring authorities as well as Bidders, - should observe the highest standard of ethics and should not indulge in following prohibited practices, either directly or indirectly, at any stage during the Tender Process or during the execution of contract:

- "Corrupt practice" - making offer, solicitation or acceptance of a bribe, reward or gift or any material benefit, in exchange for an unfair advantage in the Tender Process or to otherwise influence the Tender Process;
- "Fraudulent practice" - any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. Such practices include a false declaration or false information for participation in a tender process or to secure a contract or in the execution of the contract;
- "Anti-competitive practice" - any collusion, bid-rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002, between two or more Bidders, with or without the knowledge of the INFLIBNET Centre, that may impair the transparency, fairness, and the progress of the Tender Process or to establish bid prices at artificial, non-competitive levels.

1.27 Indemnity Bond: The Bidder shall keep INFLIBNET Centre and all officials of this office indemnified from and against all suits, losses, claims, demands, proceedings, and liability of any nature or kind including costs and expenses, injuries to any person, damages to any property whatsoever, levy of fees or consequences which they may be put to or suffer on account of the services undertaken by the Bidder. The Bidder shall also keep the INFLIBNET Centre and all officials of this office indemnified from and against all suits, losses, claims, demands, proceedings, and liability of any nature brought or instituted against them by any of Bidders' employees or any other third party in connection with, relating to or arising out of the performance of the services or non-compliance, deficiency, non-implementation of various provisions of statutory requirements.

1.28 Agreement: The Agency/Firm will have to enter into a written Agreement with this Centre immediately on intimation of acceptance of order and before initiation of services at the Centre.

1.29 Splitting of the contract and Curtailment of Work: The Agency/Firm shall refrain from awarding the services to another Agency/Firm for any particular item and avoid splitting of work in any manner. The Bidder shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.

1.30 Right to Intellectual Property and confidentiality:

- The Tender Document and associated correspondence are subject to copyright laws and shall always remain the property of the INFLIBNET Centre and must not be shared with third parties or reproduced, whether in whole or part, without the INFLIBNET Centre's prior written consent.
- However, Bidders may share these to prepare and submit its bid with its employees, sub-Bidder, or holding Company. Bidders shall obtain from them an undertaking of confidentiality similar to that imposed on Bidder under this clause.
- All documents, data, associated correspondence or other information furnished by or on behalf of the INFLIBNET Centre to the Bidder, in connection with the contract or during the contract period, whether such information has been furnished before, during or following completion or termination of the contract, are confidential and shall remain the property of the INFLIBNET Centre and shall not, without the prior written consent of INFLIBNET Centre neither be divulged by the Bidder to any third party.

1.31 Permits, Approvals and Licenses: Whenever the supply of Services/Goods requires that the Bidder obtain permits, approvals, and licenses from local public authorities, it shall be the Bidder's sole responsibility to obtain these and keep these current and valid.

1.32 Penalty, liquidated damages: If the Bidder fails to provide services to INFLIBNET within the time period(s) specified in the LoI / Order, INFLIBNET Centre may, without prejudice to its other remedies under the Agreement, levy as penalties, a penalty of 0.5% of the contract value per day for the delay in response time beyond specified time shall be recoverable from the Performance Guarantee. The maximum penalty for warranty failure will be 5% (Five percent) of the contract value during the currency of the contract period. If there is further such delay after reaching this limit, INFLIBNET Centre shall be entitled to encashment of whole of Performance Guarantee Bonds and may terminate the Agreement/Contract.

- 1.33 Force Majeure:** On the occurrence of any unforeseen event, beyond the control of either Party, directly interfering with the delivery of Services arising during the currency of the contract, such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the affected Party shall, within a week from the commencement thereof, notify the same in writing to the other Party with reasonable evidence thereof. Unless otherwise directed by the INFLIBNET Centre in writing, the Bidder shall continue to perform its obligations under the contract as far as reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. If the force majeure condition(s) mentioned above be in force for 90 days or more at any time, either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days' notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this contract before such termination.
- 1.34 Cost of Bidding:** The Bidder(s) shall bear all direct or consequential costs, losses and expenditure associated with or relating to the preparation, submission, and subsequent processing of their Bids, including but not limited to preparation, copying, postage, delivery fees, expenses associated with any submission of samples, demonstrations, or presentations which the INFLIBNET Centre may require, or any other costs incurred in connection with or relating to their Bids. All such costs, losses and expenses shall remain with the Bidder(s), and the INFLIBNET Centre shall not be liable in any manner whatsoever for the same or any other costs, losses and expenses incurred by a Bidder(s) for participation in the Tender Process, regardless of the conduct or outcome of the Tender Process.
- 1.35 Techno-commercial bid:** "Technical Bid" shall include inter-alia the original or scanned copies of duly signed or digitally signed copies of the requisite documents in pdf format. Pdf documents should not be password protected. Bidder should ensure the clarity/ legibility of the scanned documents uploaded by him. No price details should be given or hinted at in the technical bid. All Bids uploaded by Bidder to the portal shall get automatically encrypted. The encrypted bid can only be decrypted/ opened by the authorised persons on or after the due date and time. The Bidder should ensure the correctness of the bid before uploading and take a printout of the system generated submission summary to confirm successful bid upload.
- 1.36 Clock Synchronization:** The date and time of the e-Procurement server clock, which is also displayed on the dashboard of the Bidders, shall be taken as the reference time for deciding the closing time of bid submission. Bidders are advised to ensure they submit their bid within the deadline and time of bid submission, taking the server clock as a reference, failing which the portal shall not accept the Bids. No request on the account that the server clock was not showing the correct time and that a particular Bidder could not submit their bid because of this shall be entertained. Failure or defects on the internet or heavy traffic at the server shall not be accepted as a reason for a complaint. The INFLIBNET Centre shall not be responsible for any failure, malfunction or breakdown of the electronic system used during the e-Tender Process.
- 1.37 Withdrawal:** The Bidder may withdraw his bid before the bid submission deadline, and it shall be marked as withdrawn and shall not get opened during the Bid opening. No bid should be withdrawn after the deadline for the bid submission and before the expiry of the bid validity period. If a Bidder withdraws the bid during this period, the INFLIBNET Centre

shall be within its right to enforce Bid Securing Declaration (in lieu of forfeiture of the Bid Security), in addition to other punitive actions provided in the Tender Document for such misdemeanor.

1.38 Miscellaneous:

- 1.38.1 Participation in more than one bid: Participation in any capacity by a Bidder (including the participation of a Bidder as sub-Bidder in another bid or vice-versa) in more than one bid shall result in the disqualification of all bids in which he is a party.
- 1.38.2 It shall be mandatory for the successful Bidder to be registered on GeM and obtain a unique GeM Seller ID before the placement of LoA or the contract. This ID shall be incorporated in the contract. This is not applicable to those Bidders who are already registered.
- 1.38.3 Technical Presentation: Subsequent to submission of proposals, the eligible Bidders may be required to give a detailed technical presentation to the Technical Committee of INFLIBNET.
- 1.38.4 All GOI rules and regulations would apply to Bidder for relaxation/ exemption/ reservation in this bid subject to MSEs and Start-ups.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Terms & Conditions**2.1 Terms & Conditions for contract**

- 2.1.1 All pages of tender document including technical bid should be stamped and signed by authorized person/persons to having a token of acceptance to all conditions of tender.
- 2.1.2 INFLIBNET is not responsible for non-receipt of EMD due to postal delay, loss in transit. Etc.
- 2.1.3 In case of breach of any terms and conditions attached to this contract. The Performance Security deposit of the agency will be liable to be forfeited by this office besides annulment of the Contract.
- 2.1.4 The successful tenderer shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- 2.1.5 The Tenderer shall indemnify the Centre against all other damages/charges and expenses for which this Centre may be held liable or pay on account of the negligence of the Tenderer or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Centre shall not be responsible financially or otherwise for any injury to the worker or person deployed by the Tenderer during the course of performing duties.
- 2.1.6 The INFLIBNET will be under no legal obligation to provide employment to any of the personnel of the Tenderer during/expiry of agreement period and the INFLIBNET recognizes no employer-employee relation between the INFLIBNET and the personnel deployed by the Tenderer/agency.
- 2.1.7 Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
- 2.1.8 The Contracting Agency shall render the services as mentioned in the scope of work.
- 2.1.9 The personnel deployed by the agency shall be healthy, active. Nobody shall have any communicable diseases.
- 2.1.10 In case of death or mishap leading to any injury or disability whatsoever, occurred during discharging the duty, the compensation /legal or any other liability will solely rest with the Contractor / firm.
- 2.1.11 In case office is closed on bid opening date due to some reason, the last date and time will automatically shifted to the next working day.
- 2.1.12 Accordingly, interested recipients should carry out an independent assessment and analysis of the requirements and of the information, facts and observation contained herein.
- 2.1.13 This document has not been filed, registered or approved in any jurisdiction. Recipients of this document should inform themselves of and observe any applicable legal requirement.
- 2.1.14 The proposal and all correspondence and documents shall be written in English. All proposals and accompanying document received within the stipulated times shall become the property of INFLIBNET and will not be returned.
- 2.1.15 The Bidders shall comply with and abide by such directions that INFLIBNET may issue from time to time.
- 2.1.16 The bidder will be bound by the details furnished by him/ her to INFLIBNET while submitting the tender or at subsequent stage. In case, any of such documents furnished if found to be false at any

stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.

- 2.1.17 The contractors/ agency's personnel shall follow and adhere to all procedures and processer as laid down by INFLIBNET.

2.2 Special terms & conditions of the contract

- 2.2.1 The contractor must possess the requisite instruments & arrange tools at site for maintenance and no instrument shall be provided by the Centre.
- 2.2.2 It shall be the sole responsibility of the Contractor to ensure security and safety of all the Electrical Property of Centre and if there is any loss to the Centre on account of dishonesty, and or sue to any lapse on the part of the Contractor or his worker.
- 2.2.3 The Contractor shall keep the Centre indemnified against all claims whatsoever in respect of the employees deployed by the Contractor. In case any employee of the Contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Contractor to contest the same.
- 2.2.4 The Contractor shall be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by any statutory authority with regard to safety, labour laws (ESIC, EPF, Bonus, Income Tax, Goods and Services Tax (GST) or any other extra taxes levied by the Govt. from time to time.)
- 2.2.5 The contractor should handover all the electrical equipment in good working condition and any disputes the contractors responsible to rectify the same and handover to next contractor after completion of the contract period.
- 2.2.6 All the electrical contact points and connections, tightness should be checked and preventive and breakdown maintenance should be carried out.
- 2.2.7 The contractor employees should coordinate with other AMC contractor such as DG sets, Air conditioner, lift, firefighting equipment, UPS etc.
- 2.2.8 Safety measures should be strictly followed during execution of the work.
- 2.2.9 In case of any accident or damage due to negligence or unsafe work that require medical attention, the contractor is wholly responsible
- 2.2.10 The electrical contractor shall depute qualified and experienced workers at INFLIBNET Centre. In case, any of the persons so deployed by the Contractor does not come up to the mark or does not perform his duties properly or indulges in any unlawful riots or disorderly conduct the Contractor shall immediately replace.
- 2.2.11 During the monthly checking and testing, contractor's engineer/supervisor must remain present at site.
- 2.2.12 If the equipment are found to be faulty and is required to be changed/repared, the matter will be reported to the concerned authority at the Centre.
- 2.2.13 Any consumables which are required to be replaced will be provided by the Centre. However, if the contractor is asked to provide any such consumables, he must provide rate of such items and take prior approval of the Centre's authority either in writing or verbal. (Applicable for Part-A).
- 2.2.14 Any damage to the existing installation, equipment or the building shall be the entire responsibility of the contractor to repair, rectify or replace free of cost.
- 2.2.15 All complaints have to be attended free of cost including breakdown maintenance within a specific period/time/hours depending upon the urgency of the same. Spare parts not covered under AMC shall be provided by the Centre. The service report shall be submitted immediately with details of fault attended, action taken and further suggestions, if any.
- 2.2.16 The damaged components i.e. nut, bolt, screw etc. shall be replaced free of cost. All dismantled parts

- will be property of the INFLIBNET Centre and shall be returned failing which recovery shall be made.
- 2.2.17 The maintenance of Transformers and panels to be inclusive of Lubricants, cloth, all testing equipment, tools, accessories shall be provided by the contractor. The work shall be carried out as per specification and standard of the Centre.
 - 2.2.18 Minimum one visit per month for maintenance and schedule of HT breakers, Transformers, LT/APFC/Isolator Panels should be carried on working days only in the presence and to the satisfaction of the concern person of the Centre.
 - 2.2.19 The Centre will not be responsible for any disputes that may arise between the contractor and his workers. The Centre will also not be responsible for any casualty to the workers that may happen during maintenance etc in the Centre's premises.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

SCOPE OF WORK**PART-A: Non-Comprehensive AMC for 04 nos. of HT Breakers & 02 nos. of Transformers installed at INFLIBNET Centre**

1. All Electrical items shall be maintained as per the maintenance schedule of 04 nos. of HT Breakers & 02 nos. of Transformers.
2. In addition to activities as per the maintenance schedule of equipment's, general quarterly / half yearly / yearly maintenance shall also include tightening and cleaning activities, as feasible.
3. Preventive maintenance shall be carried out as per the schedule given during the year. This shall include the quarterly / half yearly /yearly activities as per the maintenance schedule.
4. The scope of work also includes co-ordination with the Torrent Power Ltd from where the present power is taken. If there is a deficiency in power supply from Torrent Power Ltd or there is a failure or breakdown in power etc. the contractor should ensure that the power is restored at the earliest possible time. Such co-ordination activity will be deemed to be covered under the Price quoted by the contractor.
5. In case of major fault, the contractor shall immediately make arrangement to send qualified engineer/supervisor to the site within one hour.
6. Care should be taken so that the system does not lead to major breakdown and in case the system goes into fault, the contractor shall immediately make arrangement to send qualified engineer/supervisor to the site within one hour and it should be rectified within the shortest stipulated time period.

Sr.No.	Particulars	Specified Time Period	Penalty
01.	Minor break down	4 hrs. (for restore supply)	Rs. 200.00 per hour of delay
02.	Major break down	8 hrs. (for restore supply)	Rs. 500.00 per hour of delay

If the agency/contractor is not able to rectify the faulty, then the same may be executed through some other agency at the risk and cost of agency/contractor failing which the same amount will be deducted from AMC bill in addition to the penalty as stipulated above, will be imposed. However, the decision of the INFLIBNET Centre shall be final and binding in this regard.

7. If maintenance work is not carried out as per schedule, 5% of quarterly rate of this contract will be deducted from the monthly bill.

Important points to be noted by the contractors:

8. Annually testing of the oil of main transformers shall include physical tests, electrical tests, Dissolved Gas Analysis (DGA) as per relevant Indian standard (IS 1866 and IS 10593/9434). The contractor shall also make the arrangement for collection and sending the oil samples for all transformers. After testing of oils, the reports shall be submitted.
9. Calibration reports of the instruments used at site for testing of the system shall be submitted along with the test reports.
10. Meter reading of Torrent Power Ltd meter shall be carried out as per approved format. Also the area and path to that meter shall kept clean and accessible.

11. General checks/ observations:

- (i) Cleanliness.
- (ii) Any sign of cracking and chipping of bushings/insulators, oil leakages and integrity of the other visible parts of switchyard and indoor equipment from safe distance.
- (iii) Temperature of critical equipment.
- (iv) Alarms & indications of indoor equipment.

12. Mechanical checks/ observations:

- (i) Indications of the operating circuits including associated system.
- (ii) Checking of foundation bolts, structure etc.
- (iii) Tightness of terminal connection, piping junctions and bolted joints.
- (iv) Health of corrosion protection treatment and take remedial action.

13. Work to be done on half yearly basis:

- i. Operation of all the relays
- ii. Checking of electrical panels
- iii. Checking & cleaning of contacts of ACB, relays etc.
- iv. Checking of safety interlocks
- v. Checking of functionality of relay and calibration if required.
- vi. Checking of insulation resistance
- vii. Checking of earth resistance.

14. Monthly:

- a. Check winding temperatures, check for abnormalities & recording them.
- b. Observe and record Load (amperes) and Voltage. Check against rated figure.
- c. Visual check for overheating if any at terminal connections (Red hots) and observation for any unusual internal noise. This check is must in each shift.
- d. Cleaning of bushings, inspect for any cracks or chippings of the Porcelain and checking of tightness of clamps and jumpers.
- e. Measurement of IR values of transformer with suitable megger according to the rating of the transformer.
- f. Recording of the values specifying the temperature at which measurements are taken
- g. Cleaning / dusting out of coils from the compartment.
- h. Checking of temperature alarms by shorting contacts & checking its accuracy.

15. Quarterly:

- a. Testing of surge relays, master trip relay etc. trips for correct operation.
- b. Checking of all connections on the transformer for tightness such as bushings, earth connection.
- c. Calibration & testing of all protection devices and indicators.
- d. Measurement of magnetizing current at normal tap and extreme taps.
- e. Measurement of winding resistance.
- f. Test such as: OCC, Short ckt, vector group test, load test & Ratio test etc. shall be carried out.
- g. IR value of incomer cable.

16. HT BREAKERS: Monthly:

- a. Visual inspection
- b. Air cleaning with blower.
- c. Cleaning of circuit breaker body and bushings.
- d. Auxiliary contacts cleaning.
- e. Tightening of nuts and bolts.
- f. Checking breaker Operation (Local/Remote operation).
- g. Check anti-condensation protection.
- h. Checking and sealing of cable entry holes.
- i. Use of anti-corrosion spray where required.
- j. Oiling and greasing of all moving parts.
- k. Functional check of trip circuit.
- l. Checking ON/OFF Timings of Circuit breaker poles.
- m. Complete servicing, lubricating and greasing of all moving parts.

Quarterly:

- a. Visual inspection:
- b. Air cleaning with blower.
- c. Measurement of contact resistance and contact gap.
- d. Operation of control and Auxiliary circuits.
- e. Recharge time of operating mechanism after specified sequence.
- f. Checks on specific operations.
- g. Inspection and operation of control circuit.
- h. Measurement of Humidity if necessary.
- i. Touch up painting wherever required.
- j. Checking contact resistance of Breaker main contacts.
- k. Checking of circuit breaker position level by using spirit level indicator.
- l. Mechanism checking and lubrication to all moving parts.
- m. IR values of Power and Control Circuits.
- n. Operating circuits power consumption during operations.
- o. Verification of correct rated operating sequence.
- p. Checking and adjustment of Track alignment and Interlocking mechanism

17. CABLE NETWORK:

- a. Visual inspection of cables.
- b. Checking all cable terminals & joins for overhauling /loose connections and tightening, terminating, rejoining.
- c. Checking and recording of IR values of all cables with Megger of suitable range.

18. EARTHING SYSTEM:

- a. Watering and proper closing of earth pit chamber Checking of all earthing connections, joints and cleaning and tightening thereof.
- b. Checking and recording of earth resistance of all points, pits and taking corrective action to improve it, if required.
- c. Identification marking and updating the details of the indication board

19. PROTECTIVE RELAYS:

- a. Visual inspection and cleaning from outside.
- b. Checking of each relay for its correct operation by secondary injection.
- c. Cleaning of relay contacts by cleaning agent.
- d. Calibration of relay.
- e. Checking of current/voltage setting as per recommended setting.
- f. Checking of time characteristic as per recommended setting

SCOPE OF WORK

PART-B: Comprehensive AMC for LT, APFC & ISOLATOR Panels

- A.** Maintenance, repairs and upkeep of following panels: -
- (1) Main LT Panel – 02 nos.
 - (2) APFC Panel – 02 nos.
 - (3) Isolator Panel – 02 nos.
- B.** Break down calls – Unlimited break down calls on as required basis. The break down calls will cover 24x7. A call has to be attended within one hour of the time of complaint. If work is not done as per time, then the penalty of ₹ 500/- shall be imposed on you
- C.** Schedule calls – At least 4 (four) scheduled calls as per the program for regular preventive maintenance
- D.** A complaint escalation matrix to be provided by vendor
- E.** Quarterly maintenance schedule to include following:
- (1) Cleaning of Panel
 - (2) Tightening of all CONTROL and POWER CONNECTIONS
 - (3) Checking of door operating mechanism and interlocking of all MCB's
 - (4) Verification of Auxiliary supply
 - (5) Verification of ventilator fans and filters
 - (6) Monitoring of temperature of joints of bus bar of all Panels quarterly
 - (7) The lugs and thimbles will be in the vendor scope
- F.** Yearly schedule: Once a year within 2 months from the date of this order
- (1) Cleaning of Panel
 - (2) ACB servicing as per the standards
 - (3) Checking and tightening of Bus bar
 - (4) Checking and tightening of all CONTROL and POWER CONNECTIONS
 - (5) Servicing of Panels
 - (6) Testing of Power factor capacitor
 - (7) Testing of Power Contactor
 - (8) Testing of APFC
 - (9) Relays testing and tripping mechanism check
 - (10) Checking of MCCB's
 - (11) Annual Planned shutdown maintenance of all the panels which include every component checking/replacement
 - (12) Yearly calibration of all the relays and submit Certificate of the same

SPECIFICATIONS OF INSTALLED ELECTRICAL EQUIPMENT:

	HT Breaker (04nos)	Transformers (02nos)
Make	Crompton Greaves Ltd	Crompton Greaves Ltd
Capacity	26.3 KVA	2 x 630 KVA
VR	11 KV	11000 / 433V
CR	630 Amp	HV 33.07/ LV 840.02
Model No	(1) 58239 VG	(1) DT 3987/1
	(2) 58238 VG	(2) DT 3987/2
	(3) 58237 VG	
	(4) 58236 VG	

Specifications for 06 nos. of LT Panels:

	LT Panel 1			LT Panel 2		
Make	Schneider Electric			Make	Schneider Electric	
MCCB Switch	280 / 400 A MCCB	03nos		MCCB Switch	630 A MCCB	02nos
	175 / 250 A MCCB	04nos			EL measure meter V-A-HZ-W-PF-VA-Wh	
	112 / 160 A MCCB	02nos		32 A 1 \emptyset -MCB with Energy meter	15nos	
	88 / 125 A MCCB	01no		25 A 4 pole MCB with Energy meter	05nos	
	70 / 100 A MCCB	05nos		32 A 4 pole MCB	13nos	
	63 A MCB (4 pole)	12nos		40 A 4 pole MCB	01no	
Air Circuit Breaker	Masterpact MVS10 N Ui 1000V Uimp 12kV Ue Icu (V) (kA) 220/440 – 50 Ics=100%Icu Icw 50kA/1s cat.B IEC 60947-2 50/60Hz IS/IEC 60947-2	03nos		50 A 4 pole MCB	01no	
				16 A 1 \emptyset -MCB	01no	
				16 A 4 pole MCB	01no	
				80 A 4 pole MCCB	01no	
				400 A 4 pole MCCB	01no	
AMF PANEL (DG BASEMENT)						
Make	Schneider Electric					
MCCB Switch	320 A FP MCCB (AMF SWITCH) MAIN	01 NO.				
	160 A FP MCCB	02 NO.				
	63 A FP MCB	11 NOS.				
	40 A FP MCB	09 NOS.				

AMF PANEL (UPS DATA CENTRE)		
Make	Schneider Electric	
MCCB Switch	200 A FP AMF SWITCH (MAIN)	01 NO
	200 A FP MCCB (UPS MAIN)	01 NO
	10 A FP MCB	02 NO
	16 A FP MCB	02 NO
	25 A FP MCB	01 NO
	50 A DP MCB	02 NO
	25 A DP MCB	04 NO
	20 A DP MCB	04 NO

AMF PANEL (UPS DATA CENTRE)		
Make	Schneider Electric	
MCCB Switch	200 A ATS SWITCH (MAIN)	01 NO
	200 A FP MCCB	02 NO
	16 A DP MCB	04 NO
	20 A DP MCB	07 NO
	50 A DP MCB	02 NO
	10 A FP MCB	02 NO
	16 A FP MCB	02 NO
	25 A FP MCB	01 NO

EXHAUST PANEL (ELECTRIC ROOM FIRST FLOOR) DATABASE		
Make	Schneider Electric	
MCCB Switch	63 A FP MCB (MAIN)	01 NO
	10 A FP MCB WITH CONTACTOR (SCHINEIDER)	11 NOS
	10 A FP MCB	01 NO
	4 A DP MCB	02 NO

APFC Panel 1 & 2 (100 KVAR)- 02nos		
Make	Schneider Electric	
MCCB Switch with AVF Meter and APFC Relay	200 A MCCB TP Switch	01no
	AVF Meter (Trinity made)	
	APFC Relay (Trinity made)	
Capacitor with auto Manual switch	10KVAR	02nos
	15KVAR	02nos
	25KVAR	02nos

ISOLATOR Panel 1 & 2 - 02nos		
Make	Schneider Electric	
MCCB Switch	1000 A FP MCCB Switch	01no

Chapter 4: Technical Bid: Pre-qualification Criteria (Annexure – T-I to T-X)

Checklist for Technical Bid

			<u>Mention Page Numbers</u>	
Sr. No.	Pre-qualification criteria	Documents to be provided	Attached (Y/N)	Page No.
01.	The bidder must be a company registered under Union/State Govt. Documentary evidence to be submitted, Registration Certificate to do the business for similar services.	I. Certificate of Registration. II. Certificate consequent to change of name, if applicable		
02.	Bidder should have satisfactorily provided similar services to Government clients/ Autonomous Bodies/ Public sector/ reputed firms undertaking during last two years	Certified documents of Work orders/completion certificate		
03.	They should be registered with Income Tax and Goods and Service Tax.	I. Attested copy of PAN/GIR Card II. Attested copy of GST registration certificate.		
04.	Bidder's Details	Annexure T-II [On the letterhead of the Bidder]		
05.	Bid form	Annexure T-III [On the letterhead of the Bidder]		
06.	Declaration form	Annexure T-IV [On the letterhead of the Bidder]		
07.	Declaration of blacklisting/Non Blacklisting	Annexure-T-V [On the letterhead of the Bidder]		
08.	Details of Firm's Experience of similar services	Annexure T-VI [On the letterhead of the Bidder]		
09.	Financial Statement	Annexure T-VII [On the letterhead of the Bidder]		
10.	Bid Security Declaration Form	Annexure T-VIII [On the letterhead of the Bidder]		
11.	Undertaking	Annexure T-IX [On the letterhead of the Bidder]		

12	Certificate for the site inspection	Annexure T-X [On the letterhead of the Bidder]		
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- Please use separate sheet for providing complete information, if necessary.
- **While evaluating bids, the document required against above eligibility criteria shall be provided as per this tender as Annexures. Firm shall self-certify each page of the tender document in token of its understanding / acceptance by signing it.**
- The bidder is required to submit the self-attested photocopies of the respective documents along with the Technical Bid, failing which their bids may be summarily/out rightly rejected and may not be considered.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No. INF/PUR/HT/LT/2023)

Annexure T-II

Bidder's Details

[On the letterhead of the Bidder]

1	Name of the Firm/ Company		
2	Name and Designation of Authorized Signatory		
3	Office Address of the Firm/ Communication Address:		
4	Phone No. / Mobile No:		
5	E-Mail ID:		
6	GST registration Number:		
7	PAN Number:		
8	Firm's Bank Account details	Bank Account No.:	
		Name of the Bank:	
		IFSC Code No:	
		Name of Branch:	
Particular Details of the Bidders Representative			
9	Contact Person: / Mobile No:	Name of Person:	
		Designation:	
		Tele / Mobile No:	
		E-Mail ID:	

UNDERTAKING

- 1. I, the undersigned, certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.**

Date:

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

BID FORM

[On the letterhead of the Bidder]

To
INFLIBNET CENTRE, GANDHINAGAR

Sub:Comprehensive AMC for LT Panel, APFC Panel, ISOLATOR Panel & Non-comprehensive AMC of HT Breakers & transformers installed at INFLIBNET Centre.

Dear Sir,

We the undersigned Bidder(s), having read and examined in details the specifications and other documents of the subject Tender No.INF/PUR/HT/LT/2023, do hereby propose to execute the job as per specification as set forth in your Bid documents.

The prices of all items stated in the bid are firm during the entire period of job irrespective of date of completion and not subject to any price adjusted as per in line with the bidding documents. All prices and other terms & conditions of this proposal are valid for a period of 60 days from the date of opening of bid. We further declare that prices stated in our proposal are in accordance with your bidding.

We declare that items shall be executed strictly in accordance with the specifications and documents irrespective of whatever has been stated to the contrary anywhere else in our proposal. Further, we agree that additional conditions, deviations, if any, found in the proposal documents other than those stated in our deviation schedule, save that pertaining to any rebates offered shall not be given effect to.

If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal. We fully understand that the work completion schedule stipulated in the proposal is the essence of the job, if awarded.

We further agree that if our proposal is accepted, we shall provide a Performance Bank Guarantee of the value equivalent to 3% (may vary following the Government's provisions) of the Order value as stipulated in Financial Bid.

We agree that INFLIBNET reserves the right to accept in full/part or reject any or all the bids received or split order within successful Bidders without any explanation to Bidders and his decision on the subject will be final and binding on Bidder.

Dated, this day of20....

Thanking you, we remain,

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

DECLARATION

[On the letterhead of the Bidder]

I, _____ Son/Daughter/Wife of _____ Resident of _____
_____ Proprietor / Director / Authorized Signatory of the
Company / Firm, mentioned above, is competent to sign this declaration and execute this tender document;

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) in it's totally / entirely.

In case any provision of this tender is found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

CERTIFICATE

DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING

[On the letterhead of the Bidder]

I /We Proprietor / Partner (s) / Director (s) of M/shereby declare that the firm/
company namely M/S. has not been blacklisted
or debarred in the past by any Government Department/State Govt./PSU/Municipal Corporation/other
Govt. Bodies from taking part in Government tenders as on date of submission of proposals.

Or

I / We proprietor / partner (s) / Director (s) of M/S..... hereby declare that the firm/
company namely M/S..... was blacklisted or debarred by
any Government Department/State Govt./PSU/Municipal Corporation/other Govt. Bodies from taking part
in Government tenders for a period ofyears w.e.f The period over on And
now the firm/ company is entitled to take part in Government tender. In case, the above information is
found false, I/we am/are fully aware that the tender/ contract will be rejected / cancelled by INFORMATION
AND LIBRARY NETWORK CENTRE, GANDHINAGAR and EMD/Performance Bank Guarantee shall be
forfeited. In addition to the above INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR. Will
not be responsible to pay the bills for any completed/ partially completed work.

Signature:

Name:

Capacity in which as signed:

Name & address of the firm:

Seal of the firm should
be affixed.

Dated:

Signature of Bidder with seal.

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm,
certificate will be given by all the partners and in case of limited company by all the Directors of the
company or company secretary on behalf of all directors.

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
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Annexure T-VI

Details of works of similar type executed by the Bidder

[On the letterhead of the Bidder]

Sl. No.	Name of the Company	Work Description	Ref. & Date of the order	Work Order Value	Contract Period	Page No

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

- Copies of work orders should be attached with this information. In absence of documentary evidence, bid is liable to rejected.
- If necessary, separate sheet may be used to submit the information.

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
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Annexure T-VII

FINANCIAL CAPABILITY OF BIDDER

[On the letterhead of the Bidder]

Annual turnover details of the Bidder from [insert relevant details]

#	Financial Year	Turnover in Indian Rupees	Document Page No.
A	2019-2020		
B	2020-2021		
C	2021-2022		

Name and title of Signatory: _____

Stamp of the Company: _____

Stamp of the firm _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
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Annexure T-VIII

[On the letterhead of the Bidder]

Bid Security Declaration Form (in case of MSME/MSE/Start-up)

Date: _____

Tender No. _____

To

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid securing Declaration shall cease to be valid if I am/we are not the successful Bidder (i) the receipt of your notification of the name of the successful Bidder;

Signed:

In the capacity of:

Name:

Duty authorized to sign the bid for an of behalf of

Dated on _____ day of _____.

Corporate Seal

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No. INF/PUR/HT/LT/2023)

Annexure T-IX

[On the letterhead of the Bidder]

UNDERTAKING BY THE AGENCY

I have carefully gone through the various terms and conditions listed in the tender. I agree to all terms and conditions. I am making this offer after carefully reading the conditions and understanding the same, without any kind of pressure or influence from any source whatsoever. I am aware of the location of the INFLIBNET Centre (site visit) and have acquainted ourselves and fully assessed the tasks required to be carried out, before making this offer.

I hereby undertake to provide Accident Insurance Policy of our workers as per the Workmen's Compensation Act as indicated in Clause B-9 (Legal Terms and Conditions), in order to cover accidental risk during electrical maintenance work if I will be awarded the said work. I hereby indemnify INFLIBNET Centre from any liability in this regard.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

CERTIFICATE OF SITE INSPECTION

THIS IS TO CERTIFY that:

I, _____ (*name of bidder or his representative*) of the
_____ (*name of the firm*) visited the site in connection with the Bid
No. _____ for the _____ (*name of the
Tender.*)

Having examined the bid documents, I certify that I have acquainted with the nature, geographical and exact location of the works; the general conditions of execution; the neighboring area and other work that might affect the construction methods; the physical conditions specific to the sites; the climatic conditions; local conditions; means of communication and transport; the possibility of supplying electricity; the availability of labor sufficient in number and quantity; all constraints and obligations resulting from social, tax; and all conditions and circumstances which might influence the execution or price of the works.

I further certify that I am satisfied with the description of the works and that I understand perfectly the works to be undertaken as specified and implied in the execution of the Contract.

***Note: All the bidders are advised to visit the site before bidding. In case the bidder is not making site visit he will be solely responsible for all or any discrepancy.**

Signature of Bidder with seal: _____

Name and title of Signatory: _____

Stamp of Address of Company: _____

BOQ (Price Bid) Format

Tender Inviting Authority: INFLIBNET Centre

Name of Work: Non CAMC of HT Breakers & Transformers, CAMC of LT, AFPC & Isolator Panels installed at INFLIBNET Centre

Contract No: INF/PUR/HT/LT/2023

Name of the Bidder / Bidding Firm / Company :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values in the cells highlighted in Sky Blue Color of this BOQ. No Sky Blue Color Cell should be left blank where values are to be filled. In case the Bidder doesn't want to quote any value then the value zero (0) shall be filled)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST in %	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	4	5	13	14	53	54	55
1	Part - A							
1.01	Non-Comprehensive Annual Maintenance Contract for 04 nos. of HT Breakers & 02 nos. of Transformers installed at INFLIBNET Centre for 01 Year	1.000	Nos			0.00	0.00	INR Zero Only
1.02	Total of Part - A					0.00	0.00	INR Zero Only
2	Part - B							

2.01	Comprehensive Annual Maintenance Contract for 06 nos. of LT Panels, 02 nos. of APFC Panel and 02 nos. of Isolator Panels installed at INFLIBNET Centre for 01 Year	1.000	Nos			0.00	0.00	INR Zero Only
2.02	Total of Part - B					0.00	0.00	INR Zero Only
3	Part - C (Annual Rate Contract Including Supply Installation, Testing & Commissioning for Certain following items, which will be applicable as and when required during the contract period)							
3.01	Transformer Oil Filtration	1.000	Ltr			0.00	0.00	INR Zero Only
3.02	Transformer Oil Topping (New)	1.000	Ltr			0.00	0.00	INR Zero Only
3.03	Replace Silica Gel	1.000	Replace ment			0.00	0.00	INR Zero Only
3.04	Relay testing charge	1.000	Set			0.00	0.00	INR Zero Only
3.05	Charges for Cable Fault Locator Machine	1.000	Unit			0.00	0.00	INR Zero Only
3.06	95-120 Sq.mm.(Aluminum) HT 11 KV Cable Fault repair charges	1.000	Fault			0.00	0.00	INR Zero Only
3.07	95-120 Sq.mm.(Aluminum) HT 11 KV Cable Laying Charges (With Digging)	1.000	Mtr			0.00	0.00	INR Zero Only
3.08	95-120 Sq.mm.(Aluminum) HT 11 KV Cable Laying Charges (Without Digging)	1.000	Mtr			0.00	0.00	INR Zero Only
3.09	8-16 Sq.mm.(AL) LT Cable Fault repair charges	1.000	Fault			0.00	0.00	INR Zero Only
3.1	8-16 Sq.mm.(Aluminum) LT Cable Laying Charges (With Digging)	1.000	Mtr			0.00	0.00	INR Zero Only
3.11	8-16 Sq.mm.(Aluminum) LT	1.000	Mtr			0.00	0.00	INR Zero Only

	Cable Cable Laying Charges (Without Digging)							
3.12	25-50 Sq.mm.(AL) LT Cable Fault repair charges	1.000	Fault			0.00	0.00	INR Zero Only
3.13	25-50 Sq.mm.(Aluminum) LT Cable Laying Charges (With Digging)	1.000	Mtr			0.00	0.00	INR Zero Only
3.14	25-50 Sq.mm.(Aluminum) LT Cable Laying Charges (Without Digging)	1.000	Mtr			0.00	0.00	INR Zero Only
3.15	70-95 Sq.mm.(AL)LT Cable Fault repair charges	1.000	Fault			0.00	0.00	INR Zero Only
3.16	70-95 Sq.mm.(Aluminum) LT Cable Laying Charges (With Digging)	1.000	Mtr			0.00	0.00	INR Zero Only
3.17	70-95 Sq.mm.(Aluminum) LT Cable Laying Charges (Without Digging)	1.000	Mtr			0.00	0.00	INR Zero Only
3.18	120-185 Sq.mm.(AL) LT Cable Fault repair charges	1.000	Fault			0.00	0.00	INR Zero Only
3.19	120-185 Sq.mm.(Aluminum) LT Cable Laying Charges (With Digging)	1.000	Mtr			0.00	0.00	INR Zero Only
3.2	120-185 Sq.mm.(Aluminum) LT Cable Laying Charges (Without Digging)	1.000	Mtr			0.00	0.00	INR Zero Only
3.21	240-400 Sq.mm.(AL) LT Cable Fault repair charges	1.000	Fault			0.00	0.00	INR Zero Only
3.22	240-400 Sq.mm.(Aluminum) LT Cable Laying Charges (With Digging)	1.000	Mtr			0.00	0.00	INR Zero Only
3.23	240-400 Sq.mm.(Aluminum) LT Cable Laying Charges (Without Digging)	1.000	Mtr			0.00	0.00	INR Zero Only
3.24	Technician Stand by charge during any event/function	1.000	Hour			0.00	0.00	INR Zero Only
3.25	VI Support Insulators – CT CHEMBER	1.000	Piece			0.00	0.00	INR Zero Only
3.26	VI Support Insulators – BUSBAR CHEMBER	1.000	Piece			0.00	0.00	INR Zero Only

3.27	Shutter assembly of VCB Breaker panel as per CGL standard	1.000	Piece			0.00	0.00	INR Zero Only
3.28	Power pack dual 230/110 V AC to 110 V DC	1.000	Piece			0.00	0.00	INR Zero Only
3.29	TNC (Trip Neutral Close) switch in breaker panel	1.000	Piece			0.00	0.00	INR Zero Only
3.3	LED Indicator lamp as per colour code and specification	1.000	Piece			0.00	0.00	INR Zero Only
3.31	Heater & Thermostat in Busbar chamber and Termination chamber	1.000	Piece			0.00	0.00	INR Zero Only
3.32	Jaw contact in 11 KV breaker as per CGL standard (06 nos. per Breaker)	1.000	Piece			0.00	0.00	INR Zero Only
3.33	HT Breaker's Heater's thermostat	1.000	Piece			0.00	0.00	INR Zero Only
3.34	Jaw Contact Insulator 11KV VCB HT Panel (As per CGL Standard)	1.000	Piece			0.00	0.00	INR Zero Only
3.35	Tie rode 11KV VCB 11KV VCB HT Panel (As per CGL Standard)	1.000	Set			0.00	0.00	INR Zero Only
3.36	VACUUM INTERRUPTER (CG Make) 12000 V CURRENT 630 A FREQUENCY- 50 Hz , NO.OF POLES 3 BREAKING CAPACITY 26.3kA , MAKING CAPACITY 67kAp , SHORT TIME CURRENT 26.3Ka FOR , DC. COMPONENT 50% BIL , SR.NO 58238VG TYPE: V/L 33379 M3+ DISP.NO V-61454	1.000	Piece			0.00	0.00	INR Zero Only
3.37	11kV dry type potential transformer 11000 V/110 V DC (As per CGL Standard)	1.000	Set			0.00	0.00	INR Zero Only
3.38	Closing Coil 110 V DC (As per CGL Standard)	1.000	Piece			0.00	0.00	INR Zero Only

3.39	CT Coating	1.000	Breaker			0.00	0.00	INR Zero Only
3.4	PT HT Bushing Coating	1.000	PT			0.00	0.00	INR Zero Only
3.41	Total of Part - C					0.00	0.00	INR Zero Only
4	Total of Partwise (Part-A to Part-C) Rates per the Evaluation Criteria considered by the Centre for Financial Evaluation							
4.01	40% of PART-A					0.00	0.00	Zero Only
4.02	40% of PART-B					0.00	0.00	Zero Only
4.03	20% of PART-C					0.00	0.00	Zero Only
Total in Figures						0.00	0.00	INR Zero Only
Quoted Rate in Words	INR Zero Only							