



केन्द्रीय माध्यमिक शिक्षा बोर्ड CENTRAL BOARD OF SECONDARY EDUCATION

निविदा सूचना

सचिव, केन्द्रीय माध्यमिक शिक्षा बोर्ड की ओर से दो बोली पद्धति के अन्तर्गत निम्नलिखित कार्य हेतु इलाहाबाद या आसपास स्थापित प्रतिष्ठित एजेंसियों से निम्नलिखित कार्य हेतु सीलबंद निविदा आमंत्रित की जाती है:- कार्य का विवरण: केन्द्रीय माध्यमिक शिक्षा बोर्ड, क्षेत्रीय कार्यालय, 35-बी, एम0जी. मार्ग, सिविल लाइन्स, इलाहाबाद में संस्थापित इलेक्ट्रिकल एवं मैकेनिकल उपकरणों के रख-रखाव/प्रचालन के अन्तर्गत आने वाले उपकरण:- (अ) बिजली, पंखे एवं बत्ती इत्यादि का रख-रखाव। (ब) 11केवी/415वी के विद्युत उपकेन्द्र का तथा 100 केवीए, 25केवीए के 3 फेस वाले डी0जी0 उपकरण का प्रचालन/रख-रखाव। (स) दो यात्री लिफ्ट का प्रचालन/रख-रखाव। (द) पीने योग्य जलपम्प का प्रचालन/रख-रखाव। अनुमानित लागत: 9.00 लाख। धरोहर राशि: रू0 27,000/- डिमाण्ड ड्राफ्ट/बैंक ड्राफ्ट के रूप में सचिव, केन्द्रीय माध्यमिक शिक्षा बोर्ड, इलाहाबाद के पक्ष में देय हो। निविदा बिक्री की तिथि व समय: दिनांक 21.02.2017 से 03.03.2017 (समय अपराह्न 2.00 बजे तक) किसी भी कार्य दिवस में रू0 1,000/- (अप्रतिदेय) का भुगतान कर रोकड़िया, केमाशिबो, क्षेत्रीय कार्यालय, इलाहाबाद से प्राप्त किया जा सकता है। निविदा खोलने की तिथि व समय: 06.03.2017 समय 3.00 बजे अपराह्न।

केवल वही एजेंसी इस कार्य के लिए आवेदन करने योग्य हैं, जिनके पास इस कार्य का (इलेक्ट्रिकल एवं मैकेनिकल के साथ एच0टी0/एल0टी0एस0/स्टेशन, लिफ्ट, डी0जी0 सेट आदि) उपकरणों के रख-रखाव/प्रचालन में न्यूनतम दो वर्ष का अनुभव हो तथा जिनकी कीमत 3.00 लाख अथवा इसी तरह के एक कार्य को पूर्ण करने की लागत 7.20 लाख से कम न हो। उपरोक्त निविदा के0मा0शि0बोर्ड की वेबसाइट www.cbse.nic.in से भी डाउनलोड की जा सकती है। यदि निविदा डाउनलोड की गयी हो, तब निविदा की कीमत रू0 1,000/- (अप्रतिदेय) डिमाण्ड ड्राफ्ट/बैंक ड्राफ्ट के रूप में 'तकनीकी-निविदा' के साथ संलग्न करें। तकनीकी निविदा तथा लागत निविदा को अलग-अलग लिफाफे में रखें और ये दोनों लिफाफे एक बड़े लिफाफे जिसके ऊपर "इलेक्ट्रिकल एवं मैकेनिकल उपकरणों के रख-रखाव/प्रचालन की निविदा" लिखा हो, क्षेत्रीय अधिकारी, केन्द्रीय माध्यमिक शिक्षा बोर्ड, 35-बी, एम0जी0 मार्ग, सिविल लाइन्स, इलाहाबाद को सम्बोधित करें। ई0एम0डी0 (EMD) की मूल प्रति के साथ पूर्ण भरी हुई निविदा इस कार्यालय में दिनांक 06.03.2017 अपराह्न 2.00 बजे तक प्रेषित करें। तकनीकी निविदा निविदाकारों के समक्ष दिनांक 06.03.2017 को अपराह्न 3.00 बजे खोली जायेगी। अपूर्ण तथा विलम्ब से प्राप्त निविदा स्वीकार नहीं की जायेगी। सचिव, केन्द्रीय माध्यमिक शिक्षा बोर्ड के पास किसी भी या समस्त निविदा को बिना कारण बताए निरस्त करने का अधिकार सुरक्षित है।

क्षेत्रीय अधिकारी

CENTRAL BOARD OF SECONDARY EDUCATION

REGIONAL OFFICE

35-B, CIVIL STATION, M.G.MARG,CIVIL LINES,
ALLAHABAD.

TENDER DOCUMENT

FOR

**Annual Running Maintenance of Electrical and Mechanical
Installations**

at

CBSE, Regional Office, Allahabad.

CENTRAL BOARD OF SECONDARY EDUCATION

**REGIONAL OFFICE
35-B,CIVIL STATION, M.G. MARG, CIVIL LINES
ALLAHABAD.**

TENDER NOTICE

Sealed tenders are invited on behalf of Secretary, C.B.S.E., under Two-Bids system from Reputed agencies having office premises in Allahabad or nearby for the following works :-

Sl. No.	Scope of Work	Estimate d cost	E.M.D.	Sale of Tender	Date of opening
1.	RMO for various electrical and mechanical installations installed at CBSE, RO, building 35-B, Civil Station, M.G. Marg, Civil Lines, Allahabad includes the:- a) EI & fans compound lights etc. b) Operation/maintenance of substation of 11KV/415 V, 3 Phase with 100 KVA & 25 KVA DG Sets. c) Operation of 02 numbers passenger lifts. d) Operation of drinking water supply pumps.	9.0 Lacs	Rs. 27,000/- in form of D.D./B.D. drawn in favour of Secretary, CBSE Payable at Allahabad	Cashier CBSE, Regional Office, Allahabad (on any working day) w.e.f. 21.02.2017 To 03.03.2017 Upto 2.00 pm. against payment of Rs. 1,000/- (non refundable)	06.03.2017 at 3.00 pm

The Agencies having executed minimum 2 similar works (RMO of Electrical & Mechanical installation with H.T/L.T.S./Stn., Lift, DG Sets. etc.) each costing not less than Rs. 3.0 Lacs or completed one similar works costing not less than Rs. 7.20 Lacs shall only be eligible to apply. The tender can also be down loaded through CBSE Website : www.cbse.nic.in and in case of downloading, DD/BD of Rs. 1,000/- as cost of tender must be attached alongwith the technical-bid. The technical and price bids should be kept in separate envelops and both these envelops be kept in a bigger envelop addressed to Regional Officer, CBSE, Regional Office, 35-B Civil Station, M.G. Marg, Civil Lines, Allahabad-21001 super scribing '**Tender for RMO of Electrical & Mechanical installation**'. The tender complete in all respects alongwith the EMD (In original) should reach at this office on or before **06.03.2017 upto 2:00 p.m.** The **Technical bids** shall be opened on **06.03.2017 at 3:00 p.m. in the presence of the tenderers.** Incomplete and conditional or belated tenders will not be entertained. The Secretary, CBSE reserves the right to reject any or all the tenders without assigning any reason.

REGIONAL OFFICER

CENTRAL BOARD OF SECONDARY EDUCATION

REGIONAL OFFICE
35-B, CIVIL STATION, M.G.MARG,CIVIL LINES,
ALLAHABAD.

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CHAPTER-2	:	Terms & Conditions of Contract.
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CHAPTER-1

CENTRAL BOARD OF SECONDARY EDUCATION

REGIONAL OFFICE
35-B,CIVIL STATION, M.G. MARG,CIVIL LINES
ALLAHABAD.

GENERAL INSTRUCTION TO CONTRACTOR

Contractors are requested to note that non-compliance of the following instruction is liable to render them non-bona fide.

1. The Contractor should read carefully the tender paper and examine general instruction specifications, schedule of quantities etc. and shall visit the site of proposed work, and acquire the requisite information relating to the item of work etc. before filling in the tender papers and quoting rate.
2. The contractors are required to check the number of the pages and if any is found missing or in duplicate, or the figure or writing indistinct the same be reflected with legible one.
3. The contractor should fill in all the relevant blanks line and put their signature on the relevant places as shown in the tender document.
4. The contractor shall quote his rates in figures as well as in words against relevant column and the same shall be duly attested.
 - (a) Each page of the schedule of quantities and the Central Summery is to be signed by the contractor.
5. Tender marked Original duly filled in and accompanied with earnest money as specified must be in sealed envelope submitted to the Regional Officer, CBSE, Regional Office, 35-B, M.G. Marg, Civil Lines, Allahabad on or before **06.03.2017 upto 2.00 pm.** The Tender will be opened on **06.03.2017 at 3.00 p.m.** in presence of contractor or their accredited Representative who desires to attend.
6. Contractor are requested to put their firm's endorsement on each page of the tender document as taken of perusal.

7. No alternations or addition should be made by the contractors to the text of the schedule of these tender pages. Violation of this instruction will leads rejection of the tender at the discretion of the Tender Inviting Authority (TIA).
8. Any tender which proposes any alterations to any of the condition laid down or which proposes any other conditions of any description whatsoever is liable to be rejected.
9. No liability whatsoever will be admitted, nor any claim be allowed in respect of errors in the contractor's tender due to mistake in the Schedule of quantities which should have been rectified in the manner described above.
10. Earnest Money accompanying the tender will be accepted only in the form of Demand Draft of Nationalised Bank drawn in favour of the Secretary, CBSE payable at Allahabad.
11. Contractors are warned that En-cashable Cheque or Bank or Insurance Guarantee or Fixed Deposit Receipt in lieu of the aforementioned form of Earnest Money remittance will not be accepted.
12. Tenderers should note that their tenders would remain open for consideration for a minimum period of THREE MONTHS from the date fixed for the receipt of tenders.
13. The Board reserves the right to accept or to reject any or all tenders at its discretion without assigning any reasons thereof. The Tender Inviting Authority does not bind to accept the lowest tender.

**Signature of contractor
with Seal & date**

Regional Officer

CHAPTER-2**CENTRAL BOARD OF SECONDARY EDUCATION
REGIONAL OFFICE**

35-B, CIVIL STATION, M.G. MARG, CIVIL LINES,
ALLAHABAD.

TERMS & CONDITIONS OF CONTRACT

1. The contract shall be for a period of one year commencing w.e.f._____.
2. The contractor shall be responsible for cleaning of electrical installation in the building including control switches, appliances, equipments etc.
3. All cleaning material such as cotton waste, C.T.C., petrol, thinner, de-stainer etc. & item like insulation tape, testing lamp, plugs, fuse wire, nut & bolts shall have to be supplied by the contractor.
4. The duty timings shall be 8.30 a.m. to 6.30 p.m. for six working days in a week.
5. The manpower deployed shall be bound to report at 8.30 a.m. sharp to the In charge concerned.
6. The Regional Officer may detain any workman owing to official urgencies. However, Over-Time payment will be made by office for extra duty on pro-rata basis.
7. The manpower deployed by Agency must put on their uniform.
8. Proper Log Books shall be maintained in respect of the plant and machinery. Such records shall be kept with the concerned Engineer of the Board.
9. Police verification of the manpower deployed must be got done in advance before deployment.
10. The staff to be engaged should possess qualification as given below :
 - a. Wireman/Electrician-ITI with five years experience in M.S.O Building having L.T./H.T. systems.
 - b. Electrical Helper/Khallasi-working experience of five years with M.S.O. buildings with Wireman/Electrician.
 - c. Lift/Pump Operator-ITI/License holder with five years experience & capable to attend minor complaints.

NOTE : Photo copy of permit/relevant certificates shall be submitted to this office before taking over of work (Original should also be shown for verification).

11. The Board shall not have any liability for the staff employed by the Contractor for absorption or any other claim/wages/payment whatsoever.

12. The contractor will be fully responsible for the act of their workman and the Board will not be responsible for any treacherous or criminal liability. All claim of workman shall be the contractor's liability and not of the Board in any manner.
13. Except the duty staff no person would be allowed inside the premises.
14. The workman shall operate within their specified zones.
15. The Contractor shall return all the dismantled materials to the Engineer-In charge of the Board.
16. **Bid Security (EMD) :-**
- a) The tenderer shall pay **Rs. 27,000/-** (Rupees Twenty Seven Thousand Only) towards Earnest Money Deposit (EMD) alongwith the tenderer in the form of Crossed Demand Draft payable to *"The Secretary, CBSE, Allahabad"*.
 - b) Bid securities of the unsuccessful bidders shall be returned to them after expiry of final bid validity and latest on or before the 30th Day after the award of the contract.
 - c) Bid security of successful bidder shall be deducted as defect liability and shall be released after one year.
17. **Performance Security:** The successful bidder shall have to deposit the performance security @ 10% of the total tender cost in Board's A/C. for the period of the contract/Agreement.
- 17.1 Bid Security shall be refunded to the successful bidder on receipt of performance security.
 - 17.2 Performance security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Agency.
18. **Agreement:** For one year extendable for one more year on mutual consent of both the parties, if the performance of the Agency is outstanding/excellent.. The Agreement shall be executed on a stamp paper of Rs. 100/- incorporating all the tender covenants. The cost of stamp paper and agreement shall be borne by the Agency.
19. **Payment Terms:-**
- The Board shall pay the agreed amount to the agency on monthly basis after completion of the month and on submission of a certificate by the maintenance unit of the Board "that the work has been done satisfactorily".

- 20 In case of unauthorised absence of staff, recovery @ **Rs. 250/-** per day shall be made.
- 21 All the T&P required shall be arranged by the Contractor at his own cost and be solely responsible for safety of his workers during performance of the duties.
- 22 The Bio-data of the staff deputed shall be submitted.
- 23 The installation is to be maintain strictly as per CPWD specification wherever applicable and to entire satisfaction of Engineer-In-charge.
- 24 All electrical and mechanical installation shall be maintained in perfect working condition complying the maintenance manuals, clean and safe from damage, risk of theft etc. Any damage/defect if occurs to the installation due to negligence of staff during contract period, the Contractor will bear the same at his own cost. In such cases the decisions of the **Secretary, CBSE, Delhi** shall be final & binding on the contractor.
- 25 The Contractor shall be bound to deploy the staff as per Schedule of Work.
- 26 In case of Contractor intends to replace the staff during the contract period, the same may be discussed with engineer/officer concerned briefing the compelling reasons for replacements.
- 27 The contractors' staff has to carry out preventive maintenance of electrical installations periodically in the presence of the Engineer in charge who shall seek the permission of the Regional Officer and maintain proper records of test results.
- 28 No equipment shall be taken out of the building without permission of the Officer In charge/Regional Officer.
- 29 Identity Cards shall be arranged by the Contractor for its workers.
- 30 In case of any dispute, **the Secretary, CBSE** shall be the sole Arbitrator and his/her decision shall be binding on both the parties.

**Signature of the Tenderer
with complete address and seal**

Tel. No : _____
Mobile No : _____
Place : _____
Date : _____

CHAPTER-3**CENTRAL BOARD OF SECONDARY EDUCATION**

REGIONAL OFFICE

35-B, CIVIL STATION, M.G. MARG, CIVIL LINES,
ALLAHABAD**SCHEDULE OF REQUIREMENTS:****A. Manpower to be engaged by the Contractor:**

- | | | | |
|----|---------------------|---|--------|
| 1. | Electrician/Wireman | - | 01 No. |
| 2. | Lift Operator | - | 01 No. |
| 3. | D.G. Set Operator | - | 01 No. |
| 4. | Electrical Helper | - | 01 No. |

B. Material : Consumable materials for general requirement provided by the Contractor:

1. Cotton waste, CTC, Petrol, Thinner, de-stainer etc.
2. Insulation Tape
3. Testing Lamp
4. Plugs
5. Fuse Wire & Nut and Bolts
6. Distilled water for battery

C. All T&P if required for loading, lifting machine, repairing of installation etc. shall be arranged by the Contractor.**(Signature of the Tenderer)
with complete address and seal****Date:_____**

CHAPTER-4**CENTRAL BOARD OF SECONDARY EDUCATION****REGIONAL OFFICE**

35-B, CIVIL STATION, M.G. MARG, CIVIL LINES,
ALLAHABAD

Last date for receipt of tender : 06.03.2017 upto 2.00 p.m.

TECHNICAL BID

**Name of work : Running Maintenance of Electrical and Mechanical installation
at CBSE, Regional Office, Allahabad.**

1. Credentials of tenderers:

- 1.1 Name of the Agency : _____
- 1.2 Office Address and tel. No : _____
- 1.3 Electrical License from
Director Electrical Safety
Govt. of U.P., Lucknow
(With documentary evidence) : _____
- 1.4 Registration No. in CPWD
RLY/P&T/MES(With documentary evidence) : _____
- 1.5 PAN Nos.
(With documentary evidence) : _____
- 1.6 Sale Tax Regn. Certificate
(Supported with documentary
evidence) : _____
- 1.7 Service Tax Regn. Certificate
(Supported with documentary
evidence) : _____
- 1.8 E.P.F. Regn. Certificate
(Supported with documentary
evidence) : _____
- 1.9 VAT Registration No. : _____

2. Eligibility Criteria :-

- a) Two similar completed works, costing not less than the amount equal to Rs. 3.00 Lacks of the estimated cost.
- b) One similar completed work of aggregate cost not less than the amount equal to Rs. 7.20 Lacks of the estimate cost.

2.1 Experience Last Three Years (Supported with documentary evidence):-

S. No.	Year	Name of the Organization	Cost of the Work (Executed)	Officer Concd. In the Organization with T. No	Period Form to
	2015-16				
	2014-15				
	2013-14				

2.2 Annual Turn Over : _____
(Preferably last three Years, supported with Documentary evidence) _____

2.3 Present assignment in hand (Supported with documentary evidence) corresponding to NIT for 11KV/415V, 3 Phase power substation, lifts and DG Sets in any organisation claiming eligibility.

a) _____

b) _____

c) _____

3. Particulars of D.D. as earnest money :-

Amount : **Rs. 27,000/-**

D.D./B.D. Nos. : _____

Issuing Bank : _____

Date of issue : _____

4. Copy of the documents at Serial Nos. 1.3 to 3.0 be attached.
5. Declaration : All terms and conditions acceptable to me/us.

**Signature of the Tenderer
with complete address and seal**

Tel. No : _____
Mobile No : _____
Place : _____
Date : _____

CHAPTER-5**List of Installation**

Sl. No.	Details of Electrical & Mechanical installation	Quantity
1.	Light point, fan point, exhaust fan point, staircase point etc.	1170 points approx
2.	Light/power plug i/c A.C. Point	248 points approx
3.	Ceiling fans	315 points approx
4.	Exhaust fans	31 Points approx
5.	Electrical fittings	762 points approx
6.	Distribution Boards	31 Nos. approx
7.	Main Board	02 Nos.
8.	Compound light/facia light/flood light	L.S.
9.	Rising main	48 Nos. approx
10.	Transformer 250 KVA, 11 KV/433 KV, 3 Phase dry type	02 Nos
11.	Passenger lifts 02 Nos. for G+6 floor	02 Nos
12.	H.T. Panel 11 KV consisting of 03 Nos. HT OCB i) Incoming ii) Outgoing	01 No
13.	H.T. Panel/Essential Panel/AMF Panel	01 No. each
14.	100 KVA & 25 KVA D.G. Set	01 No. each
15.	Submersible pump set 15 HP, 3 Phase	01 No
16.	Booster pump 15 HP, 3 Phase	02 Nos
17.	Dewatering pump 2 HP, 3 Phase	02 Nos

**(Signature of the Tenderer)
with complete address and seal**

CHAPTER-6**LIST OF ENCLOSURES**

1. E.M.D. of **Rs. 27,000/-** in the form of D.D./B.D. No _____
dated _____ & **Rs. 1,000/-** DD/BD in case of down-loading the
tender through Website. of Bank _____ (attached with
technical Bid only).
2. List of clients.
3. Performance certificate of last three works duly attested.
4. Electrical License from the office of Director Electrical safety, Govt . of U.P.
Lucknow.
5. Organisational set up including technical infrastructure.
6. Analysis of rates.
7. Any other documents.

**(Signature of the Tenderer)
with complete address and seal**

Date : _____

CHAPTER-7**PRICE BID****SCHEDULE OF WORK**

Name of work : Annual Repairs & Maintenance Operations of Electrical and Mechanical Installations at CBSE, Regional Office, Allahabad.

Sl. No.	Description of Work	Amount/Rate (Per Month)
1.	<p>Day to day maintenance/operation of following Electrical/mechanical installation installed in CBSE, Regional Office Building situated at 35-B, M.G. Marg, Civil Lines, Allahabad.</p> <p>i) EI & Fans i/c compound light etc. ii) Operation/maintenance of substation equipment. iii) Operation of 02 Nos. passenger lifts. iv) Operation of 100 KVA & 25 KVA D.A. (Maint.)G. Sets. (List of installations of above four item is attached)</p> <p><u>Skilled & Unskilled Staff :</u></p> <p>i) Electrician/Wireman - 01 no. ii) Lift Operator - 01 no. iii) DG Operator - 01 no. iv) Elect. Helper/Khallasi - 01 no.</p> <p><u>Timing:</u></p> <p>Six working days of the week with normal duty hours from 8.30 a.m. to 6.30 p.m.</p>	
2.	<p>Supply of consumable materials as per requirement for day to day running maintenance of Electrical & Mechanical Installation as per schedule of requirement Para-B.</p>	

**(Signature of the Tenderer)
with complete address and seal**

Date : _____

CHAPTER-8**Acceptance by the Tenderer**

I hereby affirm that I have read all the instructions, terms and conditions before submission of the Price Bid.

**(Signature of the Tenderer)
with complete address and seal**

Tel. No. : _____

Mobile No : _____

Place : _____

Date : _____