

**TENDER INVITATION
FOR
ELECTRICAL MAINTENANCE & ALLIED SERVICES**

TENDER REF.NO.CDOT/CAMPUS/TENDER/ELEC/2019-2022/002

Tender Invitation
Sub: Contract for Electrical Maintenance & Allied Services

1.0 C-DOT a Government of India R&D organisation, engaged in developing Telematics Technology and Products invites tender bids from reputed Contractors for providing Electrical Maintenance & allied Services round the clock at their campus located at Electronics City – Phase I, Hosur Road, Bangalore – 560 100 and at their Guest House located at National Games Village, Koramangala as and when required.

2.0 **GUIDELINES FOR SUBMISSION OF TENDER OFFERS**

2.01 C-DOT adopts a two-bid Tender System. Therefore, separate TECHNICAL and FINANCIAL BIDS are to be submitted as per following procedure, by the interested bidders.

Envelope 'A' duly superscribed, as “Technical Bid/ELECTRICAL MAINTENANCE & ALLIED SERVICES/2019-2022/002” should consist of:

1. Details of the Contractor and other relevant details as per Annexure-A including requisite enclosures.
2. Undertaking that Earnest Money deposit (EMD) is submitted in the Financial bid.
3. The cost of the tender document, if downloaded, by means of Demand Draft in favour of C-DOT, Bangalore.

Envelope 'B' duly superscribed “Financial Bid / ELECTRICAL MAINTENANCE & ALLIED SERVICES/2019-2022/002” should consist of:

1. Commercial / Financial Bid duly filled as per Annexure-B. No other format shall be acceptable.
2. Earnest Money Deposit (EMD) by means of Demand Draft valid for 3 months which has to be further renewed for 3 months.

Envelope 'A' and Envelope 'B' should be sealed and kept in another Main Envelope 'C' duly superscribed

“TENDER REF.NO.CDOT/CAMPUS/TENDER/ELEC/2019-2022/002 for ELECTRICAL MAINTENANCE & ALLIED SERVICES”.

Technical Bids shall be opened first and shall be evaluated technically. The Financial Bid of the technically accepted Bidders shall be opened, the date of which shall be notified to the technically qualified bidders.

- 2.02 LAST DATE/TIME OF RECEIPT OF TENDERS:
Tenderers must ensure that offer is posted/delivered well within time so as to reach C-DOT latest by 1400 hours on 18/12/2018.
- 2.03 Tender Bid should be addressed to :
**The Campus Department
Centre for Development of Telematics
Electronics City – Phase I
Hosur Road
Bangalore – 560 100.**
- 2.04 DATE/TIME OF TECHNICAL BID OPENING : 18/12/2018 at 1430 hours.
- 2.05 Commercial Bid Opening: The date will be intimated subsequently to only technically qualified bidders. In case EMD is not found in the financial bid, the technical bid shall also stand rejected, even if technically shortlisted. The decision of C-DOT in this regard will be final.
In case the date of opening of the tenders happens to be a holiday, then, the tender will be opened on the next working day at the same time and place.
- 2.06 Tender should either be delivered in person or sent only by Registered Post. Telegraphic/ telex/ fax/ email quotations will be summarily rejected. C-DOT shall not be responsible for any delay(s) including postal and force majeure.
- 2.07 A pre-bid meeting would be conducted at C-DOT Campus, Bangalore at 1400 hrs on 27/11/2018. All the queries in this regard (in *.xlsx format only) shall reach C-DOT through e-mail latest by 1400 hrs on 27/11/2018 to vidyal@cdot.in. No query shall be entertained after the above said date and time. A maximum of 02 authorised representatives shall be allowed to attend the Pre-Bid meeting.
- In the event of no such clarification sought, it will be deemed that the bidders have understood the parameter / requirement indicated / enunciated / described completely and are complying with the same at the time of submission of the tender. The bidders may also note that no request for clarifications will be entertained after the above date. The replies to pre-bid queries shall be uploaded on our website within three working days from the date of the pre-bid meeting.
- 2.08 Bidders are requested to study the terms and conditions of the tender carefully, and then submit their tenders accordingly. Any bid received against this tender and any contract resulting from this tender shall be governed by the terms and

conditions indicated in the tender document and the bidder quoting against this tender shall be deemed to have read, understood and accepted the same.

- 2.09 Technical and Financial bid must be submitted giving complete details with supporting documents as sought in the enclosed Annexures.
- 2.10 Each page of the offer should bear the signature, name and title of the person signing the offer with date and rubber stamp of the Bidder.
- 2.11 The total amount quoted should be written both in figures and in words. In case of any discrepancy between the two, the lowest amount mentioned shall prevail.
- 2.12 Tender document is not transferable.
- 2.13 Bids preferably should be free from erasures, alterations etc. Bids containing erasures or alterations shall not be considered, unless authenticated by the authorized signatory.
- 2.14 Bids, which do not comply with the conditions laid down in the tender document, are liable to be rejected.
- 2.15 The entire schedule of the tender should be quoted for and the quote shall be unconditional, failing which the tender bid shall be rejected.
- 2.16 The scope of services proposed should not be altered and if found altered, the tender bid shall be rejected.
- 2.17 C-DOT shall be under no obligation to accept the lowest tender and shall be entitled to reject any tender without assigning any reason whatsoever.
- 2.18 Any family member of C-DOT staff is not eligible to participate in the tender.
- 2.19 The Technical bids will be opened initially and the commercial bid(s) of those contractors found to be professionally / technically suitable by a duly constituted Evaluation Committee will only be opened subsequently. The decision of the Technical Evaluation Committee in this regard will be final. The Technical Evaluation Committee, as part of evaluation process shall visit the Office of the Contractor to assess the infrastructure and also the client's office to have first hand information on the services rendered. The date of the commercial bid opening will be intimated to the eligible bidders in advance.

2.20 The feedback of the clients of the tenderer will also be a decisive factor to technically shortlist an Contractor/firm/company.

3.0 TENDER TERMS AND CONDITIONS

- 3.01 Bidder should Pay a Demand Draft/ Pay Order of Rs. 1180/- (Rupees one thousand one hundred and eighty only) which is inclusive of GST @ 18% in favor of C-DOT, Bangalore, towards cost of the tender document at the time of obtaining the same from the C-DOT Campus or submit the same along with the technical bid if downloaded from the C-DOT's website (www.cdor.in). Bids without Tender Fee shall be rejected outrightly. There is no exemption from payment of the tender fee and the tender fee is non-refundable.
- 3.02 C-DOT reserves the right to reject/accept any or all the tender(s) without assigning any reason whatsoever. The decision of C-DOT shall be final and non-questionable.
- 3.03 C-DOT reserves the right to award the contract to deserving parties either in full or in parts. The decision of C-DOT shall be final and binding.
- 3.04 C-DOT alone reserves the right to terminate the contract without assigning any reason whatsoever after giving one month's advance notice to the Contractor.
- 3.05 Bids should be complete in all respects and incomplete bids shall be summarily rejected. No clarification shall be entertained by C-DOT in this regard.
- 3.06 Any falsification/suppression of information could lead to the disqualification of the bidder.
- 3.07 Any bidder found influencing, canvassing in any form or intimidating other bidders /tender process is liable for disqualification.
- 3.08 Bidders are advised to read and understand all the technical and financial implications of all the terms and conditions of the bid, understand the magnitude of the job involved before submitting their bid. Clarifications with respect to the tender may be sought one week before the last date for submission of tender bids and it may be noted that C-DOT is not responsible for the delay whatsoever.
- 3.09 Bidders may also visit the C-DOT Campus during office hours on all working days for this purpose with prior appointment, with Chief Admin. Officer on 080-25119618.
- 3.10. Where the bidder makes counter terms and conditions of business, the tender shall not be deemed responsive, unless C-DOT in its discretion, may give specific written acceptance thereof.
- 3.11 The successful bidder shall commence the services within fifteen days from the receipt of the award of the contract or from the date indicated by C-DOT during the award of contract.
- 3.12 In case of additional services of similar in nature required during the contract period, the same has to be provided at the contract rates only. Similarly C-DOT reserves the right to curtail the requirement, if necessary.

- 3.13 The payments to the successful bidders are subject to all statutory deductions, e.g. deduction of Income Tax at source as are applicable at the time of payment.
- 3.14 The contract shall be governed by C-DOT's Terms & Conditions of Tender and the contract awarded to the Contractors. In case of any discrepancy in between the above, the later document shall prevail.
- 3.15 The awarded Contractor or their authorized representative has to attend a meeting, as and when required by CDOT.
- 3.16 Prices quoted shall be inclusive of all charges applicable for services at C-DOT premises in clear terms and excluding statutory levies and taxes which should be clearly specified.
- 3.17 The tender submitted should be valid for acceptance by C-DOT at least for a minimum period of six months from the closing date of the tender.
- 3.18 For the purpose of comparison of the rates, conditional discounts, if any, offered shall not be taken into account. However, C-DOT reserves the right to avail of the same as part of award of the contract.
- 3.19 The bill raised to C-DOT after rendering the services shall be subject to statutory levies like GST, Income Tax etc.
- 3.20 L1 tenderer will be decided as per the total value of the contract (for 3 years), based on the Total cost provided in the price bid (Annexure 'B').

4.0 EARNEST MONEY DEPOSIT (EMD)

- 4.01 Bidder shall submit an EMD of Rs.50,000/- (**Rupees Fifty Thousand only**). The EMD amount shall be submitted by way of a crossed Demand Draft favoring "C-DOT Bangalore. EMD in the form of DD has to be kept in the financial bid. This amount shall be returned interest free to the unsuccessful bidders within six months from the closing date of the tender or one month after the award of the contract whichever is earlier.

The EMD is payable by all categories of bidders, and no exemption is permissible. Only Government bodies/PSU's & SSI organizations (who are exempted from payment of EMD) are exempted from payment of EMD on production of relevant proof.

Bids without EMD shall be treated as invalid and rejected.

- 4.02 In case of successful bidder, EMD shall be returned interest free on encashment/ acceptance of Security Deposit / Bank Guarantee for performance. (Refer section 11.0 for details of Security Deposit/Bank Guarantee).
- 4.03 The EMD amount shall be forfeited to C-DOT in the following cases:-
- a) Any financial bid received against this tender shall be governed by the terms and conditions indicated in the tender document. If, after submission of the financial bid, the bidder fails to honor the contract, if awarded, or refuses to comply with any/all of the terms and conditions of the tender.
 - b) If the bidder withdraws or alters the offer during the validity period of the financial bid.
 - c) If the successful bidder fails to commence the service/supply, in accordance with the terms and conditions of the contract.
 - d) If the successful bidder fails to submit the Security Deposit/Bank Guarantee within the stipulated time. This shall also warrant closure or termination of contract.
 - e) If any information furnished is found to be incorrect.
- 4.04 Any unexcused delay in providing services shall not only warrant forfeiture of EMD amount but also closure/ termination of the contract for default, entailing liability for compensation to C-DOT.

5.0 PRICE AND VALIDITY

- 5.01 The Rate must be quoted as detailed in Annexure 'B' covering the entire activity as per the scope of the contract. RATES SHOULD BE INCLUSIVE OF ALL CHARGES WHATEVER IS APPLICABLE VIZ. PF/ESI/MINIMUM WAGES(as per central govt. minimum wages) AND OTHER STATUTORY LEVIES. Minimum wages payable by the Contractor shall be as per the rates applicable for the respective indicated manpower categories. Rates agreed upon shall remain same throughout the period of contract. As and when there is a revision in minimum wages duly notified by the Govt. of India, the rates will be revised accordingly. However, any changes as and when notified, will be considered only on submission of documentary evidence. No other increase will be granted other than the applicable statutory increases.
- 5.02 The discount, if any, should be straight and simple. No, conditional discount will be given weightage for comparison purpose. However, C-DOT may avail it to its benefit.

- 5.03 Offer quoted should be valid minimum for a period of SIX MONTHS from the date of opening of Technical Bid.

6.0 DURATION OF THE CONTRACT

- 6.01 The Contract will be valid for a period of three years. However, in order to evaluate the performance and services, of the Contractor, the contract will cover a probationary period of 6 months. Only after the services are found to be satisfactory during the probationary period, the contract will be confirmed for a further period of 30 months under the same terms and conditions.
- 6.03 TIMINGS: Electrical Maintenance & allied Services are required round the clock on all days including holidays and national holidays.

7.0 MINIMUM CRITERIA FOR SHORTLISTING:

- 7.01 The Contractor/Firm should be registered under Companies Act / Registrar of Firms/ or similar authority. The Contractor/Firm should also be registered under Shops & Commercial Establishment Act.
- 7.02 The Contractor / Firm should be Class I registered electrical Contractor registered with KPTCL, KPWD, CPWD, MES, REC / Other appropriate authorities and possess valid Class I Electrical Contractors License issued by the Chief Electrical Inspector, Govt. of Karnataka or Central Electricity Authority, Govt. of India.
- 7.03 The Contractor should have minimum seven years experience and have atleast two similar type of contracts in other organizations and one such contract should be in Bangalore.
- 7.04 The Contractor's annual turnover arising out of Electrical maintenance & allied contracts should be atleast Rs. 80.0 lakhs (Rupees Eighty Lakhs only) per annum .
- 7.05 The Contractor should hold valid licence issued by appropriate statutory authorities for carrying out such contracts.

Details listed above (from 7.01 to 7.05) should be separately enclosed with the technical bid along with Contractor details as laid out in Annexure-A.

8.0 SCOPE OF THE OVERALL SERVICE CONTRACT

- 8.01 We require Electrical Maintenance services –all types of wiring, including LAN, telephones, three phase wiring, -48 wiring, etc. including new installations, which includes the following and are not exhaustive :

- i. Complete Electrical maintenance including providing new wiring, laying of cables, etc. and all related activities.
- ii. Telephone wiring maintenance including laying new wiring as and when required.
- iii. All Electrical related work with respect to Water pump and Bore-well maintenance, Effluent Treatment Plant Maintenance, Canteen equipment maintenance i.e., for equipments like Geysers, Grinders, Bain Marie, Boilers, etc., Fire Station water pump, etc.
- iv. Maintenance and operation of 1500 KVA substation panels, etc.
- v. Operation and maintenance of change over switches 63A – 800 Amps, Switch Fuse Units 400 amps., ACBs 1000 amps, 1600 amps, 2000 amps, D C Power Plants, UPS, Batteries, Generators, PA Systems, amplifiers, etc.
- vi. Fixing and maintenance of tube lights, fans, regular power points including street lights in the campus.
- vii. Attending to all kinds of breakdown calls.
- viii. All associated miscellaneous work as and when required.
- ix. All Electrical support in Indoor and Outdoor Field Trial activities of our Centre.
- x. All Electrical and allied work in Guest House as and when required.
- xi. In addition to all of the above, liaisoning work to be carried out with the State Electricity Board and other statutory agencies as and when required and assigned.
- xii. Monitoring of Roof top solar System of 557 KW capacity with associated activities including cleaning of panels periodically as instructed by the C-DOT Representative.
- xiii. Any other work of similar nature assigned from time to time.

9.0 TERMS AND CONDITIONS OF THE CONTRACT

- 9.01 The successful Contractor should commence the services within fifteen days from the receipt of the award of contract or from the date as decided by C-DOT and this will be binding on the Contractor.
- 9.02 The contractor should provide the requisite particulars of all personnel proposed to be posted to our Centre in advance and only on approval from the Centre they can be posted.
- 9.03 The Contractor shall ensure compliance of all laws relating to providing the services to our Centre.
- 9.04 The Contractor shall be responsible for issuing identity cards, uniforms and other requisite accessories including a set of tool kit to individual personnel posted in our campus which includes Cutting-plier, Screw Driver Set, Tester, Test Lamp, pair of insulated 600V grade Industrial shoes.

- 9.05 The Contractor should provide minimum of two bicycles for movement of his personnel within the C-DOT Campus. The Contractor will be solely responsible for the security and maintenance of the bicycles.
- 9.06 The Contractor should provide all his personnel with mobile phones.
- 9.07 The Contractor should depute his Field Officer to visit our Campus to carry out periodical checks of the personnel posted in various shifts.
- 9.08 The Contractor will solely be responsible for conduct and behaviour of his personnel and any loss or damage to the Centre's property due to the conduct of his personnel shall be made good by the Contractor.
- 9.09 In the event of theft, pilferage or damage to the Centre's property by the personnel posted by the Contractor, the Contractor should make good all the losses and replace the personnel immediately.
- 9.10 The Contractor shall not appoint any sub-contractor to carry out his obligations under the contract.
- 9.11 The Contractor shall ensure that the laid down assignments are carried out by the personnel posted by him.
- 9.12 In case of additional manpower / services required during the contract period, the Contractor shall provide the same at the contract rates only. No increase in the rates will be entertained during the pendency of contract. Similarly C-DOT reserves the right to curtail the manpower/services on pro-rata basis, if necessary.
- 9.13 In the event of any query, objection, delay or dispute with regard to any bill or a part thereof, the Contractor shall not be entitled to any interest to be paid by the Centre for late payment.
- 9.14 The Contractor and his personnel should strictly follow the Security Manual of C-DOT to the extent it is applicable.
- 9.15 Contractor should maintain manpower utilization register such as attendance register, holiday register at all location. The registers maintained should be free from overwriting/alterations, etc. The same should be produced for verification as and when required. Electrical Maintenance staff also may be asked to enter their attendance through biometric system provided at the specified entry point.
- 9.16 All the Supervisors and Electricians should be rotated on continuous basis at different locations as per the directive of C-DOT.
- 9.17 The Electrical Maintenance personnel will be first shortlisted by the Contractor as per the tender requirement. The shortlisted candidate will be approved by C-DOT officials before deployment. Immediate replacement has to be provided in case of any rejection.
- 9.18 In the event of an accident to the deployed staff while discharging their duties at C-DOT premises, C-DOT will not be held responsible for the same. Contractor will therefore be solely liable for treating his staff medically, payment of compensation if any, etc.

- 9.19 Contractor should replace immediately such personnel who do not perform their duties effectively and those who commit acts of indiscipline.
- 9.20 The Electrical Personnel posed in C-DOT should be adept in using/handling the electrical equipments, etc., provided by C- DOT.
- 9.21 The Electrical Personnel shall usually perform eight hours of duty only in any one shift in a day.
- 9.22 In case there is an increase in the requirement of Electrician by C-DOT, the same should be provided by Contractor within two days from the date of requisition on similar terms and conditions.
- 9.23 If at any stage, the performance of any of the Electrical personnel is found unsatisfactory, C-DOT reserves the right to seek his replacement. Additional manpower is to be provided by the Contractor within 24 hours. C-DOT campus is a tobacco free premises. Smoking of cigarette, bidi etc, or chewing of gutka, paan, tobacco and consuming alcohol is strictly prohibited. No Electrical personnel posted by your Contractor in our Campus should have this habit. Any Electrical Personnel violating this rule shall be removed immediately by C-DOT .
- 9.24 The Contractor/firm shall be responsible to abide by legal and labour provisions prescribed by the Government of India which shall include Income tax, Insurance, Accident, ESI, PF, Minimum Wages, Contract Labour R&A Act etc. The Contractor shall ensure PF/ESI contributions deposited every month for each employee and statement of compliance submitted to C-DOT. Any change in the minimum wages shall be paid extra as and when announced by the Govt. Corresponding benefits shall also be computed accordingly. The same shall be paid to the Contractor only after providing proof of payment of the same by the Contractor.
- 9.25 The Contractor / his authorized representative should be accessible 24/7 over the phone (hence should share with CDOT the contact telephone number & mobile number) enabling C-DOT to contact them at any time.
- 9.26 The quality of electrical personnel will be assessed through the clients and information received from the feedback system. A profile of the Electrician which is required for information is built up with:
- A. Photo + Bio – data
 - B. Copy of Certificates
 - C. Aadhar Card
- 9.27 The Contractor will be responsible for timely payment of wages as per rules to his personnel with submission of proof of payment with copies of salary slips. The wages /salaries to the personnel should be paid to their respective bank accounts. For this purpose the bank accounts of the personnel shall be opened in Canara Bank, Electronics City Branch.

10.0 MANPOWER REQUIREMENT

10.1 Our manpower requirement is as follows:

Post	No.(s) required	Preferred Age group
Electrical Site In-charge	1 No.	25-40 Years
Electrical Supervisor	3 Nos.	25-40 Years
Electrician	7 Nos.	20-35Years
Helper	1 no.	20-35 Years

Note : The manpower mentioned above is inclusive of relievers . The number of personnel in various posts may be increased or decreased as per requirement at the discretion of C-DOT.

(i) The Electrical Site In-charge should meet the following requirements:

- Should have an Engineering Degree in Electrical Engineering from a recognized university with a post qualification experience of at least 2 years in an industry with a high tension (11KV) sub-station. **He should be highly skilled,** also possess experience in LT installations, Maintenance of Generators and should be able to independently handle all the Electrical Installations.
- Should be able to handle all the work effectively, interact with electricians and authorized personnel of C-DOT, handle maintenance of records / paperwork, attend to telephone calls, carryout BESCO related work, carry out all work with respect to telephones and liaise with BSNL authorities, etc.
- Should be responsible to maintain inventory and submit periodical reports.
- Should submit periodical reports on the various works being carried out.
- Maintain all statutory records.

(ii) The Electrical Supervisors should meet the following requirements:

- Should have completed two years ITI or JOC in Electrical Engineering with post qualification experience of Five years in an industry with high tension (11 KV) sub-station.
- Should have valid permit issued by the Electrical Inspectorate, Govt. of Karnataka.
- **Should be highly skilled** and be able to handle all the work effectively, interact with electricians and authorized personnel of C-DOT, handle maintenance of records / paperwork, attend to telephone calls, carryout BESCO related work, carry out all work with respect to telephones and liaise with BSNL authorities, etc.

(iii) The Electricians should meet the following requirements:

- Should have completed two years ITI or JOC course in Electrical Engineering preferably with an apprenticeship certificate issued by the National Council for Training in Vocational Trades with an experience of two years in an industry with high tension (11 KV) sub-station.
- **Should be skilled** and have a valid permit issued by the Electrical Inspectorate, Govt. of Karnataka.

(iv) The Helper should meet the following requirements:

- Should have completed SSLC or equivalent
- Will be **in unskilled category.**
- Should carry out the cleaning of Solar Panels, maintenance of Batteries, UPS room, AHU Room, material movement & associated works as and when assigned to.

In addition to the above manpower, the following manpower shall be provided on casual basis as and when required.

Sl.No.	Post
1	Electrician

Note : Submission of documentary evidence in support of the qualification and experience of the personnel to be posted in various posts is mandatory.

11.0 SECURITY DEPOSIT/ PERFORMANCE BANK GUARANTEE

11.01 In order that the Contractor fulfils the obligations under the terms of the contract, he shall provide C-DOT a Security Deposit equivalent to Rs.1,50,000/- (Rupees One lakh fifty thousand only) by way of DD within 02 weeks from the date of award of the contract. This will be returned interest free three months after the successful completion of the contract or further renewals thereupon.

Or

In order that the Contractor fulfils the obligations under the terms of the contract, he shall provide C-DOT with the Bank Guarantee equivalent to Rs.1,50,000/- (Rupees One lakh fifty thousand only)) from any nationalized/scheduled bank, in the prescribed format. The above Bank Guarantee should be submitted within 02 weeks from the date of award of contract and should be valid for over three months after the expiry of contract period.

C-DOT will be free to en-cash the Bank Guarantee/Security Deposit in the event of any failure on the part of the Contractor to meet his obligation under the contract or in the event of any demand by the concerned Statutory Authorities for dues from the Contractor at its sole discretion.

12.0 REPORTS

12.01 Weekly and monthly report in the prescribed format on the assignment carried out or any other report sought from time to time should be submitted to the Admin. Representative.

13.0 PENALTY CLAUSE:

13.01 All contractual obligations will be strictly enforced. Deductions will be made for poor services like

- Shortage of Personnel during any shift
- Refusal to perform the duty assigned
- Misbehaviour / Act of indiscipline by the contract staff.
- Omission/Failure to answer complaints within reasonable time

- Willful omission in carrying out responsibility resulting in loss/ damage of C-DOT Asset– amount equivalent to double the value of loss (value as fixed by C-DOT Representative)
- Repair or damage caused to C-DOT asset due to your Personnel's negligence – cost equivalent to acquisition of the asset.
- Any other issue/shortcomings/lapse other than the above as occasion demands as decided by the C-DOT Representative.

13.02 The decision of the C-DOT Representative will be final with respect to the extent of penalties being levied.

14.0 PAYMENT SCHEDULE & TERMS

- 14.01 The Contractor shall submit its claim for the services rendered showing distinctly the charges payable, no. of manpower employed. These claims are to be made in the first week of the month immediately following the month for which the bill is raised. The bill should be accompanied by the proof of payment of PF subscription and ESI subscription of all the eligible Electrical personnel posted at C-DOT. A list of Electrical personnel along with their PF and ESI Nos. should also be submitted along with the bill.
- 14.02 Payment shall be made against bills to be submitted by the Contractor during first week of every month for their services rendered during the previous month. Payment shall be released within fifteen days of submission of bill.
- 14.03 Income Tax shall be deducted at source as per rules in force from time to time, as applicable.
- 14.04 In the event of any query, objection, delay or dispute with regard to any bill or a part thereof, the Contractor will not be entitled to any interest to be paid by C-DOT for late payment.

15.0 OTHER TERMS AND CONDITIONS

- 15.01 The performance of the Contractor will be reviewed on a monthly basis by the concerned C-DOT officer. Where the performance is below the standard expected or where damages to C-DOT property was caused by/at the instance of Contractor's staff or logbook where materials agreed to be brought by the Contractor as per the requirements are not provided, then appropriate deductions will be made as per the assessment made by the officer concerned shall be final and binding. No further representation will be entertained by C-DOT.

- 15.02 Any dispute, difference or disagreement between C-DOT and the Contractor concerning the existence, validity, interpretation, performance, termination or breach under this Contract, shall be amicably resolved in good faith. Failing which, the matter shall be referred for settlement by arbitration in accordance with provisions of Indian Arbitration & Conciliation Act, 1996, as amended from time to time. Either Party may refer the dispute to the Sole Arbitrator, to be nominated by the Executive Director, C-DOT. The language of arbitration proceedings shall be English and the venue and jurisdiction of the arbitration shall be Bangalore. The arbitration award shall be final and binding on both the Parties.
- 15.03 Disputes, if any, arising out of above tender will be referred to Arbitration having jurisdiction over Bangalore only.
- 15.04 Sub-contracting is not allowed by the Bidder. If it is found that the job has been sub-contracted, the contract with the Bidder shall be terminated with immediate effect with forfeiture of the Security Deposit.

**TECHNICAL BID
ANNEXURE – A
ELECTRICAL MAINTENANCE & ALLIED SERVICES**

TENDER REF.NO.CDOT/CAMPUS/TENDER/ELEC/2019-2022/002

Demand Draft towards cost of tender document, if downloaded from C-DOT Website

DD NO.	DATE	BANK NAME / ADDRESS	AMOUNT (RS.)

ANNEXURE A
TENDER REF.NO.CDOT/CAMPUS/TENDER/ELEC/2019-2022/002

<u>1.0 PROFILE OF THE COMPANY/CONTRACTOR</u>	
1.1 Name of the Company/Firm and Registered Address & Registration details	
1.2 Legal Status Individual/Proprietary Firm / Partnership Firm/Private Ltd. Co./Others (specify) (Enclose the registration documents)	
1.3 Name of the Individual/Partners/Directors, address designation & occupation	
1.4 Nature of any other business carried out by your company	
1.5 If there are branches or sister concerns, furnish names & locations.	
1.6 Mention the annual turn-over of the Contractor from Electrical Maintenance & allied services for the years, 2015-2016, 2016-2017 and 2017-18.	2015-16 - Rs. 2016-17 - Rs. 2017-18 - Rs.
1.7 Please provide your Banker's name and address.	
1.8 No. of years' experience of your Contractor/ company in providing Electrical Maintenance & allied services only.	
1.9 No. of employees on the rolls of your Contractor/Company. (Enclose organization chart)	
1.10 Class I Electrical License No. & Validity Date	

2.0 STATUTORY DETAILS	
<p>2.1 Are you Registered under the following:</p> <ul style="list-style-type: none"> ➤ Employees State Insurance Act 1948 ➤ Provident Fund & Miscellaneous Provision Act 1952 ➤ GST ➤ PAN No. issued by Income Tax Authorities <p style="text-align: center;">(Enclose Registration documents)</p>	<p>YES / NO</p> <p>YES / NO</p> <p>YES / NO</p> <p>YES / NO</p>
<p>2.2 Have you registered with</p> <p>(a) Central Labour Authorities.</p> <p>(b) (If yes, Enclose supporting documents)</p>	<p>YES / NO</p>
<p>2.3 Specify whether there are any issues/ disputes against your Contractor before Commissioner Provident Fund, Commissioner ESI, Income Tax authorities, Labour Tribunal Authorities, etc.,</p>	
<p>2.4 Specify whether at any point in time your Contractor/firm/Company was banned or de-listed by any Government or quasi Government agencies or PSUs.</p>	<p>YES / NO</p>
3.0 INFRASTRUCTURE	
<p>3.1 Furnish details of infrastructure maintained by your Contractor/ Company for providing Electrical Maintenance & Allied Services.</p>	
<p>3.2 Fax Nos./Email IDs of the Office in Bangalore.</p>	
<p>3.3 Details of contact persons in your Office with Mobile phone numbers</p>	
4.0 WELFARE MEASURES	
<p>4.1 Is any transport facility provided to your staff ?</p>	
<p>4.2 Do you issue Uniform to your staff at subsidized rate / free of cost / on full payment, please specify.</p>	
<p>4.3 Do you pay bonus? If so, what is the quantum of bonus proposed to be paid?</p>	

4.4 Any other welfare measure provided in addition to the above?	
5.0 GENERAL	
<p>5.1 Who are the major corporate clients of your Company / Contractor to whom Electrical Maintenance & Allied Services are provided? Furnish Name & Mobile/Telephone Nos. of the Officers.</p> <p>a. Existing contracts with locations & annual value</p> <p>b. Served over 5 years</p> <p>c. Served over 3 years (Furnish the information in a separate sheet of paper with details of the value of contract duly signed by the authorized signatory and enclose copy of the contracts)</p>	
5.2 Furnish any other information with supporting documents which may help C-DOT in assessing your Company's / Contractor's capabilities.	
<p>NOTE : Information sought above may be given in separate sheets, if the space provided above is not enough. Enclose all supporting documents substantiating the above statements.</p>	
<p>Date : _____ Signature _____</p> <p>Place : _____ Name _____</p> <p>Designation _____</p> <p>Seal of the Company / Contractor</p>	



UNDERTAKING

TENDER REF.NO.CDOT/CAMPUS/TENDER/ELEC/2019-2022/002

I hereby certify that I have submitted the Demand Draft for Earnest Money Deposit as per the Terms and Conditions of the tender document in my Financial Bid (Envelope-B).

If the Demand Draft is found to be invalid, C-DOT shall be free to take suitable legal and/or other action against us, as deemed appropriate.

Date : _____

Signature: _____

Place : _____

Name : _____
Designation

Seal of the Company/Contractor



**TENDER REF.NO.CDOT/CAMPUS/TENDER/ELEC/2019-2022/002
ELECTRICAL MAINTENANCE & ALLIED SERVICES**

CERTIFICATE

I/We hereby certify that I have studied all the terms and conditions of the tender document, understood the same and hereby accept the same and signing this document as an authorized signatory in the capacity of _____.

I / we certify that our Company/Contractor has not been blacklisted/debarred from doing business by any customer organization (including Govt.) during last three financial years.

I / we have no objection to C-DOT verifying any or all the information furnished in this document with the concerned authorities, if necessary. If at any stage the information furnished is found to be incorrect, C-DOT shall be free to take appropriate legal action against us including but not limited to termination of contract and forfeiture of security deposit.

I/We hereby confirm we will provide services as per the terms and conditions of the contract awarded, failing which C-DOT will be free to make alternate arrangements at our risk and cost. We also confirm that in case of unsatisfactory services, C-DOT has the right to take any legal course of action against us.

I/We agree to provide services as per the rates quoted by us.

Date : _____ Signature _____

Place : _____ Name _____

Designation _____

Seal of the Company / Contractor

ANNEXURE – B

**COMMERCIAL QUOTE
ELECTRICAL MAINTENANCE & ALLIED SERVICES**

TENDER REF.NO.CDOT/CAMPUS/TENDER/ELEC/2019-2022/002

TENDER REF.NO.CDOT/CAMPUS/TENDER/ELEC/2019-2022/002

Name of the Contractor :

COMMERCIAL BID

Rates to be quoted for Manpower individually. The rate should also be inclusive of administrative charges, services charges, etc.

Sl No:	Post	No. of Posts	Rate per month per post	Extended Cost
1.	Electrical Site In charge	01		
2.	Electrical Supervisor	03		
3.	Electrician	07		
4.	Helper	01		

GST _____% (specify)

Note : (1) Give complete details of salary components like Basic Pay, DA, PF, ESI, Bonus, administrative charges, service charges, etc. for all of the above posts individually in a separate sheet as per the enclosed format duly signed by the authorized signatory.

Date : _____

Signature _____

Place : _____

Name _____

Designation _____

Seal of the Company / Contractor

TENDER REF.NO.CDOT/CAMPUS/TENDER/ELEC/2019-2022/002
SALARY/WAGE BREAKUP DETAILS

Name of the Contractor : _____

Category of Post : _____

Sl.No.	Salary/Wage details	Amount	Remarks, if any
1	Basic Wages+VDA		
2	ESI		
3	EPF		
4	Bonus, if applicable		
5	Other Salary / Wage components (specify)		
6	Service Charges*		
7	Total		
	GST (specify)		

Note : (1) The percentage of the above wage /salary components should be specified clearly . Additional columns for wage/salary components, if required may be included.

The above salary / wage breakup details should be provided for all categories of post as per the tender terms and conditions

(2) Quotes with nil service charges will not be considered

***SERVICE CHARGES** _____

Note : The service charges will remain constant during the period of contract based irrespective of changes in Minimum wages, etc., if quoted on percentage basis, i.e., the amount arrived at based on the percentage of the service charges at the time of award of contract will not vary. For eg. The service charge is quoted at 5% and the equivalent amount is Rs.200 at the time of award of contract. The amount will remain the same throughout the period of contract.

C-DOT is a public funded R&D organization set up by the Govt. of India and Registered under GST. **GST No is Bangalore–29AAATC3895K1Z7 and Delhi –07AAATC3895K1ZD.**

The exact amount of GST along with HSN code, under which applicable, must be indicated unambiguously in the commercial part.

Seal of the Company / Contractor

TENDER REF.NO.CDOT/CAMPUS/TENDER/ELEC/2019-2022/002

Name of the Company/Contractor: _____

CASUAL MANPOWER

Rates to be quoted for the following manpower required on casual basis. The rates may be quoted on per day per person basis. The rates should be inclusive of administrative charges, services charges, etc.

Sl.No.	Particulars	Rate per day
1	Electrician	

GST _____% (specify)

Date : _____

Signature _____

Place : _____

Name _____

Designation _____

Seal of the Company / Contractor