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Kerala Co-operative Milk Marketing Federation Ltd.

Milma Bhavan, Pattom Palace P.O., Thiruvananthapuram - 695004

No. KCMMF/HOP/EE/195/2021

10th August 2021

QUOTATION NOTICE

Sealed quotations are invited from licensed Electrical Contractors/Electrical Agencies for Annual Running Contract for the maintenance of Electrical Installation and operation of DG set at our Head Office building, Milma Bhavan, Pattom, Thiruvananthapuram for a period of one year commencing from 21.08.2021. Detailed terms and conditions (commercial & technical) is exhibited in our website. Interested parties may submit their offer in the prescribed format indicating monthly rate inclusive of GST in a sealed cover before 14.00 hrs on or before 18.08.2021. The quotations will be opened at 15.00 hrs on 18.08.2021. Managing Director KCMMF Ltd. reserves the right to accept or reject any/all tenders without assigning any reason. For further details, please contact Manager (Projects) at the above office address/phone number.

MANAGING DIRECTOR

Copy to:

Office Notice Board KCMMF, Office notice boards of Dairy Development Department/ TRCMPU/ KLD Board/ Thiruvananthapuram Dairy/ Electrical Inspectorate Office.

COMMERCIAL TERMS AND CONDITIONS FOR ELECTRICAL CONTRACT

1.1 SPECIAL CONDITIONS OF THE CONTRACT

- 1.1.1 Yearly Inspection/Approval, if required, from Kerala Electrical Inspectorate/KSEB should be arranged by the contractor, but any statutory inspection fee, if paid by the contractor to Electrical Inspector/KSEB would be reimbursed to the contractor on producing documentary evidence.
- 1.1.2 Contractor would be required to attend the work at his own cost, risk and responsibility.
- 1.1.3 The contractor shall be squarely responsible for the discharge of all the legal obligations/statutory discharge of all the legal obligations/statutory requirements under various labour laws which may be in force from time to time so far as the workmen engaged by him are concerned.
- 1.1.4 If required it shall be incumbent upon the contractor to register himself with the appropriate authorities under the Contract Labour (R&A) Act 1970.
- 1.1.5 There shall exist no relationship of employer and employee between the KCMMF and the workmen so engaged by the contractor.
- 1.1.6 The contractor shall maintain all records such as wages register etc., which are required to be maintained under the provisions of the Contract Labour (R&A) Act 1970 as may be amended from time to time.
- 1.1.7 One electrician having wireman permit should be posted in the General shift every day to coordinate all the maintenance work and also to attend to specific specialized electrical and telephone system maintenance problems.
- 1.1.8 The contractor should make it a point to visit this office once in every 10 days to see to it that all the maintenance jobs are being executed smoothly and also to get the necessary feedback from the Estate Office.
- 1.1.9 The contractor should pay the minimum wages to the workmen engaged by him as per the rates in force from time to time. The salary of the electrician will be paid as per the duty schedule recorded in the attendance register which includes overtime extra payment. In case of any absenteeism proportionate salary deduction will be made from the monthly bill. The cheque would be released to the contractor only after satisfactory salary disbursement to its staff before the 5th of every month in the presence of KCMMF's nominee.
- 1.1.10 The contractor should under no circumstances engage any person below the age of 18 years for the performance of the work.
- 1.1.11 Contractor shall not assign or subcontract the work in whole or in part to anybody else without obtaining prior permission in writing.
- 1.1.12 Capital equipments like stepladder for street light maintenance, hydraulic crimping tools and dies, welding transformers etc. If available with KCMMF, the same will be provided and shall be returned in good working condition. If found damaged/out of order, the cost of the equipment shall be recovered from the contractor.
- 1.1.13 Basic tools for maintenance works will be supplied by contractor, Meggar upto 1000 volts and Tong Tester upto 600 Amps and other testing equipment will also be provided by the Contractor.
- 1.1.14 The tools and tackles provided by contractor for maintenance are their property and the contractor is free to take these away from the campus at any time. No cost towards tools and tackles will be paid to contractor by KCMMF.

1.1.15 **The rate quoted shall be inclusive of all taxes & duties and service tax and no extra payment will be considered. It is the responsibility of the contractor to remit the sales tax on works contract as per prevailing rules, law & regulations. Income tax as applicable will be deducted while releasing the monthly payments due to the contractor.**

1.2 TERMS OF PAYMENT

1.2.1 No advance shall be paid to the contractor

1.2.2 The contractor shall submit bill in duplicate in the name of Managing Director, KCMMF, Trivandrum supported by all relevant documents. Monthly payment will be made on or before 5th of every month against the bill on satisfactory completion of work.

1.2.3 Contractor shall submit maximum one consolidated bill for every month before 31st of the month. Bills shall be submitted along with all supporting documents viz., summary statements etc. duly signed by Engineer in charge. Also the last bill on expiry of the contract should be submitted along with all documents within 10 days of expiry of the contract.

1.3 INITIAL SECURITY DEPOSIT

1.3.1 The contractor will keep deposited with KCMMF as initial security deposit for the satisfactory completion of the work an overall sum equivalent to 10% of the total contract value. The initial security deposit should be deposited immediately after acceptance of the order in cash or by DD in favour of KCMMF, Trivandrum or by a Bank Guarantee for 10% amount valid for 12 months from a Bank.

1.3.2 The initial security deposit will be released only after completion of the work for the entire period of the contract and final settlement of all bills related with the contract.

1.3.3 No interest will be payable by KCMMF on initial security deposit.

1.4 PLACE OF WORK

The place of work shall be the Milma Bhavan, Pattom, Trivandrum. No carting/transportation charge for movement of material is payable.

1.5 PENALTY AND TERMINATION OF CONTRACT

1.5.1 In case contractor fails to depute his representative for maintenance/repair works in one complete week at a stretch a penalty at the rate of Rs.250/- per day will be levied in addition to the expenditure incurred by KCMMF for getting the said work done through some other agency.

1.5.2 In case contractor fails to start the work even after 48 hours of getting instruction from Engineer in charge, a Penalty of Rs.250 per day would be imposed.

1.5.3 In case of violation of any of the terms and conditions of this agreement by contractor, KCMMF shall terminate the contract forthwith and the security deposit shall be forfeited to the extent KCMMF shall be subjected to loss, damage, penalty etc. suffered by KCMMF, which is not covered by the forfeiture of the entire said security deposit. KCMMF shall have the right to recover the balance amount by lawful means.

1.5.4 The contract can be terminated by either party by giving thirty days notice for this effect in writing.

1.6 FORCE MAJURE:

1.6.1 The terms and conditions actually agreed upon shall be subject to force majeure. Neither the tenderer nor the employer shall be considered in default in the

performance of its obligations hereunder, if such performance is prevented or delayed because of war, hostilities, revolution, civil commotion, strike, accident, fire, wind, ordination of any Govt. or any Act of God or of any other cause of similar or dissimilar nature beyond the control of the party affected.

Should one or both the parties be prevented from fulfilling his/their contractual obligation by a State or force majeure lasting continuously for a period of six months, the two parties should consult with each other regarding the future implementation of the agreement.

1.7 ARBITRATION

- 1.7.1 All disputes or differences whatsoever which shall at any time arise between the parties hereto on the execution of this agreement or any clause herein contained or any manner in any way concerned therewith or rights, duties and obligations of the parties hereto shall within 3 months of the date of written notice of such difference/differences being given by the one party to the other be finally determined by the reference to sole Arbitrator to be appointed by KCMMF.
- 1.7.2 If the Arbitrator so appointed is unable to act or resigns his appointment or vacates his office due to any reason whatsoever another Sole Arbitrator shall be appointed as aforesaid.
- 1.7.3 The Arbitrator shall be deemed to have entered in the reference on the date he issues notices to both the parties fixing the date of first hearing.
- 1.7.4 The Arbitrator may from time to time, with the consent of the parties enlarge the time for making and publishing the award.
- 1.7.5 The venue of the arbitration shall be Trivandrum only and jurisdiction for any matter/dispute arising out of or concerning or connected with such arbitration shall be of Sub Court, Trivandrum only as the case may be.
- 1.7.6 The fees, if any of the Arbitration shall, if required to be paid before the award is made and published, be paid at half by each of the parties. The costs of the reference and the award including the fees, if any, of the Arbitrator who may direct to and by whom and in what manner, such costs or any party thereof shall be paid and may fix or settle the amount of costs to be so paid.
- 1.7.7 The award of the Arbitrator shall be final and binding on both the parties.
- 1.7.8 The Arbitration proceedings shall be governed by the Arbitration Act 1940, as amended from time to time.
- 1.7.9 Arbitration clause shall for all intents and purposes prevail over rest of the contents as regards to arbitration in the tender and the same is agreed by the parties without any reservation.

SCOPE OF WORK

1. LT INSTALLATION – WORK INVOLVES
 - a. Routine maintenance of LT Panel
 - b. Trouble shooting in the event of any fault.
 - c. Replacement of metering equipment, indicating lamps and other instruments, arranging of testing and calibration of meters in panel.
 - d. Maintenance of MCCBs, ELCBs, relays, Tripping devices and switchgears, replacement of defective switchgears, fuses in full or part if necessary.
 - e. Trouble shooting out of short circuiting cables and restoring of power supply.

- f. Trouble shooting of all type electrical faults occurring in the lighting installation like:
 - i. Replacement of light fixtures, fans, exhaust fans, regulators, bells, indicating buzzers, 15 Amp. sockets, 5 Amp sockets, piano switches, MCB, SF units and other switch gears.
 - ii. Cleaning of light fittings, fans etc. at periodic intervals as required by Engineer in charge.
 - iii. Arranging of energy meter calibration through authorized test centers (only statutory test fee will be reimbursed on production of evidence)
 - iv. Trouble shooting works of electrical work of the pumping stations related to water purpose. The job includes the starting of the pumps at the pump station as per programme to be given by KCMMF (Motor rewinding work is also included in the scope of work).
 - v. Log book to be maintained as per instruction of Engineer in charge.
 - vi. Maintenance of battery by periodic checks for proper charging and supply of distilled water and acid accordingly or conditioning of the battery.

2. TELEPHONES

Job includes the locating short circuit in the telephone cables, locating the healthy pairs of the telephone points in the various units and connecting the various points as desired. (Job does not include the scope of the work of EPABX). Telephone exchange and telephone instruments maintenance is not included in the scope of work.

3. Maintenance of all earth pits, measuring the earth resistance at regular intervals and if found not satisfactory the conditioning of earth pit is included in the scope of work. Supply of necessary material such as charcoal and salt required for reconditioning the earth pits, digging and replenishing the same is included in the scope.

Earth pit register should be maintained and wherever periodical checking is done, it should be got counter signed by Engineer in charge.

4. Maintenance of electrical power supply to 1 No. ECE lift upto distribution point. (Maintenance of lift is not in the scope of work).

5. MAINTENANCE OF DG SET

Scope of work includes maintenance of 50 KVA Diesel Engine and AC alternator. The engine to be checked periodically for the following proper functioning.

- a. Proper compression
- b. Fuel injection system
- c. Dynamo working and battery charging and culouts related to this
- d. Radiator functioning and cooling systems
- e. Checking of lubricating oil level in the crank case and refilling wherever necessary
- f. Loading of the diesel oil to service tank wherever the level falls below preset level.
- g. The exhaust pipe installations – periodic cleaning and refixing and replacement of asbestos insulation of required

The alternator to be checked for the following:

- a. To dust it and clean it
- b. To check the condition of bearing and lubricating them with right quality of grease
- c. To check the tightness of the electrical joints

- d. To check AC generator excitation
- e. To check every day the output voltage stability
- f. To check for the excessive heating of alternator
- g. To check the current levels in the neutral bus
- h. In case any abnormality is found immediate remedial action has to be taken without any delay
- i. The scope of work involves starting up of generator whenever Electricity Board power fails and operation of the change over switch so as to ensure immediate power supply. Whenever the generator is loaded, care should be taken that no overloading of generator takes place.
- j. To arrange for the calibration and testing of the energy metres provided in the generator get control panel.
- k. To check the continuity of various earth leads periodically
- l. The maintenance of logbook indicating the number of operation hours and details of break down and maintenance carried out.

6. WATER PUMP

Three Nos. 1 HP water pump and its accessories for pumping the water the underground sump to intermediate tank and to overhead tank.

7. FUNCTIONS:

- i. The objective of the contract will be to provide trouble free maintenance to the electrical instillation which includes LT panel, DG set, street lighting, telephone cables and joints, water pump sets, lighting installation, A/C units etc.
- ii. In case of any electrical fire hazards the contractors person should help in extinguishing the fire by using fire-extinguishing equipment. The contractor shall maintain a register showing the place, date of use of fire extinguisher with class, expiry dates of all types of fire extinguisher installed at the camps.

NOTE

- 1. All capital equipments, fittings, bulbs, regulators, switch gears, HRC fuses, spare parts etc will be supplied by KCMMF for replacement purpose. However rewirable fuses, insulation tape, lubricant etc., required should be provided by contractor.
- 2. In case of rewinding of motors, the contractor should arrange for speedy rewinding. The expenditure at actuals will be reimbursed on production of documentary evidence.
- 3. The contractor would be required to attend the work at his own cost, risk and responsibility, if any mishap or any causality occurred during the execution to the staff provided by contractor. KCMMF will not be responsible and entertain any claims. Hence necessary insurance for the maintenance staff should be arranged by Contractor. All the personnel posted at site essentially be insured as per the regulations prevailing in the State.
- 4. Validity of the contract: The contract will be valid for a period of one year from 21.08.2021 to 20.08.2022. No escalation whatsoever will be considered in this period.
- 5. Qualified and experienced electricians should be provided. All Electricians posted at campus for maintenance work should preferably hold LT license/certificates as per the requirement of Electrical Inspectorate.
- 6. The contractor should possess necessary labour contract license as per the Labour Act (R&A) 1970.

7. In case any materials are purchased by the contractor on behalf of KCMMF for urgent maintenance works, actual cost of material (as per the documentary evidence) plus, overhead charges would be reimbursed to the contractor.
8. The scope of work also includes ensuring maintaining sufficient water level always in the overhead tanks of the Office Block.
9. Monitoring of proper line voltage for lift panel and accordingly putting the lifts in operation, attending the distress calls and general working of lifts as per the instructions given by the Engineer in charge.

QUOTATION SUBMISSION FORM

Quotation No: KCMMF/HOP/EE/195/2021

Date & Time of Opening: 18.08.2021 at 3.00.pm

Sl No	Description	
1	Name & Address of the Quotationer	
2	Phone Number(Mob) Land Phone Number	
3	Qualification	
4	Details of Electrical License received from Kerala State Electrical Inspectorate Wiring License Number	
4a	Details of Previous Experience in Electrical Maintenance (Documents to be enclosed)	
4b	Details of previous Experience in Generator operation & Lift operation(Documents to be enclosed)	
4c	Details of Experience in HT& LT Panel Maintenance(Documents to be enclosed)	
5	Details of Age proof Aadhaar Card No: (Documents to be enclosed)	
6	Expected wages Salary per Month	
7	GST Registration Number (Documents to be enclosed)	
8	PAN card Registration Number (Documents to be enclosed)	

Place:

Name &Signature of the Quotationer

Date: