

ईनिविदा दस्तावेज- **e-TENDER DOCUMENT**

ईएसएस एनसीआर-बायोटेक साइंस क्लस्टर, दूसरा मील का पत्थर, फरीदाबाद-गुडगांव
एक्सप्रेसवे, फरीदाबाद -121 001 (हरियाणा) में इलेक्ट्रो-मैकेनिकल सेवाएं प्रदान करना

Providing Electro-Mechanical and HVAC Services
NCR-Biotech Science Cluster, 2nd milestone, Faridabad-Gurgaon Expressway,
Faridabad -121 001 (Haryana)

निविदा संख्या: आरसीबी/04-04/ 88/एनआईटी-1/2022-23

TENDER No. RCB/ 04-04/ 88/NIT-1/2022-23

कार्यपालक निदेशक, क्षेत्रीय जैवप्रौद्योगिकी केंद्र की ओर से

On behalf of Executive Director, Regional Centre for Biotechnology



ई-नोटिस निविदा आमंत्रित

e-NOTICE INVITING TENDER

Tender No.- RCB/04-04/88/NIT-1/2022-23

1.0 NOTICE INVITING TENDER

ईएसएस एनसीआर-बायोटेक साइंस क्लस्टर, दूसरा मील का पत्थर, फरीदाबाद-गुडगांव एक्सप्रेसवे, फरीदाबाद -121 001 (हरियाणा) में इलेक्ट्रो-मैकेनिकल सेवाएं प्रदान के लिए स्थापित, प्रतिष्ठित और अनुभवी एजेंसियों से दोबोली - तकनीकी बोली) प्रणाली और वित्तीय बोलीके तहत अनुसूची (, विनिर्देशों और इस निविदा दस्तावेज में उल्लिखित नियमों और शर्तों के अनुसार कार्यकारी निदेशक, आरसीबी की ओर से ऑनलाइन निविदाएं आमंत्रित की जाती हैं।

Online tenders are invited on behalf of the Executive Director, RCB under Two-Bid System (Technical bid and Financial bid) from established, reputed and experienced agencies for Providing Electromechanical and HVAC Services at NCR-Biotech Science Cluster, 2nd Milestone, Gurgaon -Faridabad Expressway, Faridabad-121001 (Haryana) as per schedule, specifications and as per the terms and conditions mentioned in this tender document.

ऑफ लाइन/फिजिकल बोलियां स्वीकार नहीं की जाएंगी और किसी भी आधार/कारण पर किसी अनुरोध पर विचार नहीं किया जाएगा

Off-line/physical bids shall not be accepted and no request will be entertained on any ground/reason.

वेब साइट यूआरएल : Web site Url :	https://dbt.euniwizarde.com/ , https://rcb.res.in
पता : Address:	रीजनल सेंटर फॉर बायोटेक्नोलॉजी, एनसीआर बायोटेक साइंस क्लस्टर, दूसरा माइलस्टोन, फरीदाबाद-गुरुग्राम एक्सप्रेसवे, फरीदाबाद, हरियाणा Regional Centre for Biotechnology, NCR Biotech Science Cluster, 2 nd Milestone, Gurugram-Faridabad Expressway, Faridabad
Contact Details	कार्यपालक अभियंता, RCB 0129-2848810, 2848800 Executive Engineer, RCB 0129-2848810, 2848800
काम का नाम Name of Work	ईएसएस एनसीआर-बायोटेक साइंस क्लस्टर, दूसरा मील का पत्थर, फरीदाबाद-गुडगांव एक्सप्रेसवे, फरीदाबाद -121 001 (हरियाणा) में इलेक्ट्रो-मैकेनिकल सेवाएं प्रदान करना Providing Electromechanical and HVAC Services at NCR-Biotech Science Cluster, 2 nd Milestone, Gurugram-Faridabad Expressway, Faridabad-121001 (Haryana)
अनुमानित राशि Estimate Value per Annum	₹ 208.95 Lac per Annum जीएसटी सहित ₹ 208.95 Lac including GST
बयाना राशि Earnest Money	₹ 4,18,000/-.

निविदा शुल्क Tender Fee	शून्य NIL
निविदा प्रसंस्करण शुल्क Tender Processing fees	ई-निविदा पोर्टल पर उल्लिखित शुल्कों के अनुसार (न्यूनतम ₹750/- अधिकतम ₹ 7500/- निविदा मूल्य का 0.1% की दर से + लागू जीएसटी @ 18%)As per charges mentioned on e-Tender portal (minimum ₹ 750/- up to maximum ₹ 7500/- @ 0.1% of the tender value+ applicable GST @18%)
निविदा अपलोड करने की तिथि Tender Uploading Date	11-04-2022
प्री-बिड मीटिंग की तिथि Pre-bid meeting	18-04-2022 Time 15:00 Hrs
निविदा समापन तिथि और समय Tender Closing Date & Time	22-04-2022 Time 15:00 Hrs
तकनीकी बोली खोलने की तिथि Date of Opening of Technical bid	22-02-2022 Time 15:30 Hrs
वित्तीय बोली खोलने की तिथि Date of Opening of Financial bid	तकनीकी योग्य बोलीदाताओं को बाद में अधिसूचित किया जाएगा। Will be notified to the qualified bidders later.

QUALIFICATION CRITERIA

1. The Tenderers must have an experience of handling the Electromechanical Services (EMS), in Govt./PSUs/ Autonomous bodies or reputed private organization, engaged in R&D in Life Sciences / Reputed Govt Hospital at least for last seven years supported by documentary evidence. Agency must have among list of big clients, at least two of such bodies as mention above. Completion Certificates of satisfactory performance from at least three such clients. (of annual work order value of not less than 16 lakhs) have to be submitted along with tender.
2. The tenderer should have at least;
 - a) One similar completed annual services, costing not less than an amount of ₹ 110 Lac, in the last seven years

OR

 - b) Two similar completed annual services, costing not less than an amount of ₹ 83 Lacs, in the last seven years

OR

 - c) Three similar completed annual services, costing not less than an amount of ₹ 55 Lacs, in the last seven years.
3. **“Similar work” means**, Providing Operation and General Maintenance of Electromechanical Services consisting of DG Sets , ESS/Compact ESS, Chiller Plants, HT LT Panels, Fire Services, bore well, STP and ETP etc in any of the organizations including HVAC Air conditioning System, as stated above at Sl No1.
4. Annual average financial turn over should be at least ₹ 104 Lac during the last 3 preceding financial years.
5. Only those who hold valid registration / electrical license in the bidders name, required for execution of similar nature of services, valid in Haryana, shall be eligible to bid in response to NIT. Photocopy of such registration / license duly signed and stamped by Bidder/ Agency must be uploaded along with the Eligibility bid.
6. Even though the applicants meet the above criteria, they are subject to be disqualified if they have:
 - i) Made misleading or false representation in the form, statement and attachments submitted in and or
 - ii) Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, etc.
 - iii) Found to have been black listed in any of Govt Department.
 - iv) Bidder should not have had any litigation with the RCB/Cluster in the last 7 Seven years.

2.0 REGISTRATION PROCESS

1. Bidders to enroll on the e-Procurement module of the portal <https://dbt.euniwizarde.com> by clicking on the link “Bidder Enrollment”. Enrolment on the e-wizard Portal is free of charge.
2. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the e-Wizard Portal.

3. Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
4. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer "DSC details for Foreign Bidders" for Digital Signature requirements on the portal.
5. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

TENDER DOCUMENTS SEARCH

1. Various built in options are available in the e-Wizard Portal which is further synchronizing with CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
2. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the Online Portal.
3. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the Online Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
4. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

BID PREPARATION

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
4. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
5. Copy of constitution or legal status of the bidder manufacturer / Sole proprietorship / firm / agency etc.
6. Experience Certificates for two or more similar works in last 7 years.
7. Copy of PAN Card / GST Registration.
8. Annual average Turnover of the agency should be more than ₹ 1Crore Lac per annum since last three years.
9. Earnest Money Deposit: EMD amount of Rs 4,18,000/- to be deposited through e-wizard portal. EMD will be returned to unsuccessful vendors.

10. EMD Fee is exempted for MSME / NSIC vendors etc. however Tender **processing fee has to be paid by all the vendors** as this fee is being charged by the Online Portal service provider directly.

Specification: The Contractor must confirm in writing that the goods/services supplied & installed by them shall be as per specification of goods and in case of any variation, the contract shall be liable to cancel immediately.

BID SUBMISSION

1. Bidder to log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder to select the payment option as Online” to pay the tender fee/ EMD wherever applicable and enter details of the instrument.
4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
5. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal in general may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 011-49606060, 23710092, 23710091

4.0 TERMS AND CONDITIONS

Period of Contract:	This contract shall be valid for an initial period of one year. Based on the satisfactory performance, the period may be extended on yearly basis for a further period of maximum 03 years i.e (01 Year +03 years) at the sole discretion of the Competent Authority.
Price:	Rates quoted should be based on minimums wages of Central Govt and should not be quoted below minimum wages. Quoted rates shall be valid for the entire period of the contract. Whenever minimum wages rates of Central Govt varies accordingly difference of amount will be paid extra, such paid amount has to be disbursed to deployed staff.
Payment:	Payment shall be made on monthly basis within fifteen (15) days from the date of receipt of bill with requisite document, duly certified & recommended by Executive Engineer RCB or officer designated Engineer- in-Charge by Executive Director RCB.
Workmen Employed:	The Bidder/agency shall be responsible for complying with all labour laws and statutory requirements, insurances pertaining to its employees. The agency shall indemnify RCB against any claim on this account. It must retain sufficient reserve of manpower to cater to situations like leave, weekly offs, medical problems, holidays or any other exigencies.
Performance:	The performance of the services will be continuously evaluated by the designated committee/user groups nominated by the Executive Director, RCB.
Delay in Payment:	In case of delay in monthly payment due to any reason, the agency should make payment to its manpower & for consumables without affecting the work.
Replacement of Staff:	Any staff/employee may be required to be replaced immediately from the site without assigning any reason whatsoever.
Requirement of Staff:	Numbers of staff can be increased or decreased at approved rates by RCB/THSTI after due approval of Competent Authority during currency of contract.
Restrictions:	Smoking cigarette, bidi, chewing tobacco, pan, Gutkha or any other banned item is strictly prohibited inside the Institute's premises. Non-Compliance may lead to suitable penalty /termination of contract, to be decided by the Institute.
Attendance register:	Agency shall be responsible for maintaining biometric & manual records of daily attendance of the staff deployed by it. However the Centre reserves the right to inspect the records & verify attendance as and when required or deemed fit.
Certification of bills:	Every bill forwarded for payment shall need to be certified by the Executive Engineer RCB or Engineer in Charge designated by Executive Director RCB.

GENERAL TERMS & CONDITIONS

1. In the event of non-commencement or unsatisfactory performance of the work contract, Centre (RCB) reserves the right to cancel the contract agreement or to withhold the payment. In such an eventuality, Centre further reserves the right to get the work done from some other agencies at the cost of bidding agency. The Agency will also be black listed by the Centre for a period of 5 years from participating in such type of tender and his earnest money if any/security deposit will also be forfeited.
2. It shall be presumed that the terms & conditions mentioned in the tender document including amendments/ corrigendum if any have been read, understood and duly accepted by the bidder. The bidder shall have no right to modify/ alter/ amend/ delete any terms/ conditions mentioned in tender document.
3. Tender forms are not transferable. Only the original/downloaded complete tender form duly signed stamped, should be uploaded.
4. Furnishing of wrong information and false documents will make the bidder ineligible for bidding and liable to be debarred/blacklisted from participation in Tender enquiries/Open Tenders/Annual Rate Contracts by the Centre. The EMD amount will also be forfeited.
5. The bidder will have to furnish documents in support of the information given in the tender. Original documents shall be checked for verification as and when required.
6. In case of any attempt for cartelization by bidder with a view to hike up the prices, all bids will be rejected and such bidders will be blacklisted and bid security will be forfeited.
7. If any required information /documents are not submitted, then the bid of the concerned bidder will be rejected and shall not be considered. No representation in this regard will be entertained.
8. The decision of the Centre regarding approval of bids shall be final and binding on all bidders.
9. A prospective bidder requiring any clarification of the Bidding Document shall contact the Centre through e-mail engg@rcb.res.in. Tele- 0129-2848810
10. Any person who is in Govt. Service anywhere or an employee of the Centre/Institute should not be made a partner to the contract by the bidder directly or indirectly in any manner whatsoever.
11. The individual signing the tender document/ bids or any document forming part of the bid on behalf of bidder, shall be responsible to produce a proper **power of attorney** duly executed in his favour stating that he/she has authority to bind on behalf of such other person of the bidding agency as the case may be in all matters pertaining to the contract including the arbitration clauses.

In case the bidder, so signing, fails to provide the said power of attorney, the Centre may, without prejudice to other civil and criminal remedies cancel the bid and hold the signatory liable to all costs and damages. In case of registered or unregistered partnership firm, all the partners should sign the bids. In case of change of any person signing the agreement on behalf of limited company or firm, he/she will produce a letter of authority /resolution passed by the company empowering him/her to sign the agreement on behalf of the Bidder/ company or firm.

12. The personnel, whose services are provided by the bidder, shall at all times and for all purposes be the employees of the Agency (Bidding agency) and on no account personnel so appointed and recruited by the agency (Bidder) will have any claim for appointment, continuous recruitment or regularization etc. against the Centre.
13. In every case in which by virtue of the Workman's Compensation Act, the Centre is obliged to pay compensation to such person employed by the Agency (bidder) in execution of the work, Centre will be entitled to recover from the Agency (bidder) the amount of compensation so paid.

14. The bidding agency, shall be responsible for verifying the antecedents of its staff/employees working at premises of NCR Biotech Science Cluster, by police verification and will keep attendance and other relevant records at its cost and will produce these on demand of any authority. The list containing the names/addresses of the personnel appointed by the bidder/agency shall be made available to the Centre with their bio-data within 15 days from the date of deputation. The agency shall also provide the same in soft copy giving out photographs and detail of the staff within one month of commencement of work.
15. The Bidder/ Agency shall obtain a license under Contract Labour (R&A) Act, 1970 and also submit an attested copy of such license to the Centre. The agency shall abide by all the necessary provisions of various other Labour Laws/Acts viz. ESI/Bonus, Workmen's Compensation and any other laws and rules applicable in this regard.
16. Only those who hold valid registration with the Labour Department shall be eligible to bid in response to NIT and if found successful the agency (workmen) shall need to get registered with the Labour Department.
17. The agency shall have necessary licenses/ authorizations for providing Electro-Mechanical Services and/or obtain the same at its costs and expenses as and when required.
18. The Bidder/ Agency, himself, shall be responsible for any type of statutory/mandatory claims or penalties in light of the default with reference to the above provisions.
19. In case any person engaged by the Bidder/ Agency is found to be inefficient, quarrelsome, cantankerous, infirm, and invalid or found indulging in unlawful or union activities, the bidder/agency will have to replace such person with a suitable substitute at the direction of the Executive Engineer, RCB or officer designated by Competent Authority, at short notice.
20. The Centre shall not provide any sort of accommodation to the staff or person deployed by the bidding agency and no cooking/lodging will be allowed in the premises.
21. The deployed staff shall wear the prescribed neat and clean uniform according to season affixing thereon the badge mentioning his name, provided by the Bidder/ Agency at his own cost. Deployed staff should also be provided an I-Card duly signed by the authorized signatory of the Bidder/ Agency.
22. All safety accessories and measures as required for the execution of the work shall be provided to the workers by the service providing agency at its own cost.
23. The agency shall not engage any staff below the age of 18 years. All the staff deployed by the agency shall be medically fit and their antecedent be verified prior to the deployment in the Centre/Institute.
24. If any complaint of misbehavior and misconduct comes into the knowledge of the Centre then all such responsibility shall be of the agency and any loss owing to negligence or mishandling by the staff, the Bidder/ Agency shall himself be responsible to make good for the losses so suffered by the Cluster.
25. The Agency shall not, at any stage, cause or permit any sort of nuisance in the premises of the Institute or do anything which may cause unnecessary disturbance or inconvenience to others working there as well as to the general public in the Cluster premises and near to it.
26. The agency shall **not engage any sub-contractor or sublet/transfer** the contract to any other agency/person in any manner.

27. The agency providing Electro-Mechanical Services should ensure the following: -
- That a daily report of its staff on duty and about their performance is furnished & maintained.
 - That its staff does not smoke/drink/abuse drugs at the place of work.
 - That any specific work related to Maintenance assigned to it by the Principal Employer or any officer authorized by him is carried out by him diligently and well in time.
 - The Principal Employer may also ensure that the salary wages shall be distributed in full as per Minimum Wages Act by the Bidder/ Agency to the deployed staff.
28. Tax deduction at source shall be governed by the prevailing Rules.
29. In case the agency fails to execute the job after signing the agreement /deed or leave the job before completion of the period of contract at their own accord, the Executive Director, RCB, shall have the right to forfeit the last payments due, irrespective of the duration of the contract.
31. The Executive Director, Regional Centre for Biotechnology reserves the right to:
- A. Amend the scope and value of any contract under this NIT.
 - B. Reject or accept any application without assigning any reasons thereof and
 - C. Reject all applications and cancel the Tender.
 - D. The Centre/Employer/Consultant shall neither be liable for any such actions nor be under any obligation to inform the Applicants.

PENALTY CLAUSES

- 1) In case the agency fails to commence the work as stipulated in the agreement, after 02 weeks delay, Centre reserves the right to cancel the contract and withhold the agreement and forfeit the EMD as applicable and get this job to be carried out at the cost of the Agency. The defaulting Bidder/ Agency will be blacklisted from participating in any tender of RCB for next five years.
- 2) For any other breach of contract, Designated committee or Authority or any person nominated by or on behalf of the Centre, shall be entitled to impose a penalty up to as given in table below.

Some of the instances in which penalty would be imposed are enumerated below. (But these are not exhaustive and penalty may be imposed on any violation/breach or contravention of any of the terms and conditions as well as assigned duties and responsibilities).

- I. If the personnel working are not found in proper uniform and displaying their photo identity card.
- II. If the personnel found indulging in smoking/drinking/sleeping during duty hours.
- III. Penalty will also be imposed if the behavior of personnel(s) found is discourteous to anyone in the Cluster.
- IV. If any personal, found performing duty by submitting a fake name and address, the services of such person shall be terminated and the agency will be held responsible for such lapse.
- V. If any personnel found on duty other than those mentioned in the approved list is supplied by the agencies to the Centre/Institute's authorities.
- VI. In the case of any loss/theft of NCR Biotech Science Cluster property, the committee of NCR Biotech Science Cluster will consider the circumstances, leading to the loss and if

the responsibility is fixed on the agency, the Centre will make good, the losses by deducting the cost of loss from the next month's bill in one or more installments.

Sl No	Problem	Penalty
1	Power supply could not be restored within 5 Minutes.	Rs 750/- per 5 Minutes.
2.	Maintenance Complaint could not be attended within 01 Hrs. of intimation/registration	Rs 200/- Per Hour per complaint
3	Maintenance Complaint could not be resolved within 03 Hrs. of intimation/registration.(without justified reason)	500/- per 3 Hrs
4.	Maintenance schedule not submitted 15 days from date of commencement of work	5,000/-
5.	Staff not bearing proper determined complete uniform with headgear and shoes: Per staff/stance	Rs 200/-
6.	Refusal to do work	Not acceptable, Change of person.
7.	Improper/ uncivilized behavior	Warning and Rs 500/- only one chance next time replacement of person.
8	Any place supposed to be manned 24x7 and Competent staff not found at any time	Will be viewed Seriously. Rs 1500/- Per/staff/ stance
9	Staff found smoking/ chewing tobacco	Rs 200/- per person/stance

PAYMENT TERMS

1. Given the fact that the contractor is under legal obligation to pay due minimum wages as the requirements of law, the successful bidder shall be expected to make payment which will be verified by RCB. The contractor shall pay for all legal charges/contributions to statutory authorities. Besides that the contractor shall be obliged to satisfy empowered officer about continued labour law compliance as and when required by empowered officer.
2. The payment to the service provider shall be made as per invoice, which shall not exceed quoted price.
3. The Agency shall raise bill by the first week of following month. The payment shall be made within Fifteen (15) days of submission of bill. Disputed amount or amount on which clarification is required may be withheld till the time matter is sorted out. However, rest amount shall be released by due date.

If agency does not raise will within first week of month along with requisite supporting documents, penalty may be imposed by RCB.

4. Payment by Centre shall be made by electronic fund transfer to the contractors account by NEFT or RTGS for which purpose agency is expected to submit their complete bank details.
5. The payment to the contractor shall be released on verification of the contracted service through a checking mechanism enforced by Designate Inspection Committee or Authority or any person nominated by or on behalf of the Centre to assess the performance of the agency, both in terms of quantity and quality.

6. Payment of parts will be paid separately after prior due approval for use of such items from Respective Engineers.

PERFORMANCE SECURITY DEPOSIT

The successful tenderer will have to deposit the performance security deposit **@5% of tender amount** in the form of Demand Draft/ Banker's cheque/ BG issued by scheduled bank drawn in favor of "Executive Director, Regional Centre for Biotechnology" payable at Faridabad, valid till three months beyond the currency of the contract.

SUPERVISION & QUALITY CONTROL

1. Centre management shall have the right to terminate the contract/reduce the scope of the services rendered by the agency, with one-month notice, if services provided are not of the requisite standard.
2. Centre will have unfettered right to inspect the premise, process of Electro-mechanical Services at any time and the agency will cooperate with the Centre. Centre will have overriding supervising power to give instructions and it must be complied with.

LIABILITIES OF SERVICE PROVIDER

1. Man power engaged by Agency will be qualified, trained, young, smart, well-mannered and in proper uniform.
2. The Agency shall make available CV of the employees in hard copy and/or soft copy giving out the details of all the employees with photo, deployed in NCR Biotech Science Cluster.
3. The shift of the staff would be rotated periodically and a roaster would be maintained.
4. The staff would be changed with proper handing & taking over every month / week as per roster to avoid possible contacts/collusion for better operational point of view.
5. All liabilities and onus of depositing wages, ESI, PF, Bonus and other statutory requirements of the deployed staff at Cluster lies solely on the agency. Cluster Authority will not be responsible for any breach under this clause.
6. Agency will submit proof of having deposited ESI and EPF of previous month along with bill monthly invoice. Agency is to submit evidence of having deposited ESI and EPF of deployed staff whenever asked by Engineer-in-Charge.
7. The agency shall be responsible to provide trained manpower in Electromechanical Services.
8. RCB names a worker as unfit/inefficient he should be removed immediately from the work spot. Provide reliever immediately.
9. Providing emergency services as needed on a twenty-four (24) hour, seven (7) days a week basis. The response time for attending to any break down/ maintenance call shall be immediate and in no case it should exceed one hour.
10. Developing and implementing Non comprehensive facility operation and preventative maintenance plans.
11. Nobody will be appointed without interacting with Executive Engineer or officer designated by Competent Authority, Regional Centre for Biotechnology, Faridabad.
12. Weekly, fortnightly and monthly training of all the personnel deployed must be organized as per training program and intimated to RCB.

13. During winters staff will be equipped with woolen pullover (Sweaters), coats & boots as per need which will be provided by agency within the quoted rates and it will be deemed to have been included in the quoted service charge by agency.

CONTRACT TENURE (EXTENSION)

1. The contract will be valid initially for **ONE YEAR** from the date of engagement of the agency.
2. After the completion of the assigned responsibilities during the initial tenure of the contract, Centre, at its sole discretion may extend the contract on year to year basis maximum for 03 years (01 Year initial +03 Years) based on satisfactory performance of the agency during the previous year(s) and successful meeting and exceeding of the SLAs.
3. In exceptionally deserving case, Centre, at its sole discretion and mutual consent, may consider further extension of the period of contact for which independent assessment of performance could be sought.
4. Centre will decide the date of commencement of the service, which will be duly notified at the time of Award of Tender.

FORCE MAJEURE

- i. "Force Majeure" shall mean any event beyond the reasonable control of the Centre or the Bidder/ Agency, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected.
- ii. If either party is prevented, hindered or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances there of within fourteen (14) days after the occurrence of such event.
- iii. No delay or non-performance by either party hereto caused by the occurrence of any event of Force Majeure shall
 - a. constitute a default or breach of the Contract
 - b. give rise to any claim for damages or additional cost or expense occasioned thereby
 - c. If and to the extent that such delay or non-performance is caused by the occurrence of an event of Force Majeure.
- iv. Notwithstanding clause (iii) above, Force Majeure shall not apply to any obligation of the Institute to make payments to the Agency herein.

RISK

In the event of the Bidder/ Supplier's/service provider fails to provide the ordered services as per the contract. RCB reserves the right to procure the services from any other source at the Bidder's risk and cost and the difference in cost shall be borne by the Bidder. Such cost shall be recovered from the bill of the agency. Further, the RCB retain the right to take any other action(s) as deemed fit.

JURISDICTION:-

Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference, if the same had been the subject matter of a suit, any and all actions and proceeding arising out of or relative to the contract(including any arbitration in terms thereof)

shall lie only in the Court of Competent Civil jurisdiction in this behalf at New Delhi and only the said Court(s) shall have jurisdiction to entertain and try any such action(s) and/or proceeding(s) to the exclusion of all other Courts.

FALL CLAUSE

If at any time during the contract period, it is noticed or brought to the knowledge of the Centre that the contractor/bidder has reduced/proposed to reduce the rates for such outsourcing of Electro-mechanical Services as are covered under this tender enquiry, to any organization (including any department of Govt. of NCT Delhi) at rate lower than the rates quoted under this contract, he shall forthwith reduce the rates payable under this tender for such services after the coming into force of such reduction, the rate of services shall stand correspondingly reduced. The Centre shall make payments based on such reduced rates only.

ARBITRATION

Any dispute or controversy arising out of or in connection with the Agreement including any question regarding its existence, validity or termination which cannot be settled amicably by and between the Parties, may be referred by the Parties to be settled by arbitration in accordance with Arbitration & Conciliation Act, 1996 and its rules which are deemed to be incorporated by reference to this clause, for the time being in force. The arbitral tribunal shall consist of a sole arbitrator appointed unanimously by the Parties in accordance with the said rules or where unanimous decision cannot be made, each party shall appoint one arbitrator and the appointed arbitrators shall appoint a sole arbitrator on mutual consent. The Parties agree that any arbitration proceedings shall be instituted and heard in Delhi. The language of the arbitration shall be English. The cost of arbitration shall be borne equally between the Parties and the prevailing Party shall be entitled to recover the same from the other.

NOTICES

Any notice, request, or consent sought pursuant to the tender shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by speed post, email, or facsimile to such Party i.e. the Centre or Bidder.

TERMINATION

The Institute may terminate the Contract, by not less than thirty (30) days' written notice of termination to the Bidder/Agency, to be given after the occurrence of any of the events specified in paragraphs (i) to (iii) of this Clause and sixty (60) days' in the case of the event referred to in (iv) below :

- i. If the Bidder/Agency fails to meet the performance obligations under the Contract.
- ii. If the Bidder/Agency becomes insolvent or bankrupt;
- iii. If the Bidder/Agency, in the judgment of the Centre has engaged in corrupt or fraudulent practices in competing or in executing the Contract.
- iv. If as a result of Force Majeure, the Bidder/Agency is unable to perform a material/major portion of the Services for a period of not less than sixty (60) days.

FOR THE PURPOSE OF THIS CLAUSE:

- i. "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution.
- ii. "Fraudulent Practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Purchaser.

Exclusive Right of the Executive Director, Regional Centre for Biotechnology,

The Executive Director, Regional Centre for Biotechnology, Faridabad, has full and exclusive right to accept or reject any bid or tender and / or withdraw the work order without assigning any reasons, whatsoever.

Signature of the Bidder/ Agency with stamp

Witnesses:-

1.

2.

TECHNICAL BID

Check List of Certificates/ Documents required to be submitted in the Technical Bid

If these documents are not uploaded/ conditions not met, the quotation shall be summarily rejected and no further correspondence, in this regard, shall be entertained.

S. No	Description	Technical Compliance (Yes/No)
1.	EMD of Rs 4,18,000/- submission Annexure-I, Annexure - I A	
2.	Undertaking for adherence & acceptance to all Tender Terms and conditions and Two-Bid System. (Non-violation of Two-Bid System) Annexure-II	
3.	Fall clause declaration Annexure-III	
4.	Non-black listing declaration Annexure-IV	
5.	Annual average Turnover of the agency should be more than rupees 104.0 Lac per annum since last three preceding years. Annexure-V	
6.	Copy of PAN and GST registration certificate	
7.	Experience of completion of Electromechanical services of similar nature & complexity a) One similar completed annual services, costing not less than an amount of ₹ 110 Lac, OR b) Two similar completed annual services, costing not less than an amount of ₹ 83 Lacs, OR c) Three similar completed annual services, costing not less than an amount of ₹ 55 Lacs. Annexure-VII	
8.	ESI and EPF registration	
9.	Solvency Certificate issued by Nationalized/ scheduled bank of value not less 83 Lac, addressed to Executive Director RCB.	
10.	Self-attested copy of valid Labour License No. under Contract Labour (R&A) Act, 1970	
11.	Self Attested copy of valid Electrical License	

Note:- Bidders should ensure that all technical bid documents clubbed sequentially in one PDF file and mention the file name "Technical Bid documents"

Additional information of the Bidding Agency duly signed by the bidder or authorized representative of the bidder as per the Performa

1. Tender Enquiry No. RCB/ 04-04/88/NIT-01/2022-23 Due for opening on:
2. Name & Address of Bidder:-

Please indicate

3. Details of Bank Account of the bidder/Agency.
- i) Name of the Bank
 - ii) Address of the Branch
 - iii) Phone number
 - iv) IFS Code No.
 - v) Bank Account No.
 - vi) Type of Account
4. Business Name and constitution of the firm. Is the firm registered under?
- i) The Indian Companies Act, 1956
 - ii) The Indian Partnership Act, 1932
 - iii) Any act, if not, who are the owners. (Please give full Names and Address)
5. For partnership firms state whether they are registered or not registered under Indian Partnership Act. 1932. Should the answer to this question by a partnership firm be in the affirmative please state further:
- i) Whether by the partnership agreement authority to refer disputes.
 - ii) Concerning the business of the partnership to arbitration has been conferred on the Partner who has signed the tender
 - iii) If the answer to (a) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed he tender to refer dispute concerning business of the partnership to arbitration\

Signature of witness

Full Name and Address of Witness

Signature of Bidder

Full name & address of the
Person signing (In BLOCK
LETTER)

Whether signing as

Proprietor/ Partner/ Constituted Attorney/ duly authorized by the company

TENDER ACCEPTANCE LETTER
(To be submitted on Company Letter Head).

Date

The Executive Director
Regional Centre for Biotechnology
NCR Biotech Science Cluster,
2nd Milestone, Faridabad – Gurugram Expressway,
Faridabad – 121001

SUB: Acceptance of Terms & Conditions of Tender.

Tender Reference No: RCB/ 04-04/88/NIT-01/2022-23

Name of Tender / Work: Providing Electromechanical and HVAC Services at NCR-Biotech Science Cluster, 2nd Milestone, Faridabad-Gurgaon Expressway, Faridabad-121001 (Haryana)

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: www.rcb.res.in, <https://dbt.euniwizarde.com> as per your NIT / advertisement, given in the abovementioned website(s).
2. I / We hereby certify that I / We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedules(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bidder terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the fully said earnest money deposit absolutely.

Yours Faithfully,
Authorized Signatory.
(Signature of the Bidder, with Official Seal)

Fall Clause Declaration

Ref: File No. RCB/ 04-04/88/NIT-01/2022-23

Date

Name of Work: Providing Electromechanical and HVAC Services at NCR-Biotech Science Cluster, 2nd Milestone, Faridabad-Gurgaon Expressway, Faridabad-121001 (Haryana)

This is to certify that we have offered the maximum possible discount to you in our Quotation No. _____ dated _____

The prices charged for the stores supplied under Rate Contract should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organisation/PSU's/Autonomous bodies/Pvt. Organisations during the period of contract failing which the "FALL CLAUSE" will be applicable.

In case, if the price charged by our firm is more, RCB Faridabad will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Seal and Signature of the Bidder

Note: This letter of authority should be on the letterhead of the quoting firm and should be signed by a person competent and having the power of attorney to bind the same.

NON-BLACK LISTING DECLARATION

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION

UNDERTAKING REGARDING BLACKLISTING / NON - DEBARMENT

To,
Executive Director
Regional Centre for Biotechnology
NCR Biotech Science Cluster,
2nd Milestone, Faridabad-Gurgaon Expressway
Faridabad

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For -----

Authorized Signatory

Date:

FINANCIAL CAPABILITY

Financial Year	Annual Turn Over in Indian Rupees as per Audited Balance Sheet
2018-19	₹
2019-20	₹
2020-21	₹

NOTE: The above data is to be supported by audited balance sheets

1. Attach copies of audited balance sheets duly certified by the chartered accountant for all three years (**2018-19, 2019-20 & 2020-21**). Audited Balance sheet should mention the membership number of chartered accountant issued by ICAI along with full address.
2. Attach recent solvency certificate from bankers. The certificate should be not more than one-year-old from the date of submission of bid.

Signature and seal of the Authorized Signatory of the bidder

GENERAL INFORMATION

1. **Name of Firm**

2. **Head office address**

3. **Telephone** **Contact No**

4. **Fax. No.** **Email ID**

5. **Place of registration** **Incorporation** **Year of incorporation/registration**

Signature and seal of the Authorized Signatory of the bidder

LIST OF PRESENT CLIENTS

List clients with whom annual billing for similar services not less than Rs. 55 Lac/Annum in each case in the last five years.

S.No	Name of the client	Date of Start	Date of Completion	Area (in sq m) being serviced, and number of users	Scope of work	Number of manpower employed	Approx annual contract value providing similar for services	Reference of authorized official on clients side with contact number
1								
2								
3								
4								
5								

Note: Keep adding in the similar manner if the list is longer

NOTE:

1. Clients mean the clients presently (on the last day of bid submission) being served by service provider or were serviced in the last five years.
2. Supporting documents in the form of award of work/completion should be submitted.
3. Please highlight the clients for which the total tenure of services is more than 3 years continuously. Certificate of continuity of services with all the clients where Operation & Maintenance been provided for three or more years continuously should also be attached/proof of award of work in continuity to be attached.
4. If no proof of award of work, completion of work is submitted, the evaluation committee may make its own judgment and the Bidder/ Agency may be rated poorly on this count in technical evaluation.

Signature of the Bidder

Name & Address with stamp

CERTIFICATE FOR SITE INSPECTION

NIT No. RCB/ 04-04/88/NIT-01/2022-23

Name of Work - Providing Electromechanical and HVAC Services at NCR-Biotech Science Cluster, 2nd Milestone, Faridabad-Gurgaon Expressway, Faridabad-121001 (Haryana)

Certified that we..... (Name of tenderer) have visited the site on dated..... and assessed the nature and amount of work involved before submitting our offer. We will be able to complete the works within the stipulated time and also certified that we will be able to supply the material/executing the work as per specification to suit the site conditions.

Address of site: -

Electrical Sub-Station

Regional Centre for Biotechnology
NCR-Biotech Science Cluster at RCB
2nd mile stone Faridabad - Gurgaon Expressway
Faridabad Haryana-121001

Signature of Tenderer with Seal & Date

Signature of RCB Official as proof of having visited the site

(To be submitted on Company Letter Head).

AUTHORIZATION LETTER

We _____(name of the bidder) hereby authorize Shri / Smt. _____

(name of the authorized person) to sign and submit the bid to RCB, Faridabad against their tender No. RCB/ 04-04/88/NIT-01/2022-23

Shri / Smt. _____ (name) is also authorized to negotiate the terms and conditions pertaining to the said tender on behalf of M/s _____ (name of bidder). The specimen signature of Shri / Smt. _____ (name) is appended below.

Specimen Signature:
Name:

The undersigned is authorized to delegate the authority on behalf of M/s _____
(name of bidder), as stipulated above.

For _____
(name of bidder)

UNDERTAKING – YEARS OF EXPERIENCE

Tender No. RCB/ 04-04/88/NIT-01/2022-23

Name of the Service_____

I/ We M/s _____ hereby declare that:

1. Our agency has been in business for a period of at leastyears in Operation & Maintenance (Electro-mechanical) and HVAC Services for which the quotation/ tender are submitted.
2. We have served in similar works i.e. provided electromechanical services in Govt./institutes/PSU or private corporate sector with over 200 users (employees, students, etc.) in the last years as stated in relevant annexure.
3. We will be able to arrange for the required man power, material, machine and other resources for the establishment of service as per the tender term within **15** days of award of tender **(A/T)/Letter of intent (LOI)**.
4. We declare that we have necessary infrastructure/tie up for the Operation & Maintenance of the Electro-mechanical equipment being used and enough manpower to cater to any additional need of Client on short notice (any increase in required manpower, duly paid), if any such need arises in the tenure of the contract.

Signature of the Bidder

Name & Address with stamp

UNDERTAKING

Tender Enquiry No :- RCB/ 04-04/88/NIT-01/2022-23

I/ We M/s _____ hereby declare that:

1. I/ we am/are agency engaged in business of providing Operation & Maintenance of Electromechanical and HVAC Services at NCR Biotech Science Cluster have examined the above mentioned tender document including amendment/ corrigendum (if any) the receipt of which is hereby confirmed.
2. I/ we do hereby offer to provide Operation & Maintenance Services for electromechanical equipment at the prices and rates mentioned in the price bid.
3. I/we do hereby agree to provide to abide by the minimum wages act of NCR.
4. I/we have quoted rates inclusive of all statutory taxes, charges & compliances i.e. EPF, ESI etc. as applicable.
5. I/ we agree to abide by my/our offer for a period of 180 days from the date of opening of the tender.
6. I/ we have carefully read and understood all the Terms and Conditions of the Tender and shall abide by them.
7. I/we agree for the all clauses and payment terms and conditions of this tender enquiry. In case any condition put forth by us is against the terms and conditions of tender, the same shall be treated as to be having no affect whatsoever and that the tender terms and conditions shall only prevail upon such conditions, if any.
8. I/ we have necessary licenses/ authorizations for providing the Operation & Maintenance Services (Electro-mechanical equipment) and/or obtain the same at my/our costs and expenses as and when required.
9. I/ we also declare that in case of change constitution of our firm or for any other change, merger, dissolution, insolvency etc. the same shall be immediately brought to the notice of client, in such case continuing partner, successor or administrator or permitted assign shall be responsible for discharging all the liabilities under this contract/ tender.
10. The tender document has been downloaded from the official website i.e. www.rcb.res.in, www.thsti.res.in, for bidding purpose and is a true copy of the original.
11. Our firm or any other firm with similar type of operation with same or some/one of the partners/proprietors being same as of the tendering firm has not been black listed in the past by any Government/ private institution except as per the following details:-

(If there is any case please attach the details of the same).
12. I/we also certify that that there is no vigilance/ CBI case pending against the firm/supplier/ or any other firm with similar type of operation with same or some/one of the proprietors being same as of the tendering firm except as per the following details:-

(If there is any case please attach the details of the same)

12. I/we also certify that there is no pending case for payment/ civil liability pending against us in any of the courts except as per the following details:-

(If there is any case please attach the details of the same)

13. I/ We declare that there is none of our relative with RCB or THSTI.

Signature of the Bidder

Name & Address with stamp

SCOPE OF WORK

The scope of work as mentioned below, are the minimum expected under general maintenance from the firm / agency / contractor apart from schedule/ breakdown maintenance under the contract shall be carried out in accordance with manufactures specification and recommendation under instructions of respective Engineers. Successful bidder will submit Performa for approval for executing general maintenance job and schedule maintenance under weekly/ monthly /Annual Preventive/Scheduled Maintenance to ensure proper accomplishment of proposed services.

Note: Excluding DG sets and Elevators for which the Center has AMC contract with the authorized dealer/Manufactures but the agency will carry out the coordination for monitoring and assisting the Agencies

Activities under General Maintenance

Agency is to carry out the general maintenance and any part found malfunctioning/damage will be repaired / replaced by agency under their scope of work.(Parts will be provided by Centre or Agency has to submit the quote of required spares along with justification of quoted price. Supply of such items will be procured after due approval from Competent Authority RCB.

The following minimum scope of work is required at the locations. The selected service provider, in consultation with RCB and THSTI, would finalize final scope of work, jointly.

- Running, Operation & Maintenance of utilities, services, and equipment
- Liaison with local authorities for renewal of statutory licenses/permissions for operations/ maintenance.
- The scope of work can be increased or decreased during the currency of the contract at the discretion of the Competent Authority at mutually agreed terms.
- Manpower can also be increased or decreased at approved rates.

A. Operations & General Maintenance of Electromechanical Services:

This scope of work essentially indicates Running Operations & Maintenances services pertaining to upkeep & smooth working of the equipment. Required Preventive Maintenance will be carried out for the equipment at the RCB, THSTI, ATPC, SAF, PRB ESS OoC and BSL III Substation Auditorium, Hostels, Housings, STP, Pump Room, Bore wells, Director bungalows and other premises in the Cluster as per benchmarked maintenance practices /OEM manuals by providing sufficient number of trained, experienced and competent technical personnel. All payments to the personnel deployed by the agency and their associated statutory requirements would be the sole responsibility of the agency. The quoted rates per month shall include such payments and any other components including the services charges.

- Agency will have to carry out all preventive and routine maintenance of transformer, HT panels, LT panels, PLC/AMF panel, APFC panels and their control system of Electrical Sub Station.
- The agency has to coordinate & monitor and maintain the records for management and execution of the Annual Maintenance Contracts. Efforts & suggestions will be made to reduce the AMC costs through alternate arrangements
- Carry out day-to-day activities required in Operations that includes Operations, monitoring and data/related recording of related parameter pertaining to Utility services equipment, assessing the data and initiating necessary actions depending on the analysis of data/records.

- Carry out maintenance services at specified intervals as per the OEM service / operations manuals of the equipment which are not covered under AMC. (See Detailed Scope of Work)
- Co-ordinating with AMC contractors if machine is under AMC for Break down maintenance & follow up as required. Continuous efforts will be made to minimize the down time of equipment.
- Operation of submersible pump of bore wells.
- Agency will carry out general cleaning of CCTV camera domes and adjust camera angle if required by IT/Security department.

Annual Maintenance Contracts

- Cluster/RCB will have AMCs for DG sets.
- Cluster/RCB will have AMCs for Elevators.

Equipment (Non-scientific) & Non-IT

- All equipment will be maintained at optimum operating levels by carrying out preventive maintenance.
- **Tools & tackles required for the services, will be supplied by the service provider under this contract without any cost.**

DETAILED SCOPE OF WORK

a. Providing 24/7 Operations & Technical Support

- 24/7 manning for the Engineering services at ESS and SAF and continuous monitoring of RCB THSTI ATPC, Auditorium. Attending complaints of other premises. Work allocation to shift technicians and follow up on work progress.
- Generation of reports for Maintenance, maintaining & analyzing equipment operation logs for equipment.
- Implementing Preventive maintenance as per schedules & Manuals.
- Coordination & Monitoring of AMC.
- **ESS and CSS** : operation and General Maintenance ESS, CSS-1 and CSS-2
- **Diesel Generator Sets** – Operating the DG Sets along with their PLC ,with sufficient man power on the round the clock and logging all parameters, routine checking in all respects, operation in case of power failures and recording relevant data. Cleaning of filters, Exhaust system checking & cleaning, governor checking & checking of battery condition & topping up of electrolyte, cleaning of radiator & topping of coolant will be carried out.
- Assist DG Set AMC agency, in **Carrying out periodical routine** servicing as per manufacture’s recommendation engaged by Centre.
- HSD (Fuel) will be provided by Cluster/THSTI.

b. Electrical System:

Maintenance of transformers – Checking and recording of parameters. Operation of tap changers of transformers as and when required.

- HT Line and HT Equipment- Maintain 11 KV HT line from Pali substation of DHBVN to VCB Panel of ESS of Cluster in coordination with DHBVN staff and VCB panels and switch gears etc
- LT Panels, Distribution Boards - Checking of connections, vacuum cleaning of panels, visual inspection, cleaning and tightening of contacts. **Testing and general maintenance** of relays their add-ons contactors, over load relay set of contacts, if required. Periodical, checking, of MCCBs ACBs and VCBs. General Maintenance of AMF Panel of DG Sets including its software in coordination with AMC agency if any.
- Distribution Boards – Routine checking and tightening of all panel internals, cable connections, checking & replacement of switches, sockets contactors, relays, cleaning of contacts for proper &

trouble free function. Switching ON/OFF of power panels, lighting panels, capacitor banks, and Emergency systems as required. Minor repairs of equipment like geysers, kettles and such other equipment.

- Lighting panels & fixtures – Trouble shooting & Replacement faulty tubes/bulbs, fans, switches, sockets, MCBs, Fuses etc. and other electrical accessories wherever possible.
- RCB/ THSTI will provide lighting fixtures as per their area of jurisdiction. THSTI and RCB respective Institutes/Centre will provide MCBs for DBs inside RCB/THSTI.
- Checking of UPS panels, battery condition, checking of Electrolyte Levels and topping up if required, will be in the scope of bidder.

c. HVAC

- Record required parameters and log sheets for the chiller & HVAC system. Round the clock Operation of Chillers, pumps, cooling towers. Carrying out preventive maintenance as scheduled will be done. As HVAC System is not covered under AMC contract all preventive services and routine cooling towers cleaning, winter descaling etc are under scope of agency..
- Air Handling Units, Fan Coil Units, Ventilation system – Routine services like air filter cleaning, motor greasing, belt tightening & replacement, motor & alignment, cleaning of cooling coils as scheduled. Checking and replacement of faulty valves, gaskets, drain line clearing are under service providing agency.
- Major Break downs/overhaul will be coordinated with OEM/third party agency/ service providing agency on call basis.

d. Pump house

- Checking availability of water and informing concerned authorities for further action.
- Water Pumps & Hydro Pneumatic System – Operations and minor service of pumps like greasing, checking alignment, tightening & replacement of gland packing, cleanings strainers.
- Checking for serviceability of Pump motor/ **submersible pumps including water supply and distribution lines.**

e. Sewage Treatment Plants and ETP.

- Operation and maintenance of sewage treatment plant.
- Cleaning of Pumps, blowers, Electrical panel, water filters piping and allied accessories.
- To ensure all standby pumps and blowers are in working condition.
- To keep surrounding areas clean.
- Opening and cleaning of sand and carbon filter including nozzle changing and recharge of filter media.
- Logbook to monitor overall operation of plant on hourly basis.
- To execute required periodical testing of water as per govt norms. Pollution control board records are to be maintained as per the statutory requirement. Payment shall be reimbursed on production of original bill.
- The agency has to ensure that all the parameters are maintained as per the norms of Pollution Control Board at all the times.

f. Firefighting Equipment

- Fire Hydrant and accessories: Operation and maintenance of fire fighting system, including but not limited to Operations of fire Hydrant hoses in case of emergency, testing of the same at regulars intervals for proper functioning. Minor repairs to the system. Checking of Hose reel

system, maintaining required pressure in wet rise system, maintaining diesel stock at Diesel Pump, maintaining records of tests.

- Portable Fire Extinguishers - Checking & ensuring all fire extinguishers are in working condition and necessary recording related data and initiate actions for refilling in coordination with respective engineer of RCB and THSTI.
- Regular cleaning of smoke detectors to avoid false alarms; check & clean mimic panels & related systems for proper operations. Coordination with OEM in case of major Breakdowns/problems.
- Agency will organize biannual mock fire drill and maintain records.

g. Building Maintenance (Internal and external)

- A Planned Preventative Maintenance (PPM) program must be maintained at all times. Outstanding PPM's must be addressed with RCB & THSTI on a monthly basis. Planned Schedule must be submitted to RCB & THSTI at least 3 weeks in advance to ensure all actions required have been identified. All PPM works are subject to the approval from RCB
- General Maintenance of equipment like solar panels system, Security equipment, Card Readers, PA system; Equipment like Fax machines, Xerox Machines, Projectors, Communication systems installed in the building, preventive/ scheduled /major servicing will be coordinated through AMC contractors.
- Tracking and submitting inventory reports of all consumables on monthly basis / as and when required.
- Tracking and submitting all utilities consumptions and costs on monthly basis.
 - Supervisors should monitor activities of their staff to insure that work quality is acceptable.
 - Supervisors should develop an inspection check list that is tailored to the individual work area.
 - All deficiencies noted during the inspection should be documented in sufficient detail to allow the use of the checklist as a clean up guide.
 - During inspections, any safety related deficiencies that constitute hazardous conditions must be given priority attention. Hazardous conditions that constitute imminent danger shall be immediately reported to respective Engineer RCB/THSTI.
- Service Provider will co-ordinate with RCB & THSTI Vendors for carrying out maintenance of equipment under AMC or warranty.
- Service Provider will maintain a record of all the equipment, keep record of the Vendors details, keep track of the dates of AMC / Warranty validity and inform RCB/THSTI before two months from date of expiry AMC.
- Service Provider will also perform Escalations within Vendors in case problems are not responded or resolved as per the Contracts.
- Service Provider will prepare the records of routine service visits to be provided by AMC providers and tracking to be done for actual visits, on weekly basis.
- Service Provider will coordinate with fuel vendor (IOCL) for ensuring the smooth supply of HSD to maintain the Reorder Point.
- Service Provider will maintain record of Fuel consumption charts of DG set, Stock Register of fuel in adherence with relevant Regulations.
- Service Provider will keep the Inventory status of all spares required for the maintenance of the facility and update on daily basis / as and when required.
- Preparation of Stock report on consumables at RCB & THSTI for smooth functioning of services.

j. Solar panels cleaning and maintenance

- 2 x 25 KW solar panels installed at RCB & THSTI will be cleaned weekly and properly maintained for optimum efficiency.

k. HVAC System

Sl.No	Time Line	Description
		AIR HANDLING UNITS
1	Weekly.	Check for coil and filters if found faulty/ damage, rectify or replace as required.
2	Weekly.	Cleaning of AHU pre-filters
3	Weekly.	Check for air and water leakage
4	Weekly.	Check condensate drain for any blockage, clean if required.
5	Weekly.	Check drain pan for any blockage.
6	Weekly	Check fan Belt for correct tension and sign of wear and alignment of fan and motor.
7	Monthly	Inspect coils and clean, if required
8	Monthly	Check functioning of lights and limit switch interlocking & proper Illumination
9	Monthly	Check for bearing of motor and blower
10	Monthly	Check for tightness of V-belts and alignment of pulleys.
11	Monthly	Check looseness of any bolt in fan casing motor base etc
12	Monthly	Check for vibration in blower and motors.
13	Monthly	Check access doors and hinges for easy operation.
14	Monthly	Check cleanliness of the filters and clean.
15	Monthly	Check the looseness of any bolt in the fan or casing etc.,
16	Monthly	Check the associated damper flap movement and apply grease for the bearing housing, if required.
17	Monthly	Check running current of the motor.
18	Quarterly	Check/Add grease or lubricate to the Fan shaft bearing, motor bearing blower bearing if required.
19	Quarterly	Check the alignment of Fan and Motor, If necessary, correct the same.
20	Quarterly	Inspect the condensate drain pane and ensure that it is clean and water freely flows to the drain.
21	Quarterly	Inspect the coils for cleanliness. Wash the coil with a low pressure water hose or low pressure air.
22	Quarterly	Observe all dampers for proper operation.
23	Quarterly	Check tightness of electrical connections
24	Quarterly	Check flexible connections spool piece for leakage
25	Quarterly	Check for condition of inlet strainers and clean (if required)
26	Half yearly	Check in motors full load current, fan motor running current and tightness of terminals
27	Half yearly	Check blower shaft, scroll, impeller and bearing.
28	Yearly	Check and clean cooling coils & fins.
29	Yearly	Clean interiors and check for corrosion, check tightness of all sections
30	Yearly	Check anti-vibration mounting & flexible connections
31	Yearly	Check operation & condition of all electrical connections.
32	Yearly	Check alignment of drive pulleys, adjust the same if required
33	Yearly	Combing of fins to be done after coil cleaning (if required)
34	Yearly	Check all bellows, replace if any crack/water leakage observed
35	Yearly	Check insulation resistance (Megger) of motor
36	Yearly	Checking, servicing, calibration and validation of all VFDs along with centralized BMS System.
		FAN COIL UNITS

1	Weekly.	Check the water leakage
2	Weekly.	Clean air filters.
3	Weekly.	Check drain pan for any blockage.
4	Monthly	Clean the filter & Y-Strainers, if required.
5	Monthly	Check the fan belt tension, abnormal noise and rectify if required.
6	Monthly	Check any water leakage from unit.
7	Monthly	Inspect the condensate drain pan and ensure that it is clean and water flows freely.
8	Monthly	Check the condition of access door hinges for proper fixing.
9	Monthly	Check the unit is secured.
10	Monthly	Check the operation of inlet/outlet isolation valve.
11	Monthly	Check looseness of any bolts in fan casing motor base etc
12	Monthly	Check associated damper movement and apply grease for bearings.
13	Quarterly	Inspect cooling coil and clean if required.
14	Quarterly	Clean strainers for FCU.
15	Half yearly	Check blower, motor unit etc. Clean lubricate.
16	Half yearly	Check and receive the vibration value and compare with recommended values.
17	Half yearly	Check tightness of electrical connections.
18	Half yearly	Add water and flush condensate drain pan, trap and drain line.
19	Half yearly	Check the condition of inlet strainers and clean if required
20	Half yearly	Check the proper functioning of the 3 way and 2way valve.
21	Half yearly	Check the interconnection, copper piping, canvas and cooling coils.
22	Half yearly	Check full load current of motor.
23	Half yearly	Check the tightness of terminals of motor.
24	Half yearly	Check motor running current.
25	Yearly	Check blower, motor unit etc clean & lubricate.
26	Yearly	Check electrical control & connection.
27	Yearly	Check and clean cooling coil with water, if necessary.
28	Yearly	Check 2/3-way valve for proper operation.
29	Yearly	Check insulation resistance (Megger) of motor.
30	Yearly	Check/clean cooling coils and fins.
		COOLING TOWERS
1	Daily.	Check the water level.
2	Weekly.	Inspect basin for clogging.
3	Monthly	Check for unusual noise/vibration in fan and fan guard, motor drive shaft and guard.
4	Monthly	Inspect for clogging in eliminator, fills and water basin
5	Monthly	Check bearing for noise.
6	Monthly	Check fan blades looseness/crack.
7	Monthly	Check oil for water and sludge in basin of cooling tower.
8	Monthly	Clean the basin and replace water in basin.
9	Monthly	Check and adjust float valve if required.
10	Monthly	Check current values of motors.
11	Monthly	Check for any leakage in gear reducer, water basin and float valve.
12	Monthly	Check water and sludge.
13	Monthly	Inspect eliminator and fills for clogging
14	Monthly	Check motor winding for over heating

15	Monthly	General cleaning for inside and outside.
16	Monthly	Drain cooling tower twice in a month along with condenser pipe line water.
17	Quarterly	Check access door work properly
18	Quarterly	Check the staircase ladder Corrosion
19	Quarterly	Check the distribution basin for corrosion, leaks and sediments
20	Quarterly	Check the drift eliminator louvers for scale build up
21	Quarterly	Adjust belts and pulleys for proper tension and alignment
22	Quarterly	Check the fan blades for dirt/scale deposits and condition of fan cylinder
23	Quarterly	Check the mechanical parts of motor supports (cracks)
24	Quarterly	Check the distribution spray nozzles to ensure even distribution of water run over the fills.
25	Quarterly	Check sludge in gear box
26	Quarterly	Check motor winding for Overheating
27	Quarterly	Clean cooling tower from inside and outside.
28		Check and top up oil in gear box
29	Quarterly	Cleaning of sump and check for any leakage
30	Quarterly	Clean Fan & Fan Guard, motor shaft, gear reducer, eliminator, fills, water basin, float valve, control valves etc.
31	Quarterly	Rebalance of fan & fan guard, driveshaft & guards
32	Quarterly	Check insulation resistance.
33	Quarterly	Clean nozzle & clean if required.
34	Quarterly	Check the water distribution system including the nozzles.
35	Half yearly	Inspect keys, keyways and set screws of fan and fan guard, motor, drive shaft and guards. Inspect the general condition of fan & fan guard, motor, shaft, gear
36	Half yearly	reducer, fills, control valves, structural members, fan cylinder, stairs ladders etc.
37	Half yearly	Tighten loose bolts of fan, fan guard, motor, shaft, if any,
38	Half yearly	Check the working of control valve
39	Half yearly	Check completely open and close operation of float valve. Repair as reqd.
40	Half yearly	Clean all nozzles & replace if damaged.
41	Half yearly	Check grease, clean and re-lubricate bearings of motor
42	Yearly	Tighten loose bolts of FRP, structure bolt connection and motor.
43	Yearly	Check and change nozzles, fills if required.
44	Yearly	Complete cleaning the whole parts of CT (Louvers drift eliminators & fill surface)
45	Yearly	Carry out de-scaling process of condensers coils, with suitable chemical.
		PUMPS
1	Weekly.	Check the cable for heating
2	Weekly.	Check for any leakage from glands or flange joint.
3	Weekly	Check alignment of pumps , motor & rectify if required
4	Weekly	Check coupling condition adjust & replace if required
5	Weekly	Check the VFDs tightening of connection and their functioning.
6	Monthly	Check for any leak in motor and pump connections & rectify if required

7	Monthly	Check bearings temperature with thermometer and hand test that bearing is not running excessively hot , are not excessively hot.
8	Monthly	Check for any abnormal noise and vibrations during running (if observed then rectify)
9	Monthly	Check for leaks in isolation of valves, strainers, and flexible connections.
10	Monthly	Clean pump exterior
11	Quarterly	Check pumps lubrication as necessary
12	Quarterly	Check & clean pump, strainers & motor casings
13	Quarterly	Check shaft or shaft sleeve for scoring
14	Quarterly	Tight & clean all electrical terminals, electrical connections, conduits, insulation, flexible connection.
15	Quarterly	Check & record motor running current
16	Half yearly	Check & clean all contact surfaces of Circuit breaker, enclosures switches& push buttons
17	Yearly	Check condition of seals & bearing (Adjust or replace if required)
		CHILLERS
1	Weekly.	Check DELTA T (T Cond wtr.out.liq.ref.) for condenser fouling
2	Weekly.	Verify proper water treatment
3	Weekly.	Check oil return system
4	Weekly.	Inspection of starter
5	Monthly	Check oil heater operation
6	Monthly	Refrigerant leak check
7	Monthly	Check oil pump discharge pressure
8	Monthly	Clean all sensors
9	Monthly	Measure oil filter pressure drop
10	Monthly	Measure and log the sub cooling and superheat
11	Quarterly	Verify proper operation/setting/calibration of safety controls
12	Quarterly	Check & tighten all electrical connections
13	Quarterly	Clean & water strainers in both chilled & condenser line
14	Yearly	Replace oil filter & oil return filter, if required
15	Yearly	Clean or back flush heat exchanger of SS starter
16	Yearly	Replace coolant after cleaning heat exchanger
17	Yearly	Carry out de-scaling process of condensers coils, with suitable chemical
18	Yearly	High pressure cut off setting
19	Yearly	Low pressure cut off setting
20	Yearly	Low oil pressure switch setting
21	Yearly	Oil pump timers
22	Yearly	Flow switches setting
23	Yearly	Pump interlocks
24	Yearly	System monitor timer
25	Yearly	System freeze stats
26	Yearly	Vane closing switches
27	Yearly	Temperature control stats
28	Yearly	Motor load limit controls
29	Yearly	Megger motor winding
30	Yearly	Compressor oil analysis

31	Yearly	Checking , servicing, calibration and validation of all VFDs along with centralized BMS System.
		BMS
1	Weekly.	Check the incoming voltage in the panel
2	Monthly	Check and tighten nuts and bolts etc.
3	Monthly	Check and tighten termination etc
4	Monthly	Look for sign of discoloration due to over heating
5	Quarterly	Check the data from Transmitters.
6	Quarterly	Check for updates for software
7	Quarterly	Check for validation of system
8	Yearly	Check and tighten nuts and bolts etc.
9	Yearly	Check and tighten termination etc.
10	Yearly	Look for sign of discoloration due to over heating

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I. Inspections

- Supervisors should monitor activities of housekeeping staff to ensure that ESS building and AHU rooms are clean.
- Supervisors should develop customized inspection checklist as per individual work area.
- All deficiencies noted during the inspection should be documented in sufficient detail to allow the use of the checklist as a cleanup guide.
- During inspections, any safety related deficiencies that constitute hazardous conditions must be given priority attention. Hazardous conditions that constitute imminent dangers shall be immediately reported to Engineer- in-charge/ Executive Engineer RCB.

Liability

- The Service Provider shall indemnify and hold RCB/THSTI Faridabad, harmless from and against all claims, demands, suits, proceedings, damages, costs, expenses and liabilities, including without limitation, reasonable legal fees brought against or incurred by either of them for
 - Injury to persons, including death; and/or
 - Loss or damage to any property; and/or
 - Any other liability resulting from any acts or omissions of the indemnifying Party in the performance of this Contract.
 - Service Provider shall maintain in force and upon request give evidence of adequate insurance covering its potential liability.

Liasoning with local and state authorities

- Service Provider will co-ordinate with state and local authorities for the work being done by it, as needed.

Value Engineering for better services and Cost Reduction

- Service Provider will use the expertise it has to suggest ways and means of improving the services and reducing cost.

Reporting

- Service Provider will submit the Daily, Weekly, Monthly, Quarterly, Half-Yearly and Annual Reports as per the formats discussed and decided by RCB and THSTI and Service Provider. These Formats will be submitted by Service Provider within 1 week of commencement of Services to RCB/THSTI and will be finalized within one week from submission.

GENERAL REQUIREMENTS

Helpdesk Management

The Helpdesk Services pertain to the Facilities Management, problems on Help-Desk and resolving the problems to closure, which occur on day-to-day basis. Service Provider will be required to manage Help-Desk at ESS wherein the problems will be logged either on telephone, in person or through email. Helpdesk will classify all such calls and would forward / allocate to the concerned departments, its Engineers / Technicians, Supervisor or any concerned operational staff for resolution. For each type of problem, the response time would be defined and service provider will adhere to it.

This helpdesk will receive, log and track all calls related to the end users in the facility. For calls/ services it is not directly responsible, these would be informed and escalated to the concerned RCB/THSTI personnel as decided and communicated to the helpdesk from time to time.

- While a standard Help-Desk needs to be manned and managed during office hours Monday through Saturday, emergency helpdesk will be provided on a 24/7 basis by qualified computer literate **Help-Desk cum BMS Operators**.
- Helpdesk will be allotted a dedicated Telephone Extension No. by RCB
- An email ID will be provided for Help-Desk by RCB
- Any problem logged in Help Desk either telephonically or through mail will be registered by Help-Desk operator in a Complaint Register or allotted a Unique No. on that date.
- Work job will be allotted by Help-Desk operator and handed over to respective attendant to attend to the problem and maintain the record of completion/status.
- Any Complaint Lodged in Helpdesk will be responded depending on nature of the problem but not later than as referred in SLA and resolved within 2 hours (routine Complaint) of logging the complaint.
- Once the call is closed the respective attendant will get the signatures of the complainant on the work order. Helpdesk to counter check before closure of any problems assigned.
- Resolution of the problem will be reconfirmed by the Help-Desk operator with the complainant and then closed in the Register.
- At the end of each day, the unattended and pending problems will be carried forward to the **next day** and a report of such problems will be prepared and forwarded to the respective authorities in RCB/THSTI.

ESCALATIONS

All Routine Problems, Help-Desk related problems, Operations related problems, will be handled by the service provider without any intervention of RCB.

If any call is not resolved within the agreed timelines, it will be escalated to the concerned as per the escalation matrix.

Materials, Consumables & Spares

- The Service Provider will maintain inventories and follow up with respective engineer for regular supplies of such material. Where material is to be provided by Regional Centre for Biotechnology, requests will be raised in advance with prior necessary approvals from RCB & THSTI.
- In case of AMCs, the spares required will be governed by the nature of AMC provider.
- Service provider would always keep minimum nos. of equipment (in working conditions) at site that are needed to ensure smooth function of this contract covering scope of work.
- The Contractor would also ensure that all the employees wear appropriate uniforms and safety gears and adhere to the safety standards as per Govt. norms/ laid down by RCB.

- All staff would be in a neat, clean and well-groomed appearance
- All staff to carry proper ID cards as provided by the service provider.
- The staff will ensure wearing respective work masks, safety gloves and belts as and when required.
- All legal & statutory compliances would be the responsibility of the service provider
- Continuous training of the employees would also be the responsibility of the service provider.
- Service provider must know and follow, their duties related to safety for all personnel. These guidelines are applicable as well as to sub-contractors (with due approval) deployed by agency at the site.
- All Service Provider workmen should be provided with a uniform and shall work within Cluster premises in their prescribed uniform.
- The service provider shall ensure that no access (passages / access to emergency apparatus / exits) is blocked, unless so authorized by RCB.
- The service provider shall provide prior information to RCB representative about any hazardous material being brought on the site and shall ensure security storage of such material.
- The service provider must leave work areas in a clean, tidy and safe condition at the end of each working period.
- No work may be carried out above the heads of people or over gangway or roads or near power cables unless all precautions have been taken to ensure the safety of the person below, and until permission is given by RCB/THSI.
- The service provider must provide required tools and equipment based on applicable regulations/codes/ guidelines.
- The service provider should ensure that their personnel do not consume alcohol / do not smoke / do not take khaini/ any type of drugs in Cluster premises VIOLATION of which will attract penalty towards agency.
- All workmen of the service provider or their sub-contractors must have valid identifications cards verified by RCB/THSTI Security Department & shall display at all times during duty hours.

Background Check

Background check for all employees deployed at Cluster is mandatory. None should be deployed at RCB without police verification report seen and cleared by RCB/THSTI authorities.

Do's for deployed staff

- Be always polite and courteous to staff, students and guest of Cluster.
- Answer telephone calls politely.
- All safety and security rules regulations of RCB/THSTI to be strictly adhered by the staff.

Don'ts' for deployed staff

- Misbehavior with any staff, student, Guest, other Contract personnel of any magnitude.
- Impoliteness, loud talking, inappropriate language, inappropriate gestures, any indiscipline
- Group gatherings, disturbance
- Involvement in any kind of activity at Cluster with malafide intentions (including theft), either directly or as a support to any third party

Screening

- Service Provider will depute any personnel at RCB only after screening and approval by RCB authorities. Any change in any personnel will be at an intimation of at least 1 week to RCB. The new personnel will also be screened and approved by RCB.
- If any personnel need to be changed by Service Provider due to some emergency which is beyond the Service Provider control, even then the new personnel will be screened and approved by RCB first.

- In case of rejection of any personnel by RCB, Service Provider will provide an option till the personnel is approved by RCB/THSTI.
- If Service Provider continues to provide sub-standard personnel, who have not been approved by RCB/THSTI and if work suffers, RCB/THSTI will impose penalties as defined ahead.

Management, Co-ordination Reporting and Meetings.

- Service Provider will be responsible for managing the services as described in the scope of work, Liaison with RCB/THSTI and AMC Providers, reporting to RCB/THSTI, providing Value-Adds to RCB/THSTI and escalations.
- Service Provider has to do daily meetings, weekly meetings, and monthly review on 10th working day of every month. Quarterly review meeting to appraise RCB/THSTI about the Electro-mechanical activities and value-adds.

Managing the Services

- Service Provider will take ownership of all the Services as described in this Scope of Work and will work as an independent Unit under the knowledge / direction RCB/THSTI.
- Service Provider will ensure that the Check lists are adhered to with utmost care and regularity.
- Service Provider will ensure that the problems are responded and resolved as per the Time frames decided for each type of problem.
- Service Provider will prepare and follow Standard Operating procedures for smooth functioning of the maintenance services, within 30 days of commencement of agreement.
- Service Provider Site in charge will brief RCB/THSTI representatives on operational proceedings on day- to- day basis.
- The agency shall develop Continuity training for all the premises in coordination with RCB/THSTI within three (3) months of signing of the agreement.
- Provide multi-skilled and trained staff.
- The staff should be trained on all the services mentioned in the RFP.
- There should be adequate off-site backup, trained, to ensure 100% service delivery.
- The Service Provider will liaise with external parties (government bodies) if required on behalf of RCB/THSTI.
- The Service Provider shall co-ordinate with respective engineer in charge for the procurement of all consumables / material/ execution of work.

Statutory Compliance

The Service Provider shall comply with all the statutory acts and will deposit statutory fee for no objection certificates required if any for the services such as Electrical installation, fire system, lifts, explosion, water testing, pollution test etc. Amount will be reimbursed by RCB on production of original receipt and shall be on regular basis submit proof of compliance to RCB/THSTI.

List of Equipment

S.No.	Equipment particulars	Qty (approx.)	Make
1. a	Toilet Exhaust Fan	90	Usha
b	Exhaust Fan 450mm	100	Usha
2 a	DG Sets 1500 KVA	2	Sudhir
b	DG Set 1010 KVA	1	Sudhir
c	DG Set 500 KVA	5	Kirloskar
3	Transformers 2000 KVA with OLTC	3	Sudhir
	Package Sub station 500 KVA	1	Schnider
	Package Sub station 1250 KVA	2	
	LT Panel of CSS BSL III	1	
	Control Panel of OoC	1	
4	HT VCB 11 KV Panel Indoor Type	1	Sudhir
5	Intelligent type Fire Alarm System -System controlled by Smoke , Heat & duct detector and MCB	1	Siemens
6	Fire Extinguishers CO2, ABC	400	
7	Passenger/Service Lift	25	Thyson/Kone
8	Water Softening Plant of 12500 LPH	1	SIMA
9	STP- 200 KLD	1	SIMA
	Tanks 200 KLD	2	
10	Lighting Fixtures		
	All lighting fixture internal and external.		
11	Electrical Panels		
i	Main LT Panel	1	Advance
ii	Synchronizing Panel	1	Advance
iii	Capacitor Panel	1	Advance
iv	AC Panel	1	Advance
v	FEEDER PILLAR for External lighting	2	Advance
vi	Fire Pump Panel	1	Advance
vii	Plumbing Panel	1	Advance
viii	MBD (Small Animal)	1	Advance
ix	SBD-2 (PRIMATE)	4	Advance
x	MBD-P (THSTI)	1	Advance
xi	MBD-L (THSTI)	1	Advance
xii	MBD-P (LIBRARY)	1	Advance
xiii	MBD-L (LIBRARY)	1	Advance
xiv	MBD-P (RCB)	1	Advance
xv	MBD-L (RCB)	1	Advance
xvi	Autoclave Panel	1	Advance
xvii	FDB-1 (Small Animal)	5	Advance
xviii	FDB-2 (SA,PR,ESS)	6	Advance
xix	FDB-L (THSTI)	10	Advance
xx	FDB-P1 (THSTI)	2	Advance
xxi	FDB-P2 (THSTI)	2	Advance

xxii	FDB-P3 (THSTI)	6	Advance
xxiii	FBD-P1,2,3,4,5,6,7,8,9,10 (RCB)	10	Advance
xxiv	FDB-P1 (LIBRARY)	1	Advance
xxv	FDB-P2 (LIBRARY)	1	Advance
xxvi	AHU Panel for RCB	2	Advance
xxvii	AHU Panel for Library	2	Advance
xxviii	AHU Panel (1&2) for SA	2	Advance
xxix	AHU Panel (1&2) for THSTI	2	Advance
xxx	Lift Panel (SA,PR,THSTI,RCB ATPC Housing)	14	Advance
12	Pumps		
i	Split casing pumps (Domestic Water)	2	Kirloskar
ii	Split casing pumps (Flushing Water)	2	Kirloskar
iii	Split casing pumps (Soft water)	2	Kirloskar
iv	SUMP Pump	2	Kirloskar
v	Hydrant Pump	1	Kirloskar
vi	Fire Engine -	1	Kirloskar
vii	Sprinkler pump -	1	Kirloskar
viii	Jockey Pump -	3	Kirloskar
13	Water Tanks (Maintaining water level)		
i	Raw Water Tank – 1,00,000 Ltrs	2	
ii	Filter/ Treated Water Tank – 50,000 Ltrs	2	
iii	Soft water Tank – 50,000 Ltrs	2	
iv	Fire Tank -1,00,000 Ltrs.	2	
v	OHT - Fire, Drinking, Flushing at All Blocks	6	
14	Bore well	4	
15	Earthing Pits	95	
16	Lab Items - Such as U.P.S , -80 freezers ,stabilizer etc.	100	
17	Similar works scope of works in Library, PRRC, SAF, ATPC, Hostel, Housings, , OOC, BSL-3, Executive Director Bungalows and other occupied area in cluster.	Each premises	

S.No	Description of work	Capacity	Qty	Unit	Total Capacity	Make
HIGH SIDE SERVICES						
1	Centrifugal Water Cooled Chiller	500TR	4	Nos.	2000 TR	York
2	Induced Draft Cooling Tower	600TR	4	Nos.	2400 TR	Bell, Mihir
3	Primary Chiller Water Pump	20 HP	4	Nos.	80 HP	Xylem
4	Secondary Chiller Water Pump	30 HP	4	Nos.	120 HP	Xylem
5	Condenser Water Pump	60 HP	4	Nos.	240 HP	Xylem
6	Floor Mounted AHU	-	27	Nos.		Waves
7	Ceiling Suspended AHU	-	2	Nos.		Waves
8	AHU with Heat Recovery Wheel	-	6	Nos.		Waves

LOW SIDE SERVICES						
1	TFA units	-	3	Nos.		Waves
2	Fan Coil Units	2TR	50	Nos.	100 TR	Waves
3	Fan Coil Units	2.5TR	4	Nos.	10 TR	Waves
4	Fan Coil Units	3TR	17	Nos.	51 TR	Waves
5	Humidifiers	-	6	Nos.		Rapid cool
6	VFD's	-	38	Nos.		ABB
7	VFD's (Secondary Motor Pump)	-	3	Nos.		Danfoss
8	CT Fan Motor	7.5 HP	12	Nos	90 HP	Bell
9	Air Washer	10800 cfm	1	Nos.		Bell
10	Exhaust Fan	11800 cfm	1	Nos.		Bell
1	BMS System	1	1	Job		Blue star

S.No	Description of work	Capacity	Qty	Unit	Total Capacity	Make
HIGH SIDE SERVICES						
1	Centrifugal Water Cooled Chiller	500TR	4	Nos.	2000 TR	York
2	Induced Draft Cooling Tower	600TR	4	Nos.	2400 TR	Bell, Mihir
3	Primary Chiller Water Pump	20 HP	4	Nos.	80 HP	Xylem
4	Secondary Chiller Water Pump	30 HP	4	Nos.	120 HP	Xylem
5	Condenser Water Pump	60 HP	4	Nos.	240 HP	Xylem
6	Floor Mounted AHU	-	27	Nos.		Waves
7	Ceiling Suspended AHU	-	2	Nos.		Waves
8	AHU with Heat Recovery Wheel	-	6	Nos.		Waves
LOW SIDE SERVICES						
1	TFA units	-	3	Nos.		Waves
2	Fan Coil Units	2TR	50	Nos.	100 TR	Waves
3	Fan Coil Units	2.5TR	4	Nos.	10 TR	Waves
4	Fan Coil Units	3TR	17	Nos.	51 TR	Waves
5	Humidifiers	-	6	Nos.		Rapid cool
6	VFD's	-	38	Nos.		ABB
7	VFD's (Secondary Motor Pump)	-	3	Nos.		Danfoss
8	CT Fan Motor	7.5 HP	12	Nos	90 HP	Bell
9	Air Washer	10800 cfm	1	Nos.		Bell
10	Exhaust Fan	11800 cfm	1	Nos.		Bell
11	BMS System	1	1	system		Blue star

R.C.B BUILDING A.H.U DETAIL								
S.No.	LOCATION	FLOOR	Capacity	UNIT	Make	Motor Rating	HP	KW
1	A-SIDE	LOWER GROUND	11000	C.F.M	WAVES	7.5 HP SIEMENS	7.5	5.5
2		UPPER GROUND	18500	C.F.M	WAVES	10 HP SIEMENS	10	7.5
3		1st FLOOR	25000	C.F.M	WAVES	15 HP SIEMENS	15	11
4		2nd FLOOR	25000	C.F.M	WAVES	15 HP SIEMENS	15	11
5		3rd FLOOR	18500	C.F.M	WAVES	10 HP SIEMENS	10	7.5
6	B-SIDE	LOWER GROUND	14500	C.F.M	WAVES	7.5 HP SIEMENS	7.5	5.5
7		UPPER GROUND	16000	C.F.M	WAVES	10 HP SIEMENS	10	7.5
8		1st FLOOR	15000	C.F.M	WAVES	7.5 HP SIEMENS	7.5	5.5
9		2nd FLOOR	15000	C.F.M	WAVES	7.5 HP SIEMENS	7.5	5.5
10		3rd FLOOR	11000	C.F.M	WAVES	7.5 HP SIEMENS	7.5	5.5
11	4th WING	UPPER GROUND	7500	C.F.M	WAVES	3.7 HP SIEMENS	8	3.7
12		1st FLOOR	7500	C.F.M	WAVES	3.7 HP SIEMENS	8	3.7
13		2nd FLOOR	7500	C.F.M	WAVES	3.7 HP SIEMENS	8	3.7
14		3rd FLOOR	7500	C.F.M	WAVES	3.7 HP SIEMENS	8	3.7

THSTI BUILDING A.H.U DETAIL									
S.No.	Location	Floor	Capacity	UNIT	Make	Belt Size	Motor Rating	HP	KW
1	A-SIDE	lower ground	11000	C.F.M	WAVES	B59*2	7.5 HP SIEMENS	7.5	5.5
2		upper ground	18500	C.F.M	WAVES	B79*2	10 HP SIEMENS	10	7.5
3		1st Floor	18500	C.F.M	WAVES	B79*2	10 HP SIEMENS	10	7.5
4		2nd floor	18500	C.F.M	WAVES	B79*2	10 HP SIEMENS	10	7.5
5		3rd Floor	15000	C.F.M	WAVES	B65*2	7.5 HP SIEMENS	7.5	5.5
6	B-SIDE	lower ground	15000	C.F.M	WAVES	B65*2	7.5 HP SIEMENS	7.5	5.5

7		upper ground	25000	C.F.M	WAVES	B83*3	15 HP SIEMENS	15	11
8		1st Floor	25000	C.F.M	WAVES	B83*3	15 HP SIEMENS	15	11
9		2nd floor	25000	C.F.M	WAVES	B83*3	15 HP SIEMENS	15	11
10		3rd Floor	17500	C.F.M	WAVES	B65*2	10 HP SIEMENS	10	7.5
								total	79.5

AUDITORIUM BUILDING A.H.U DETAIL

S.No.	Location	Capacity	UNIT	Make	Motor Rating	HP	KW
1	AUDITORIUM	15000	C.F.M	WAVES	7.5 HP SIEMENS	10	7.5
2	HALL	17500	C.F.M	WAVES	10 HP SIEMENS	7.5	5.5
3	THSTI SEMINAR	13000	C.F.M	WAVES	7.5 HP SIEMENS	7.5	5.5
4	THSTI SERVER ROOM	15000	C.F.M	WAVES	7.5 HP SIEMENS	7.5	5.5
5	RCB SEMINAR	17500	C.F.M	WAVES	10 HP SIEMENS	7.5	5.5
6	RCB SERVER ROOM	15000	C.F.M	WAVES	7.5 HP SIEMENS	10	7.5
						total	37

PRB BUILDING A.H.U DETAIL

S.No.	Item Discription	Location	Capacity	UNIT	Make	Motor Rating
1	CIELLING SUSPENDE AHU	GROUND FLOOR	4000	C.F.M	WAVES	3 HP SIEMENS
2	CIELLING SUSPENDE AHU	GROUND FLOOR	4000	C.F.M	WAVES	3 HP SIEMENS
3	TREATED FRESH AIR	FIRST FLOOR	1200	C.F.M	WAVES	1 HP SIEMENS

CHILLER DETAIL

S.No.	ITEM DIScription	CAPACITY	UNIT	MAKE	KW	HP	DESIGN	CODE	FRAM
1	CHILLER-1	500 TR	1	YORK-JOHNSON	312	419	NA	F	449TS
2	CHILLER-2	500 TR	1	YORK-JOHNSON	312	419	IP23	F	449TS
3	CHILLER-3	500 TR	1	YORK-JOHNSON	312	419	IP23	F	449TS
4	CHILLER-4	500 TR	1	YORK-JOHNSON	312	419	IP23	G	449T

CHILLER PLANT MOTORS & PUMPS DETAIL

CHILLER PLANT CONDENSOR MOTOR & PUMP DETAIL

S.No.	ITEM DISCRIPTION	LOCATION	CAPACITY	UNIT	MAKE	PUMPSIZE	COUPLING SIZE
1	CONDENSER PUMP	CHILLER PLANT	60 HP	1	XYLEM	1510 GG	RATHI RBW11E
2	CONDENSER PUMP	CHILLER PLANT	60 HP	1	XYLEM	1510 GG	RATHI RBW11E
3	CONDENSER PUMP	CHILLER PLANT	60 HP	1	XYLEM	1510 GG	RATHI RBW11E
4	CONDENSER PUMP	CHILLER PLANT	60 HP	1	XYLEM	1510 GG	RATHI RBW11E

CHILLER PLANT PRIMARY PUMP & MOTOR DETAIL

1	PRIMARY PUMP	CHILLER PLANT	20 HP	1	XYLEM	1510GBC	RATHI RBW8JE/JES
2	PRIMARY PUMP	CHILLER PLANT	20 HP	1	XYLEM	1510GBC	RATHI RBW8JE/JES
3	PRIMARY PUMP	CHILLER PLANT	20 HP	1	XYLEM	1510GBC	RATHI RBW8JE/JES
4	PRIMARY PUMP	CHILLER PLANT	20 HP	1	XYLEM	1510GBC	RATHI RBW8JE/JES

CHILLER PLANT SECONDARY PUMP & MOTOR DETAIL

1	SECONDARY PUMP	CHILLER PLANT	30 HP	1	XYLEM	1510GG	RATHI RBW9JE/JES
2	SECONDARY PUMP	CHILLER PLANT	30 HP	1	XYLEM	1510GG	RATHI RBW9JE/JES
3	SECONDARY PUMP	CHILLER PLANT	30 HP	1	XYLEM	1510GG	RATHI RBW9JE/JES
4	SECONDARY PUMP	CHILLER PLANT	30 HP	1	XYLEM	1510GG	RATHI RBW9JE/JES

COOLING TOWER DETAIL

S.No.	ITEM DISCRIPTION	LOCATIO N	CAPACITY	UNIT	MAKE
1	COOLING TOWER-1	E.S.S	600TR	1	BELL
2	COOLING TOWER-2	E.S.S	600TR	1	BELL
3	COOLING TOWER-3	E.S.S	600TR	1	BELL
4	COOLING TOWER-4	E.S.S	600TR	1	MIHIR

ATPC & BBB BUILDING A.H.U DETAIL

S.No.	Location	Floor	Capacity	UNIT	Make	Motor Rating	HP	KW
1	A-SIDE	LOWER GROUND	26000	C.F.M	EDGETEC	11 HP SIEMENS	11	8
2		UPPER GROUND	24500	C.F.M	EDGETEC	11 HP SIEMENS	11	8

3		1st Floor	10000	C.F.M	EDGETEC	5.5 HP SIEMENS	4	8
4	B-SIDE	LOWER GROUND	26000	C.F.M	EDGETEC	11 HP SIEMENS	11	8
5		UPPER GROUND	24500	C.F.M	EDGETEC	11 HP SIEMENS	11	8
6		1st Floor	10000	C.F.M	EDGETEC	5.5 HP SIEMENS	4	8

Note: Bidders are advised to visit the site for verification of complete system. Variations in quantities of equipment w.r.t as given above are likely to occur.

Service Level Arrangements (SLAs)

Chart 1: Severity Levels and time allowed for attending to the problems under each level of severity.

Severity Levels	Impact of Severity	Response Time	Recovery Time*	Status Update to the authorities of the institute during continuance of the problem
Severity 1	Severe impact on operation of the institute - unable to operate	Immediate- on logging of the problem	Within 60 minutes	every hour
Severity 2	Institute's Operations are degraded but, yet able to operate (with back-up measures)	If Problem is logged before 1700 hours - to be attended on the same day; and if logged after 1700 hours - to discuss with the authorities of the institute whether to be attended the same day or next day.	Within 4-8 hours	Once a day or as desired by the authorities of the Institute
Severity 3	Low impact on Institute's operations - though detrimental, but not an immediate area of concern	Problem to be attended to within same or next day after it's logging.	Within 24 hours	Once in two working days
Severity 4	Zero impact on Institute's Operations - Required for improving or for value addition to services.	Problems to be attended to during course of preventive or breakdown maintenance (as & when).	Within 30 days,	Once every 10 days

*Recovery time includes interim measures. However, final resolution may involve procurement of spares and mobilizing of third party OEM/vendors.

Chart 2: Broad description of problems to be addressed under each level of severity

Problem Type/Level	Problem Reported / Type of request
Severity 1:	Power Shut down
	All the DGs shut down
	Main server room – Power or AC Shutdown
	All elevators of residential or hostel or academic block are non-functional
	Shut down of Firefighting / detection systems
	Stock of diesel – NIL
	Water supply to the institute shut down Complete shutdown of UPS
Severity 2:	Critical damage to Building Structure/Façade
	Serious problems with firefighting / detection, HVAC and electric supply systems (not amounting to shut down)
	Water Supply shut down to any of the building
	Chocking of Sewerage / drainage
	Serious issues with Campus cleanliness/security
	50% Elevators of residential or hostel or academic block are Nonfunctional. UPS / LAN problem in Faculty room/ Library
Severity 3 :	Minor lapses in security, Parking problems/conflicts
	Partial blockage in drainage/sewerage/water supply systems.
	Building Maintenance issues
	Issus with Common Areas & Amenities, Minor problems in electrical / firefighting & detection systems / Lighting/ UPS point and other misc. works.

FINANCIAL BID

Please provide rates in given price bid table which must include the cost of category wise **staff to be deployed for the subject work**, you plan to deploy at RCB, THSTI, SAF, ATPC, ESS, PRRB, OoC BSL III CSS, HOSTEL CUM GUEST HOUSE Housing Blocks, as per scope of work in NCR-Biotech Science Cluster, Faridabad. The staff must be grouped in three categories as – manager/supervisor, Skilled, Semiskilled and unskilled. You can, within these categories, further subcategorize if you want (e.g. shift engineer, operator, electrician etc.) to use at NCR-Biotech Science Cluster, Faridabad, and for each category their general qualifications, the number you plan to use. The total cost including manpower should clearly be stated in the last line.

Minimum Qualification of deployed staff.

Manager - **Degree** in Electrical/Mechanical from recognized University with **minimum relevant experience 02 years** or **Diploma** (3 Years course) in Electrical/Mechanical Engineering with **minimum 05 Years** of experience in maintenance work, preferably in healthcare sector/Bioscience Research Institute/Pharma sector.

Should have good knowledge of HVAC System Computer and Auto CAD besides management of shift duties.

Skilled Manpower: Should have Diploma in Electrical/Mechanical Engineering/Air conditioning and refrigeration with two years experience in relevant field or ITI tradesman with 02 Years Experience in relevant field.

Pump Operator: ITI with 02 (two) years' experience

Semi-Skilled: Minimum qualification 10th pass with experience of five years in relevant field.

Unskilled- 8th class pass , should be able to read and write , Hindi English.

Note: Successful bidder will provide the list of prospective candidate to RCB and Electromechanical Committee will interview the candidate for recommendation..

SCHEDULE OF WORK

PRICE BID

Providing Electromechanical Services at NCR-Biotech Science Cluster, 2nd Milestone,
Faridabad-Gurgaon Expressway, Faridabad-121001 (Haryana)

S.No.	Category of Employee	Qualification	Number to be deployed	Wages Per Month	% Agency charge (in term of salary P.M)	% GST on Service Charge	Total Cost (incl. agency charges)
1.	Facility Manager		1				
2.	Skilled Manpower						
a	Sub-Station Electrician		4				
b	HVAC & Chiller		10				
c	STP		2				
d	Fire Team		3				
e	Lift Operator		2				
f	Pumps operator		4				
g	Electrician		11				
3.	Semi Skilled Manpower						
a	Sub-Station Electrician		2				
b	STP		1				
c	Sewer Man		1				
d	Electrician		5				
4.	Unskilled Manpower		2				
	TOTAL						

Name and Complete Address of the Bidder with official seal

Contact Number with e-mail ID

Date:

Place: