

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY,
DELHI
(IIIT-DELHI)**

Okhla Industrial Estate, Phase III
New Delhi 110020
(Tel No 011-26907400, Website: www.iiitd.ac.in)

NOTICE INVITING TENDER FOR AMC OF LT PANEL

IIIT-Delhi invites sealed Financial Bid along with EMD from reputed agencies / companies in the field for “**Non Comprehensive Annual Maintenance contract (AMC) of LT Panel**” as per details below:

Bid Schedule

Date of Start and downloading the tender	16 Aug, 2014
Earnest Money Deposit (EMD)	Rs. 20,000/- in the form of Demand Draft in favour of “IIITD-Collection Account” payable at New Delhi
Last date and time for submission of tender	05 Sept , 2014 at 1400 Hrs. (tender may be deposited in the Tender Box kept in Service Block of the Institute)
Date and time of bid opening	05 Sept, 2014 at 1500 Hrs
Address for communication & submission of tender documents and opening of technical bid	IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020

Scope of Work

Indraprastha Institute of Information Technology Delhi was created as a State University by an Act of Delhi Government empowering it to do research and development and grant degrees. The Institute has a campus spread over an area of more than 25 acres. The buildings have LT panels, Transformer, Bus Bars, ACBs, Distribution system, lighting system points, power points etc.

The scope of work includes:

- a. Maintenance, repairs and upkeep of following panels and equipment:

S. No.	Item	No of Panels
1	MPP-1, Bay 13m, ACB 6 Nos	01
2	MPP-2, Bay 13m, ACB 7 Nos	01
3	MPP-3, Bay 07, ACB 04 Nos	01
4	Domestic Main Panel-1- Bay 2, 630A ATC	01
5	Domestic Main Panel-2, Bay -2, ATS -	01

	630A	
6	Domestic Main Panel-3, Bay -2, ACB -01	01
7	Domestic Main Panel-4, ACB -02, 3 Bay	01
8	ESP-1 for Residence block	01
9	Main Board Academic Block, Bay 02, ACB-1	01
10	Main Board Lecture Block, Bay 02,ACB 01	01
11	Main Board Residence- Bay 3, ACB 2	01

- b. Break down calls- Unlimited break down calls on as required basis. The break down calls will cover 24X7 breakdown call within 4 hours of the time of complaint.
- c. Schedule calls- At least 4 (four) scheduled calls as per the program for regular preventive maintenance.
- d. A complaint escalation matrix to be provided by vendor.
- e. Quarterly maintenance schedule to include following:
 - i. Cleaning of Panel
 - ii. Tightening of all CONTROL and POWER CONNECTION
 - iii. Checking of door operating mechanism and interlocking of all MCCB's
 - iv. Verification of Auxiliary supply
 - v. Verification of ventilator Fans and Filters
 - vi. Monitoring of temperature of joints of bus bar of all the Panels quarterly.
 - vii. The Lugs and thimbles will be in the vendor scope.
- f. Yearly Schedule:
 - i. ACB Servicing as per the standards
 - ii. Tightening of ACB hardware
 - iii. Checking and tightening of Bus Bar
 - viii. Checking and Tightening of all CONTROL and POWER CONNECTION
 - iv. Servicing of Panels
 - v. Testing of Power Factor Capacitor
 - vi. Testing of Power Contactor
 - vii. Testing of APFCR relay
 - viii. Relays testing and tripping mechanism check
 - ix. Checking of MCCB's
 - x. Annual Planned shutdown Maintenance of all the Panels which include every component checking /replacement.
 - xi. Yearly calibration of all the Relays to be done by vendor and certificate to be given to us.

Pre-qualification Criteria

The agencies / companies who fulfill the pre-qualification criteria mentioned below will only be considered for opening of financial bid:

S. No.	Particulars	Document (s) to Annex
1	Company should be in existence for last Three years.	Certified copy of registration certificate.
2	Company should have average turnover of Rs.50 lacs in similar field in previous three financial years ending on 31.03.2014.	CA certified copy of turnover from annual maintenance contacts.
3	Company should have experience of similar work in Institute/Academic Institute/Public Sector Undertaking/MNC/ Corporate Sector during last three (03) years.	Certified Copies of Work orders/ Experience certificate etc. on the letter head of the client / customer.
4	Company should have valid PAN, Service Tax, VAT, Sales Tax registration	Certified Copy of each document
5	Company should not have been barred / blacklisted for taking up similar work in any organisation	A certification to this effect on the letter of the bidder.
6	Earnest Money Deposit (EMD)	Rs. 20,000/- in the form of Demand Draft in favour of "IIITD-Collection Account" payable at New Delhi

Award of Work

Those who meet the pre-qualification criteria as above will be considered for opening of financial bid. The agency quoting the lowest rate for AMC shall be considered for award of work. IIIT, Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

Financial Bid

Interested agencies may submit financial bid as per enclosed format (Annexure-"A"), duly authenticated and stamped. Bidder may inspect the site before quoting the rates. The Financial Bid should contain all relevant price information. The Bid Form must be filled in completely, without any errors, erasures or alterations. The Financial Bid should not contradict the technical offer in any way.

Payment Terms

Quarterly bill by the 7th day of next month shall be raised for 25% of the total contract value plus service Tax/other taxes, as applicable. Payment shall be released within 15 days of raising bill.

Performance Guarantee

Selected company will be required to deposit Performance Guarantee @ 5% of the Work value which shall be in the form of DD/FDR/Bank Guarantee in favour of the Institute. The format of which will be provided at the time of Award of Work.

How to submit

The interested agencies may submit their proposal along with the above mentioned documents by subscribing the envelope “**Non Comprehensive Annual Maintenance contract (AMC) of LT Panel**” enclosing separate sealed envelopes marked as **Pre-qualification Bid** and **Financial Bid**, so as to reach the Registrar, **IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020** by **1400 Hrs** on **05 Sept, 2014**.

**For and on behalf of
Indraprastha Institute of Information Technology Delhi**

**Signed
Registrar**

**Format of Financial Bid for Non Comprehensive Annual Maintenance Contract (AMC)
for LT Panel**

Sl. No.	Description	Qty.	Unit	Rate	Amount (All inclusive) Rupees
A	Non Comprehensive Annual Maintenance Contract (AMC) For LT Panel as per the details provided in the tender document under “Scope of Work”	1 Job	Each		
Total (Rs. in figures)					
Total (Rs. in words)					

We agree to carry out the Work at the rate quoted above for the duration of one full year. We understand that IIT, Delhi is not bound to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

(Name and Signature of Authorized Signatory with seal)

(Signature of the bidder)

Date: