

Name of Work Providing Operation of Sub Station and EA set in Admin Building Kushkumar Road , Chennai.  
(For the year 2023-24) (SW: For 2 months)



# Bharat Sanchar Nigam Limited

## (Electrical Wing)

**O/o The Executive Engineer (E)**

**BSNL Electrical Division-III**

No.22, Kellys Road,  
Chennai - 600010.

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### **TENDER DOCUMENT**

Name of work : Providing Operation of Sub Station and EA set in Admin Building Kushkumar Road , Chennai. (For the year 2023-24) (SW: For 2 months)

**NIT No : 73/EEE/ED-III/CH/2023-24**

This Tender document contains **44 (Forty four)** pages only.

## INDEX

<b>SL.No</b>	<b>Description</b>	<b>Page no.</b>
1	Front cover and Index	2
2	Notice Inviting Tender form - BSNL EW 6	3
3	General Instructions to the Bidders	9
4	Undertaking to abide by EW 6 & EW 8 (Form 'A')	11
5	Undertaking regarding EPF & ESI provisions (Form 'B')	12
6	Performance report of works (Form 'C') & No Near relative working certificate (Form 'D')	13
7	Model form of Bank Guarantee for EMD (Annexure-I)	14
8	Model form of Performance security Guarantee bond (Annexure-II)	15
9	Important Instructions to tenderer	16
10	Schedule of Quantities	19
11	Specification (General)	21
12	List of Approved Makes	39
13	List of relevant Indian Standards	41
14	Proforma Schedules	42
15	BSNL EW – 8 form	43

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(For the year 2023-24) (SW: For 2 months)

**INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR TENDERING FORMING PART OF NIT AND TO BE  
POSTED ON WEBSITE**

The Executive Engineer (Elect), BSNL, **Electrical Division-III, Chennai** on behalf of the CMD, Bharat Sanchar Nigam Limited, invites online Item rate bids from eligible bidders in Single bid system for the following work:

**NIT No : 73/EEE/ED-III/CH/2023-24**

1	Name of work	Providing Operation of Sub Station and EA set in Admin Building Kushkumar Road , Chennai. (For the year 2023-24) (SW: For 2 months)
2	Estimated cost put to tender (Rs.)	<b>Rs.1,03,856/- (Excluding GST)</b>
3	Earnest Money (Rs.)	<b>Rs.2077/-</b>
4	Period of completion	<b>Two months</b>
5	Last date & time for downloading of tender document by bidder	<b>Up to 15:00 Hrs. on 30.11. 2023</b>
6	Last date & time for online submission of tender	<b>Up to 15:00 Hrs. on 30.11. 2023</b>
7	Date and time for opening of tender	<b>15:30 Hrs. on 30.11. 2023</b>
8	Tender cost (Non refundable)	<b>Rs.500/- (+) GST 18%=Rs 590/-</b>

**ELIGIBILITY CRITERIA**

**(a) Financial Norms:**

Average annual turnover during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be at least 30% of the estimated cost put to tender.

**(b) Physical Norms:**

1) BSNL enlisted contractors in Electrical category of respective class as per their tendering limits

(OR)

2) Experience of having successfully completed similar works in BSNL comprising of substation as part of scope of work during last 7 years ending last day of month previous to the one in which applications are invited, should be either of the following:

- Three similar successfully completed works costing not less than the amount equal to 40% of the estimated cost put to tender.

(OR)

- Two similar successfully completed works costing not less than the amount equal to 60% of the estimated cost put to tender.

(OR)

- One similar successfully completed work costing not less than the amount equal to 80% of the estimated cost put to tender.

**NOTE: 1. Agency participating in the tender shall have a valid HT license.**

**2. Similar work means operation of Electrical Installations comprising of HT substation**

IMPORTANT NOTE:

**IMPORTANT INSTRUCTIONS TO BIDDERS DOWN LOADING THE TENDER DOCUMENT FROM WEB SITE**

The bidders, who have down loaded the tenders from the web site, shall read the following important instructions carefully before quoting the rates and submitting the tender documents.

1. The tenderer should see carefully and ensure that the tender document containing all the pages as per the index has been down loaded for making required entries. The balance pages of Standard BSNL EW8 form will be attached with the agreement after the award of work.
2. A clear print out of tender document shall be taken on good quality A4 size paper and the printer settings, etc., shall be such that the document is printed as appearing in the web and without any change in format, number of pages, etc., and shall also ensure that no page is missing. Only original computer printout of the document shall be used. Photocopy shall not be accepted.
3. In case of any doubt in the downloaded tender, the same shall be got clarified from the Engineer in charge calling the NIT before submission.
4. The name of the bidder shall be filled on the relevant pages of tender document and all the pages shall be invariably signed. (With stamp)
5. The tenderer shall ensure that the downloaded tender document is properly stitched before submitting the document.
6. There shall be no correction / addition / alteration / omission made in the text of the downloaded tender document. If found otherwise, the same shall be treated as non-responsive and rejected.
7. The tenderer shall sign the declaration enclosed before submitting the tender.
8. The tenderer shall submit the tenders in 2 covers marked as No.1 and No.2. The tenderer shall submit the credentials for meeting the eligibility conditions along with the cost of the tender fee and EMD in the prescribed format as detailed in NIT, along with a covering letter on his printed letter head stating the details of enclosures in the **first cover**. The credentials shall be self-attested. The **second cover** shall contain the price bid. The rates and amounts should be filled in the schedule of work attached thereto.
9. The **cover-1** shall contain the following.
  - a. Tender Fee in the prescribed format
  - b. EMD in the prescribed format
  - c. Certificate of Financial Turnover from Chartered Accountant if applicable
  - d. Documents fulfilling Eligibility criteria (Please note that in case the bidder is authorised by the manufacturer, the original authorisation letter is to be scanned and uploaded)
  - e. Enlistment certificate issued by BSNL if applicable
  - f. Electrical license issued by TN Govt.
  - g. GST Registration Number details
  - h. PAN Card
  - i. EPF and ESI Registration certificate if applicable
  - j. Certificate of work experience issued by client department (Form 'C') if applicable

**Not submitting the above documents in Cover-1, the Cover-2 will not opened**

10. The **Cover-1 and 2** shall be deposited in the tender box available in the office of tender opening authority, by all the bidders before **3:00 PM** on **30.11.2023** the tender opening date, failing which the tender shall not be opened.

Name of Work Providing Operation of Sub Station and EA set in Admin Building Kushkumar Road , Chennai.  
(For the year 2023-24) (SW: For 2 months)

**BSNL EW-6**

Bharat Sanchar Nigam Limited

Electrical Wing

Electrical Division: ED-III, Chennai

Sub Division: II, Chennai

NIT No : 73 /EEE/ED-III/CH/2023-24 dated 23.11.2023

Item rate tenders on single bid system are invited on behalf of CMD,BSNL for the work "Providing Operation of Sub Station and EA set in Admin Building Kushkumar Road , Chennai. (For the year 2023-24) (SW: For 2 months) from the eligible bidders as per NIT notification. The enlistment of the bidders should be valid on the opening date of tender. In case the date of opening of tender is extended, the enlistment of bidder should be valid on the original date of opening of tender.

1. Intending bidder is eligible to submit the bid provided that he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority as per the eligibility conditions mentioned in the NIT notification page.
2. The work is estimated to cost **Rs. 103856/- (Excluding GST)** This estimate, however, is given merely as a rough guide.
3. Agreement shall be drawn with the successful bidder on prescribed form as amended up to the date of opening of tender. Bidder shall quote his rates as per various terms and conditions of the said form which will form part of the agreement.
4. The time allowed for carrying out the work will be **Two months** from the 10<sup>th</sup> day after the date of written order to commence the work.
5. The site for the work is available / or the site for the works shall be made available in parts. The successful bidder shall execute the work in coordination with other agencies working in the campus.
6. The bid documents consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL) at free of cost. The BSNL EW-8 document can be seen from the web site [www.chennai.bsnl.co.in](http://www.chennai.bsnl.co.in) at free of cost.
7. After submission of the bid, the bidder can re-submit revised bid any number of times but before last time and date of submission of tender as notified. While submitting the revised bid, bidder can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of tender as notified.
8. The Tender Fee in the form of Demand Draft issued by the Nationalized / Scheduled bank authorized by the Reserve Bank of India, drawn in favour of BSNL, CHENNAI TELPHONES payable at CHENNAI shall be scanned & uploaded in the e-tendering website within the period of tender submission. The validity of the tender cost in the form of DD shall be **60 days** from the date of opening.
9. The Earnest money deposit (EMD) in the form of Demand Draft / FDR / BG (BG is only for Air Conditioning, Diesel Engine Alternator, Lifts, and Sub Station works wherever the amount of EMD is more than Rs.20,000)/ CDR of a nationalized / scheduled bank authorized by the Reserve Bank of India, drawn in favour of BSNL, CHENNAI TELPHONES payable at CHENNAI shall be scanned & uploaded in the e-tendering website within the period of tender submission. The validity of the EMD in the form of DD shall be **60 days** from the date of opening. If the EMD is in the form of CDR/FDR/BG, the validity shall be **180 days** from the date of opening. In case of L1 bidder, the validity of CDR/FDR/BG is to be extended up to the observation period as that of the Performance guarantee / Security deposit.
10. The Physical **TENDER COST** and **EMD** of which the scanned copy is uploaded shall be deposited by all the bidders **before 15:00 hrs** on the tender opening date, failing which the tender shall not be opened.

11. Interested bidder who wishes to participate in the bid shall pay the e-tender processing fee to M/s. ITI Limited through their e-gateway by credit / debit card / internet banking / RTGS / NEFT facility.
12. All the documents as specified in the tender document shall be scanned and uploaded to the e-Tendering website within the period of bid submission.
13. Online bid documents submitted by intending bidders shall be opened only of those bidders, who have deposited e-Tender Processing Fee with M/s ITI Limited and Earnest Money Deposit and other documents fulfilling eligibility criteria, scanned and uploaded are found in order.
14. The last date for online submission of bid is **30.11.2023 up to 15:00 Hrs** and the bid submitted shall be opened at **15:30 AM on 30.11.2023**. If a holiday is declared on the tender opening day, the tender will be opened on the next working day.
15. The e-Tender processing fee is non-refundable.
16. **Performance Guarantee:** The bidder is required to furnish Performance guarantee for an amount equal to 5% of the contract value in the form of bank guarantee/CDR/FDR/DD (of a nationalized/ Scheduled Bank in a standard format) within two weeks from the date of issue of acceptance letter. This period can be further extended by the Engineer-in-charge up to a maximum period of two weeks on written request of Bidder. The validity period of the performance security in the form of performance bank guarantee shall be: Three Months from the date of actual completion of work, for AMC works; and One year from the date of actual completion of work for all other works. **In case the bidder fails to deposit the said performance guarantee within the stipulated period, including the extended period if any, the Earnest Money deposited by the bidder shall be forfeited automatically without any notice to the bidder and the bidder will not be allowed to participate in the re tendering for the same work.**
17. **Security Deposit:** In addition to Performance guarantee stated above, a sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum be deducted with the sum already deposited as earnest money, will amount to security deposit of 5% of the contract value of the work. **The security deposit shall be released after an observation period as follows: Three Months from the date of actual completion of work, for AMC works; and One year from the date of actual completion of work for all other works.**
18. In case any discrepancy is noticed in the documents as uploaded at the time of submission of the bid online, then the bid submitted shall become invalid and the BSNL shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further, the bidder shall not be allowed to participate in the retendering process of the work.
19. Intending bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders, the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidder shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the BSNL and local conditions and other factors having a bearing on the execution of the work.
20. The competent authority on behalf of the CMD does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.

- The competent authority on behalf of CMD reserves to himself the right of accepting the whole or any part of the tender and the bidder shall be bound to perform the same at the rate quoted.
21. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the bidders who resort to canvassing will be liable to rejection.
  22. Agreement shall be drawn with the successful bidder on prescribed form. Bidder shall quote his rates as per various terms and conditions of the said form, which will form part of the agreement.
  23. The bidder should give a certificate as per the following that none of his/her relative is employed in BSNL units as per **Form 'D'**. In case of proprietorship firm, certificate will be given by the proprietor and for partnership firm certificate will be given by all the Directors of the company.
    - a. Near relatives of all BSNL employees either directly recruited or on deputation are prohibited from participation in tenders and execution of works in the different units of BSNL. The near relatives for this purpose are defined as:
      - i. Members of a Hindu Undivided family.
      - ii. They are husband and wife.
      - iii. The one is related to the other in the manner as father, mother, son(s) & son's wife(daughter-in-law), Daughter(s) & daughter's husband(son-in-law), brother(s) & brother's wife, sister(s) & sister's husband(brother -in-law).
    - b. The company or firm or any other person is not permitted to tender for works in BSNL unit in which his near relative(s) is(are) posted. The unit is defined as SSA/Circle/Chief Engineer/Chief Archt./Corporate office for non-executive employees and all SSA in a circle including circle office/Chief Eng./Chief Archt./Corporate office for executive employees (including those called as Gazetted officers at present). The bidder should give a certificate that none of his/her such near relative is working in the units as defined above where he is going to apply for tender/work, for proprietorship, partnership firms and limited company certificate shall be given by the authorized signatory of the firm. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/performance guarantee will be forfeited at any stage whenever it is so noticed. BSNL will not pay any damages to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.
    - c. No employee in BSNL/ Govt. of India is allowed to work as a contractor for a period of two years of his retirement from service without the prior permission. The contract is liable to be cancelled if either the bidder or any of his employees is found at any time to be such a person who had not obtained the permission as aforesaid before submission of tender and engagement in the bidders service.
  24. The tender for the work shall remain open for acceptance for a period of ninety (90) days from the date of opening of tenders. If any bidder withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the BSNL, then the BSNL shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the tenderer shall not be allowed to participate in the retendering process of the work.
  25. The agency has to comply with the provisions of EPF and miscellaneous provisions Act-1952 and employees provident fund scheme-1952 as amended up to date in respect of labours/employees engaged by them for this work. Any consequence arising due to non-complying of provisions as specified above shall be the sole responsibility of the firm only. The agency shall give an undertaking to this effect as per **Form 'B'**.

26. **Extension of Validity of tender:** In case, where the letter of award of work cannot be placed within the validity period of the tender, the BSNL can request the bidder to extend the validity of their respective tenders and the Earnest Money deposit by a reasonable period. In such cases, extension of validity of Earnest Money deposit by 30 days beyond the extended validity date of tender should also be asked for. While BSNL can make the request for extension, the tenderer is free to either extend the validity or refuse the request to extend the validity.
27. Rates quoted by the contractor shall be firm and shall be valid for the currency of contract. No cost escalation shall be permitted during the currency of contract.
28. This notice inviting tender shall form a part of the contract document. The successful bidder, on acceptance of his tender by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of:-
  - a. The Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, if any, forming part of the tender as uploaded at the time of invitation of tender, subsequent amendments issued and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
  - b. Standard BSNL EW-8 form.



**GENERAL INSTRUCTIONS TO THE BIDDERS**

1. The intending bidder must read the terms and conditions of BSNL-EW 6 carefully. He should only submit his bid, if he considers himself eligible and he is in possession of all the documents required.
2. Information and instructions for bidders posted on website shall form part of bid document.
3. Applicants are advised to keep visiting the above mentioned website from time to time (till the deadline for bid submission) for any updates in respect of the tender documents, if any. Failure to do so shall not absolve the applicant of his liabilities to submit the applications complete in all respect including updates thereof, if any. An incomplete application may be liable for rejection.
4. Those bidders not registered on the website mentioned above, are required to get registered themselves beforehand. The intending bidder must have valid class-III digital signature to submit the bid.
5. On opening date, the bidder can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
6. Bidder can upload eligibility documents in the form of JPG format or / and PDF format. Documents uploaded in any other format, which could not be opened may result in non opening of the bids.
7. Bidder must ensure to quote rate of each item. The column meant for quoting rate in figures appears in yellow colour. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO)
8. Even though any bidder may satisfy the above requirements, he would be liable to disqualification if he has:
  - a. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.
  - b. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.
9. If any information furnished by the bidder is found incorrect at a later stage, he shall be liable to be debarred from tendering/taking up of works in BSNL. The BSNL reserves the right to verify the particulars furnished by the applicant independently.
10. GST and any other tax applicable in respect of this contract as applicable shall be borne by the bidder himself. The bidder shall quote his rates considering all such taxes. The TDS as per the Govt. regulations will be recovered from the contractor.
11. **Tender Evaluation :**
  - (a) The evaluation and comparison of responsive bids shall be done on the basis of Net cost to BSNL on the prices offered inclusive of packing, forwarding, freight and insurance charges etc., but excluding GST. The bid with lowest net cost as elaborated above will be the L1 bidder.
  - (b) Vendors should furnish the correct GST Rate in the price schedule. If the Input Tax Credit is found to be not admissible at any stage subsequently owing to wrong furnishing of GST Rate, then the vendors will be liable to refund such non-admissible amount, if already paid, along with penalty if charged by the concerned authority.
12. However, pursuant to the constitution (Forty-sixth amendment) act, 1982, if any further tax or levy is imposed by statute, after the last date of receipt of tenders, and the contractors there upon necessarily and properly pays such taxes/ levies, the contractor shall be reimbursed the

amount so paid, provided such payment, if any, is not in the opinion of Superintending engineer (whose decision shall be final and binding) be attributable to delay in execution of work within the control of contractor.

13. The Contractor shall, within a period of 30 days of imposition of any further tax or levy in pursuant to the constitution of (Forty sixth amendment) act 1982 give a written notice thereof to the Engineer-in-charge that the same is given pursuant to this condition, together with all necessary information relating thereto.

**14. Bye laws Indemnity against liabilities:**

- a. The bidder shall comply with all by laws and regulations of the local and statutory authorities having jurisdiction over the works and shall be responsible for payment of all fees and other charges and giving and receiving all necessary notices and keep the Engineer-in-charge informed about the notices issued and received.
- b. The bidder shall indemnify the department against all claims in respect of patent rights design, trademark or name of other protected rights in respect of any plant, machine, work or materials used for or in connection with the works or temporary works and from and against all claims demands, proceedings, costs, charges and expenses whatsoever in respect of or in relation thereto.
- c. The bidder shall defend all actions arising from such claims and shall himself pay all royalties, License fees, damages, costs and charges of all and every sort that may be legally incurred in respect hereof shall be borne by the bidder.
- d. All liabilities / penal recoveries on matters arising out of tax/levies such as incorrect deductions discrepancies in the filing of returns, revised assessments by the concerned authorities etc., shall be borne by the bidder.

**15. Termination of contract on death of contractor :**

Without prejudice of any of the rights or remedies under this contract, if the contractor dies, the Engineer in charge on behalf of the BSNL shall have the option of terminating the contract without compensation to the contractor.

**16. Indulging of contractor in criminal /antisocial activities and cases under investigation/charge sheeted by CBI or any other government agencies etc. :**

If the CBI/Independent External Monitor (IEM) /Income tax/ Sales Tax /GST/Central Excise/Custom Departments recommend such a course - Action will be taken as per the directions of CBI or concerned department.

17. As a general notion, the terms and conditions/instructions contained in various pages of this document are addressed assuming the bidder as 'Male'. However, the same shall remain and assumed to be addressed in case of 'Female' bidder also, except for the gender centric words, which shall be 'female' centric at appropriate places.

**FORM 'A'**

**Undertaking to abide by EW 6 & EW 8**

"I.....Son of .....  
.....Resident of ..... hereby give an undertaking  
that I have read the complete bid document and I am aware of all the clauses and sub clauses of BSNL EW  
6 & 8 forms and I confirm that I will abide by all the terms and conditions available in original standard  
BSNL EW 6 & 8 forms.

(Seal of the firm)

(Signature of Bidder)

**FORM 'B'**

**Undertaking regarding EPF provisions**

"I..... Son of ..... Resident  
of ..... hereby give an undertaking that

\* I/We have employed only ----- persons in our establishment and hence the EPF and Miscellaneous provisions Act, 1952 are not applicable to my / our establishment.

\* I/ We have registered as per the EPF and Miscellaneous provisions Act, 1952 and our registration no is ----- . We undertake to keep it valid during the currency of contract.

In case at any stage, it is found that the information given by me is false / incorrect, BSNL shall have the absolute right to take any action as deemed fit/without any prior intimation to me".

\* strike out whichever is not applicable

\*\*Attach a self-attested photo copy of the above said EPF registration certificate.

(Seal of the firm)

(Signature of Bidder)

**Undertaking regarding ESI provisions**

"I..... Son of ..... Resident  
of ..... hereby give an undertaking that

\* I/We have employed only ----- persons in our establishment and hence the ESI and Miscellaneous provisions Act,1948 is not applicable to my / our establishment.

\* I/ We have registered as per the ESI and Miscellaneous provisions Act, 1948 and our registration no is - ----- . We undertake to keep it valid during the currency of contract.

In case at any stage, it is found that the information given by me is false / incorrect, BSNL shall have the absolute right to take any action as deemed fit/without any prior intimation to me".

\* strike out whichever is not applicable

\*\* Attach a self-attested photo copy of the above said ESI registration certificate.

(Seal of the firm)

(Signature of Bidder)

**FORM 'C'**

**Performance report of works**

1. Name of work
2. Agreement no.
3. Final Value of Work Done
6. Date of start
7. Actual date of completion
8. Performance: Satisfactory / Not Satisfactory

Dated:

Executive Engineer or Equivalent /above

**FORM 'D'**

**No Near relative working certificate**

I..... Son of Shri.....Resident of..... hereby certify that none of my relative(s) as defined in the tender document is/are employed in BSNL unit as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, BSNL shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

(Seal of the firm)

(Signature of Bidder)

**ANNEXURE I**

**MODEL FORM OF BANK GUARANTEE  
(For submitting EMD)**

Whereas \_\_\_\_\_ (hereinafter called "the contractor(s)") has submitted its Tender dated \_\_\_\_\_ for the work \_\_\_\_\_

KNOW ALL MEN by these presents that WE \_\_\_\_\_ OF \_\_\_\_\_ having our registered office at \_\_\_\_\_ (hereinafter called "the Bank") are bound unto \_\_\_\_\_ (hereinafter called "the BSNL") in the sum of \_\_\_\_\_ for which payment will and truly to be made of the said BSNL, the Bank binds itself, its successors and assigns by these presents.

THE CONDITIONS of the obligation are:

1. If the Contractor(s) withdraws its Tender during the period of Tender validity specified on the Tender Form: or
2. If the Contractor(s) having been notified of the acceptance of its Tender by the BSNL during the period of Tender validity.
  - (a) Fails or refuses to execute the Contract.
  - (b) Fails or refuses to furnish security Deposit in accordance with the conditions of Tender document.

We undertake to pay to the BSNL up to the above amount upon receipt of its first written demand, without the BSNL having to substantiate its demand, provided that in its demand, the BSNL will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force as specified in the Tender Document up to and including Thirty (30) days after the period of the Tender validity and any demand in respect thereof should reach the Bank not later than the specified date/dates.

Signature of the Bank

Signature of the Witness

Name of Witness

Address of Witness

**PERFORMANCE SECURITY GUARANTEE BOND**

In consideration of the CMD, BSNL (hereinafter called 'BSNL') having agreed to exempt \_\_\_\_\_ (hereinafter called 'the said bidder(s)') from the demand under the terms and conditions of an agreement/Advance Purchase Order No \_\_\_\_\_ dated \_\_\_\_\_ made between \_\_\_\_\_ and \_\_\_\_\_ for the supply of \_\_\_\_\_ (hereinafter called "the said agreement "), of security deposit for the due fulfillment by the said bidder (s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for \_\_\_\_\_ we, (name of the bank) \_\_\_\_\_ ( hereinafter refer to as "the bank") at the request of \_\_\_\_\_ (bidder(s)) do hereby undertake to pay to the BSNL an amount not exceeding \_\_\_\_\_ against any loss or damage caused to or suffered or would be caused to or suffered by BSNL by reason of any breach by the said Bidder(s) of any of the terms or conditions contained in the said Agreement.

2. We (name of the bank) \_\_\_\_\_ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the BSNL by reason of breach by the said bidder(s)' of any of the terms or conditions contained in the said Agreement or by reason of the bidders(s)' failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of BSNL in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding \_\_\_\_\_.

3. We under take to pay to the BSNL any money so demanded notwithstanding any dispute or disputes raised by the bidder(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the bidder(s)/supplier(s) shall have no claim against us for making such payment.

4. We( name of the bank)\_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the BSNL under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till \_\_\_\_\_ (office/BSNL) BSNL certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said bidder(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of TWO/TWO AND HALF/THREE YEARS (as specified in P.O) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

5. We (name of the bank)\_\_\_\_\_ further agree with the BSNL that the BSNL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said bidder(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the BSNL against the said Bidder(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Bidder(s) or for any forbearance, act or omission on the part of the BSNL or any indulgence by the BSNL to the said Bidder(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Bidder(s)/supplier(s).

7. We (name of the bank) \_\_\_\_\_ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the BSNL in writing.

Dated the \_\_\_\_\_ day of \_\_\_\_\_

for \_\_\_\_\_ (indicate the name of bank)

### **IMPORTANT INSTRUCTIONS TO THE TENDERERS**

Please note that the offers, which do not comply the following, will not be considered and will be totally rejected. These instructions supersede the BSNL/EW 8 clauses in case of any Disparity.

#### **1 (i) INCREASE /DECREASE OF TENDERED QUANTITY**

a) BSNL will have the right to increase or decrease up to 25% of the Contract value depending upon the requirement of goods and services specified in the schedule of items without any change in the unit price or other terms and conditions at the time of award of contract.

b) In exceptional situation where the requirement is of an emergent nature and it is necessary to ensure continued supplies from the existing vendors, the purchaser reserves the right to place repeat orders up to 50% of the quantity of goods and services contained in the running tender/contract within a period of 12 months from date of award of work at the same rate or a rate negotiated (downwardly) with the existing vendors considering the reasonability of rates based on prevailing market conditions and the impact of reduction in duties and taxes etc.

#### **1 (ii) CURTAILMENT OF QUANTITY:-**

BSNL reserves the right to enforce curtailment in the assigned quantum of work for any contractor on the grounds of defaults/delay in regard to execution of the individual work assigned.

#### **2) COMPLETION OF WORK:-**

At the time of issuing NIT for a particular work, the time allowed for completion of work consistent with magnitude and urgency of work is specified. The time allowed for carrying out the work as entered in the contract is reckoned from the tenth day after the date on which the orders to commence the work are given to the Contractor. To ensure good progress of the work during the execution, the contractor is bound in all cases in which the time allowed for any work exceeds one month (except special jobs) to complete 1/8<sup>th</sup> of the whole of the work before 1/8<sup>th</sup> of the time allowed under the contract has elapsed, 3/8<sup>th</sup> of the work before half of the time has elapsed and 3/4<sup>th</sup> of the work before 3/4<sup>th</sup> of such time has elapsed. However, for special jobs, if a time schedule has been submitted by the Contractor and the same has been accepted by the Engineer-

in-charge, the contractor shall comply with such time schedule. For Substation, the work is deemed to have been completed after clearance by Electrical Inspector.

#### **3) EXTENSION OF TIME:-**

If the contractor shall desire an extension of time for completion of work on the grounds of his having been unavoidably hindered in its execution or on any other grounds, he shall apply in writing to the

Engineer in charge within 30 days of the hindrance on the account on which he desires such extension as aforesaid, and the Engineer in charge shall if in his opinion reasonable grounds to be shown therefore, authorize such provisional extension of time, if any as in his opinion be necessary are proper.

#### **4) COMPENSATION FOR DELAY :**



If the contractor fails to maintain the required progress or complete the work and clear the site on or before the contract or extended date of completion, he has to pay the compensation for delay which is limited to 0.5% per week of the tendered value for the first 10 weeks and 0.7% per week for next 10 weeks and thereafter subject to a maximum of 12% of the tendered value for the location where the work is delayed and the firm is found responsible for the same. The clause 2 of BSNL - 8 forms stands modified accordingly. Flow chart of the Procurement process/ contract shall be supplied by the contractor and approved by Executive Engineer concerned.

#### **5) TERMS OF PAYMENT:**

Quarterly Payment shall be made after completion of maintenance period. With each bill, a certificate from the Contractor that maintenance has been carried out properly and testing / drills etc. required during the period have been performed in addition to the penalty explicitly indicated under penalty clauses.

#### **6) EPF PROVISIONS:-**

The agency has to comply with the provisions of EPF and miscellaneous provisions Act-1952 and employees provident fund scheme-1952 as amended up to date in respect of labours /employees engaged by them for this work. Any consequence arising due to non- complying of provisions as specified above shall be the sole responsibility of the firm only.

Agency has to observe all the labour rules & regulation in force. Agency shall be fully responsible for any violation observed at any time.

#### **7) PROGRAMME FOR EXECUTION**

The firm shall supply detailed programme to Engineer-in-Charge for execution of contract within fifteen days of award of work. The programme shall contain details about submission of drawing, supply of materials, tentative dates for installation and commissioning.

#### **8) STORES AND SAFETY**

All the stores and materials required for the satisfactory completion of the work shall be arranged at work site by the contractor from his own source. Space for storing the same materials may be provided on request from the contractor. However safe custody of the material stores at site will be responsibility of the contractor.

#### **9) CO-ORDINATION AT SITE**

At the site of work more than one agency may be working. Full cooperation shall be extended to other agencies during the progress of work. Further work shall be carried out in such a way so that it may not cause abnormal noise and hindrance to the officers of the BSNL engaged in erection as well as to normal routine work.

#### **10) COMPLETION DRAWINGS**

The firm shall supply three sets of drawings/documents after completion of the work but before the proposed date of completion of work.

- ❖ Schematic diagram of control wiring.
- ❖ Operation and maintenance manual.

### **11) CHANGES IN SPECIFICATIONS**

The BSNL reserves the right to make changes in respect of specifications of work if in its opinion same is found necessary. However such alterations shall be made after mutual discussions and agreement between the BSNL and the contractor. Any price implications in this regard shall be mutually discussed and agreed up on in terms of clause 12 of EW forms. The BSNL as matter of principle will not permit modifications by the contractor in design /specifications of any document /material. However the same can be agreed upon by the BSNL under exceptional circumstances where

a) The same is necessitated due to non-availability of material/components of certain specifications/make.

Or

b) Such alterations constitute an improvement in the opinion of BSNL.

Prior approval is necessary before undertaking any alteration/modification in the specifications of the equipment.

### **12) I.S. Standards:**

The entire system shall conform to relevant BIS including safety standards as amended up to date. Where IS standards are not available the British standard(s) shall be followed. In case of conflict, the requirements of these specifications shall be given over-riding priority. The electrical and earthing work shall be carried out as **per CPWD specifications** for electrical works (internal) and electrical works (external) as amended up to date. A list of relevant standards, approved makes of equipment is furnished and forms part of the tender document.

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Name of Work Providing Operation of Sub Station and EA set in Admin Building Kushkumar Road , Chennai. (For the year 2023-24) (SW: For 2 months)

**SCHEDULE OF WORK**

Name of work: Providing Operation of Sub Station and EA set in Admin Building Kushkumar Road , Chennai. (For the year 2023-24) (SW: For 2 months)										
SI No	Description of item	Qty	Rate per unit ex. GST	Unit	Total Amount ex. GST	CGST		SGST		Total Amount i/c GST
						%	Amount	%	Amount	
1	2	3	4	5	6 = (3 x 4)	7	8 = (6 x 7)	9	10 = (6 x 9)	11 = (6+8+10)
1	Providing operation of the following installations in Admin building, Kushkumar Road by deploying required manpower as per specifications & carrying out scheduled activities for smooth operation of installation on all working days, including all holidays and by arranging required tools and plants etc to keep all services operational i/c maintaining records, required up to standards complete as per specification etc as reqd. Services a. Compound Lighting & Pumps b. 1x400 KVA Transformer Substation- 1 set c. 160 KVA EA set- 1 No									
	/All the above consists of for a period of	2 Months		month						
					Net cost to BSNL					
					Total tendered amount i/c GST					

**IMPORTANT NOTES:-**

1	The firm shall be responsible to ensure that GST shown in the above columns is correct & Input Tax Credit for the amount shown above is admissible as per GST Act as amended up to date”.
2	Invoice /Bill should be pre-printed as per the GST format.
3	The evaluation and comparison of responsive bids shall be done on the basis of <b>Net cost to BSNL</b> on the prices offered inclusive of packing, forwarding, freight and insurance charges etc., <b>but excluding GST</b>
4	The rates for all items of work shall, unless clearly specified otherwise, include cost of all labour, materials and other inputs involved in the execution of the terms as specified in the scope of work.
5	No advance payments can be made. Stipulations like levy of interest if payment is not made in a specified time are also not acceptable and the payment is governed by the normal BSNL practice.
6	The HSN / SAC Codes indicated are most appropriate. However, any other HSN/SAC code is applicable, the vendor may give it in writing, in case their tender is accepted, so that the same may be incorporated in the invoices.

Contractor

Executive Engineer(E)

## **SPECIFICATIONS FOR WORK**

### **A. GENERAL**

#### **1.0 SCOPE**

- 1.1 Operation and maintenance of electrical services Technical/ Administrative/ Residential Building(s) as applicable in this contract means that all Electro Mechanical Services included in the schedule of work are kept in clean and working condition. Specific details of activities required with regard to each service are detailed under sections pertaining to those service/technical specifications.
- 1.2 Operation and maintenance of services shall be carried out as per instructions contained herein. All documents to be used shall be as per works instructions / forms & checklists, proforma schedules etc., forming part of the agreement and that are issued by from time to time. Services under operation shall be generally maintained clean.
- 1.3 Watch and ward of the installation under Operation shall be the responsibility of the contractor during contract period.
- 1.4 After the contract period is over the installation has to be duly handed over to the new agency along with the record of test results of equipments & associated items, under supervision of SDE (E)/JTO (E) in charge. However in general, installation is to be taken over by the agency for Operation within 15 days of award of work.

#### **2.0 METHODOLOGY**

- 2.1 It is presumed that contractor will provide minimum qualified staff at the site, which will be adequate to perform routine operational functions. For optimum utilization one person can be responsible for number of services. Also operation staff has to be available round the clock, round the Year even on holidays. However, strength may vary during day and night shifts. Scheme for staff employed shall be got approved by the Engineer-in-charge. Wherever the shifts/strength is indicated elsewhere in the specifications, the same shall be binding on the firm.
- 2.3 At the start of work, firm shall prepare an inventory of service under operation jointly with J.T.O (E)/SDE (E), concerned.
- 2.4 Before start of the work complete equipments/services under scope of operation/maintenance shall be thoroughly examined by the agency jointly with SDE(E)/JTO(E) concerned. All Defects/discrepancies should be brought to the notice of the SDE(E)/JTO(E) in writing within first 15 days of award of work. Based on the type of preceding contract, the Defects/discrepancies agreed upon by BSNL shall be got attended by the outgoing agency or by BSNL itself. Since the material for maintenance/breakdown are to be separately measured, agency shall maintain a record of breakdown and carryout urgent works upon information to SDE(E)/JTO(E). For items not covered in the schedule of work depending upon the necessity and requirements, agency shall carryout the same under specific instructions of SDE(E)/JTO(E).
- 2.5 A complaint / fault Register as per annexure- II shall be kept up-to-date at site by the firm and the same shall be available for checking & verification.
- 2.6 Firm shall maintain logbooks as per annexure.
- 2.7 If during the period of contract, any of the equipment(s) are added/ altered, the operation of those equipments/ services shall be done by the agency at no extra cost except for the situation where deployment of additional staff is required on permanent basis to manage operation. Similnary in case of deletion of any of the equipment, no recovery shall be made except for the situation when strength of operator on shifts on daily basis is reduced.
- 2.8 The details in the annexure I (Inventory ) are approximate to give an idea of services to be taken over for operation. Any variation on higher or lower side shall deem to be included at the initial take over. However the tenderers are advised to inspect the site (s) and make them acquainted before quoting.

### **3 OPERATION PERSONNEL**

Services	Type	Skill requirements	No. of personnel	To be based at
Operation of substation and E/A sets	Semi skilled	Minimum 10th Pass with Minimum of 3 Year experience, preferably in operation / maintenance of pump, Electrical Installation or attending electrical faults in industrial establishment	One person per shift for <b>one shift per day</b>	Site of operation
	Unskilled	Familiar with operation/maintenance of electromechanical services	One person per shift for <b>one shift per day</b>	Site of Operation

- 3.1 The operating staff has to be available round the clock throughout the year even on holidays. Since the firm will be doing the operation of critical services such as Substation and standby genset, responsible & trained person(s) placed at site, should be able to take initial steps under emergency situation.
- 3.2 The operating staff shall also monitor the working of the DC power plants and should inform the alarm status to the concerned exchange incharge
- 3.3 Agency shall issue identity cards to the workers and a list of personnel employed together with the copies of such identity cards should be submitted to SDE (E)/JTO (E) concerned. Before being posted at site police should be informed about the personnel and a copy of the intimation shall be submitted to SDE (E).
- 3.4 The workers engaged by firm should maintain proper discipline and good behavior with occupants. The firm shall remove such workers from the site whose behavior is found improper. Engineer – in – Charge’s decision shall be final and binding.
- 3.5 The firm has to supply details as per annexure- II of all the workers likely to be engaged by it before start of the work.
- 3.6 The sitting arrangement for the staff engaged by the agency, space, water, telephone and electricity shall be made available by BSNL free of cost.
- 3.7 Provision of Supervisor shall also be made as per standard form of contract (EW8) which forms the part of this contract.
- 3.8 The firm and their personnel shall also co-ordinate, operate and feed information on automatic data collection services/automation devices that will be introduced by BSNL at any date during the period of contract.

#### **4.0 TOOLS & PLANTS**

4.1. All tools and plants, testing & safety equipments required for carrying out various tasks relevant to operation have to be arranged by firm at its own cost.

##### **4.1.1. Wherever the firm is carrying out the Operation of equipment, the firm shall possess the following minimum T&P Insulated Screw Driver**

- i. Line Tester
- ii. Insulated Cutting Plier
- iii. Torch Light
- iv. Waste Cloth
- v. Ring and adjustable spanner -1 Set
- vi. Insulated Hand gloves
- vii. Test Lamps

4.2 The above list is general and any other requirements for smooth Operation of installation shall be contractor’s responsibility and shall not claim anything extra on this account.

## 5.0 COMMERCIAL.

- 5.1 The tender must obtain himself on his own expenses, all the information necessary for the purpose of tendering, inspect the site and acquaint himself with all the local conditions, means of access to work and nature of work etc. No claim shall be entertained on this account.
- 5.2 Payment shall be made on quarterly basis and on submission of bill in printed letter head
- 5.3 The rates quoted must be full & final. Nothing extra is payable other than quoted rates. Clause10-CC shall not be applicable for this account.

## 6.0 DAMAGES TO BSNL INSTALLATION:

6.1 Any damage to the installation(s)/building during the period of contract due to the carelessness on the part of staff shall be the responsibility of firm. Firm is liable to be penalized for careless as per relevant penalty clauses.

6.2 Any accident or damage during /operation will be the responsibility of the firm/contractor & the Department will not entertain any claim, compensation, penalty etc. on this account or on account of non observance of any other requirement of law relevant to his work.

## 7.0 CURRENCY OF CONTRACT:

- 7.1 The currency of contract shall be 15 days. The Department reserves the right to terminate the contract by giving show cause notice of one-month duration at any time during the currency of the contract.
- 7.2 The Department reserves the right to extend the contract for a maximum period of 15 days at the same rates & conditions, without the consent of the firm and beyond this period with mutual consent.

## 8.0 TERMINATION OF CONTRACT:

- 8.1 Right is reserved by BSNL for terminating the contract due to serious default. This includes major break down or accident or loss due to negligence on the part of firm or their workers, disobedience and abandoning the site etc. In such a case, Full Performance Guarantee shall be forfeited to BSNL. The decision of Superintending Engineer (E) in this regard shall be final and binding.
- 8.2 Right is reserved by BSNL for closure of the contract at any time by giving one month's notice for reasons not attributed to the Contractor. The decision of SUB DIVISIONAL Engineer shall be final and binding on the contractor for closure of contract and for which BSNL shall not entertain any claim.

## 9 PENALTY FOR DEFICIENCY IN SERVICE:

- (a) In case of major accident/ loss on account of negligence on part of the contractor, the contract shall be terminated and 10% (ten percent) of the tendered amount shall be recovered. Decision of SUB DIVISIONAL Engineer (E) shall be final and binding on the contractor.
- (b) Contractor shall be responsible to ensure proper working of PF Capacitor panel and that the power factor is maintained within 0.90 lag-.95 lag. Any penalty on this account levied by Supply Company (attributed to the wrong setting in APFC relay/ faults in capacitor panel not brought to the notice of the JTO(E)/SDE(E) in writing) shall be recovered from the agency with an additional penalty of Rs.1000/- per occasion. However in case of inadequacy of the capacitor bank at the time of taking over or due to addition of any services / Load during period of contract, the extra requirement shall be met out departmentally.
- (c) In case of absence of worker from the duty/site where operation is carried out, penalty shall be made @ Rs. 500/- per day per person per shift. (Staff employed of less than the prescribed qualifications shall be treated as absent). The Decision of the SUB DIVISIONAL Engineer shall be final & binding. In case of persistent non wearing of uniform by the operators, noticed and recorded in the relevant registers/records/conveyed in writing penalty of Rs.100/- per occasion shall be levied.
- (d) If the performance is found to be unsatisfactory (Such as non-recording of data, continuous non-availability of staff at site, not informing in writing to the SDE(E)/JTO(E) the faults and/or defects requiring maintenance activity in time etc.) noticed by the Officers during their site visits / test checks, penalty upto 5% of one month's bill for that service for that site shall be recovered. This is in addition to the penalty for specific deficiencies as per Clause(s) above.
- (e) Notwithstanding the compensation clause described above, BSNL reserves the right to take necessary steps for operation of the installation at the risk and cost of the contractor within a day's notice or as decided by the E-in-C, depending upon the graveness of the situation. BSNL also reserves the right to levy additional penalties, wherever deficiency in the work carried out by the firm results in loss to BSNL.

#### 10.0 GENERAL CONDITIONS:

- 10.1 The contractor has to keep all the equipments under operation and site neat and clean to avoid any accident and or fire hazards.
- 10.2 The contractor shall not sublet the work or part thereof. However, services of specialized agencies for specific work can be obtained.
- 10.3 The contractor agrees that he shall at all times indemnify BSNL against all claims for compensation under the provisions of any law for the time being in force or in respect of any person employed by it in carrying out the contract. Further, such staff has no right to claim employment in BSNL.

#### 11.0 DOCUMENTS TO BE MAINTAINED AT SITE/MAINTENANCE OFFICE

The contractor shall maintain following documents,

- 11.1 A complaint / fault register as per format given in annexure- II.
- 11.2 **Log Book:** Log book as per annexure III for Sub station, Annexure IV for E/A sets and Annexure V for PAC units shall be maintained at site. The logbook shall be printed and spiral/bound, preferably with different color sheets.

#### 12.0 TEST CHECK BY THE FIELD ENGINEERS:

12.1 For the purpose of assessing the quality of service rendered by the firm against the above contract, the EE, SDE & JTO shall carryout inspection & test checks of the service/work under the contract periodically.

12.2 During these test checks they shall record any deficiency in the work. As per the principle of sampling, if service during sample test check is not found to be satisfactory, then penalty shall be imposed on the contractor as per the penalty clause no. 9.

#### 13.0 ENERGY CONSERVATION

14.1 BSNL Electrical Wing, Chennai Telephones is committed to reduction in energy bills by the way of energy conservation over a year by 5%. The contractor shall continuously monitor & coordinate in energy conservation to save energy bills which includes suitable testing using energy monitoring instruments etc.,

14.2 The contractors are responsible for display of Energy conservation slogan stickers at prominent locations in the area under maintenance.

14.3 The firm shall follow energy conservation measures in respect of the services being maintained by him as when the same is issued.

#### Inventory details

<u>INVENTORY</u>				
	<b>Details of Equipments</b>	<b>Make</b>	<b>Qty</b>	<b>Date of commissioning</b>
1	400 KVA, 11KV/415V, Indoor Oil type transformer	ITL, Kerala	1 no	1995
2	160 KVA EA set	Cummins/NGEF	1 no	2011 ( Recommissioning )
3	HT Panel (BOCB - 1 No)	Southern Switchgear	1 set	1997
4	All MV & LT panels, switches available in Ground Floor of Substation & EA set rooms	Custom made	1 job	1995
5	Capacitor bank panel	Custom made	1 job	1995

#### Note:

The above is indicative list. The firm may visit the exchange to ascertain exact quantum of inventory and associated items before submission of tender.



## **GENERAL CONDITIONS**

### **Operation of EA set**

#### **Part-I Scope of Operation**

All operations (labour only) such as On/off of EA sets, maintaining records of all parameters, diesel filling, radiator coolant filling, and battery checking and cleaning of EA sets etc pertaining to EA set is also the responsibility of the firm. All tools required for proper operation is in scope of operation.

Run engine for at least 5 minutes every day to ensure proper working of engine and inform to SDE for any abnormalities.

1. The following check are to be done before starting of the Engine:-

- a) Check and correct coolant/water level in radiator
- b) Check & correct belt tension
- c) Check lube oil level
- d) Check and ensure sufficient Quantity of fuel in the tank
- e) Check battery terminals and connections for proper tightness-top up of distilled water if reqd.
- f) Check battery Voltage

2. After starting the Engine:-

- a) Check lube oil pressure
- b) Check all meters, engine noise etc and inform to SDE(E)/JTO(E) for any abnormalities in writing .

#### **Part II- Tasks to be performed within 15 days**

1. Inspect the installation for any shortcoming, which is to be recorded and brought to the notice of Engineer-in-charge.
2. Check the safety devices as well as operating switches for their proper functioning.
3. Any defective item to be informed promptly.
4. Identify qualified persons responsible for maintenance and operation of EA set
5. The person(s) should familiarize themselves with the installation, load distribution and working of E/A set. Need for watch to keep various parameters in permissible limits and responding to various alarms should be clearly understood.
6. Inspect the EA room for proper ventilation
7. The Engine capacity vis-à-vis the loads being supplied should be checked to ensure that there is no mismatch.
8. Check the earthing system for proper values. The results of inspection as above should be recorded in register and brought to the notice of Engineer-in-charge.

#### **Part III : Schedule to be followed.**

##### **Daily :**

1. Check the availability of diesel. .Coordinate with the SDE/JTO incharge for filling of diesel. Agency shall keep a record of diesel consumption and diesel stock and updated in time.
2. Check the level of water in the radiator. top up if needed.
3. Check the state of battery, terminals for cleanliness & level of water.
4. Check the Lubricating Oil level. Top up if necessary.
5. Ensure cleanliness of the EA room.
6. Check air line connection and air breather for cleanliness. Clean the air filter, if necessary.

### **Monthly:**

1. Checking and cleaning control panel
2. Proper working of safety devices and alarms should be ensured on monthly basis.
3. Checking alarms/ safety devices
4. Checking of earths-watering earth pits
5. Checking of EA room lights and ventilation
6. Cleaning radiator fins by blowing air in the opposite direction
7. Proper working of safety devices and alarms should be ensured on monthly basis.

**NOTE: - If anything adverse is noticed during the checks, the matter shall be reported to the Engineer- in- charge in writing.**

### **Part IV: Materials**

1. Since the work is not of comprehensive maintenance nature, wherever material requirement is there, the same shall be promptly reported to SDE (E)/JTO(E)

## **Operation of Substation**

### **Part-I Scope of Operation**

- Ensuring that HT Panel, Transformer, LT Panels Capacitor panels & outdoor structure(If available) as well as connecting cables, constituting the Substation are in healthy & clean condition.
- Monitoring on continuous basis, power factor & peak load and ensuring that these are maintained within limits to avoid penalty.
- To disconnect total electric supply or individual loads in case of emergent situation to avoid/limit damage.
- To ensure continuous power supply and in case of breakdowns take steps to ensure restoration at the earliest. Carry out general inspection with a view to identify shortcoming if any in the Substation installations.
- Check all the switches & meters for proper operations.
- Check availability and working of fire extinguishers at earmarked location
- Check the earthing system for the proper earth values & continuity of earthing system once in 6 month.
- Check oil level in all the equipments to ensure proper levels.
- Check power factor meter, for proper functioning.
- Check all the Electrical connections for proper tightness .
- All tools required for proper operation is in scope of operation.
- Coordinate and pursue with the suppliers for repair/ replacement of faulty items, which are under warranty coverage. Extend full cooperation to the agency carrying out installation and maintenance of work in the area of operation

### **Part II – Tasks to Be Performed Within First 15 days.**

1. Identify a person(s) with necessary competence to be responsible for sub- station maintenance. The person (s) deputed for sub-station job should know how to treat the persons suffering from electric shock/ burn etc. Be able to operate fire extinguisher. Make himself familiar with the distribution scheme the switches controlling various loads and also importance their of. Clearly understand what is to be done in case of an emergency. This should be done in consultation with Engineer In charge.
2. Carry out general inspection with a view to identity short coming if any in the sub-station installation.
3. Check all the switches & meters for proper operation.
4. Check availability and working of fire extinguishers at earmarked locations.
- 5 Check operation of all the safety devices like relays and fuses.
6. Check the earthing system for the proper earth values & continuity of earthing system.

7. Check insulation value of the equipments.
8. Carry out meggar test.
9. Check oil level in all the equipments to ensure proper levels.
10. Check power factor meter, maximum demand meter for proper functioning.
11. Check all the Electrical connections for proper tightness. All result of above inspection to be recorded and brought to the notice of Engineer- in -charge. Specially highlighting short comings for necessary action.

### **Part- III Schedule to be followed**

#### **Daily:**

1. Cleaning of Sub Station / Panel Room including clearing of cob webs. Also ensure that no waste materials are dumped in the Substation/ Panel room. Any difficulties/ discrepancies shall be reported to SDE (E)/JTO (E).
2. Check of all measuring instruments for proper functioning. In case of faulty meters, it shall be recorded and reported to SDE (E)/JTO (E).
3. Check for abnormal temperature / heat in Transformer / Panels and reported to SDE (E)/JTO (E).
4. Check for any abnormal noise in Sub Station equipments and reported to SDE (E)/JTO (E).

#### **Monthly:**

1. Watering of earth pits and tightening of connections.
2. Check capacitor panel for proper functioning.
3. The colour of the breather attached to the transformer.
4. Check for proper working of all the measuring instruments.
5. Check for electromechanical interlocking.
6. Record of various readings in the log-books and inform any abnormality

#### **Half yearly:**

1. Check HT tripping circuit for proper functioning. In case of out door installation check operation of GOS.
2. Checking & cleaning of insulators.
3. Checking and cleaning of lighting arrestors.
4. Checking & cleaning of drop out fuses.
5. Earthling systems check.
6. Check working of Relays and other protection Devices.
7. Insulation measurement of the system.
8. ON/OFF operation of all switches, operating mechanism wherever required, particularly in case of outdoor installation.
9. Cleaning of HT/LT OCB/ACB/ other switchgears contacts & tightening of connections.

**NOTE:-If anything adverse is noticed during the checks, the matter shall be reported to the Engineer- in- charge in writing.**

### **Part IV: Materials**

Since the work is not of comprehensive maintenance nature, wherever material requirement is there, the same shall be promptly reported to SDE(E)/JTO(E)

### **1-DETAILED ACTIVITIES**

- 1) At the start of work, firm shall prepare an inventory of services under operation jointly with J.T.O (E)/SDE (E), concerned.

- 2) Before start of the work complete equipments/services under scope of operation shall be thoroughly examined by the agency jointly with SDE(E)/JTO(E) concerned. All Defects/discrepancies should be brought to the notice of the SDE(E)/JTO(E) in writing within first 15 days of award of work. Defects/discrepancies agreed upon by BSNL shall be got attended departmentally/ by the outgoing agency.
- 3) However any defect pointed out beyond 15 days (related to operation of equipments) is the responsibility of the agency.

## **2-DUTIES OF OPERATING PERSONNEL**

- i. The person(s) deputed for the job should-
  - a) Know how to treat the persons suffering from electric shock / burn etc.
  - b) Be able to operate fire extinguisher.
  - c) Make himself familiar with the distribution scheme, the switches controlling various loads and also its importance.
  - d) Clearly understand what is to be done in case of an emergency. This should be done in consultation with Engineer – in – charge.
  - e) Operate Substation & E/A set
- ii. The operating staff has to be available round the clock at the specified shift. Since the firm will be doing the operation of critical service requirement such as Sub Station and DG sets. operating staff shall be able to take initial steps under emergency situation such as failure of TANGEDCO supply, fire, shocks etc.
- iii. In case of operation on HT side i.e Tap changing of transformer or Changing of transformer from I to II vice versa shall be carried out under the supervision of 'C' Licence holder and same shall be carried out without any extra cost.
- iv. The workman shall not leave the duty point until his reliever has reported for duty. The firm shall abide by the attendance recording methods in vogue in the site of operation such as finger print scanning etc. The operator deputed to site shall be provided with a contact number by the firm, to contact and monitor the work by JTO(E)/SDE(E).
- v. Agency shall issue identity cards to the workers and a list of personnel employed together with the copies of such identity cards should be submitted to SDE (E) / JTO (E) concerned. Before being posted at site, police should be informed about the personnel and a copy of the intimation shall be submitted to SDE (E).
- vi. The workers engaged by firm should maintain proper discipline and good behaviour with staff of the building . The firm shall remove such workers from the site whose behaviour is found improper or found to be negligent in doing works, fail to adhere the work instructions of JTO(E)/SDE(E). Engineer – in – Charge's decision shall be final and binding. Failure to remove errant workers from the site within a reasonable time shall amount to treating the presence of such workers as absent and will result in levy of penalty. Presence of unauthorized personnel in the maintenance office is strictly prohibited.
- vii. The sitting arrangement for the staff engaged by the agency, space, water *and electricity shall be made available by BSNL free of cost.*
- viii. The firm has to supply details as per **Annexure- I** of all the workers likely to be engaged by it before start of the work.
- ix. Provision of Supervisor shall also be made as per standard form of contract (EW 8) which forms the part of this contract.
- x. The firm and their personnel shall also co-ordinate, operate and feed information on automatic data collection services/automation devices/SMS etc that will be introduced by BSNL at any date during the period of contract.

### **3-COMPLAINT RECORDING AND DISPOSAL MECHANISM**

1. A complaint register as **per Annexure-II** shall be kept up-to-date at site by the firm and the same shall be available for checking & verification. Faults and action taken shall be recorded in the register..
2. **For disposal of faults, the firm shall bring the same to the notice of SDE(E)/JTO(E) for necessary action at their end.**
3. Firm shall maintain logbooks as per **Annexure – III to VII.**

### **4-TEST CHECK BY THE FIELD ENGINEERS:**

- i. For the purpose of assessing the quality of service rendered by the firm against the above contract, the EE,SDE & JTO shall carryout inspection & test checks of the service/work under the contract periodically as follows.
  - a. JTO(E) ----- Fortnightly
  - b. SDE(E)----- Monthly
  - c. EE(E)----- Quarterly
- ii. The above test check is a minimum frequency for inspection & test checks to be done. EE(E) shall increase the frequency on case to case basis depending on the needs of BSNL.
- iii. The above period is determined only to ensure continued quality of service. During these test checks they shall record any deficiency in the work. As per the principle of sampling. If service during sample test check is not found to be satisfactory, then penalty shall be imposed on the contractor as per the penalty clauses above.

### **5)-METHODOLOGY**

1. The contractor shall provide minimum qualified staff at the site, which will be adequate to perform routine maintenance and operational functions. For optimum utilization one person can be responsible for number of services. Also the staff engaged must be available round the clock, round the Year even on holidays.
2. In case of faults beyond the capacity of the staff provided as above, contractor shall immediately provide extra-specialized work force so as to attend to the fault in minimum reasonable time without any extra cost.
3. Before start of the work complete equipment/services under scope of maintenance shall be thoroughly examined by the agency jointly with SDE(E)/JTO(E) concerned. All Defects/discrepancies should be brought to the notice of the SDE(E)/JTO(E) in writing within first 15 days of award of work. Defects/discrepancies agreed upon by BSNL shall be got attended by the outgoing agency before handing over the site to the new agency. If the outgoing agency fails to correct the defects/discrepancies within 15 days, the same shall be got done by BSNL at the risk and cost of the outgoing agency. However any defect pointed out beyond 15 days, the incoming agency is responsible for attending to the defects/discrepancies.
4. Firm Shall submit bills along with a Certificate.
5. If during the period of contract, any of the electromechanical services are added/ altered, the operation including maintenance / comprehensive maintenance of the same shall be done by the firm, the rates will be regularized **as per Clause -12 of EW 8**. However in case of deletion of any major services similar recovery shall be made from the bill of the contractor.
6. The details in the section are approximate to give an idea of services to be maintained. Any variation on higher or lower side shall deem to be included. However the tenderer are advised to inspect the site (s) and make them acquainted before quoting.

## **6. COMMERCIAL**

1. Any damage to the installation (s) / building during the maintenance period due to the carelessness/wrong operation on the part of operation/maintenance staff shall be the responsibility of firm & be replaced / rectified without any extra cost.
2. Any accident or damage during maintenance / operation will be the responsibility of agency & BSNL will not entertain any claim, compensation, penalty etc. on this account or on account of non-observance of law to the work.
3. Agency has to observe all the labour rules & regulations in force.
4. Firm should also supply two pass port size photographed identity cards of the workers. One copy of the identity card should be submitted to SDE(E) in charge of the maintenance and original shall bear with the workers.
5. Dismantled materials shall be returned to the department except those items for which the replacement is supplied by the agency.
6. The BSNL reserves the right to carry out any work at the risk and cost of the agency, if the agency fails to perform any duty as per the contract.
7. The tenderer must obtain himself at his own expense all the information necessary for the purpose of execution, before tendering.
8. The agency should inspect the site & acquaint itself with all the local condition, means of access to work & nature of work etc. No claim shall be entertained on these accounts.
9. The rate quoted must be full & final.
10. Nothing extra is payable other than quoted rates unless specified.
11. The contractor shall not sublet the work or part thereof. However, services of specialised agencies for specified work can be obtained.
12. The firm shall maintain the installation(s) in such a way as to provide uninterrupted required conditions in air conditioned rooms.
13. The BSNL reserves the right to terminate the contract by giving show-cause notice of one month duration at any time during the currency of the contract.
14. The BSNL reserves the right to extend the contract as per the provisions of agreement at the same rate & conditions.
15. The contractor has to keep all the Electro mechanical equipment at site neat and clean to avoid any accident and fire hazard.
16. The operating staff has to be available round the clock throughout the year even on holidays. Since the firm will be doing the maintenance of Air Conditioning. Operating staff placed at site, should be able to take initial steps under emergency situation.
17. Firm should have the round the clock contact number. In case of emergency contractor and authorized engineer / supervisor shall be available at the site on short notice from engineer-in-charge and make efforts to take situation to normal at the earliest.
18. The staff engaged by the firm shall bear the identity card.
19. Once the installation is handed over to the contractor, it is the responsibility of the contractor to attend whatever defects / damages arising after the date of handing over i/c replacement of defective components etc.(in case of ac plant)
20. After the contract period is over, the installation has to be duly handed over to the department with all the services in good, healthy, neat, working condition. The contractor shall be responsible for any discrepancies Vis-a-vis, the status of installation at the start of work plus any modification carried out during the currency of the contract.
21. Any defects, shortcomings brought to the notice of the BSNL within 15 days of award of work shall be the responsibility of the BSNL.
22. The contractor agrees that he shall at all times indemnify BSNL against all claims for compensation under the provisions of any law for the time being in force or in respect of any person employed by it in carrying out the contract. Further, such staff has no right to claim employment in BSNL.
23. Contractor has to observe all the labour rules and regulations in force & BSNL shall not be liable for any default.
24. The firm shall also coordinate with the JTO (E) / SDE (E) for carrying out energy audit/capacity test at site with respect to all Electromechanical Services whenever required.

25. The Firm/Contractor will provide the workers with necessary Testing and Safety Equipment.
26. BSNL is having right to pre close the agreement in special cases with one month notice without assigning any reason.
27. BSNL is having the right to curtail the quantity according to the requirement.
28. The rate quoted must be full and final, it is inclusive of all taxes and duties. Nothing extra is payable other than quoted rates.

## **7.0 MATERIALS AND TOOLS & PLANTS**

### **7.1 Material**

- 7.1.1. The scope of work includes comprehensive maintenance of PAC plants as per inventory .The same shall be maintained on comprehensive basis i.e. no material will be supplied by the Department. Only replacement of major equipment as specified in technical specification which is required to be replaced as a whole after due scrapping shall be the responsibility of the BSNL. Till such time firm has to maintain the scrapped equipment.
- 7.1.2 Contractor shall comply with any inclusion/exclusion in the above items and/or their quantity depending upon site requirements. The decision of the Engineer in charge shall be final in this regard.
- 7.1.3 The replacement of material shall be with the same rating and make as that of the original or makes approved by BSNL. The firm may also replace an item with energy efficient item wherever the same is available, upon intimation to JTO (E)/SDE (E). However, in case of non-availability of a particular make, Engineer-in-charge will approve the alternate make.
- 7.1.4 Dismantled and unserviceable items for which a replacement is supplied, shall be removed from the site under intimation to the JTO (E)/SDE (E).
- 7.1.5 All materials shall be of approved make, model and capacity and shall be matching to the system.
- 7.1.6 Supplier Invoice/Bill / Purchase particulars shall be produced in case of all major items such as compressor etc. as a proof of genuineness. For replacement compressor, the firm shall produce necessary documentary proof.

### **7.2 TOOLS & PLANTS:**

- a) The firm at its own cost shall provide a lockable tools box preferably in the substation within 15 days of taking over of installation.

The tools box shall contain minimum tools as follows:

- i. Line Tester
- ii. Insulated Cutting Plier
- iii. Insulated Screw Driver
- iv. Torch Light
- v. Waste Cloth
- vi. Ring and adjustable spanner -1 Set
- vii. Insulated Hand gloves HT**
- viii. Test Lamps
- ix. Tong tester
- x. Earth discharge rod
- xi. Psychrometer
- xii. Anemometer

In addition to the above, the firm shall generally possess the following T & P with them, according to the services covered under the scope.

a. **General**

1. Crimping tool suitable for 6 Sq.mm To 300 Sq.mm Cable.
  2. LT meggar
  3. HT meggar
  4. Earth tester
  5. Hammer
  6. Blower for cleaning.
  7. Drilling Machine
- b) The above list is general and any other requirements for smooth O&M of installation shall be contractor's responsibility and he shall not claim anything extra on this account.
- c) The Firm/Contractor will provide the workers with necessary Testing and Safety Equipment.

**8. PENALTY CLAUSE**

1. Any damage to the installation(s)/building due to the carelessness on part of firm's staff shall be the responsibility of firm and shall be replaced/rectified without any extra cost
2. Any accident or damage will be the responsibility of agency and the BSNL will not entertain any, claim, compensation, penalty etc on this account or on account of non-observance of any other requirement of law relevant to his work.
3. Exemption for this condition: If any accident or damage to the installation due to the natural calamity such as cyclone/flood/earth quake occurs, based on the report of JTO(E) /SDE(E) the penalty clause may be waived. The SE (E) is the competent authority for such waiver which is final and binding
4. If the agency fails to rectify any fault within reasonable time, the department reserves the right to carry out the work at the risk and cost of the agency. In case the fault is of emergency nature which may affect the normal functioning of the services and if the firm fails to take immediate necessary action, the work shall be carried out the risk and cost of the firm without giving any notice. The decision of the EE(E) shall be final
5. In case the agency do not engage the minimum staff mentioned in schedule of work, recovery shall be made from his bill at the rate of double the prorata basis as applicable per person/Shift. The decision of the EE(E) Shall be final.
6. In case of a major accident/loss on account of negligence on the part of the contractor apart from the action taken as per Sl.No-1 above the contract shall be terminated and 10% of the estimated cost shall be recovered. Decision of Superintending Engineer (E) shall be final and binding on the contractor.
7. In case of unsatisfactory performance during the period of maintenance one Percent (1%) penalty of the bill amount shall be imposed.
8. For repeated unsatisfactory performance during the contract period penalty up to 5% of bill amount shall be imposed. Decision of Executive Engineer (E) shall be final on this account.



**List of Annexure**

SL NO	Description of Annexure	Annexure
1	Details to be supplied before starting the work & Details of staff to be posted	I
2	Complaint Register	II
3	Log Book for Sub Station	III
4	EB Bill register	IV
5	Log Book for EA set	V
6	Daily Maintenance Activity	VI
7	Periodical Schedules	VII A,B

**A. Details to be supplied before starting the work**

1.	Name of the Agency (with Office address)		
2.	Name of the Proprietor		
3.	Telephone No.(s) of the firm		
4.	E_mail of the firm		
5.	Name & Address of the Supervisor		
6.	24 Hours contract No.		
7.	Particulars of the License/		
8.	FAX no. of the Firm		

**B. Details of the Staff to be posted at site**

**Annexure - I**

	Name & Address	Qualification	Responsibility
1			
2			

**COMPLAINT REGISTER**

**Annexure-II**

Date & Time of complaint	Officer / Sections lodging complaint	Nature of complaint	Date & Time redressal of complaint	Acknowledgement of rectification by complainant	Remarks

**ANNEXURE III**

**LOG BOOK FOR SUBSTATION**

The front cover of the log book shall indicate

**Name of work:**

**Name of contractor:**

1(a) Each page shall contain in one side the following table for recording data

DATE: \_\_\_\_\_

Time	HT PANEL			TRANSFORMER 1							TRANSFORMER 2	POWER MEASUREMENT				SIGN OF OPERATOR	SIGN OF EXCHANGE STAFF	
	HT VOLTAGE	HT CURRENT	MD RECORDED	HT Current	LT Voltage			LT Current			Temperature	Same as for transformer 1	KWH	KVAH	KVAR H			P F
					RY	YB	BR	RY	YB	BR								
10.00																		
12.00																		

# 1. READINGS SHALL BE TAKEN EVERY TWO HOURS UNLESS OTHERWISE SPECIFIED

1. THE ABOVE IS GENERIC COLOUMNS AND ANY OTHER COLOUMNS/DATA COLLECTION SPECIFIC TO SITE SHALL ALSO BE RECORDED IF INSTRUCTED BY SDE(E)

**EB BILL REGISTER**

**Annexure IV**

Month & Year	Date of recording	Recorded MD	Consumed Units	PF	Bill Amount	Penalty, if any	Remarks

**ANNEXURE V**

**LOG BOOK FOR E/A SET AT \_\_\_\_\_**

**Name of work:**

**Name of contractor:**

**LOG BOOK FOR EA SET RUNNING OR THE MONTH OF**

Date	E/A set No.	Start time	Stop time	Voltage			Load Current			F req	Spe ed	L u b o i l T e m p	Lu b o i l Pr.	Water Temp	Diesel level Ltrs		KWH	
				RY	YB	BR	R	Y	B						Hz	RP M	Kg/ cm 2	S t a r t
		Hrs	Hrs															

**Note: Only Printed Log books shall be used at site**

Name of Work Providing Operation of Sub Station and EA set in Admin Building Kushkumar Road , Chennai.  
(For the year 2023-24) (SW: For 2 months)

**ANNEXURE VI**

**DAILY MAINTENANCE ACTIVITY**

<b>Daily maintenance activity</b>		<b>Time of Check:</b>
PARAMETER	OBSERVATION	ACTION TAKEN FOR ABNORMALITY/INACTION
<b>TRANSFORMERS/SUBSTATION EQUIPMENTS</b>		
Room/substation cleaning	Done/ Not done	
Whether all instruments are working	(Yes/No)	
Abnormal Temperature	( No/Yes)	
Abnormal Noise	(Yes/ No)	
Working of Instruments	Ok/ Not OK	
<b>E/A SETS</b>		
Check Availability of Diesel		
Check level of water in radiator, Top up if needed		
Check state of battery		
Check lubricating oil level, top up if necessary		
Check air line connection and air breather		
Check of terminals of batteries		
Check Battery water level		
Cleanliness of area around EA set		

In case of abnormality the operator shall report the same to the JTO (E)/SDE (E) concerned.

Name of Work Providing Operation of Sub Station and EA set in Admin Building Kushkumar Road , Chennai.  
 (For the year 2023-24) (SW: For 2 months)

**Signature of the operator**  
 (The above shall form part of log book)

**ANNEXURE-VII**

**PERIODICAL SCHEDULES (CHECKS)**

**Note: The periodical schedule sheets shall be suitably placed in the log book itself.**

a. MONTHLY REPORT

<b>EA SET</b>					
	Activity		E/A set 1	E/A set 2	E/A set 3
	Date and time				
	Checking and cleaning control panel Checking alarms/ safety devices	Done/ Not done			
	Checking of earths-watering earth pits	Working/ Not working			
	Checking of EA room lights and ventilation	Done/ Not done			
	Cleaning radiator fins by blowing air in the opposite direction	Ok/ Not Ok			
		Done / Not done			

**SUBSTATIONS**

Name of Work Providing Operation of Sub Station and EA set in Admin Building Kushkumar Road , Chennai.  
(For the year 2023-24) (SW: For 2 months)

	Check capacitor panel for proper auto functioning	OK/ Not OK			
	Check of colour of breather, if any	Blue/White/ Pink			
	Check of Electro mechanical interlocking	Easy/ Difficult			
	Check of log book entries and reporting any abnormality	Entries done properly/ not			
	Cleaning the surface of the transformers and panels	Cleaned/ Not			
	Check First Aid box and its replenishment	Ok/ Not Ok			
	Check proper placing safety mats, cleaning and their physical condition	Ok/ Not OK			
	Checking of earths-watering earth pits	Done/ Not done			

### **B.HALF YEARLY ACTIVITY FORM**

#### **EARTHING SYSTEM**

Date:

<i>Location</i>	No. of Earth electrode	Earth PIT Chamber condition	Earth Resistance	Recorded by	Signature of BSNL staff/ JTOE(E)	Remarks

Note:

- The earth values shall be updated on the cover plate or the place where the values are already sign written along with the date of testing.

#### **CAPACTIOR PANEL**

Sl. No	Description of Items	Activity Carried out	Sign of operator	Sign of JTO(E)	Remarks
1	Inspection & checking visual indications & meters				

Name of Work Providing Operation of Sub Station and EA set in Admin Building Kushkumar Road , Chennai.  
(For the year 2023-24) (SW: For 2 months)

2	Inspection & checking of TPN switch/MCB for operation & Tightness of connection				
3	Opening the covers and cleaning the panel and surrounding area				
4	Cleaning of contacts				
5	Checking and cleaning of bus bars				
6	Checking earth connections				
7	Checking the current taken by Each capacitor bank				
8	Check the capacitor drawing over 30% current than rated				
9	Disconnect the capacitor having Leakage problem				

**Note:** In case the report shows any abnormality, firm shall inform action needed for restoring to normal condition

LIST OF APPROVED MAKES- BSNL ELECTRICAL WING

S. No.	Item	Makes
1	Engine	Ashok Leyland /Cummins/ Cater pillar / KOEL/ Volvo Penta / Mahindra & Mahindra (up to 40 KVA) /Escorts (up to 30 KVA)/ Eicher (up to 20 KVA)
2	Alternator(Brushless)	Crompton Greaves (AL. series) / KEC / Leroy Somer / Stamford/Jyoti Ltd
3	Battery (Lead Acid / Mntc. Free)	Amara Raja / AMCO / Farukawa / Hitachi / Exide/ Prestolite / Standard
4	HV Switchgear (Vacuum Circuit Breaker/SF6 )	Biecco Lawrie / Crompton / Kirloskar / MEI / Jyoti Ltd
5	Transformer (Oil filled / Dry type)	ABB / Schneider Electric /Andrew Yule / Bharat Bijlee / Crompton / EMCO / Kirloskar / Siemens
	a) Above 400 KVA	
	b) Up to 400 KVA	In addition to above makes, Uttam/Automatic Electric Gear(AEG)/Patson/Rajasthan Transformer and Switchgear
6	Air Circuit Breaker	L&T/ Schneider Electric / Siemens
7	MCCB(Ics=Icu)	L&T/ Schneider Electric / Siemens
8	SDF units	L&T/ Schneider Electric / Siemens/ HPL/Havells
9	Power Contactors	L&T/ Schneider Electric / Siemens/ Lakshmi(LECS)
10	Change Over Switch	HPL / Havells / H-H Elcon

Name of Work Providing Operation of Sub Station and EA set in Admin Building Kushkumar Road , Chennai.  
(For the year 2023-24) (SW: For 2 months)

11	Intelligent APFC Relay	L&T/EPCOS(Siemens)/ Schneider Electric / Neptune Ducati/Syntron/ABB
12	Bus Bar Trunking/ Sandwiched Bus Duct	Moeller/L&T/Schneider Electric/ABB/Legrand/Zeta
13	Power Capacitors (MPP/APP)	L&T/EPCOS(Siemens)/ABB/Crompton/ Schneider Electric/Neptune Ducati
14	Digital/ KWHr meter	Schneider Electric/ AE/ Digitron / IMP/ Mecco / Rishabh / Universal/HPL/L&T/ABB
15	Cold shrink HT/LT Cable Joint	Denson / 3M(M-Seal )/ Raychem
16	Rubber Matting	ISI mark
17	MCB/ Isolator /ELCB/RCCB/ Distribution Board	Crompton / Havells / Indokopp / MDS Legrand/ L&T / Schneider Electric/ Siemens / Standard/ C&S/ABB/HPL
18	MS/ PVC Conduit	ISI mark
19	Cable Tray	MEM/Bharti/Ratan/Slotco/Profab
20	HT/LT Cables	ISI mark
21	PVC insulated copper conductor wire	ISI mark
22	Centrifugal Pump	Amrut / BE / Beacon / Batliboi / Crompton / Jyoti / Kirloskar / KSB / Mather & platt / WASP/Grundfos
23	Submersible Pump	Crompton/Amrut / BE / Calama / Kirloskar / KSB
24	Motors	ABB/ Bharat Bijlee / Crompton Greaves / Schneider Electric / HBB / KEC / Siemens/Jyoti Ltd
25	Fresh Air Fans	GE / Khaitan/Almonard/Crompton
26	Starter	ABB / BCH / Schneider Electric / L&T / Siemens /
27	Single Phase Preventer	L&T / Minilec / Siemens / Zerotrip
28	GI/MS Pipe	ATC / ATL / BST / GSI / ITC / ITS / IIA / JST / Jindal /TTA / Tata/Zenith
29	Foot Valve	ISI mark
30	Gate Valve	Advance/Audco/Johnson Controls/Zoloto/Annapurna / Fountain / Kirloskar / Leader / Sant / Trishul
31	Compressors	Carrier/Emerson copeland/York/Danfoss (for chillers only)
32	Resin Bonded Glass wool	Fibre Glass / Pilkington / UP Twiga
33	Expanded Polystyrene	BASF(India) Ltd.
34	Gauge	Feibig / H.Guru / Pricol
35	Controls	FLICA / Honeywell / Indfoss / Penn-Danfoss / Ranco / Ranutrol / Sporland
36	Fine Filters	Anfiltra Effluent / ARW / Athlete/ Airtake/ Dyna / Kirsloskar/ Puromatic/ Purafill/ Purolator / Tenacity
37	GI Sheet	HSU Jindal / National / Nippon Denro / Sail / Tata



Name of Work Providing Operation of Sub Station and EA set in Admin Building Kushkumar Road , Chennai.  
(For the year 2023-24) (SW: For 2 months)

38	Heat Detector	Appollo / Chemtron/ Edward / Fenwal/ Hochiki / Nitton /System Sensor/ Wormald/Honeywell Essar/Notifier
39	Ionization Detector	Appollo / Cerebrus / Edward/ /Fenwal / Hochiki / Nitton / System Sensor / Wormald
40	Photo Electric Smoke Detector	Appollo / Cerebrus / Edward / Fenwal/ Hochiki / Nitton / Wormald
41	Fire Panel (Microprocessor based)	Agni Instruments / Agni Devices/ Aruna Agencies/ Carmel Sensor / Ravel Elect./Honeywell Essar/Notifier/Navin Systems
42	Sprinkler/ Hose Reel & Hose Pipe	ISI mark
43	Fire Extinguisher	ISI mark
44	Lift	OTIS, Kone, Mitsubishi , Schindler,Johnson

- **Any other approved makes as approved till the date of opening of tender shall be included in the approved make.**

#### RELEVANT IS STANDARDS

<u>STANDARDS</u>	<u>TITLE</u>
IS 11171- 1985	Dry type transformer
IS 10028 (Part-I & III)	Installation & Maintenance of Transformers
IS 2099:1986	Bushings
IS 2705	Current transformers
IS 3961 (Part-II)-1967	PVC insulated PVC sheathed Heavy duty cables
IS 2675-1983	HRC cartridge fuse links
IS 13118:1991 IEC 60056	High voltage alternating circuit breaker
IS 9920:2002	High voltage switches-PART-I . switches for rated voltage above 1 KV and less than 52 KV
IS 3427:1997	Ac metal enclosed switch gear and control gear for voltages above 1 KV and upto and including 52 KV
IS 694- 1990	PVC insulated cables for working voltages upto and including 1100 Volts
IS 1248	Electrical measuring instruments and accessories
IS 8130:1984	Conductors for insulated electric cables & flexible cords
IS:15652	Insulating mats

Name of Work Providing Operation of Sub Station and EA set in Admin Building Kushkumar Road , Chennai.  
(For the year 2023-24) (SW: For 2 months)

<b>PROFORMA OF SCHEDULES</b> (Operative Schedules to be supplied separately to each intending tenderer)	
<u>SCHEDULE 'A'</u> Schedule of quantities :	Attached
<u>SCHEDULE 'B'</u> Schedule of materials to be issued to the bidder:	Nil
<u>SCHEDULE 'C'</u> Tools and plants to be hired to the bidder:	Nil
<u>SCHEDULE 'D'</u> Extra schedule for specific requirements/documents for the work, if any:	Nil
<u>SCHEDULE 'E'</u> Schedule of components of Materials, Labour etc. for escalation:	Nil
<u>SCHEDULE 'F'</u> Reference to General Conditions of contract :	
Name of work:	As per NIT notification page No 3
Estimated cost of work:	
Earnest money:	
Security Deposit and performance Guarantee	
General Rules & Directions: Officer inviting tender:	Executive Engineer (E) Electrical Division-III Chennai
Definitions:	
2(v) Engineer-in-Charge	Executive Engineer (E) Electrical Division-III Chennai
2(vi) Accepting Authority	Superintending Engineer (E) Electrical Circle-II, Chennai
2(x) Percentage on cost of materials and labour to cover all over heads and profits	10% (TEN)
CLAUSE 5	
Time allowed for execution	<b>Two months</b>
Authority to give fair and reasonable extension of time for completion of work:	SE(E),EC-II, Chennai
Competent Authority for deciding reduced rates:	SE(E),EC-II, Chennai

Name of Work Providing Operation of Sub Station and EA set in Admin Building Kushkumar Road , Chennai.  
(For the year 2023-24) (SW: For 2 months)

Clause 25	
Competent authority for conciliation:	SE (E) not in-charge of the work.

## **BSNL EW-8**

### **Bharat Sanchar Nigam Limited Electrical Wing**

Electrical Division: III, Chennai

Sub Division: II, Chennai

1. I/we have read and examined the notice inviting tender, schedule, specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, special conditions, Schedule of Rates and other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.
2. I/We hereby tender for the execution of the work specified for BSNL within the time specified, schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions and other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.
3. I/We agree to keep the tender open for ninety (90) days from the due date of submission thereof and not to make any modifications in its terms and conditions.
4. If I/We, fail to commence the work specified, I/We agree that the said BSNL shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely and the same may at the option of the competent authority on behalf of BSNL be recovered without prejudice to any other right or remedy available in law out of the deposit in so far as the same may extend in terms of the said bond and in the event of deficiency out of any other money due to me/us under this contract or otherwise.
5. Should this tender be accepted, I/We agree to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered up to maximum of percentage mentioned in clause 12.3 of the tender form and those in excess of that limit at rates to be determined in accordance with provisions contained in clause 12.2`.
6. I/we agree to furnish to BSNL, Deposit at Call receipt/FDR/ Bank guarantee of a Nationalized/ Scheduled Bank for an amount equal to 5% of the of the contract value in a standard format within two weeks from the date of issue of award letter. I/We agree to keep the performance bank guarantee valid as per the BSNL terms and conditions.
7. I/We hereby declare that I/We shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived therefrom to any person other than to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety or interest of BSNL.

Name of Work Providing Operation of Sub Station and EA set in Admin Building Kushkumar Road , Chennai.  
(For the year 2023-24) (SW: For 2 months)

Signature of Witness (required in the case of bidder's thumb impression is given by the bidder in place of signature) Occupation of Witness :	(Signature of bidder ) (Name & Postal address)  Seal of Bidder  Date:
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**Acceptance of Tender**

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of BSNL for a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ )

The letters referred to below shall form part of this contract Agreement

- a)
- b)

For & on behalf of BSNL

Dated

Signature :  
Designation :