Details of Bid Document

To Engage an Agency for
Carrying out Electrical Works
in MAEF

Maulana Azad Education Foundation (MAEF)
Maulana Azad Campus, Chelmsford Road
Opp. New Delhi Railway Station
New Delhi – 110055
<table>
<thead>
<tr>
<th>Department Name</th>
<th>Maulana Azad Education Foundation (MAEF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Organisation</td>
<td>Under Aegis of Ministry of Minority Affairs (MoMA), GoI</td>
</tr>
<tr>
<td>Address</td>
<td>Maulana Azad Campus, Chelmsford Road, Opposite New Delhi Railway Station, New Delhi – 110055. Phone: +91-11-23583788, 23583789.</td>
</tr>
<tr>
<td>Name of Work</td>
<td>To Engage an Agency for carrying out Electrical Works in MAEF</td>
</tr>
<tr>
<td>Work Date</td>
<td>July, 2019</td>
</tr>
<tr>
<td>Tender Currency Settings</td>
<td>Indian Rupee (INR)</td>
</tr>
<tr>
<td>Joint Venture/Consortium</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

**Tender Details :**

- **Bid Processing Fee**: Rs. 500/- (Rupees Five Hundred Only) in form of Demand Draft (Non Refundable)
- **Bid Processing Fee Payable to**: Non-refundable by Demand Draft in favour of “Maulana Azad Education Foundation” payable at New Delhi.
- **EMD Fee**: Rs.15,000/- (Rupees Fifteen Thousand Only) as Demand Draft in favour of “Maulana Azad Education Foundation” from any Nationalized Bank/scheduled bank.
- **Expected Cost of the Work**: Rs. 6,50,000/- Approx. (Rupees Six Lakh and Fifty Thousand only)
- **Work Completion Time**: Two (2) Months
- **Bid upload Date**: 5th July 2019
- **Last Date & Time for Submission of Technical Bid & Financial Bid**: 16th July, 2019 at 11:30 AM
- **Date of Tender opening**: 16th July, 2019 at 12:00 noon
- **Bid Validity Period**: 90 days from opening of price bid

**Remarks**

Tenders will be opened on 16th July, 2019 at 12:00 noon. Representatives of the bidders are invited to attend the bid opening meeting. The technical bids will be opened and scrutinized with regard to the eligibility criteria as mentioned in the Tender Document under the heading “Instructions to Bidders”. The results will be placed on the Notice Board of MAEF at Maulana Azad Campus, Chelmsford Road, New Delhi – 110055. Bidders who meet the qualification criteria under the technical bidding process will be processed for financial bid. Thereafter, the Financial Bids of technically qualified bidders will be opened on subsequent date. Eligible bidder will be evaluated by the Tender Evaluation Committee on 18th July, 2019 at 12 noon. Agency which quotes the lowest price (L-1) will be considered for the issuance of Work Order.
Instructions to Bidders

A. ELIGIBILITY CRITERIA

Experience of having successfully completed similar works during last five (5) years ending 31.03.2019 should be either of the following:

a. Three similar works each completed and each costing not less than 20% of the estimated cost.

or

b. Two similar works each completed and each costing not less than 30% of the estimated cost.

or

c. One similar work completed and costing not less than 50% of the estimated cost.

d. The bidder has average annual turnover of Rs 3 Lakh per year in the last three financial years ending 31.03.2019.

e. The Agency should be registered with Central/State Government and should be G.S.T. compliant.

B. SUBMISSION OF OFFER:

Bidder has to submit hard bound document duly numbered. Loose documents shall be out-rightly rejected. The Tender should be submit its offer in in three (3) envelopes in the following manner:

a. 1st sealed Envelope is marked as “Envelope No. 1 (Technical Bid)”. This shall contain complete supporting documents fulfilling eligibility, like copy of work orders bringing out the relevant experience of similar work with at least one PSU/Govt. department during last 3 years alongwith its completion certificate, CA Certificate/financial statements for annual turnover, signed copy of downloaded bid documents for bringing out the fact that they meet the eligibility criteria as above. There should be no mention of the prices in the Technical Bid Document. All documents with signature & seal of the submitting company shall be considered as authentic. Filling up the prices with Technical Bid will disqualify the Bidder. It shall contain:

i. EMD, Bid cost and documents in support of Eligibility of the Agency as mentioned above.

ii. Entire Bid documents duly signed either purchased from MAEF office or downloaded from website and papers showing eligibility as per tender documents.

iii. The Bid documents should be spiral bound, properly stapled. Loose documents shall not be accepted.

b. 2nd sealed Envelope, marked as “Envelope No. 2 (Price Bid)” shall contain the Financial Offer. Financial Offers of those agencies shall be opened who
meet the eligibility criteria.

c. 3rd sealed Envelope should contain the Bid Processing Fee of Rs. 500/- (Non Refundable) and EMD of Rs. 15,000/- (Rupees Fifteen Thousand Only) in form of Demand Draft drawn in favour of ‘Maulana Azad Education Foundation’ payable at New Delhi.

d. The first, second & third sealed envelopes should be enclosed in a larger envelope duly sealed. All pages of the offer must be signed & stamped. The bids complete in all respect must be submitted through Speed Post/Courier or by hand by depositing in the Tender Box kept at the reception in the office of MAEF marking “Offer for File No. XIII/1/MAEF/MISC-ELEC./2018”.

C. SCOPE OF WORK:

a. Bidders are required to visit the site before submission of the bid to understand the quantum of job so as to check the inclusion/exclusion of the item specifications of the bid, if required.

b. Develop the work plan, execute and manage, resources and scope of the project to enable the successful completion of the work of finishing the required job of electrical work in MAEF office campus.

c. The Agency shall provide a full time supervisor or representative on site at all times. During the working hours, discipline should be maintained for the corresponding office hours and no noise should be made meanwhile. The work shall be completed within the specified time limit and be totally free from any faults.

d. If any other activity which is out of the BoM/specifications becomes mandatory for execution, it should be informed and notified to the concerned person of MAEF. Further, any damages must be rectified immediately or it will be surcharged by deduction on the quoted invoice.

e. The Agency shall clean up and properly dispose of any excess materials and debris resulting from the work. The cost of cleanup and disposal and all other costs, taxes and contingencies shall be included in the cost of the BoM.

f. Safety must be ensured in all aspects.

D. Items mentioned in the bid shall be as per prescribed terms and conditions and Technical specifications.

E. A person signing the Bid form and other documents forming part of the contract on behalf of the Bidder shall be deemed to guarantee that he has authority to bind the Bidder and if it subsequently comes to light that the person so signed had no authority to do so, MAEF may without prejudice to any other civil and criminal remedies cancel the contract or the Bid and hold the Bidder liable for all costs, charges and damages.
F. Nothing extra shall be paid on account of any discrepancy in nomenclature of the item. The Bidder shall seek clarifications if any before submitting the Bid.

G. Any cutting, overwriting etc. in bid must be signed by the Bidder.

H. MAEF reserves the right to split the order to more than one Agency and increase or decrease the quantity without assigning any reason.

I. **EARNEST MONEY:**

Earnest Money Deposit (EMD) amounting to Rs. 15,000/- (Rupees Fifteen Thousand only) shall be submitted in the form of Demand Draft along with the Bid in favour of “Maulana Azad Education Foundation” payable at New Delhi. *Exemption from submission of EMD would be allowed if the Agency is registered with MSME as per GFR.*

J. **VALIDITY OF OFFERS:**

The Bidder agrees that the rates submitted shall remain valid for acceptance for a period of 90 days from the date of opening of the Bids.

K. **ACCEPTANCE OF BIDS:**

The acceptance of bid will rest with MAEF and does not bind to accept the lowest bid and reserves the authority to reject any or all of the bids received, without assigning any reason.

Bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. MAEF does not bind itself to accept the lowest or any bid and reserves to itself the right of accepting the whole or any part of the bid and the Bidder shall be bound to perform the same at the rates quoted. If any Bidder stipulates any conditions of his own, such conditional bid is liable to be rejected. Upon acceptance of the Bid by MAEF, the Bidder shall undertake to agree with terms and conditions of MAEF’s Award Letter for the works awarded to him under the Bid.

L. **INSPECTION & TESTING:**

The MAEF representatives or ultimate client or inspecting authorities shall have the right to inspect and test the goods for their conformity to the specifications. Where MAEF decides to conduct such tests on the premises of the Supplier, all reasonable facilities and assistance like testing instruments and other test gadgets including access to the drawings and production data shall be furnished to the Inspector free of cost. In case the tested goods fail to conform to the specifications, the Inspector may reject them and the Supplier shall either replace the rejected goods or make alteration necessary to meet the specifications requirements free of cost to the Purchaser.
M. PAYING AUTHORITY: CEO & Secretary, MAEF.

Payment Terms: 90% of the payment will be made on successful completion of the work subject to satisfactory inspection report and receipt of the final bill within thirty (30) days. No advance payment would be done. 10% of the bill amount would be retained as Performance Guarantee for a defect liability period of one year from its date of completion. The same would be released after the period is over, till such time any deficiency or shortfall shall be rectified free of cost. No payment will be made for items rejected on testing. All payments to Agency will be subjected to TDS as applicable.

N. The time allowed as mentioned in the award letter shall be deemed to be the essence of the contract. Any failure on adherence to the schedule will invoke the liquidated damages clause.

O. TAXES:

The rates quoted by the Bidder shall be deemed to be inclusive of the GST and other levies, VAT, duties, royalties, cess, labour cess, toll, taxes of Central and State Governments, local bodies and authorities that the Bidder will have to pay for the performance of this contract.

P. DISPUTES / ARBITRATION:

In the event of any dispute or difference arising between MAEF and the Bidder in any matter covered by this contract or arising directly or indirectly therefrom or connected or concerned with the said contract in any manner of implementation of contract, in any manner of the implementation of any terms and conditions of the said contract, the matter shall be referred to the CEO & Secretary, MAEF, within 30 days of occurring of dispute who may himself act as sole arbitrator or may name as sole arbitrator an officer of MAEF notwithstanding the fact that such officer has been directly or indirectly associated with this contract and the provisions of the Indian Arbitration Act shall apply to such arbitration. The Bidder expressly agrees that the arbitration proceedings shall be held at New Delhi. In case the Bidder wants to take the dispute to a court of law after arbitration award as aforesaid, it is clearly understood that only courts in Delhi shall have the jurisdiction.

Q. FORCE MAJEURE:

1. Apart from and in addition to what is stipulated in the Civil Court of New Delhi the following occurrence may according to the circumstances constitute a case of Force Majeure and absence of Force Majeure.
   a. The unforeseen act of the third party for which the Agency is not responsible
   or
   b. An official prohibition preventing the performance of the order
   Or A natural catastrophe such as an earthquake, lightening or civil war.

2. The absence of Force Majeure;
   a. A strike or lockout taking place in the undertaking of the Agency or affecting the branch of business in which he carries out its activities,
   or
b. An increase or reduction in the price of raw material or labour etc. necessary for the performance of the order, or the enactment of new legislation whereby the obligations of the Agency become more onerous.

R. AGENCY’S RISK:

All risks of loss of or damage to physical property and of personal injury and death, which arise during and in consequence of the performance of the Contract other than the excepted risks which are:

1. In so far as they directly affect the execution of the Works, the risks of war, invasion, act of foreign enemies, rebellion, revolution, insurrection or military or usurped power, civil war, riot commotion or disorder (unless restricted to the Agency’s employees), natural calamities and contamination from any nuclear fuel or nuclear waste or radioactive toxic explosive, or

2. A cause due solely to the design of the Works, other than the Agency’s design is the responsibility of the Bidder.

S. TERMINATION OF CONTRACT:

In case of failure of the Bidder to perform the contract as per the terms and conditions and to the satisfaction of MAEF, MAEF reserves the right to terminate the contract without assigning any reason. MAEF shall have a right to complete the work through any Agency at the risk and cost of the Agency.
Technical Bid Format
(on Letter Head of the Agency)

Date___________

To,
The CEO & Secretary,
Maulana Azad Education Foundation,
Maulana Azad Campus, Chelmsford Road,
Opposite New Delhi Railway Station
New Delhi –110055

Subject: Technical Bid for Engagement of an Agency for carrying out Electrical Work in MAEF.

Sir,

Please find enclosed Technical Bid in response to Bid Documents issued by Maulana Azad Education Foundation for Engagement of an Agency for the aforesaid work.

We agree and undertake to abide by all these terms and conditions stipulated in the Bid Document issued by MAEF. The information/documents submitted along with the Proposal are complete/true to the best of our knowledge.

We acknowledge that MAEF reserves the right to accept or reject the proposal without assigning any reason or otherwise.

Thanking you.

For and on behalf of

Signature of Authorized Representative/Signatory

Name

Designation

(Company Seal)
Financial Bid Format
(on Letter Head of the Agency )

Date___________

To,
The CEO &Secretary,
Maulana Azad Education Foundation,
Maulana Azad Campus, Chelmsford Road,
Opposite New Delhi Railway Station,
New Delhi –110055

Subject: Financial Bid for Engagement of an Agency for carrying out Electrical Work in MAEF.

Sir,

Please find enclosed Financial Bid as per the Terms of Reference given in this Tender Document of MAEF, within the time specified and in accordance with the specifications, themes/designs and instructions as per general terms and conditions. The detailed price bid in prescribed format is enclosed herewith.

Thanking you.

For and on behalf of

Signature of Authorized Representative/ Signatory

Name

Designation

(Company Seal)
# Details of Agency

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particular</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of Agency</td>
<td>Enclose Registration Certificate</td>
</tr>
<tr>
<td>2</td>
<td>Type of Agency: Proprietorship / Partnership / Pvt. Ltd. /Public Ltd. Company/ Society/Trust</td>
<td>Enclose Registration Certificate</td>
</tr>
<tr>
<td>3</td>
<td>Registration No. &amp; Date of Registration of Agency</td>
<td>Enclose Registration Certificate</td>
</tr>
<tr>
<td>4</td>
<td>Name of Director(s)/CEO/President/Head</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Contact Details of Director(s)/CEO/President/Head</td>
<td>Contact No./ Email id</td>
</tr>
<tr>
<td>6</td>
<td>Registered Head Office Address</td>
<td>As per Registration Certificate</td>
</tr>
<tr>
<td>7</td>
<td>Correspondence Address</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Name of Authorized Representative</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Mobile No. of Authorized Representative</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Email id of Authorized Representative</td>
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<tr>
<td>11</td>
<td>Fax No.</td>
<td></td>
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<tr>
<td>12</td>
<td>Website Address of Agency (if available)</td>
<td></td>
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<tr>
<td>13</td>
<td>PAN Card Number</td>
<td>Enclose copy of PAN card</td>
</tr>
<tr>
<td>14</td>
<td>GST No.</td>
<td>Enclose GST Certificate</td>
</tr>
<tr>
<td>15</td>
<td>Registration with MSME</td>
<td>Enclose Copy</td>
</tr>
</tbody>
</table>
Prior Exposure of the Agency

Details of similar work executed in last three (3) years

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Financial Year</th>
<th>Name of Funding Agency</th>
<th>Description of Work</th>
<th>Location of Event</th>
<th>Value of Contract in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<tr>
<td>2</td>
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<td>3</td>
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</tbody>
</table>

- Each of the listed works shall be supported with the copy of the work order or work completion certificate. **Work completion certificate shall mention the nature of work, value of work completed.**
- Non-disclosure of any information in the schedule will result in disqualification of the Agency.
Financial Details of the Agency

(On the Letterhead of Chartered Accountant with date, Signature, Registration No. and Seal)

This is to certify that the (Name of Agency) having its registered office at (Address) has an average turnover of 5 lakh or more in the last three consecutive years (FY1, FY2, FY3). The annual turnover of the Agency is as under –

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Financial Year</th>
<th>Annual Turnover (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
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<td>3</td>
<td></td>
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</table>

For and on behalf of

Chartered Accountant Signature

Name

Registration No.

(Company Seal)
AFFIDAVIT for NON-BLACKLISTED/NON-BANNED PARTY

(Name of Agency) having its registered office at (Office address) hereby confirm that we have not been blacklisted/banned/debarred by any Central Government/State Government/Semi Government Organization/PSU or any other Agency.

It is also certified that we have not directly/indirectly engaged or indulged in any kind of fraudulent, corrupt or undesirable practices.

The information/documents submitted along with the Proposal are complete/true to the best of our knowledge.

For and on behalf of

Signature of Authorized Representative/ Signatory

Name

Designation

(Company Seal)
<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Description of Item</th>
<th>DSR-2018 Ref. No.</th>
<th>Unit</th>
<th>Qty.</th>
<th>Rate</th>
<th>Amount (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>M.S Sheet 14 SWG Panel Board powder coated (size 54&quot;X 72&quot; X 12&quot;) with 500 amp. Rated copper Bus-Bar as per ISI(reputed brand) including volt meter, amper meter and indicators</td>
<td>Non-Scheduled Item</td>
<td>Nos.</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Automatic main failure switch 200amp. ISI marked.</td>
<td>Non-Scheduled Item</td>
<td>Nos.</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Supplying and laying of Aluminum 50sqmm,3.5 core armoured cable (from main Panel to distribution boards.</td>
<td>Non-Scheduled Item</td>
<td>Mtr.</td>
<td>400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Supplying and fixing 5 A to 32 A rating, 240/415 V, 10 kA, &quot;C&quot; curve, miniature circuit breaker suitable for inductive load of following poles in the existing MCB DB complete with connections, testing and commissioning etc. as required. (Double pole MCB)</td>
<td>Item No, 2.10.3 of Elect. DSR-2018</td>
<td>Nos.</td>
<td>36</td>
<td></td>
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<tr>
<td>5.</td>
<td>Box for DP MCB</td>
<td>Non-Scheduled Item</td>
<td>Nos.</td>
<td>36</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>63 amps. rating, 4 pole RCCB, 30mA (2Nos. per DB/as required)</td>
<td>Nos.</td>
<td>10</td>
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<tr>
<td>7.</td>
<td>Wiring for circuit/ submain wiring alongwith earth wire with the following sizes of FRLS PVC insulated copper conductor, single core cable in surface/ recessed medium class PVC conduit as required.</td>
<td>1.14.2</td>
<td>mtr</td>
<td>200 (apprx)</td>
<td></td>
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<td></td>
<td>1.14.2- 2 X 2.5 sq. mm + 1 X 2.5 sq. mm earth wire</td>
<td>1.14.3</td>
<td>mtr</td>
<td>100 (apprx)</td>
<td></td>
<td></td>
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<tr>
<td>8.</td>
<td>Wiring for circuit/ submain wiring alongwith earth wire with the following sizes of FRLS PVC insulated copper conductor, single core cable in surface/ recessed medium class PVC conduit as required.</td>
<td>1.14.3</td>
<td>mtr</td>
<td>100 (apprx)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.14.3- 2 X 4.0 sq. mm + 1 X 4.0 sq. mm earth wire</td>
<td>4 pole MCCB,400A, 50KA (Havells make)</td>
<td>1627</td>
<td>Nos.</td>
<td>1</td>
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<td>3 pole MCCB, 100A, 16KA</td>
<td>1610</td>
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<tr>
<td>Nos.</td>
<td>5</td>
<td></td>
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<tr>
<td>3 pole MCCB, 30A, 16KA</td>
<td>N.S. Item</td>
<td></td>
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<tr>
<td>Nos.</td>
<td>2</td>
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<td>Earthing with copper earth plate 600 mm X 600 mm X 3 mm thick including accessories, and providing masonry enclosure with cover plate having locking arrangement and watering pipe of 2.7 metre long etc. with charcoal/ coke and salt as required.</td>
<td>5.6</td>
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<td>set</td>
<td>2</td>
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<tr>
<td>MS perforated cable tray painted with powder coating 450 X 62.5 X 2 mm</td>
<td>2710</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>mtr</td>
<td>100</td>
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<tr>
<td>Labour</td>
<td>L/S</td>
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<td>Total =</td>
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<tr>
<td>Sundry charges =</td>
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<td>G. TOTAL =</td>
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</tbody>
</table>

**Note:**

1. Electrical cables from I/C Main Switch Board to 5 Nos. Distribution Boards are considered to be laid on overhead cable Trays. Provision of construction for support of Cable Tray for overhead cable distribution has not been considered and the same may be taken up as per site requirements.

2. Total 5 Nos. Distribution Boards and I/C Panel (in Meter room) have been considered.

3. Repairing of old distribution boards/dismantling of old wire, cable MCB, Isolators included in the labour cost and old MCBs/Isolators have to be utilized in distribution board as required.

4. Two (2 Nos.) copper chemical Earth Pits have been considered.

5. Provision of RCCB have been taken earth leakage protection for each distribution board.

6. New construction is required for the Installation of new meter, I/C Main Switch Board and Generator Set which is not included in the Electrical Bill of material.

7. It is proposed to have a provision for Smoke detector system for Fire protection.

8. The current(present) application for extension of load i.e for 31.80 kW is with NDMC, and load may be extended in future according to future additional load.
SINGLE LINE DIAGRAM
MAIN LT PANEL AT MHEF

Incoming Source (NMDC)

400A, 4P
MCC B 50kA

200A, 4P
C/o Switch

500A, Cu Bus Bar

MCC B
100A, 4P
16kA

O/G
DB1 DB2 DB3 DB4 DB5

30A MCC B
3P 16kA

To Generator

For Metering/Generator Room
CABLES FROM MAIN PANEL TO DB3