



SLC (University of Delhi)
Shyam Lal College
श्याम लाल कॉलेज
(दिल्ली विश्वविद्यालय)
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1274

LIMITED TENDER ENQUIRY

August 29, 2024

NOTICE INVITING TENDER FOR NON-COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (AMC) FOR HT & LT (ABB) PACKAGE 400 KVA (OIL TYPE) TRANSFORMER INSTALLED AT THE SHYAM LAL COLLEGE, G.T. ROAD, SHAHDARA DELHI - 110032

The Shyam Lal College, (University of Delhi) has a campus spread over an area of around 7.29 acres with institutional building and other area. Shyam Lal College invites sealed tender in (Two Bid System) for the work of **Non-Comprehensive Annual Maintenance contract (AMC) for HT Panels and Transformers in the College**, from the experienced agencies in the relevant category of work and who have carried out similar works with Govt. departments/PSU's/MNC's or service providers as per the requirements and details enclosed.

Bid Schedule

Name of Work:	Non-Comprehensive Annual Maintenance contract (AMC) for HT Panels and Transformers at Shyam Lal College, G.T. Road Shahdara Delhi-110032.
Tender No	SLC/HTP-AMC/2024-25/001
Date	29 th August, 2024
Tender Fee/cost	Rs. 5,000.00 (Rupees Five Thousand only)
Earnest Money Deposit (EMD)	Rs. 3% of Contract value (Rs.10,000 /- (Rupees Ten Thousand only) is to be submitted with tender document as EMD. The above payment shall be made in the shape of deposit as demand draft of a scheduled bank issued in favour of "Principal Shyam Lal College" payable at Delhi. (Except for those who are exempted by NSIC & MSME certifications (with Proof)) failing which tender shall be treated as invalid and shall be liable for rejection.

PAGE NO.1

Address: G.T. Road, Shahdara, Delhi - 110032

Phone: 011- 35016514

Email: slcm@shyamlal.du.ac.in Website: www.slc.du.ac.in





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Last date of submission of tender	The complete tender in a bigger envelope, containing two envelopes, in which one envelope containing Technical bid having documents & EMD and Second envelope containing –Financial bid, shall be submitted by September 09, 2024 up to 5.00 PM at Office, Shyam Lal College, G.T. Road, Shahdara Delhi-110032. (tender deposit in the Tender Box kept on Office, Shyam Lal College Please write above the main envelop (Notice Inviting tender for HT & LT Package))
Last date of submission of tender	September 09, 2024
Address for communication & submission of tender documents and opening of technical bid	Principal Shyam Lal College G. T. Road Shahdara Delhi -110032
Performance Guarantee	To be submitted by L1 bidder. The bidder whose bid is accepted will be required to furnish a Performance Guarantee 3% of the tendered value of the accepted tendered amount. This guarantee shall be in the form of DD / FDR in favour of " Principal Shyam Lal College " payable at New Delhi-110032. Bank Guarantee of any scheduled bank drawn in favour of Principal Shyam Lal College. Will be returned 1 month after completion of AMC
Clarification/Queries, if be addressed to	slcm@shyamlal.du.ac.in phone no. 011-35016514





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Bidders are cover the following works regarding servicing of 400 KVA Oil type transformer.

Scope of Work:-

1. Servicing of 400 KVA Oil type **Transformer** as per the standard every four months (Under Repairing)
2. **L.T ACB (800 AMP.)** Servicing as per the standard every four months (Under Repairing)
3. **11 KV RMU 2 Way** as per the standard every four months (Under Repairing)

Activities carried out during every four month

- Carbon cleaning contacts
- Mechanical washing from Patrol/ Cleaning agent
- Lubricant and greasing
- CRC Cleaning
- Replace all damage nuts and bolts
- Hi Volt 11 KV Test
- Protection test
- Transformer oil Checking
- Checking and tightening of controls and power connection
- Checking of trip circuit with HT Breaker through relays
- Checking of earthing value
- To measure temperature of electrical joints with the help of Non-Contact Infrared thermometer.
- Load at time of inspection.
- Release / Relay setting
- Check for undue noise and vibration
- Evidence of moisture in the switchgear
- Checking of 11KV power cable (3-Core) between transformer outgoing and LT panel consisting of various LT feeders, maintenance of earth pits etc.
- Servicing of medium voltage switchgear, Transformer, Protector Relays, Low voltage switch boards/Switchgears.

Page No. 3

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Post shutdown activities:

- Racking out of circuit breaker.
- Carry out insulation resistance test with 5kv megger during the maintenance and recording the value.
- Cleaning thoroughly all moving and fixed components.
- Lubricants of all mobile joints.
- Tightness check of all joints in Circuit Breaker.
- Check for mechanical operations.
- Check the condition of CT's & PT's cleanliness and tightness of its connections.
- Racking out of Circuit Breaker.
- Cleaning mechanism and current carrying components, insulation components with cleaning agent & dry cloth.
- Ensure that all hardware is properly secured.

Transformer

1. Observations prior to shut down:

- Record the load currents, voltage & setting of Tap for voltage regulation.
- Check for any unusual noise
- Check for damages
- Carrying out the tightness of HV & LV terminations.
- Insulation Resistance Test.

Air Circuit Breakers

1. Observations prior to shut down:

- Manual operation of circuit breaker.
- Electrical operation of circuit breaker.
- Functionality of indication lamps, push buttons, Meter & Protection Releases.

Break Down Calls/Repairs

- Response time of 2-4 Hours even on Holidays.
- Analysis of failure of the product.
- Observation for overheating or any other abnormalities.
- Resolution time varies total isolation of product from source supply and commercial clearance





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In case of major/minor fault, the contractor shall immediately make arrangement to send qualified engineer/supervisor to the site within 2 to 4 hour.

Every care should be taken so that the system does not lead to breakdown and case the system goes into fault, the contractor shall immediately make arrangement to send qualified engineer/supervisor to the college site within one hour and it should be rectified within the shortest stipulated time period.

Sr. No.	Particulars	Specified Time Period	Penalty
1.	Minor break down	2 To 4 hrs. (Attend the call)	Rs. 200.00 Per hour of delay
2.	Major break down	4 hrs. (Attend the call)	Rs. 300.00 Per hour of delay

The above are general check – lists and test requirements etc. The contractors shall be bound for undertaking any other check test which is considered necessary for efficient functioning of equipment/system, whether included in above schedule. He shall not claim any extra charge for such work expect oil filtration & New oil Topping However, replacement of worn out/defective material shall be paid extra to the contractor. With prior approval of the competent authority in College

Any consumables which are required to be replaced will be provided by the College. However, if the contractor is asked to provide any such consumables, he must provide rate of such items and take (prior approval of the competent authority) of the SLC authority either in writing.

All the above activities will be done in every four months.

Contractor must visit site before quoting prices and fully satisfy himself from the site conditions.





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TERMS AND CONDITIONS

- 1) The contract is initially for a period of one year. The contract may be reviewed yearly, and may be extended for a period of maximum of three years subject to satisfactory services. However, College at its discretion can terminate the contract without citing any reason at any point of time by giving one (1) month notice. In case of termination, Institute will be liable to pay pro-rata amount to the vendor only for the period for which the AMC services availed by the Institute. On mutual consent, contract may be extended for a further period of two years on the same rates, terms and conditions.
- 2) The Non Comprehensive Annual Maintenance contract (NCAMC) is located in SLC Campus Shahdara, Delhi-110032. The selected vendor will be required to maintain the system in the mentioned site.
- 3) The contractors are advised to get acquainted with the proposed work and its site and special Conditions carefully before tendering. No claim of any sort shall be entertained on account of any site conditions and ignorance of specifications and special conditions.
- 4) Prices quoted should be for College premises and should be all inclusive of statutory taxes, fees, cases, any duties, levies, charges, surcharges and other components, etc. except GST which is to be shown separately.
- 5) The successful bidder has to submit the security deposit /performance guarantee from nationalized bank of equivalent amount of 3% of the contract value within 10 days of issue of order on awarding the contract but before execution of the agreement, to cover any loss or damage caused to or suffered by the Institute due to acts of commission and omission by the successful bidder or any failure on the part of the successful bidder in fulfillment of terms and conditions of the contract and conditions contained in the agreement. The Bank Guarantee shall have to remain valid for the entire duration of the Contract plus three months beyond the completion of contract period. The successful bidder shall not be entitled to any claim or receive any interest on the amount of performance guarantee. The EMD of the successful bidder will be refunded after submission of the performance Guarantee/Security Deposit. Successful bidder may also submit the performance guarantee in the form of demand draft payable to Principal Shyam Lal College.
- 6) The department reserves the right to close the contract at any time during the currency of the contract and 30 days' notice will be issued to the contractor without giving any compensation.

Page no.6



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- 7) This is purely a service contract. All the staff engaged by the contractor shall solely be his liability and this department, in no way, shall be held responsible for any compensation for any of their acts/accidents.
- 8) In case of any accident during the maintenance of the equipment leading to injuries, damages to human being, equipment and or loss of life, the contractor shall be solely and fully responsible for setting all claims and indemnity. In this respect no compensation shall be made by the department. Inquiry office & shall be produced as and when required by higher officer of department.
- 9) Dismantled materials if any resulting from the replacement or repair shall be returned to the College.
- 10) If the equipment are found to be faulty and is required to be changed/repaired, the matter will be reported to the concerned authority at the College
- 11) Any consumables which are required to be replaced will be provided by the College. However, if the contractor is asked to provide any such consumables, he must provide rate of such items and take prior approval of the SLC authority either in writing.
- 12) All complaints have to be attended free of cost including breakdown maintenance within a specific period/time/hours depending upon the urgency of the same. Spare parts not covered under AMC shall be provided by the College or if the contractor is asked to he must provide rate of items and take (prior approval of the competent authority) of the SLC authority either in writing.
- 13) The damaged components i.e. nut, bolt, screw etc. shall be replaced free of cost. All dismantled parts will be property of the College and shall be returned failing which recovery shall be made.
- 14) The maintenance of Transformers and HT panels to be inclusive of Lubricants, cloth, all testing equipment, tools, accessories shall be provided by the contractor. The work shall be carried out as per specification and standard of the College.





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15) 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. However, Institute at its discretion, can terminate the contract without citing any reason at any point of time by giving one (1) month notice. In case of termination, College will be liable to pay pro-rata amount to the vendor only for the period for which the AMC services availed by the Institute. On mutual consent, contract may be extended for a further period of two years on the same rates, terms and conditions.

Note: The bidders having valid registration with NSIC/MSME may avail exemption from submission of EMD but must enclose valid NSIC / MSME certificate/document with registration for similar works in envelope No. 1 instead of EMD demand draft. However, all bidders irrespective of their registration with NSIC/MSME have to submit the requisite Tender Fee).

Eligibility Criteria:

1. Bidder must be a proprietor/firm/company.
2. Bidder should have CPWD/PWD of any state or BSES certificate along with the valid Grade-A electrical contractor License issued by the competent Authority- voltage level 33 kv/11kv & **Bidder must be attached Certified copy of registration certificate.**
3. The bidder should have valid GST Certificate.
4. Bidder should have completed the work pertaining to Electrical works (Substation maintenance works) in CPSU/Nationalized bank/Hospitals/Government Department (Central/State) or autonomous bodies during the last 03 years with costing not less than Rs.15,00,000/- **Bidder must have attached their completion/experience Certificate with the technical bid.**
5. Payment will be made by half yearly Basis.
6. Solvency certificate issued by bank must be attached with the Bid.
7. The Institute will not be responsible for any disputes that may arise between the contractor and his workers. The Centre will also not be responsible for any casualty to the workers that may happen during maintenance etc. in the Institute premises.
8. Bidder must have its registered office in Delhi/NCR within a 20 kilometer radius.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Page no.8



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The above are general check – lists and test requirements etc. The contractors shall be bound for undertaking any other check test which is considered necessary for efficient functioning of equipment/system, whether included in above schedule. He shall not claim any extra charge for such work. However, replacement of worn out/defective material shall be paid extra to the contractor.

It may be ensured that parts of authorized brand should only be used for repairs and replacement. If it is found at a later stage that substandard /inferior quality items are used during the AMC, necessary action will be taken against such firms, including forfeiture of their Performance Security and debarring them for quoting future tenders.

Award of Work

Those who meet the eligibility criteria as above will only be considered for opening of financial bid. In this regard decision of the College shall be final and not open to dispute/challenge. The agency quoting the lowest rate for AMC shall be considered for award of work. However, Shyam Lal College does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.


Principal
SHYAM LAL COLLEGE
SHAHDARA, DELHI



Page No. 9





Annexure-"A"

TECHNICAL BID

All the commercial conditions shall also be indicated in this part. Deviations, if any, to our specifications shall be brought out vary clearly; Bidders shall mention point- wise confirmation with regard to technical specifications.

Sr. No.	Particulars	Details
1.	Bidder's Name	
2.	Registered Office and address	
4.	Working Place (Address) of the office	
5.	Year of Establishment	
6.	Type of firm (Ownership, Partnership, Pvt. Ltd. Or Ltd. Company	
7.	Name of the authorized signatory who is authorizes to sign all the relevant documents	
8.	Firm Registration Number	
9.	GST Number	
10.	Pan Number	
11.	Total Annual Turnover for last three years Bidder's must be attached CA Certified copy for reference	2021-2022 Rs. 2022-2023 Rs. 2023-2024 Rs.
12.	DD Number, Amount and Date of EMD submitted /MSME, NSIC Certificate	
13.	Grade-A electrical contractor License copy	

Enclose all certificates in support of above statements.

(To be furnished in official Letter Head of the Agency)

(Name and Signature of Authorized Signatory
with seal) **(Signature of the bidder)**



Page No. 10





Annexure-"B"

**Format of Financial Bid for Non-Comprehensive Annual Maintenance contract (AMC)
for HT & LT (ABB) Package**

(To be furnished in official Letter Head of the Agency)

Sl. No.	Description	Maintenance Cost Without GST	GST	Amount (All inclusive) In Rupees
1.	Non Comprehensive Annual Maintenance contract (AMC) HT & LT (ABB) Package 400 KVA (Oil Type) Transformer at the as per the details provided in the tender document under "Scope of Work"			
2.	Transformer oil (Per litre)	Ltr.		
B	Total Amount (1+2)			
Total All inclusive (1+2) (Rs. in figures).				
Non-Comprehensive Total (Rs. in words)				

We agree to carry out the Work at the rate quoted above for the duration of one full year.

We understand that Shyam Lal College, Delhi is not bound to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

(Name and Signature of Authorized Signatory
With seal) **(Signature of the bidder)**

Date:



Page No. 11





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Shyam Lal College
श्याम लाल कॉलेज
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Annexure-“C”

NON-BLACK LISTING DECLARATION

(To be furnished in official Letter Head of the Agency)

To, Principal Shyam Lal College Shahdara Delhi-110032

We hereby confirm and declare that we, M/s -----, is not Blacklisted / De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

(Name and Signature of Authorized Signatory
with seal) **(Signature of the bidder)**

Date:



Page No. 12

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Annexure-"D"

Undertaking

Subject: Undertaking for Non-Comprehensive
Annual Maintenance contract (AMC)
for HT & LT (ABB) Package

(To be furnished in official Letter Head of the Agency)

Dear Sir,

I am writing on behalf of _____ to confirm our commitment to undertake the electrical work (AMC) at Shyam Lal College as per the specifications outlined in the contract date & we are agreed that all conditions as par monition by the tender document.

(Name and Signature of Authorized Signatory
with seal) **(Signature of the bidder)**

Date:



Page No. 13





(To be furnished in official Letter Head of the Agency)

(Annexure E)

Experience/Details of operation at present and in the last 03 years. (Please enclose proof of Experience Letter of Contract)

Name of the Firm/Contractor _____

Sr. no.	Name of Bidder	Clients contact details (including name, email, phone and address)	Value of the Contract (p.a.)	Document related to	Period of contract (from - to)
1.					
2.					
3.					
4.					
5.					

Note: (a) Bidder must fill the above Annexure carefully with supported experience certificate. Those who will not fill the above Annexure they may be technically Disqualified.

(b) The supported Experience Certificates must be enclosed by the organization where work of Security Services awarded.

(c) Please do not enclosed the work order in supported documents.

Note: #Use more sheets in case of insufficient space#



(Name and Signature of Authorized Signatory with seal) (Signature of the bidder)

Page No.14

