



SBIINFRA MANAGEMENT SOLUTIONS PVT LTD.
WHOLLY OWNED SUBSIDIARY OF SBI
CIN :-U9300MH2016PTC282507
JAIPUR CIRCLE

TENDER DOCUMENT

Part- I (Technical Bid)

OPERATION AND MAINTENANCE OF 11 KV/440 V ELECTRICAL SUBSTATIONS AND ELECTRICAL MAINTENANCE CONTRACT FOR SBI RESIDENTIAL FLATS, JYOTI NAGAR , JAIPUR AND SBI, LHO, TILAK MARG, JAIPUR

Date of issue of tender: ONLINE ON 24.07.2018

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1.SBIIMS inviting tender on behalf of SBI for operation and maintenance of 11 KV/440 V Electrical substation and electrical maintenance contract for SBI residential flats, Jyoti Nagar, Jaipur and SBI LHO, Tilak Marg, Jaipur premises **from competent-bank's empanelled Electrical contractors having A class Electrical contract license**.The specification of the work for which the Tenders are invited is as per Schedule II (Price proposal).

2. Earnest money deposited will be refunded to all except the successful bidder without any interest, after awarding the work to the successful bidder.

3 The technical Bid (Part I) containing terms and conditions and other details of the proposals and copy of valid A class Contractor license are to be submitted on 08.08.2018by 2.30 PM at the Circle office of the SBIIMS at 5, Nehru Place Tonk Road ,Jaipur .along with the **earnest money of Rs25000/- in the form of DD in favour of SBI payable at Jaipur. The tenders without EMD will be rejected**

4Tender Fees- a Non refundable tender fees of Rs 2500/ is payable in the form of DD/BC in favour of SBIIMS Jaipur also to be deposited with Technical Bid (Partt I)

5. Terms & Conditions of the proposals will be opened at 3.30PM on the same day in the presence of bidders or the bidders duly authorized representatives.

6. The price proposals of those qualified bidders whose Part I containing EMD & Schedule I and all other enclosures except price bid is found in order will be eligible for e-tendering .

7. The contract for services would be for a period of Twelve months from the date of acceptance subject to renewal for a further period of one year on the same terms and conditions & satisfactory performance at the sole discretion of the Bank and upon renewal of License by the Contractor on or before expiry of the License granted by the Appropriate Authority under the Contract Labour (Regulation & Abolition) Act, 1970. However, the contract will not be renewed beyond 2 years.

8. The Courts in Jaipur city alone shall have the jurisdiction in respect of any or all matters relating to or connected with the Tender.

9. The Bank does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all the tenders received without assigning any reason.

10. Final award of the contract for Housekeeping and maintenance services will be subject to the approval of the Competent Authority in the Bank.

11. The specification, duration of the work and the Terms & Conditions under which the contract is required to be performed and also the rights and obligations of the person/s whose tender is accepted shall be under an Agreement to be executed in the form, enclosed and the person submitting the Tender shall have read the same and is always deemed to have read and understood the same before submitting his tender.

Vice President

SBIIMS,Jaipur Circle

Encl: Schedule I and II

SCOPE OF WORK

OPERATION AND MAINTENANCE OF 11 KV/440 V ELECTRICAL SUBSTATIONS AND ELECTRICAL MAINTENANCE CONTRACT FOR SBI RESIDENTIAL FLATS, JYOTI NAGAR, JAIPUR AND SBI LHO, TILAK MARG, JAIPUR PREMISES.

1. This is primarily service contract without spares and included annual Maintenance contract of Electrical substation, Medium Low Tension and low-Tension panels, Transformers, Oil circuit breakers, electrical switch rooms at various location of Jyoti Nagar SBI colony and LHO Building at Jaipur , distribution boards at LHO and replacement of fuses, MCBs, switches, tube-roads, fans etc., Monitoring the operation of solar system installed(however the cost for materials of above Rs 2000/- for a single work will be paid by the bank) and all other related electrical works inside and outside of the LHO buildings and Jyothi Nagar Bank colony with following terms and conditions and when required the work relating to arranging testing, filtration of transformers and breaker oil shall be done, however, charges in this respect are to be borne by the Bank, testing of earthing regularly but at least every month for satisfactory working including maintenance, repairing and rectification, if needed and keeping all the premises consisting of equipments, trenches, ceiling etc. free from dust with daily clean, cleaning of internal parts of equipments, contacts, checking up and tightening of loose contacts, changing leads etc. in all the equipments regularly, Testing of acid concentration density in batteries including maintaining logbook of each equipments separately indicating daily checkup of installation, reading of various meters of ensuring satisfactory working condition

1. ELECTRICAL MAINTENANCE WORK AT LHO JAIPUR

- a. Operation & Maintenance of 11KV/440V substation and other Electrical installations (Internal and External), operation and monitoring of Diesel Generating Set and various capacity of UPS installed in at SBI, LHO, JAIPUR
- b. Operations & Comprehensive Maintenance of Internal Electrification & 6 switch room having floor wise power control.
- c. About 350 fans and fixtures and 500 light and power plugs other equipments such as call bells, floor sub distribution boards, UPS supply to computer and micro processor control devices. The necessary materials required for the maintenance/repairs replacement will be arranged by the contractor at his own cost, However prior approval for the material replaced, if any, will be obtained from the Bank.

Also the record of material replaced will be maintained by the vendor and will be produced on monthly basis at the time of production of consolidated bill which shall be paid by the Bank.

The stock of general/ frequently replaced consumable items like tubes, chokes , fan blades, switches, sockets etc has to be maintained by the vendor on compulsory basis.

External Electrical Installations

2 no. 750 KVA transformers, 1 no. panel H.T.. APFC, capacitor banks, L.T. Panel and other electrical panels such as distribution, external panel, main panel for distribution, external lighting, A.M.F.panels , VCB/OCB ,cables etc. cable trays, switch rooms at every floors.

Diesel Generating Sets

- 1 no. 100 KVA capacity.
- 1 no. 110 KVA capacity.
- 1 no. 7.5 KVa capacity

i. HT PANEL & LINE:

1. The panel shall be maintained as per the frequency indicated below. Shut down in prescribed Performa must be taken before attending to this panel. Solid earthing must be done after making the bus bars dead. **Only licensed and registered technician/ supervisor should attend to H.T System.**
2. a) General cleaning of the H.T, VCB/OCB inside and outside once in six months. (H.T.V.C.B. volt 11kv, Amps. 200)
3. Checking of Power & auxiliary contacts. Minor fittings to be cleaned with emery cloth once in six months.

4. Greasing/oiling of the moving/sliding mechanism of VCB once in six months.
5. Tightening of termination nuts & bolts once in six months.
6. Checking of closing and tripping mechanism of VCB & testing of relays once in a year.
7. Measuring insulation resistance of bus-section i.e. phase to phase and phase to earth once in a year.
8. Checking, cleaning, testing and calibration of relays in H.T. Panel for protection once in a year.
9. For panel, insulation test for phase to phase and phase to earth with appropriate size meggar are to be carried out once in a year and to furnish certificate.
10. To check overheating, crack in bituminous compounding once in a month.

ii. TRANSFORMER: (750 KVA x 2 11KV/433V – 2NOS)

1. Various connections of the transformer e.g, L.T Connections neutral & Body earthing are to be checked at least once in three months and if found loose, is to be tightened.
2. Bushings are to be examined for crack and dirt deposit and are to be cleaned or replaced as necessary once in three months.
3. Checking of neutral earth and equipment body earth at least once in a year.
4. Insulation testing of the following once in a year.
 5. i) Between L.T and Earth with appropriate size meggar
 6. ii) Between H.T and Earth with appropriate size meggar
 7. iii) Between H.T and L.T winding with appropriate size meggar
8. To check noise/ humming sound, temperature rise (over heating) and crack in bituminous compound once in a month.
9. General cleaning of transformer to keep it free from dust and soot's once in a month.
10. The Agency is liable to furnish certificate regarding (d) (e) & (f)

iii. LIGHTNING ARRESTORS, EARTH ELECTRODE AND EARTHING SYSTEM:

- a. Megger Test to find out the leakage voltage between the Earth and neutral of the electrical installation (Equipment and neutral separately) to be carried out at least once in a year. Further, checking of earth resistance of Earth pits shall also be conducted once in a year. The Agency is liable to furnish Test certificate in this regard.
- b. Checking of earth leads to all equipment/panels/DB for its continuity after tightening all connection once in a year.
- c. In case the earth resistance found higher than prescribed value then it has to be brought to the notice of the Bank. The Agency is liable to furnish Test certificate in this regard.

- d. Checking of earth continuity of all testing machine/equipment, 3 phases, 430V/ 440V or every section once in a year.
- e. The earth pits have to be frequently watered. If the resistance is found to be more than the prescribed value then the contractor should ensure to provide additional salt / charcoal, if required. The cost of materials shall be paid by the Bank.

iv LT PANELS:

- a. General cleaning of L.T. Panel, inside and outside for removal of dust and soot once in a month.
- b. Checking the tightness of connection of the bus-bars, switch gears, control wirings for indicating lamps, voltmeters with selector switches, ammeters with selector switches, incoming and outgoing cables once in a month.
- c. Visual Inspection of the main contacts of the ACB/MCCB is to be carried out periodically and proper record is to be maintained for inspection of the Bank. Minor pitting of the contacts is to be cleaned with emery cloth and carbon tetrachloride / contact cleaning liquid. Major pitting or damaged contacts are to be replaced.
- d. Castle locking arrangement is to be checked for correct operation once in six months.
- e. Relays for protection are to be checked and cleaned once in six months.
- f. Replacement of damaged/burnt out component when necessary.
- g. Greasing/oiling of moving or sliding parts of ACB/MCCB once in six (6) months.
- h. Checking of tripping mechanism of ACB/MCCB once in six months.
- i. Testing of the relays once in six months.
- j. For L.T Panel, insulation test for phase to phase and phase to earth with megger are to be carried out once in a year. The contractor shall furnish the certificate for the above.

2 ELECTRICAL MAINTENANCE WORK AT SBI RESIDENTIAL COLONY JYOTHI NAGAR JAIPUR

i External Electrical Installations

1 no. 630 KVA transformers, 1 no. panel H.T.. APFC, capacitor banks, L.T. Panel and other electrical panels such as distribution, external panel, main panel for distribution, external lighting, A.M.F.panels , VCB/OCB ,cables etc. cable trays, switch rooms at every floors. The work also included for electrical maintenance contract for 102 residential flats , and SBI officers Transit House (electrical maintenance of external and internal area of the guest house) in the SBI colony Jyothi Nagar ,Jaipur.

ii HT PANEL & LINE:

1. The panel shall be maintained as per the frequency indicated below. Shut down in prescribed Performa must be taken before attending to this panel. Solid earthing must be done after making the bus bars dead. **Only licensed and registered technician/ supervisor should attend to H.T System.**
2. a) General cleaning of the H.T, VCB/OCB inside and outside once in six months. (H.T.V.C.B. volt 11kv, Amps. 200)
3. Checking of Power & auxiliary contacts. Minor fittings to be cleaned with emery cloth once in six months.
4. Greasing/oiling of the moving/sliding mechanism of VCB once in six months.
5. Tightening of termination nuts & bolts once in six months.
6. Checking of closing and tripping mechanism of VCB & testing of relays once in a year.
7. Measuring insulation resistance of bus-section i.e. phase to phase and phase to earth once in a year.
8. Checking, cleaning, testing and calibration of relays in H.T. Panel for protection once in a year.
9. For panel, insulation test for phase to phase and phase to earth with appropriate size meggar are to be carried out once in a year and to furnish certificate.
10. To check overheating, crack in bituminous compounding once in a month.

iii TRANSFORMER : (630 KVA 11KV/433V 1NOS)

11. Various connections of the transformer e.g, L.T Connections neutral & Body-earthing are to be checked at least once in three months and if found loose, is to be tightened.
12. Bushings are to be examined for crack and dirt deposit and are to be cleaned or replaced as necessary once in three months.
13. Checking of neutral earth and equipment body earth at least once in a year.
14. Insulation testing of the following once in a year.
15. i) Between L.T and Earth with appropriate size meggar
16. ii) Between H.T and Earth with appropriate size meggar
17. iii) Between H.T and L.T winding with appropriate size meggar
18. To check noise/ humming sound, temperature rise (over heating) and crack in bituminous compound once in a month.
19. General cleaning of transformer to keep it free from dust and soot's once in a month.
20. The Agency is liable to furnish certificate regarding (d) (e) & (f)

iv. LIGHTNING ARRESTORS, EARTH ELECTRODE AND EARTHING SYSTEM:

- a. Megger Test to find out the leakage voltage between the Earth and neutral of the electrical installation (Equipment and neutral separately) to be carried out at least once in a year. Further, checking of earth resistance of Earth pits shall

also be conducted once in a year. The Agency is liable to furnish Test certificate in this regard.

- b) Checking of earth leads to all equipment/panels/DB for its continuity after tightening all connection once in a year
- c) .In case the earth resistance found higher than prescribed value then it has to be brought to the notice of the Bank. The Agency is liable to furnish Test certificate in this regard.
- d) Checking of earth continuity of all testing machine/equipment, 3 phases, 430V/ 440V or every section once in a year.
- e) The earth pits have to be frequently watered. If the resistance is found to be more than the prescribed value then the contractor should ensure to provide additional salt / charcoal, if required. The cost of materials shall be paid by the Bank.

vi LT PANELS AND REPAIRS AT RESIDENTIAL APPARTMENT :

- a. General cleaning of L.T. Panel ,in the common areas of residential building for removal of dust and soot once in a month.
- b. Checking the tightness of connection of the bus-bars, switch gears, control wirings for indicating lamps, voltmeters with selector switches, ammeters with selector switches, incoming and outgoing cables once in a month.
- c. Visual Inspection of the main contacts of the MCB/MCCB is to be carried out periodically and proper record is to be maintained for inspection of the Bank. Minor pitting of the contacts is to be cleaned with emery cloth and carbon tetrachloride / contact cleaning liquid. Major pitting or damaged contacts are to be replaced.
- d. Castle locking arrangement is to be checked for correct operation once in six months.
- e. Relays for protection are to be checked and cleaned once in six months.
- f. Replacement of damaged/burnt out component when necessary.
- g. Greasing/oiling of moving or sliding parts of MCB/MCCB once in six (6) months.
- h. Checking of tripping mechanism of MCB/MCCB once in six months.
- i. Testing of the relays once in six months.
- j. For L.T Panel, insulation test for phase to phase and phase to earth with megger are to be carried out once in a year. The contractor shall furnish the certificate for the above.
- k. The contractor has to maintain daily register for receipt of complaints and its disposal. Any complaint attended based on the message register or directly by the in charge of the work or directly received during maintenance has to be entered in the dairy.
- l. Entire work has to be executed in accordance with Indian electricity rules and standards.
- m. Disposal of complaint has to be made on the basis of first complaint received. However, in some cases, priority shall be accorded by the in charge of the work like common areas, pumping station etc.

- n. Above maintenance also includes labour required for digging the cable and relaying the same, as such the contractor has to quote the rate accordingly.
- o. If any repair is carried out in common area or inside the apartments, the waste created during such repairs, like cartons, boxes, broken pieces of wires, tapes, and such other material etc, shall be immediately removed out of site by the contractor as it creates a fire hazard

GENERAL SCOPE OF ELECTRICAL WORKS

- ❑ All the electrical equipment shall be serviced by the contractor personnel in a specific and phased manner as per the schedule of work to avoid frequent break-down and to ensure maximum utilization of the equipment generally. The following activities are to be done during routine maintenance. The maintenance procedures & components which are not specified here but form a part of standard procedures are required to be carried out by the Contractor.
- ❑ The contractor's personnel shall keep a watch for overheating of wires, cables, fuse bases, equipment's, or such other electrical / mechanical parts in the common areas, substation, meter room. Pump room etc. and take corrective action wherever possible; otherwise report the problem through the contractor to the Bank/bank's engineer/ official.
- ❑ Switching On/ Off of lights/ fans at scheduled time to ensure energy conservation.
- ❑ The Bank's saleable scrapped materials shall be kept by contractor in the place designated for it by the Bank.
- ❑ Periodical cleaning, of panel/meter rooms, electric shaft at various floors and pump room shall be arranged by the contractor at his cost.
- ❑ All the external lights such as area lights, garden lights, and common area lights, pump room lights, (as also all internal lights / office lights etc. shall be cleaned once in two months by the contractor's personnel. However, if any such light is too dirty so that lights is restricted or filled with insects, then it shall be cleaned by the contractor's personnel immediately, whether falling in two month schedule or not and defect noticed, if any, rectified to prevent entry of dirt, insects, etc.

The contractor shall arrange to attend the complaints such as fused lamps, tubes, fuses, damaged MCB, sockets, wiring, switches, hand dryers, exhaust fans, wall mounted fans, connections, geysers etc. in common areas and office areas. The bills for parts replaced shall be submitted to the Bank once in a month along with acknowledgement of having done the work from the users, and prior approval be obtained from the Bank. Also the record of material replaced will be maintained by the vendor and will be produced on monthly basis at the time of production of consolidated bill which shall be paid by the Bank. The stock of general/ frequently replaced consumable items like tubes, chokes, fan blades, switches, sockets etc has to be maintained by the vendor on compulsory basis.

- ❑ The contractor's personnel shall work in close co-operation with other agencies such as maintenance contractors for lifts, air conditioners, plumbing, gardening, civil repairing, carpentry etc. Also, while dealing with the Bank's employees the contractor's personnel shall be courteous in their behavior and maintain cordial relations.
- ❑ The Contractor shall, on the instruction of the Manager(Electrical), immediately dismiss from the work any person employed thereon, who may, in the opinion of the Manager(Electrical), be unsuitable or incompetent or who may misconduct himself and such person shall not be again employed or allowed on the work without the permission of the Manager(Electrical).
- ❑ The contractor's personnel shall take all monsoons and other seasonal precautions, to protect the electrical installation/ pumps. In case any expense is involved in such precautions, the Bank shall be consulted beforehand.
- ❑ The contractor shall co-operate with the electric / water supply authorities, electrical inspector, municipal inspectors, and attend their inspections and liaise with them in case of defective meters, rectification of bills etc. In particular, the contractor shall ensure that earthing to the electrical installation is proper as also that there is no water accumulation on account of water pumps.
- ❑ The Bank has provided electrical gadgets/appliances to various Dept. at State Bank of India. On receiving complaints about these appliances/gadgets, the electrician of the contractor shall checkup and correct simple faults like loose connections, thermostat setting, etc., in order to rectify the fault in the gadget/appliance. However, if it is not possible to rectify, the electrician should bring the same to the notice of the concerned maintenance contractor and bank's engineer/officer.
- ❑ The contractor's electrician should be good in communication and able to communicate and understand in Hindi/ English Languages.
- ❑ The contractor and contractor's electrician must have mobile phone, for prompt communication.
- ❑ Manpower is to be deployed as mentioned in para below on all the days of the year (including Holidays and Sundays) for 24 hours (comprising of three shifts) for daily preventive / breakdown maintenance of electrical installations and equipment. Supply of manpower is daily (including Holidays and Sundays) for 24 hours (comprising of three shifts) on all the 365 days for daily preventive / breakdown maintenance of electrical installations and equipment. The Contractor personnel should be available in the premises throughout the entire working hours. However, if the maintenance contractor feels that more expertise is required to carry out the above work, they may deploy additional experts. The Contractor shall also carry out the repairs / maintenance on holidays as well as on Sundays.

MAN POWER REQUIRED

	Manpower In shift wise operation	Total manpower
<u>Supervisor</u> (Should have a Supervisory Certificate)	01 no. in general shift	
Electricians SBI LHO Jaipur (Must be Licence holder)	Total 5 nos.- from 6.00 AM to 10.00 PM in 1st & 2nd shift on all days with two electricians in each shifts. (8Hours Shift) and 1 nos. from 10.00 PM to 6.00 AM in night shift on all days. (8 Hours Shift)	8 Nos (or as per the Minimum wages guidelines of Govt of India.)
Electricians (Jyothi Nagar Residential colony) (Must be License holder)	Total 3 nos.- Provide one electrician round the clock for attending the complaints of the residential colony.	

Note: The manpower mentioned above is the minimum manpower required and it is only for the purpose of calculation of escalation whenever there is a revision in minimum wages/ DA along with the statutory compliance. Nothing extra will be paid by the SBI for additional manpower if deployed by the Contractor for fulfillment of his obligations for rendering services, other than that as stated above. The above quantity will be considered for Price Bid calculation and subsequent evaluation

- ❑ The shift schedule for each month to be submitted in advance in the last week of the previous month to the concerned engineer and duly approved.
- ❑ That the Contractor shall maintain at the premises of the Bank a written maintenance and repairs log book and shall record work carried out.
- ❑ That the Bank shall not be liable for any compensation in case of any fatal injury / death caused to any other Contractor's employees while performing / discharging their duties / visiting Bank's premises for inspection or otherwise. The contractor shall alone be fully responsible for safety and security & insurance or life insurance of their personnel who is working on the operation and maintenance works. A valid CAR (Contractor All risk Policy) Policy in the joint name of Bank and the Contractor should be provided to the Bank and it should be reviewed from time to time.

- ❑ Minimum wages as per Govt. Guidelines should be paid. Payment to the workers should be paid through their Bank Account. And the statement of the same along with the PF and ESI to be submitted along with the monthly AMC bill.
- ❑ In no case, safety norms shall be violated. Even in case of urgency, when temporary rectification is done, etc. no such compromise is allowed as regards to safety provisions.
- ❑ The Contractor agrees that its personnel shall comply with security regulations in effect from time to time. The Contractor alone shall be fully responsible for safety and security & insurance or life insurance of their personnel who are working at site.
- ❑ The Contractor should issue a valid Company Identity cards to all their staff personnel who will be providing services under this contract.
- ❑ The Contractor shall provide and ensure sufficient personal protection gears like safety shoes, hand gloves, full body safety belts, ladders, etc. are being worn by their workers while carrying out works. The employees should be well dressed and well mannered.
- ❑ That the contractor shall appoint qualified persons, after verifying their antecedents and a copy of the police verification report and photograph of persons will be submitted to the Bank for its record.
- ❑ **That the contractor shall comply with the requirement for Electrical Inspector during annual inspection or any visit. However, expenditure if any shall be borne by the Bank.**
- ❑ The CONTRACTOR shall provide at least two sets of uniform including shoes to his employees at its own cost as per approved colour and specification of the Bank and ensure their cleanliness and use. Identity cards shall be issued by the vendor to all your employees and they will wear it in the Bank.
- ❑ The following measuring instruments/ equipment's and tools in good working condition must be available at site/ with the Electricians and other equipment's shall be brought by the CONTRACTOR as and when required at their cost as intimated.
- ❑ Liaisoning with Utility service provider and govt. authorities (such as JVVNL, Nagar Nigam, PWD, Inspectorate, JDA etc.) for necessary approval, correction of bills, restoration of supply etc.
- ❑ Electric Services, operations and maintenance of all electrical installations like light, fans, water pumps, street light, flood light, signboards, pump house, fire pump room, common area like staircase, parking areas. Attending to break down calls, rectifying the faults and restoration of supply. Liaisoning with JVVNL for fuse call off, maintaining stock register, day to day activity log register, providing additional points, extending power supply as required. Coordinate the rectification activity by AMC vendors of AC's, lifts, Generators.

GENERAL CONDITIONS

- ❑ Minimum wages as per Govt. Guidelines should be followed.
- ❑ In no case, safety norms shall be violated. Even in case of urgency, when temporary rectification is done, etc. no such compromise is allowed as regards to safety provisions.
- ❑ The Contractor agrees that its personnel shall comply with security regulations in effect from time to time. The Contractor alone shall be fully responsible for safety and security & insurance or life insurance of their personnel who are working at site.
- ❑ The Contractor should issue a valid Company Identity cards to all their staff personnel who will be providing services under this contract.
- ❑ The Contractor shall provide and ensure sufficient personal protection gears like safety shoes, hand gloves, full body safety belts, ladders, etc. are being worn by their workers while carrying out works. The employees should be well dressed and well mannered.
- ❑ That the contractor shall appoint qualified persons, after verifying their antecedents and a copy of the police verification report and photograph of persons will be submitted to the Bank for its record.
- ❑ The CONTRACTOR shall provide at least two sets of uniform including shoes to his employees at its own cost as per approved colour and specification of the Bank and ensure their cleanliness and use. Identity cards shall be issued by the vendor to all your employees and they will wear it in the Bank.
- ❑ The following measuring instruments/ equipment's and tools in good working condition must be available at site/ with the employees and other equipment's shall be brought by the CONTRACTOR as and when required at their cost as intimated.

TERMS & CONDITIONS (Electrical Works)

1. Preventive maintenance is to be carried out along with normal maintenance as required even on week recess/holiday and the record of same has to be maintained in a register.
2. The contractor has to arrange all the testing equipment required, on his own. T&P for daily use will have to be made available with his man. However, special testing equipment like megger etc. shall be provided before the Engineer-in-Charge and when demanded by him or required for the work.
3. Installation is to be maintained based on the daily message register which shall be made available at the enquiry office.
4. All types of replaceable material like switches (modular/piano type), holders, wires, fuses and adhesive tapes etc. shall be arranged by the contractor.

5. The contractor has to maintain daily register for receipt of complaints and its disposal. Any complaint attended based on the message register or directly by the in charge of the work or directly received during maintenance has to be entered in the dairy.
6. Entire work has to be executed in accordance with Indian electricity rules and standards.
7. Disposal of complaint has to be made on the basis of first complaint received. However, in some cases, priority shall be accorded by the in charge of the work like common areas, pumping station etc.
8. Above maintenance also includes labour required for digging the cable and relaying the same, as such the contractor has to quote the rate accordingly .
9. The contractor should inspect the installation before quoting the rate as the installation shall be handed over on, as is available basis.
10. The contractor has to make the installation up to date within the first week of taking over the installation and keep it up to date during the whole of his maintenance period.
11. At the end of contract, the contractor will hand over the installation in perfect order and his last monthly payment will be released only after handing over the installation in good condition.
12. The contractor's staff will be provided one enquiry room free of cost from where they will operate the maintenance.
14. The contractor should have sufficient experience in maintenance of H.T/L.T electrical installation and qualified staff with him.
15. The contractor should have full knowledge of Electricity Department Rules and work accordingly.
16. In case of emergency work, the contractor has to work continuously till it is over and nothing extra will be paid on this account.
17. **The Sub-stations should not be left unmanned at any point of time.**
18. The contractor will have to make arrangements for the dehydration of transformer oil, however, necessary charges will be paid separately by the Bank.
19. The scope of work will be the entire existing installation that comes up in future.
20. All the electricians shall have wireman license and firm must keep engineer with competence Certificate to carry out electrical works in the state of Rajasthan.

SPECIAL CONDITIONS

1. The staff shall be for round the clock operation.
2. Contractor's man will inform to the Asstt. General Manager (Premise & Estate)/CM (P&E) /Manager (Electrical)concerned in advance, any problem he may face, in smooth operation of pump and electrical system.
3. Contractor will have the following instruments with them:-
 - i. Techo meter – one no.
 - v. Tong tester – one no.
 - vi. Megger – one no.
 - vii. Multimeter – one no.
 - viii. Tool Kit – two sets
 - ix. Testers and test lamps – with each man power
 - x. Air flow meter
 - xi. Lux meter
 - xii. Drilling machines
 - xiii. HRC fuse stocks
 - xiv. Gloves,cutters,screw drivers etc

And other tools and instruments required in case of emergency will be arranged by contractor at his cost. However, the filtration/dehydration plant required for Transformer oil etc. will be arranged by the contractor. Hiring charges for which shall be paid by the Bank.

4. The work includes weekly maintenance like cleaning of panel tightening of nuts and bolts, greasing of the grease points and cleaning of the H.T. Room, Sub station and Transformer Room etc. D.G set be kept well maintained.
5. The contractor will depute one skilled service engineer at the time of major overhaul, maintenance work or in case of major breakdown rectified. No extra charges shall be paid for the same by the Bank.
6. The contractor will have to maintain log book for each parameter of sub station
7. All work will be done as per Indian Electricity rules

Business Rules for Reverse Auction

A reverse auction event will be carried out by M/s. e-Procurement Technologies Ltd. Ahmedabad among the techno-commercially accepted vendors, for providing opportunities to the bidders to bid dynamically. At the end of reverse auction process, the lowest bidder (L1) in reverse auction process will be identified.

At the end of the auction all vendors participating in the auction should submit a hard copy of their last bid price at the close of auction to SBI.

In case the lowest bidder backs out to honour their commitment given during reverse auction event, action as deemed fit shall be taken.

Reverse Auction Event Information

*The short listed bidders after the technical evaluation stage will participate in the reverse auction conducted by **M/s. e-Procurement Technologies Ltd. Ahmedabad.***

- Date for Reverse Auction training: **To be advised later**
- Date and time of reverse auction:
- **Contact person Name, Mobile No. & E-mail ID**

Terms & Conditions of Reverse Auction

2. TRAINING: M/s. e-Procurement Technologies Ltd. Ahmedabad will conduct adequate training to the techno-commercially acceptable bidders on the bidding process. **The bidder has to participate in the training at their own cost. They will need to arrange for Digital Signatures.**

3. LOG IN NAME & PASSWORD: Each techno-commercially acceptable Bidder will be assigned a Unique User Name & Password by M/s. e-Procurement Technologies Ltd. Ahmedabad. The Bidders are requested to change the Password and edit the information in the Registration Page after the receipt of initial Password from M/s. e-Procurement Technologies Ltd. Ahmedabad. All bids made from the Login ID given to the bidder will be deemed to have been made by the bidder.

4. BIDS PLACED BY BIDDER: The bid of the bidder will be taken to be an offer to sell. Bids once made by the bidder cannot be cancelled. The bidder is bound to provide the services as mentioned above at the price that they bid.

5. LOWEST BID OF A BIDDER: In case the bidder submits more than one bid, the lowest bid will be considered as the bidder's final offer to provide the services.

6. **AUCTION TYPE:** Standard English Reverse Auction (No Ties). The Standard English price format will be used for reverse auction. In this format the bidders will be able to view the current lowest price on the portal and can not view who has bid the same.

7. **VISIBILITY TO BIDDER:** The Bidder shall be able to view the following on his screen along with the necessary fields:

1. Lowest Bid in the Auction
2. Bid Placed by him

8. **MASKED NAMES:** The original names of the Bidders shall be masked in the Reverse Auction and they shall be given dummy names. After the completion of the Reverse Auction event, M/s. e-Procurement Technologies Ltd. Ahmedabad Shall submit the Report to SBI with the original names displayed.

9. **GENERAL TERMS & CONDITIONS:** Bidders are required to read the “Terms and Conditions” section of the auctions site (<http://sbi.abcprocure.com>) using the Login IDs and passwords given to them.

10. OTHER TERMS & CONDITIONS:

- The Bidder shall not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly by communicating with other bidders.
- The Bidder shall not divulge either his Bids or any other exclusive details of SBI to any other party.
- SBI’s decision on award of Contract shall be final and binding on all the Bidders.
- SBI can decide to extend, reschedule or cancel any Auction. Any changes made by SBI after the first posting will have to be accepted if the Bidder continues to access the site after that time.
- SBI and M/s e-Procurement Technologies Ltd. Ahmedabad, shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause.
- SBI and M/s e-Procurement Technologies Ltd. Ahmedabad, are not responsible for any damages, including damages that result from, but are not limited to negligence. M/s e-Procurement Technologies Ltd. Ahmedabad, will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.
- N.B.

All the Bidders are required to submit the Reverse auction process compliance Form after the training program duly signed to M/s e-Procurement Technologies Pvt. Ltd. Ahmedabad, with a copy to SBI. After the receipt of the Form, Log in ID & Password shall be allotted to the *techno-commercially acceptable bidders.*

ANNEXURE III

Reverse Auction bidding Process Instructions

Auction Format	ENGLISH REVERSE NO TIES AUCTION <ul style="list-style-type: none"> <input type="checkbox"/> There is only 1 Bidder at a particular position / rank, which means 1 L1, 1 L2 & so on. <input type="checkbox"/> The criteria followed here is of Price only. So, the Bidder who quotes the lowest Price is declared as the winner of the Auction. <input type="checkbox"/> A bidder here can revise his bids. The revised price should be lower than the L-1 price at that point of time.
Bidding Process and Timeline	You should complete the following steps: <ul style="list-style-type: none"> <input type="checkbox"/> Participate in the training Programme for bidding by e-Procurement Technologies Ltd. Ahmedabad on the dates mentioned in this document <input type="checkbox"/> You should be prepared with competitive price quotes on the day of the bidding event. <input type="checkbox"/> Participate in the online bidding event.
Start bid price	<ul style="list-style-type: none"> i. Start bid price is the upper/ceiling price of the contract value fixed by SBI for the reverse auction event. Bidders can bid only lower than the start bid price. ii. Start bid price shall be available to the bidders during the start of the auction on the auction site.
Bid Decrement	<ul style="list-style-type: none"> <input type="checkbox"/> Bid Decrement is the fixed amount by which, or by multiples of which, the next bid value can be decreased. <input type="checkbox"/> Bid Decrement shall be available to the bidders during the start of the auction on the auction site
Bid Price in reverse auction	<ul style="list-style-type: none"> <input type="checkbox"/> The bidder's bids in the reverse auction must represent the total of unit price of all the items incl. of all taxes except GST etc. as per terms and conditions(a) in Annexure I. However, VAT will be extra as applicable. Bidders will quote unit price in Indian Rupees. However, immediately, at end of the reverse auction process, all the vendors have to submit item wise Off-line prices in the format placed at Annexure IV.
Auction Duration	<ul style="list-style-type: none"> <input type="checkbox"/> The auction will be of 1 hour duration. In case there is a bidding by any bidder within 5 minutes of closing of the auction, the auction will be extended by another 5 minutes. Such extension will be allowed to continue till no quote is placed within 5 minutes of the last quote or 30 minutes whichever is lower. In any event the auction process deem to have concluded by 90 minutes from the start of the auction. Auto-bid feature will be enabled from the start time of bidding. This feature will be explained during training.
Price evaluation and award of purchase order	<ul style="list-style-type: none"> <input type="checkbox"/> At the end of reverse auction process, Item wise Final prices offered by all vendors will be submitted to M/s e-procurement/SBI immediately. L1 will be arrived at based on the total value. <input type="checkbox"/> SBI reserves the right to reject any or all the bids without assigning any reason whatsoever.

The above terms and conditions are acceptable to us.

ANNEXURE 'A'

PROCESS TO BE FOLLOWED REGARDING E-REVERSE AUCTION

The Start bid is fixed a value lower than the estimated amount and all the price bids (Indicative bids) submitted by the vendors are kept sealed till the event of e-reverse auction. At the end of reverse auction process, the lowest Bidder (L1) will be selected on the basis of Total Price, including taxes.

Bidding Example:

The final rates of the items may be calculated in ratio of total **amount quoted by the lowest bidder through reverse auction process** and **the amount quoted in indicative price bid, wherever specified in tender.**

Example:

Indicative Price Bid submitted by vendor:

Item Rate (R) Qty. Amount

Detrimental value of Rs 1000/-

Ratio K = (Total amount quoted by the lowest bidder through reverse auction process) / (The amount quoted in indicative price bid).

$$K = 1600 / 2000 = 0.8$$

The item wise final price to be confirmed by the vendor shall be as under:

The lowest bidder after the e-reverse auction process will have to fax & email the duly signed filled-in prescribed format to SBI through service provider within 24 hours of auction without fail.

Item Final Rate = $K \times (R) \times \text{Qty. Amount}$

A $100 \times 0.8 \times 2 = 160/-$

B $200 \times 0.8 \times 3 = 480/-$

C $300 \times 0.8 \times 4 = 960/-$

Total amount worked out after e-reverse Auction 1600/-

CLARIFICATION:

It is further clarified that in case indicative price of L-1 bidder is lower than what is quoted in the e-reverse auction, the indicative price will be taken as final price.

Example : If indicative price is Rs.1500/- then final price will be taken as Rs.1500/- and not Rs.1600/-

Terms & Conditions

operation and maintenance of 11 KV/440 V electrical substations and electrical maintenance contract for AT SBI RESIDENTIAL FLATS, JYOTI NAGAR, JAIPUR AND SBI, LHO, TILAK MARG, JAIPUR PREMISES

The selected contractor will have to do the work related to **operation and maintenance of 11 KV/440 V electrical substations and electrical maintenance contract** for the said residential flats and LHO building

The Contractor will have to do the aforesaid work services at the total consideration as quoted in tender per annum payable in monthly equal installments on completion of work every month and on production of monthly bills.

1. **The site of work:** SBI residential Flats, Jyoti Nagar, Jaipur and SBI, LHO, Tilak Marg, Jaipur.

2. **Contract period:** The contract shall be for a period of one-year w.e.f. the date of award of work or from the date of acceptance of the contract, which ever is later. The bank shall have full discretion to terminate the contract at any time subject to notice of one month. Besides, if the job entrusted under the contract is declared illegal or prohibited at a later date by operation of law and in that situation the contract will come to an end forthwith. In no circumstances, compensation shall be payable by the Bank to the Contractor, and the contract labourers employed by the Contractor shall not have any right to get employed or absorbed in the Bank.

3. **The area of Services:** Entire complex of residential flats of SBI Jyoti Nagar , jaipur and SBI LHO, Tilak Marg, Jaipur premises building all the floors, including the open premises of parking, gardens, basements including compound walls, terraces, stairs cases, lifts, Shafts etc. complete.

4The contractor will be responsible to attend to the complaints/ requirements within the purview of the contract and such complaints and requirements will be attended to by the contractor immediately.

5.The contractor shall give necessary guidance and instructions to its contract labourer to carry out the jobs assigned to them by the Contractor. The contractor shall also be responsible for payment of their wages and/or other dues to its contract labour including compliance of hours of work and condition of employment in consonance of its applicable laws and rules. All liabilities arising out of violation of local laws and/or Central laws shall be the contractor's responsibility. The contractor on request of the Asstt. General Manager (Premises & Estate) will immediately remove from the work any contract labour who may in the opinion of the Bank found to be unsuitable in the interest of the Bank or who may misconduct himself and such personnel shall not be again engaged or allowed to work in the campus/premises.

6. The Contractor shall be responsible to register himself and obtain a valid license under the contract labour (Regulation and Abolition) Act 1970 and rules there under and the contractor must comply with and carry out all the provisions and

obligations under the said Act and Rules there under, including renewal of license and furnish all information to the Bank as may be required by Act/Rules and the Contractor shall indemnify the Bank against the penalties/claims or for any default on their part.

7. It will be Contractor's responsibility to ensure that each obligation under this contract is duly performed and observed. The Contractor shall also designate one supervisor or such number of supervisors as required for proper supervision of the services to be rendered by the contractor and/or through its contract labour.

8. The Contractor shall carry out improvements as may be needed for ensuring satisfactory service and shall take due notice of complaints made by the employees or the Asst. General Manager (Premises & Estate). The Contractor shall submit the complaint register to the Asst. General Manager (Premises & Estate) on first working day of every week for further putting up to the competent authority if required.

9. The contractor shall be responsible for any loss due to theft/pilferage/ damage to the Bank's property under the contractor's area of service of the fittings, fixtures, furniture or other equipments entrusted in his charge or any property belonging to the Bank's staff/guest/customers when such a loss/damage is, in the Bank's opinion, caused due to negligence or carelessness or any fault on Contractor's part or that of his supervisor or any of contractor's labourers and the contractor shall be liable to pay to the Bank such amount in respect of such damages/losses as may be assessed by the Asst. General Manager or any other officer authorised in this regard. Further the contractor shall be personally responsible for good conduct and satisfactory antecedent of the contract labour employed by contractor.

10. The contractor shall comply with prohibition of employment as manual scavengers and their Rehabilitation Act 2013.

11. The Bank will not be responsible financially or otherwise for any injury/death caused to any staff of contractor while executing the work under the agreement.

12. The Contractor shall not permit any of his employees to use any area of the premises/building for residential/any other purposes.

13. The Contractor shall be liable to comply with all applicable laws, rules and regulations in respect of all the labour laws and statutory requirements, including fire safety regulations and other regulations which are in vogue or will become applicable in future.

The Contractor shall accept and bear full and exclusive liability for the payments of any or all taxes etc. now in force or hereafter imposed, increased and revised from time to time by the Central or State Government or by any other authority with respect to or covered by wages, salaries, or other compensations paid or payable to persons engaged by the Contractor.

The Contractor shall fully comply with all the applicable laws, rules and regulations relating to contract labour (Regulation of abolition) Act 1970 and contract labour (R&A) central rule 1971 P.F. Act including the payment of P.F. contribution, Payment of Bonus Act, Minimum Wages Act, Workmen's Compensation Act, ESI, Contract Labour (R&A) Act,

Essential Commodities Act, Migrant Labour Act and/or such other Act or laws or regulations passed by the Central, State, Municipal and Local Government agency or authority including TDS as per I.T. Act, applicable from time to time. The contractor shall deposit a certificate every month alongwith the bill having paid all wages, ESI and EPF contribution in the department.

The Contractor shall be responsible for proper maintenance of all Registers, Records and Accounts so far as these relate to the compliance of any statutory provisions/obligations. The contractor shall be responsible for maintaining record pertaining to payment of wages Act and also for depositing the P.F. contributions, if required, with authorities concerned.

The Contractor shall bind himself/executor or administrator and shall indemnify and hold harmless the Bank in respect of this contract, including all claims, damages proceedings, costs, charges and/or any expenses whatsoever which may be imposed, enforced or brought against the Bank or any of its directors, officers or employees for reasons of or consequent upon any breach or default on the part of the contractor in respect of violation of any of the provisions of Laws/Acts/Rules or regulations having the force of law or any award or decision by any competent tribunal, court or authority in respect of the workmen or any one, employed/engaged by the contractor in connection with this contract. Such indemnity bond has to be furnished/executed on a non-judicial stamp paper worth the applicable stamp duty affixed thereon. The cost of such stamp paper, demi paper etc. shall be borne by the Contractor.

The Contractor shall be responsible for all the claims for its contract labours and the said labourers of the Contractor shall not make any claims whatsoever against the Bank. The Contractor's workmen will not have any right whatsoever to get absorbed in the Bank.

The Contractor shall engage fully trained and adequately experienced workmen, who are medically fit. They should be free from all infectious diseases.

The contractor shall provide weekly off/holidays to his workmen as per labour laws but it will be his responsibility to ensure uninterrupted services to bank on all days.

14. The contract shall be terminated by efflux of time limited under this or earlier by one month notice by the Bank.

15. In case the Contractor fails to fulfill his obligations for any day or any number of days, to the satisfaction of the Bank, for any reasons whatsoever, he shall pay by way of liquidated damages up to a sum of Rs.2000/- per day for the entire number of such days and the Bank shall without prejudice to their other rights and remedies, Banks shall be entitled to deduct, such damages from the money, if any, payable to the contractor besides its right to recover otherwise.

16. All questions relating to the performance of the obligations under this contract and all the disputes and differences, which may arise either during or after the contract period or other matter arising out of or relating to this contract or payment to be made in pursuance thereof, shall be referred to the Asstt. General Manager

(Premises & Estate), State Bank of India, LHO, Tilak Marg, Jaipur whose decision shall be final, conclusive and binding on the parties to this agreement.

17. The contractor shall have to execute an agreement as within seven days from the date he has been advised to do so, failing which his tender will be rejected and EMD will be forfeited. The contractor shall bear all the costs and expenses in respect of all charges, stamp duties etc. of this agreement. All the terms & conditions will also form a part of the agreement.

19. The Contractor shall have to deposit equal to **one month contract amount as security deposit inclusive of EMD at the time of execution of agreement. The Security Deposit will be refunded on termination of the contract after adjusting the dues payable by the Contractor to the Bank without any interest.**

20. The Contractor's rate shall remain firm throughout the contract period.

21. The Contractor shall be paid at monthly intervals upon presenting his bill(s) for the previous months of contract work.

22. The tender will remain open for acceptance for 90 days from the date of opening of this tender.

23. All type of taxes applicable now or made applicable in future for the materials, equipments will have to be borne by the contractor and bank shall not make any extra payment. **However, GST will be paid extra.**

24. The contractor will take out adequate Insurance Cover at his cost.

25. The firm should submit the bill at the end of month and payment will be released within 7 days from the receipt of the bill.

26. Any damage to the property by natural calamities will be borne by the Bank.

27. During lock-outs and strikes, the contractor will have to carry out the activity as usual and if for any reason it is not possible to carry out the job due to the reasons attributable to the Bank, the Bank will not deduct any payment.

28. The successful contractor should have valid Class A electrical license from Electrical Inspectorate Office in his name or in the name of his partner of the firm participated in the tender. The replacement of any parts of the transformer and H.T.L.T. panel shall be borne by the Bank. However, the repair, maintenance and operations will be borne by the contractor. The tenderer, whose tender is accepted, shall provide to the Bank a list of works which are required to be replaced/carried out within first week from the allotment of work or taking over whichever is later.

29. The contractor should periodically submit a certificate to the principal employer stating that he is fulfilling all his obligations towards his staff/employees in terms of their welfare and providing good working environment.

SAFETY CODE FOR AMC OF SUBSTATIONS AND ELECTRICAL MAINTENANCE WORKS AT SBI RESIDENTIAL FLATS, JYOTI NAGAR AND SBI, LHO, TILAK MARG, JAIPUR

The safety code has to be observed by the contractor as under:

1. There shall be maintained in a readily accessible place first aid appliances including adequate supply of sterilized dressings and cotton wool.
2. The injured person shall be taken to a public hospital without loss of time. In case where the injury necessitates hospitalizations etc. at his cost.
3. Suitable and strong safety folds should be provided for workmen for all works that cannot be safely done from ground.
4. No portable single ladder be used over 3 metres in length. The width between the side rails shall not be less than 30cm. (clear) and the distance between two adjacent rungs shall not be more than 30 cm. when a ladder is used, an extra Masdoor shall be engaged for holding the ladder.
5. Every opening in the floor of a building or in a working platform shall be provided with suitable means to prevent the fall of persons or materials by providing suitable fences or railing minimum height of which shall be one meter.
6. No floor roof or other parts of the structure shall be loaded with rubbish or materials.
7. Suitable facemasks should be supplied for use by the workers, when the paint is applied in the form of spray or surface having lead paint dry rubbed and scrapped.
8. Ropes used in hoisting or lowering material or as a means of suspension should be of durable quality adequate strength and free from defects.
9. The contractor will ensure that all types of safety measures as advised by Government are taken care of during the performance of work.

PENALTY:

1. The contractor has to attend the complaint within 24 hours. In case of failure on part of contractor, the bank is at liberty to impose penalty @ Rs.2000/- per day on account of delay in attending the complaint/rectifying the defects and deduct the same either from the bills submitted by the contractor or at its discretion from the Security deposit for any damage caused to bank's property by the contractor or for unsatisfactory work.
2. The contractor shall while maintaining or repairing electrical works at the aforesaid area only shall use the aforesaid area for the aforesaid maintenance and repair purposes, and not to any other purpose and any violation or breach of this condition shall make the contractor liable for all the losses and of damages suffered or may be suffered by the bank in addition to pecuniary liability for all the consequences, besides forfeiture of the security deposit.
3. The contractor shall keep all the electrical installation in good, and proper working order and condition while carrying out the maintenance and repairs operations of the aforesaid work and shall not cause any damage or destruction to the aforesaid fixtures and fittings and material and contractor shall undertake to indemnify and keep the bank indemnified from all monetary losses, legal actions proceedings against the bank and pay all the costs charges of expenses and whatsoever nature immediately on demand by the bank.
4. The contractor specifically agree for the safe custody and storage of the various materials supplied to him by the bank and shall indemnify the bank for all the losses in the event of any theft., robbery, fire or civic circumstances and will not allow any free access to any person who is not acceptable to the bank.