



No: 24(1)/ BEDH-II/2019-20/150

Dt: 09.09.2019

**CORRIGENDUM- POSTPONEMENT**

Name of work:-	Operation & Comprehensive Maintenance of AC Plants in Data Centre, OU Campus, Hyderabad for the year 2018-19. SH: Comprehensive annual maintenance of 20Nos precision AC units-( 3rd Recall)
Ref:-	36/BEDH-II/2019-20

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Due to administrative reasons, the following changes have been made to the above tender document.

S.No	Name of work/ items	Existing Entry	Postponed to
1	Last date & Time of <b>on line submission</b> of Eligibility documents & Bid documents	<b>Up to 15.00 Hrs. on 09.09.2019</b>	<b>Up to 15.00 Hrs. on 19.09.2019</b>
2	Last date & Time for submission of EMD and cost of bid document in sealed envelope in Division office. ( <b>OFF LINE</b> )	<b>Up to 15.00 Hrs. on 09.09.2019</b>	<b>Up to 15.00 Hrs. on 19.09.2019</b>
3	Time & date of opening of sealed envelope containing EMD and cost of Bid document of intending bidders in Division office. ( <b>Off Line</b> )	<b>At 15.30 Hrs on 09.09.2019</b>	<b>At 15.30 Hrs on 19.09.2019</b>
4	Time & Date of Opening of the Bid- <b>ON LINE ONLY</b>	<b>At 16.00 Hrs on 09.09.2019</b>	<b>At 16.00 Hrs on 19.09.2019</b>

All other terms and conditions remain unchanged.

Sd/-  
Executive Engineer (E)

Copy to:-

- 1) The Chief Engineer (E), BSNL Telngana Zone, Hyderabad.
- 2) The Superintending Engineer (E), BSNL Electrical Zone, Hyderabad/Vijayawada.
- 3) The Executive Engineer (E), BSNL, Electrical Div. No.I, Hyd / Vijayawada/ VSP/ TPT/ WGL/ ATP.
- 4) SDE (E) Electrical Sub Division I, II, III & V, Hyderabad.
- 5) All Eligible Contractors.
- 6) SR SS/SDE (EP)/AO/Cashier/Auditor/Notice Board.

Sd/-  
Executive Engineer (E)  
BSNL Electrical Div-II,  
Hyderabad.

**The Executive Engineer (E), BSNL Electrical Division-II, Hyderabad, 6<sup>th</sup> Floor,  
BSNL Bhavan, Adarshnagar, Hyderabad-63  
Ph : 9490665666 e-mail : [eeediv2bsnl@gmail.com](mailto:eeediv2bsnl@gmail.com)**

## INDEX

NOTICE INVITING e-TENDER.....	2
ELIGIBILITY CHECK LIST FOR BIDDERS.....	9
INFORMATION FOR BIDDERS (e-TENDER).....	11
INSTRUCTIONS FOR BIDDERS (e-TENDER).....	12
UNDERTAKING .....	14
GENERAL CONDITIONS.....	16
DETAILS TO BE SUPPLIED BEFORE STARTING OF WORK: .....	22
PROFORMA OF SCHEDULES.....	23
ABSTRACT OF COST.....	26
SCHEDULE OF QUANTITIES .....	27
AC PLANTS INVENTORY .....	29
SPECIFICATION FOR COMPREHENSIVE MTC. OF PRECISION AC UNITS.....	30
LIST OF APPROVED MAKES BSNL ELECTRICAL WING .....	35
COMPUTERISED MEASUREMENT BOOK.....	37
MODEL FORM OF BANK GUARANTEE (ANNEXURE -I) .....	42
PERFORMANCE SECURITY GURANTEE BOND (ANNEXURE -II) .....	43
NO NEAR RELATIVE WORKING CERTIFICATE (ANNEXURE -III).....	44
UNDERTAKING REGARDING EPF PROVISIONS (ANNEXURE -IV).....	45
UNDERTAKING REGARDING ESI PROVISIONS (ANNEXURE -V) .....	45
UNDERTAKING TO ABIDE BY EW 6 & EW 8 (ANNEXURE -VI).....	46
COMPLIANCE STATEMENT (ANNEXURE -VII).....	46

**Certified that this tender document contains ( 46 ) pages only.**

**NOTICE INVITING e-TENDER**



**Bharat Sanchar Nigam Limited  
(A Govt. of India Enterprise)**

The Executive Engineer (E), BSNL Electrical Division-II, 6<sup>th</sup> Floor, Room No.602, BSNL Bhavan, 5-9-25, Hill Fort Road, Adarshnagar, Hyderabad-63, invites on behalf of the Chairman, BSNL **Online** item rate **e - Tender** for the following work from Firms/ contractors satisfying the following conditions:

1	NIT No.	:	<b>34/BEDH-II/2019-20 dtd 28/08/2019</b>
2	Name of Work & Location	:	Operation & Comprehensive Maintenance of AC Plants in Data Centre, OU Campus, Hyderabad for the year 2018-19. SH: Comprehensive annual maintenance of 20Nos precision AC units-( 3 <sup>rd</sup> Recall)
3	Estimated Cost put to tender	:	<b>Rs.19,42,398/-</b>
4	Earnest Money	:	<b>Rs.38,848/-</b>
5	Cost of Bid Document	:	<b>Rs.590/-</b>
6	e-Tender Processing Fee	:	<b>Rs.1,146/-</b>
7	Period of completion	:	<b>12 Months</b>
8	Last date & Time of <b>on line submission</b> of Eligibility documents & Bid documents		<b>Up to 15.00 Hrs. on 10/09/2019.</b>
9	Last date & Time for submission of EMD and cost of bid document in sealed envelope in Division office. <b>(OFF LINE)</b>		<b>Up to 15.00 Hrs. on 10/09/2019.</b>
10	Time & date of opening of sealed envelope containing EMD and cost of Bid document of intending bidders in Division office. <b>(Off Line)</b>		<b>At 15.30 Hrs On 10/09/2019.</b>
11	Time & Date of Opening of the Bid- <b>ON LINE ONLY</b>		<b>At 16.00 Hrs On 10/09/2019.</b>

**A. ELIGIBILITY CONDITIONS:**

The Contractors satisfying the following conditions:

1. Average annual turnover during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be at least 30% of the estimated cost put to tender.

AND

- 1.1. The manufacturer/ authorized dealer/ OEM of any of the makes of major equipment including in the NIT. The letter of authorization from manufacturer in original/ photocopy attested by BSNL Executive will be submitted.

OR

- 1.2. Experience of having successfully completed similar works in BSNL during last 7 years ending last day of month previous to the one in which applications are invited, should be either of the following :
- Three similar successfully completed works costing not less than the amount equal to 40% of the estimated cost put to tender.  
OR
  - Two similar successfully completed works costing not less than the amount equal to 60% of the estimated cost put to tender.  
OR
  - One similar successfully completed work costing not less than the amount equal to 80% of the estimated cost put to tender.  
OR
- 1.3. BSNL enlisted contractors in electrical category of respective class as per their tendering limits.

Similar works indicate, comprehensive annual maintenance of precision type package units.

**B. IMPORTANT NOTES:**

1. Self attested documentary proof of satisfying the eligibility conditions as per "A" above shall be submitted.
2. The contractor should submit and confirm self attested Chartered Accountant certificate in respect of turnover and other registration certificate ie., Enlistment in BSNL etc as applicable.
3. The contractor shall submit and confirm his permanent account number (PAN) issued by income Tax Department.
4. The Tenderer should submit the valid GST registration certificate as per GST Law (SGST/ CGST/ IGST as applicable).
5. EPF registration certificate & ESI registration certificate.
6. The intending tenderer shall furnish the cost of Tender document in the form of Demand draft/ Pay Order of a Scheduled Bank or Nationalized Bank/ State Bank guaranteed by Reserve Bank of India. The DD/ PO for Rs 590/- (Inclusive of GST), which is non-refundable, shall be drawn in favour of "Accounts officer (cash), Main, BSNL, Hyderabad".
7. The intending tenderer shall pay E-Tender Processing Fee – **Rs.1,146/-** (inclusive of GST) to M/s ITI Limited through ON-LINE payment facility available at website [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL).
8. Earnest Money amounting to **Rs.38,848/-** in the form of demand draft/ FDR/ BG/ CDR of a nationalized/ scheduled bank guaranteed by the Reserve Bank of India, drawn in favour of "Accounts officer, Main, BSNL, Hyderabad" must accompany each tender. The Validity period of EMD is 120 days, from the date of opening of tender.
9. The EMD of all the unsuccessful tenderers shall be released on issue of award letter to the successful tenderer. This shall be done within one week of award letter.
10. Exemption from payment of earnest money and security deposit by any other unit/

department shall not hold good for BSNL.

11. The EMD of the successful tender will be returned to the contractor without interest only after submission of performance guarantee. The successful tenderer has to extend the validity of EMD as per BSNL requirements.
12. The Bid documents consisting of the detailed plans, complete specifications, the schedule of quantities of the various classes of works to be done and the set of conditions of contract to be complied with and other necessary documents, can be seen and downloaded from website [www.ap.bsnl.co.in](http://www.ap.bsnl.co.in) and [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL). **However for quoting the e-Tender visit [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL).**
13. The bidding process will be accepted only through e-Tendering platform. As tenders are invited through e-Tendering process, physical copy of the **tender** document would **not be available for sale**. Contractor can upload documents in the form of JPG format, PDF format and any other format as permissible by the e- tendering portal.
14. General conditions of contract for works in BHARAT SANCHAR NIGAM LIMITED (BSNL EW-8) are available on BSNL website <http://www.ap.bsnl.co.in> as well as in the Division Office.
15. For e-Tendering, BSNL has engaged e-portal maintained by M/S ITI, New Delhi. The agency intending to participate in tendering process shall have to register with <http://www.tenderwizard.com/BSNL>, New Delhi. For details kindly visit website <http://www.tenderwizard.com/BSNL> or contact for local assistance Mr Praveen 7658971318. Mr. Santosh.S Mob No.9972731213, email IDs: [twhelpdesk694@gnauk.com](mailto:twhelpdesk694@gnauk.com)., [twhelpdesk755@gmail.com](mailto:twhelpdesk755@gmail.com).
16. The intending bidders must have Class-III digital signature to submit the bid.
17. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheet.
18. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in yellow colour and moment rate is entered, it turns green. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" {Zero}.
19. Before e- tendering, the contractor shall inspect the site and fully acquaint himself about the condition with regard to accessibility of site and site nature and the extend of grounds, working condition, including stocking of materials, installation of T&P etc., and conditions affecting accommodation and movement of labour etc., required for the satisfactory execution of the contract. No claim whatsoever on such account shall be entertained by the BSNL in any circumstances.
20. The Bid can only be submitted after uploading the following scanned documents (all documents shall be self attested) : -
  - a) Documentary proof of satisfying eligibility conditions as above.
  - b) Copy of PAN card, valid GST registration, CA certificate for turnover, EPF Registration certificate (if applicable), ESI registration Certificate (if applicable).

- c) Demand draft of cost of tender documents.
  - d) EMD in prescribed form.
  - e) Compliance Statement (Annexure-VII), Undertaking to abide by EW6 and EW 8 (Annexure-VI), No near relative working certificate (Annexure - III), Undertaking regarding EPF Provisions (Annexure-IV), undertaking regarding ESI Provisions (annexure-V)
  - f) Tender submission format.
21. The contractor shall submit the DD for cost of Bid documents and EMD in the prescribed form, in a sealed envelope with mention of Name of work, date & time of opening of bids in a sealed bid box in the office of Executive Engineer (Electrical), BSNL Electrical Division-II, Hyderabad up to 3.00PM on 08/03/2019 and shall be opened on the same day at 3.30 PM in presence of AO, SDE [E-P] and contractors present.
22. Online bid documents submitted by intending bidders shall be opened only of those bidders, whose Earnest Money Deposit, Cost of Bid Document placed in the envelope are found in order. Also the scanned uploaded eligibility conditions of bidders meet the criteria.
23. After submission of the bid online the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
24. While submitting the revised bid, contractor can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.
25. The bid submitted shall become invalid and cost of bid & e-tender processing fees shall not be refunded if:
- (i) The bidder is found ineligible.
  - (ii) The bidder does not upload all the documents as per above.
26. **Performance Guarantee (PG):** The contractor is required to furnish performance guarantee for an amount equal to 5% of the contract value in the form of bank guarantee/ CDR/ FDR/ DD (of a nationalized/ Scheduled Bank in a standard format) **within two weeks** from the date of issue of award letter. This period can be further extended by the Engineer-in-charge up to a maximum period of 2 weeks on written request of Contractor. The validity period of the performance security in the form of performance bank guarantee shall be one year from the date of actual completion of work.
27. **Security Deposit:** In addition to the performance guarantee stated above, a sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum be deducted with the sum already deposited as earnest money, will amount to security deposit of 5% of the tender value of the work.
28. The acceptance of tender will rest with the SE(E) BSNL Hyderabad who does not bind himself to accept the lowest tender or any other tender & reserves to himself the Authority to reject lowest or all the tenders received without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected. Tenders with any condition including that of conditional

rebates shall be rejected forthwith summarily.

29. Canvassing in connection with tender is strictly prohibited & the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
30. The BSNL reserves itself the right of accepting the whole or any part of the tender & the tenderer shall be bound to perform the same at the rates quoted.
31. The tenderer should give a certificate that none of his/ her relative is employed in BSNL units. In case of proprietorship firm, certificate will be given by the proprietor & for partnership firm certificate will be given by all the Directors of the company.
32. Near relatives of all BSNL employees either directly recruited or on deputation are prohibited from participation in tenders and execution of works in the different units of BSNL. The near relatives for this purpose are defined as:
  - a) Members of a Hindu Undivided family.
  - b) They are husband and wife.
  - c) The one is related to the other in the manner as father, mother, son(s) & son' wife (daughter-in-law), Daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) & sister's husband (brother -in-law).
33. The company or firm or any other person is not permitted to tender for works in BSNL Unit in which his near relative (s) is (are) posted. The unit is defined as SSA/ Circle/ Chief Engineer/ Chief Archt./ Corporate office for non executive employees and all SSA in a circle including circle office/ Chief Eng./ Chief Archt./ Corporate office for executive employees (including those called as Gazetted officers at present). The tenderer should give a certificate that none of his/ her such near relative is working in the units as defined above where he is going to apply for tender/ work, for proprietorship, partnership firms & limited company certificate shall be given by the authorized signatory of the firm. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/ performance guarantee will be forfeited at any stage whenever it is so noticed. BSNL will not pay any damages to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.
34. No employee in BSNL/ Govt. of India is allowed to work as a contractor for a period of two years of his retirement from service without the prior permission. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission as aforesaid before submission of tender and engagement in the contractor's service.
35. The tender for the works shall not be witnessed by the contractor who himself/ themselves has/ have tendered or who may and has/ have tender for the same work. Failure to observe this condition would render tenders of the contractors tendering as witnessing the tender is/ are liable for summarily rejection.
36. It will be obligatory on the part of the tenderer to sign each page of the Schedule of work and the tender documents for all the component parts and after the work is awarded he will have to enter into a separate agreement with the officer concerned.

37. Any tender not submitted in proper manner or not as per the directions of ONLINE submission, BSNL will be at liberty to take such action as it may deem fit without any reference to the tenderer.
38. The tenders for the work shall remain open for acceptance for a period of 90 days from the date of opening of the tenders. If any tenderer withdraws his tender before the said period or makes any modification in the terms and conditions of the tender which is not acceptable to the BSNL shall, without prejudice to any other right of remedy be at liberty to forfeit 50% (fifty percent only) of the said earnest money absolutely.
39. Extension of validity: In case, where the letter of award of work cannot be placed within the validity period of the tender, the BSNL can request all tenderers to extend the validity of their respective tenders and the Earnest Money deposit by a reasonable period. In such cases, extension of validity of Earnest Money deposit by 30 days beyond the extended validity date of tender should also be asked for. While BSNL can make the request for extension, the tenderer is free to either extend the validity or refuse the request to extend the validity.
40. The contractor should read the tender documents carefully before submitting the tender. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
41. Conditional tenders or tender with conditional rebates shall be summarily rejected.
42. Agreement shall be drawn with the successful Tenderer on prescribed Form No. **BSNL EW-6/8**, which is available on BSNL website <http://www.ap.bsnl.co.in>. Tenderer shall quote his rates as per various terms and conditions of the said form.
43. In case the eligibility credentials are found to be fake or falsified at any stage i.e. before award of work or during execution of the work or after completion of the work, the contractor will be debarred from tendering in BSNL for three years including any other action under the contract or existing law.
44. This Notice Inviting Tender shall form part of the Contract document. The successful tenderer/ contractor on acceptance of his tender by the accepting authority shall within 15 days from the stipulated date of start of the work, formally sign the contract consisting of:
  - a) The Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, if any, forming part of the tender and as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto
  - b) Standard EW-8 form.
45. EPF PROVISIONS: The agency has to comply with the provision of EPF and miscellaneous provisions Act - 1952 and employees Provident Fund scheme-1952 as amended up to date in respect of labours/employees engaged by them for this work. Any consequences arising due to non-complying of provisions as specified above shall be of the sole responsibility of the firm only. The agency shall give an undertaking to this effect as per the prescribed



proforma (Annexure IV ).

46. The site for the work shall be made available in parts.
47. If any terms and conditions mentioned in this NIT document are in contravention to BSNL EW6/EW 8 General Conditions of Contract, the terms and conditions mentioned in this document shall prevail.

Executive Engineer (E)  
For and on behalf of BSNL

Lr.No. 24(1)/BEDH-II/2019-20/134

Dt: 28/08/2019

- 1) The Chief Engineer (E), BSNL AP Zone, Hyderabad.
- 2) The Superintending Engineer (E), BSNL Electrical Circle, Hyderabad/Vijayawada.
- 3) The Executive Engineer (E), BSNL, Electrical Div. No.I, Hyd/ Vijayawada, VSP/TPT/WGL/ATP.
- 4) SDE (E) Electrical Sub Division I, II, III & V, Hyderabad.
- 5) All Eligible Contractors.
- 6) SR SS/SDE (EP)/AO/Cashier/Auditor/Notice Board.

Executive Engineer (E)  
BSNL Electrical Division – II  
Hyderabad

### ELIGIBILITY CHECK LIST FOR BIDDERS

**Name of Work:** "Operation & Comprehensive Maintenance of AC Plants in Data Center, OU Campus, Hyderabad, for the year 2018-19. SH: Comprehensive annual maintenance of 20Nos precision AC units-3rd recall"

**NIT No.** 34/BEDH-II/2019-20

Sl. No	DESCRIPTION	Submitted/ Uploaded/ Yes/ No
1	<b>The Firms who fulfil the following requirements shall be eligible to bid and proof shall be submitted. Please refer EW 6.</b>	
	Average annual turnover during the last 3 years, ending 31 <sup>st</sup> March of the previous financial year, should be at least 30% of the estimated cost put to tender.	
	<b>AND</b>	
1.2	The Manufacturer/ authorized dealer/ OEM of any of the makes of major equipment included in the NIT. The letter of authorization from manufacturer in original/ photocopy attested by BSNL Executive will be submitted.	
	<b>OR</b>	
1.3	Experience of having successfully completed similar works <b>in BSNL</b> during last 7 years ending last day of month previous to the one in which applications are invited, should be either of the following :	
	➤ Three similar successfully completed works, costing not less than the amount equal to 40% of the estimated cost put to tender	
	<b>OR</b>	
	➤ Two Similar successfully completed works costing not less than the amount equal to 60% of the estimated cost put to tender.	
	<b>OR</b>	
	➤ One similar successfully completed works , costing not less than the amount equal to 80% of the estimated cost put to tender	
	<b>OR</b>	
1.4	BSNL enlisted contractors in electrical category of respective class as per their tendering limits.	
<b>Note: Copy of Credentials as applicable for proof of eligibility prescribed shall be produced by the firm.</b>		
2.	The intending bidder has to fill all the details such as Banker's name, Demand Draft/Fixed Deposit Receipt /Pay Order/ Banker's Cheque /Bank Guarantee number, amount and date	
	<b>a) E-Tender Processing Fee - Rs.1,146/-</b> (inclusive of GST) shall be paid to M/s ITI Limited through their e-gateway by credit/ debit card, internet banking or RTGS/ NEFT facility through website <b>www.tenderwizard.com/BSNL</b>	
	<b>b) Cost of Bid Document:</b> Demand draft amounting to <b>Rs.590/-</b> (inclusive of GST) drawn in favour of <b>"Accounts officer (cash), Main, BSNL, Hyderabad,"</b> (Demand Draft only)	

	<b>c) EMD</b> -amounting <b>Rs.38,848/-</b> in the prescribed form. Earnest Money should be in the form of demand draft/FDR/ BG (As per format at Annexure-I)/ CDR of a nationalized/scheduled bank guaranteed by the Reserve Bank of India, drawn in favour of "Accounts officer (cash) , Main, BSNL, Hyderabad," must accompany each tender. The Validity period of EMD is 120 days, from the date of opening of tender.	
3.	Self attested Copy of PAN card.	
4.	Self attested Copy of valid GST registration Certificate	
5.	Self attested Copy of CA certificate for turnover.	
6.	Self attested copy of EPF Registration certificate	
7.	Self attested copy of ESI Registration certificate	
8.	The tenderer should give a certificate that none of his/her relative is employed in BSNL units. In case of proprietorship firm, limited company, partnership firm certificate will be given by authorised signatory of the company (Annexure III)	
9.	Duly filled and signed undertaking regarding EPF Provisions (Annexure IV)	
10.	Duly filled and signed undertaking regarding ESI Provisions (Annexure V)	
11.	Duly filled and signed Undertaking and to abide by EW6 and EW 8 (Annexure VI).	
12.	Compliance Statement (Annexure VII)	

**Notes for Submission of Documents:**

- a) The bidder shall have to down load the Tender Documents and again shall upload the documents with Digital Signature before the prescribed date and time. (Ref. Notice Inviting Tenders).
- b) The bidder shall submit the Original documents of DD towards cost of Bid documents and EMD in the prescribed form, in a sealed envelope mentioning Name of work, date & time of opening of bids along with the name and address of the bidder in the Tender box in the office of Executive Engineer (Electrical), BSNL Electrical Division-II, Hyderabad before the prescribed date and time (Ref. Notice Inviting Tenders).
- c) Online bid documents submitted by intending bidders shall be opened only in respect of those bidders, whose Earnest Money Deposit and Cost of Bid Document placed in the envelope are found in order.  
**For any further** query regarding tender uploading/ downloading please contact Mr. Praveen 7655971318, Mr. Santosh.S Mob No.9972731213, email IDs : [twhelpdesk694@gnauk.com](mailto:twhelpdesk694@gnauk.com), [twhelpdesk755@gmail.com](mailto:twhelpdesk755@gmail.com).

Seal of the firm

Signature of the Bidder

### INFORMATION FOR BIDDERS (e-TENDER)

1. For e-Tender hosting purpose, BSNL has engaged e-portal maintained by M/s ITI Ltd. The agency intending to participate in tendering process shall have to register with <https://www.tenderwizard.com/BSNL>.
2. Those Contractors not registered on the website mentioned above, are required to get registered beforehand. The intending bidder can get registered with ITI Ltd. by making online payment of required amount with registration particulars. For details kindly visit website <https://www.tenderwizard.com/BSNL> or contact Executive Engineer.
3. The intending bidder must have valid **class-III digital signature** to submit the bid.
4. The intending bidder should read carefully and understand the tender document, procedure for e- tendering etc. completely before participating in the e-tender procedure. Participation in the e-tendering, presumes that the bidder (s) has/have read all the conditions, Special Conditions of the contract, Schedule of quantity etc. and agree/abide by them. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
5. The bid document consisting of BSNL EW 6, Specifications, Schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be compiled with and other necessary documents can be seen and downloaded from [www.tenderwizard.com/BSNL](http://www.tenderwizard.com/BSNL) or [www.ap.bsnl.co.in](http://www.ap.bsnl.co.in) free of cost.
6. The bid can only be submitted after uploading the mandatory scanned documents as per NIT
7. Information and instructions for bidders posted on website shall form part of bid document.
8. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
9. Contractor can upload documents in the form of JPG format and PDF format.
10. Certificate of Financial Turnover: At the time of submission of bid, contractor may upload Affidavit/ Certificate from Chartered Accountant mentioning Financial Turnover of last 3 years or for the period as specified in the bid document and further details if required may be asked from the contractor after opening of technical bids. There is no need to upload entire voluminous balance sheet.
11. Contractor must ensure to quote rate of each item. If any cell is left blank the same shall be treated as "0" (ZERO).
12. The intending bidder should see all the conditions of contract uploaded in the website including Corrigendum if any, till the last date of submission of bid.
13. BSNL reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

## **INSTRUCTIONS FOR BIDDERS (e-TENDER)**

### **GENERAL**

Submission of Tender through online process is mandatory for this e-Tender. E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. For conducting electronic tendering, BSNL Electrical Zone has decided to use the portal <https://www.tenderwizard.com> through M/s ITI, a Government of India Undertaking. It supports all activities of tendering based on proactive work flow concept. Fine details of tendering like vendors registration, tender announcement and corrigendum, tender form processing, opening, negotiation and tender awarding are supported in a real time interactive environment.

For participating in this tender online, the following instructions need to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the e-Tender.

### **I. TENDER BIDDING METHODOLOGY:**

Electronically Sealed Bid System –Single Stage - Two Envelopes Electronic bid system. In this case of two electronically sealed envelopes bid system, the Eligibility document as per NIT [Cover I] & Price Bid [Cover II] shall be submitted by the bidder at the same time.

### **II. BROAD OUTLINE OF ACTIVITIES FROM BIDDERS PROSPECTIVE:**

- a) Procure a Digital Signing Certificate (DSC)
- b) Register on Tender Wizard site of M/s ITI (e-Tender)
- c) Create Users and assign roles on e-Tender
- d) View Notice Inviting Tender (NIT) on e-Tender
- e) Download Official Copy of Tender Documents from e-Tender
- f) Clarification to Tender Documents on e-Tender
- g) Query to BSNL (Optional)
- h) View response to queries posted by BSNL, as addenda.
- i) Bid-Submission on e-Tender
- j) Attend Public Online Tender Opening Event (TOE) on e-Tender Opening
- k) View/Post-TOE Clarification posted by BSNL on e-Tender (Optional)- Respond to BSNL's Post-TOE queries

### **III. DIGITAL CERTIFICATES:**

For integrity of data and its authenticity/ non-repudiation of electronic records, and be compliant with IT Act 2000, it is necessary for each user to have a Digital Certificate (DC). also referred to as Digital Signature Certificate (DSC), **of Class 3**, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA) [refer <http://www.cca.gov.in>].

### **IV. REGISTRATION:**

To use the Electronic portal (<https://www.tenderwizard.com>), vendor needs to register on the portal (if not registered earlier). Registration of each organization is to be done by one of its senior persons who will be the main person coordinating for the e-tendering activities. In e-TENDER terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/ portal (<https://www.tenderwizard.com>), and click on the "Supplier Organization" link under "Registration" (on the Home Page), and follow further instructions as given on the site.

#### **V. BID RELATED INFORMATION FOR THIS TENDER (SEALED BID)**

The entire bid-submission would be online on e-TENDER. Broad outline of submissions are as follows:

- Submission of Cost of Bid Documents, EMD, Processing Fee and Eligibility documents as per NIT (Envelope-I)
- Submission of digitally signed copy of Tender Documents/ Addendum/addenda. (Envelope-II)

#### **VI. OFFLINE SUBMISSIONS:**

The contractor shall submit the DD for cost of Bid documents, EMD in the prescribed form, acknowledgment of online payment of e tender processing fee and eligibility documents as per NIT in a sealed envelope mentioning of Name of work, date & time of opening of bids in the tender box available in the office of Executive Engineer (Electrical), BSNL Electrical Division-II, Hyderabad before the prescribed date & time as notified and same shall be opened in presence of AO, SDE [E-P] and contractors present (Ref EW6).

#### **VII. PUBLIC ONLINE TENDER OPENING EVENT (TOE):**

E-Tender offers a unique facility for "Public Online Tender Opening Event (TOE)". Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e., Supplier organization) duly authorized are requested to carry a Laptop and Wireless Connectivity to Internet.

The following **key instructions** for BIDDERS must be assiduously adhered to:

- 1) Obtain individual Digital Signing Certificate (DSC or DC) well in advance of your first tender submission deadline on M/s ITI E-tender Site.
- 2) Register your organization on M/s ITI e-tender site well in advance of your first tender submission deadline on M/s ITI e-tender Site.
- 3) Get your organization's concerned executives trained on M/s ITI e-tender Site well in advance of your first tender submission deadline on M/s ITI e-tender Site
- 4) Submit your tender well in advance of tender submission deadline on M/s ITI e-tender site as there could be last minute problems due to internet timeout, breakdown, etc., While the first three instructions mentioned above are especially relevant to first-time users of M/s ITI e-tender Site, the fourth instruction is relevant at all times.
- 5) Vendors are requested to contact ITI Officers for any information regarding e-tendering / training. Contact Details of M/s ITI, officers is as given below:

**Mr. Santosh.S Mob No.9972731213, Mr Praveen 7658971318, email ID [twhelpdesk694@gmail.com](mailto:twhelpdesk694@gmail.com), [twhelpdesk755@gmail.com](mailto:twhelpdesk755@gmail.com) .**

**Tender for the work of :- Operation & Comprehensive Maintenance of AC Plants in Data Center, OU Campus, Hyderabad, for the year 2018-19. SH: Comprehensive annual maintenance of 20Nos precision AC units-3rd recall**

**Name of Contractor/firm:.....**

**UNDERTAKING**

1. I/ We have read and examined the notice inviting tender, schedule, specifications applicable, Drawings & 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 document for the work.
2. I/ We hereby tender for the execution of the work specified for BSNL within the time specified, as per the schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions and other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.
3. I / We agree to keep the tender open for ninety (90) days from the due date of submission thereof and not to make any modifications in its terms and conditions.
4. A sum of **Rs.38,848/-** is hereby forwarded in the form of Deposit at call receipt/ FDR/ Bank guarantee of a Nationalized/ Scheduled Bank as earnest money. If I/ We, fail to commence the work specified I/ We agree that the said BSNL shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely and the same may at the option of the competent authority on behalf of BSNL be recovered without prejudice to any other right or remedy available in law out of the deposit in so far as the same may extend in terms of the said bond and in the event of deficiency out of any other money due to me/us under this contract or otherwise.
5. Should this tender be accepted, I/ We agree to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered upto maximum of percentage mentioned in clause 12.3 of the tender form and those in excess of that limit at rates to be determined in accordance with provisions contained in clause 12.2.
6. I / we agree to furnish to BSNL Deposit at call receipt / FDR / Bank guarantee of a Nationalized / Scheduled Bank for an **amount equal to 5% of the contract value in** a standard format within two weeks from the date of issue of letter of Acceptance. I / We agree to keep the Performance Bank Guarantee validity as per relevant clause of Notice Inviting Tenders.
7. I / We hereby declare that I/We shall treat the tender documents drawings and other records Connected with the work as secret / confidential documents and shall not communicate information / derived there from to any person other than to whom I / We am / are authorised to communicate the same or use the information in any manner prejudicial to the safety or interest of BSNL.

**Signature of Witness**

(Required in case thumb impression is given by the contractor in place of signature )  
(Name & Postal address)

**Signature of contractor**

(Seal of Contractor)

**Occupation of Witness**

Date:

**ACCEPTANCE**

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of BSNL for a sum of Rs. \_\_\_\_\_  
\_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_)

The letters referred to below shall form part of this contract Agreement.

- a)
- b)
- c)

For & on behalf of **BSNL**  
Signature



## **GENERAL CONDITIONS**

### **1. Scope of maintenance:**

Scope of comprehensive annual maintenance of precision type AC plants at Data Center includes preventive maintenance and breakdown maintenance (if need be) including carrying out the activities as per the schedule indicated in the contract document for keeping the system in the healthy condition, repairing/ replacing the components required with the same or superior make for bringing the equipment to healthy condition. The make of replacement parts shall have to be approved by Engineer-in-charge if it is not same as that of faulty parts.

### **2. Methodology:**

It is presumed that contractor shall undertake the stated responsibilities only through qualified and experienced persons. For preventive and break down maintenance highly skilled persons shall be deployed based on frequency stated in document and as per the requirement to bring system to healthy condition with minimum equipment downtime. It is the responsibility of the agency to attend the complaints within the time frame specified.

### **3. Tools and plants:**

All tools and plants required for carrying out various tasks relevant to maintenance have to be arranged by agency at its own cost.

### **4. General:**

- a) The workers engaged by firm should maintain proper discipline and good behaviour with occupants.
- b) Any damage to the installation(s)/ building during the maintenance period due to the carelessness on the part of maintenance staff shall be the responsibility of firm & be replaced/ rectified without any extra cost.
- c) Any accident or damage during maintenance/ operation will be the responsibility of the agency and the BSNL will not entertain any claim, compensation, penalty etc. on this account or on account of non observation of any other requirement of law relevant to his work.
- d) Agency has to observe all the labour rules and regulations in force and indemnify BSNL against any claims whatsoever, either from this clause or any other clause in the contract.
- e) Dismantled materials shall be returned to the BSNL except those items for which the replacement is supplied by the agency.
- f) The BSNL reserves the right to carry out any work at the risk and cost of the agency, if the agency fails to perform any duty as per the contract.
- g) The tenderer must obtain himself at his own expense all the information necessary for the purpose of tendering.
- h) The contractor or his representative should Inspect the site and acquaint him-self with all the local conditions, means of access to work and nature of work etc., No claims shall be entertained on these accounts.
- i) The contractor shall not sublet the work or part thereof. However, services of specialized agencies for specific work must be obtained e.g. servicing of EA sets must be got done thorough authorized service dealers only. Regular servicing and maintenance of ACBs / HT panel/ Transformers/ relays etc., shall be carried out through the specialized firms/ persons only or by firms having required and sufficient experience to handle and service these items. Credentials of the firms may be furnished for verification.

- j) The BSNL reserves the right to terminate the contract by giving show cause notice of one-month duration at any time during the currency of the contract without assigning any reason.
- k) The BSNL reserves the right to extend the contract for a maximum period of six months at the same rate and conditions.
- l) Firm should have round the clock contact telephone number and mobile phone number. In case of Emergency contractor and authorized engineer/ supervisor shall be available at site on short notice from engineer-in-charge or his authorized representative and make all efforts to make the situation normal at the earliest.
- m) A complaint book as per the proforma indicated shall be kept up to date at site by the firm and the same shall be available for checking and verification.
- n) After the contract period is over the installation has to be duly handed over to the BSNL. The contractor shall be responsible for any discrepancies vis-à-vis, the status of installation at the start of work plus any modification carried out during the currency of the contract.
- o) Any defects, shortcoming in the installation brought to the notice of the BSNL within the first 15 days of taking over the maintenance by the vendor shall be the responsibility of the BSNL.
- p) BSNL will not be responsible for any lapse on the part of the Contractor in enforcing of provisions of any Labour Acts/ Laws, viz., Payment of Wages Act, 1936, Employees Provident Fund & Miscellaneous Provisions Act 1952, Minimum Wages Act 1948, Contract Labour (R&A) Act 1970, Employer's Liability Act 1938, Workmen Compensation Act 1923, Industrial Disputes Act 1947, Employess State Insurance Act 1948, Child Labour (P&R) Act 1986, Maternity Benefit Act 1961, Payment of Bonus Act, 1965 or any other law relating thereto and rules made there under from time to time in respect of any person employed by it in carrying out the contract. It will be the contractor's responsibility to abide by all Statutory Laws/ Regulations applicable to the contract labour engaged by him on the Contract Work. It is expressly understood that the manpower deployed by the contractor are not on the rolls of BSNL and no legal relationship of whatsoever subsists between BSNL and such personnel employed by the contractor.
- q) Firm is responsible to keep workable spares and consumables for due performance of the contract. For critical spare parts firm shall have arrangement with dealers for prompt supply. List of Critical spares to be maintained at site is to be identified jointly by the Executive-in-Charge and the Firm.
- r) Any material used/ replaced by the Firm for the work shall have same specification. Alternate Make shall be allowed only after prior approval of the Engineer in charge.

## **5. Earnest Money**

### **Value**

The amount of earnest money to be deposited with each tender is 2% of the estimated cost put to the tender subject to a maximum of Rs. 2 crores. Earnest money will be acceptable in the form of CDR/ FDR/ DD/ BG.

### **Validity Period**

The validity period of the Earnest Money Deposit is kept 30 days beyond the tender validity e.g. 90 +30 = 120 days, since the tender validity period is 90 days.

### **Extension of Validity**

In case, where the letter of award of work cannot be placed within the validity period of the tender, the BSNL can request all tenderers to extend the validity of their respective tenders and the Earnest Money deposit by a reasonable period. In such cases, extension of validity of Earnest Money deposit by 30 days beyond the extended validity date of tender should also be asked for. While BSNL can make the request for extension, the tenderer is free to either extend the validity or refuse the request to extend the Validity.

### **Release of Earnest Money deposit**

The EMD of all the unsuccessful tenderers shall be released on issue of award letter to the successful tenderer. This shall be done within one week of award letter.

- 6. Performance Guarantee :** The contractor is required to furnish performance guarantee for an amount equal to 5% of the contract value in the form of bank guarantee (of a Nationalized/ Scheduled Bank in a standard format)/ CDR/ FDR/ DD within two weeks from the date of issue of award letter. The validity period of the performance security in the form of performance bank guarantee shall be one year from the date of actual completion of work.
- 7. Security Deposit:** In addition to performance guarantee stated above, a sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum along with the sum already deposited as earnest money, will amount to security deposit of 5% of the tendered value of the work.
- 8. Increase/ Decrease of tendered quantity**  
BSNL will have the right to increase or decrease up to 50% of the quantity of goods and services specified in the schedule of items without any change in the unit price or other terms and conditions at the time of award of contract. In exceptional and unavoidable cases BSNL can increase the quantity of goods and services beyond 50 % of the tendered quantity without any change in tendered and accepted unit price and also other terms and conditions as applicable at the time of award of contract.  
**Note:** The above item is applicable only in case of supply contracts items but not for comprehensive Mtce contracts.

### **9. Completion of work**

The contract period for this work is 12 (twelve) months and the same shall be completed by covering all aspects as mentioned in the "SERVICING SCHEDULE".

### **10. Extension of time**

If the contractor shall desire an extension of time for completion of any pending repair work prior to handing over the site / sites to the new firm / contractor or back to BSNL on the grounds of his having been unavoidably hindered in its execution or on any other ground, he shall apply in writing to the Engineer – in –charge within 10 days of intimation to handover the site giving reasons on account of which he desires such extension as aforesaid, and the Engineer – in – charge shall, if in his opinion reasonable grounds to be shown therefore, authorize such provisional extension of time, if any, as in his opinion be necessary or proper.

### **11. Compensation for delay.**

If the contractor fails to maintain the required progress or complete the work and clear the site on or before the contract or extended date of completion, he has to pay the compensation for delay which is limited to 0.5% per week of work order value for the first

10 weeks and 0.7 % per week for next 10 weeks and thereafter subject to a maximum of 12% of the work order value for the location where the work is delayed and the firm is found responsible for the same. Flow chart of the procurement process / contract shall be supplied by the contractor and approved by Executive Engineer concerned.

## **12. Terms of Payment:**

Quarterly payment shall be made after completion of maintenance period. With each bill, certificate from the contractor that maintenance has been carried out properly and testing etc., required during the period have been performed. This certificate has to be countersigned by SDE(E)/ JTO(E) .

### **Note:**

- i.** In case of unsatisfactory performance during this period 10 (Ten) percent penalty of the Bill amount shall be imposed and any deficiency in labour or performance of maintenance/ repair work shall be penalized. Decision of engineer-in-charge shall be final and binding.
- ii.** In case of a major accident/ loss on account of negligence on the part of the contractor, the engineer-in-charge may cause the same to be made good by other workmen & deduct the expense from any sums that may be due, or at any time thereafter may become due to the contractor, or from performance guarantee & security deposit or the proceeds of sale thereof or of a sufficient portion thereof. The performance guarantee & security deposit of the contractor shall not be refunded before the expiry of twelve months after the issue of the certificate final or otherwise, of completion of work, or till the final bill has been prepared and passed whichever is later.
- iii.** In case of breakdown calls, if agency fails to send/ arrange people within 24 hrs, then department is at liberty to attend to breakdown and the expenditure incurred will be deducted from the bills due to the agency.

**13. Period of Contract:** One year from the date of award letter and extendable by 6 (Six) months under the same terms and conditions.

**14.** The Department reserves the right to accept the quantities in full or in parts.

- a) Tendered rates inclusive of taxes and levies payable under the respective statutes. However, pursuant to the Constitution (Forty Six Amendment) Act 1982, if any further tax or levy is imposed by the Statute after the date of receipt of tenders and the contractor(s) thereupon necessarily and properly pays taxes or levies the contractor(s) shall be reimbursed the amount also paid provided such payment if any is not in the opinion of SE (whose decision shall be final and binding) attributable to delay in execution of work within the control of the contractor(s).
- b) The contractor(s) shall keep necessary books of accounts and other documents for the purpose of this condition as may be necessary and shall allow inspection of the same by a duly authorized representative of Government and shall furnish such other information/documents as the Engineer-in-charge may require.
- c) The contractor(s) shall within a period of 30 days of imposition of any further tax or levy pursuant to the Constitution (Forty Six Amendment) Act 1982 give a written notice thereof to the Engineer-in-charge that the same is given pursuant to this condition together with all necessary information relating thereto.

## 15. Tax and Duties

The bidder shall give the total composite price inclusive of all Central and State's Levies & Taxes i.e. GST (applicable CGST/ SGST/ IGST) material, labour etc., except octroi/ Entry Taxes. Octroi/ Entry Taxes will be paid extra, as per actuals, wherever applicable on production of proof of payment/ relevant invoices/ documents.

The price approved by BSNL for procurement will be inclusive of levies and taxes, Packing, Forwarding, Freight and Insurance etc. except octroi / Entry Taxes.

- (a) The total composite price shall comprise of unit price and all other components of price need to be individually indicated/ quoted against the goods/ material/ service, it proposes to supply under the contract in the following manner:
  - (i) The Basic Unit price (Ex-Factory Price) of the goods/ services/ materials, GST payable by the supplier shall be quoted separately.
  - (ii) The liability to pay all taxes, levies etc. shall be of contractor and BSNL will not entertain any claim whatsoever in this respect.
- (b) Input Tax credit to BSNL:
  - (i) The firm shall furnish correct HSN/ SAC codes in GST challans/ invoices for availing Input Tax credit by BSNL
  - (ii) Vendors should furnish the correct taxes and cess under GST tariff head in the price Schedule. If the input tax credit for the Duties and Taxes under GST ACT 2017 is found to be not admissible at any stage subsequently owing to wrong furnishing of tariff Head, then the vendors will be liable to refund such non-admissible amount, if already paid along with penalty if charged by the concerned authority.
  - (iii) In case where the input tax credit is not offered by the vendor as per the quotes indicated in the price schedules and subsequently at any stage it is found that input tax credit is admissible as per GST ACT 2017 then the vendors will be liable to refund the amount equivalent to such Duties & Taxes if already paid to them. However the purchaser may allow the supplier to submit necessary documents in this regard which may enable the purchaser to avail the input tax credit provided such credit is still available for the amount so paid as per GST ACT 2017.
  - (iv) The purchaser reserves the right to ask the bidders to submit documentary proof confirming the correct Tariff Head from the GST authority where the tariff head furnished against the particular tendered item by different bidders differs from each other or the same is found apparently not furnished in accordance with GST ACT.
  - (v) If the supplier fails to furnish necessary supporting documents for input tax credit the amount pertaining to such duties/taxes will be deducted from the payment due to the firm.
  - (vi) Invoice should clearly indicate name, address and GSTIN of the supplier, date, name address and GSTIN of the recipient, Place of supply along with name of state, HSN code of Goods or Service Accounting code (SAC), breakup details of composite price i.e. basic unit price (Ex-Factory price) of the goods/ services/ materials, etc., rate of GST such as CGST/ SGST/ IGST or any other duties and taxes.
  - (vii) In case of any statutory variation in regard to Input tax credits ,within the currency of individual agreement including extension of time period, the same shall be admissible as per actual Input tax credits only, subject to the condition that the reason for such extension of time period is not attributable to the agency.

**16. Evaluation of bids:**

The evaluation and comparison of responsive bids shall be done on the basis of net cost to BSNL on the prices of all items included in schedule of work offered inclusive of packing, forwarding, freight and insurance charges but excluding Input tax credit/ GST.

**17. Miscellaneous:**

The firm must meet all statutory obligations towards the labours employed at its own cost.

**18. Participation of near relatives of BSNL Employees in the tenders.**

The Contractor shall not be permitted to tender for works in telecom circle of BSNL in which his near relative (s) (directly recruited or on deputation in BSNL) is/are posted in any capacity either non-executive or executive employee in that Circle. Any breach of this condition by any contractor would be sufficient to debar from enlistment.

The certificate shall be given by the proprietor in respect of proprietorship firm, by all the partners in respect of partnership firm and in respect of a limited company by all directors of the company. Govt. of India/ Financial Institutions nominees and independent non-official part time Directors appointed by Govt. of India or the Governor of the State and full time Directors of PSUs both State and Central are excluded from the purview of the above provisions

**19. TERMINATION OF CONTRACT ON DEATH OF CONTRACTOR:**

Without prejudice of any of the rights or remedies under this contract, if the contractor dies, the Engineer in charge on behalf of the BNSL shall have the option of terminating the contract and the agreement will be closed immediately, the due payments will be issued to the legal heirs of the agency after producing the proof of the same along with death certificate of the agency.

**20. INDULGING OF CONTRACTOR IN CRIMINAL/ ANTISOCIAL ACTIVITIES AND CASES UNDER INVESTIGATION/CHARGE SHEETED BY CBI OR ANY OTHER GOVERNMENT AGENCIES ETC.:**

If the CBI/ Independent External Monitor (IEM)/Income tax/ Sales Tax/ Central Exercise/ Custom Departments recommends such a course-Action will be taken as per the directions of CBI or concerned department.

**21. VARIATION IN GST:**

In case of any statutory variation in regard to Input tax credit, within the currency of individual agreement including extension of time period, the same shall be admissible as per actual Input tax credit only, subject to the condition that the reason for such extension of time period is not attributable to the agency.

**DETAILS TO BE SUPPLIED BEFORE STARTING OF WORK:**

1	Name of the Agency (With Office address)	:	
2	Name of Proprietor/partners	:	
3	Telephone No.(s) of the firm	:	
4	Name & address of the Supervisor	:	
5	24 Hours contact No.	:	
6	Particulars of the Licence/ Registration	:	

**COMPLAINT REGISTER**

Sr. No.	Date of complaint	Time of complaint	complaint	Location	Time & Date of attending complaint	Cause of fault	Material used	Signature of complainant

### PROFORMA OF SCHEDULES

#### **SCHEDULE 'A'**

Schedule of quantities: Appended from page **27 to 28**

#### **SCHEDULE 'B'**

Schedule of materials to be issued to the contractor.

Sr. No.	Description of item	Quantity	Rates in figures and words at which the material will be charged to the contractor	Place of Issue
1	2	3	4	5
NIL				

#### **SCHEDULE 'C'**

Tools and plants to be hired to the contractor

Sr. No.	Description of item	Hire charges per day	Place of Issue
1	2	3	4
NIL			

#### **SCHEDULE 'D'**

Extra schedule for specific requirements/ document for the work, if any.

- I. INFORMATION FOR BIDDERS (e-TENDER): Appended from **page 11.**
- II. INSTRUCTIONS FOR BIDDERS (e-TENDER): Appended from **page12.**
- III. Model form of bank guarantee: Appended from **Page 42**

<b><u>SCHEDULE 'E'</u></b> Reference to General Conditions of contract.	BSNL EW8 amended up to date (taxes mentioned in the EW8 may be read in conjunction with the GST-2017 rules)
Name of work:	Operation & Comprehensive Maintenance of AC Plants in Data Center, OU Campus, Hyderabad, for the year 2018-19. SH: Comprehensive annual maintenance of 20Nos precision AC units-3rd recall
Estimated cost of work:	<b>Rs.19,42,398/-</b>
i) Earnest money :	<b>Rs. 38,848/-</b>
ii) Performance Guarantee :	5% of tendered value of work.
iii) Security Deposit :	5 % of the tendered value of the work.
<b><u>SCHEDULE 'F'</u></b> GENERAL RULES and DIRECTIONS:	
<b>Definitions:</b>	See below
2(v) Engineer-in-Charge	Executive Engineer (E) – BSNL Electrical Division- II, Hyderabad.
2(vi) Accepting Authority	Superintending Engineer (E), BSNL Electrical Zone, Hyderabad.
2(x) Percentage on cost of materials and labour to cover all overheads and profits.	10%



<b>Clause 1</b> i) Time allowed for submission of Performance Guarantee from the date of issue of letter of acceptance, in days ii) Maximum allowable extension beyond the period provided in I) above in days	15 Days (As per Tender)
<b>Clause 2</b> Authority for fixing compensation under Clause 2.	Superintending Engineer (E), BSNL Electrical Zone, Hyderabad.
<b>Clause 5</b> Number of days from the date of issue of award letter of acceptance for reckoning date of start Milestone(s) as per table given below:-	<b>10 days</b>

<b>Table of Mile Stone(s)</b>			
Sl. No.	Description of Milestone (Physical)	Time allowed in days (from date of start)	Amount to be with-held in case of non achievement of milestone
1	<b>Not Applicable</b>		
2			
<b>OR</b>			
Sl. No.	Financial Progress	Time allowed (from date of start)	Amount to be with-held in case of non achievement of milestone
1	1/8 <sup>th</sup> (of whole work)	1/8 <sup>th</sup> (of whole work)	<b>Not Applicable</b>
2	3/8 <sup>th</sup> (of whole work)	1/2 (of whole work)	
3	3/4 <sup>th</sup> (of whole work)	3/4 <sup>th</sup> (of whole work)	
4	Full	Full	
Time allowed for execution of work. Authority to give fair and reasonable extension of time for completion of work.			<b>12 Months</b> EE(E), SE(E)
<b>Clause 7</b> Gross work to be done together with net payment/ adjustment of advances for material collected, if any, since the last such payment for being eligible to interim payment.			As Applicable.
<b>Clause 10CC</b> Clause 10CC to be applicable in contracts with stipulated period of completion exceeding the period shown in next column.			NOT APPLICABLE
<b>Clause 11</b> Specifications to be followed for execution of work (separately for each component of work)			Specifications as appended with Schedule of work.
<b>Clause 12</b> <b>12. 2 &amp; 12.3</b> Deviation Limit beyond which clauses 12.2 and 12.3 shall apply			50%

<b>12.5</b> Deviation Limit beyond which clauses 12.2 and 12.3 shall apply for foundation work	NOT APPLICABLE
<b>Clause 16</b> Competent Authority for deciding reduced rates.	Superintending Engineer (E), BSNL Electrical Zone, Hyderabad.
<b>Clause 30 (i)</b> Minimum Qualifications and experience required for Principal Technical Representative.	
a) For works with estimated cost put to tender more than Rs. 5 Lakhs for Elect/ Mech. Works	Graduate Engineer (Electrical) or recognized Diploma Holder in Electrical with 3 Years Experience.
b) For works with estimated cost put to tender more than Rs. 2 lakh but less than Rs.5 Lakhs for Elect/ Mech. Works	Recognized diploma holder
c) Discipline to which the Principal Technical Representatives should belong.	Elect./Mech.
d) Minimum experience of works	Three (3) years
e) Recovery to be effected from the contractor in the event of not fulfilling provision of clause 30(i)	Rs.4,000/- p.m. for Graduate Rs.2,000/- p.m. for Diploma holder

Name of work: Operation & Comprehensive Maintenance of AC Plants in Data Centre, OU Campus, Hyderabad for the year 2018-19. SH: Comprehensive annual maintenance of 20Nos precision AC units-( 3<sup>rd</sup> Recall)

Name of work: Operation & Comprehensive Maintenance of AC Plants in Data Centre, OU Campus, Hyderabad, for the year 2018-19. SH: Comprehensive annual maintenance of 20Nos precision AC units.

### **ABSTRACT OF COST**

Total cost for 1 Year

Contractor

Executive Engineer (E)

Name of work: Operation & Comprehensive Maintenance of AC Plants in Data Centre, OU Campus, Hyderabad for the year 2018-19. SH: Comprehensive annual maintenance of 20Nos precision AC units-( 3<sup>rd</sup> Recall)

### SCHEDULE OF QUANTITIES

Name of Work: Operation and comprehensive maintenance of AC plants in Data Center, OU Campus, Hyderabad, for the year 2018-19. SH: Comprehensive annual Maintenance of 20Nos precision AC units ( 3 <sup>rd</sup> Recall).															
S	DESCRIPTION OF ITEM	QTY	Unit	Basic unit price exclusive of all taxes & levies	Taxes and cess under GST applicable on unit price						Unit price inclusive of all levies & Taxes (5+7+9) or (5+11)	Input tax credit that can be availed by BSNL on unit Price	Unit price excluding Input tax credit (12-13)	Total Net Cost (3*14)	Total price inclusive of all levies & charges [3*12]
					6	7	8	9	10	11					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
					CGST		SGST		IGST						
				Rs.	%	Rs	%	Rs	%	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	Providing annual comprehensive maintenance for 17TR high precision package type AC units (Make: M/s Emerson) as per the maintenance schedule and documents attached. The scope includes replacement of all materials required including compressor with similar or superior make for bringing the system to healthy condition during the maintenance period for items below:														
a	12Nos of precision AC units in CDR at 2nd floor	12	Months												
b	4Nos of precision AC units in ERP at 2nd floor.	12	Months												
c	4Nos precision AC units in SAN at 1st floor.	12	Months												

**Net Amount**

**Total Amount:**

Name of work: Operation & Comprehensive Maintenance of AC Plants in Data Centre, OU Campus, Hyderabad for the year 2018-19. SH: Comprehensive annual maintenance of 20Nos precision AC units-( 3<sup>rd</sup> Recall)

	<b>NOTE:</b>
1	The prices shall be quoted after taking into account the entire credit on inputs under GST act introduced with effect from 01-07-17.
2	The firm shall be responsible to see that input tax credit shown in the above columns are correct & Input tax credit for the amount shown above are admissible as per GST ACT 2017.
3	Invoice favouring BSNL shall be issued by the supplier indicating GST (as applicable CGST/ SGST/ IGST) with documentary proof to avail input tax credit.
4	The rates quoted shall be inclusive of all taxes and duties, EPS, EPF, EDLIS, Admin charges on EPF and ESI as per the prevailing rates.
5	<b>The evaluation and comparison of responsive bids shall be done on the basis of Net cost to BSNL</b> on the prices offered inclusive of all duties and taxes (but excluding GST), packing, forwarding, freight and insurance charges etc., as indicated in the price schedule. Octroi/ Entry tax are not to be included in the composite price and hence the same will not be considered for the purpose of evaluation and comparison of responsive bids. However, Octroi/ Entry tax will be paid extra, as per actuals wherever applicable on production of proof of payment/ relevant invoices/ documents.
6	If any levy/ duty is not payable or documentary proof is not produced, the amount for the same shall be deducted.
7	The firm should quote for each item separately. They should not club the items while quoting.
8	In case of ambiguity, between schedule and specifications, schedule shall prevail. If there is ambiguity between "schedule and specification" verses IS/ BS standards, "schedule and specification" shall prevail.
9	The agency shall scrupulously follow the "Minimum Wages Act - 1948" and its amendments from time to time.
10	It shall be ensured by the agency that there are no complaints from the workers regarding short payment of wages.

**Contractor**

**Executive Engineer (E)**

Name of work: Operation and comprehensive maintenance of AC Plants in Data Centre, OU Campus, Hyderabad for the year 2018-19. SH: Comprehensive annual maintenance of 20Nos precision AC units.

### AC PLANTS INVENTORY

	AC PACKAGE UNIT		COMPRESSOR-I		COMPRESSOR-II		DATE OF INSTALLATION	LOCATION
	SI No.	MODEL	MAKE	MODEL	MAKE	MODEL		
1	74840270112	PEX270FA-100	M/s Copland Scroll Compressor	ZR125KC-TFD-522	M/s Copland Scroll Compressor	ZR125KC-TFD-522	2008	2nd Floor
2	74840270111	PEX270FA-100	-DO-	-DO-	-DO-	-DO-	2008	2nd Floor
3	7124270110	PEX270FA-100	-DO-	-DO-	-DO-	-DO-	2008	2nd Floor
4	71240270111	PEX270FA-100	-DO-	-DO-	-DO-	-DO-	2008	2nd Floor
5	71240270112	PEX270FA-100	-DO-	-DO-	-DO-	-DO-	2008	2nd Floor
6	71240270113	PEX270FA-100	-DO-	-DO-	-DO-	-DO-	2008	2nd Floor
7	71240270114	PEX270FA-100	-DO-	-DO-	-DO-	-DO-	2008	2nd Floor
8	71340270115	PEX270FA-100	-DO-	-DO-	-DO-	-DO-	2008	2nd Floor
9	71340270116	PEX270FA-100	-DO-	-DO-	-DO-	-DO-	2008	2nd Floor
10	71340270117	PEX270FA-100	-DO-	-DO-	-DO-	-DO-	2008	2nd Floor
11	74340270106	PEX270FA-100	-DO-	-DO-	-DO-	-DO-	2008	2nd Floor
12	74340270105	PEX270FA-100	-DO-	-DO-	-DO-	-DO-	2008	2nd Floor
13	93040270139	PEX270FA-100	-DO-	-DO-	-DO-	-DO-	2011	2nd Floor
14	93040270141	PEX270FA-100	-DO-	-DO-	-DO-	-DO-	2011	2nd Floor
15	93040270138	PEX270FA-100	-DO-	-DO-	-DO-	-DO-	2011	2nd Floor
16	93040270140	PEX270FA-100	-DO-	-DO-	-DO-	-DO-	2011	2nd Floor
17	103040270119	PEX270FA-100	-DO-	-DO-	-DO-	-DO-	2011	1st Floor
18	103040270118	PEX270FA-100	-DO-	-DO-	-DO-	-DO-	2011	1st Floor
19	103040270120	PEX270FA-100	-DO-	-DO-	-DO-	-DO-	2011	1st Floor
20	103040270117	PEX270FA-100	-DO-	-DO-	-DO-	-DO-	2011	1st Floor

## **SPECIFICATION FOR COMPREHENSIVE MTC. OF PRECISION AC UNITS**

### **1. Scope of Maintenance**

- I. The maintenance of 17 TR Microprocessor controlled Precision Package AC Units as included in the schedule of work is to be carried out on comprehensive basis. No material/spares will be supplied by BSNL. The firm has to adhere to maintenance schedule/ Check List attached with this document. Further these units will be running in 24 \* 7 mode for maintaining the required temperature in server Room of Data Center. Hence the personnel employed for carrying out the preventive service shall possess the required Knowledge to understand the Unit generated Logs/ Alarms and carryout maintenance activities as per the Manufacturer recommendation. Apart from the planned service activities, any breakdown calls/ unit generated service requests intimated by SDE(E) / JTO (E) shall be attended on priority and ensure the trouble free operation of the units.
- II. The firm has to repair/ replace defective parts/ spares at no extra cost.
- III. The compressor will be got repaired/ replaced from original manufacturers and documentary proof for the same will be given.
- IV. The consumable like refrigerant gas, oil, belts etc., shall also be provided at no extra cost whenever required.
- V. The contractor shall depute his service representative within 4hours of notification of breakdown calls by the dept.
- VI. In case the contractor fails to depute his representative within 4 hours of notification of the defect or fails to cause remedial measure within reasonable time as decided during joint inspection, the department may proceed to do so at the contractor's risk and expenses and without prejudice to any other right.
- VII. After the completion of maintenance contract, the Agency shall hand over the installation in a healthy and free from any defects.
- VIII. After award of work and within first 15 days , the agency shall conduct detailed inspection of Precision AC units (Indoor/ Outdoor/ Server Room for Air flow) and submit the detailed report to EE(E) on any shortcomings / defects/ faulty material to be replaced / spares to be replaced as per manufacturer recommendation . The report submitted by the agency shall be verified and concurred by the EE(E)/ SDE(E) . For the items concurred jointly by the department and agency, It is the responsibility of BSNL to arrange the material / consumables required for bringing the units to healthy condition. However the agency shall start the maintenance work without waiting for rectifications on as is where is basis as per the directions of EE(E).
- IX. After award of work , the agency shall conduct training to the operating personnel engaged by the BSNL for day to day operation of the units at site about monitoring of important alarms/ Logs / recording of important parameters etc.
- X. Before starting the work the agency has to supply the details as per Annexure Mtce- I. A complaint book as per Annexure Mtce- II shall be kept at sub-division office by the firm and the firm shall update the same by submission of service reports. Necessary

complaints will be registered by JTO (E)/SDE(E) concerned and entries will be made by him according to the service reports with due verification.

**MAINTENANCE SCHEDULE TO BE FOLLOWED:**

**A. MONTHLY**

1. Checking of all electrical components for loose connections and tightening if necessary.
2. Cleaning of unit, Air Filter, cooling coil & condenser coil (If required with water)
3. Checking of drive belt & replace if necessary.
4. Checking and cleaning of Humidifier bottle, electrodes, water supply strainer and drain inside the machine.
5. Lubrication of bearings if necessary.
6. Checking up of operation of Unit, Controller & Condenser.
7. Checking of fins of condenser & Evaporator coil
8. Measurement of current of each individual equipment
9. Checking of all the overload relay settings
10. Checking of refrigeration piping for any gas leakages.
11. Checking of refrigeration system and pressure readings.
12. Checking of pulleys, Motor mounts, Condenser fan mounts etc.,
13. Checking of panel insulation.
14. Checking of temperature readings.
15. Checking of microprocessor controllers for operation

**B. QUARTERLY CHECK LIST**

Inspection Date		Name of Service Technician	
Indoor unit model		Indoor unit serial Number	
Condenser Model		Condenser Serial Number	
Room Temp/Humidity		% Ambient Temperature	

**FILTERS**

1. Check /replace filters.
2. Check for any restrictions in Grill Area .
3. Wipe section clean.
4. Clean coil

**BLOWER SECTION**

1. Check Blower wheels free of debris.
2. Check Belt Tension and condition on Centrifugal Fans (Replace if needed).
3. Check and lubricate Bearings..
4. Check Sheave / Pulley on Centrifugal Fans.
5. Check Motor Mount.
6. Check Motor Amp drawn with Name Plate details. R -----A, Y -----A , B-----A.

**REHEAT**

1. Inspect elements.
2. Check wire connections inside reheat box.



Name of work: Operation and comprehensive maintenance of AC Plants in Data Centre, OU Campus, Hyderabad for the year 2018-19. SH: Comprehensive annual maintenance of 20Nos precision AC units.

3. Reheat Amps draw
  - A. #1
  - A. #2
  - A. #3

**STEAM GENERATING / INFRARED HUMIDIFER (As applicable)**

1. Check drain valve/ Lines and trap for clogs
2. Check water makeup Valve and all hoses for Leaks.
3. Check /Clean pan for mineral deposits.
4. Clean the fill strainer
5. Clean reflector.
6. Replace Humidifier bottle if necessary.
7. Check Humidifier Lamps
8. Check operation of Humidifier.
9. Check Wire connections inside Humidifier Box.
10. Humidifier Amp draw R-----A, Y-----A, B-----A.

**REFRIGERATION PIPING**

1. Check refrigerant pipe lines for (Clamp secure/ no rubbing/ no leaks).
2. Check for moisture (slight glass).

**DRAIN PIPING**

1. Check for free running drain system.
2. Clear out obstructions and material buildup on tubing walls.
3. Check for leaks.
4. Check for tubing kinks or damage.

**COMPRESSOR SECTION**

1. Check oil level.
2. Check for oil leaks.
3. Check Compressor mounts ( springs/bushings)
4. Cap tubes ( not rubbing)
5. Check wire connections inside compressor box.
6. Compressor operation ( Vibration/noise)
7. Record the following parameters.

Sl.No	ITEM	Circuit #1 Value			Circuit #2 Value		
		R:	Y:	B	R	Y	B
1	Suction Pressure						
2	Discharge Pressure						
3	Superheat						
4	LP switch cut out						
5	LP switch cut in						
6	HP cut out						
7	Amp draw						

**ELECTRICAL PANEL**

1. Check fuses
2. Check contactors for pitting.

3. Check wire connections.

### **CONTROLS (As applicable only)**

1. Check/ verify Control operation (sequence).
2. Check humidifier high water alarm operation.
3. Check operation of air safety switch.
4. Check setting /operation of the filter clog switch.
5. Check / test changeover devices
6. Check / test water detection devices.

### **AIR -COOLED CONDENSER**

1. Check coil surfaces and fans for free of debris.
2. Clean, wash and straighten fins as needed.
3. Check, whether fan motors securely mounted or not.
4. Check motor bearings for good condition.
5. Check all piping and capillaries for vibration isolation; support and secure as necessary.
6. Check fuses.
7. Check contactors for pitting.
8. Check wire connections.
9. Fan speed control operation.
10. Check operational sequence/ Thermostat setpoints.
11. Check refrigerant lines for signs of leaks/ repair leaks as found.
12. Check motor amps draw.

### **C. HALF YEARLY**

1. Checking of electrical and mechanical interlocking.
2. Check functioning of controls & protections for each Precision A. C. Unit
3. Check operation of H.P/ L.P cutouts & Thermostats and review their set values. Take corrective action, wherever required.
4. Check operating pressures of compressors. Take corrective action for deviations (if any).
5. Clean the finned surface of condensers and do chemical Cleaning, if required.
6. Check for any rust spots on steel panels, bottom & intermediate trays. Dry the spot, Clean with Emery, patch up with red oxide & paint.
7. Clean condenser fan blades and evaporator fan blades / blower drums and check for damages (if any).
8. Lubrication & Greasing of bearing of motor and fans as per the recommendations of equipment manufacturers.
9. Ensure that all equipment's are properly earthed i.e., there are no loose joints.
10. Checking of MCCB tripping mechanism. ( If applicable)

### **D. YEARLY**

1. Carry out leak test for refrigeration circuit and plug the leaks, if any.
2. Complete Servicing of Precision AC Units including topping of gas

### **2. Materials:**

The contract being comprehensive in nature all material required for attending the faults and breakdown including refrigerant lost during operation, oil, fan belts, filters and all other

Name of work: Operation and comprehensive maintenance of AC Plants in Data Centre, OU Campus, Hyderabad for the year 2018-19. SH: Comprehensive annual maintenance of 20Nos precision AC units.

consumables and material replacement of parts for restoration of service, including compressor, switchgears of Indoor/ Outdoor units and cabling between indoor and outdoor units etc., will be firm's responsibility.

The agency shall keep minimum spares/ consumables required for maintenance at site itself.

**Special conditions relevant to particular job/ particular site.**

- a. All breakdown calls / complaints has to be attended by the firm with utmost promptness. The individual package AC unit shall not be out of service beyond 3 days. Failure to rectify the same within the stipulated period shall invite a penalty @ Rs. 1000/- per day per package unit, after 3 days for the period unit is out of service.
- b. Faults related with the important components of the system other than package unit also has to be attended promptly. In no case the temperature and humidity conditions of the air-conditioned space be out of the permissible limits because of the non-attending of the fault promptly. Failure to do so shall invite heavy penalty charges as assessed by the Engineer in charge.
- c. Tests are to be carried out before taking over the maintenance as per test schedule mentioned below. This schedule should be followed every year.
- d. Package unit compressors shall only be replaced with new one whenever it goes faulty without any extra cost. No repair of the compressors is permitted.
- e. If the same make new compressor is not available in market, then new compressor with equivalent capacity is acceptable with approval of EE(E).

Name of work: Operation and comprehensive maintenance of AC Plants in Data Centre, OU Campus, Hyderabad for the year 2018-19. SH: Comprehensive annual maintenance of 20Nos precision AC units.

**LIST OF APPROVED MAKES BSNL ELECTRICAL WING**

<b>S. No.</b>	<b>Item</b>	<b>Makes</b>
1	Engine	Ashok Leyland /Cummins/ Cater pillar / KOEL/ Volvo Penta / Mahindra & Mahindra (up to 200 KVA) /Escorts (up to 30 KVA)/ Eicher (up to 35 KVA)
2	Alternator (Brushless)	Crompton Greaves (AL. series) / KEC / Leroy Somer / Stamford/Jyoti Ltd
3	Battery (Lead Acid / Mntc. Free)	Amara Raja / AMCO / Farukawa / Hitachi / Exide/ Prestolite / Standard / manufacture approved make in case battery is of same make as that of Engine and supplied by the Manufacturer only (Kirloskar, Cummins pulse etc.,)
4	HV Switchgear (Vacuum Circuit Breaker/SF6 )	Biecco Lawrie / Crompton / Kirloskar / MEI / Jyoti Ltd
5	Transformer (Oil filled / Dry type)	ABB / Schneider Electric /Andrew Yule / Bharat Bijlee / Crompton / EMCO / Kirloskar / Siemens
	a) Above 400 KVA	
	b) Up to 400 KVA	In addition to above makes, Uttam/Automatic Electric Gear(AEG)/Patson/Rajasthan Transformer and Switchgear
6	Air Circuit Breaker	L&T/ Schneider Electric / Siemens
7	MCCB(Ics=Icu)	L&T/ Schneider Electric / Siemens
8	SDF units	L&T/ Schneider Electric / Siemens/ HPL/Havells
9	Power Contactors	L&T/ Schneider Electric / Siemens/ Lakshmi(LECS)
10	Change Over Switch	HPL / Havells / H-H Elcon
11	Intelligent APFC Relay	L&T/EPCOS(Siemens)/ Schneider Electric / Neptune Ducati/Syntron/ABB
12	Bus Bar Trunking/ Sandwiched Bus Duct	Moeller/L&T/Schneider Electric/ABB/Legrand/Zeta
13	Power Capacitors (MPP/APP)	L&T/EPCOS(Siemens)/ABB/Crompton/ Schneider Electric/Neptune Ducati
14	Digital/ KWHr meter	Schneider Electric/ AE/ Digitron / IMP/ Meco / Rishabh / Universal/HPL/L&T/ABB
15	Cold shrink HT/LT Cable Joint	Denson / 3M(M-Seal )/ Raychem
16	Rubber Matting	ISI mark
17	MCB/ Isolator /ELCB/RCCB/ Distribution Board	Crompton / Havells / Indokopp / MDS Legrand/ L&T / Schneider Electric/ Siemens / Standard/ C&S/ABB/HPL
18	MS/ PVC Conduit	ISI mark
19	Cable Tray	MEM/Bharti/Ratan/Slotco/Profab
20	HT/LT Cables	ISI mark
21	PVC insulated copper conductor wire	ISI mark

Name of work: Operation and comprehensive maintenance of AC Plants in Data Centre, OU Campus, Hyderabad for the year 2018-19. SH: Comprehensive annual maintenance of 20Nos precision AC units.

22	Centrifugal Pump	Amrut / BE / Beacon / Batliboi / Crompton / Jyoti / Kirloskar / KSB / Mather & platt / WASP/Grundfos
23	Submersible Pump	Crompton/Amrut / BE / Calama / Kirloskar / KSB
24	Motors	ABB/ Bharat Bijlee / Crompton Greaves / Schneider Electric / HBB / KEC / Siemens/Jyoti Ltd
25	Fresh Air Fans	GE / Khaitan/Almonard/Crompton
26	Starter	ABB / BCH / Schneider Electric / L&T / Siemens /
27	Single Phase Preventer	L&T / Minilec / Siemens / Zerotrip
28	GI/MS Pipe	ATC / ATL / BST / GSI / ITC / ITS / IIA / JST / Jindal /TTA / Tata/Zenith
29	Foot Valve	ISI mark
30	Gate Valve	Advance/Audco/Johnson Controls/Zoloto/Annapurna / Fountain / Kirloskar / Leader / Sant / Trishul
31	Compressors	Carrier/Emerson copeland/York/Danfoss (for chillers only)
32	Resin Bonded Glass wool	Fibre Glass / Pilkington / UP Twiga
33	Expanded Polystyrene	BASF(India) Ltd.
34	Gauge	Feibig / H.Guru / Pricol
35	Controls	FLICA / Honeywell / Indfoss / Penn-Danfoss / Ranco / Ranutrol / Sporland
36	Fine Filters	Anfiltra Effluent / ARW / Athlete/ Airtake/ Dyna / Kirsloskar/ Puromatic/ Purafill/ Purolator / Tenacity
37	GI Sheet	HSU Jindal / National / Nippon Denro / Sail / Tata
38	Heat Detector	Appollo / Chemtron/ Edward / Fenwal/ Hochiki / Nitton /System Sensor/ Wormald/Honeywell Essar/Notifier
39	Ionization Detector	Appollo / Cerebrus / Edward/ /Fenwal / Hochiki / Nitton / System Sensor / Wormald
40	Photo Electric Smoke Detector	Appollo / Cerebrus / Edward / Fenwal/ Hochiki / Nitton / Wormald / System Sensors
41	Fire Panel (Microprocessor based)	Agni Instruments / Agni Devices/ Aruna Agencies/ Carmel Sensor / Ravel Elect./Honeywell Essar/Notifier/Navin Systems
42	Sprinkler/ Hose Reel & Hose Pipe	ISI mark
43	Fire Extinguisher	ISI mark
44	Lift	OTIS, Kone, Mitsubishi ,Schindler, Johnson, Thyssenkrupp Elevator(India)

## **COMPUTERISED MEASUREMENT BOOK**

### **CLAUSE 6A**

Engineer-in-Charge shall, except as otherwise provided, ascertain and determine by measurement the value of work done in accordance with the contract.

All measurements of all items having financial value shall be entered by the contractor and compiled in the shape of the Computerized Measurement Book having pages of A-4 size as per the format of the department so that a complete record is obtained of all the items of works performed under the contract.

All such measurements and levels recorded by the contractor or his authorized representative from time to time, during the progress of the work, shall be got checked by the contractor from the Engineer-in-Charge or his authorized representative as per interval or program fixed in consultation with Engineer-in-Charge or his authorized representative. After the necessary corrections made by the Engineer-in-Charge, the measurement sheets shall be returned to the contractor for incorporating the corrections and for resubmission to the Engineer-in-Charge for the dated signatures by the Engineer-in-Charge and the contractor or their representatives in token of their acceptance.

Whenever bill is due for payment, the contractor would initially submit draft computerized measurement sheets and these measurements would be got checked/test checked from the Engineer-in-Charge and/or his authorized representative. The contractor will, thereafter, incorporate such changes as may be done during these checks/test checks in his draft computerized measurements, and submit to the department a computerized measurement book, duly bound, and with its pages machine numbered. The Engineer-in-Charge and/or his authorized representative would thereafter check this MB, and record the necessary certificates for their checks/test checks.

The final, fair, computerized measurement book given by the contractor, duly bound, with its pages machine numbered, should be 100% correct, and no cutting or over-writing in the measurements would thereafter be allowed. If at all any error is noticed, the contractor shall have to submit a fresh computerized MB with its pages duly machine numbered and bound, after getting the earlier MB cancelled by the department. Thereafter, the MB shall be taken in the Divisional Office records, and allotted a number as per the Register of Computerized MBs. This should be done before the corresponding bill is submitted to the Division Office for payment. The contractor shall submit two spare copies of such computerized MB's for the purpose of reference and record by the various officers of the department.

The contractor shall also submit to the department separately his computerized Abstract of Cost and the bill based on these measurements, duly bound, and its pages machine numbered along with two spare copies of the bill. Thereafter, this bill will be processed by the Division Office and allotted a number as per the computerized record in the same way as done for the measurement book meant for measurements.

The contractor shall, without extra charge, provide all assistance with every appliance, labour and other things necessary for checking of measurements/ levels by the Engineer-in-Charge or his representative.

Except where any general or detailed description of the work expressly shows to the contrary, measurements shall be taken in accordance with the procedure set forth in the specifications notwithstanding any provision in the relevant Standard Method of measurement or any general or local custom. In the case of items which are not covered by specifications, measurements shall be taken in accordance with the relevant standard, method of measurement issued by the Bureau of Indian Standards and if for any item no such standard is available then a mutually agreed method shall be followed.

The contractor shall give not less than seven days' notice to the Engineer-in-Charge or his authorized representative in charge of the work before covering up or otherwise placing beyond the reach of checking and/ or test checking the measurement of any work in order that the "Same may be checked and/ or test checked and correct dimensions thereof be taken before the same is covered up or placed beyond the reach of checking and/ or test checking measurement and shall not cover up and place beyond reach of measurement any work without consent, in writing of the Engineer-in-Charge or his authorized representative in charge of the work who shall within the aforesaid period of seven days inspect the work, and if any work shall be covered up or placed beyond the reach of checking and/ or test checking measurements without such notice having been given or the Engineer-in-Charge's consent being obtained in writing the same shall be uncovered at the Contractor's expense, or in default thereof no payment or allowance shall be made for such work or the materials with which the same was executed.

Engineer-in-Charge or his authorized representative may cause either themselves or through another officer of the department to check the measurements recorded by contractor and all provisions stipulated herein above shall Inapplicable to such checking of measurements or levels.

It is also a term of this contract that checking and/ or test checking the measurements of any item of work in the measurement book and/ or its payment in the interim, on account of final bill shall not be considered as conclusive evidence as to the sufficiency of any work or material to which it relates nor shall it relieve the contractor from liabilities from any over measurement or defects noticed till completion of the defects liability period.

## **1. As per the CPWD Works Manual 2014.**

### **7.1 Computerised Measurement Books (CMB's) and Bills to be submitted by the contractor**

#### **7.2 Application and format of the Computerised M.B.**

(1) Irrespective of value of the work the conventional Measurement Books shall be replaced by a bound volume of computerized measurements to be furnished by the contractor, duly machine numbered for the pages, and with an MB number given by the Division Office. The pages of these Measurement Books shall be of A-4 size. All these Measurement Books belonging to a Division shall be serially numbered, and a record of these Computerised Measurement Books shall be maintained in a separate Register in Form CPWA 92.

(2) The same format as in existing Measurement Books shall be used for the Computerised Measurement Books. The measurements shall be carried forward from the previous recorded measurements as per the existing procedure.

### **7.3 Mode of measurements**

Name of work: Operation and comprehensive maintenance of AC Plants in Data Centre, OU Campus, Hyderabad for the year 2018-19. SH: Comprehensive annual maintenance of 20Nos precision AC units.

(1) The measurements shall be recorded and entered in computerised format in the first instance by the contractor, and a hard copy shall be submitted to the Department. All entries shall be made exactly as per the existing procedure.

(2) These measurements shall then be 100% checked by the Junior Telecom Officer (E) If Junior Telecom Officer (E) is not available, the Sub-Divisional Engineer (E) shall perform 100% check of the measurements. The contractor shall incorporate all such changes or corrections, as may be done during these checks, to his draft computerised measurements, and submit to the department the corrected computerized measurements in the form of a book, duly hard bound in red colour on the lines of the conventional Measurement Books now in use, and with its pages machine numbered.

(3) The Sub-Divisional Engineer (E) and the Executive Engineer (E) shall test check these computerized measurements as per the existing instructions. This book shall be treated as a Computerised Measurement Book.

(4) The Junior Telecom Officer (E), Sub-Divisional Engineer (E) and the Executive Engineer (E) shall record the necessary certificates for their checks and test checks as per the existing procedure in this Computerised Measurement Book.

(5) The Computerised Measurement Book shall be allotted a serial number as per the Register of Computerised Measurement Books.

#### **7.4. Cutting or over-writing in the computerised M.B. not allowed**

(1) The Computerized Measurement Book given by the contractor, duly bound, with its pages machine numbered, shall have no cutting or over-writing.

(2) It is the responsibility of the Junior Telecom Officer (E) or the Sub-Divisional Engineer (E) as the case may be to ensure that the checks and test checks done by them in the initial draft measurements are correctly incorporated in the Computerized Measurement Book before they record their certificates.

(3) In case of any error, the Computerised Measurement Book shall be cancelled, and the contractor shall re-submit a fresh Computerized Measurement Book. This should be done before the corresponding computerised bill is submitted to the Division for payment.

(4) The contractor shall submit as many copies of Computerised Measurement Books as may be required, and as are specified in the NIT/ contract, for the purpose of reference and record in the various offices of the department.

#### **7.5. Computerised Bill to be submitted by the contractor**

(1) The contractor shall submit his running and final bills in a computerised form in the same format as the existing conventional bills, with all the pages machine numbered, and hard bound, and with all the entries made as per the existing procedure.

(2) The contractor shall submit as many copies of the computerized bills as may be required for the purpose of reference and record in the various offices of the department.

(3) The bill shall be carried forward from the previous running account bill as per the existing procedure.



Name of work: Operation and comprehensive maintenance of AC Plants in Data Centre, OU Campus, Hyderabad for the year 2018-19. SH: Comprehensive annual maintenance of 20Nos precision AC units.

(4) These computerised bills shall be processed by the various offices for payment, as per the existing procedure.

**7.6. Review of Measurement Books**

(1) The Measurement Books are required to be reviewed by Divisional Accountant under the supervision of Executive Engineer (E). The Sub-Divisional Engineer (E)s are required to submit the Measurement Books in use in the Sub-Divisions to the Divisional Office, from time to time, so that at least once a year the entries recorded in each of the Books are subjected to a percentage check. The Divisional Officer should ensure that this annual review is conducted regularly and positively every year.

(2) The review by the Divisional Accountant shall be in the following respects:-

(i) To compare the books in use with part I of the Register of Measurement Books maintained in CPWA Form 92, and to note necessary corrections in the Register.

(ii) To see that no original sheet is torn out of a Measurement Book, nor any entry erased or disfigured, and that the corrections made therein are initialed.

(iii) To see that pencil entries are not inked over.

(iv) To test check the accuracy of calculations, and to ensure that the instructions regarding writing of Measurement Books, recording of measurements, and their test check are being followed properly.

(3) On receipt of the Measurement Books in the Divisional Office, the Executive Engineer (E) should indicate in column 2 of the "Review Notes" in each Measurement Book as referred to in para 7.6(5) below as to which of the calculations are to be test checked by the Divisional Accountant. The extent of this check will be determined by the Executive Engineer (E) having regard to the result of the last review, and should cover complete set of measurements.

(4) Payments based on the entries reviewed should be traced into various accounts and verified. Similarly, supplies or issue of materials should be traced into the various accounts, contractor's ledger, etc. and verified.

**(5) Communication of discrepancies**

The defects, discrepancies, etc. noticed should be communicated to the Sub-Divisional Engineer (E) concerned and summarized in the following form in the Measurement Book that has been test audited:

**Review Notes by Divisional Accountant**

Pages reviewed generally	Calculations selected by Divisional Officer for re-check		Defects and discrepancies noticed	Dated initials of	
	Pages	Dated initials		Divisional Accountant	Divisional Officer
1	2	3	4	5	6

(6) The Measurement Book completed and returned for record during the year should also be similarly examined prior to their final record in the Divisional Office.

**7.7. Loss of Measurement Books**

(1) When a Measurement Book is lost, an FIR should be lodged with the police.

Name of work: Operation and comprehensive maintenance of AC Plants in Data Centre, OU Campus, Hyderabad for the year 2018-19. SH: Comprehensive annual maintenance of 20Nos precision AC units.

(2) An immediate report of the facts of the case together with an explanation of all parties concerned responsible for the loss should also be made promptly to the Chief Engineer, who is empowered to sanction the write off of the lost Measurement Books. In case of theft or loss of a blank Measurement Book, the Sr. Chief Engineer shall be the competent authority to write off the loss.

(3) Such losses for write off should be reported in the proforma as at Appendix 10.

(4) It is also necessary that the measurements in the lost Measurement Book should be reconstructed at the earliest.

2. The M.B. movement Register is opened in the Sub Division and all other routine procedures followed in case of normal Measurement books are also followed in computer Measurement Books also.

**MODEL FORM OF BANK GUARANTEE (ANNEXURE -I)  
(for submitting EMD)**

Whereas \_\_\_\_\_ (hereinafter called "the contractor(s)") has submitted its Tender dated \_\_\_\_\_ for the work \_\_\_\_\_  
\_\_\_\_\_ KNOW ALL MEN by these presents that  
WE \_\_\_\_\_ of \_\_\_\_\_  
having our registered office at \_\_\_\_\_  
(hereinafter called "the Bank") are bound unto \_\_\_\_\_  
(hereinafter called "the BSNL") in the sum of \_\_\_\_\_ for which payment will and truly to be made of the said BSNL, the Bank binds itself, its successors and assigns by these presents.

THE CONDITIONS of the obligation are:

1. If the Contractor(s) withdraws its Tender during the period of Tender validity specified on the Tender Form: or
2. If the Contractor(s) having been notified of the acceptance of its Tender by the BSNL during the period of Tender validity.
  - (a) Fails or refuses to execute the Contract.
  - (b) Fails or refuses to furnish security Deposit in accordance with the conditions of Tender document.

We undertake to pay to the BSNL up to the above amount upon receipt of its first written demand, without the BSNL having to substantiate its demand, provided that in its demand, the BSNL will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force as specified in the Tender Document up to and including Thirty (30) days after the period of the Tender validity and any demand in respect thereof should reach the Bank not later than the specified date/dates.

**Signature of the Bank**

**Signature of the Witness**

**Name of Witness Address of Witness**

## PERFORMANCE SECURITY GURANTEE BOND (ANNEXURE -II)

2. In consideration of the CMD, BSNL (hereinafter called 'BSNL') having agreed to exempt \_\_\_\_\_ (hereinafter called 'the said contractor(s)') from the demand under the terms and conditions of an agreement/Advance Purchase Order No. \_\_\_\_\_ dated: \_\_\_\_\_ made between \_\_\_\_\_ and \_\_\_\_\_ for the supply of \_\_\_\_\_ (hereinafter called "the said agreement"), of security deposit for the due fulfillment by the said contractor (s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for \_\_\_\_\_ we, (name of the bank) \_\_\_\_\_ (hereinafter refer to as "the bank") at the request of \_\_\_\_\_ (contractor(s)) do hereby undertake to pay to the BSNL an amount not exceeding against any loss or damage caused to or suffered or would be caused to or suffered by BSNL by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.
3. We (name of the bank) \_\_\_\_\_ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the BSNL by reason of breach by the said contractor(s)' of any of the terms or conditions contained in the said Agreement or by reason of the contractors(s)' failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of BSNL in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding \_\_\_\_\_
4. We undertake to pay to the BSNL any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.
5. We (name of the bank) \_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the BSNL under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till \_\_\_\_\_ (office/ Department) BSNL certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of ONE YEAR after actual completion of work.
6. We (name of the bank) \_\_\_\_\_ further agree with the BSNL that the BSNL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the BSNL against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of

Name of work: Operation and comprehensive maintenance of AC Plants in Data Centre, OU Campus, Hyderabad for the year 2018-19. SH: Comprehensive annual maintenance of 20Nos precision AC units.

any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the BSNL or any indulgence by the BSNL to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

7. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).
8. We (name of the bank) \_\_\_\_\_lastly undertake not to revoke this guarantee during its currency except with the previous consent of the BSNL in writing.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ for \_\_\_\_\_

**NO NEAR RELATIVE WORKING CERTIFICATE (ANNEXURE -III)**

I \_\_\_\_\_ Son of Shri. \_\_\_\_\_ Resident of \_\_\_\_\_ hereby certify that none of my relative(s) as defined in the tender document is/ are employed in BSNL unit as per details given in tender document. In case at any stage, it is found that the information given by me is false/ incorrect, BSNL shall have the absolute right to take any action as deemed fit/ without any prior intimation to me.

(Seal of the firm)

(Signature of Bidder)

### UNDERTAKING REGARDING EPF PROVISIONS (ANNEXURE -IV)

"I \_\_\_\_\_ Son of \_\_\_\_\_ Resident of \_\_\_\_\_  
\_\_\_\_\_ hereby give an undertaking that

~~\* I/We have employed only \_\_\_\_\_ persons in our establishment and hence the EPF and Miscellaneous provisions Act, 1952 is not applicable to my/ our establishment.~~

\* I/ We have registered as per the EPF and Miscellaneous provisions Act, 1952 and our registration no is \_\_\_\_\_. We undertake to keep it valid during the currency of contract.

In case at any stage, it is found that the information given by me is false / incorrect, BSNL shall have the absolute right to take any action as deemed fit/without any prior intimation to me".

\* strike out whichever is not applicable

\*\* Attach a self-attested photo copy of the above said EPF registration certificate.

(Seal of the firm)

(Signature of Bidder)

### UNDERTAKING REGARDING ESI PROVISIONS (ANNEXURE -V)

"I \_\_\_\_\_ Son of \_\_\_\_\_  
Resident of \_\_\_\_\_ hereby give an undertaking that

\* I/We have employed only \_\_\_\_\_ persons in our establishment and hence the ESI and Miscellaneous provisions Act, 1948 is not applicable to my / our establishment.

\* I/ We have registered as per the ESI and Miscellaneous provisions Act, 1948 and our registration no is \_\_\_\_\_. We undertake to keep it valid during the currency of contract.

In case at any stage, it is found that the information given by me is false / incorrect, BSNL shall have the absolute right to take any action as deemed fit/without any prior intimation to me".

\* strike out whichever is not applicable

\*\* Attach a self-attested photo copy of the above said ESI registration certificate.

(Seal of the firm)

(Signature of Bidder)

Name of work: Operation and comprehensive maintenance of AC Plants in Data Centre, OU Campus, Hyderabad for the year 2018-19. SH: Comprehensive annual maintenance of 20Nos precision AC units.

### UNDERTAKING TO ABIDE BY EW 6 & EW 8 (ANNEXURE -VI)

"I \_\_\_\_\_ Son of \_\_\_\_\_  
Resident of \_\_\_\_\_ hereby give an undertaking that I have read the complete bid document and I am aware of all the clauses and sub clauses of BSNL EW 6 & 8 forms and I confirm that I will abide by all the terms and conditions available in original standard BSNL EW 6 & 8 forms.

(Seal of the firm)

(Signature of Bidder)

### COMPLIANCE STATEMENT (ANNEXURE -VII)

I/ We \_\_\_\_\_ (Name of firm) have read/ Understood all the terms and conditions as mentioned in bid Document and accept the same unconditionally.

I/ We state to comply in full manner with all the General, Commercial, Technical and Operating financial conditions of the tender document for the work of **“Operation & Comprehensive Maintenance of AC Plants in Data Centre, OU Campus, Hyderabad for the year 2018-19. SH: Comprehensive annual maintenance of 20Nos precision AC units-3rd recall”** without any reservation and deviation. It is certified that the Tender Document including all credentials has been re uploaded with Digital Signature.

(Seal of the firm)

(Dated Signature of Contractor)

### IMPORTANT NOTE:

The BSNL EW 8 Form is available at <http://www.ap.bsnl.co.in> for ready reference and download.



No: 24(1)/ BEDH-II/2019-20/135

Dt: 29.08.2019

**CORRIGENDUM- POSTPONEMENT**

Name of work:-	Operation & Comprehensive Maintenance of AC Plants in Data Centre, OU Campus, Hyderabad for the year 2018-19. SH: Comprehensive annual maintenance of 20Nos precision AC units-( 2 <sup>nd</sup> Recall)
Ref:-	33/BEDH-II/2019-20

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Due to administrative reasons, the following changes have been made to the above tender document.

S.No	Name of work/ items	Existing Entry	Postponed to
1	NIT No	33/BEDH-II/2019-20	36/BEDH-II/2019-20

All other terms and conditions remain unchanged.

Sd/-  
Executive Engineer (E)

Copy to:-

- 1) The Chief Engineer (E), BSNL Telngana Zone, Hyderabad.
- 2) The Superintending Engineer (E), BSNL Electrical Zone, Hyderabad/Vijayawada.
- 3) The Executive Engineer (E), BSNL, Electrical Div. No.I, Hyd / Vijayawada/ VSP/ TPT/ WGL/ ATP.
- 4) SDE (E) Electrical Sub Division I, II, III & V, Hyderabad.
- 5) All Eligible Contractors.
- 6) SR SS/SDE (EP)/AO/Cashier/Auditor/Notice Board.

Sd/-  
Executive Engineer (E)  
BSNL Electrical Div-II,  
Hyderabad.