



**SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA**  
SIDBI Tower, 15, Ashok Marg, Lucknow – 226 001

## Tender Document

**Name of Work -Tender for Comprehensive Electrical maintenance of SIDBI Tower at 15, Ashok Marg, Lucknow.**

**Name of the Tenderer .....**

## Notice Inviting Tender

Small Industries Development Bank of India (SIDBI), SIDBI Tower, 15, Ashok Marg, Lucknow – 226 001 invites tenders for comprehensive electrical maintenance of SIDBI Tower at 15, Ashok Marg, Lucknow.

The tenderers are requested to submit quotation in the attached Tender Document comprising Notification, Tender documents, Tender summary, Form of Quotation, EMD, General Terms and conditions, Tender Details, Technical specifications – **Envelope I**, and Price Bid – **Envelope II** duly filled in and signed on each page.

The tender document can be obtained from the office of Small Industries Development Bank of India (SIDBI), SIDBI Tower, 15, Ashok Marg, Lucknow – 226 001 from December 04, 2014 between 9.30 am to 5:30 pm on working days (Monday to Friday) at a price of ₹200/-.

The tender along with requisite DD towards Earnest Money Deposit (EMD) and Price Bid shall be submitted in two separate sealed envelopes super scribing.

“Tender for comprehensive electrical maintenance of SIDBI Tower at 15, Ashok Marg, Lucknow. – **Envelope I (Technical Bid)**” and “Tender for Comprehensive electrical maintenance of SIDBI Tower at 15, Ashok Marg, Lucknow – **Envelope II (Price Bid)**” respectively. Both the sealed envelopes should be sent in a common envelope super scribing “Tender Document for comprehensive electrical maintenance of SIDBI Tower at 15, Ashok Marg, Lucknow.– Envelope I and II” and shall be sent at the above mentioned address of the office of SIDBI so as to reach on or before **11.00 am of December 24, 2014**. Late tenders will not be accepted and are liable to be rejected.

The above offer will be subject to various terms and conditions given in the Tender Document. The tenderers are requested to visit the site to acquaint with site conditions and type of supply involved. Site Visit may be done from **December 04, 2014 to December 19, 2014** between 10.00 am to 5:00 am

**Conditional tenders will be summarily rejected and the tender may not be considered for evaluation.** Any doubt or clarification may be clarified from the officer-in-charge before submitting the Tender document.

The validity of tender will be 120 days from the date of opening of the Price Bid.

Please note that SIDBI reserves the right to reject any or all the tenders without assigning any reason thereof.

Signature :  
Name of the Tenderer :  
Date / Place :  
Seal :

**All the intending agencies/ contractors are also  
requested to note the following important provisions**

**Preference for registered Micro and Small Enterprises (MSEs) -**

As per Policy of Government of India following purchase preference shall be given to Micro and Small Enterprises (MSEs) tenderers which are registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises.

1. The Bank shall provide the tender documents free of cost to the tenderers who are registered MSEs and such shall also be exempted from submission of earnest money deposit (EMD).
2. MSEs quoting price within the price band of L1 +15% shall also be allowed to provide a portion of requirements (services) by bringing down their price to L1 price, in a situation where L1 price from someone other than a MSEs and such MSEs shall be allowed to supply upto 20% of total tender value. In case of more than one such MSEs, the supply shall be shared proportionately.
3. The Bank has also earmarked a sub target of 4% procurement of goods/Services, out of 20% from MSEs, owned by SC/ST Entrepreneurs from MSEs.

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### Tender Summary

Sr. No.	Particulars	Details
1	Nature of Work	Comprehensive electrical maintenance of SIDBI Tower at 15, Ashok Marg, Lucknow.
2	Site of Work	SIDBI Tower at 15, Ashok Marg, Lucknow.
3	Stipulated dates	
	Last date and time of submission of Tender Document	11.00 am of <b>December 24</b> , 2014.
	Site Visit	10.00 am to 5.00 pm From December 04, 2014 to December 19, 2014
	Opening of Tender	11.30 am of <b>December 24</b> , 2014.
	Validity of Tender	120 days from the date of opening of Price Bid
4	<b>Time period of contract</b>	The period of contract will be 12 months from the date as mentioned in work order. This may further be extended for Two more years based on the performance with an increase of 5% of the initially quoted rates for first years and 10 % of the initially quoted rates for second year in the rate (all inclusive).
5	Earnest Money Deposit (EMD)	Demand draft for an amount of ₹12,000/- (Rupees twelve thousand only) drawn in favour of 'Small Industries Development Bank of India' payable at Lucknow.
6	Refund of EMD	(i) To unsuccessful Bidders: After award and acceptance of work by successful Bidder without any Interest.  (ii) If the successful bidder fails to accept the LOI / sign the contract or do not provide the required performance security or expresses inability to carry out the contract or fails to start the work within stipulated time, SIDBI shall forfeit the bid security amount (EMD) of the bidder and ban the contractor from subsequent bidding for a period of 3 years

- 10 Other Terms** The total security deposit (EMD + Retention money) amounting to **7%** of the accepted value of contract will be required to be deposited by the successful bidder within 7 days of award of contract to successful bidder. Total security Deposit will be released to the agency without interest after successful completion of the contract
- 11 Estimated Amount** 6.00 Lakhs

**Signature** :

**Name of the Tenderer** :

**Date / Place** :

**Seal** :

## Form of Quotation

The DGM  
SIDBI,  
Lucknow :

Dear Sir,

**Sub:- Tenders for Comprehensive electrical maintenance of SIDBI Tower at 15, Ashok Marg, Lucknow.**

We have examined the terms and conditions for the Tender Document. We have also visited the sites where above work has to be carried out and acquainted ourselves with the nature of work involved. We hereby offer our quotations as specified in the Tender Document-Envelope II (Price Bid).

We have fully understood all the conditions made for the captioned work and have taken into account all the conditions while quoting the rates in the Tender Document- Envelope II (Price Bid). The bill of quantities in Price Bid has been read in conjunction with all the terms and conditions of Tender.

A Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ for an amount of ₹ \_\_\_\_\_ /- (Rs. \_\_\_\_\_ only) is enclosed herewith towards Earnest Money Deposit for the captioned work.

We are also aware that SIDBI reserves the right to reject any or all the offers without assigning any reason whatsoever. As required by you, I/We am/are returning herewith Tender Document (Envelope I & II ) duly signed by me/us at each page as a token of our acceptance of the provisions of the Tender Document.

In the event of this tender being accepted, I/we agree to undertake the work as specified in tender.

Signature :  
Name of the Tenderer :  
Date :  
Place :  
Seal :

(Sign. of Contractor)

## Tenders for Comprehensive electrical maintenance of SIDBI Tower at 15, Ashok Marg, Lucknow

### Eligibility criteria for Contractors

Applications are invited from experienced and competent contractors ( Lucknow based/ having branch office at Lucknow) for taking up the Annual Maintenance Contract of Electrical installations at SIDBI office premises, Lucknow subject to fulfilling following eligibility criteria :

#### Minimum qualifying criteria

1. Contractors should have **minimum 5 years of experience** in the field.
2. Contractors should have done at least one job of following magnitude **in the last 3 years** -Electrical Annual Maintenance and repair works for the office premises maintenance of similar type of at least 500 KVA substation and operation of at least 250 KVA DG set **OR** should have completed one electrical installation work of at least ₹.25 lakh. **Should possess 'A' class electrical licence issued by PWD / CPWD or the authority as applicable.** Should have done similar kind of 1 AMC work of minimum value ₹4.80 Lakh p.a / 2 nos. AMC work costing around ₹.3.00 lakh per annum.
3. The contractor should be an Income-tax assessee and should have filed Income Tax return for the last assessment year.
  - a. Contractor to be in profit, at least in one financial year during the last three financial years.
  - b. Annual gross income reflected in any one of the three financial years shall be taxable.
4. The contractor should have valid Service Tax Registration, Registration with the labor Department, P.F. and ESI registration.
5. The contractor could be a sole proprietary concern/ partnership firm or a company and should be registered with Registrar of Firms/ Companies wherever applicable.
6. Contractor should have sufficient manpower and tools to take up the work.
7. Contractor should have necessary licence.

**How to apply**

Application should be submitted in the prescribed form (enclosed) along with signed and stamped copies of the following documents:-

- 1) Certificate of registration of the firm, if any
- 2) Solvency certificate from the Bankers or Income Tax return filing to assess the soundness
- 3) Letters of empanelment with other organization/ statutory bodies, if any.
- 4) Letters of intent/ work order/ certificate from other employers showing details of work, value, etc., done in last 2 years.
- 5) Necessary license, Registration certificates with various above mentioned departments, PAN, etc. duly signed and stamped by the contractor to be attached with the Tender.

Completed application form along with the above documents shall be submitted in sealed envelope clearly indicating the name of work on top of the envelope to :-

The Deputy General Manager (Premises)  
Small Industries Development Bank of India  
SIDBI Tower, 15, Ashok Marg  
Lucknow - 226 001 (Uttar Pradesh)

Furnishing of false information or suppression of any information would lead to rejection of application and/or initiation of penal proceedings by the Bank.

(Dy. General Manager)



**APPLICATION FORM**

**(Technical Bid to be submitted in Envelope I )**

1. Name of the Organisation     :
  
2. Registered Address             :
  - i. Telephone No. -
  - ii. Fax No. -
  - iii. E-mail address -
  - iv. Name of contact person -
  
3. Office Address/ Branch Address:
  - I. Telephone No. -
  - II. Fax No. -
  - III. E-mail address -
  - IV. Name of contact person -
  
4. Year of Establishment (Attach Supporting Document)     :
  
5. Status of the firm                     :  
(whether Company/ Firm/ Proprietary)  
(In case of ltd. Company,  
Memorandum of Articles and  
Association to be attached)
  
6. Name of Directors/ Partners/ Proprietor
  - i)
  - ii)
  - iii)
  
7. Whether registered with the Registrar of     :  
Companies/ Registrar of Firms. If so,  
mention number and date

8. a) Name and address of Bankers

i)

ii)

ii)

iv)

b) Enclose Solvency Certificate from the Bankers or Income tax return filing

9. Permanent Account Number (Copy to be attached) :

10. Details of last three years Income Tax return filed (Copy to be attached):

11. Details of Registration with the Labor office (copy to be attached) :

12. Details of Excise/ Service Tax Registration (copy to be attached) :

13. Details of P.F. ,ESI registration (copy to be attached) :

14. If registered in the panel of other organisations/ statutory bodies, such as CPWD, PWD, MES, Banks etc., furnish their names, category and date of registration.

i)

ii)

iii)

iv)

v)

vi)

15. What are your fields of activities ? Mention the fields on preference basis.(Copy of LOI/ work order/ contract/ Completion certificate to be attached)

i) ii)

iii) iv)

v) vi)

16. Furnish detailed description and value of works done in last 3 years in Proforma-1 : and other details as per Proforma-2 .

17. Specify the maximum value of : work executed in a year during the period of last 5 years (copy of LOI / work order to be attached)

18. Furnish the names of responsible persons and their contact details who will be in a position to certify about the quality as well as past performance of your organization.

i)

ii)

iii)

**Note :** Where copies are required to be furnished these are to be certified copies preferably by the concerned agencies or a Government Officer.

Annexure-I

**Tenders for Comprehensive electrical maintenance  
of SIDBI Tower at 15, Ashok Marg, Lucknow**

**General Terms and Conditions**

1. The period of contract will be 12 months from the date as mentioned in work order. This may further be extended for Two more years based on the performance with an increase of 5% of the initially quoted rates for first years and 10 % of the initially quoted rates for second year in the rate (all inclusive).
2. Successful bidder shall deposit a security deposit equivalent to 7 % of contract value (including EMD) in the form of Demand Draft drawn in favour of Small Industries Development Bank of India payable at Lucknow within a week from the date of issue of work order. The deposit will not carry any interest and will be refunded after completion of the contract. In the event of breach of contract by the contractor, the security deposit will be forfeited. Decision of SIDBI in such matters shall be final and cannot be challenged.
3. The monthly maintenance charges shall be paid to the contractor after completion of services of each month. The contractor shall submit monthly bill indicating that, the whole work is carried out satisfactorily along with the attendance sheet. Applicable taxes will be deducted at source. A copy of receipt of payments made to the workers (Cheque/ RTGS payments) shall be provided with the monthly bills. If observed that the payments being made are not as per labour law, Bank reserves the right to deduct required amount found eligible to be paid to the worker and pay the same directly to the worker. In that case bank may also impose suitable penalty to the contractor for non compliance of labour Law. SIDBI has the right to insist that the payment to the workers be made in presence of Bank's nominee.
4. **The contractor is required to obtain police verification report of his staff employed within one month from the award of contract at his own cost. Else, SIDBI reserves the right to withheld the payments and no plea in this regard shall be entertained.**
5. Contractor shall provide receipt of deposition of P.F.,ESI etc. of workers from concerned department along with the monthly bill.
6. Rates quoted by the contractor shall be firm and no escalation will be considered for the first one year period of the contract. Contract may further be extended for Two more years based on the performance with an increase of 5% of the initially quoted rates for first years and 10 % of the initially quoted rates for second year in the rate (all inclusive).

7. The rates quoted shall include cost of all tools and tackles, manpower cost including wages(including P.F, ESI contribution Employee and Employer), liveries etc., taxes & duties (including applicable taxes such as services tax, Works contract Tax etc.), Insurance (if any) etc. payable to the appropriate authority. No extra payment over and above the rate quoted shall be made to the contractor in this respect.
8. **The contractor should comply with the requirements of latest Labour Laws and Minimum Wages Act, 1948 and its latest amendments, etc. Minimum wages of labor to be paid as per the approved latest applicable central minimum wages.**
9. Insurance - The contractor should take adequate insurance cover as per the extant rules / acts for its staff. In case the contractor fails to take necessary insurance cover, SIDBI may obtain such insurance cover and adjust the amount from contractors bills, deposits, etc. without any recourse to the contractor.
10. **The contractor shall be entirely responsible for the conduct of his staff. In case of any misbehaviour / misconduct by the staff, contractor would have to remove such staff, as advised by SIDBI. If required, the contractor may be advised to obtain police verification report of his staff employed, whenever felt necessary. In case of non-compliance, SIDBI reserves the right to withhold the payments partly and no plea in this regard shall be entertained.**
11. The contractor shall be solely responsible for all injury to the workmen and for all damages caused to the building, DG set and other properties that may occur due to negligence, carelessness, accidental or any other reasons whatsoever. The contractor shall duly indemnify SIDBI and hold SIDBI harmless in respect of all and any such expenses arising from all such injuries or damages to any person(s) or property as aforesaid and also in respect of any claim made in respect of injury or damage under any act of compensation or damage consequent upon such claim.
12. In case of unsatisfactory service, SIDBI reserves the right to terminate the contract by giving 15 days notice and forfeit the security deposit. Decision of SIDBI in such matters shall be final and cannot be challenged.
13. Before quoting, the bidder may visit the site and make himself familiar with the site, nature and conditions of work involved.
14. The contractor or his authorised representative shall be present at site every day and closely supervise / monitor the entire work entrusted to him and report the progress of work / repairs etc. that needs to be taken up, to the caretaker / concerned officer regularly.
15. The successful Bidder shall be required to give an undertaking with the monthly bills in the enclosed format that he is making regular payments to his employees as per the Minimum Wages Act, ESI, EPF Act and complies all other applicable labour laws/ statutes.

16. The contractor is required to carry out additional minor repair / replacement works. No labour payment for the same shall be made as it is deemed to be included in the quoted rates. The cost of material, if any, shall be paid to the contractor on reimbursement basis subject to production of pucca bills / cash memos and after verification from market. Contractor shall take up such works only after obtaining due approval of SIDBI. SIDBI's decision in all such matters shall be final and binding on the contractor.
17. The contractor is required to provide a mobile phone to his site staff (atleast 1 no.), so as to contact him as and when needed. Else, penalty of Rs. 1000 per month would be applicable.
18. The contractor shall maintain necessary records / registers for stock and consumption of materials, etc. as advised by the Premises Department.
19. All workers should be provided with uniform and they should be all the time in uniform while in office premises.

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**Annexure II**

**Tender for Comprehensive Electrical Maintenance  
of SIDBI Tower , 15-Ashok Marg, Lucknow**

**Electric Work**

**SCOPE**

Scope of work includes operation and maintenance of the entire electrical installations at SIDBI Tower, 15-Ashok Marg, Lucknow. (Except Maintenance of DG sets which is already with the Supplier) Following equipments / installations are included in the scope of work :-

1. 11 KV H.T. Pane l- 1No
2. 11KV Double Pole Structure - 1 No
3. 11/0.4 KV , 800 KVA Transformer - 1 No
4. 500 KVA DG Set - 1 No
5. 320 KVA DG Set - 1 No
6. Main LT Panel - 1 No
7. Emergency LT Panel - 1 No
8. All other LT Panels, cablings ( HT&LT), internal wiring, rising main, DBs, Light and Power Points, etc.
9. Water lifting pumps - 4 Nos.
10. Sump pump - 2 Nos.
11. Electrically operated Gates - 2 Nos..
12. Cooling Towers with pumps for DG sets - 3 Nos.

The contractor is expected to operate and maintain the entire electrical system and all electrical / electro-mechanical equipments according to best engineering practice to ensure continuous power supply to the premises/ operation of all the equipments. The emphasis is on preventive maintenance to minimize breakdown.

Any repairing work required for H.T. Panel, Double Pole Structure, Transformer and cooling tower shall be arranged by the contractor through specialized agencies/ himself with prior approval. The cost of materials and manpower for the same shall be paid extra as per actual. For all other repairing works to be done by the contractor, only cost of materials required as per actual shall be borne by the bank. All the materials required to be replaced shall be provided / reimbursed to the contractor by the Bank subject to market verification. However, oil/ grease ( for lubrication/ cleaning purpose ), black tape, duster etc. shall be provided by the contractor at his cost. Any wiring and replacement of fittings / fixtures, etc. that may be required to be done in the premises, shall be done by the contractor and no labor charges will be paid , however cost of required materials shall be paid to the contractor subject to market verification. All the equipments/ panels shall be cleaned weekly. It is the responsibility of the contractor to switch on the lights in the morning and switch off the lights after office hours. In case power failure from LESA, contractor shall follow up with LESA officials for early resumption of power supply.

**DUTY HOURS** - 24 Hours every day including all holidays.

The indicative manpower required for overall scope of electrical maintenance is as under (including all tools & tackles)

1. One Supervisor ( Experienced Person with Diploma in Electrical Engg. / ITI Trade Certificate)- Minimum two hours once in a week or as and when required in case of need
2. Electricians having electrical license or of proven competence, in consultation with SIDBI – 8 am to 10 pm. However if required Electrician and helper should come in night hours 10.00 pm. To 8.00 am.
3. 1 Semi skilled helper cum DG set operator and panel etc operator – 16 Hr. 8.00 am to 10.00 pm. However if required Electrician and helper should come in night hours 10.00 pm. To 8.00 am.

**11 KV H.T. Panel ( 1 No. )**

Contractor shall check the oil level weekly and if the level is low, necessary topping up is to be done by the contractor. Cost of Oil will be borne by the bank. The batteries provided should be checked weekly for charging and same are to be charged as required, through manually operated battery-charger provided in the system. Contractor shall keep the H.T. Panel room clean and no material should be stored in the room. Any fault in the panel shall be rectified / got rectified by the contractor within 48 hours. Contractor shall take necessary shut down from UP Power Corporation for repairing work. In case of delay beyond 48 hours, a fine of ₹1000/- per day of delay or part thereof shall be imposed.

**11 KV Double Pole Structure ( 1 No. )**

Any fault in the Double Pole Structure shall be attended and rectified / got rectified by the contractor within 36 hours. Contractor shall take necessary shut down from UP Power Corporation for repairing work. In case of delay beyond 36 hours, a fine of ₹1000/- per day of delay or part thereof shall be imposed. The structure shall be painted in Aluminium paint once in the 12 months at the cost of the contractor.

**11/0.4 KV, 800 KVA Transformer ( 1 No. )**

Contractor shall check the oil level weekly and if the level is low, necessary topping up is to be done by the contractor at his labour cost. Cost of Oil and cost of centrifuging will be borne by the bank. Any fault in the Transformer shall be attended and rectified by the contractor within 48 hours. In case of delay beyond 48 hours, a fine of Rs. 1000/- per day of delay or part thereof shall be imposed. The Transformer Yard shall be kept clean and all grass/ vegetation etc. shall be removed quarterly.

**DG Set Operation (Two DG Set of 500 KVA & 320 KVA Capacity )**

In case of non-availability of main power supply, DG Sets already installed shall be operated & continuous power supply to the entire building has to be ensured. Diesel & other consumable shall be provided by the Bank. **A record of operation (Log Book) of DG Sets is to be maintained.** Cleaning & maintenance of cooling towers of the DG Sets are to be done regularly. The DG sets and DG room shall be kept clean.



Diesel will be provided by SIDBI through a Petrol Pump in the area at the cost of SIDBI. However, transportation of diesel from petrol pump to the premises and the cost of transportation will be contractor's responsibility. Contractor shall maintain a log book giving the details of diesel consumption. Contractor shall also coordinate with AMC provider engaged by SIDBI in case of any break-down of DG set

### **Maintenance of Electrical Fan Motor of cooling Tower for DG set (three nos.)**

Contractor has to maintain the above fan motors including it's periodical oiling & greasing. In case of any electrical fault / breakdown, contractor has to repair/ rewind the motors within 48 hours. The Contractor will be reimbursed the cost of rewinding / materials/ labour for rewinding /repair etc at the mutually agreed cost, on production of bills which shall be subject to verification. However, no labour payment shall be admissible for minor repairs. In case of delay beyond 48 hours, a fine of ₹ 500/- per day of delay or part thereof shall be imposed.

### **LT Panels, Cablings ( HT & LT ), Internal Wiring, Rising Main, & DBs**

Any fault in any panel, cabling and wiring shall be attended and rectified by the contractor within 36 hours. The Contractor will be reimbursed the cost of materials etc on production of bills which shall be subject to verification. However no labour cost will be paid. In case of delay beyond 36 hours, a fine of ₹1000/- per day of delay or part thereof shall be imposed. All fused tube lights/lamps/ bulbs are to be replaced immediately by the contractor which will be provided by the bank. Records of such replacement to be maintained by the contractor in a register.

### **Maintenance of Earth Pits**

All earth pits shall be checked periodically and filled in with water once in a month.

### **Lightning Arresters**

All Lightning Arresters are to be checked for continuity once in a month and in case of any fault, same shall be rectified immediately.

### **Maintenance of Pumps ( Four water-lifting pumps, two sump pumps & three pumps for DG set )**

Contractor has to maintain above pumps including periodical oiling & greasing. In case of any electrical fault / breakdown, contractor has to repair/ rewind the motors within 48 hours. The Contractor will be reimbursed the cost of rewinding / materials/ labour for rewinding /repair etc at the mutually agreed cost, on production of bills which shall be subject to verification. However, no labour payment shall be admissible for minor repairs. In case of delay beyond 48 hours, a fine of Rs 500/- per day of delay or part thereof shall be impose

### **Maintenance of Electrically operated gates ( two nos. )**

Contractor has to maintain the above gates including periodical oiling & greasing. In case of any electrical fault in the gates the contractor has to repair the same within 48 hours. The Contractor will be reimbursed the cost of rewinding / materials/ labour for rewinding / major repair etc at the mutually agreed cost, on production of bills which shall be subject to verification. However, no labour payment shall be admissible for minor repairs. In case of delay beyond 48 hours, a fine of Rs 200/- per day of delay or part thereof shall be imposed.

### **DAILY / WEEKLY GENERAL CHECKS FOR ALL EQUIPMENTS AND PANELS**

#### **Daily Checks**

**A.** Check all the equipments and panels for any abnormal heating.

#### **ACTION**

- a) If heating is noticed immediately inform the supervisor.
- b) In serious case switch off the connected equipment.
- c) Record in the register.

**B.** Check all the equipments and panels for any abnormal noise.

#### **ACTION**

- a) If abnormal noise is noticed immediately inform the supervisor.
- b) In serious case switch off the connected equipment.
- c) Record in the register.

**C.** Check all the instruments and see whether they are working or not and also for any breakage/ oil leakage in the equipments/ panels installed.

#### **ACTION**

- a) If any abnormality is noticed immediately inform the supervisor.
- b) In serious case switch off the connected equipment.
- c) Record in the register.

**D.** Check whether any inflammable materials like oil, wood, broken furniture, packing cover, paper etc. which are fire hazards are stored in the sub station, HT panel room and LT panel room.

#### **ACTION :**

- a) If such materials are stored get them removed at the earliest.
- b) Record in the register.

- E. Checks volts & amps, power factor/ indication lamps, on-off switches, earthing, earthing bus in electrical panel.

**ACTION :** If anything found improper, inform supervisor immediately.

**Weekly checks**

Check :

- a) Oil level of transformers/ oil circuit breaker.
- b) Colour of silica gel.
- c) Power factor.

**ACTION**

If not as per standard (to be found out from supervisor) inform supervisor.

**Monthly Checks**

- a) Checks ELCB'S/ MCCB'S isolator operating mechanism, tightness of all lugs & gland, contractor operation.
- b) Inspection of Bus Bar chamber.
- c) Check connection of rising main, earth leakage test, continuity test.

The following precautions shall be strictly followed by the contractor.

**DO's**

1. Use correct size and quality fuses when renewing blown fuse.
2. Cultivate the habit of turning your face away whenever an arc or flash may occur.
3. Disconnect the supply immediately in case of fire on or near the electrical apparatus.
4. Test rubber gloves periodically.
5. Place rubber mats in front of electrical switch board.
6. Before working on any circuit or apparatus, make sure that the controlling switch are opened and locked or the fuse holders with drawn.
7. Placing "men working" or other warning boards on main switch before commencing work.
8. Always treat circuits as alive, until you have proved them to be dead, the insulation of contractors may be defectives.
9. See that all the connections are securely made.

## **DON'Ts**

1. Do not replace a blown fuse until you are satisfied as to the cause and have rectified any irregularity.
2. Do not use copper wires or fuse wires as substitute for HRC fuses.
3. Do not close any switch, unless you are familiar with the circuit which it controls and know the reason for its being opened.
4. Do not touch or tamper with any electrical gear, unless you have made sure that it is dead and earthed.
5. Do not work on live circuits without the prior orders of the person in-charge, make certain that all safety precautions have been taken and are accompanied by a second person competent to render first aid and artificial respiration.
6. Do not disconnect earth connections or render ineffective the safety gadgets installed on mains and apparatus.
7. Do not tamper with the meter boards and cutouts unless you are authorised to do so.
8. Do not expose your eyes to an electric arc, painful injury may result even with short exposure.
9. Do not close or open a switch or fuse slowly or hesitatingly, do it quickly and positively.
10. Do not place any part of your body in circuit either to ground or across the terminal when making a connection or operating.
11. Do not use wires with poor insulation.
12. Do not touch any electric circuit when your hands are wet, or bleeding from a cut or an abrasion.
13. Do not work on energised circuits without taking extra precautions such as the use of rubber gloves and tools with wooden handles.

**UNDERTAKING BY THE LABOUR CONTRACTOR**

I, ..... S/o ..... Proprietor /  
Partner / Director of ..... do hereby declare and  
undertake as under:

That in the capacity of independent Labour Contractor for M/s. ....  
..... I have complied with the provisions of all laws as applicable. I have  
paid the wages for the month of ..... which are not less than the  
minimum rates as applicable, to all my employees and no other dues are  
payable to any employee.

That I have covered all the eligible employees under Employees'  
Provident Funds and Miscellaneous Provisions Act and the Employees' State  
Insurance Act and deposited the contributions for the following months and as  
such no amount towards contributions whatsoever is payable.

I further declare and undertake that in case any liability pertaining to my  
employees is to be discharged by the M/s. .... due to my  
lapse, I undertake to reimburse the same M/s. .... is also  
authorized to deduct the same from my dues as payable.

LABOUR CONTRACTOR

Authorised Signatory

**PROFORMA - 1**

**PARTICULARS IN RESPECT OF WORK EXECUTED and WORK IN PROGRESS)**

Sl. No.	Name of Work/ Project with Address	Short Description of Work and built up area	Name, Contact details & address of Owner	Value of Work Executed	Stipulated Time of Completion	Actual Time of Completion	Name & contact no. of Organisation /Architect/ Engineering-in-charge
1	2	3	4	5	6 *	7 *	8 *

**\* Applicable for executed works**

PROFORMA - 2

KEY PERSONNEL PERMANENTLY EMPLOYED

Sl. No.	Name	Designation	Qualification	Experience	Years with the Firm	Any Other
1	2	3	4	5	6	7

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Annexure - III

**APPLICATION FORM**  
**( Price Bid to be submitted in Envelope II )**

**Tender for comprehensive Electrical Maintenance**  
**of SIDBI Tower at 15, Ashok Marg, Lucknow**

Sl. No	Description of the work	All inclusive rate per month [in ₹.] (in figure and words)
1	Services towards maintenance and operation of Electrical system, electro-mechanical equipments (viz., pumps, panel, etc. & operation of DG sets of SIDBI Tower at 15, Ashok Marg, Lucknow, as per the terms and conditions given in <b>Annexure-I</b> and scope of work given in <b>Annexure-II</b> .	
	Add - Service Tax @ 12.36%	
	<b>Total cost per month (All Inclusive of taxes ) #</b>	
	<b>Total cost per annum (All Inclusive of taxes) x12 months #</b>	

# SIDBI would award the contract to the L-1 contractor but at the same time it would be seen that the offer is reasonable and in compliance with the minimum rates of wages as per state govt., ESI and EPF contribution. Offers not meeting the above criteria are liable for rejection. SIDBI reserves the right to call for the break-up of the cost towards manpower, wages proposed to be paid, etc. in this regard.

**Note :**

1. The rates quoted shall include cost of all tools & tackles etc., in addition to the manpower cost (wages, liveries, Insurance etc.). Contractor is required to provide full dress with safety shoes for his employees as approved by SIDBI. The contractor's staff should always be in full uniform failing which a sum of ₹ 200/- per day per staff would be deducted from his bills at the discretion of SIDBI.
2. In case of non-attending to any defects / works in a reasonable time period as decided by SIDBI, a penalty of ₹ 500-2000/- per incidence would be recovered as the case may be at SIDBI's discretion.



3. If required, the contractor, shall provide additional manpower to execute the major works, if any and in reasonable time, cost of which will be reimbursed on the basis of rates quoted by the Contractor accepted by the Bank.
4. In case any absence of minimum required no. of worker as indicated above, a penalty @ ₹.500/- per person per day may be deducted)
5. The man power deployed should be well experienced. If the same is not found satisfactory, Bank can ask for their replacement without any obligations.
6. No conveyance will be paid separately for liasoning work .
7. SIDBI reserves right to delete part work from scope of contract without any compensation. In that case, rates shall be reduced proportionately.
8. Manpower suggested above/ in the tender are indicative and if required for proper execution of the mentioned work, manpower may be added/ adjusted by the contractor without any addition cost to that quoted rates above.
9. Rates quoted by the contractor shall be firm and no escalation will be considered for the first one year period of the contract. Comtract may further be extended for Two more years based on the performance with an increase of 5% of the initially quoted rates for first years and 10 % of the initially quoted rates for second year in the rate (all inclusive).

We accept all the terms and conditions of the Tender as given in format above and Annexure - I & II . Our rates for the contact are given as above.

Place:

Date :

[Authorised Signatory]  
[Rubber Stamp]