

## PROCUREMENT PROCEDURE OF CPRI (NON WORKS)

Revision No. : 03  
Dt of Revision : 25.07.2017

Issue No : 2  
Issue Dt. : 30.06.2003

Section : Formats  
Topic : e-Tender Technical Specification Document

Issued by : P A  
Documents : PPM  
FORMAT NO.:CPRI/PUR/eTBID/GTP

**Section II -Technical Specification**

**CENTRAL POWER RESEARCH INSTITUTE, BANGALORE Web: www.cpri.in, www.tenderwizard.com/CPRI, Telefax: 080-2207 2010**

Tender Enquiry No.: CPRI BLR20EMD11M588

Description of the Equipment/Goods/Services: Annual Contract for Operation and Maintenance of 220kV, 33kV and 11kV Sub stations CPRI Bengaluru and CPRI, UHVRL-Hyderabad

Note : 1) The Offers should be submitted only in this format otherwise the offer will be liable to be rejected.

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Name of the Vendor

Quotation Number and Date

Sl.No.	Parameters	CPRI Specification / Requirements	Qty	To be completed by the Bidder	
				Guaranteed Technical Particulars (GTP)	Specify deviations/Remarks if any
<b>ANNUAL CONTRACT FOR OPERATION &amp; MAINTENANCE OF 220kV, 33kV and 11 kV SUB STATIONS OF CPRI BENGALURU AND UHVRL HYDERABAD</b>					
1	Place where equipment /service to be supplied /provided	<b>Electrical Maintenance Division (EMD), CPRI, Bangalore and CPRI, UHVRL, Hyderabad</b>			
2	Scope	<b>ANNUAL CONTRACT FOR OPERATION &amp; MAINTENANCE OF 220kV, 33kV and 11 kV SUB STATIONS - As per enclosed Annxure</b>			
	<b>Requirement</b>	<b>Electrician (Skilled)</b>	<b>13</b>		
		<b>Helper (Unskilled)</b>	<b>8</b>		
		<b>Engineer/Supervisor</b>	<b>2</b>		

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		<b>Eligibility Criteria for the Bidder</b>			
		<b>COMPANY / FIRM / AGENCY</b>			
		<b>The bidder should fulfill the following technical specifications:</b>			
		1. The bidder / Company / Firm / Agency should be registered with the appropriate registration authority to Labour commissioner, Electrical Inspectorate For Super grade and etc.			

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		2. The bidder / Company / Firm / Agency should have a reputation with at least three years experience in maintaining 11kV, 33kV and 220kV or higher voltage capacity substations to Public Sector Companies / Banks / Government Departments / Research Organizations / Reputed Private Sector Companies. The bidder should have at least one running contract for a similar capacity.			
		3. The bidder / Company / Firm / Agency should be registered with Income Tax and Service Tax departments;			
		4. The bidder / Company / Firm / Agency should be registered with the appropriate authorities under the Employees Provident Fund and Employees State Insurance Acts.			

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		5. Either the Registered Office or one of the Branch Office of the bidder should be located in Bangalore.			
		6. The bidder / Company / Firm / Agency should have its own Bank Account;			
		7. The bidder / Company / Firm / Agency should have a minimum FINANCIAL turnover during the last three years as specified in Annexure-I			
		<b><u>TERMS AND CONDITIONS</u></b>			
		<b>General</b>			

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		1. The contract is initially for a period of one year. The contract will be reviewed yearly, and may be extended for a period of maximum of three years. The requirement of actual manpower may vary according to the need and may be reviewed/ reduced/enhanced as and when required.			
		2. The contract may be terminated before the expiry of the contract period owing to deficiency in service or substandard quality of the service provided by the selected Company / Firm / Agency. Further, CPRI reserves the right to terminate contract at any time by giving two months (60 days) notice to the successful bidder.			
		3. The bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of CPRI.			

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		4. The bidder will be bound by the details furnished by him / her to CPRI, while submitting the bid or at a subsequent stage. In case, any of such documents furnished by the firm is found to be false at any stage, it would be deemed to be a breach of terms of contract making the firm liable for legal action besides termination of contract.			
		5. The bidder shall ensure that the manpower deployed in CPRI, conforms to the qualification and experience prescribed in the Tender Document. At least 50% of the existing manpower, shall be redeployed under the new contract of the same bidder.			
		6. The successful bidder shall furnish the following documents in respect of the individual manpower who will be deployed to CPRI, before the commencement of work:			

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		(i) List of Manpower short listed by agency for deployment at CPRI, containing full details i.e. Name, date of birth, marital status, address etc.,			
		(ii) Bio-data of the persons.			
		(iii) Character certificate from a Gazetted officer of the Central / State Government.			
		(iv) Certificate of verification of antecedents of persons by local police authority.			

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		7. In case, the person employed by the successful bidder commits any act of omission / commission that amounts to misconduct /indiscipline/ incompetence / security risks, the successful bidder will be liable to take appropriate disciplinary action against such persons, including, making good the financial loss, their removal from work, immediately after being brought to notice, failing which it would be assumed as breach of contract which may lead to cancellation of contract.			
		8. The selected agency shall provide identity cards to the personnel deployed in this office carrying the photograph of the personnel and personal information such as name, date of birth, age and identification mark etc. attested by the Security officer of the institute.			



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		9. The selected agency shall ensure that any details of office, operational process, technical know-how, drawings issued by CPRI or prepared by CPRI and agency for execution of work, security arrangements, and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in this office.			
		10. The selected agency shall ensure the proper conduct of his personnel in institute/office premises, and enforce the prohibition of consumption of alcoholic drinks/ smoking. Etc.,			

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		11. The selected agency shall designate a co-ordinator, out of the deployed personnel, who would be responsible for immediate interaction with this office, so that the optimal services of the persons deployed by the agency could be availed without any disruption.			
		12. The selected agency shall immediately provide replacement and ensure that as far as possible no designated post is left vacant in any shift. In case the agency fails to provide replacement within three working days, the 3% of the admin charges for the month will be charged as penalty.			
		13. CPRI is not liable at any stage to provide accommodation, transport, food, medical and any other requirement of their personnel deployed at the institute.			

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		14. Payment shall be made only to the contractor and on a monthly basis as per actual services. The contractor has to submit invoices/bills by the third week of the next month for the services rendered during the preceding month along with ESI/PF Challans etc., pertaining to that month.			
		15. CPRI reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The Director General, CPRI is the final authority for settling any disputes and the decision of the Director General in this regard shall be final and binding on all.			

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		16. The duty hours should not exceed eight hours at a stretch. Continuous shifts by the same person should be avoided and no shift should remain unmanned. Odd duties/shifts may be required according to the exigencies, which are to be provided by the agency.			
		17. Items of Electrical equipments, headgears, torches, lathies, uniforms including rain coats, jerseys Safety shoes etc. for efficient conduct of duty by the agency personnel shall be provided by the agency and shall be in good working condition.			

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		18. Absenteeism must not exceed 5% of the total deployment in any month. Further, within each shift the absenteeism should not be more than 10% of the deployment. The above should be achieved without individual electrician/helper/supervisor doing more than the maximum shift allowed by the contract (26/27 shifts in a month). Each occurrence of such excess absenteeism in a shift shall entail a deduction of 3% of the service /administrative charges to the agency for the month.			
		19. If the agency fails to provide services to the satisfaction of the institute, the same will be communicated to the agency in writing. If three such notices are issued to the agency, the contract will be terminated and the agency shall forfeit the performance Security.			

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		20. The Electrician/Helper/supervisor deployed by the agency shall ensure that the institute properties are protected from theft/pilferage/damage. After necessary investigations, if proved that the agency/their personnel are responsible for the incident, the agency is liable and will be penalized to the extent of the value of the loss and additional charges for each incident as decided by the competent authority.			
		21. The agency shall not involve in any bribery or other unethical activities with anyone employed in the institute. The involvement in any such activity shall entail in the termination of the contract.			
		22. All disputes that may arise shall be referred to the Director General of CPRI, whose decision in this regard shall be final.			

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Tender Enquiry No.: CPRI BLR20EMD11M588

Description of the Equipment/ Goods/ Services: Annual Contract for Operation and Maintenance of 220kV, 33kV and 11kV Sub stations CPRI Bengaluru and CPRI, UHVRL-Hyderabad

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2) All blue fields are mandatorily to be filled in.

3) Pre-despatch Inspection & Training expenses shall be borne by CPRI. Information regarding the readiness of the equipment/machinery for the Pre-despatch Inspection should be communicated in writing by the supplier at least 70 (Seventy) days in advance, to obtain clearance from the Ministry, Government of India for deputation of nominated CPRI officers.

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				Guaranteed Technical Particulars (GTP)	Specify deviations/ Remarks if any
		23. All major faults and problems shall be reported to the Joint Director, EMD. immediately of occurrence through a memo. After inspection by Joint Director, EMD., procedures for rectification shall be got approved by the agency.			
		24. Any damage or loss due to failure to carry out prescheduled maintenance work shall be at the risk and cost of the agency.			
		25. Any other work covered under respective terms and conditions, if required or insisted by any regulatory body, including tests and calibrations etc., shall be undertaken by the agency.			

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		26. The necessary salary and other allowances due to the employees of the contractor shall be paid by him and shall strictly comply with all rules and regulations of statutory bodies and other labour laws. All employees engaged by the contractor shall be comprehensively insured for accidents and injuries.			
		27. The payments to the successful contractors are subject to all statutory deductions as are applicable at the time of payment.			
		28. All materials used, including oils, lubricants for replacement, topping, testing, etc., will be supplied by CPRI.			



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		29. The annual service, maintenance of the sub-station equipment shall be carried out as per the manufacturer's manuals/Schedule applicable from time to time. The work shall be carried out through authorized personnel. <b><u>The service charges shall be paid by the agency, with proper representation and justification with test certificate and calibrations reports Etc., the paid proper service bills will be submitted to the CPRI. The paid charges will be reimbursed to the agency after verification.</u></b>			
		30. The Contractor shall note that they shall have to carry out their work in close co-ordination with other contractors' agencies working in the same premises.			

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				Guaranteed Technical Particulars (GTP)	Specify deviations/ Remarks if any
		31. In the event of contractor showing lack of attendance / negligence to work or under-performance in the opinion of Joint Director, EMD., then the contract may be terminated at any stage without prejudice to the right of action under any other relevant clauses of the contract.			
		32. The contractor shall follow all security rules framed by Joint Director, EMD. from time to time regarding the removal of material from the site, the issue of identity cards, control of entry of persons and other similar matters.			

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		33. The contractor shall keep his work spot, site office and surroundings neat, clean and tidy. It should be free from dust, rubbish, scrap, surplus materials and unwanted tools and equipments. All scaffolding and temporary structure, including the tools and equipments shall be removed as soon as the job for which they are intended are completed. All equipment and material to be taken inside the sub-station / building shall be cleaned thoroughly before taking them inside. The Joint Director, EMD. has right to stop the work, if the contractor fails to improve upon the cleanliness after having been notified.			
		34. Joint Director, EMD. will have the right to withdraw the work-permit for any of the workmen for reasons of misconduct, incompetence in work, violation of safety and fire rules, negligence on duty etc.,			

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		35. The knowledge/Information about availability of manpower on a daily basis shall be responsibility of the contractor himself, the information regarding manpower absences as a laps shall not be communicated to the CPRI as the contractor should ensure availability of the personnels round the clock as per the shifts approved throughout the contract period and he shall be responsible for manpower management and keeping their records Etc.,				
		36. The contractor shall depute staff to ensure round-the-clock maintenance of services on all the days of the week as given below:				
	CPRI - Bengaluru	<b>Sl. No. Description</b>	<b>1st Shift</b>	<b>2nd Shift</b>	<b>3rd Shift</b>	
		<b>Relever</b>	<b>General</b>	<b>Total</b>		
		1. Electrician (Skilled)	2	2	2	2
		<b>10</b>				

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		2. Helper (Unskilled) <b>02</b>	2		
		3. Trained Engineer /Supervisor <b>01</b>	1		
	<b>CPRI, UHVRL - Hyderabad</b>	<b>Sl. No. Description 1st Shift 2nd Shift 3rd Shift</b>			
		<b>Relever General Total</b>			
		1. Electrician (Skilled) 1 1 1 <b>03</b>			
		2. Helper (Unskilled) 2 2 2 <b>06</b>			
		3. Trained Engineer /Supervisor <b>01</b>	01		
		40. The contractor shall deploy persons as detailed below			

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		i. <b>Electrician (Skilled):</b> Having Certificate in Electrician/Wireman trade issued by ITI/Local authorities/Govt. of India and with minimum 3 years experience in the relevant field.			
		ii. <b>Helpers (Un-skilled):</b> Minimum of 2 years experience in this field.			
		iii. <b>Supervisor:</b> Having Degree in Electrical Engineering with a minimum 3 years of experience in the satisfactory execution of similar works.			
	<b>LEGAL</b>	<b>Details as per Annexure - I</b>			
	<b>FINANCIAL</b>	<b>Details as per Annexure - II</b>			
	<b>SCOPE OF WORK</b>	<b>Details as per Annexure - III</b>			

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	<b>SUB STATION EQUIPMENTS</b>	<b>Details as per Annexure - IV</b>			

PN: 1) Bidder shall indicate complete details/information how the CPRI GTP are complied with against each and every specification parameters & mere statement of 'complied' do not suffice the requirement.

2) A detailed technical/catalogue/literature/phamplet and any other details shall be submitted in hard copy in a sealed cover superscribing enquiry number and due date so as to reach the following address within the due date and time.

3) The Indian representative of the foreign/overseas firms shall submit the Letter of Authorization issued by their principals.

4) The bidder shall submit the quotation / offer in the above prescribed format of Section IA, IB and II only. Informations any other forms shall be rejected.

**Address** : Joint Director (Purchase), Purchase Authority, Central Power Research Institute, Sadashiva Nagar P.O., P.Box.No.8066, Bengaluru-560 80.

Telefax: 080-2207 2010., email: [purchase@cpri.in](mailto:purchase@cpri.in), web: [www.cpri.in](http://www.cpri.in)