

**E-tender
For
Preventive and Breakdown Maintenance of HV Switchgears and
Transformers at Science City, Kolkata**



**Science City
National Council of Science Museums
Ministry of Culture, Govt. of India
J.B.S Haldane Avenue,
Kolkata 700046
Ph. 033-22854343/1572/2607,
Fax- 033-2285 9895
Email: sctycal@cal.vsnl.net.in**

INSTRUCTIONS TO THE TENDERERS/BIDDERS FOR E-SUBMISSION OF BIDS ONLINE THROUGH e-PROCUREMENT SITE <https://eprocure.gov.in/eprocure/app>

This tender document has been published on the Central Public Procurement (CPP) Portal (URL: <https://eprocure.gov.in/eprocure/app>). The tenderers/bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates (DSC). The instructions given below are meant to assist the tenderers/bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Tenderers/bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link **“Click here to Enrol”** on the CPP Portal. Enrolment is free of Charge.

As part of the enrolment process, the tenderers/bidders will be required to choose a unique username and assign a password for their accounts.

Tenderers/bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Upon enrolment, the tenderers/bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

Only one valid DSC should be registered by a tenderer/bidder. Please note that the tenderers/bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

Bidder then logs in to the site through the secured log-in by entering their user ID & password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- (a) There are various search options built in the CPP Portal, to facilitate tenderers/bidders to search active tenders by several parameters. These parameters could include organization name, location, date, value, etc. There is also an option of **‘Advanced Search’** for tenders, wherein the tenderers/bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- (b) Once the tenderers/bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the tenderers/bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- (c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- (a) Tenderer/bidder should take into account any corrigendum published on the tender document before submitting their bids. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be

submitted, the number of documents - including the names and contents of each of the documents that need to be submitted.

- (b) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally they can be in PDF / XLS / RAR / DWF formats as mentioned. **Bid documents may be scanned with 100 dpi with black and white option.**
- (c) To avoid the time and efforts required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the tenderers/bidders. Tenderers/bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting the bid just by tagging and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

Tenderer/bidder should log into the site well in advance for bid submission so that he/she uploads the Bid in time i.e. on or before the bid submission time as per the system.

Bidder will be responsible for any delay due to other issues.

- 1) Tenderer/bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 2) Tenderer/bidder has to select the payment option as “offline” to pay the Tender Fee & EMD and enter details of DD/any other accepted instrument.
- 3) Tenderer/bidder should prepare the TENDER FEE & EMD instrument as per the instructions specified in the tender document. Scanned copy of DD/any other acceptable instrument as mentioned towards EMD & Tender Fee should be uploaded while online submission of the tender and the original should be posted/couriered/given in person to the Tender Processing Section latest by the last date and time of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the Scanned copy and the data entered during bid submission time otherwise the Tender will be summarily rejected.
- 4) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the tenderers/bidders. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
- 5) Tenderers/bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. The price bid has been given as a standard **Rate Quote Sheet (Item Rate Template)** in .xls format with the tender document, which is to be downloaded and to be filled by all the tenderers/bidders. Tenderers/bidders are required to download the **Rate Quote Sheet (Item Rate Template)** file, open it and complete the **colored (unprotected)** cells with their respective financial quotes and other details (such as name of the Tenderer/bidder). No other cells should be changed. Once the details have been completed, the tenderer/bidder should save it and submit it online, without changing the filename. If the **Rate Quote Sheet (Item Rate Template)** file is found to be modified by the tenderer/bidder, the bid will be rejected. In e-Tendering, intending tenderer/bidder can

quote their rate in figures only. The total amount is generated automatically. Therefore, the rate quoted by the tenderer/bidder in figures shall be taken as correct. The Comparative Statement is also generated automatically by the system. The Comparative Statement and rate quoted by each tenderer/bidder shall be downloaded. **The manual calculation check of tenders/bids and Comparative Statement, shall be final. In case, any discrepancy is noticed, the decision of appropriate NCSM authority shall be final and binding.**

- 6) The server time (which is displayed on the tender's/bidder's dashboard) will be considered as the standard time for referring the deadlines for submission of the bids by the tenderers/bidders, opening of bids etc. The tenderers/bidders should follow this time during bid submission. The tenderers/bidders are requested to submit the tenders/bids through online e-tendering system to the **Tender Inviting Authority (TIA)** well before the bid submission end date & time (as per Server System Clock).
- 7) All the documents being submitted by the tenderers/bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized tender/bid openers.
- 9) Upon the successful and timely submission of tenders/bids, the portal will give a successful tender/bid submission message & a tender/bid summary will be displayed with the NIT/tender/bid no. or Name of Work and the date & time of submission of the tender/bid with all other relevant details.
- 10) The tender/bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any tender/bid opening meetings.

ASSISTANCE TO TENDERERS/BIDDERS

- (a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the **Tender Inviting Authority (TIA), Science City, 3, J.B.S Haldane Avenue, Kolkata, West Bengal 700046 Ph. 033-22854343/1572/2607, Fax- 033-2285 9895 Email at sctycal@cal.vsnl.net.in**. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed call to the 24x7 CPP Portal Helpdesk Ph. **1800-3070-2232**.

**NOTICE INVITING e-TENDER
(e-NIT)**

No. SCCY-17012/18(15)/2018-19

Dated 30.10.2018

1. The **Science City, Kolkata** is a constituent unit under the National Council of Science Museums, Kolkata* (*hereinafter referred to as the Museum/Centre)
2. Online e-tenders (Item Rate Bid) are hereby invited from reputed and experienced Engineering/Technical contractors capable of carrying out the work of “**Preventive and Breakdown Maintenance of HV Switchgears and Transformers at Science City, Kolkata**” having the following eligibility:-

A) Average Annual financial turnover during the last three (3) years, ending 31st March of the previous financial year, should be at least 30% of the estimated cost.

B) Experience of having successfully completed similar works during last seven (7) years ending last day of month previous to the one in which applications are invited should be either of the following:

a) Three (3) similar completed works each costing not less than the amount equal to 40% of estimated cost.

OR

b) Two (2) similar completed works each costing not less than the amount equal to 50% of the estimated cost.

OR

c) One (1) similar completed work costing not less than the amount equal to 80% of the estimated cost.

d) ~~Installations of Electrical Installations and Maintenance of Electrical and~~

C) Similar works mean “Annual Operation and Maintenance of Electrical Installations”

and

Agencies having valid G.S.T Registration Certificate, TIN & Income Tax Permanent Account Number (PAN)

3. The place of work would be **Science City, J.B.S Haldane Avenue, Kolkata-700046, West Bengal.**

4. Important Information & Dates:

Estimated cost of work	Rs 260000/
EMD Amount	Rs 6500/-
Tenure of the contract	Three years on year to year

	renewal basis
Bid Document Publishing Date & Time	30.10.2018, 01.00 p.m.
Bid Document Download Start Date & Time	30.10.2018, 01.00 p.m.
Bid Document Download End Date & Time	22.11.2018, 03.00 p.m.
Bid submission Start Date & Time	31.10.2018, 05.00 p.m.
Bid submission End Date & Time	22.11.2018, 03.00 p.m.
Technical Bid Opening Date & Time	27.11.18, 11.00 a.m.

5. The intending tenderers/bidders must read the terms and conditions of **Science City, J.B.S Haldane Avenue, Kolkata-700046** carefully. They should only submit their bid if they consider themselves eligible and if they are in possession of all the documents required.
6. Information and Instructions for tenderers/bidders posted on website shall form a part of the bid document.
7. The bid document consisting of plans, specifications, schedule of quantities of various types of items to be executed and the set of Terms and Conditions of the contract to be complied with and other necessary documents can be seen and downloaded from <https://eprocure.gov.in/eprocure/app> free of cost.
8. Out of the online bid documents submitted by intending tenderers/bidders, the technical bids of only of those tenderers/bidders shall be opened, who have deposited e-Tender Document Fee as specified & Earnest Money Deposit as specified duly scanned, uploaded and found in order and the financial bids of only those tenderers/bidders shall be opened when they uploaded documents are found to be in order.
9. Those contractors not registered on the website mentioned above, are required to get themselves registered beforehand.
10. The intending tenderer/bidder must have valid Class II or Class III Certificates with signing key usage (**DSC**) to submit the bid.
11. The e-Tenders are invited under two envelopes system. The first electronic envelope will be named as Technical Envelope & will contain documents of tenderer's/bidder's satisfying the eligibility conditions, scanned copies of tender document fees and EMD, NIT, etc. and the second electronic envelope will be named as Financial Envelope containing Rate Quote Sheet. The bidder shall submit **TECHNICAL BID ENVELOPE** and **FINANCIAL BID ENVELOPE** simultaneously. The technical bids will be

evaluated first and thereafter financial bids of only the eligible tenderers/bidders shall be opened. These envelopes shall contain one set of the following documents:-

a) TECHNICAL BID ENVELOPE(cover 1) shall contain the following documents:

- i) Scanned copy of Demand Draft/Pay order or Banker`s Cheque of any Nationalised/ Scheduled Bank towards Earnest Money Deposit (EMD) in pdf format in favour of **Science City payable at Kolkata.**
- ii) Scanned copy of Enlistment Order/Registration certificate with appropriate Authority as applicable in pdf format, if any.
- iii) Scanned copies of proof of eligibility as per Clause No. 2 of specific WORK EXPERIENCE CERTIFICATES / WORK COMPLETION CERTIFICATE along with Work Order/Letter of Intent issued by Govt. /Semi-Govt. /Autonomous/PSUs and/or Reputed Institution of requisite magnitude with appropriate Authority as per the NIT in pdf format.
- iv) **The documents mentioned above in clause 11-a (iii) i.e. experience certificates/ work completion certificate etc, all complete, also to be submitted in hard copies physically at Science City, Kolkata before 26.11.2018 at 4 pm. Physical EMD in the form of Bank Draft in favour of Science City payable at Kolkata is to submitted at Science City , Kolkata.**
- v) Scanned copy of declaration & UNDERTAKING (as per Annexure – “A”) duly signed with company seal in pdf format which also includes the undertaking that "The physical EMD shall be deposited by me/us with the office of **Science City payable at Kolkata** calling the bid before the bid opening date otherwise the department may reject the tender/bid and also take action to withdraw my/our enlistment/debar me/us from further tendering in NCSM or any of its constituent units."
- vi) Scanned copy of VALID ELECTRICAL LICENCE in pdf format.
- vii) Details of Bidder participating in tender: in pdf format as per **Annexure-B.**
- viii) Technical details and specification as per **Annexure-C.**
- ix) Scanned copy of PAN card of the Agency in pdf format.
- x) Scanned copy of the GSTIN Certificate of the Agency in .pdf format.
- xi) Scanned copy of Income Tax returns for last three (3) years in .pdf format.

- xii) Tender Document comprising of Schedule of Quantities / specification in pdf. format (**TENDERXXXXX.pdf** file) digitally signed. **(Physical copy of the NIT document duly signed and stamped must be submitted before 26.11.2018 at 4 pm).**
 - xiii) Scanned copy of UNDERTAKING (**as per Annexure-D**) duly signed in letter head with company seal with pdf format.
- b) **FINANCIAL BID ENVELOPE (Cover 2) shall contain:**
Rate Quote Sheet (Item Rate Template) **in XLS format.**
12. E-tenders which do not fulfil any of the above conditions or are incomplete in any respect are liable for summary rejection.
 13. The Museum/Centre does not bind itself to accept the lowest e-tender/bid and the right to reject or accept any or all the e-tenders / bids, e-tendered items or schedules received without assigning any reason whatsoever.
 14. Canvassing in connection with e-tenders/bids is strictly prohibited and the e-tenders/bids submitted by the tenderers/bidders who resort to canvassing will be liable for rejection on that ground alone.
 15. E-tenders incorporating additional conditions are liable to be rejected.
 16. The tenderer(s) must declare in writing that neither he nor any of them is in anyway related to any officer in the National Council of Science Museums, Kolkata or any of its constituent units as per the format given **in Annexure – “A”**.
 17. G.S.T or any other tax , Labour Cess etc. or duties on materials, freight & transit Insurance F.O.R. site in respect of this contract will be payable by the successful tenderer. Nothing extra will be payable for increase in such taxes or duties even if imposed or levied either before or after the e-tenders are opened or during currency of contract.
 18. Before submitting the e-tender, the tenderer shall examine all specifications, conditions of contract and inspect the site.
 19. **For the purpose of opening of the e-tenders / bids as described in Clause 11 of the Notice Inviting e-tender it is clarified that only on receiving the EMD physically at Science City, Kolkata before the bid opening date, the Technical Bid Envelope will be opened. After the authority is satisfied that the documents in the Technical Bid Envelope are in order, the FINANCIAL BID ENVELOPE will be opened, subsequently.**

The documents mentioned above in clause 11-a (iii) i.e. experience certificates/ work completion certificate etc, all complete, also to be submitted in hard copies physically at Science City, Kolkata before due date of opening of tender.

- 20.** It may be noted that the Technical Bid Envelope which are not found in order as per requirements may be summarily rejected.
- 21.** Earnest Money Deposit is liable to be forfeited if the successful e-tenderer/bidder selected for the work fails to sign the formal agreement within 07 days from the date of issue of Letter of Intent to them by the Museum/Centre.
- 22.** The validity period of the e-tender shall be at least 03 (THREE) months from the date of opening of e-tenders. This period may be extended with mutual consent if the decision regarding issue of Letter of Intent is delayed for any reason.

ANNEXURE – A

(Format for Declarations & Undertaking to be typed on bidder agency's letterhead and to be submitted in Part –I (TECHNICAL ENVELOPE) of the e-tender document)

DECLARATION -1

This is to certify that neither I/we/any of us/is in anyway related to any employee in the National Council of Science Museums, Kolkata, or any of its constituent units.

Date: (Signature of the tenderer
with company seal/rubber stamp)

Place:

DECLARATION -2

I/We hereby declare that I/we have not quoted any extra condition along with the Part-II (FINANCIAL ENVELOPE) of the e-tender.

Date: (Signature of the tenderer
with company seal/rubber stamp)

Place:

UNDERTAKING

This is to certify that I/we have carefully gone through the BOQ/specifications, etc. given in the e-tender document & have clearly understood the site working conditions, time schedule given and have accordingly quoted my balanced rates after going through all details.

I/we hereby give an undertaking that I/we shall carryout the work strictly as per the given specifications, and shall complete the same within the stipulated time frame.

I/We also undertake that the physical EMD instrument shall be deposited by me/us with the office of **Science City, Kolkata** inviting the e-tender before the bid opening date otherwise the **Science City payable at Kolkata** inviting the e-tender may reject the bid and also take action to withdraw my/our enlistment or debar me/us from further tendering in NCSM or its constituent units.

Date: (Signature of the tenderer
with company seal/rubber stamp)

Place:

ANNEXURE-B

(To be submitted on the Letter Head of the Tenderer)

DETAILS OF BIDDER PARTICIPATING IN THE TENDER

Sl. No.	Description	To be filled by bidder
1.	Name of the Agency	
2.	Year of Establishment	
3.	Registered office with full address	
4.	Full Postal Address of communication	
5.	Telephone Number(s) of office	
6.	Contact person Name with Mobile No.	
7.	Fax number	
8.	E-Mail ID	
9.	Website if any	
10.	Nature of Entity - Limited Company, Partnership etc. (attach copy of partnership Deed/ Certification of incorporation as applicable)	
11.	Name of Director / Proprietor / Partners with address and telephone nos.	
12.	Technical Staff employed (Attach a separate sheet of the employees with qualifications)	
13.	Annual turnover for last three financial years	
14.	PAN of Bidder	
15.	GSTIN of Bidder	
16.	Bank Solvency certificate (Attach a letter from the banker)	
17.	Whether any Civil Suit / Litigation arisen in the contracts executed during the last 5 years / being executed. If yes, please furnish the name of the contract, employer, nature of work, contract	

	value, work order and date & details of litigation briefly					
18.	Description of similar type of works carried out during last 7 (seven) years in Govt., Semi Govt., Autonomous sector or Private Sector with supporting documents in following format.					
Sl. No.	Client name with address	Type of Work	Cost of Work	Period of contract		Testimonials submitted (Work order & Completion Certificate)

I/We hereby solemnly declare that I/we have downloaded all the documents from CPP e-Procurement Portal of NIC and all the uploaded information / statements are true to the best of my/ our knowledge. I/we also declare that my/our firm is not involved in any Litigation or Arbitration with National Council of Science Museums during the last 05 (five) years. I/We further declare that the decision of National Council of Science Museums in this regard shall be final and binding on me/us.

Place:

Date

(Signature with date & seal)

Annexure-C

Tender:

1. E-tenders are invited for **Preventive and Breakdown Maintenance of HV switchgears and transformers at Science City, Kolkata** on payment of composite quarterly service charges plus G.S.T as admissible.
2. Hard copy of the technical bid of e-tender to be submitted in sealed cover with the name of the work written on envelope before **3:00 pm on 26.11.2018** along with earnest money of Rs.5,500/- (Rupees Five thousand Five hundred only) in the form of Demand Draft drawn in favour of Science City, Kolkata. Bidders also to submit the copy of the Notice Inviting Tender duly signed as a token of acceptance of the terms and conditions. Science City does not bind itself to accept the lowest tender and reserve the right to reject or partially accept any or the entire tender received without assigning any reason.
3. Tender incorporating additional conditions are liable to be rejected.
4. Before quoting the rate, the agencies must assess the quantum of work involved after going through the **Annexure-C-1 and Annexure C-2** enclosed and **physical inspection of the site**.
5. **The rate shall be quoted in the rate quote sheet in the financial envelope.**
6. While submitting the tenders, agencies must note that there will be no revision of tender rated on any ground whatsoever. Therefore they should include all eventual increase while quoting their offers.

Responsibilities of the agencies:

7. The agency shall ensure compliance of all Acts, Rules and statutory Orders in force for the purpose of the job and shall keep Science City indemnified against any liabilities arising out of non-compliance of any of the Act, Rules or Order on their part.
8. Science City shall not provide any manpower, tools and tackles to execute the job.
9. The Agency must issue proper identity cards to their employees deployed at any time for the purpose of the job in order to facilitate verification of the identity by Science City.
10. The Agency shall ensure that all materials are brought into Science City premises will have proper challan and recorded at the Security Office of Science City.
11. The Agency must have a local office with a regular telephone and mobile telephones both in the office as well in the residence(s) of partners/Directors/Proprietors.
12. The Service personnel of the agency must have requisite HT license at their disposal.

Payment

13. The payment shall be made on quarterly basis in respect of work enumerated at Annexure-C1 and Annexure-C2 within 30 days from the submission of proper and pre-receipted bill in duplicate subject to the satisfactory certification by the Competent Authority of Science City through bank transfer. For that purpose successful tenderer has to submit all relevant documents conforming G.S.T norms.
14. A Security Deposit of 10% of the gross value of the tender shall be deducted from the quarterly bill which will be refunded after successful completion of yearly tenure of contract. No interest shall be paid on this amount.
15. The Science City shall reimburse the amount of G.S.T paid by the agency to the authorities on account of services rendered by them to the Science City. The reimbursement shall be admissible on production of proof of deposit i.e. copy of the challan by the agency.
16. Income tax will be deducted at the prescribed rate from the quarterly bill of the agency and the same would be deposited with the Income Tax authority by the Science City.

Tenure and Validity:

17. Initially the contract would be for a period of one year starting from **01/02/2019**. The contract may be renewed at the discretion of the Science City on year-to-year basis thereafter for a maximum period of three years at the same rate, terms and contract, if the services and performance of the agency are found to be satisfactory.
18. The contract can be terminated by Science city at any time without notice in the event of gross security risk or gross damage to Science City's property due to Agencies' failure or persistent failure of the Agency in providing satisfactory service to the Science City and the decision of the Science City in this regard shall be final and binding to the Agency.
19. For reasons other than those mentioned in the clause above, the contract can be terminated by either party by providing clear three months notice in writing.

Details of the equipments

Sl. No.	Description of Equipments	Quantity	Location
1.	<p><u>HT 11KV 5 Panel Segment</u> Vacuum Circuit Breaker (Incomer) 630 A, 12 KV, Type- PSI, Sl.no. 1506-PV-0582/01/1 Short circuit current: 25 KA for 3 second Make: Pascal Switchcare Pvt ltd Year -2015</p> <p>Vacuum Circuit Breaker (for Phase-2) 630 A, 12 KV, Type- PSI, Sl.no. 1506-PV-0582/01/2 Short circuit current: 25 KA for 3 second Make: Pascal Switchcare Pvt ltd Year -2015</p> <p>Vacuum Circuit Breaker (for SEH) 630 A, 12 KV, Type- PSI, Sl.no. 1506-PV-0582/01/3 Short circuit current: 25 KA for 3 second Make: Pascal Switchcare Pvt ltd Year -2015</p> <p>Vacuum Circuit Breaker (Transformer- 2) 630 A, 12 KV, Type- PSI, Sl.no. 1506-PV-0582/01/4 Short circuit current: 25 KA for 3 second Make: Pascal Switchcare Pvt ltd Year -2015</p> <p>Vacuum Circuit Breaker (Transformer -1A/C) 630 A, 12 KV, Type- PSI, Sl.no. 1506-PV-0582/01/5 Short circuit current: 25 KA for 3 second Make: Pascal Switchcare Pvt ltd Year -2015</p> <p><u>HT 11KV Single Panel</u> Vacuum Circuit Breaker (Out going for SEH) 800 A, 12 KV, Type- PIX-MV, Sl.no. 12/67/01 Short circuit current: 25 KA for 3 second Make: Schneider. Year -2013</p>	One Set	Convention Centre Basement
2	HV metering panel	1 no.	Convention Centre Basement
3	Transformer Oil cooled No. 1 and 2 750 KVA, Outdoor type, Make: Volt Amp Electricals Sl. No. JN4041/1 and Sl.No. JN4154 Year: 1995	2 Nos	Beside Convention Centre
4	Transformer Oil cooled No. 3 800 KVA, Outdoor type, Make: Merson'S Limited Sl No. 84365 Year: 2018	1 No	Phase-II Dynamotion Hall

5	Transformer Oil cooled No. 4 500 KVA, Outdoor type, Make: Merson'S Limited Sl No. 61674 Year: 1996	1 No	Phase-II Dynamotion Hall
6	Transformer Oil cooled No. 5 and 6 800 KVA, Outdoor type, Make: Volt Amp Electricals Sl. No. JN41940/1 and Sl.No. JN41940/2 Year: 2012	2 Nos	Science Exploration Hall
7	<u>HT 11KV 4 Panel Segment</u> <u>Including Inverter, Charger and Batteries etc.</u> Vacuum Circuit Breaker (Incomer) 800 A, 12 KV, Type- PIX-MV, Sl.no. 7306060248/01/1 Short circuit current: 18.4 KA for 3 second Make: Schneider Electric Year -2013 Vacuum Circuit Breaker (Outgoing Tr -6) 800 A, 12 KV, Type- PIX-MV, Sl.no. 7306060248/01/2 Short circuit current: 18.4 KA for 3 second Make: Schneider Electric Year -2013 Vacuum Circuit Breaker (Outgoing-Tr-5) 800 A, 12 KV, Type- PIX-MV, Sl.no. 7306060248/01/3 Short circuit current: 18.4 KA for 3 second Make: Schneider Electric Year -2013 Vacuum Circuit Breaker (Tie Breaker) 800 A, 12 KV, Type- PIX-MV, Sl.no. 7306060248/01/4 Short circuit current: 18.4 KA for 3 second Make: Schneider Electric Year -2013	One Set	At Science Exploration Hall.
8	<u>HT 11KV 4 Panel Segment</u> Vacuum Circuit Breaker (Incomer -1 Spare) 630 A, 12 KV, Type- PSI, Sl.no. 1407-PV-0405/1 Short circuit current: 25 KA for 3 second Make: Pascal Switchcare Pvt ltd Year -2014 Vacuum Circuit Breaker (Outgoing Tr- 4) 630 A, 12 KV, Type- PSI, Sl.no. 1407-PV-0405/2 Short circuit current: 25 KA for 3 second Make: Pascal Switchcare Pvt ltd Year -2014 Vacuum Circuit Breaker (Outgoing Tr- 3) 630 A, 12 KV, Type- PSI, Sl.no. 1407-PV-0405/2	One Set	Beside Dynamotion Hall

	<p>Short circuit current: 25 KA for 3 second Make: Pascal Switchcare Pvt ltd Year -2014</p> <p>Vacuum Circuit Breaker (Incomer- II) 630 A, 12 KV, Type- PSI, Sl.no. 1407-PV-0405/2 Short circuit current: 25 KA for 3 second Make: Pascal Switchcare Pvt ltd Year -2014</p>		
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Scope of work

Preventive maintenance

Breakers, Switchgears and metering panel

Overhauling all the feeder inner and outer side, cleaning, maintenance, testing, tightness checking of all the buffer joints, nuts, bolts, cable and terminations etc. complete in all respects.

Draw out the VCB from its position, dismantling, overhauling, maintenance, testing of operation and re-commissioning of the entire 630 Amp / 800 Amps 11KV indoor type Pascal Switchgear/ Schneider Electric make

Vacuum switch Gear/ Vacuum Circuit Breakers, servicing of following components:

- Three vector meter type 1 MP/TM 2.2, Make – Industrial Meter Ltd.
- Ammeter and multifunction meters
- Voltmeter
- Selector switches.
- Emergency pushes.
- Breaker control switches.
- Castle key
- Relays
- Indication lamps (full set)
- Current transformers
- Voltage transformers
- VT protection fuses
- Insulator – Voltage range – 11/12KV.
- Batteries, Battery charger, Inverter etc.

And all other accessories

Transformers

Painting of transformers, dehydration and filtration of transformer oil with necessary top up the conservators, checking/servicing of end termination of the primary and secondary sides, supply and changing of silica gel inside the breather units.

Dismantling, servicing and adjustment of Buchholz relay, conservator tank, explosion vent, drain cock, temperature meter box and on line tap changing etc.

Testing and submitting test reports for Dielectric strength and acidity of transformer oil and neutral Earthing of the transformers as per IS.

The oil leakage (if any) from any parts of any Transformers has to be arrested forthwith without any extra cost.

The successful tenderer has to submit monthly report as per Annexure –IV and take remedial action there-off without any extra cost.

Breakdown Maintenance

Attending breakdown maintenance of the specified equipments as mentioned in item no. 1 to 8 above (please see details of equipments) as and when required within minimum downtime without any extra cost.

Time of Maintenance

Service of all the equipments under item no. 1 to 8 above (please see 'Details of equipments') are to be up twice in a year as per convenience of Science City, Kolkata. Painting of transformers, dehydration and filtration of transformer oil of the transformers with necessary testing and submitting test reports are to be done ON-LINE yearly once.

Breakdown to be attended immediately on call basis as and when required within minimum down time. The agency may have to work throughout the night to restore supply if required in coordination with the service personnel of M/s CESC Ltd.

Materials to be supplied, machines to be provided and statutory test reports to be submitted at no extra cost for maintenance as under:

1. Indications lamps.
2. Transformer oil to top up conservator level of transformers after dehydration and filtration once in a year.
3. Silica gel inside the breather units of the transformers twice in a year.
4. Synthetic enamel paint for painting of transformers once in a year.
5. Any other sundry consumable materials like CRA, WD40, Cotton cloth etc. required during the execution of work.
6. Dehydration and filtration machine for transformer maintenance.
7. All the statutory testing and submission of test reports as per IS. All test reports must have to be submitted from appropriate Authorised/Affiliated laboratory.

UNDERTAKING

(To be submitted in agency's letter head)

This is to certify that I/we have carefully gone through the drawings/specifications, etc. given in the e-tender document & have clearly understood the site working conditions, time schedule given and have accordingly quoted my balanced rates after going through all details.

I/we hereby give an undertaking that I/we shall carryout the work strictly as per the given specifications, and shall complete the same within the stipulated time frame.

If I/We are selected for the job, I/We undertake that the Job shall be taken up as per tender conditions without any delay, otherwise the Science City may take action to withdraw my/our enlistment or debar me/us from further tendering in NCSM or its constituent units.

Date:

(Signature of the tenderer)
with company seal/rubber stamp

Place: