



# CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya- Panchanpur Road, Village- Karhara,  
Post- Fatehpur, P.S.- Tekari,  
District- Gaya (Bihar) PIN- 824 236

## Notice Inviting Tender for

**“Non-Comprehensive Annual Operation & Maintenance Contract of 1 No. 11/0.433 KV Load Sub-Station, 3 Nos. D.G. Sets and Water Pump House”**

### INDEX FOR TENDER FORM

Sl. No.	Items	:	Details
1.	Tender Notice No.	:	CUSB/PSD/EE/Tender/12 /2018-19, dated 20/11/2018
2.	Name of Work	:	Tender Bid Document for <b>“Non-Comprehensive Annual Operation &amp; Maintenance Contract of 1 No. 11/0.433 KV Load Sub-Station, 3 Nos. D.G. Sets and Water Pump House”</b> at Central University of South Bihar, Panchanpur, Gaya, Bihar Central University of South Bihar, for a period of 1 year which may be extended for another one year on mutual consent.
3.	Earnest Money Deposit	:	Earnest money as mentioned in Tender Notice. in shape of D.D drawn In favour of Central University of South Bihar, payable at Patna From any schedule Bank.
4.	Pre-bid Meeting	:	27/11/2018 by 11:00 AM at CUSB, Panchanpur, Gaya
5.	Last date and time for receipt of Bids	:	11/12/2018 by 4:00 PM
6.	Date and Time of opening of Technical Bids	:	12/12/2018 by 2:30 PM
7.	Place of opening of Bids	:	CUSB, Panchanpur, Gaya



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**Name of work: Non Comprehensive Annual Operation & Maintenance Contract of 1 No. 11/0.433 KV Load Sub-Station, 3 Nos. D.G. Sets and Water Pump House” at Central University of South Bihar, Panchanpur, Gaya, Bihar.**

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**Name of work:** Tender Bid Document for “**Non-Comprehensive Annual Operation & Maintenance Contract of 1 No. 11/0.433 KV Load Sub -Station, 3 Nos. D.G. Sets and Water Pump House**” at Central University of South Bihar, Panchanpur, Gaya, Bihar at Central University of South Bihar, Panchanpur, Gaya (Bihar)

I undertake to abide by the terms and conditions as stipulated in the detail tender call notice and conditions of contract.

Signature of the contractor

For Office Use only

- |    |                                   |   |                          |
|----|-----------------------------------|---|--------------------------|
| 1. | Total Nos. Corrections            | : |                          |
| 2. | Total Nos. of Overwriting         | : |                          |
| 3. | Total Nos. of Pages               | : |                          |
| 4. | Earnest Money Deposit in shape of | : |                          |
| 5. | Copy of S.T.C.C                   | : | Furnished/Not Furnished  |
| 6. | Copy of I.T.C.C./PAN              | : | Furnished/ Not Furnished |
| 7. | Any other enclosure               | : |                          |

Registrar  
Central University of South Bihar



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## **NOTICE INVITING BIDS**

The Central University of South Bihar, invites bids for “**Non-Comprehensive Annual Operation & Maintenance Contract of 1 No. 11/0.433 KV Load Sub-Station, 3 Nos. D.G. Sets and Water Pump House**” in Permanent Campus of Central University of South Bihar, Panchanpur, Gaya from eligible contractors/ authorized representatives who have an experience of the similar work. The last date and time of submission of tender document is **11/12/2018 by 04 P.M.** The detailed tender document is available on the University website [www.cusb.ac.in](http://www.cusb.ac.in). The tender forms may be downloaded from University website.

**Registrar**



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**“Non-Comprehensive Annual Operation & Maintenance Contract of 1 No. 11/0.433 KV Load Sub-Station, 3 Nos. D.G. Sets and Water Pump House” at Central University of South Bihar, Panchanpur, Gaya (Bihar).**

## **TECHNICAL BID**

Note : This is to be kept in Envelope “B” sealed and it should be written on envelop that  
Tender for “Non-Comprehensive Annual Operation & Maintenance Contract of 1 No. 11/0.433 KV Load Sub-Station, 3 Nos. D.G. Sets and Water Pump House” at  
Central University of South Bihar”



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## NOTICE INVITING BIDS/ TENDER NOTICE

The Central University of South Bihar, invites bids for “**Non-Comprehensive Annual Operation & Maintenance Contract of 1 No. 11/0.433 KV Load Sub-Station, 3 Nos. D.G. Sets and Water Pump House**” at Central University of South Bihar, Panchanpur, Gaya (Bihar) from manufactures/authorized representatives who have experience of similar work. Details are as follows:-

Sl. No.	Description of Work	Earnest Money to Deposited	Last date & time of submission of Tender document	Time & date of opening of tender	Time allowed for completion
1.	“Non-Comprehensive Annual Operation & Maintenance Contract of 1 No. 11/0.433 KV Load Sub-Station, 3 Nos. D.G. Sets and Water Pump House” at Central University of South Bihar, Panchanpur, Gaya, Bihar	Rs. 70,000/-	11/12./2018 by 4:00 PM	12/12/2018 by 2:30 PM	One year from the date of start of work.

2. The tender must be accompanied by a Demand draft for the amount mentioned as above in Indian Rupees only on a schedule bank drawn in favour of Central University of South Bihar, payable at Patna as Earnest Money for the above tender.



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## Eligibility Criteria:

- a. **Financial:** The Firm should have Average annual financial turnover of at least Rs. 35 Lakhs (Rupees Thirty Five Lakhs Only) during any of the preceding last 3 consecutive financial years.
- b. **Physical: (i)** Three similar works in Central Government/ State Government/ PSU/ Central or State Universities/ CPWD/ MES/Railways costing not less than Rs. 14 Lakhs or two similar works costing not less than Rs. 21 Lakhs or one similar work costing not less than Rs. 28 Lakhs in the last 7 years ending on the last day of the month previous to the one in which the tenders are invited. "Similar Work" is defined as Construction or Operation or Maintenance work of Electrical Substation of minimum capacity 11/0.433 KV.  
  
(ii) Vendor should have valid electrical license issued by the Competent Government Authority. Vendor having electrical license issued by other state than Bihar may also participate in the tender however, they should obtain license from the Govt. of Bihar before signing of the agreement.
3. Sealed Tender Documents duly signed on all pages shall be delivered to the Central University of South Bihar, SH-7, Gaya Panchanpur Road, Post-Fatehpur, Post-Tekari, District-Gaya, Bihar, Pin- 824236 by Registered Post/ Speed Post to reach on or before **11/12/2018 by 4:00 PM**. The technical Bids will be opened on **12/12/2018 by 2:30 PM** at Central University of South Bihar, Patna Campus in presence of the tenderers or their authorized representatives. The financial Bid of the agencies who qualify the technical bid evaluation process will be opened after prior information to successful bidder in Technical bid. Bidders to follow notices on University's website. The date of opening of the Financial Bids of those tenders fulfilling the requirements will be announced on a separate date. If the office happens to be closed on the date of receipt of the bids or Opening of bids as specified, the bids will be received and opened on the next day of opening of the office at the same time and venue.
4. Central University of South Bihar, does not binds itself to accept the lowest rate and reserves the right to accept or reject all or any part of tender without assigning any reasons and claim on account of above shall not be entertained..



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5. The tenderer shall quote for the Services/material/Equipment to be supplied as per detailed specifications as given in the Tender document.
  
6. Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far as is practicable), the firm and nature of the site, the means of access to the site, and, in general, shall themselves obtain all necessary information as to risks, contingencies and other circumstances which influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site, whether he inspects it or not, and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at its own cost all materials, tools and plants, equipment etc. and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by tenderer 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 local conditions and other factors having a bearing on the execution of the work. Any damages done to the property of the Central University of South Bihar, or other persons shall be made good by the Tenderer at his own cost.
  
7. **ENVELOPE 'A' (Earnest Money & Tender cost )**  
Tender must be accompanied by earnest money as mentioned above in the form of Demand Draft in favour of Central University of South Bihar, payable at Patna issued by any Nationalized Bank. The Demand Draft towards Earnest Money & cost of tender document will be placed in Sealed Envelope 'A'.
  
8. **ENVELOPE 'B' ( Technical bid Document )**
  - (i) This Envelope shall contain the Prequalification documents pertaining to financial eligibility and Physical completion of Work. Copy of Work Order/ Purchase Order with completion certificate is mandatory for similar works executed in past 3 financial year. on each page.
  - (ii) The credential of tenderer to be included for those, who authorized by the manufacturers, suppliers of the material/equipment for execution of this work if applicable and including the list of similar work executed in India with location, cost of work and period during which those works are executed.





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## (iii) Checklist for envelope 'B':

- a. Copy of registration of GST No.
- b. Copy of Trade License, Factory License/Excise Registration.
- c. Copy of Income Tax Permanent Account Number & Income Tax assessment order.
- d. Copy of Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc
- e. Copy of Notarized power of attorney of authorization for participation in subject bid (Not required in case of Proprietorship firm)
- f. Copy of ESI Registration Certificate.
- g. Copy of EPF Registration Certificate Copy of Small Scale Unit/ MSME/ NSIC Registration under relevant items (If Registered).
- h. Copy of Work Order and successful completion certificate of meeting minimum eligibility criteria (Financial & Physical)
- i. All pages of Tender document including various sections and Annexures-A, except priced bid.
- j. Un-priced copy of Bill of Quantity with "Quoted" written in Rate Column of each items.
- k. Any product manual, credentials etc.
- l. Self-attested copies of License of workmen of different categories (Lineman 3 Nos, Wireman 1 No., Plumbers 3 Nos.)
- m. Detail list of technical staffs, their qualification and experience in execution of operation and maintenance of works under tender reference.
- n. Detail list of available infrastructure, machine & tools should be provided.

## 9. ENVELOPE 'C' (Financial Bid Document)

- 9.1 The Envelop 'C' shall contain the tender documents and information related to the schedule of quantities quoting the rates per Unit/Price etc. of the various items or works pertaining to the financial bid on the financial bid document, issued by Central University of South Bihar, along with the tender document.
- 9.2 All columns shall be duly filled in with specific information on the cost involved.
- 9.3 The rates for the items shall be quoted in Indian Rupees.

**\*NOTE:** - The Tenderer should clearly mention in all the three envelopes (i.e. A, B and C) clear description of the items for which the offer is being quoted. If any discrepancy is observed the offer would be treated as non- responsive and would be rejected outright.

**10. Envelope-'A'** (Earnest Money & Tender Cost), Envelope-'B' (Technical Bid Document), and Envelope-'C' (Financial Bid Document), shall be in separate sealed envelopes, each marked as "Envelope- 'A', Envelope-B and 'Envelope-C'. All the three envelopes shall be submitted in another sealed envelope super scribing there on "**Non-Comprehensive Annual Operation & Maintenance Contract of 1 No. 11/0.433 KV Load Sub-Station, 3 Nos. D.G. Sets and**



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**Water Pump House” at Central University of South Bihar”**. The envelope should be addressed to Registrar, Central University of South, India. The envelope marked ‘Envelop-B’ of only those tenderers shall be opened, whose earnest money & tender cost are placed in the ‘Envelop ‘A’ and found to be in order.

11. The Tender Evaluation Committee will evaluate the Technical Bids and is fully authorized to reject any tender on its satisfaction that the requirements are not met for the complete needs of the Central University of South Bihar with regard to the Committee. The decision of the Tender Evaluation Committee shall be final. Only those tenders Technical Birds cleared by the Tender Evaluation Committee shall be eligible for their Price Bid to be opened. Those successful tenderers for whom the Envelop-C (Price Bid) is to be opened shall be duly intimated.

12. **Clarification of tenders :**

12.1 During evaluation of tenders, the Registrar may at his discretion ask the tenderer a clarification of its tender. The request for clarification and the response shall be in writing. However, the tenderer is not permitted alter the price (s) furnished in the Price Bid (Envelop-C). Any query related to bid may be sent to email id [registrar@cub.ac.in](mailto:registrar@cub.ac.in) before the date of pre-bid meeting and clarification to the same shall be uploaded on University’s website. Tenderers are requested to visit the University’s website regularly.

12.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price (i.e. obtained by multiplying the unit price and quality), the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of errors, its tender will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

13. The amount of earnest money, in the case of successful tenderer, shall be refunded on successful completion of work. However E.M.D of unsuccessful tenderers will be refunded after the award of the contract to the successful tenderer.

14. Central University of South Bihar, does not bind itself to accept the lowest or any other tender, and reserves to itself the authority to reject any or all of the tenders receive without the assignment of any reason and to negotiate with the tenderers.



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All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect or there is any correction not duly dated, initiated by the tenderer are liable to be rejected. However, the final decision for accepting or rejecting any or all tenderers will be in the sole discretion of Vice Chancellor, Central University of South Bihar.

15. Tender shall remain open for acceptance for a period of 60 days from the date of opening of the tenders. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to Central University of South Bihar. Then Central University of South Bihar, shall without any prejudice to any other right or remedy, be at liberty to forfeit full earnest money absolutely. The decision of Vice Chancellor, Central University of South Bihar in this behalf shall be final and binding on the tenderer.
16. The notice Inviting tender shall form a part of the contract document. The successful tenderer shall sign the necessary contract documents consisting of the notice-inviting tender, all the documents including additional conditions, specifications and drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto, within the time specified in the letter communicating the acceptance of the tender. In case of delay the earnest money may be forfeited and the tender cancelled or the contract enforced as per the terms of the tender and the invitation to tender and the tenderer shall thus be bound by the conditions of contract-even though the formal agreement has not been executed and signed within the specified time by the tenderer.
17. If the Headquarter of the successful tenderer is at a place other than Gaya, Bihar he/ they shall appoint a duly Authorized Representative in Gaya from the date of commencement of the work until the work is physically completed. Such Representative shall be authorized to act on behalf of the successful tenderer. Any noticed under the contract shall be deemed to have been served on the successful tenderer, if served upon such Representative or sent by registered letter at his address in Gaya. Such Representative shall not be changed and shall not leave place of work during the period of the contract without the prior approval of Registrar Central University South Bihar. If Vice Chancellor, Central University



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of South Bihar shall require the successful tenderer to carry out rectification of the defects under the terms of the contract after the work has been completed, the successful tenderer shall appoint the same or another duly Authorized Representative in Patna while such rectifications are being carried out.

18. The tenderer shall submit a detailed of deployment of workmen, job procedure plan along with list of tools, testing devices etc required for successful operation of work within 7 days of issuance of LOA.
19. No additional conditions from the tenderer shall be acceptable. The tenders having any additional conditions will be summarily rejected without assigning any reason.
20. The tenderer should meet the Financial & Physical work completion criteria to qualify in the subject tender.
21. Bidders are required to quote all items in the Bill of Quantity or Schedule of quantity. In event of non-compliance of above shall lead to disqualification in subject tender.
22. The tenderer is required to obtain all required statutory permissions for work by their own and shall be bound to do necessary liaison with Government Authorities as and when required
23. Bidders are informed to visit the existing buildings and utilities at Panchanpur, Gaya where proposed works to be executed and get themselves acquainted with ground realities before quoting the subject tender. Later stage no claims shall be entertained by CUSB on account of non-clarity of the above.
24. Drinking Water & Electricity shall be available at site for execution of work. Contractor should arrange sitting arrangement of the workmen in Substation Building by their own and also required Bicycles/ communication mode for routine discharge of duties.
25. All Civil, Mechanical, Plumbing work essential for successful completion of work etc are in the scope of the bidders and no additional payment shall be made



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towards any breakage, chipping, restoration, lift, lead, carriage, storage, loading, unloading, packaging etc.

- 26.** Any damaged caused to the facilities existing in the building to be made good by bidders after rectification at their own.

Signature of the Tenderer

Date:



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## CENTRAL UNIVERSTIY OF SOUTH BIHAR,

**Tender Bid Document “Non-Comprehensive Annual Operation & Maintenance Contract of  
1 No. 11/0.433 KV Load Sub-Station, 3 Nos. D.G. Sets and Water Pump House” at  
Central University of South Bihar, Panchanpur, Gaya (Bihar)**

### **General Rules and Conditions:**

1. All works proposed for execution by contract will be notified in a form of invitation of tender by Central University of South Bihar.. This form will state the works to be carried out, as well as the date for submitting and opening tenders and the time allowed for carrying out the work, also the amount of earnest money to be deposited with the tender. Copies of the specifications, design and drawings and a schedule of quantities and any other documents required in connection with the work shall also be open for inspection by the Tenderer at office of the Central University of South Bihar during office hours.
2. The tender submitted by the tender must be signed by the Company's/Firms/Institute's Executive or on his behalf by Authorized Signatory being a person holding the power of Attorney authorizing him to do so. **Such Power of Attorney shall be submitted with the tender.**
3. Any person who submits a tender shall fill up the schedule of quantities stating at what rate he/she is willing to undertake each item of the work. Tenderers, who propose any alteration in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other conditions of any sort, will be liable to rejection.
4. A committee of Central University of South Bihar, will open the tenders in the presence of any intending Tenderers who may be present at the time, and will enter the details of the tenders in a comparative statement in a suitable form. In the event of a tender being accepted, the Tenderer shall for the purpose of identification sign copies of the specifications and other documents mentioned in Rule 1. In the event of a tender being rejected, the earnest money forwarded with such unaccepted tender shall thereupon be returned to the Tender remitting the same, without any interest.
5. Rates quoted by the tenderer in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words.
6. All rates shall be quoted in the schedule of quantities. The amount for each item should be worked out and requisite totals given. Special care should be taken to write the rates in figures as well as in words and the amount in figures only, in such a way that



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interpolation is not possible. The total amount should be written both in figures and in words. While quoting the rate in schedule of quantities, the word 'only' should be written closely following the amount and it should not be written in the next line.

7. On acceptance of the tender, the name with address and telephone numbers of the accredited representative(s) of the Tenderer who would be responsible for taking instructions, shall be communicated in writing to Central University of South Bihar.
8. The Financial quotations shall be inclusive of the taxes payable on material as applicable under State Sales Tax or any other tax in respect of this contract and shall be payable by the Tenderer only and Central University of South Bihar will not entertain any claim whatsoever in respect of the same.
9. Provision and Rules mentioned in University Purchase Rules and Procedures (PRP) available on University's website shall be a part to the bidding document and unless and otherwise specified exclusively other terms shall be govern by the same.
10. Date of start of work shall be reckoned after 7 days from the issuance of LOA (Letter of Award). Tenderer shall ensure modification of manpower, resources essential and kept under scope of above tender within above period. Failing in start of work within above stipulated period shall attract penalty of Rs. 1000/- (One Thousand Only) per day subject to maximum of security deposit. Decision of University shall be final and abiding in this regard.
11. All the labour laws should be strictly complied with by Tenderer. In case of any lapses or non-fulfillment of labour laws, the tenderer will be wholly responsible.
12. For any penalty levied in non fulfilment of compliance of labour law in reference to the staffs/ workmen deployed or execution of Work or payment of compensation whatsoever, the tenderer will be solely responsible and the University will not be responsible for compensate in any manner.
13. Tenderer shall submit the proforma as per annexure-I for technical staff details failing which tender shall be rejected during technical evaluation.



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## BASIC INFORMATION ABOUT THE TENDERER

1. (A)	Name and full Address of Tenderer	
(B)	Telephone No.	
(C)	E-mail-	
(D)	Fax:	
2.	Last 3 year Income Tax Assessment Certificate	
3.	Brand Name of the Product being offered	NA
4.	The firm will submit its consent to adhere the Time Schedule for execution of the Work as mentioned in the tender document.	
5.	Legal Status; Whether a proprietary or a partnership firm of incorporated body etc. With proof of registration/ certification by Government of parent country.	
6.	Authenticated copy of the following documents.	
(a)	Certificate of incorporation. In case of an incorporated body.	
(b)	Memorandum of Association	
(c)	Certificate by Auditor confirming existence of assets (unencumbered) of the value of 30% of the tendered amount.	
(d)	Solvency Certificate from the Banker, if applicable	
7.	(a) Name (a) and address (es) with Fax number of customers along with the place and year the said work have been Executed.	
	(b) Documentary proof of satisfactory supply and installation items during the past three and the present condition of the installed items.	
8.	The period for which the Service provider/supplier/ manufacturer has been manufacturing/ delivering services and is in the business of supplying/installing/ providing services the items and Documentary proof thereof.	
9.	Any other documents/information, which parties, may consider appropriate to the activity of tender	
10.	Details of disputes/claims, if any, between the tenderer and any Authority/ Body and its present status.	

### Note:

1. Separate information sheet may be provided for item (s) in case space provided is not adequate.
2. Affidavit in the enclosed format on Non Judicial stamp paper duly attested by Magistrate/Notary shall also be furnished by the bidder.





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## AFFIDAVIT

(On Non-judicial stamp paper)

**Tender Notice No.:** CUSB/PSD/EE/Tender/12/2018-19, dated 20/11/2018

**Name of Work: Non Comprehensive Annual Operation & Maintenance Contract of  
1 No. 11/0.433 KV Load Sub-Station, 3 Nos. D.G. Sets and Water Pump House” at**

Central University of South Bihar, Panchanpur, Gaya, Bihar

1. I, the undersigned, do hereby certify that all the statements made in the required Attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm M/S -----  
\_\_\_\_\_ have abandoned any work nor any contract Awarded to us for such works have been rescinded, during last three years prior to the date of this bid.
3. The undersigned hereby authorize and request any bank, person, firm or Corporation to furnish pertinent information deemed necessary and requested by the Central University of South Bihar, to verify this statement or regarding my (our) competence and general reputation.
4. The undersigned understand and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Central University of South Bihar.
5. The undersigned understand the terms of tender and hereby undertake to deploy only competent personals who have valid license to work under scope and also undertake to comply with all Labour laws related to wages, PF, ESI & compensation etc. Full responsibility towards above compliance lies with us.

\_\_\_\_\_  
(Signed by an Authorized Officer of the Firm)

\_\_\_\_\_  
Title of Officer

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Date



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Tender Bid document for **“Non-Comprehensive Annual Operation & Maintenance Contract of 1 No. 11/0.433 KV Load Sub-Station, 3 Nos. D.G. Sets and Water Pump House”** at Central University of South Bihar, Panchanpur, Gaya (Bihar).

I/We have read and examined the notice inviting tender, schedule of quantities, specification applicable, drawings and 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 documents for work.

I/We hereby for the execution, for Central University of South Bihar of the work specified in the underwritten memorandum within the time specified in such memorandum at the rated quoted in the schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in Rule-1 of General Rules and Directions and in clause of the conditions of contract and in all respects in accordance with such conditions.

## **Memorandum:**

Name of work:- **“Non-Comprehensive Annual Operation & Maintenance Contract of 1 No. 11/0.433 KV Load Sub-Station, 3 Nos. D.G. Sets and Water Pump House”** at Central University of South Bihar, Panchanpur, Gaya (Bihar). Earnest Money Rs. 70,000/- (Rupees Seventy Thousand Only).

- (a) I/We agree to keep the tender open for one hundred and twenty days from the date of opening thereof and not to make any modification in its terms and conditions.
- (b) A sum of Rs. 70,000/- (Rupees Seventy Thousand Only) is hereby forwarded in the form of Demand Draft executed by Scheduled Bank in favour of Central University of South Bihar, as earnest money payable at Patna.
- (c) Should this tender be accepted, I/We hereby agree (i) to abide by and fulfill all the terms & conditions of the said conditions annexed hereto and all the terms and provisions contained in notice inviting tender, and in default thereof to forfeit and pay to Central University of South Bihar, the sum of money mentioned in the said conditions.



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(d) If I/We fail to commence the work specified in the above memorandum I/We agree that Central University of South Bihar, Shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely to execute all the works referred to in the tender documents open the terms & conditions contained or referred to therein.

Dated:

Address: .....

Signature of Tenderer

Witness:

Address:

Occupation:



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## CENTRAL UNIVERSITY OF SOUTH BIHAR

### INTERPRETATIONS & DEFINITIONS

1.	The "Contract" means the documents forming the tender and acceptance thereof and the formal agreement executed between the competent authority on behalf of Central University Of South Bihar and the supplier (hereinafter call the Tenderer or CUSB or Owner), together with the documents referred to therein including those conditions, the specifications, designs, drawings and instructions issued from time to time by Central University of South Bihar and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.
2.	In the contract, the following expression shall, unless the context otherwise requires, have the meanings, hereby respectively assigned to them.
i.	The expression " <b>Works</b> ", or " <b>Work</b> " shall, unless there be something either in the subject or context repugnant to such construction, be construed and taken -to mean the works by or by virtue of the contract contracted to be executed whether temporary or permanent, and whether original, altered, substituted or additional.
ii.	The " <b>Site</b> " shall mean the land other place on, into or through which work is to be executed under the contract or any adjacent land, path or street through which work is to be executed under the contract or any adjacent land, path or street which may be allowed to use for the purpose of carrying out the contract.
iii.	The " <b>Tenderer</b> " shall mean the successful tenderer / supplier/ vendor/ agency undertaking the works and shall include the legally authorized representatives or such individual or the persons comprising the supplier agency, or the successors of the supplier and the permitted assignees of the supplier agency or the successors of the agency having possession of the property or holding in the event of the firm is liquidated before completion of work.
iv.	" <b>Tendered Value</b> " means the value of the entire work as stipulated in the letter of award.
v.	" <b>Equipment</b> " means all machinery, apparatus and articles to be provided under the contract by the Tenderer.
vi.	The " <b>place of supply and installation</b> " shall mean the Central University of South Bihar at Panchanpur, Gaya (Bihar)
3.	Where the context so requires, words imparting the singular only also include the plural and vice versa. Any masculine gender shall whenever required include feminine gender and vice versa.



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4.	Headings and marginal notes to the conditions of the contract shall not be deemed to form part thereof or be taken into consideration in the interpretation or construction thereof or of the contract.
5.	The Tenderer/supplier/ bidder/ vendor/ agency shall be furnished, free of cost one certified copy of the contract documents except standard specifications, schedule of rates and such other printed and published documents, together with all drawings as may be forming part of the tender papers. None of these documents shall be used for any purpose other than that of this contract.



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## **CLAUSES OF CONTRACT**

### **Clause: 1 Works to be carried out:**

The work to be carried out under the contract shall, except as otherwise provided in these conditions, include all labour, materials, tools, plants, equipment and transport which may be required in preparation of and for and in the full and entire execution and completion of the works. The descriptions given in the Schedule of Quantities shall, unless otherwise stated, be held to include wastage on materials, carriage and cartage, carrying and return of empties, hoisting, setting, fitting and fixing in position and all other labours necessary in and for the full and entire execution and completion of the work as aforesaid in accordance with good practice and recognized principles.

### **Clause: 2 Sufficiency of Tender:**

The Tenderer shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of this tender for the works and of the rates and prices quoted in the Schedule of Quantity (Bill of Quantity), which rates and prices shall except as otherwise provided/cover all his obligations under the contract and all matters and things necessary for the proper completion and maintenance of the works.

### **Clause: 3 Time for Performances:**

- 3.1 Contractual completion time is considered as 1 year from the date of start. However, based on performance of the vendor, the subject control may be extended for another one year after revising labour wages as per prevailing notification. No charge in service charge shall be made in extending contract after original contractual period.
- 3.2 Notwithstanding anything herein contained, the parties hereto acknowledge and agree that the time is the essence of the contract in all respects for their respective performance and discharge of obligations under this contract and the parties shall adhere to the time/delivery schedule as provided in Appendix-II of the contract unless otherwise mutually agreed to by the parties in writing.

### **Clause: 4 Registrar, CENTRAL UNIVERSITY OF SOUTH BIHAR shall:**

- 4.1 Being a party of this Contract, sign the agreement within seven days of issue of Acceptance Letter.
- 4.2 Hand-over the site to the Tenderer within two days of signing of the agreement and or



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issuance of LOA.

4.3 Allow the commencement of work by the tender immediately after issuance of LOA.

4.4 Date of start of work shall be considered as 7 days

after issuance of LOA. The above period shall be considered as mobilization period by vendor.

## **Clause: 5 Performance Guarantee:**

5.1 The contractor shall submit an irrevocable PERFORMANCE BANK GUARANTEE of 10% (Ten percent) of the tendered amount calculated in term, in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement, (not withstanding and without prejudice to any other provision in the contract) within 15 days of issue of letter of intent. This period can be further extended by the Vice Chancellor upto a maximum period of 7 days on written request of the contractor stating the reason for delays in procuring the Bank Guarantee, to the satisfaction. **This Performance Bank Guarantee will remain valid & deposited with Central University of South Bihar till the defect liability period plus sixty days of the work is over.** This guarantee shall be in the form of Government Security or fixed deposit receipts/Guarantee Bonds issued by National Bank, in accordance with and as per prescribed format. In case a fixed deposit receipt of any Bank is furnished by the contractor to the as part of the Performance Bank Guarantee and the Bank is unable to make payment against the said fixed deposit receipt, the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to the Central University of South Bihar, to make good the deficit.

5.2 A letter of intent shall be issued in the first instance informing the successful tenderer of the decision of the competent authority to accept his tender and the award letter shall be issued only after the Performance Bank Guarantee in the prescribed form is received. In case of failure by the contractor to furnish the Performance Bank Guarantee within the specified period, the Central University of South Bihar, shall without prejudice to any right or remedy available in law, be at liberty to forfeit the earnest money absolutely.

5.3 The Performance Bank Guarantee shall be initially valid for three months. In case the time for completion of supply and Installation gets enlarged, the contractor shall get the validity of Performance Bank Guarantee extended to cover such enlarged time for



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completion of work. After recording of the completion certificate for supply and Installation by the competent authority and acceptance of Supply and Installation by the Expert Committee, whichever is later, the Performance Bank Guarantee shall be returned to the contractor without any interest.

- 5.4** The Central University of South Bihar shall not make a claim under the Performance Bank Guarantee except for amounts to which the Central University of South Bihar is entitled under the contract (not withstanding and without prejudice to any other provisions in the contract agreement) in the event of :-
- (a) Failure by the contractor to extend the validity of the Performance Bank Guarantee as described herein above, in which event the Central University of South Bihar, may claim the full amount of the Performance Bank Guarantee.
  - (b) Failure by the contractor to pay the Central University of South Bihar, any amount due, either as agreed by the contractor or determined under any of the Clauses/Condition of the agreement, within 30 days of the service of notice to this effect by the Central University of South Bihar.
- 5.5** In the event of the contract being determined or rescinded under provision of any of the clause/condition of the agreement, the Performance Bank Guarantee shall stand forfeited in full and shall be absolutely at the disposal of the Central University of South Bihar.

**Clause: 6** **Work to be executed in accordance with specifications as quoted in the tender**

- 6.1** The tenderer shall execute the whole and every part of work in the most substantial and workman like manner both as regards materials and otherwise in every respect in strict accordance with approved specifications.
- 6.2** All work shall be under the directions of Registrar, Central University of South Bihar or Officer In-charge, Central University of South Bihar who shall oversee /supervise and approve the work at various stages.
- 6.3** The Tenderer when requiring to engage any local contractor for construction/repair work must engage a reputed registered contractor having experience of carrying out of work of similar nature and quantity in the past. Such contractor's particulars with registration number and list of machinery available with the Contractor must be given to the CENTRAL UNIVERSITY OF SOUTH BIHAR before execution of the work.

**Clause: 7** **Discrepancies and Adjustment of Errors : The several documents forming**





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## **the contract are to be taken as mutually explanatory to one another.**

**7.1** In the case of discrepancy on any specification, the following order of preference shall be observed:-

- i. Description of Schedule of Quantities/ Bill of Quantity.
- ii. Technical Specifications.
- iii. Scope of work & Special Condition, if any.
- iv. Manufacturer's Specification and operating manual of equipment.
- vii. Drawings
- viii. Sound Engineering practices in the industry.
- ix. Central Electricity act's provisions.
- x. Any prevailing State Government Guideline.

**7.2** If there are varying or conflicting provisions made in any one document forming part of the contract, the Vice Chancellor, Central University of South Bihar, shall be the deciding authority with regard to the intention of the document and his decision shall be final and binding on the Tenderer.

**7.3** Any error in description, quantity or rate in Schedule of Quantities/ Bill of Quantity or any omission there from shall not vitiate the contract or release the Tenderer from the execution of the whole or any part of the works comprised therein according to the Supply, fixing, testing & commissioning specifications or from any of his obligations under contract.

**7.4** If there is any omission in furnishing the rate for any of the items, it will be construed that the rate for that item has been distributed among the other items of the tender. Therefore, the Tenderer is liable to execute that particular item of work at free of cost.

**7.5** Any deviation unavoidable during execution of work shall attract suitable price adjustment and consent of the tenderer/ vendor shall not be essential.

## **Clause: 8 Materials, Equipment, Tools & Plant:**

**8.1** The Tenderer shall arrange all materials, labour, machinery, equipment, tools and plant, protective clothing, crane, truck, dumper, office equipment (hereinafter collectively referred to as 'materials & equipment') and such other materials and equipment as is necessary for efficient and timely execution of Supply and Installation. The Central University of South Bihar shall in no way be responsible to any accidents or injury caused during the execution of the work. The instruments like insulation tester, earth tester, earthing rods, multi-meters, clamp-meters, testing kits,



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thermometer etc. shall be required at site during day to day operation activities. The contractor shall be fully responsible for arranging the supply of regularly required tools & tackles, cable crimping tools, ladders etc. In addition to above, the personal protective equipments (PPE) like helmets, safety belts, hand gloves, safety shoes, torch etc. for all working persons shall also be arranged.

The consumable items like appropriate lubricants, transformer oil, jelly, cotton waste, dungry cloth, emery paper, CRC & CTC and material required for regular housekeeping including detergents, phenyl etc. shall be provided by the tenderer under the scope of work.

- 8.2** All materials and equipment related to this contract shall be properly packed by the tenderer to avoid any loss, damage or deterioration in transit and during storage or laying/fixing in India. Notwithstanding the said transit insurance, the responsibility of safe transportation of materials & equipment shall be with the Tenderer. Should any loss or damage occur, the Tenderer shall initiate and pursue claims till settlement and promptly make arrangement for repairs and replacement of any damaged items irrespective or settlement of claims by the under writers. Delay arising out of damage to materials and equipment in transit shall not be considered for extension of the schedule date of completion.

**Clause: 9 Price:**

- 9.1** Rates: The rates tendered by the Tenderer shall be for completed items of covering all materials, labour, carriage, maintenance, consumables, royalties, fees, rents, CIF at site by Sea/Air freight, octroi, levies, insurance charges license fees, renewal fees and demurrage, wastage, tools, plant, equipment, transport, temporary construction, overhead charges and profits as well as general liabilities, obligations and risks etc. arising out of the conditions of the contract etc complete. GST if applicable shall be paid extra as per prevailing rate on production of invoices. Tenderers are requested to quote their price for all items mentioned in Schedule of Quantity (SOQ). Partial quote shall be summarily rejected and no claim shall be entertained even if tenderer stands L1 in part items of Schedule of Quantity (SOQ).

The prices will also include cost of incidental expenses, liaison fee and other out of pocket expenses essential for routine and periodic inspection by Governmental officials as per mandatory guidelines and frequency defined. However, any payment towards fees paid to any Governmental offices on account of inspection, testing shall be reimbursed by University to vendor on production of proof of payment made to the



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Government bodies. No extra charges, whatsoever, consequent on any misunderstanding or otherwise shall be allowed.

- 9.2** The prices shall also be inclusive of all expenses, taxes except GST, levies, insurance cost of safety equipment, testing equipments etc and demurrage and any other fees and expenses etc.
- 9.3** Unless and otherwise specified, the price will remain firm during the entire period of contract till the completion of the work in all respects and there will not be any escalation in the tendered value due to any reason whatsoever.

**Clause: 10** **Quality Control:**

- 10.1** Vendor shall ensure quality control parameters essential as per the Central Electrical Act & State Government's Acts in context to scope of work corrected up to latest slip, prevailing State Government's directives and changes/ revision to the same time to time without any additional cost.

**Clause: 11** **Payment Terms:**

- 11.1.1 100 % payment against item as per SOQ/ BOQ shall be released on monthly basis after certification of running account bill followed by statutory deduction like TDS etc.
- 11.1.2 In case, it comes to notice at any stage that work being done is defective or the workmanship is defective or any defects develop during the Currency of contract, the Central University of South Bihar shall be entitled to withhold the Security Deposit without prejudice to other contractual resource.
- 11.1.3 The Bidder shall also submit the following monthly records to the Central University of South Bihar along with Running Account Bills:
- Following month's duty roaster.
  - Actual duty roaster for the preceding month with approval of CUSB representative.
  - Spares and consumables available with the contractor and spares and consumables required for next month operation/maintenance, if any.
  - Materials consumed in the preceding month, if any.



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- e. No. of faults occurred during the previous month & its action taken report along with Safety observations, if any.
- f. Information for refilling of the used/ outdated fire extinguishers, top up of transformer oil, etc.
- g. Any other documents/ records as desired by University.
- h. Wage sheet of preceding month along with PF and ESI Challans for the workmen deployed in the Work.

**Clause: 12**    **Warranty of the equipment :**        **N.A**

**Clause - 13**    **Breach of Contract**

- 13.1** The Central University of South Bihar while executing a contract with the Supplier/work agency/ vendor shall have the full right to see that the terms & conditions, specifications, quality, workmanship of the works assigned to the Supplier Agency or the party to the contract is fully complied and are satisfactory/ acceptable before payments are released.
- 13.2** If at any stage it is seen that the quality of material being used or service being provided is below the standard accepted/ specified in the agreement or any deviation from the approved specification of the product or the laid down norms are not being followed/ there is contravention to the terms and conditions of agreement, the same will be considered as breach of contract and in such case, the Central University of South Bihar will have full right to stop further payment even if due, until and unless the discrepancies/ objections are set right or replaced/ clarified by the Supplier/ Service Agency to the entire satisfaction of the Central University of South Bihar. Failing to comply with the above, the Central University of South Bihar would initiate legal action as deemed fit within the jurisdiction of Patna Courts.

**Clause 14:**    **Force Majeure**

- 14.1** The term "Force Majeure" shall mean acts of God or any act not within the control of parties, such as lightening and unprecedented floods, earthquake, hurricane and wars, revolts, riots, fire, sabotage. Upon the occurrence of such cause and upon its termination, the party, alleging that it has been rendered unable, as aforesaid, shall notify the other party in writing immediately but not later than seven days of the alleged beginning as well as ending thereof, giving full particulars and satisfactory evidence in support of its claim.
- 14.2** In the event of either party being rendered unable by force majeure to perform any duty



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or discharge any responsibility arising out of the contract, the relative obligation of the party affected by such force majeure shall upon notification to the other party be suspended for the period during which force majeure event lasts. The cost and loss sustained by either party shall be borne by respective parties.

**14.3** The time for performance of the relative obligation suspended by the force majeure shall stand extended by the period for which such cause lasts.

**14.4** Should the delay caused by force majeure exceed two months, the parties to the contract shall hold discussions to resolve the situation mutually.

## **Clause 15: Liquidated Damages**

**15.1** The Central University of South Bihar and the Tenderer recognize that "time is the essence of contract" and the Central University of South Bihar will suffer financial loss and other damages including loss of face and reputation of the country, if the work is not started within the stipulated date of start. They also recognize the delay, expense and difficulties involved in proving in legal or arbitration proceedings the actual loss suffered by the Central University of South Bihar if the work is not completed within the stipulated time; accordingly, instead of requiring any such proof the Central University of South Bihar and the Tenderer agree that as liquidated damages for delay (but not as a penalty) the *Tenderer shall pay the Central University of Bihar Rs. 1000/- per day or part thereof subject to maximum of security deposit that expires after the stipulated date of start until the work is started, unless such delay is due to Force Majeure as defined in the contract or due to the Central University of South Bihar default. The total incidence of liquidated damages for the entire work covered under the Contract shall, however, not exceed a sum of ten Percent of the tendered value.*

**15.2** The parties agree that the figures of liquidated damages indicated here above are genuine pre-estimates of the loss/damage which the Central University of South Bihar, Gaya would have suffered on account of delay/breach on the part of the Tenderer and the said amount will be payable on demand without there being any proof of the actual loss or damages caused by such delay/breach. All sums payable by way of liquidated damages shall be considered as reasonable compensation without reference to the actual loss or damage which shall have been sustained.

**15.3** The decision of the Central University of South Bihar in the matter of applicability of the clause of liquidated damages shall be final and binding on the Tenderer.

**15.4** The Central University of South Bihar may without prejudice to any other method of recovery of such liquidated damages, deduct the amount so payable by the Tenderer,



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from any amount due or falling due to the Tenderer. The payment of deduction of such amounts shall not relieve the Tenderer from his obligations to complete the work or from any other obligations and liabilities of the Tenderer under the contract.

- 15.5** If the Tenderer fails to execute the work with due diligence and within the prescribed time schedule or refuses or neglects to comply with reasonable orders given to him, in writing by the Central University of South Bihar in connection with the work or contravenes the provision of the contract, the Central University of South Bihar may give notice in writing to the Tenderer to make good such failure, neglect or contravention. Should the Tenderer fail to comply with the notice within three days from the date of service thereof, the Central University of South Bihar shall be at liberty to employ other workmen and forthwith execute such part (s) of work as the Tenderer may have neglected to or if the Central University of South Bihar shall think fit, it shall be lawful for him, without prejudice to any other right, it may have under the contract, to take the work wholly or in part out of Tenderer's hands and re-contract and complete the same or any part thereof to the Tenderer's account and in that event the Central University of South Bihar shall have free use of Tenderer's equipment that may have been at the time on site in connection with the work without being responsible to the Tenderer for reasonable wear & tear thereof and to the exclusion of any right of the Tenderer over the same, and the Central University of South Bihar shall be entitled to retain and apply any amount due to the Tenderer or such part thereof as may be necessary, to the payment of the cost of executing the said part of the work or of completing the work or executing a part thereof as aforesaid exceeds the balance amount (s) due to the Tenderer, the Tenderer shall pay such excess. Such payment of excess amount shall be independent of the liquidated damages for delay, which the Tenderer shall have to pay if the completion of work is delayed.
- 15.6** In addition, such action by the Central University of South Bihar as aforesaid shall not relieve the Tenderer of his liability to pay liquidated damages for the delays in start of work.

## **Clause 16: Dispute Redressal System:-**

- 16.1** In case of any dispute the matter will be referred to Vice Chancellor and his decision will be final.
- 16.2** Either party, not satisfied with the decision of the Vice Chancellor, may opt for Arbitration under Arbitration & Reconciliation Act 1996. Appointment of sole Arbitrator



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will be done by Vice Chancellor on the request of the aggrieved party with in sixty days from the date of request. Arbitrator will be of the rank of serving/retired Chief Engineer/Superintending Engineer.

- 16.3 The supplier will deposit charge @ 7.5 % of the claim with the University & the same will be released only after the settlement of dispute.
- 16.4 Expenses on account of arbitration will be shared equality by both parties which there exists any condition in writing.

## **Clause 17: Jurisdiction and applicable law**

Indian Laws will govern this contract and any application in respect of any proceedings under this contract will be to the jurisdiction of the courts of Patna, Bihar only and also for any application to entertain any suit in connection with this contract. Provided that nothing herein contained shall operate to the prejudice of any rights/recourses of the Central University of South Bihar regarding blacklisting or any other matter for

## **Clause 18: Cancellations of contract Notwithstanding anything herein contained :**

- 18.1 The Central University of South Bihar shall have the right to cancel the contract and be entitled to the restitution of all moneys paid by the Central University of South Bihar to the Tenderer under this contract along with interest at 18% per annum and the damages as assessed by the Central University of South Bihar in its sole discretion in case the Tenderer fails to perform the obligations strictly within the time stipulated herein or otherwise fails to discharge the duties and obligations undertaken by the Tenderer. The Supply and Installation can be got completed at the risk and cost of the Tenderer and the delivered materials or part thereof may be utilized subject to cost adjustment for the same as determined by the Central University of South Bihar.
- 18.2 Provided that in case of any failure or delay on the part of the parties as aforesaid arising out of the force majeure such other party shall not be entitled to rescind or revoke this contract.
- 18.3 The Central University of South Bihar reserves the right to cancel the contract in the event of omission/misrepresentation of any material fact.

## **Clause 19: Tenderer to indemnify the CENTRAL UNIVERSITY OF SOUTH BIHAR, Panchanpur, Gaya against Patent Rights**

The Tenderer shall fully indemnify and keep indemnified the Central



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University of South Bihar against any action, claim or proceedings relating to infringement or use of any patent design or any alleged patent or design rights and shall pay any royalties, which may be payable in respect of any article or part thereof included in the contract. In event of any claims made under or action brought against the Central University of South Bihar in respect of any such matters as aforesaid, the Tenderer shall be notified thereof and the Tenderer shall be at liberty', at his own expenses, to settle any dispute or to conduct any litigation that may arise therefrom; provided that the Tenderer shall not be liable to indemnify the Central University of South Bihar if the infringement of the patent or design or any alleged patent or design right is the direct result of an order passed by the Central University of South Bihar in this behalf.

## **Clause 20:**

The Tenderer shall be sole and Principal Employer of all labour employed on the work and shall comply with all the Indian Labour Laws as well as other laws, bylaws, orders and instructions issued by any competent authority in this behalf. The Tenderer shall be liable for all payments under any law including labour laws as also any compensation required to be paid on account of any injury, accident or mishap. Vendor shall ensure insurance of their workmen deployed in work as per prevailing guidelines of Government cost towards which is deemed to be included in quoted rates.

## **Clause 21:**

The contract comes into force on the date of signing by the authorized representatives of both parties.

## **Clause 22:**

The use of proper fabrication, erection, testing & commissioning devices and equipment's should be made. All persons involved in fabrication, erection, testing & commissioning must be insured. All safety measures to protect life and assets in form of Personal Protective Equipment to be ensured while executing work. No unauthorized persons should be allowed to be present at the place of Work.

## **Clause 23:**

Any accident caused because of any activities performed by bidder at any point of





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time shall be the total responsibility of the bidder and University shall not be responsible for any claim etc.

## **Clause 24:**

All copies of licenses of workmen and vendor duly notarized in original copy should be summated by the bidder to the Registrar/ Officer In-charge, CUSB after issuance of LOA and photo copy along with technical bid of tender.

## **Clause 25:** List of Acts & omissions for which Fines can be imposed.

- 25.1 .In accordance with rule 7(v) of the Contractor's Labour Regulations to be displayed prominently at the site of work both in English and local Language.
- 25.2 Willful insubordination or disobedience.
- 25.3 Theft fraud or dishonesty in connection with the contractors or property of University.
- 25.4 Taking or giving bribes or any illegal gratifications.
- 25.5 Habitual late attendance.
- 25.6 Smoking near or around the area where combustible or other materials are locked.
- 25.7 Sleeping on duty.
- 25.8 Malingering or slowing down work.
- 25.9 Giving of false information regarding name, age father's name, License Criminal cases etc.,.
- 25.10 Unauthorized use of employer's property.
- 25.11 Bad workmanship in maintenance by skilled workers which is not approved by the Department and for which the contractors are compelled to undertake rectifications.
- 25.12 Making false complaints and/or misleading statements.
- 25.13 Engaging on trade within the premises of the establishments.
- 25.14 Collection or canvassing for the collection of any money authorized by the employer.



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## Agreement

This agreement made on this ..... Between the Registrar,  
Central University of South Bihar, (hereinafter referred to as the Registrar, which  
expression shall unless otherwise excluded by or repugnant to the context be deemed  
to include its successors, representatives and permitted assignees) of the one part and  
the

.....  
.....  
....., the Tenderer (which expression shall unless  
otherwise excluded by or repugnant to the context be deemed to include its  
successors, representative and permitted assignees) of the other part.

Whereas, pursuant to the offer of the Tenderer, the Tenderer has agreed to  
undertake the following works:

Tender for **“Non-Comprehensive Annual Operation & Maintenance Contract of 1  
No. 11/0.433 KV Load Sub-Station, 3 Nos. D.G. Sets and Water Pump House”** “ at  
Central University of South Bihar, Panchanpur, Gaya (Bihar) for a tendered value of  
Rs. .... as per the terms  
and conditions of the work award Letter No ..... dated  
..... And terms & conditions annexed hereto.

### **The following documents will also form part of the Agreement**

Sl. No. List of Documents

1. Offer Letter No..... dated .....
2. Work Award Letter No. .... dated .....
3. Time Schedule of work.
4. Schedule of quantity/ Bill of Quantity.
5. Terms & Conditions.
6. Special Conditions of Contract
7. Purchase rules & regulation of University available on website
8. Single line diagrams & drawings



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In witness whereof, the parties have hereunto set and subscribed their handed seals on the day and the year first above written.

For and behalf of Central University of South

Bihar

For and behalf of Tenderer

Registrar  
Central University of South Bihar

Witness :

- 1.
- 2.

Witness :

- 1.
- 2.



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Tender No.: CUSB/PSD/EE/Tender/12/2018-19, Dated 20/11/2018

**Name of Work:** Non-Comprehensive Annual Operation & Maintenance Contract of 1 no. 11/0.433 kV Load Sub-Station, 03 Nos. D.G. Sets and Water Pump House at Central University of South Bihar, Panchanpur, Gaya, Bihar

## **Special Condition of Contract:**

1. (a) The bidder should have their own testing equipment for the proper and timely execution of the work of routine testing. Testing equipment's required for the work shall be in good condition (calibrated annually) and arranged by the contractor. The testing instruments shall be of adequate capacity/rating and quantity as per the site requirements. The instruments like insulation tester, earth tester, earthing rods, multi-meters, testing kits, thermometer etc. shall be required at site during day to day operation activities. Above to be considered in SOQ item Sl. 5.  
  
(b) For preventive maintenance the testing equipment required on half yearly and annually or on need basis also to be arranged by vendor at frequency listed in Table A at Clause 27 of the Special Conditions of Contract. The cost towards arranging such equipment including transportation, valid calibration certificate, handling etc shall deem to be included in quoted rates. Above to be considered in SOQ item Sl. 6.
2. The bidder should have sufficient no. of technical and administrative employees for the proper and timely execution of the work .The bidder should submit a list of these employees with their Biodata & experience as per Clause 30 of Special Condition of Contract. Any change in technical staffs should be got approved by University prior to engagement. Non-deployment of technical manpower as per the above Clause shall attract penalty at the rate of Rs. 200 per person per manday. Above to be considered in SOQ item No. 1,2,3 & 4.
3. **Brief Scope of Work:** Scope of work shall include Non-comprehensive operation and maintenance of one 11/0.433 KV Load Sub-Station, 3 Nos. Diesel Generator Sets and Water Pump House at Central University of South Bihar, Panchanpur, Gaya, Bihar. Bidder shall be required to operate the services so as to ensure uninterrupted supply of power and water in buildings and installations available in University premises. Following are the major installations in the campus of University:

### **3.1 11/0.433 KV Substation with RCC Cable Trench:**

- a. Transformer 1600 KVA -ONAN –Oil Cooled- 2 Nos.
- b. 11 KV VCB Panel
- c. Diesel Generator Sets- 620 KV-2 Nos. & 320 KV-1 No. with synchronizing panel.
- d. Main LT Panel with Bus Coupler 1No.
- e. Essential Panels- 1 No.
- f. 400 KVAR Capacitor Bank-2 Nos.
- g. Other essential electrical components and accessories.
- h. The LT panels are being fed by the distribution transformers and distributing power to various loads of that area. LT TTA are having Incoming & Outgoing Air Circuit Breakers (ACBs), Main panel & Emergency panel are having Outgoing MCCBs, control and protection devices, Control Transformers, control wiring, Busbars,



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panel heaters, enunciators and measuring instruments (including multifunctional meters), and instrument transformers etc. The periodic maintenance activities shall be as given.

- i. External Feeder Pillar-12 Nos
- j. Underground RCC Cable Trench Of Length approx. 1.2 km containing approx. 40 runs of LT Cable of 4 Core 400 sq mm to 90 sq mm. size
- k. 1.5 km HT cable of size 3 Core, 300 sq mm in Open Cut Trench.

## **3.2 Under Ground Tank and Pump House:**

- a. 10 HP Submersible pump 1 No.
  - b. 6 HP Submersible pump 1 No.
  - c. Hydro pneumatic Pump System (For more details please refer **clause no 29**) with VFD system/Microprocessor based system with 3 pumps (2W+1S), per pump flow 300 LPM, Head 90 Meter. ( For more details, please refer **Table-29**)
  - d. Approx. 9 Nos. of valves essential for feeding water in various buildings to cater Drinking water, Flushing water, Fire water and Irrigational need of University.
4. Broad Scope of Work to be performed by Tenderer is enclosed at Clause 27 of the Special Condition of Contract. Above to be considered in SOQ item No. 1, 2, 3, 4, 5 & 6.
  5. Scope of work shall not be limited as defined above but may also increase depending upon prevailing conditions and Tenderer shall be bound to execute the work depending upon necessity and instructions received by the University time to time. The work to be performed by available manpower and cost towards above is deemed to be included in above rate. Above to be considered in SOQ item No. 1, 2, 3, 4 & 5.
  6. All workmen deployed should have adequate safety personal protective equipment for carrying out work including arranging the supply of regularly required tools & tackles, cable crimping tools, ladders etc. Further, tenderer shall ensure proper training to the workmen towards safety before induction in work. Shift in-charge and Technician shall have TWO SEPARATE dedicated mobile contact numbers exclusively for scope of work and they should be available on the same for registering any complaint and or communication with CUSB officials. Complaint related to Plumbing as well as Electrical both shall be registered on either of the above contact numbers. Cost towards above is deemed to be included in quoted rates. Above to be considered in SOQ item No. 5.
  7. Tenderer shall ensure proper rules and procedure by following work permit systems during working in charged lines to avoid any risk to life and assets. Any damages caused to Humane and non-Humane assets shall be sole responsibility of tenderer and University shall not be responsible for any damage and/ or compensation. Central University of South Bihar shall not be responsible for any injury or loss of any workers of the contractor that may take place while on work. Any compensation or expenditure towards treatment for such injury or loss of life shall be the sole



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responsibility of the contractor. The contractor is solely responsible for any damage or injury or accident that may occur to any of his personnel working under this contract. He will not claim any compensation from Central University of South Bihar. Above to be considered in SOQ item No. 1, 2, 3, 4, 5 & 6.

8. Tenderer shall submit a Work Procedure Plan keeping in view mandatory rules/ regulation and procedure as per CEA immediately after award of Work for approval of University and work shall be carried out as per approved plan with essential amendment time to time. Above to be considered in all items of SOQ.
9. Tenderer shall ensure that prior information is obtained from University before taking shut down if any, of power for carrying out any repair/ maintenance work so as to avoid hindrance to smooth functioning of activities in various buildings and installations. Above to be considered in all items of SOQ.
10. University may have other operation and maintenance contracts of Electrical and/ or power fed installations for buildings and/ or services and Tenderer shall ensure proper coordination with them so as to ensure successful operation of other contracts and ensure supply and shut down of power as and when required for other works. Above to be considered in all items of SOQ.
11. In case of faults/repairs/damages, the contractor should immediately submit a detailed fault analysis report, the details of repair/rectification schedule. Fault finding, diagnosis of the fault and preparation of the fault analysis report including arrangement instruments, tools etc. are in the contractor's scope. A joint record proforma shall be signed after physically checking and testing by the shift incharge/Technician of tenderer and representative of other contracts before charging any panel in buildings and /or other Utility from Electrical substation during the shutdown to charging mode. Any lapses on above may lead to hazards and accidents and same should be totally avoided. Non-adherence to above shall liable to termination of contract, forfeiting of Security Deposit even at the first reported incidence and also suitable action shall be taken as per prevailing law. Above to be considered in SOQ item No. 1 & 2.
12. Tenderer shall ensure proper upkeep of record as per real time data/ observation as per the required frequency. Various proforma, records and registers shall be periodically audited by University official and or Statutory officials. Any lapses on above shall be liable for termination of contract, forfeiting of Security Deposit and other actions as per law. The contractor shall maintain all records such as log books, schedule of maintenance activity, complaint register, maintenance activity record, attendance register, work permit file, tags file, event register, test records for various tests conducted, material requisition book and other statutory registers for manpower employed etc. as per the proforma. Records of major breakdown occurred during the contract period shall be maintained separately indicating its cause, location and type of repairs carried out. These all records shall be handed over to Central University of South Bihar on time to time basis (minimum monthly



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basis). The cost of stationery required for maintenance of the above record shall be borne by the contractor. Above to be considered in SOQ item No. 5.

13. Any workmen deployed by tenderer, if found absent from the workstation during his assigned period of duty, the same shall be recorded in Site order book and a penalty of Rs. 200/- (Rupees Two Hundred Only) for first two incidences shall be levied from the Running Bill of the contractor. Third such incidence shall be liable for termination of contract and forfeiting of Security deposit. Above to be considered in SOQ item No. 1, 2, 3, 4 & 5.
14. In event of authorized leave of workmen deployed by contractor, alternate arrangement of equally competent workmen should be ensured by Tenderer with prior information to University so as to avoid any un-manned situation of installations. Any un-manned situation of installations and/ or non-availability of workmen of desired capability and experience commensurate with nature work shall be liable of penalty of Rs. 5,000 (Rupees Five Thousand Only) for first two incidences shall be levied from the Running Bill of the contractor. Third such incidence shall be liable for termination of contract and forfeiting of Security deposit. Above to be considered in SOQ item No. 1, 2, 3, 4 & 5.
15. Tenderer shall ensure proper upkeep, dusting, housekeeping and proper safeguards of equipment/ installation including cleaning of substation buildings. Any wear and tear, damage caused to the above assets due to mishandling shall be liable for recovery of cost of the equipment/ assets including installation, testing and commissioning of the same from the tenderer. It is the responsibility of the contractor to hand over the entire system to Central University of Bihar on completion of the contract period in working condition. The final handing over / taking over will be done after joint inspection by Central University of Bihar and contractor on the completion of contract period. The liability towards damage/ replacement shall be limited to 10% (Ten percent) of the order value under referred contract. Above to be considered in SOQ item No. 1, 2, 4 & 5.
16. Tenderer shall ensure that fueling is done properly in Diesel Generator sets and proper recording of levels are made prior to fueling and after fueling in Log books. Such recordings shall be dully checked by University and also randomly audited with respect to actual operation hours and consumption of fuel. Any pilferage/ wastages, if observed shall be recovered from the contractor. Workmen of Tenderer shall cooperate with fuel supplier and University in ensuring proper support for fueling and maintenance of record. Above to be considered in SOQ item No. 1, 2, 3, 4, 5 & 6.
17. Tenderer shall inform at least 2 working days in advance regarding requirement of Diesel/ fuel in Diesel Generators to the University so as to avoid any shortage of fuel for operation of Generators. Any incidence of stoppage of Diesel Generators in want of fuel for the reason of non-receipt of information from Tenderer shall be liable for levy of penalty of Rs. 2,000 (Rupees Two Thousand Only) per incidence for first two incidences, which shall be levied from the Running Bill of the contractor. Third such



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incidence shall be liable for termination of contract and forfeiting of Security Deposit. Above to be considered in SOQ item No. 1, 2, 4 & 5.

18. Fueling in DGs shall be generally carried out in day time of official working days of University on receipt of advance requisition by vendor. Authorized representative/ Shift in-charge shall take a joint reading of stock in each DGs before fueling and after fueling in presence of Fuel Supplier and University official. Log book for Diesel and Diesel consumption register of each DGs to maintain separately and shall be authenticated by University officials. Any lapses on account of maintaining above records and process of fueling shall be viewed seriously and appropriate deduction of cost shall be affected from bills of vendor on wastage and/ or pilferage. Any tampering/ misinterpretation of records or measuring units/ gauges shall deem to be termination of contract without any prior notice. Above to be considered in SOQ item No. 1, 2, 4 & 5.
19. Tender shall induct their workmen for start, regulate and stoppage of Water pumps and operation of valves so as to meet the drinking and flushing water requirement in various buildings. Water demand in various building to be understood by the workmen of Tenderer and accordingly feeding in various overhead water tanks/ sumps to be ensured so as to avoid any shortage of water in any buildings/ utilities. Above to be considered in SOQ item No. 1, 3, 4 & 5.
20. Proper pressure and power readings to be taken on routine basis in Pump houses and necessary synchronization to be done for smooth and uninterrupted supply as per requirement. The price offered by the contractor shall include the charges for any minor maintenance, the details of which may not be explicitly available in the tender specification but it is essential for this work. This shall also include working of the operation team beyond general shift hours, if required. Above to be considered in SOQ item No. 1, 3, 4 & 5.
21. Any incidence of complete Drying/ Emptiness of overhead water tanks in any building shall be liable for penalty of Rs. 5,00 (Rupees Five Hundred Only) per incidence for first two incidences, Rs. 1,000 (Rupees One Thousand Only) per incidence for 3rd and 4th incidences, which shall be levied from the Running Bill of the contractor. Third such incidence shall be liable for termination of contract and forfeiting of Security deposit. Above to be considered in SOQ item No. 1, 3, 4 & 5.
22. Workmen deployed in operation and maintenance of work should be highly attentive, competent, medically fit, free from any infectious diseases should be able to do cycling to attend multiple locations, cooperative and cordial in behavior. Any complaint rose by University regarding replacement/ substitution of any workmen should be adhered by Tenderer without seeking any clarification or reasons thereon. Above to be considered in SOQ item No. 1, 2, 3, 4 & 5.
23. All Workmen deployed shall have dress code as "Full body harness", Safety shoes and Safety Helmets. Usually, technician shall have "Red", Plumber shall have "Blue" and Helper shall have "Brown" uniform. Tenderer shall strictly follow the above dress code





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for their workmen. In event of any incidence of finding workmen without proper uniform, same shall be liable for a penalty of Rs. 1,000 (Rupees One Thousand Only) per incidence for first two incidences, which shall be levied from the Running Bill of the contractor. Third such incidence shall be liable for termination of contract and forfeiting of Security deposit. Above to be considered in SOQ item No. 1, 2, 3, 4 & 5.

24. Subject to satisfactory performance of the successful tenderer in initial one year the subject contract may be extended for additional one year after expiry of original contractual completion time with same terms and conditions. However, percentage increase or decrease in the labour wages of respective categories mentioned in SOQ shall be suitably modified as per the **prevailing guideline of Chief Labour Commissioner (Central)** applicable for place of work. Bidder shall ensure submission of price bid exactly as per the proforma of Price Bid in form of SOQ (schedule of Quantity) of the bidding document. No claim on account of above shall be entertained by University after submission of bid. In event of any discrepancy, decision of officer In charge/ University shall be final and abiding for tenderer/ contractor. For escalation of rate, wages effective at the time of submission of bid shall be considered and accordingly, price adjustment shall be made for any further increase in minimum wages shall be considered as per notification of office of the Chief Labour Commissioner (Central) .
25. The contractor shall not be entitled for any additional payment during the currency of contract period which is 1 year. Breakdown/ emergency maintenance shall be carried out as and when required, irrespective of the shift of operation, in this regard no additional payment shall be made. However, University reserve the right to seek additional manpower at approved rates for any other works in University. . Above to be considered in SOQ item No. 1, 2, 3, & 4.
26. Number of Overhead Tanks in various buildings are as under which are required to be supplied with water:. Above to be considered in SOQ item No. 3.

Sl. No.	Name of the building	Drinking Water Tanks		Flushing Water Tanks	
		Numbers	Capacity	Numbers	Capacity
1.	School of Social Science Building	1	25 KL	1	18 KL
2.	School of Earth Biology Building	1	25 KL	1	18 KL
3.	Hostel	3	17 KL	3	6 KL
4.	Mess Block	1	15 KL	1	10 KL
5.	School Of Education	1	25 KL	1	10 KL
6.	Lecture Hall Complex	1	20 KL	1	18 KL
7.	Administrative Building	1	10 KL	1	15 KL



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Sl. No.	Name of the building	Drinking Water Tanks		Flushing Water Tanks	
		Numbers	Capacity	Numbers	Capacity
8.	Guest House	1	10 KL	1	15 KL
9.	VC Residence	1	5 KL	1	5 KL
10.	Sub Station Building	1	1 KL	1	1 KL
11.	Main Gate	1	1 KL	1	1 KL

27. Details of Maintenance Schedule- Shift wise/Daily/Monthly/Quarterly to be read as broad Scope of SOQ item Sl. 1, 2, 3, 4 & 5. :

Sl. No.	Detail of Equipment/ Installation	Make/ Model	Specification	Unit	Quantity	Description of major activities to be carried out by available manpower under the contract	Frequency of Test
1	1600 KVA Transformer	CGL	ONAN, Dyn11, with OLTC/ RTCC	Nos	2	Winding temp of power transformer	Each Shift
	-DO-	-DO-	-DO-	-DO-	-DO-	Oil temperature	Each Shift
	-DO-	-DO-	-DO-	-DO-	-DO-	Outside visual inspection including dehydrating breather	Each Shift
	-DO-	-DO-	-DO-	-DO-	-DO-	Check for oil Level and oil leaks	Each Shift
	-DO-	-DO-	-DO-	-DO-	-DO-	Checking of oil level in the oil seal of breather and top up if necessary	Monthly.
	-DO-	-DO-	-DO-	-DO-	-DO-	Measurement of Earth leakage current (at neutral grounding conductor)	Quarterly.



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	-DO-	-DO-	-DO-	-DO-	-DO-	Reactivation or replacement of breathers silica gel	As and when required.
	-DO-	-DO-	-DO-	-DO-	-DO-	Recording of electrical parameters like voltage, Current, KVA etc, neutral current, phase balancing etc.	Each Shift
2	625 KVA(2 Nos) & 320 KVA(1 No) DG Sets	Cumminis-Sudhir	Cummins QSL9 Series, 6 Cylinder, in-line 4 stroke, radiator cooled engine	Nos	3	Specific gravity, water level and voltage of batteries.	Daily Basis
	-DO-	-DO-	-DO-	-DO-	-DO-	Cleaning of battery terminal, if required	Daily
	-DO-	-DO-	-DO-	-DO-	-DO-	Running of DG sets at least for 10 minutes every day in winter/rainy season Checking of oil level in tank	When required
	-DO-	-DO-	-DO-	-DO-	-DO-	Physical inspection of DG set & AMF panel	Daily
	-DO-	-DO-	-DO-	-DO-	-DO-	Lub oil level in the DG set.	Daily
	-DO-	-DO-	-DO-	-DO-	-DO-	General cleaning of DG set .	Daily
	-DO-	-DO-	-DO-	-DO-	-DO-	General inspection of cooling towers, pumps etc.	Daily
	-DO-	-DO-	-DO-	-DO-	-DO-	Temperature of inlet & out let water in CT.	Daily
	-DO-	-DO-	-DO-	-DO-	-DO-	Ph of CT water.	Daily
	-DO-	-DO-	-DO-	-DO-	-DO-	Voltage of battery	Daily



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	-DO-	-DO-	-DO-	-DO-	-DO-	Electrical parameter of the DG set like Current, voltage, frequency, p.f, KW, KWh, KVA etc	Daily
	-DO-	-DO-	-DO-	-DO-	-DO-	Diesel level in tank	Daily Basis
	-DO-	-DO-	-DO-	-DO-	-DO-	Running hours of the DG set	Daily
	-DO-	-DO-	-DO-	-DO-	-DO-	Water temperature	Daily
	-DO-	-DO-	-DO-	-DO-	-DO-	Room temperature	Daily
	-DO-	-DO-	-DO-	-DO-	-DO-	Lube oil pressure	Daily
	-DO-	-DO-	-DO-	-DO-	-DO-	Consumption of diesel	Daily
	-DO-	-DO-	-DO-	-DO-	-DO-	A"/B"/ C" checks as per manufacturer's instructions	Monthly
	-DO-	-DO-	-DO-	-DO-	-DO-	Cleaning of strainers in the fuel line.	Monthly
	-DO-	-DO-	-DO-	-DO-	-DO-	Watering of earth pits.	Monthly
3	Earthing	Copper Plate Earthing	As per standard	Nos	Approx-24 Nos	Outside visual inspection	Every shift
4	L.T. TTA Isolator, Main Normal Panel, Emergency Panel & External Feeder Pillar :10 Nos	SPC	Please refer Clause No. 3.1 g. of SCC	Lumpsum	Lump Sum	Outside cleaning of panels	Weekly
5	Automatic Power Factor Controller (APFC)	SPC	400 KVAR-	No	2	Physical checks, outside cleaning	Weekly
	-DO-	-DO-	-DO-	-DO-	-DO-	V, I, kVAR & temp monitoring	Daily
	-DO-	-DO-	-DO-	-DO-	-DO-	Healthiness of capacitors & capacitor	Quarterly



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						current measurement	
6	External & Internal Trench	RCC	2100x1800 (Trench Size)	Km	1.2	Rain Water drain	As Required
7	General	NA	NA	NA	NA	The safe custody of Water Pump set , Microprocessor based starter panel, cables and its accessories shall be the responsibility of the contractor during the tenure of the contractor. In case of the theft or damages to any part or stores, compensation as decided by the Engineer-In charge shall be recoverable from the bill of the contractor.	As Required

### 28. Role & Responsibility of Shift Incharge/Electrician/Plumber/Helper:

<b>28.1</b>	<b>Role and Responsibility of Shift Incharge</b>
28.1.1	Shift In charge shall maintain all records such as Log Book, schedule of prescribed maintenance activity record, test record of maintenance tests etc.
28.1.2	He should inform the University well in advance regarding parts likely to be consumed in next month.
28.1.3	Shift In charge will arrest the faults in minimum breakdown time under his supervision.
28.1.4	In case of emergency, he should attend the call beyond his office time.
28.1.5	Records of major breakdown occurred during contract period shall be maintained separately its cause, location and type of faults & same will be submitted to the University time to time basis(Approximately Monthly)
28.1.6	Provide the list of spares available with the contractor and consumables required for the next month for operation/maintenance if any.
28.1.7	Furnish information for refilling of used Fire Extinguisher and top up of Transformer Oil.



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28.1.8	Make coordination with SBPDCL for power restoring and other activities related to shut down process.
28.1.9	He should be responsible to check the HT Meter for monthly billing process & he should submit the bill amount to the SBPDCL office in the form of Cheque/DD issued by the University and provide acknowledgement/ receipt of the same to University.
28.1.10	He should be attentive enough to take visit of all area to avoid any unforeseen situation.
28.1.11	Inform the University well in advance for refilling of the Fuel in DG Sets
28.1.12	Carry out the Yearly/Half Yearly/Quarterly the preventive and periodic Maintenance/Servicing of Instrument as mentioned in clause no 27 & 29 of Scope Of Work. If required, to call the original equipment manufacturer (O& M) or their representative for special maintenance.
28.1.13	As mentioned in relevant clauses of special condition of contract.
<b>28.2</b>	<b>Role and Responsibility of Shift Electrician/Technician</b>
28.2.1	He shall take care of Switch Board Operation during routine operation of system.
28.2.2	He should record all the data logs and carry out routine maintenance under supervision of Shift In-charge
28.2.3	Attend the routine calls of complaint/faults as per direction of Shift In charge.
28.2.4	Repair of Faults and check of routine complaints
28.2.5	Recording of all parameters in Transformer/11 KV VCB/DG sets/ under supervision of Shift In-charge
28.2.6	Carry out the described Preventive maintenance of all instruments, equipments and accessories.
28.2.7	Rectify the fault in minimum breakdown as per guidelines and safety code.
<b>28.3</b>	<b>Role and Responsibility of Shift Plumber</b>
28.3.2	Shall carry out Valve operation in GI/DI Pipes laid in University for water supply networks.
28.3.3	Shall check the pressure and all data given in Pump Operation manual.
28.3.4	He should maintain Daily Logbook for duration of feeding in all tanks in each shift.
28.3.5	He should maintain the prescribed water level in all tank & Sump to avoid any shortage.
28.3.6	He should maintain water meter calibration records.
28.3.7	Rectification of GI/DI Pipes in to arrest the leakages/dislodgement.
28.3.8	Cleaning of Valve Pits, Main Holes and also apply the Grease in Valves for Easy Operation.
28.3.9	Repair and rectification is covered in the scope of subject contract.
28.3.10	Alignment of Pump Sets will be checked & in case if required, rectification should be carried out & reading should be recorded.
28.3.11	Coupling brushes, pins, rubber parts will be checked & should be replaced, if required.
28.4.1	<b>Role and Responsibility of Helper</b>
28.4.2	Assist with Electrician/Plumber on work place in all respect and obey instructions as and when given by superiors.



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## 29. Details of Tests & Servicing - Yearly/Half Yearly to be read as Scope of SOQ item No. 6

Sl. No.	Detail of Equipment / Installation	Make/ Model	Specification	Unit	Quantity	Description of major activities to be carried out by available manpower under the contract	Frequency of Test
1	11 KV VCB Panel	CGL	11 KV , 3 Phase,50 Hz, 25 KA for 3 Sec	Nos.	1	Operational tests	Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Measurement of Contacts resistance.	Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Servicing including Checking of adjustments, alignment, Operation (electrical/manual) and lubrication of Mechanism. This shall also include through cleaning, removal of old grease, dirt, measurement of switching time etc.	Half Yearly/When Required
	-DO-	-DO-	-DO-	-DO-	-DO-	Visual inspection, thorough cleaning of all Compartments of the panel, tightening of power and control circuits.	Half Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Checking of the earth connection	Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	CT ratio & insulation resistance measurement	Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	PT ratio & insulation resistance measurement	Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Polarity of DC supply.	Yearly



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	-DO-	-DO-	-DO-	-DO-	-DO-	All applicable tests and calibration (by current injection of relay)	Yearly
2	1600 KVA Transformer	CGL	ONAN, Dyn11, with OLTC/ RTCC	Nos	2	Testing of transformer oil(including OLTC) for BDV	Half Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Measurement of earth resistance, checking of earth in system and rectification if required	Half Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Cleaning of bushing and external surface of tank cooling pipes	Half Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Measurement of IR values.	Half Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Physical tests, electrical tests, DGA test of Transformer Oil, as specified.	Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Checking of terminal loose connections if any and tightening the same	Half Yearly/As and when required.
	-DO-	-DO-	-DO-	-DO-	-DO-	Servicing of the tap changer equipment. OLTC and RTCC	Half Yearly/As and when required.
	-DO-	-DO-	-DO-	-DO-	-DO-	Oil Filtration	Yearly
3	625 KVA(2 Nos) & 320 KVA(1 No) DG Sets	Cummins- Sudhir	Cummins QSL9 Series, 6 Cylinder, in-line 4 stroke, radiator cooled engine	Nos	3	Safety checks of the DG sets	Half Yearly





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	-DO-	-DO-	-DO-	-DO-	-DO-	Operation of all the relays	Half Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Checking of electrical panels	Half Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Checking & cleaning of contacts of ACB, relays etc.	Half Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Checking of safety interlocks	Half Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Checking of functionality of relay and calibration if required.	Half Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Checking of insulation resistance	Half Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Checking of earth resistance.	Half Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Cleaning of cooling tower	Half Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Tighten the blades of cooling tower.	Half Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Any other checking required as per manufacturer's recommendations	Half Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Repeat half yearly work	Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Change the battery, if required.	Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Any other checking/Service required as per manufacturer's recommendations	Yearly
4	Earthing	Copper Plate Earthing	As per standard	Nos	Approx-24 Nos	Earth Resistance Value measurements	Half-Yearly



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5	L.T. TTA Isolator, Main Normal Panel, Emergency Panel & External Feeder Pillar :10 Nos	SPC	Please refer Clause No. 3.1 g. of SCC	Lump sum	Lump sum	Checking healthiness of contacts (auxiliary & main) surface, mounting of contact springs	Yearly/as and when required
	-DO-	-DO-	-DO-	-DO-	-DO-	Checking healthiness of control relays, contactors, wiring, fuses and isolating contacts/jaws, meters etc	Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Operational Checks	Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Arc chutes- inspection & maintenance for dust, dirt, foreign material, flow or cracks and take remedial action, if required	Half Yearly/as and when required
	-DO-	-DO-	-DO-	-DO-	-DO-	Servicing of ACBs and MCCB including checking of mechanism for operation(Electrical/manual), adjustment, alignment	Half Yearly
6	L.T. Bus duct	C&S	The substation is provided with LT air insulated/ sandwich bus ducts for power transfer between transformers and	No	1	Checking of Gaskets,Seals for Cracks & damages, expansion rubber bellow etc	Yearly



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			Panels				
	-DO-	-DO-	-DO-	-DO-	-DO-	IR Value	Yearly
7.	APFC	SPC	400 KVAR-	No	2	Operational checks of switch gears	Half yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Thorough Cleaning, tightness, etc.	Yearly
8.	External & Internal Trench	RCC	2100x1800 (Trench Size)	Km	1.2	Physical Checks and Cleaning	Half Yearly
9.	10 HP & 6 HP Submersible pump set for borewell	KSB		Nos	2	Carry out preventive maintenance as per the check – list, Equipment manuals	Half Yearly/Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Earth resistance should be measured for earth pits of pump house and watering the earth pits and submit report for the same	Half Yearly/Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Periodical checking and cleaning of all pumps, motors and control panels	Half Yearly/Yearly
10.	Hydro pneumatic Pump for Domestic water	Grundfos	with VFD system/Microprocessor Based System with three pump(2W +1S), Per pump flow 300 LPM, Head 90	Nos	3	Carry out preventive maintenance as per the check – list, Equipment manuals	Half Yearly/Yearly



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			Mtr.				
	-DO-	-DO-	-DO-	-DO-	-DO-	Periodical checking and cleaning of all pumps, motors and control panels	Half Yearly/Yearly
11.	Hydropneumatic Pump for Flushing water	Grundfos	with VFD system/Microprocessor Based System with three pump(2W+1S), Per pump flow 250 LPM, Head 80 Mtr.	Nos	3	Carry out preventive maintenance as per the check – list, Equipment manuals	Half Yearly/Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Periodical checking and cleaning of all pumps, motors and control panels	Half Yearly/Yearly
12.	STP make up pump of Capacity Of 250LPM, Head 30 Mtr	Grundfos	Three Pumps(2W+1S)	Nos	3	Carry out preventive maintenance as per the check – list, Equipment manuals	Half Yearly/Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Periodical checking and cleaning of all pumps, motors and control panels	Half Yearly/Yearly
13	Drainage Sump Pump,	KSB	Capacity of 250LPM, Head 30 Mtr.(1W+1S)	Nos	2	Carry out preventive maintenance as per the check – list, Equipment manuals	Half Yearly/Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Periodical checking and cleaning of all pumps, motors and control panels	Half Yearly/Yearly



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14	Irrigation Pump,	Grundfos	Capacity of 300 LPM, Head 50 Mtr.(1W+1 S)	Nos	2	Carry out preventive maintenance as per the check – list, Equipment manuals	Half Yearly/Yearly
	-DO-	-DO-	-DO-	-DO-	-DO-	Periodical checking and cleaning of all pumps, motors and control panels	Half Yearly/Yearly

### 30. Qualification and Experience of Technical staffs and Manpower

30.1	<b>Shift In-charge</b>
30.1.1	Should be a Diploma Engineer in Electrical Engineering passed out under full time course from a Recognized Institute.
30.1.2	Should have minimum 5 years of experience in handling HT Distribution Substation in Project and/ or Maintenance.
30.1.3	Should be medically fit to carry out work under scope of the main contract and understand statutory requirements for operation and maintenance of the subject tender
30.1.4	Should be able to monitor and control Technicians as per the requirement of scope of work of the tender and can maintain records, proforma essential related to operation and maintenance.
30.1.5	Should be able maintain the equipment/ installations with routine checkups, preventive maintenance, oiling, greasing, upkeep and can ensure proper accountability of assets of University
30.1.6	Should be able to operate Laptop/Computer and prepare reports
30.1.7	Should be able to coordinate with other contractors, CUSB officials as and when required and cordial in behavior
30.1.8	CUSB reserves the right to interact with Shift In charge before engagement in subject work to understand preliminary qualification and capability. However, this does not relieve Contractor to claim on performance and or induction of Shift In charge in the event of his failure in discharging duties as assigned and or expected under the scope of work
30.1.9	Should have knowledge of Electrical safety code and Central Electricity Act.
30.2	<b>Technician</b>
30.2.1	Technicians should have minimum 05 years' experience in operation, maintenance and troubleshooting of electrical sub-station (up-to 11 KV)
30.2.2	Should possess a Valid Electrical license from issued by the competent authority.
30.2.3	Should have knowledge of Electrical safety code and Central Electricity Act.
30.3	<b>Plumber</b>
30.3.1	Should have license issued by Municipal corporation for plumbing work. Should have 5 years practical experience in carrying out operation and maintenance of pumps, motors, pipe line, valves, MCC and etc.
30.4	<b>Helper</b>



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30.4.1	SSC pass certificate holder with 3years industrial experience of Electrical/Water Pump House Experience
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31. It is the responsibility of the contractor to hand over the entire system to Central University of Bihar on completion of the contract period in working condition. The final handing over / taking over will be done after joint inspection by Central University of Bihar and contractor on the completion of contract period. The liability towards damage/ replacement shall be limited to 10% (Ten percent) of the order value.

32. In case of major overhauling of equipment, the amount required to be spent for the visit of OEM or their authorized representatives, replacement of assembly, spares shall be borne by University on prior approval. Contractor shall ensure proper requisition of such essential replacements to University in advance considering lead time of procurement and availability at site and also ensure coordination during such visits of OEM and overhauling.



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## SOQ Schedule of Quantity (Price Bid)

Tender Notice No.: CUSB/S&P/EE/Tender/12/2018-19, dated 20/11/2018.

Name of Work: Non-Comprehensive Annual Operation & Maintenance Contract of 1 no. 11/0.433 kV Load Sub-Station, 03 Nos. D.G. Sets and Water Pump House at Central University of South Bihar, Panchanpur, Gaya, Bihar

Item No.	Description of Item	Category	Unit	Qty	Rate (Rs.) { Refer note 1. below}		Service Charge on (B) (Rs.) {Refer note 2. below}		Total quoted rate (Rs.) against item= (B)+(C.)=(D)		Estimated Amount (Rs.)
					(A)	(B)	(C.)		(B)+(C.)=(D)		
					In Figure	In Words	In Figure	In Words	In Figure	In Words	
1	Providing services of Shift In-charge as per qualification and experience mentioned detail at Clause No. 28.1, Clause No. 30.1 and wherever specified in special condition of contract of the bidding document in general shift all complete.	Qualified Diploma Engineer in Electrical Engineering	Month	12		Rupees..... ..... .....		Rupees..... ..... .....		Rupees..... ..... .....	



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2	Providing services of Technician as per qualification and experience mentioned detail at Clause No. 28.2, Clause No. 30.2 and wherever specified in special condition of contract of the bidding document in working shift of 8 hours all complete.	Highly Skilled	Mandays	1408		Rupees..... ..... .....		Rupees..... ..... .....		Rupees..... ..... .....	
3	Providing services of Plumber as per qualification and experience mentioned detail at Clause No. 28.3, Clause No. 30.3 and wherever specified in special condition of contract of the bidding document in working shift of 8 hours.	Skilled	Manday	1095		Rupees..... ..... .....		Rupees..... ..... .....		Rupees..... ..... .....	





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4	Providing services of Helper as per qualification and experience mentioned detail at Clause No. 28.4, Clause No. 30.4 and wherever specified in special condition of contract of the bidding document in working shift of 8 hours.	Unskilled	Manday	1408		Rupees..... ..... .....		Rupees..... ..... .....		Rupees..... ..... .....	
5	Minimum mobilization charge of keeping routine testing equipment, consumable items like appropriate lubricants, transformer oil, jelly, cotton waste, dungry cloth, emery paper, CRC & CTC, Rubber gaskets, washers Stationery for maintaining records, Mobile phone expenses, dress code for workmen, Safety	Monthly basis	Months	12		<b>Rupees: Zero Only</b>		Rupees..... .....		Rupees..... .....	



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PPE, material housekeeping including detergents, phenyl etc on daily, weekly, monthly, quarterly and as and when required basis including safety PPE to workmen, site infrastructure, consumables if any other than University's supplied free issue material all complete including other item required as per the special condition of contract and not covered elsewhere.										
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technician, mobilization & demobilization all complete. Note: Rates quoted shall include all testing of all equipment on half yearly and Mode of measurement shall be 1 unit for half yearly test and 1 unit for yearly tests.									
		Total Estimated amount in figure							

**Note:**

1. Column (B) in above SOQ shall include minimum wages, PF& ESI component of Employer's contributions, & other statutory benefits applicable as per Law. Detail analysis shall be sought from bidder for scrutiny of Rate.
2. Service Charge in column (C.) above shall include profit , overheads, premium of Workmen compensation policy, insurance premium etc in the first year of currency of contract, alternative arrangements of manpower, if any & other incidental expenses on column (B) as per the special condition of contract.
3. University reserves the right to disqualify bidders who quote Rate under column (B) less than the minimum wages as per the notification of Chief Labour Commissioner (Central) applicable on the last day of submission of bid.
4. GST, if applicable shall be reimbursed extra on production of invoices and bidder should verify the same from University before raising invoice.



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## UNDERTAKING BY THE TENDERER(S)

(On letterhead)

NAME OF WORK:

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Tender Notice No. : \_\_\_\_\_

We confirm that we have quoted the rates in the tender considering Inter-alia the

1. Tender Document(s) including all Annexures, Technical Specification, Scope of Vendor, Special Condition of Contract & Purchase Rules and Procedure of University.
2. Additional Document(s) (if any)
3. BOQ Document (Price Bid Format)
4. Corrigendum (if any)
5. Pre Bid Meeting Minutes (if any)

We \_\_\_\_\_ (Name of the Tenderer) hereby certify that we have fully read and thoroughly understood the tender requirements and accept all terms and conditions of the tender including all corrigendum/addendum issued, if any. Our offer is in confirmation to all the terms and conditions of the tender including all corrigendum/addendum, if any and minutes of the pre-bid meeting. In the event our offer is found acceptable and contract is awarded to us, the complete tender document shall be considered for constitution of Contract Agreement.



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SIGNED FOR AND ON BEHALF OF TENDERER(S)

Name of Tenderer(s)

Date : \_\_/\_\_/\_\_\_\_

Place :

Seal & Signature of Tenderer

**NOTE:** This declaration should be signed by the Tenderer's authorized representative on COMPANY LETTERHEAD who is signing the Bid and same to be submitted with Tender.



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**Annexure-I**

## CENTRAL UNIVERSTIY OF SOUTH BIHAR,

Tender Bid Document “Non-Comprehensive Annual Operation & Maintenance Contract of 1 No. 11/0.433 KV Load Sub-Station, 3 Nos. D.G. Sets and Water Pump House” at Central University of South Bihar, Panchanpur, Gaya (Bihar)

### Proforma for Labour Details

S.No	Name	Category of Manpower	Relevant Experience	Certification/ License No., if applicable	Educational Qualification
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Date:

Signature of the contractor  
with date & Rubber Stamp

(Bidders to enclose this proforma after filling details alongwith the bid)

Full Name:

Seal: