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(A Government of India Undertaking)
(भारत सरकार का उपक्रम)

Request for Proposal

For

**Comprehensive Contract for Operation and Maintenance of Electro Mech. Services
(Electrical and related systems and services) at IFCI Tower, 61 Nehru Place, New Delhi.**

Mode of Tender - E-tender on GEM Portal

Addressed To

General Manager (Estates)

IFCI Limited, IFCI Tower, 61 Nehru Place,

New Delhi - 110019.

Introduction

The Industrial Finance Corporation of India (IFCI Ltd.) was established on July 1, 1948, as the first Development Financial Institution in the country to cater to the long-term finance needs of the industrial sector. IFCI is a Government of India Undertaking under the aegis of the Department of Financial Services, Ministry of Finance, GOI, primarily a Non-Deposit Taking NBFC.

(I) Schedule of RFP/Tender

IFCI Ltd., invites e tender in **Two Bid System (Technical and Financial Bid)** from eligible, reputed agencies having sufficient experience of providing Comprehensive Contract for Operation and Maintenance of Electro Mech. Services (Electrical and related systems and services) etc., as under: -

Key Events & Dates

Name of Work	Comprehensive Contract for Operation and Maintenance of Electro Mech. Services (<u>Electrical and related systems and services</u>) at IFCI Tower, 61 Nehru Place, New Delhi.	
Estimated Bid Value for 02 years (Including 18% GST)	Description	Charges for 02 Years Amount (Rs.) (Inclusive of GST)
	i. Manpower cost (15 nos.) will be reimbursed on actual deployment as per the notification with regard to wages published by the Ministry of Labour & Employment, Govt. of India, applicable from time to time for Construction or Maintenance.	(Bidder is requested not to quote manpower cost on GEM Portal).
	ii. Comprehensive Maintenance cum Material Charges for 02 years towards day-to-day maintenance, annual servicing, replacement of faulty parts/items, as mentioned in the RFP/Tender including service charges.	Rs.48,42,720/- including 18% GST for 02 years charges. (Commercial offer will be evaluated only Comprehensive Maintenance cum Material Charges for 02 years).
	Total Estimated Bid Value for 02 years (Including service charges and including 18% GST)	Rs.48,42,720/- (Say Round off Rs.48,42,800/-)
Note: - Bidders has to quote only Comprehensive Maintenance cum Material Charges for 02 years towards maintenance, annual servicing, replacement of faulty parts/items, as mentioned in the RFP/Tender including service charges on GEM Portal as per scope of work except manpower cost.		
Contract Period:	Initially for a period of Two years with a provision of one-year extension subject to evaluation of the performance of service provider.	

Mode of Tender/RFP	E-tender on GEM Portal
Tender Document/RFP	The details can be downloaded free of cost from GEM portal www.gem.gov.in or from IFCI website https://www.ifcilttd.com/ (Tenders-procurement of goods and services).
Date of Inspection of IFCI Staff Colony, Paschim Vihar, New Delhi-110063	On Monday to Friday except Holidays between 10.30 A.M. to 3:00 P.M. till January 22, 2024.
Bid Security /EMD (In form of NEFT/RTGS Only)	Rs.48,000/- (Rupees Forty-Eight Thousand only)
Date of Pre-bid Meeting	22/01/24, 12:00 P.M. Pre-Bid Meeting to be held physically at 12 th Floor, IFCI Tower, 61 Nehru Place, New Delhi.
Clarifications, if any	On the day of Pre-bid Meeting.
Last Date and Time for submission of Technical Bid & Financial/Price Bid)	11:00 A.M., January 31, 2024.
Date & time of opening of Technical Bids	11:30 A.M., January 31, 2024.
Opening of Financial Bids	On GEM Portal.
Notice for amendment if any	Shall be hosted on GEM portal only.
Address of Communication	The General Manager (Estates), IFCI Ltd. 12th floor, IFCI Tower, 61 Nehru Place, New Delhi – 110 019.
Validity of Proposal	The rates in tender document shall be kept open from acceptance for a minimum period of 90 (ninety) days from latest due date of offer submission (incl. extension, if any).
Contact Person: In case of any query, you may contact any of the following officials	a) Shri Amit Joshi, AGM at New Delhi (011-41732174) and b) Shri O C Rana, DGM at New Delhi (011-41732107)

Note: IFCI reserves the right to cancel the Tendering process at any stage during the Tender Process without assigning any reason thereof.

(II) INSTRUCTIONS TO BIDDERS

1. Bidders who wish to participate in this tender will have to register online at <https://gem.gov.in>. The bidders are requested to read carefully the user manual available on website <https://gem.gov.in> before initiating the process of bid submission.

In case of any clarification / assistance Bidder may contact the Help Desk of GEM before Online Bid Submission as per the details mentioned below:

E-mail ID: helpdesk-gem@gov.in

Phone No.: 07556681401, 07556685120, 01169095625

2. **Online Submission of E-Bids:** Online bids will have to be submitted within the specified time on website <https://gem.gov.in> as under: -

a) **Technical Bid: Scanned Copies to be uploaded (.pdf): -**

i. **Bidders shall upload the scanned copy of Remittance Advice/Copy of Bank Statement/ requisite details/transaction no. (UTR No.) as evidence of NEFT/RTGS, whichever is applicable, as proof of depositing EMD along with bid, failing which the offer will not be considered.**

ii. The technical information has to be prepared carefully as indicated in the tender document since it will be the basis for the pre- qualification of bidders. Only relevant and to the point information/document should be uploaded. Failure to provide any required information, may lead to the rejection of the offer. Bidders must read the tender document very carefully before signing on it. Technical formats i.e., all annexures except Financial Bid Annexures/Schedule, any other relevant supporting documents/ required eligibility documents etc. including all the pages of tender document must be signed by the authorized representative along with date as token of acceptance of the terms & conditions of tender and uploaded.

b) **Financial Bid: -** Bidder(s) must read the terms and condition as mentioned in the tender document and submit the financial bid in GEM Portal. Bidder(s) are required to check the prices/amount carefully before uploading financial bid.

3. **Earnest Money Deposit (EMD): -**

a) EMD may be remitted in form of **NEFT/RTGS only** in IFCI bank account as detailed below: -

Account No. 00030350002631

**Bank Name and Address: HDFC Bank Ltd., Surya Kiran Building,
Kasturba Gandhi Marg, New Delhi-110 001**

IFSC Code: HDFC0000003

9 Digit (MICR)Code Number of the Bank & Branch: 110240001

Account Type: Current Account

BANK & BRANCH CODE / BSR Code: 051005

- b) **Bidders shall upload the scanned copy of Remittance Advice/Copy of Bank Statement/ requisite details/transaction no. (UTR No.) as evidence of NEFT/RTGS, whichever is applicable, as proof of depositing EMD along with bid, failing which the offer will not be considered.**
 - c) EMD will not carry any interest.
 - d) EMD will be refunded to the unsuccessful bidder(s) after finalization of the bid and EMD of successful bidder(s) shall be returned after acceptance of entire terms and conditions mentioned in the tender document and submission of security deposit/Bank Guarantee.
 - e) **The Earnest Money Deposit submitted by the bidder may be forfeited if,**
 - I. Successful bidder fails to accept work order within specified time as per intimation/request of the IFCI,
 - II. Successful Bidder withdraws his tender or backs out after acceptance,
 - III. Bidder withdraws his tender before the expiry of validity period stipulated in the bidding document,
 - IV. Bidder violates any of the terms and conditions of the tender,
 - V. Bidder revises any of the items quoted during the validity period,
 - VI. Bidder is found to have indulged in fraudulent practices in the bid submission process.
4. **Authorization and Attestation:** The bidder has to submit an authorization letter or valid Power of Attorney on behalf of company/firm for signing the documents.
 5. Submission of more than one bid is not allowed.
 6. Conditional bids would be summarily rejected.
 7. In case no bid/offer or single bid/offer is received, or any other reason whatsoever, IFCI may at its sole discretion cancel the whole bidding process or extend the last date and time of submission of the bid.
 8. Any separate discount letter on the financial price shall not be considered by IFCI and shall be a ground for disqualification/rejection. Evaluation of financial bid(s) shall be considered only on the total quoted price in financial bid submitted by the bidders.
 9. The Bidder should submit necessarily a cancelled cheque leaf/ RTGS details, Copy of PAN Card, GST No., HSN/ACS Code etc.
 10. **Amendment to the document:** At any time prior to the deadline for submission of Bids, IFCI may, for any reason, whether at its own initiative or in response to a clarification sought by any prospective bidder, modify the bidding documents by amendment/addendum/corrigendum. The information of corrigendum/amendment will be uploaded on GEM portal only.

11. IFCI reserves the right to request for any further documents/certificates/clarifications from the bidder and the same must be submitted within stipulated time of receipt of any such communication from IFCI, failing which the bidder shall be summarily disqualified.
12. IFCI reserves the right to split the job into two or more parts and to award the work to separate agencies/bidders subject to the work experience and fulfilment of other terms & conditions and specifications.
13. IFCI does not bind itself to accept the lowest offer and reserves the right to reject any or all other tenders received without assigning any reasons thereof.
14. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
15. **Preference to the MSE bidders:** Preference may be given to the MSE bidders as per guidelines of MSME who are registered as MSE in any of the recognized body as specified by Ministry of Micro, Small & Medium Enterprises (MSME) as per the provisions of the prevalent Public Procurement Policy for MSEs issued by the Ministry of Micro, Small & Medium Enterprises, Govt. of India. MSE bidders are exempted from EMD, and tender document fees provided they submit necessary certificate for benefit of exemption in fees and EMD.
16. **Site Inspection: Before submission of the offer, the Bidders are advised to inspect the site for said work and be well acquainted with the actual working and other prevalent conditions. No claim will be entertained later, on the grounds of lack of knowledge of any of these conditions.**
17. **Abnormal Rates:** The bidder is expected to quote rate after careful analysis of cost involved considering all specifications and conditions of contract. In case it is noticed that the rates quoted by the bidder are unusually high or unusually low, it will be a sufficient ground for rejection of the tender unless the reasonableness of the rates is convincing. For scrutiny, the analysis for such rates is to be furnished by the bidder on demand.

(III) ELIGIBILITY CRITERIA

ELIGIBILITY CRITERIA FOR PRE-QUALIFICATION OF THE BIDDERS

Sl.	Criteria	Documents To be submitted
1.	Average Annual financial turnover during the last 3 financial years ending FY 2020-21, FY 2021-22 and FY 2022-23 should be at least ₹ 25 Lakhs .	Enclose copy of Turn over certificates or audited balance sheet certified by any Chartered Accountant.
2.	Past Experience of Similar Services: - The experience of similar works during last 05 years ending 31/12/2023 should be either of the following: - <u>One award/work order costing not less than of Rs.39 Lakh or Two award/Work orders costing not less than total of Rs.25 Lakhs or Three award/work orders costing not less than total of Rs.20 lakhs</u> for experience in similar type of works providing Comprehensive Operation & Maintenance Services of Electro Mech. Services (Electrical related systems and services) i.e. maintaining of 11 KV HT sub-station, Transformers, HT & LT panel, switchgears, DG sets in high-rise buildings/ multistoried modern buildings owned by Govt./ PSUs/PSU Banks/Financial Institutions or MNCs/Corporates etc. of repute.	Attach Completion Certificate/Work Order copies and documentary evidence in support of experience in similar works.
3.	The bidder should have experience of maintaining of 11 KV HT sub-station having 1500 KVA Transformer and 1000 KVA DG set and submit necessary proof thereof.	The bidder shall submit necessary proof for equipment with minimum rating as specified.
4.	The bidder/contractor should have valid Electrical License/ HT License from relevant Electrical authorities at Delhi and submit necessary proof thereof.	Attach valid Electrical License/ HT License from relevant Electrical authorities at Delhi.
5.	The Bidder must have Registered office/Branch office at Delhi/NCR and submit necessary proof thereof. Bids submitted without documentary evidence of having registered office/branch office at Delhi/NCR, shall be rejected summarily.	Valid documentary proof must be enclosed.

Note: IFCI reserves the right to cross check the information furnished from their previous clients. IFCI reserves the right to reject any or all applications at any stage without assigning any reason, thereof.

(IV) SCOPE OF WORK

a) **It is a comprehensive maintenance contract i.e., repair/replacement of faulty/damaged items with new items/materials (in present/future) for the work and services as provided in the RFP/tender**". The working hours for the O&M of Electrical Systems, Automatic Voltage Stabilizers, DG Sets, Transformers, UPS including Batteries and related system/Services etc. will be round the clock, seven days a week, 365 days a year. Adequate number of personnel (as per tender document) would be deployed by the contractor in suitable shift duties. Exact working hours will be fixed in consultation with Officer-in-Charge of IFCI.

b) The Contractor will provide all-inclusive comprehensive maintenance services and carry out day to day operations, repairs and maintenance of the entire Electrical System/equipments. Automatic Voltage Regulator, DG Sets, Computer Cables, maintaining desired power factor, maintaining desired earth Resistance Value, Diesel Pumping Systems including routine and preventive maintenance check including supply of electrical consumables like, electrical sockets, switches, call bells or call bell with indicator, MCBs, MCCB connectors, electronic chocks, replacing of defective measurement meters, marking of panels (if required), UPS', Batteries, indicating lamps, digital/ analog /multifunctional meters, cables and all other consumables/accessories connectors etc., as and when required, to ensure smooth, trouble free, disruption free functioning of the systems free of cost including and/or overhead/labour charges during the tenure of the contract. All the routine, preventive maintenance, overhaul, breakdown maintenance, repair, maintenance, replacement of parts/equipment's etc. are included in the scope of works. All spares/consumables etc. must be of standard make and conforming to ISI/BIS specifications. Make of consumable/replacement item shall be reputed make after due approval of IFCI. It will be the responsibility of the contractor to fill the fuel tanks/engine sumps with fuel and mobile oil respectively. B & C Check maintenance of DG Sets (servicing, change of filters, change of oil, etc.), De-scaling of Heat Exchangers of DG Sets. Meggering of electrical HT/LT Cables, Maintaining earth resistance value, maintaining of earth pits, Half Yearly Servicing of all UPS', Annual Servicing, Overhaul of LT, HT Panels, circuit breakers, relays, Transformers etc. are to be attended by the contractor. Before carrying out above, the contractor has to bring in the knowledge of IFCI. Major breakdowns shall be informed in writing and after approval from IFCI, the job is to be attended by the Contractor. The contractor should have breakers and transformers repairing and testing equipments. IFCI would pay for the supply of diesel for DG Sets on actual consumption basis.

c) The contractor should have valid Electrical License/ HT License from relevant Electrical authorities at Delhi. The timely renewal of the Electrical Licenses is solely responsibility of the contractor without any extra cost.

d) The annual servicing of equipment(s) viz: LT Panels, HT Panels, Transformers, DG Sets, UPS' etc., will be carried out between November to January month in each year. All the below works will be carried out by the authorized vendor/manufacturer/service provider only. The following servicing is to be carried out:-

S. No	Job Description
i	Servicing Testing/calibration of Safety Relays of LT & HT Panels with secondary injection test set with co-ordination of relay setting at IFCI Tower & Car Parking

ii	Testing/ Checking of Control wiring of all HT/LT Panel etc. at IFCI Tower & Car Parking.
iii	Servicing, cleaning of HT/LT Vacuum Circuit Breakers (VCB), ACB with its cleaning, lubricating greasing of all fixed and moving contacts of mechanism , check setting of arching contacts, releases etc. , check the tightness of all hardware and also presence of hardware, fixing of spares, accessories, which needs replacements, checking, testing of bottles with testing the insulation resistance values & checking of mechanism for proper function of tripping at IFCI Tower & Car Parking
iv	Dehydration of Transformer Oil (of 2 X 1500 KVA Transformers) with 500ltr filler machine to maintain the break down value die electric strength of oil upto 60 kv including providing oil testing facility at site including machine transportation & other charges at IFCI Tower.
v	<p>Servicing/Overhauling of OLTC tank & OLTC mechanism of HT 1500 KVA transformers at site job scope as mentioned below:</p> <p>(1) Draining out of oil of OLTC tank into drums and dismantling the top cover of OLTC tank</p> <p>(2) Cleaning flushing of tank & barrier plates with fresh hot oil spray to remove carbon & sludge from all contacts leads & tanks.</p> <p>(3) Checking of OLTC aping leads and contacts resistance.</p> <p>(4) Checking of main barrier plate & phase barrier plate</p> <p>(5) Checking of silver coating of contacts and also checking of I.R. value of resistance</p> <p>(6) Checking of transition contacts resistance and also any connectivity of the same</p> <p>(7) Checking of main shaft and also functioning of mechanism of OLTC</p> <p>(8) Checking of control section of OLTC with mechanical working and also testing of tap changing process of OLTC</p>
vi	Topping up of Transformer oil in Transformers at IFCI Tower.
vii	<p>11/.433 KV HT Dry Type 1 no Transformer at :</p> <p>a) Dismantling of all doors of transformer & checking, servicing with general tightening of core/windings for minimizing the noise level.</p> <p>b) Re-insulation with HT Epoxy coating & liquid spray for minimize the earthing leakage noise level for its longer & safe life.</p> <p>c) All horizontal & vertical Core winding chamber tightening with measurement equalizer for minimize the humming sound</p> <p>d) Checking, measuring the all taps contacts positioning & also all phase & main barrier plates at site</p>
viii	Servicing of UPS', Battery Chargers.
ix	Testing of all capacitor banks for both tower and Car Parking. Replace capacitors, if KVAR value not found as per the manufacturer recommendations.
x	Calibration & Testing of data measurement meters.
xi	B & C Checks, De-scaling of Heat Exchangers of DG Sets, Changing of oil in DG Sets, Noise testing of all DG Sets and other Maintenance job of DG sets etc.
xii	Measurement of Earth Resistance value of equipment(s), HT/LT cables. Measurement of earth resistance value of earth pits by Megger installed at IFCI Tower including IFCI Car Parking Areas.
xiii	Testing & checking and tightening of HT/LT Bus Bars, all cable terminal joints etc. by infrared thermography equipment.

ixv	Red oxide and Enamel Painting of all iron parts, M.S. Parts to avoid rusting. Spray paint bottle may be used at Panel (If required).
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e) B & C Checks, De-scaling of Heat Exchangers of DG Sets, Noise testing of all DG Sets and other Maintenance job of DG sets (as and when due fall i.e. 1 year or 300 hours, whichever is earlier) is to be got done from company's authorized dealer (Cummins) and including recommended parts/consumables oil etc. The contractor will bear the cost of the materials/spares required for the satisfactory maintenance and operation of DG sets including routine and preventive maintenance checks. In case of major breakdown in the DG sets, the same shall have to be got repaired through the authorized dealers at contractor's cost after taking prior approval from IFCI. Annual servicing of HT/LT panels, circuit breakers, relays, Transformers, DG Sets etc. are also to be got done from respective company's authorized service centre/dealers and spare parts (including consumables dehydration of its oil and topping up of transformers oil) are also to be supplied and installed by the authorized dealer on contractor cost. Prior intimation should be given to IFCI, before getting the above jobs and replacement of spares etc. The contractor should also submit list of spares replaced and complete report of the service provider. It will be the responsibility of the contractor to maintain adequate distilled water level in the batteries and keep them always suitably charged.

f) The contractor has to maintain DG sets in good working conditions. In case, D-check required in DG sets, than the same may be done by respective company's authorized service center/dealers/ manufacturers including replacement of spare parts (if any) by the contractor, after prior approval from the IFCI. The actual charges shall be reimbursed to the contractor by IFCI on production of actual bill.

g) It will be the responsibility of the contractor to ensure that the mobile oil is changed periodically as per the manufacturers recommendations, i.e. after every 300 hours of running of DG Sets or 1 year whichever is earlier.

h) Daily cleaning of DG Sets, AMF Panels, electrical normal & emergency panels & distribution boards etc. is covered in this contract for which no extra payment shall be made.

i) It shall be the responsibility of the contractor to maintain the DG sets in good working condition on the auto, manual and test modes and leave the DG Sets normally on the auto mode. Diesel is to be procured by IFCI. However, the contractor should make arrangement to transport diesel from petrol pump to the site and actual transportation charges shall reimbursed by IFCI to the contractor. The requirement of diesel should be informed well in advance keeping in mind the lead time for procurement. Non-performance/ shut down of DG set due to lack of diesel shall be the responsibility of the contractor. Operation and Maintenance of DG sets is also in the scope of work of the contractor.

j) The Contractor has to submit annual servicing completion reports along with color photographs. The documents will be submitted by the contractor in the form of spiral/hard binding book for IFCI records. The cost of the same will be borne by the Contractor.

k) IFCI has installed LED Lights in the IFCI Tower and Car Parking Area. The repair/replacement of the same is also scope of the contract. Further, the contractor will make necessary arrangements for installation of LED Lights in entire IFCI Tower and IFCI car parking areas.

l) The Contractor will make all arrangement for minor work of welding, cutting, soldering, bending, fixing of M. S. Pipe/ G.I Pipe and M.S. Sheet / G.I. Sheets (if required) at site. The

Contractor would arrange necessary materials including labours (as required) at site for completion of job without any extra cost.

m) The contractor has to maintain earth resistance value as per specified limit as and where required including lift machine room, electrical equipment(s), HT/LT cables, earthing pit(s) etc. In case, earth resistance value are not found as per standard then suitable treatment will be carried out by the contractor including arrangement of salt, charcoal etc.

n) In case, any fault occurred in the overhead or underground HT/LT cables of the system then, the same will be repaired/replaced by the contractor at his own costs. The fault in the underground cable will be traced by the cable fault locator machine and the charges will be borne by the Contractor. Nothing shall be paid extra in this head.

o) The annual servicing of equipment(s), repair/ replacement of meters, repair/replacement of major cables, crucial jobs in HT/LT panels, transformers, DG sets, servicing of UPS' etc. will be carried out through the authorized vendor/manufacturer/service provider only with utmost safety.

p) It is also responsibility of contractor to provide regular safety training (quarterly or as required) for manpower deputed at site and also carried out safety audit as and when required at site without any extra cost.

q) The contractor will keep all requisite site testing equipments, lifting tools and tackles such as megger, multi-meters, clamp meters, torch, testers, thimble/Lug punching tools, hammers, pliers, safety ladder (6 ft., 8 ft. and 15ft. height), screw drive sets, test lamps, etc. as required at site till the completion of work under this contract without any extra charges, as per IFCI directions and as per prescribed standards and practices.

r) The contractor has to maintain sufficient inventory of frequently required consumables at site. No complaints should remain pending for more than 1 hours.

s) The contractor shall maintain adequate stock of frequently required spares/ consumables for rectification works so as to ensure that the faults are rectified immediately without any downtime. It shall be the responsibility of the contractor to provide special tools, always in readiness, so that break downs are attended immediately on their occurrence.

t) Routine Preventive Maintenance Schedule: The Contractor would also prepare a Preventive Maintenance Schedule of all the systems in compliance with the manufacturers' recommendations and consultation with officer-in-charge of IFCI. The contractor shall also maintain Plant & Machinery history card giving full details of equipment and frequency of check and overhaul.

u) Any others servicing which are not covered but necessary for smooth and trouble free working of entire electrical system(s) are also included in the scope of work.

v) The contractor shall ensure that the reported fault/support request is attended to promptly and in any case within 4 hours from the reporting time and rectification thereof immediately. If the equipment is not repaired within the above period, standby equipment shall be provided.

w) The contractor will maintain an inventory of critical spare parts /consumables etc. (at IFCI premises) for the purpose of corrective and preventive maintenance and submit the list along with technical bid. Make of consumable item shall be reputed make after due approval of IFCI.

x) The Contractor has to depute a site in-charge at site. The site in-charge should always maintain the petty cash of minimum Rs.20,000/- at site for preventative/daily maintenance of the Tower/building or any other incidental expenses.

y) All systems/equipment would be operated as per mutually agreed programmers. The contractor should maintain proper entry and upkeep of relevant log books/registers as per statutory obligations in physical and shall also maintain complaints register, and work done/carried out reports to the satisfaction of IFCI. The same can also be maintained in soft (CD format).

z) All the systems/Equipment would be operated and maintained by the authorized personnel or agencies appointed/engaged by the Contractor. Due to any wrong operation or improper maintenance of any equipments, if any breakdowns occur in the system (s) or damage to the machinery(ies), the contractor has to repair/replace the damage equipment(s) for smooth operation of the systems.

aa) After completion of the said contract period, it will be the responsibility of the contractor to depute his existing operational team at least 07 days and depute at least one representative for a minimum period of 30 days to explain about the installed equipment(s)/system(s) to the new contractor/agency.

bb) IFCI may ask the contractor to carry out any specific work/ procurement and installation of additional equipment(s)/accessories/up-gradation/modernization/replacement, as per requirement, which is not covered under the contract, on competitive prevailing market rates after taking prior approval from IFCI. Payment will be made separately on submission of bills for the said work.

cc) IFCI at its discretion can ask the contractor to conduct third party inspection at the end of each year of the contract of the equipment maintained by the contractor during the period of the contract. Contractor will be responsible for carry out third party inspection by the vendor/agency/firm of the similar type. The contractor has to submit name of at least 2 firm/Vendor for third party inspection upon submission of which IFCI will decide the name of final vendor for third party inspection. The cost of third party inspection shall be borne by Contractor.

DETAILS OF ELECTRICAL EQUIPMENT AT IFCI TOWER & IFCI CAR PARKING:

DETAIL OF ELECTRICAL EQUIPMENTS IN MAIN BUILDING (IFCI TOWER)					
S.NO	DESCRIPTION	MAKE	CAPACITY	QTY.	LOCATION
1	HT Breaker- Panel (IFCI TOWER)	Siemens	1200 KVA	4	Ground Floor
2	HT Transformer (IFCI TOWER)	Crompton Greaves	1500 KVA	2	Ground Floor
3	D.G Sets	Cummins	1000 KVA	2	Basement(-2)
	Battery 12V, 180AH/25plates for DG Sets	Exide	12V, 180AH	8	Basement(-2)
	Battery Charger for DG set		0-40A	02	Basement(-2)
4	UPS including Batteries	Siemens	20 KVA	2	Basement (-1) A & B Wing

	UPS including Batteries	APC	5 KVA	2	18 th floor + 1 st floor Auditorium
	UPS including Batteries	APC	3 KVA	1	Ground Floor
	UPS for Lift (including Batteries -12 Nos.)	Microtek	1 KVA and 500VA	07	Lift Machine Room
	ARD batteries for all Lifts	-	12V, 26AH	28	Lift Machine Room
	Alarm batteries for all Lifts	-	12V,1.2 AH	04	Lift Machine Room
5	Voltage Stabilizer (Floors)	Icon	20 KVA	30	All Floors
	Voltage Stabilizer (Floors)	Icon	18 KVA	2	All Floors
6	Main Incomer LT Breaker -Panel	L&T	2500 AMP.	3	Basement (-1)
7	Air Circuit Breaker - Panel	L&T	1650 AMP.	8	Basement (-1)
9	Air Circuit Breaker -Panel	L&T	1650 AMP.	3	Basement (-1)
10	Air Circuit Breaker -Panel	L&T	800 AMP.	8	Basement (-1)
11	Air Circuit Breaker -Panel	L&T	1250 AMP.	4	Basement (-1)
12	Air Circuit Breaker -Panel	L&T	1250 AMP.	1	Basement (-1)
13	Air Circuit Breaker -Panel	L&T	1000 AMP.	2	Basement (-1)
14	L T Power Distribution Main Rising (A wing: Emergency (L+P) + Emergency (L+P) + AHU) B-Wing: Standby (L+L) + Standby (L+P)			5	Basement (-1) to 18 th Floor: 03 in A- Wing and 02 in B- Wing
15	Main Distribution Boards-MCCB/MCBs (Approximate)			17	All Floors/ Terrace etc.
16	Distribution Boards with ELCB/RCCB, MCB Neutral Link etc.			116	Electric Room/ all Floors/ Basements etc.
17	Power Factor Control Capacitor Panel- 32 Capacitor Bank			2	Basement (-1) LT Room
18	LT Switchgears Distribution panels with 2 incomers and 2 outgoing			1	Basement (-1) LT Room
19	AMF Panel for auto start for DG			1	Basement (-2) DG Room
20	Battery charger for DG Sets			2	Basement (-2) DG Room
21	Lighting Point in floors (Approximate)			10513	
22	Power Point in floors (Approximate)			1500	
23	Computer LAN Networking in floors (Approximate)			1000	

DETAILS OF ELECTRICAL DISTRIBUTION PANEL AT IFCI TOWER:-

(i) A-Wing Electrical Room: -

Floor No.	A-Wing Electrical Room
Terrace	MDB-11, LDB(L+P)-2 Nos.
Lift Machine Room at Terrace	Main Panel- 630A, LDB (L+P)- 02 Nos.
(18 th Floor)	Voltage stabilizer -1, Light DB-1, Power DB-1, PADB-1,UPS DB-1,Emergency DB-1, UPS 5KVA-1, Battery 42 AH Exide -16 Nos., Auto/Manual electric Panel for Light operated by IBMS.
(17 th Floor)	Light DB-1, Power DB-1, Emergency LDB-1, UPS DB-1, Voltage stabilizer-1, Auto/Manual electric Panel for Light operated by IBMS.
(16 th Floor)	Voltage stabilizer-1, UPS DB-1, Power DB-1, Emergency LDB-1, Normal LDB-1. Auto/Manual electric Panel for Light operated by IBMS.
(15 th Floor)	Light DB-1, Power DB-1, Normal LDB-1, Emergency LDB-1, Voltage stabilizer-1, SDB-2.3, 150 Amp.
(14 th Floor)	Light DB-1, Power DB-1, PADB-1, Normal DB-1 ,DB SL-2,Voltage stabilizer-1
(13 th Floor)	Power DB-1, PADB-1, Light DB-1, Voltage stabilizer-1, Normal LDB-1
(12 th Floor)	PADB-1, Power DB-1,Normal LDB-1, Emergency DB-1(MCCB-1 125 AMP) Light DB-1, RCCB – 4 Pole, Voltage stabilizer-1
(11 th Floor)	SDB 250AMP-1, MDB-125A, (Voltage stabilizer) Emergency LDB-1.
(10 th Floor)	SDB 2.2 150AMP, Voltage stabilizer-1, PADB-1, Power DB-1, Light Power DB-1, Normal LDB-1, RCCB-12.
(9 th Floor)	PADB-1, Power DB-1, Light Power DB-1, Normal DB-1, DB SL-3.1, Voltage Stabilizer-1
(8 th Floor)	PADB-1, Light Power DB-1, 04 nos. (03 nos. in electrical Room and one no. is AHU Room) dual source energy sub meters including 03 nos. panel in electric room, one no. BTU meter in AHU Room for Air conditioning.
(6 th Floor)	PADB-1, Voltage stabilizer-1, Light power-1.
(5 th Floor)	SDB-7, 250AMP-1, PADB-1.
(4 th Floor)	PADB-1, Power DB-1, Light Power-1, Voltage stabilizer-1, SDB 2.1,150 AMP, Auto/Manual electric Panel for Light operated by IBMS.
(2 nd Floor)	Light power DB-1, PADB-1.
(1 st Floor)	Light power DB-1, PADB-1, Power DB-1, Voltage stabilizer-1.
(G Floor)	PADB-1, Normal LDB-1, Emergency LDB-1, Voltage stabilizer-1.
(Basement-1)	UPS Siemens-1, 20KVA, 32 Battery, 26 AH, MDB 400 AMP-1,MDB 250A-1, Voltage stabilizer-1, Light Power-1, Combination Fuse Switch 100AMP-2, Changeover switch-100AMP-1 32AMP-1, Electrical Room Rising Emergency 630 AMP-2, Rising AHU-500AMP-1, (MDB-2, PADB 400AMP-1) PDB-1.

(ii) B-Wing Electrical Room:

Floor No.	B-Wing Electrical Room
(18 th Floor)	Voltage stabilizer -1, Power DB-1, Light DB 1. Auto/Manual electric Panel for Light operated by IBMS.
(17 th Floor)	Light DB-1, Power DB-1, Voltage Stabilizer-1, Auto/Manual electric Panel for Light operated by IBMS.
(16 th Floor)	Voltage stabilizer-1, UPS DB-1, Power DB-1, Emergency LDB-1, Normal LDB-1, Auto/Manual electric Panel for Light operated by IBMS.
(15 th Floor)	Light DB-1, Power DB-1, Normal LDB-1, Emergency LDB-1, Voltage stabilizer-1, SDB-2.3, 150 Amp.
(14 th Floor)	Light DB-1, Power DB-1, Emergency LDB -1, DB SL-2, Voltage stabilizer-1.
(13 th Floor)	Power DB-1, Voltage Stabilizer-1, Normal LDB-1.
(12 th Floor)	Voltage stabilizer-1, LDB -1, Power DB-1, Normal LDB-1, Emergency DB-1, RCCB RYB- 240AMP, RCCB DP-3
(11 th Floor)	SDB 250AMP-1, 125 A MDB.
(10 th Floor)	Voltage Stabilizer-1, Emergency LDB-1, Power DB-1.
(9 th Floor)	Power DB-1, Emergency LDB-1, Voltage stabilizer-1, RYB RCCB -1
(8 th Floor)	Power DB-1, LTB DB-1, Emergency DB-1.
(7 th Floor)	Power DB-1, Emergency LDB-1, Normal LDB-1, Voltage Stabilizer-1,
(6 th Floor)	Normal LDB-1, Emergency LDB-1, Power DB-1, Voltage Stabilizer-1
(5 th Floor)	SDB-8,250AMP-1, Power DB-1, Emergency LDB-1, Normal LDB-1, RCCB-6
(4 th Floor)	Emergency LDB-1, Power DB-1, Voltage Stabilizer-1, Auto/Manual electric Panel for Light operated by IBMS.
(3 rd Floor)	DB SL-1, Emergency Light-1.
(2 nd Floor)	Emergency DB-1, Voltage Stabilizer-1.
(1 st Floor)	Emergency LDB-1 (Electrical Room). In Auditorium (Digital Dimmer Panel, Patch Panel, UPS and Audio and Video Main Switch Box for Light + Power.
Ground Floor	Emergency LDB-1, LTP DB-1, Power DB-1, RCCB-9.
Basement -1	Voltage Stabilizer-1, LDB-1, Combination fuse switch 100amp- 2, Changeover switch -2, 32 Amp., UPS-1, 20 KVA Siemens, 32 Battery -26 AH, MDB-1, 400 AMP-1 (Electrical Room Rising -2, MCCB 630 Amp)

DETAIL OF ELECTRICAL EQUIPMENTS IN CAR PARKING:

S.NO	DESCRIPTION	MAKE	CAPACITY	QTY.	LOCATION
1	LT Incomer Breaker -Panel	L&T	1000 AMP.	1	Ground Floor
2	DG Breaker -Panel	L&T	1000 AMP.	1	Ground Floor
3	HT Breaker-Panel (Car Parking)	Siemens	1250 KVA	1	Ground Floor
4	HT Transformer (Car Parking)	Kirloskar	750 KVA	1	Ground Floor

5	Exhaust Air Fan	Siemens	18.5 KW	6	Ground Floor, Basement (-1), Basement (-2)
6	Fresh Air Fan+Air Washer	ABB	11 KW	9	Ground Floor, Basement (-1), Basement (-2)
7	Smoke Exhaust Air Fan	Siemens	7.5 KW	7	Ground Floor
8	DG Set	Cummins	500KVA	1	Ground Floor
	Battery 12V, 180AH/25plates for DG Set	Exide	12V, 180AH	02	Ground Floor
	Battery Charger for DG set		0-20 A	01	Ground Floor
9	MCCB (MDB Lighting Panel)	Tricolite	150A	3	Ground Floor
10	MCCB (MDB Ventilation Panel)	Tricolite	200A	4	Ground Floor
11	MCCB (DG Isolation Panel)	L&T	800A	1	Ground Floor
12	MCCB (Sump Pump Panel)	Tricolite	100A	1	Ground Floor
13	Capacitor Bank			7	Ground Floor
14	Lighting and power Point in Car Parking (Approximate)			888	Parking Areas

DETAILS OF ELECTRICAL DISTRIBUTION PANEL AT IFCI CAR PARKING AREA:

S. No.	Location	IFCI Car Parking Area
1.	Garden Area	LDB-1 Nos., Poll Light-8.
2.	Ground Floor	LDB-5 Nos., Light Panel-1
3.	Basement (-1)	LDB-5 Nos., Light Panel-1
4.	Basement (-2)	LDB-5 Nos., Light Panel-1

Note: The above list of equipment is indicative only. Any equipment/device/wiring/panel etc. which is not indicated in the above list, but forms part of the overall system, shall be deemed to be included in the scope of work. The contractor may inspect the building/premises thoroughly, before quoting for the work. The contractor should physically inspect the entire systems which are to be covered under contract and also to make an assessment of the average consumption of consumables/spares etc., before quoting their rates.

DETAILS OF ADDITIONAL ELECTRICAL EQUIPMENT(S)/LIGHTS AT IFCI TOWER AND IFCI CAR PARKING

S. No.	Description	Tentative Qty.
1.	Electric Stand Fan/Pedestal Fan/ Table Fan	25 Nos.
2.	Electric Oil Heater/ Blower Heater/Stand Heater	12 Nos.
3.	Electric Geysers 15 Ltrs./25 Ltrs.	01 No.
4.	Exhaust Fan in Floor Toilets	36 Nos.

5.	Bain Marie including heat sensor (Electricity operated)	01 No.
6.	Microwaves	07 Nos.
7.	Urinal sensor operated with battery D.C. (21 nos.) and electric/A.C. (18 nos.) in toilets of floors.	39 Nos.
8.	Signage of Exit light (Green/Red) at IFCI Tower (31 Nos.) and IFCI car parking area (15 Nos.)	46 Nos.
9.	12 W (6" size), Dimmable LED Down lighter with driver at Auditorium 1 st floor	38 Nos.
10.	LED Strip at Auditorium 1 st Floor.	150 Mtrs.
11.	50 W LED flood Light at Auditorium 1st Floor	02 Nos.
12.	Dimmer Lights Halogen, 1000W at Auditorium 1 st Floor.	25 Nos.
13.	LED Dimmable Down lighter 12W (6") with driver at 17 th floor Conference Room.	37 Nos.
14.	LED Dimmable Panel 36W (2' X 2') with driver at 17 th floor Conference Room.	10 Nos.
15.	LED strip for dimmable Cove Light at 17 th floor Conference Room.	12 Mtrs.
16.	LED Dimmable Down lighter 12W (5.5") and 12W (6.5") with driver at 18 th Floor Board Room.	32 Nos.
17.	LED Strip for dimmable cove Light at 18 th Floor Board Room	22 Mtrs.
18.	Boundary wall Light (85W CFL/35W LED) at IFCI Tower	05 Nos.
19.	Light Sodium Lamp – 250 Watt/35W LED at Basement (-2) at IFCI Tower	18 Nos.
20.	LED Lights installed at various floors in IFCI Tower and IFCI Car Parking Areas	
i.	LED Tube Light 2x20W	321 Nos.
ii.	LED Tube Light T8 20W	2018 Nos.
iii.	LED Tube Light T5 18W	236 Nos.
iv.	LED Half Tube Light 10W	21 Nos.
v.	1x1 LED Panel Light 12W	22 Nos.
vi.	2x2 LED Panel Light 36W	1064 Nos.
vii.	LED Down Lighter 12.5W	1987 Nos.
viii.	LED Down Lighter 5W	447 Nos.
ix.	LED Down lighter 12W (6"x6")	75 Nos.
x.	LED Bulb 7W	77 Nos.
xi.	LED Bulb 9W	97 Nos.
xii.	Outdoor LED Light 110W	9 Nos.
xiii.	Outdoor LED Light 190W	17 Nos.

LIST OF CONSUMABLES TO BE SUPPLIED BY THE CONTRACTOR AT IFCI TOWER AND IFCI CAR PARKING AS REQUIRED:

NAME OF CONSUMABLE ITEMS	NAME OF CONSUMABLE ITEMS
ADAPTOR 12V/9V	PANEL INDECATOR SIEMENCE RED & YELLOW & BLUE
BULB & CHOKE SODIUM TYPE 250W	STARTER 20W 110V
CABLE 2.5 SQ/MM, 3 CORE COPPER	TAP ROLL
CABLE 2.5 SQ/MM, 4 CORE COPPER	TOP 5 AMP
CABLE TIE, 150MM	TOP 15AMP
CELL PENCEL AA	TOP 16AMP

CELL PENCEL AAA	TORCH CELL
CELL 9V	TORCH BIG SIZE
DOUBLE REMOTE BELL DC TO DC	TORCH
ELECTRIC KETTAL S/S	LAMP 1000W FOR AUDITORIUM LIGHT
ELECTRONIC TIME ON DELAY 6-60 SEC	UNDER VOLTAGE/OVER VOLTAGE/EARTH FAULT RELAY
EMERGENCY LIGHT	TRANS AIR FAN 12"
POWER CAPACITOR 25 KVAR, 5KVAR, 10 KVAR, ROUND.	CAPACITOR 25KVA FOR LT PANEL POWER FACTOR
EXHAUST FAN 8"	ELECTRONIC TIME ON DELAY
EXHAUST FAN 15", 18" 24"	MCB BOX 8 WAY TPN
ELEMENT 2000W	CARBON ROLLER FOR STABILIZER
GEYSER 15/25 LTR	BATTERY 12V, 180AH/25PLATES FOR DG SETS
HEATER 1500W	BATTERY 12V, 26AH, 32 NOS. FOR UPS
HEATER 2000W	BATTERY 12V, 42AH, 16 NOS. FOR UPS
MCB BOX TPN 4W DOUBLE DOOR	BATTERY 12V, 4.5 AH, 16 NOS.FOR UPS
MCB 40 AM INDO KOPP SINGLE POLE	BATTERY 12V, 7 AH, 32 NOS.FOR UPS
MCB BOX 3 POL	BATTERY TERMINALS FOR ALL DG SETS
MCB TPN 4 POL	METAL CLAD BOX 32AMP 3PHASE
MCB BOX 4 POL	GEYSERS ALIMENT RACOLD OLD MODEL
MCB DP 40 AMP	MICRON ELECTRONIC TIMER STARTER
MCB DP 63 AMP	CONNECTOR
MCB TPN 40 AMP	CHANGE OVER
MCB SP 6AMP	MCB 800AMP FOR FIRE PANEL
MCB TPN 63 AMP	HEAT CONVECTOR
MCCB 100 AMP 25 KVA MARLIN JERIN	SUNTRAP REALY
MCCB 250 AMP TP 36K	MCB 250AMP
MCCB 800AMP	BREAKER LOCK
MCCB 120 AMP 35KVA	POWER CAPACITOR 25KVR
METAL CLAD BOX 20 AMP (SHAN) A/C BOX	TNC SWITCH FOR HT PANEL
METAL CLAD BOX 32 AMP 3 FACE	PANEL BOX WITH MCCB 120AMP 35 KVA
METAL HALDE LAMP HPI -T 1000W	MAIN SWITCH TYPE FFO 63AMP 3PHASE
MICRO ELECTRONIC TIMER STAR DELTA TIMER	OVER LOAD REALY
OVER LOAD RELAY	CONNECTOR 3 PHASE
PLATE 3 MODULE WRAP ROUND	SENT CAPACITOR 25KVA
PLATE 4 MODULE	CAPACITOR 25KVA, TOP 5AMP
PLATE 4 MODULE WRAP ROUND	STABILIZER 4KVA
PLATE 4 MODULE LOGIC	CONTACTOR FOR DG COOLING TOWER
PLATE 5 MODEL WRAP ROUND	RELAY FOR DG COOLING TOWER
PLATE 8 MODEL WRAP ROUDN	CONTRACTOR AUTO MANUAL 3P/AA/2
PNC SWITCH 4 H.T.	CHANGE OVER 63AMP
POWER FACTOR METER	CONTRACTOR TIMER T-45 FOR FIRE PANEL
CAPESTER 25KVA TOP 5AMP	MCCB 250AMP 3POLE 35KVA
POWER CAPESTER 25KV	CONNECTOR 63AMP
PVC BOX 3X3	SOCKET & TOP 3PHASE 5PIN
PVC BOX 4X3	HAND DRYER

PVC BOX 5X3	AMP METER
PVC BOX 8X3	HF TYPE FUSE -63 AMP,11 KV HT FUSE, HBC FUSE-2AMP.
ELCB/RCCB	HRC FUSE 2A,5A,32A,63A
MCB	KNIFE FUSE 125AMP, 63AMP
MCCB	CFL, 2 PIN, 85 W
CB/ ACB/VCB/OCB	MCB STRIP, G.I. EARTHING STRIP AND MCB CHANNEL SIZE AS REQUIRED
CFL 8W SMALL THREAD	PVC CABLE TRAY, CABLE TIE, SIZE AS REUIRED
CFL 85W	BUTTON HOLDER
HELOGEN 12V, 50 W WITH CHOKE	BRASS HOLDER
URINAL SENSOR 9V CELL	PVC PIPE, SIZE AS REQUIRED
ROTARY SWITCH	PVC BATTEN STRIP AND BATTEN CLIP, SIZE AS REQUIRED
MCB, DP 10A/16A/32A/63 A/80A	PVC TAPE AND COTTON TAPE/WATER PROOF TAPE/HEAT PROOF TAPE/TAP ROLL ETC.
MCB, SP 1A/1.5A /2A/ 6A/ 10A/ 16A/ 32A/63A/80A	PVC GITTI, SIZE AS REQUIRED
MCB, TPN 32A/63A/80A	SCREW, SIZE AS REQUIRED
MCB BOX TPN	BRASS SCREW, SIZE AS REQUIRED
MCB BOX 3 POL	ELECTRIC BELL
MCB TPN 4 POL	BAKALITE SHEET, SIZE AS REQUIRED
MCB BOX 8 WAY TPN	FLEXIBLE PVC PIPE, SIZE AS REQUIRED
CAPACITOR 1.5/2.5/3.15/4/6/10 MFD	PANEL LED INDICATOR RED, YELLOW, GREEN ETC.
SWITCH 6A/16A MODULAR	ALL TYPE BATTERY 1X12V, 2X12V
SOCKET 6A/16A MODULAR	AUTOMATIC BATTER CHARGER (0-20A)
ELECTRIC BELL SWITCH 5A	ELECTRONIC TIME ON DELAY 6-60 SEC. ETC.
PVC/IRON COMBAINED BOX 16A/6A	TIMER
SWITCH PLATE 4 MODULE	RELAY
PVC/M.S. JUNCTION BOX ,SIZE AS REQUIRED	PIT EARTHING MATERIALS
EXTENSION BOX 5A/16A	SALT AND CHARCOAL AS REQUIRED
PVC/M.S. BOX 4X4 AND PLATE	PANEL BOX WITH MCCB UPTO 100AMP,
PVC/M.S. BOX 4X3 AND PLATE	OVER LOAD RELAY
PVC/ M.S. BOX 5X3 AND PLATE	CONNECTOR 3 PHASE
PVC/M.S. BOX 8X3 AND PLATE	UNDER VOLTAGE RELAY
PLATE 4 MODULER LOGIC	INVERTER 1200VA/2400VA/6000VA WITH ALL ACCESSORIES
PLATE 5 MODULER ROUND	AMMETER AND VOLT MEATER
PLATE 8 MODULER ROUDND	BATTERY DISTLIED WATER AS REQUIRED
G. I. PIPE, SIZE 2" AND 4" SIZE AS REQUIRED	SIEMENS CONNECTOR TF-47 FOR LT PANEL
M. S. JALI WITH GLASS WOOL FOR DG ROOM (SOUND PROOF)	UNDER VOLTAGE/OVER VOLTAGE/EARTH FAULT RELAY ETC.
METAL CLAD BOX 16 AMP/32A, A.C. BOX	BREAKER LOCK
METAL CLAD BOX 32 AMP 3 FACE	CONTROL PANEL WITH CHANGEOVER 100AMP
PVC BOX FOR STREET LIGHT POLE	1 PHASE DG AUTOMATIC CHANGEOVER 32A AND 63A AS REQUIRED

TV SOCKET	3 PHASE, DG AUTOMATIC CHANGEOVER 63A/100A/150A AS REQUIRED
TOP 5 AMP/15AMP/16AMP	CONTACTOR ML10/ML6, CONTACTOR MCX21 AND AS REQUIRED AT SITE
PLATE 3 MODULER ROUND	BREAKER LOCK
PLATE 4 MODULER ROUND	KIT KAT TYPE FUSE UP TO 100A AS REQUIRED
SOCKET & TOP 1PHASE, 5PIN	HRC FUSE,63 A/100A
FLEXIBLE COPPER WIRE, SIZE- 1MM/ 1.5MM/ 2.5MM/ 4MM/6MM/10MM/16MM ETC. AND WIRE WITH DIFFERENT COLOURS AS REQUIRED	HF TYPE FUSE 63AMP/100A
CU AND AL LUG/THIMBLE SIZE- PIN, ROUND, U TYPE, BOTTLE TYPE ETC. AS REQUIRED 2.5MM/4MM/ 6MM/10MM /16MM /25MM /35MM /50MM/ 70MM/95MM	CONTRACTOR TIMER T-45
CABLE ARMoured 2C/3.5C/4 CORE, AL AND CU SIZE, 10MM/16MM/25MM/ 35MM/ 70MM/ 95MM ETC. SIZE AS REQUIRED	ELECTRONIC TIMER STARTER
NEUTRAL LINK	MCCB 3 PH,100A/150A/200A/250 AMP
MAIN SWITCH TYPE 63AMP	ELECTRIC PEDESTAL/TABLE FAN AND CEILING FAN
CONNECTOR 63AMP	GYPSUM SCREW 1", 1/2"
ANALOGUE/DIGITAL DATA MEASURING METERS - AMP METER AND VOLTMETER, DG RPM METER, OIL, WATER, PRESSURE METER ETC.	RUBBER SAFETY MAT FOR ELECTRICAL PANEL
ELECTRONIC TIME ON DELAY	RED OXIDE AND ENAMEL PAINT BLACK, WHITE, RED, BLUE, GREEN, YELLOW AS REQUIRED
METAL CLAD BOX 32AMP 3PHASE	SPRAY PAINT FOR PANEL
PANEL BOX WITH MCCB 100AMP	AUTO MANUAL SWITCH
PANEL BOX 14X14	SELECTOR SWITCH
LED LIGHTS, PANELS, DOWNLIGHTERS ETC.	ELECTRICAL CONSUMABLES OF AUDITORIUM, BOARD ROOM AND CONFERENCE ROOM AND ANY OTHER SPECIALIZED AREA.
ALL BATTERIES FOR LIFTS, ARD, ALARM, ETC.	ELECTRIC BELL WITH INDICATOR ETC.
	ANY OTHER CONSUMABLES AS PER REQUIREMENT NOT COVERED ABOVE.

Note: The above list of equipment is indicative only. Any equipment/device/wiring/panel etc. which is not indicated in the above list, but forms part of the overall system, shall be deemed to be included in the scope of work. The contractor may inspect the building/premises thoroughly, before quoting for the work. The contractor should physically inspect the entire systems which are to be covered under contract and also to make an assessment of the average consumption of consumables/spares etc., before quoting their rates.

MAKE LIST OF MAJOR ITEMS TO BE USED BY THE CONTRACTOR:

S. No.	Description	Make of Items
1.	MCB's/ MCCB/DP/TPN/RCCB/ELCB/CB	L&T /Legrand /Schneider /Havells /ABB or equivalent make
2.	FRLS Wires/Cables	Havells /Finolex/Polycab or equivalent make
3.	Contactora	Havells /L&T/Legrand/ Siemens or equivalent make
4.	Automatic Change over switches	Havells/L&T/Legrand/Siemens or equivalent make
5.	Battery	Exide, Amron quanta ,Rocket or equivalent make
6.	Capacitor Bank	EPCOS, Schneider, ABB or equivalent make
7.	Switch/Socket Modular	Anchor/ Legrand/Schneider/Havells/ North-west or equivalent make
8.	PVC Conduit	AKG/BEC/NIC/Poly Pack or equivalent make
9.	Exhaust Fan	Havells / ABB/Crompton or equivalent make
10.	Cell	Nippo/ Panasonic /Eveready /Duracell or equivalent make
11.	LED Lights and Flood Lights etc.	Philips/Bajaj/Surya/Crompton/Orient/Havells or equivalent make.

Note: The items given in above list are tentative. If any items are left, the contractor must contact with the IFCI before execution. All spares/ consumables etc. must be of standard make and conforming to ISI/BIS specifications. The Make of replacement/ consumable items shall be reputed make after due approval of IFCI.

NECESSARY TOOLS & TACKLES REQUIRED AT SITE:

S. No.	Tool Name	Tentative Qty.
1	Combination Plier	5 nos.
2	Wire Cutter	2 nos.
3	Thimble Pinching Tool -2.5mm to 35mm	1 no.
4	Clamp Meter	3 nos.
5	Multi Meter	3 nos.
6	Magger different size	2 no.
7	Goti Set	1 no.
8	Pana Chabi Set	1 no
9	Hammer Small	2 nos.

10	Hammer Big	2 nos.
11	Screw Driver	5 nos.
13	Taparia set	1 no.
14	File	2 nos.
15	Puller	1 no.
16	Test Lamp	4 no.
17	Tester	15 nos.
18	Hexa Frame with blade	1 no.
19	Big Torch	4 no.
20	Temperature Gun for electrical	1 no.
21	Hammer Drill Machine with Bit set	1 no.
22	Electrical Insulated Ladders 18 Feet	1 no.
23	Electrical Insulated Ladders 6/8 Feet	2 nos.
24	Electrical Insulated Ladders 15 Feet	01 no.
25	Any other items as per requirement at site	

LIST OF INVENTORY/BUFFER STOCK ITEMS TO BE MAINTAINED BY THE CONTRACTOR AT SITE:

S. No.	Items	Tentative Qty.
1	T. P. N. 63 AMP	10 Nos.
2	T. P. N. 40 AMP	10 Nos.
3	D P 63 AMP	10 Nos.
4	D P 40 AMP	10 Nos.
5	MCB 6 AMP, 10 AMP, 16 AMP, 32AMP	12 Nos. each Size
6	ELCB & RCCB 63 AMP	10 Nos.
7	ELCB & RCCB 32 AMP	10 Nos.
8	Copper Wire single core 1 sq.mm	90 Mtrs.
9	Copper Wire single core 2.5 sq. mm	90 Mtrs.
10	Copper Wire single core 10 sq. mm	90 Mtrs.
11	Copper Wire single core 4 sq. mm	90 Mtrs.
12	Copper Wire single core 16 sq. mm	90 Mtrs.
13	Lug/Thimble Copper 1mm	1 Pkt.
14	Lug/Thimble Copper 2.5 mm	1 Pkt.
15	Lug/Thimble Copper 4 mm	1 Pkt.
16	Lug/Thimble Copper 16 mm	50 Nos.
17	Lug/Thimble Aluminum/Cu 10mm	50 Nos.
18	Lug/Thimble Aluminum/Cu 25 mm	50 Nos.
19	Lug/Thimble Aluminum/Cu 16 mm	50 Nos.
20	Lug/Thimble Aluminum/Cu 35 mm	50 Nos.
21	Modular Switch 6 amp	1 Pkt.
22	Modular Switch 16 amp	1 Pkt.
23	Socket 6 amp	05 Nos.
24	Socket 16 amp	05 Nos.
25	3 pin Top 6 amp	05 Nos.

26	3 pin Top 16 amp	05 Nos.
27	5 pin Top 6 amp	05 Nos.
28	5 pin Top 16 amp	05 Nos.
29	Fuse HT 11KV	05 Nos.
30	Fuse HRC 63 amp	12 Nos.
31	Fuse HRC 32 amp	12 Nos.
32	Fuse HRC 2 amp	18Nos.
33	Fuse HRC 5 amp	15 Nos.
34	Fuse Knife 125 amp	10 Nos.
35	Fuse Knife 63 amp	10 Nos.
36	Fuse HBC 32 amp	12 Nos.
37	Fuse HBC 63 amp	12 Nos.
38	Kit Kat Fuse 63 amp with fuse grip	06 Nos.
39	2 core 2.5 mm 1 bundle	90 Mtrs.
40	Connector 63 amp	05 Nos.
41	Connector 32 amp	05 Nos.
42	Combined Box 6 amp	05 Nos.
43	Combined Box 16 amp	05 Nos.
44	Wireless Bell	05 Nos.
45	Remote Bell	10 Nos.
46	Ding Dong Bell	05 Nos.
47	Cell AA, AAA, 9v & 12v	50 Nos.
48	Exhaust Fan Motor 12"	02 Nos.
49	Exhaust Fan Motor 15"	02 Nos.
50	LED Panel indicator (R, Y, B, Green)	10 nos. each color
51	Auto manual switch	06 Nos.
52	MCCB 63Amp, 100A, 125 A, 250 A,400A,630A	01 each size.
53	Heater Element 2000 watt	05 Nos.
54	Gypsum Screw 1", 1/2"	05 Pkts.
55	Red oxide and Enamel paint as per requirement	As Required.
56	Any other items as per requirement at site	

SAFETY ITEMS TO BE MAINTAINED BY THE CONTRACTOR AT SITE:

S. No.	Items	Tentative Qty.
1	Safety Helmet	15 nos.
2	Insulated Gloves	10 nos.
3	Insulated Rod	5 nos.
4	Safety Boots	2 pair
5	Safety Glass or Goggles	10 nos.
6	Safety Shoes Electrical Staff	21 Nos.
7	Full Body Harness Belt	4 nos.
8	First Aid Kit	2 nos.
9	Full Body Fireproof uniform	4 nos.
10	Lockout Tag out Card	8 nos.

11.	Danger Plates	10 Sets
12.	Any other items as per requirement at site	

Details of Manpower and essential Qualifications: -

a) **Manpower:** The contractor shall deploy adequate manpower including relievers (at least the stipulated number in financial bid) of experienced and lincence holders/ITI qualified, wherever applicable, trained personnel (electricians/mechanics/technicians/ operators/ helpers etc.) desired experience in the respective areas i.e. Operation and Maintenance of Electro Mech. Services (Electrical and related systems and services) of their duties at IFCI Tower to the satisfaction of IFCI at the site in appropriate shift duties.

b) The contractor shall also deploy at site a qualified and experienced Site Engineer/Site In-charge/ Supervisor in the relevant field with diploma/degree in electrical engineering (having minimum 8 years' experience and already handled similar job in a high rise buildings/modern storied building. The site engineer shall be responsible for liaisoning the maintenance activities at site and liasioning with BSES in case of breakdown follow-up etc. All break-down shall be reported to IFCI immediately and rectified without any loss of time. In case of non-availability of site engineer/ site in-charge /supervisor at site, the alternate arrangement of the same will be responsibility of the contractor without any extra cost, after consultation of IFCI. The summarized details are as under:

DETAILS OF MANPOWER AT SITE:

S. No.	Category	No. of Manpower	Minimum Qualification	Minimum work Experience
i.	Electrician including Networking- Skilled	05 Nos.	10 th Pass with ITI in Electrical from any recognized institute.	Min. 05 Years experienced in the O&M of Electrical works, HT/LT Panel, DG sets/DG Panel, Transformer, UPS etc. and at least one manpower should have knowledge of networking work.
ii.	Operators (DG and HT /LT Panel) - Skilled	06 Nos.	10 th Pass with ITI in Electrical from any recognized institute.	Min. 05 Years' experience in the O&M of Electrical works, HT/LT Panel operator, Operation of DG sets/DG Panel, Transformer, UPS etc.
iii.	Helper/Assistant- Unskilled	02 No.	10 th Pass	Min. 04 Years experienced having basic knowledge of Electrical Works.
iv.	Technician – Highly Skilled	01 No.	Diploma/degree holder in the Electrical field.	Min. 06 years' experience as site technician cum supervisor in the relevant field (O&M of Electrical Works, LT/HT Panel, DG Set, UPS, Transformer works etc.) and already handled similar job in a high rise buildings/modern storied building. Additionally,

				should have basic knowledge of computer.
v.	Site In-charge- "Specialized"	01 No.	Diploma/degree holder in the Electrical field.	Min. 08 years' experience as Site engineer/Site in-charge in the relevant O&M of Electrical Works, LT/HT Panel, DG Set, UPS, Transformer works etc. and already handled similar job in a high rise buildings/modern storied building. Additionally, should have basic knowledge of computer.
	Total	15 Nos.		
<p>Note: (i) All the above personnel are to be deployed in <u>08 hourly shifts</u>. The above categories are defined for the purpose of taking Minimum Wages into consideration as applicable to Central Govt. from time to time. However, wages to the staff falling under 'Specialized' category, will be payable at the rate not more than 25% higher than the Minimum Wages applicable to 'Highly Skilled' category, considering Managerial/Specialized skills required for the role.</p> <p>(ii) The rates of wages payable to the manpower falling in different skill-set deployed by the Contractor, will be re-imbursed on actual basis. All wage payments shall be governed by Central Government Act or as applicable from time to time for Building Operations.</p> <p>(iii) The stipulated manpower is inclusive of relievers for the purpose of weekly off. However, other than the weekly-off, if any staff proceeds on leave or remains absent due to any reason whatsoever, the Contractor shall be responsible for providing suitable reliever/ replacement and no extra payment shall be made by IFCI in this regard.</p> <p>(iv) IFCI reserves the right to review/ revise the above categories at any stage, before or after awarding the Contract.</p> <p>(v) IFCI also reserves the right to adopt/follow any other methodology or provision in terms of fulfilment of statutory compliances, whenever felt necessary at any stage of the Contract and in such case, the decision of IFCI shall be final and binding to the Contractor.</p>				

c) The manpower as indicated above, is to be deployed in 08 hourly shifts round the clock for 7 days a week, 365 days an year including Sundays, Festivals, National Holidays. IFCI will not be responsible for any overtime payments to the personnel deployed by the contractor for any reason whatsoever. Duty allocation and roaster control shall be the contractor's responsibility. Exact working hours will be fixed in consultation with officer-in-charge of IFCI. A list of persons deployed personnel, together with their qualification, experience and copies of the appointment letters have to be submitted to IFCI at the time of commencement of the contract or whenever change/replacement of any person (s) takes place during the period of contract. Any subsequent changes in the deployment of personnel shall be notified in advance. Further, the Contractor has to arrange for the latest Police verification from the parental Police station of the employee as well as from the present residential address Police station of the persons deployed within forty-five days (45) from the date of Award of Work. IFCI reserves the right to advise replacement/change the manpower deployed by the contractor, if his service is not found satisfactory. In case the proposed manpower deployed by the contractor is reduced, the monthly charges will also be reduced proportionately. Similarly, the charges for extra deployment would be made as per the minimum wages.

Note: All the staff as indicated above, can be deployed in any shift and/or may require to work for extended hours on some occasions, hence, they will ensure their availability round the clock.

(V) TERMS AND CONDITIONS

1. **Contractual Rates:** The Bidders must assess carefully the 'Scope of Work' and quote charges as per prescribed **Financial Bid Format**. These charges so quoted, will remain fixed during entire period of the contract including extension, if any and will be payable. Extension of the contract will be subject to satisfactory performance of the Contractor during the initially awarded contractual period. Performance of the Contractor will be evaluated on regular intervals in-line with performance indicators given in the tender document.

Special Note: The stipulated manpower is inclusive of relievers for the purpose of weekly off. However, other than the weekly-off, if any staff proceeds on leave or remains absent due to any reason whatsoever, the Contractor shall be responsible for providing suitable reliever/ replacement and no extra payment shall be made by IFCI in this regard. **Therefore, bidders are advised to read the document carefully and consider all such implied charges vis. Overtime/ Leave/ Administrative/ Insurance charges etc. while submitting the quote.** Unless specifically mentioned in the tender document, no other charges, will be paid by IFCI to the Contractor under any circumstances. The Contractor shall be responsible for fulfilling all the prevailing statutory compliances and IFCI will not assume any responsibility thereto due to failure of the Contractor.

2. **Contract Period:** **The Contract will be initially for a period of Two years with a provision of one-year extension subject to evaluation of the performance of service provider by IFCI before end of second year contract. The rates for the 3rd year, if renewed, shall be the prevailing rates of the 2nd year quoted by the bidder. However, all other terms and conditions will remain unchanged. The performance of the service provider/Contractor may be evaluated every year on a continuous basis and the extension /renewal of contract will be based on performance evaluated by IFCI or third-party inspection report or both. The renewal of the Contract, if any, shall be solely on decision of IFCI.**

3. **The said contract will be assigned/handed over to new agency/contractor for all equipments on "as is where is basis" by previous contractor and it would be responsibility of the new contractor to repair/replace the equipments, in case any observations/faults/defects/snags etc. found in the equipments/items after awarding of contract. Accordingly, bidders are requested to inspect the site and quote their prices in the bid accordingly.**

4. IFCI reserves the right to adopt any other methodology or provision in terms of fulfilment of statutory compliances, whenever felt necessary at any stage of the Contract and in such case, the decision of IFCI shall be final and binding to the Contractor.

5. **Evaluation of Bids:** IFCI can seek any information/ clarification from the bidder (s) during analysis of the Bids at any stage of the process. In case, the bidder fails to provide sought information in time, IFCI can reject such bid (s) without entertaining further requests/ communication in this regard. Further, IFCI is not bound to select the lowest bidder.

6. The contractor will always provide necessary assistance for supervision, monitoring, regular inspection, preparing reports etc. of any specific work/ installation of additional equipment's /accessories/up-gradation/modernization/replacement, as per requirement, which is not covered under the contract, as directed by IFCI.

7. IFCI may ask the contractor for any extra work to be taken up by any other contractor, agency, service provider in its own decision. In such case, the payment shall be reimbursed to the AMC Contractor on actual consumption/work basis.
8. As and when required by IFCI, the manpower engaged/deployed in the site may be shifted or transferred to other sites of offices of IFCI in Delhi without any extra payment in this head.
9. IFCI reserves the right to modify requirement of personnel on need basis from time to time. In case, the proposed manpower deployed by the Contractor is increased or decreased, the monthly charges will also be paid to the Contractor proportionate to the applicable quoted rates.
10. The Contractor shall maintain site in fully furnished and equipped office with Computer along with internet connectivity, Printer cum scanner, and any other required accessories along with all office stationeries as a part of the Contract without any extra payment.
11. The site in-charge/ site engineer should have basic knowledge of the computer. He should not be over 55 years.
12. The Contractor should provide the mobile at least to his site in-charge/Supervisors and the site in-charge should be available round the clock besides his duty hours for any emergency at site.
13. 12. The Contractor shall provide 02 pairs of proper uniform (winter and summer) each with his organization's name/logo, shoe, raincoat, umbrella and I-card etc. to their staff deployed at IFCI Sites every year. Apart from this, the Contractor will also be responsible to provide PPE (Personal Protective Equipment), Providing Sanitization Material etc. to his staff deployed at IFCI Sites required for execution of the works mentioned hereunder.
14. Thorough checking of staff during entry/exit would be made by IFCI's security guards.
15. Drawing & Design: The contractor shall prepare drawings viz., - Single Line Diagram (SLD), Layout Drawing, Scheme drawing etc. or other related drawing in AutoCAD, as per existing equipments installed in the building, as and when directed by IFCI or if any modification/changes take place due to repair/replacement/up-gradation during the contract. The contractor shall submit the drawings in Hard as well in soft copy to IFCI for its reference.
16. The contractor shall ensure trouble free and smooth operation and maintenance of the Systems at all times. All complaints have to be attended to, in minimum agreed time, as per industry norms/practice, failing which, IFCI will be at liberty to get the work done on its own/another agency and recover the costs incurred from your running bills/security deposit.
17. The contractor shall supply and maintain all spare parts/materials/consumables that may be required for maintenance of all the systems, free of costs and/or overhead/labour charges during the tenure of the contract. All routine, preventive maintenance, overhauling, breakdown maintenance, annual servicing etc. are included in the scope of work.
18. It would be the responsibility of the contractor to keep adequate spares and special tools and tackles always in readiness (as per the manufacturer(s) norms) so that breakdowns are attended on their occurrence. The contractor shall also provide safety devices/items such as- hand gloves, safety shoes, safety helmets, safety belt, safety glass, safety goggles, safety uniform, first Aid kit etc. as necessary at site.
19. It is also responsibility of contractor to provide regular safety training (quarterly or as required) for manpower deputed at site and also carried out safety audit as and when required at site without any extra cost.

20. **Registers and Forms:** The Contractor shall maintain the following records and log books during the contract period:-

a) The registers/forms as required under the prevalent labour laws in force from time to time. The Contractor shall maintain the above neatly, completely and legibly for inspection by various statutory authorities and the company officials even at short notice.

b) Preparation of the Schedule of preventive maintenance for all equipment in consultation with officer-in-charge of IFCI. All systems/equipment shall be operated as per mutually agreed programs. The Contractor shall maintain proper entry and upkeep of relevant logbooks/registers as per statutory obligations in physical and shall also maintain complaints register, and work done/carried out reports which may be countersigned by the officer-in-charge of IFCI as and when required. The same can also be maintained in soft (CD format). All the official registers/maintenance records pertaining to premises will be handed over to IFCI before vacation of premises/ closure of contract for record purpose.

21. **Non- Compliance of work:** In case of delay, repetition of work, non-compliance, inadequate staff, in the event of failure of compliance of the contract/awarded work in stipulated time, IFCI reserve the right to get the work done on exigency from another contractor of IFCI selected through GEM and the expenditure incurred in attending to the same by another Agency, will be adjusted out of the monthly bill/balance payment/security deposit and contractor will have no objection to such deeds.

22. **Performance Indicator/Uptime and Penalty:** All complaints have to be attended to, in minimum agreed time, i.e., within 3 days from the date of complaint or assignment, failing which, IFCI will be at liberty to impose penalty or get the work done on its own/another agency and recover the costs incurred from your running bills/security deposit. The Contractor shall ensure, in emergency cases the reported fault/support request is attended promptly and in any case within 12 hours from the reporting time and rectification thereof. Defect / fault of general or not of serious nature have to be rectified within 72 hours or 3 days of the reporting and until such period standby equipment shall be provided by the Contractor on immediate basis to ensure smooth functioning of the system/equipment. The Contractor shall be responsible to maintain complete systems/equipment/software in good working condition. The deduction/penalty shall be as follows:

S. No.	Period for completion from the date of complaint/assignment	Deductions
(i)	Up to 3 days	No deduction
(ii)	4 to 7 days	Up-to 5% of the total value of the Monthly bill
(iii)	8 to 11 days	Up-to 10% of the total value of the Monthly bill
(iv)	12 to 15 days	Up-to 15% of the total value of the Monthly bill
Note: (a) No complaints in regard to systems/works etc. should remain pending for more than 72 hrs or 3 days. However, complaints if any, need to be attended immediately without loss of time.		
(b) Non-availability of spares/any other reasons shall not be acceptable under any circumstances and will attract penalty, as applicable.		
(c) Penalty can be levied on Total Monthly Value or on Quoted Charges, at sole discretion of IFCI.		

23. The Contractor shall follow Environmental (Protection) Act 1986, Environment (Protection) Rules, 1986. Further, the Contractor shall be responsible to follow Hazardous waste (Management, Handling and Trans-boundary movement rules, 2008/ prevailing rules), take steps to handle hazardous waste management, selling/disposal of hazardous waste, maintenance of record of hazardous waste handled, packing, labelling and transport of hazardous waste, reporting to state pollution control board in case of accident occurs, obtain no objection certificate from pollution control

board whenever required, submit statutory/necessary compliance /annual returns/other obligations to state pollution control board on behalf of itself/IFCI. The Contractor shall submit the necessary compliance certificate. (as per annexure attached).

24. The contractor shall be responsible for disposal of batteries to dealer/ manufacturer/ registered recycler/ importer/ reconditioner or at the designated collection centers etc. as per provision under Batteries (Management and Handling) Rules, 2001 and any other applicable law. The contractor shall submit the necessary compliance certificate (as per annexure attached).

25. In case of any damage to IFCI's property/premises for which contractor is accountable, the contractor will be liable to pay the compensation to IFCI as may be advised by IFCI. The contractor shall also take full responsibility and compensate IFCI for any loss/damage/break-down caused to the installation due to negligence of his workers.

26. If due to negligence and or non-observation of safety and other precautions by the contractors, any accident/injury occurs to the property/manpower belong to third party, the contractor shall have to pay necessary compensation and other expense, if so by the appropriate authorities.

27. IFCI will not be responsible for any injury/death caused to the employees provided by the contractor at site. It will be the responsibility of the contractor to abide with the all the provisions of the Workmen Compensation Act, 1923 and no compensation, whatsoever shall be paid by IFCI in this regard.

28. The workforce deployed by the contractor should be adequately covered under Personal Accident Insurance Plan.

29. The Contractor shall pay all taxes, fees, license charges, deposits, tolls, royalties, commission or other charges which may be liable on account of his operations in executing the contract.

30. At the time of completion of contract, IFCI may retain last two months monthly billing amount, which will be released after completion and successful handing over of the said contract to another agency as awarded through tendering process. However, the contractor will pay all the wages and comply the statutory compliances towards manpower deputed at site for each month till completion of contract. Further, the contractor has to submit no dues certificate duly signed by manpower deputed at site along with final bill at the time of release of final payment by IFCI.

31. After completion of the said contract period, it will be the responsibility of the contractor to depute his existing operational team at least 07 days and depute at least one representative for a minimum period of 30 days to explain about the installed equipment(s)/system(s) to the new contractor/agency.

32. It is purely contractor's responsibility to get his staff acquainted/trained with the site conditions, operation and maintenance procedure, equipment detail, safety devices, scope of work etc.

33. No residential accommodation/conveyance or otherwise will be provided by IFCI to the employees of the Contractor.

34. Contractor should have PF, ESIC, labour license etc. and experience in similar field as mentioned in scope of work.

35. For carrying out job the contractor has to make his own arrangements for men, tools, tackles, testing and measuring equipment, safety and protective gear/devices for carrying out the work.

36. Running of the system under abnormal condition or in risky circumstances will attract penalty.

37. Contractor will be responsible for any act of sabotage, misdeed, indiscipline, and negligence on the part of contractor or his employees. Penalty or legal action, as decided by IFCI shall be imposed on the contractor.

38. Notwithstanding any other clause herein, if there is any act or omission by the Contractor or the Contract employees which jeopardizes the safety / security of the IFCI including, but not limited to:

- a) Theft or pilferage of property of IFCI
- b) Fire, flooding, breakage or damage
- c) Violence or physical attack on the building.
- d) Any act or incident which may prove detrimental to the interests of IFCI - the contract would be terminated without any notice. Further, the Contractor would be levied penalties, as appropriate by the deemed authority. The decision of the IFCI shall be final in such matters.

39. **Termination of Contract:** IFCI reserves the right to terminate the contract without assigning any reasons giving three months' notice to the contractor. Similarly, the contractor will also have to give three months' notice in case contractor wants to discontinue the contract, however, IFCI reserves the right to forfeit/invoke guarantee amount in such case, to the extent of additional cost involved/incurred by IFCI. **Further, IFCI reserves the right to cancel the contract without assigning any reason whatsoever.**

40. IFCI has sole discretion to issue completion/performance certificate after completion of contract. However, no right in this regard would be considered/entertained of the contractor.

41. The contractor is bound to providing services as per terms & conditions of the contract. In case, it is observed that your firm is not fulfilling contractual obligations, IFCI may get the work done through another agency and cost & expenses will be recovered from your monthly bills/ Security Deposit / Bank Guarantee / payment towards additional works or any other dues etc.

42. IFCI may ask the contractor to enclose a list of works carried out along-with details of material consumed, material, challan etc. every month while submitting its bill. IFCI can ask the Contractor to submit any other document or provide details pertaining to "Scope of Work" at any stage of the contract. In case, it is found that the Contractor is unable to provide the required details/document, IFCI shall be free to impose penalty on the Contractor as per terms of the agreement.

43. **Monthly Payment:** The payment shall be released on monthly basis after close of each month against the invoice provided by the Contractor. The monthly bill for the above said contract shall be submitted by the Contractor by 3rd of the following month and payment shall be released upon satisfactory performance, subject to scrutiny of the bills as per terms of the Contract. TDS and other taxes, as applicable will be deducted from your payments at the prevailing rates. The payment shall be made on submission of the following documents:

a) Equipment undertaking and Certificates with regard to payment made (as per attached format along with document) to staff deployed at IFCI Site(s) in accordance with the latest Minimum Rates of Wages applicable to Central Govt. as fixed from time to time. The Contractor shall furnish photocopies of monthly Wages Payment Sheet duly signed by individual employees along-with bills. The Contractor shall be responsible for directly remitting monthly wages in Bank A/C of the workers as per latest guidelines of the Labour Department. IFCI, may ask the Contractor to submit Bank Statement as documentary evidence of remittance of wages, at any time during the contract.

b) Photocopies of Bank Challans of previous month for the amount deposited in the bank for ESI and PF along-with certificate.

c) The Contractor will also furnish every month a certificate/undertaking along-with bill to the effect that all statutory obligation/ requirements have been complied with in regard to wages/OT, contribution to PF/ ESI/ Gratuity etc. to their staff and IFCI will not assume any responsibility thereto.

44. After passage of the new wage Code i.e. after appropriate notification is issued by the Govt. in this regard, IFCI will have to follow the Central Act i.e. Code of Wages Bill. Upon implementation of the Code of Wages Bill, the same will be applicable and the prospective bidders shall need to take it into account.

45. Insurance

a) This being a pure works contract, the personnel engaged by the contractor and deployed by him at IFCI premises will be in no way be deemed as working under employment of IFCI and there shall not exist any employer-employee relationship between IFCI and the contractor or his personnel deployed by him.

b) The workforce deployed by the contractor should be adequately covered under Term Insurance Plan as well as Personal Accident Insurance Plan during the entire duration of the contract under the relevant rules/laws of the State and Central Government. The Contractor shall mandatorily submit a copy of both the Insurance Policy of the personnel deployed by the Contractor at IFCI Site within 30 days from the date of award of the work. Failure in doing so, shall attract penalty as may deem appropriate by IFCI. Further, these insurances shall be applicable on continuous basis even in case of replacement and/or additional deployment of any staff, be this arrangement temporary or on permanent basis. It is the sole responsibility of the contractor to insure his materials, equipment, workmen, etc. against accidents and injury while at work and to pay compensation to workmen as per Workmen's compensation Act. The work be carried out in protected area and all the rules and regulations of the IFCI in the area of project which are in force from time to time will have to be followed by the contractor.

c) If due to negligence and or non-observance of safety and other precautions by the contractors, any accident/injury occurs to the property/manpower belong to third party, the contractor shall have to pay necessary compensation and other expenses, if directed so by the appropriate authorities.

d) The contractor will take necessary precautions and due care to protect the material, while in his custody from any damage/loss due to theft or otherwise till the same is taken over by IFCI or customer. The contractor will submit necessary documents for lodging/processing of insurance claim. IFCI will recover the loss from the contractor, in case the damage /loss is due to carelessness / negligence on the part of the contractor. In case of any theft of material under contractor's custody, matter shall be reported to police by the contractor immediately. However, this will not relieve the contractor of his contractual obligation for the material in his custody.

46. Responsibilities of the Contractor in respect of local laws towards contractual obligation.

The contractor shall fully indemnify IFCI against any claims of whatsoever nature arising due to the failure of the contractor in discharging any of his responsibilities. The following are the responsibilities of the contractor in respect of observance of local laws, employment of personnel, payment of taxes etc.:

a) The Contractor will keep himself abreast of the latest statutory compliances of labour at all the times during contract. IFCI will not be responsible for any lapse on the part of the Contractor in enforcing of provisions of any statutory compliance (s). The Contractor shall be solely liable for any dispute that might arise in any matter in future for violation/non-compliance of Labour

Laws/regulations and IFCI will have no responsibility, whatsoever. Receipt of any complaints on this ground shall be viewed seriously.

b) The contractor at all times during the continuance of this contract shall, in all his dealings with local labour for the time being employed on or in connection with the work, have due regard to all local festivals and religious and other customs.

c) The contractor shall comply with all applicable State and Central Laws, Statutory Rules, Regulations etc. such as Payment of Wages Act, Minimum Wages Act, Workmen Compensation Act, Employer's Liability Act, Industrial Dispute Act, Employers Provident Act, Employees State Insurance Scheme, Contract Labour (Regulation and Abolition) Act 1970, Payment of Bonus & Gratuity Act and other Acts, Rules and Regulations for labour as may be enacted by the Government during the tenure of the Contract and having force or jurisdiction at Site. The Contractor shall also give to the local Governing Body, Police and other relevant Authorities all such notices as may be required by the Law.

d) The Contractor shall obtain independent License under the Contract Labour (Regulations and Abolition Act, 1970) as required from the concerned Authorities based on the certificate (Form-V) issued by the Principal Employer/Customer. The Contractor shall pay all taxes, fees, license charges, deposits, tolls, royalties, commission or other charges which may be liable on account of his operations in executing the contract.

e) Contactor shall be responsible for provision of Health and Sanitary arrangements (more particularly described in Contract Labour Regulation & Abolition Act), Safety precautions etc. as may be required for safe and satisfactory execution of contract. The Contractor shall also be responsible for proper accommodation including adequate medical facilities for personnel employed by him.

f) The Contractor shall ensure that no damage is caused to any person/property of other parties working at site. If any such damage is caused, it is responsibility of the contractor to make good the losses or compensate for the same. The Contractor shall arrange, coordinate his work in such a manner as to cause no hindrance to other agencies working in the same premises.

g) All safety rules and codes applied by the IFCI at site shall be observed by the contractor without exception. The contractor shall be responsible for the safety of the equipment/material and works to be performed by him and shall maintain all light, fencing guards, slings etc. or other protection necessary for the purpose. Contractor shall also take such additional precautions as may be indicated from time to time by the Engineer with a view to prevent pilferage, accidents, fire hazards. Due precautions shall be taken against fire hazards and atmospheric conditions. Suitable number of Clerical staff, watch and ward, store keepers to take care of equipment/materials and construction tools and tackles shall be posted at site by the contractor till the completion of work under this contract.

h) The contactor shall arrange for such safety devices as are necessary for executing the works and carry out requisite site tests of handling equipment, lifting tools, tackles etc. as per prescribed standards and practices.

i) Contractor has to ensure the implementation of Health, Safety and Environment (HSE) requirements as per directions given by IFCI. The contractor has to assist in HSE audit by IFCI and submit compliance Report. The contractor has to generate and submit record/reports as per HSE plan/activities as per instruction of IFCI.

j) In case of any class of work for which there is no such specification as laid down in the contract, such work shall be carried out in accordance with the instructions and requirements of IFCI.

47. Integrity Pact (IP) shall be applicable for contract as indicated in tender document. This integrity pact shall be issued as part of the Tender document and shall be submitted by the bidder

along with technical bid duly filled, signed and stamped by the authorized signatory who signs the bid.

48. **Performance Security / Bank Guarantee**

The vendor needs to deposit a Performance Bank Guarantee within 30 days from the date of acceptance of work order, for an amount of 3% of the Contract Value for 02 years.

The Performance Bank Guarantee may be drawn from a scheduled commercial bank in favour of "IFCI Ltd", New Delhi. The Performance Bank Guarantee may be discharged/ returned by IFCI after the completion of the contract upon being satisfied for the performance of the obligations of selected bidder under the contract.

- i) The validity of Bank Guarantees towards Security Deposit shall be upto the completion period as stipulated in the Letter of Intent/Award +3 Months, (i.e. -- months) and the same shall be kept valid by proper renewal till the acceptance of Final Bills of the **Service Providing Agency**, by IFCI.
- ii) It is the responsibility of the bidder to get the Bank Guarantees revalidated/extended for the required period as may be advised by IFCI. IFCI shall not be liable for issue of any reminders on expiry of the Bank Guarantees.
- iii) In case the Bank Guarantees are not extended before the expiry date, IFCI reserves the right to invoke the same by informing the concerned Bank in writing, without any advance notice/communication to the concerned bidder/Manpower Agency.
- iv) E-Tenderers to note that any corrections to Bank Guarantees shall be done by the issuing Bank only through and amendment in an appropriate non judicial stamp paper.
- v) The Original Bank Guarantee shall be sent directly by the Bank to IFCI under Registered Post (Acknowledgement Due), addressed to the General Manager (Estates), IFCI Ltd., IFCI Tower, 61, Nehru Place, New Delhi – 110 019.

Failing to comply with the above requirement, or failure to enter into contract within 30 days or within such other extended period, as may be decided by competent authority, IFCI shall constitute a sufficient grounds, among others, if any, for the annulment of award of the tender.

In the event the selected bidder is unable to provide the goods/services as mentioned in this scope of Work, during the engagement period as per the contract for whatever reason, the Performance Bank Guarantee would be invoked by IFCI.

No Bank Charges/interest shall be payable by IFCI for issuance of Performance Security / Bank Guarantee.

49. **Return of Security Deposit:**

Security Deposit/Bank Guarantee shall be released to the **Service Providing Agency** after deducting all expenses /other amounts due to IFCI, if any, after completion of the contract subject to satisfactory completion of the work.

50. **Force Majeure:**

The following shall amount to Force Majeure:

- a) Acts of God, act of any Government, War, Sabotage, Riots, Civil commotion, Police action, Revolution, flood, Fire, Cyclones, Earthquake and Epidemic and other similar causes over which the contractor has no control.
- b) If the contractor suffers delay in the due execution of the contractual obligation due to delays caused by force majeure as defined above, the agreed time of completion of the job covered by this contract or the obligations of the contractor shall be extended by a period of time equal to period of delay, provided that on the occurrence of any such contingency, the contractor immediately reports to IFCI in writing the causes of delay and the contractor shall not be eligible for any compensation.

51. Arbitration & Reconciliation

- a) In case amicable settlement is not reached in the event of any dispute or difference arising out of the execution of the contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision by the consultant/contractor in any manner touching upon the contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the sole arbitration to be appointed by IFCI.
- b) The award of the Arbitrator shall be binding upon both parties of the dispute.
- c) Subject as aforesaid, the provisions of Arbitration and Reconciliation Act 1996 (India) or statutory modifications or reenactments thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The venue and seat of the arbitration shall be at Delhi and the language of the proceedings shall be in English. Subject to the above, the Courts at Delhi alone shall have the jurisdiction to deal any disputes between the Parties to the contract.
- d) The cost of arbitration shall be borne equally by both the parties.
- e) Work under the contract shall be continued during the arbitration proceedings.
- f) Failure to comply with any of the above conditions can result in termination of the contract, forfeiture of the security deposit, penalty as may be decided by IFCI and future blacklisting of the contractor.

(VI) ANNEXURES/FORMATS

Annexure – 1

Offer Forwarding Letter /Tender Submission Letter

(To be typed & submitted in the Letter Head of the Company/Firm of Bidder)

Tender No:

Dated:

To,
General Manager (Estates),
IFCI Limited,
IFCI Tower,
61, Nehru Place,
New Delhi – 110 019.

Dear Sir,

Sub: Submission of offer against Tender Specification No:

I/We hereby offer to carry out the work detailed in the Tender Specification/document issued by IFCI Limited,, in accordance with the terms and conditions thereof.

I/We have carefully perused the following listed documents connected with the Tender documents and shall abide by the same.

1. Amendments/Clarifications/Corrigenda/Errata/etc issued in respect of the Tender documents by IFCI.
2. Notice Inviting Tender (NIT)/ (Technical Bid)
3. Financial Bid
4. Documents referred to in tender document
5. Forms/Annexures and Procedures

I/We further agree to execute all the works referred to in the said Tender documents upon the terms and conditions contained or referred to therein and as detailed in the Annexures annexed thereto.

I/We have deposited/depositing herewith the requisite Earnest Money Deposit (EMD) as per details furnished in the tender document.

Date:
Place:

Signature of authorized person
Full Name & Designation:
Company's Seal Date:

Tender Acceptance Letter

(To be typed & submitted in the Letter Head of the Company/Firm of Bidder)

To

General Manager (Estates),
IFCI Limited,
IFCI Tower,
61, Nehru Place,
New Delhi – 110 019.

Dear Sir/Madam,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Re: Comprehensive Contract for Operation and Maintenance of Electro Mech. Services (Electrical and related systems and services) at IFCI Tower, 61 Nehru Place, New Delhi.

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) as per advertisement.
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents of all pages (including all documents like annexure(s), schedule(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 hereby declare that our Company/Organisation has not been blacklisted /debarred /banned or disqualified by any Government or any Government agencies including PSUs, Public Sector Banks / Public Sector Insurance Companies during a period of last three year. Further, we also confirm that our firm has no dispute/litigation whatsoever with IFCI.
6. Further, we hereby declare that none of our partners /directors of our Company/Organization is blacklisted /debarred /banned by any Government or any Government agencies including PSUs, Public Sector Banks / Public Sector Insurance Companies, any Government regulatory body nor has any criminal case against him /her during a period of last three year.

7. 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 bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit /Security deposit or both absolutely.

8. I/We hereby certify that all the information and data furnished by me with regard to the above Tender Specification are true and complete to the best of my knowledge. I have gone through the specifications, condition, stipulations and other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

9. I further certify that I am authorized to represent on behalf of my company/firm for the above-mentioned tender and a valid Power of Attorney/Authorization letter to this effect is also enclosed.

10. We hereby confirm that we have not changed/modified/materially altered any of the tender documents as downloaded from the website/issued by IFCI and in case of such observance at any stage, it shall be treated as null and void and our tender shall be deemed to be withdrawn.

11. We also hereby confirm that we have neither set any Terms and Conditions and nor have we taken any deviation from the Tender conditions together with other references applicable for the above referred NIT/Tender Specification.

12. We further confirm our unqualified acceptance to all Terms and conditions, unqualified compliance to Tender Conditions, Integrity Pact (if applicable), and acceptance to Reverse bidding process.

13. We confirm to have submitted offer in accordance with tender instructions and as per aforesaid reference.

Date:
Place:

Signature of authorized person
Full Name & Designation:
Company's Seal

Bidders General Information/Check List

S. No.	Description	Documents to be attached
1.	Name of the Bidder/Firm/Company	
2.	Year of Registration/Incorporation	
3.	Address of the Firm / Company	
4.	(i) Telephone No (Land line) (ii) Mobile No. (iii) FAX No. (iv) E-mail address	Office: Residence:
5.	Earnest Money Deposit (EMD), if any – Rs.48,000/-. (Attach scan copy of Remittance Advice/Copy of Bank Statement/transaction no. (UTR No.) as evidence of NEFT/RTGS, as proof of depositing EMD).	Attach proof, as applicable.
6.	GST No. (Copy to be attached) of the Bidder	
7.	PAN No. (Copy to be attached)	
8.	Whether MSME (Attach valid MSME certificate)	
9.	Details of the Bank Account of the Bidder <ul style="list-style-type: none"> • Name of the Bank • Branch and address • IFSC Code (Copy of recent Bank Statement to be attached)	
10.	Employee's PF & Miscellaneous Provision Act, 1952 (Valid PF code required)	
11.	ESI Number & DATE (Valid ESI code required)	
12.	Integrity Pact Applicable (as per format attached)- Mandatory -To be executed on plain paper and copy to be attached.	Attach Integrity pact as per format given.
13.	Average Annual financial turnover during the last 3 financial years ending FY 2020-21, FY 2021-22, FY 2022-23 should be at least ₹ 25 Lakhs.	Enclose copy of Turn over certificates or audited balance sheet certified by any Chartered Accountant.
14.	Past Experience of Similar Services: - The experience of similar works during last 05 years ending 31/12/2023 should be either of the following: - <u>One award/work order costing not less than of Rs.39 Lakh or Two award/Work orders costing not less than total of Rs.25 Lakhs or Three award/work orders costing not less than total of Rs.20 lakhs</u> for experience in similar type of works providing Comprehensive Operation & Maintenance Services of Electro Mech. Services (Electrical related systems and services) i.e. maintaining of 11 KV HT sub-station, Transformers, HT & LT panel, switchgears, DG sets	Attach Completion Certificate/Work Order copies and documentary evidence in support of experience in similar works.

	in high-rise buildings/ multistoried modern buildings owned by Govt./ PSUs/PSU Banks/Financial Institutions or MNCs/Corporates etc. of repute.	
15.	The bidder should have experience of maintaining of 11 KV HT sub-station having 1500 KVA Transformer and 1000 KVA DG set and submit necessary proof thereof.	The bidder shall submit necessary proof for equipment with minimum rating as specified.
16.	The bidder/contractor should have valid Electrical License/ HT License from relevant Electrical authorities at Delhi and submit necessary proof thereof.	Attach valid Electrical License/ HT License from relevant Electrical authorities at Delhi.
17.	The Bidder must have registered office/Branch at Delhi/NCR and submit necessary proof thereof. Bids submitted without documentary evidence of having registered office / Branch office at Delhi/NCR, shall be rejected summarily.	Valid documentary proof must be enclosed.
18.	Whether you accept all the terms and conditions of the tender; Yes/No	

Date:

Place:

(Signature, Date & Seal of Authorized Signatory of the Bidder)

(A) Details of Similar Experience: -

Sl. No.	Name & Address of the client, Concerned Person and contact/ Mobile No	Name & Location of work	Value of Work (In lakh)	Starting date of Contract Period	Ending date of Contract Period	Completion/ work order/ Performance Certificate enclosed 'Yes' or 'No'	Any other information you would like to give
1	2	3	4	5	6	7	8

(Fill up the above table & enclose legible copies of the supporting documents)

(A) Financial Capability: Average Annual Turn Over of the bidder during the last 3 financial years

Sr. No.	Financial Year	Turnover (Rs. in lakh)
1	2020-21	
2	2021-22	
3	2022-23	
	Average	

(Fill up the above table and enclose copy of Turn over certificates or audited balance sheet certified by any Chartered Accountant.)

(B) Details of Technical and skilled manpower:

Sr. No.	Name and Designation	Qualification	Experience	Any other Information (if any)
1	2	3	4	5

Date:
Place:

Signature of authorized person
Full Name & Designation:
Company's Seal

DECLARATION BY AUTHORISED SIGNATORY OF BIDDER
(To be typed submitted in the letter Head of the Company/firm of Bidder)

To,

General Manager (Estates),
IFCI Limited,
IFCI Tower,
61, Nehru Place,
New Delhi – 110 019.

Dear Sir,

Sub: **Declaration by Authorised Signatory**

Ref: 1) NIT/Title of the work. Name of Tender Specification No.....,
2) All other pertinent issues till date

I/We hereby certify that all the information and data furnished by me with regard to the above Tender Specification are true and complete to the best of my knowledge. I have gone through the specifications, condition, stipulations and other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

I further certify that I am authorized to represent on behalf of my company/firm for the above mentioned tender and a valid Power of Attorney/Authorisation letter to this effect is also enclosed.

Yours faithfully,

(Signature, Date & Seal of Authorized
Signatory of the Bidder)

Date:

Enclosed: Power of Attorney/Authorization letter

DECLARATION FOR RELATION IN IFCI

(To be typed and submitted on the Letter Head of the Company/Firm of Bidder failing which the offer of Bidder is liable to be summarily rejected)

Tender No: -----

Dated:

To,

General Manager (Estates),
IFCI Limited,
IFCI Tower,
61, Nehru Place,
New Delhi – 110 019.

Dear Sir,

Sub: Declaration for relation in IFCI

I/We hereby submit the following information pertaining to relation/relatives of Proprietor/Partner (s)/Director(s) employed in IFCI

Tick (✓) any one as applicable:

1. The Proprietor, Partner(s), Director(s) of our Company/Firm DO NOT have any relation or relatives employed in IFCI

OR

2. The Proprietor, Partner(s), or Director(s) of our Company/Firm HAVE relation/relatives employed in IFCI and their particulars are as below:

(i)

(ii)

Date:
Place:

Signature of authorized person
Full Name & Designation:
Company's Seal

Integrity Pact

(To be executed on plain paper and submitted along with Technical Bid for Tenders having a value of Rs. 10 Lakh or more. To be signed by the same signatory competent / authorized to sign the relevant contract on behalf of IFCI Ltd.)

(_____ Name of the Department / Officer)

Tender No. _____ for _____

(Each Tender must have Distinct Number and Subject Matter)

This pre-bid pre-contract Integrity Pact (Agreement) (hereinafter called the Integrity Pact) (IP) is made on _____ day of the _____, between, on one hand, IFCI Ltd., a company Incorporated under Companies Act, 1956, with its Registered Office at IFCI Tower, 61 Nehru Place, New Delhi – 110019, acting through its authorised officer, (hereinafter called Principal), which expression shall mean and include unless the context otherwise requires, his successors in office and assigns) of the First Part

And

M/s.

_____ (with complete address and contact details) represented by Shri _____ (i.e. Vendor / Bidders hereinafter called the 'Counter Party') which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

AND WHEREAS the PRINCIPAL values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with Counter Party(ies).

AND WHEREAS, in order to achieve these goals, the principal has appointed Independent External Monitors (IEMs) to monitor the Tender process and execution of the Contract for compliance with the principles as laid down in this Agreement.

WHEREAS THE Principal proposes to procure the Goods/services and Counter Party is willing to supply/has promised to supply the goods OR to offer/has offered the services and

WHEREAS the Counter Party is a private Company/ Public Company/ Government Undertaking/ Partnership, etc. constituted in accordance with the relevant law in the matter and the Principal is a Government Company and a Systematically Important, Non-Deposit taking, Non-Banking Financial Company, (NBFC-ND-SI).

NOW THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence, prejudiced dealing prior to, during and subsequent to the tenor of the contract to be entered into with a view to "-

Enabling the PRINCIPAL to obtain the desired goods/services at competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling the Counter Party to abstain from bribing or indulging in any type of corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the PRINCIPAL will commit to prevent corruption, in any from, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows: -

A. Commitment of the Principal

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
 - a) No employee of the Principal, personally or through any of his/her family members will in connection with the Tender or the execution of the contract, procurement or services/goods, demand, take a promise for or accept for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b) The Principal will, during the Tender Process treat all the Counter Party (ies) with equity and reason. The Principal will, in particular, before and during the Tender Process, provide to all Counter Party (ies) the same information and will not provide to any Counter Party (ies) confidential / additional information through which the Counter Party (ies) could obtain an advantage in relation to the Tender Process or the Contract execution.
 - c) The Principal shall endeavour to exclude from the Tender process any person, whose conduct in the past had been of biased nature.
2. If the Principal obtains information on the conduct of any of its employee which is a criminal offence under the Indian Penal Code (IPC) / Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there is a substantive suspicion in this regard, the principal will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

B. Commitments of Counter Parties

The Counter Party commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of bid or during any pre-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following. Counter Party (ies) commit himself / themselves to observe these principles during participation in the Tender Process and during the Contract execution: -

1. The Counter Party will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement etc. to any official of the PRINCIPAL which is not available legally, connected directly or indirectly with the bidding process, or to any

person company or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

2. The Counter party further undertakes that it has not given, offered or promised to give directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement etc. to any official of the Principal or otherwise in procurement contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Principal for forbearing to show favour of disfavour to any person in relation to the contract or any other contract with the Principal.
3. Counter Party shall disclose the name and address of agents and representatives, if any, handling the procurement / service contract Foreign Counter Parties shall disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign principals and associates.
4. Counter Party shall disclose the payments to be made by them to agents / brokers; or any other intermediary of any, in connection with the bid / contract.
5. The Counter Party has to further confirm and declare to the Principal that the Counter Party is the original integrator and has not engaged any other individual or firm or company, whether in Indian or foreign intercede, facilitate or in any way to recommend to Principal or any of its functionaries whether officially or unofficially to the award of the contract to the Counter Party nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any intercession, facilitation or recommendation.
6. The Counter Party, either while presenting the bid or during pre-contract negotiation or before signing the contract shall disclose any payment made, is committed to or intends to make to officials of Principal, or their family members, agents, brokers or any other intermediaries in connection with the contract and the details or services agreed upon for such payments.
7. The Counter Party will not collude with other parties interested in the contract to impair the transparency, fairness and progress of bidding process, bid evaluation, contracting and implementation of the Contract. Also, the Counter Party has not entered into any undisclosed agreement or understanding with other Bidders with respect to prices, specifications, certifications, subsidiary contracts etc.
8. The Counter Party shall not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
9. The Counter Party shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The Counter Party also undertakes to exercise due and adequate care lest any such information is divulged.
10. The Counter Party commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

11. The Counter Party shall not instigate or cause to instigate any third person including their competitor(s) of bidding to commit any of the actions mentioned above.
12. If the Counter Party or any employee of the Counter Party or any person acting on behalf of the Counter Party, either directly or indirectly, is a relative of any of the official / employee of Principal, or alternatively, if any relative of an official / employee of Principal has financial interest / stake in the Counter Party firm, the same shall be disclosed by the Counter Party at the time of filling of tender.
13. The term 'relative' for this purpose would be as defined in Section 2 Sub Section 77 of the Companies Act, 2013.
14. The Counter Party shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employees / officials of the Principal.
15. The Counter Party shall disclose any transgression with any other Company that may impinge on the ant-corruption Principle.
16. The Counter Party agrees that if it makes incorrect statement on this subject, Bidder / Counter Party can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

C. Disqualification from Tender Process and exclusion from Future Contracts

1. If the Bidders, either before award or during execution of Contract has committed a transgression through a violation of Article II above or in any other from, such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Counter Party from the Tender Process or terminate the Contract, if already executed or exclude the Counter Party from future contract award processes.
2. The Counter Party accepts and undertakes to respect and uphold the Principal's absolute right to resort to and impose such execution.
3. Apart from the above, the Principal may take action for banning of business dealings / Counter Party as deemed fit by the Principal.
4. If the Counter Party can prove that it has resorted / recouped the damage caused and has installed a suitable corruption prevention system as per the satisfaction of the Principal, the Principal may at its own discretion, as per laid down companyal procedure, revoke the exclusion.

D. Consequences of Breach

Without prejudice to any rights that may be available to the Principal under Law or the Contract or its established policies and laid down procedure, the Principal shall have the following rights in case of breach of this Integrity Pact by the Counter Party: -

1. Forfeiture of EMD / Security Deposit: If the Principal has disqualified the Counter Party(ies) from the Tender Process prior to the award of the Contract or terminated the Contract or has accrued the right to terminate the Contract according to the Article III, the Principal apart from exercising any legal rights that may have accrued to the Principal, may in its considered opinion forfeit the Earnest Money Deposit / Bid Security amount of the Counter Party.
 2. Criminal Liability: IF the Principal obtains knowledge of conduct of a Counter Party which constitute corruption within the meaning of PC Act, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.
- E. Equal Treatment of all Bidders/Manpower Agencies/Sub-Manpower agencies/Counter Parties
1. The Counter Party (ies) undertake (s) to demand from all sub-Manpower agencies a commitment in conformity with this Integrity Pact. The Counter-Party shall be responsible for any violation(s) of the principles laid down in this Agreement / Pact by any of its sub-Manpower agencies / sub-vendors.
 2. The Principal will enter into Pacts in identical terms as this one with all Counter Parties.
 3. The Principal will disqualify Counter Parties who do not submit, the duly signed Pact, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.
- F. Independent External Monitor (IEM)
1. The Central Vigilance Commission has approved the appointment of Independent External Monitor (s) (IEMs) for this Pact. The task of the IEM is to review independently and objectively, whether and to what extent the parties comply with the obligations under this Integrity Pact. The name and particulars of the two IEMs is as under:-

1. Shri Janak Digal Email Id: janakdigal85@gmail.com	2. Shri Arunendra Kumar Email ID: noidarail54@gmail.com
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 2. The IEM is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The IEM shall give his / recommendations to the MD & CEO/ DMD, IFCI Ltd.
 3. The Counter Party(ies) accept that IEM has the right to access without restriction, to all Tender documentation related papers / files of the Principal including that provided by the Counter Party. The Counter Party will also grant the IEM, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his or any of his Sub-Manpower Agency's Tender Documentation / papers / files. The IEM is under contractual obligation to treat the information and documents of the Counter Party (ies) with confidentiality.
 4. As soon the IEM notices, or believes to notice, a violation of this Pact, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The IEM can in this regard submit non-

binding recommendations. Beyond this, the IEM has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

5. The IEMs would examine all complaints and would give their recommendations / views to the MD&CEO of the Principal. IEM may also send their report directly to the CVO and the Commission in case of suspicion of serious irregularities requiring legal / administrative action. IEMs are expected to tender their advice on the complaints within 10 days as far as possible.
6. For ensuring their desired transparency and objectivity in dealing with the complaints arising out of any tendering process, the matter shall be examined by the full panel of IEMs jointly as far as possible, who would look into the records, conduct and investigation and submit their joint recommendation to the management of the Principal.
7. The role of the IEMs shall be advisory and would not be binding and it is restricted to resolving issues raised by the Counter Party regarding any aspect of the tender which allegedly restricts competition or bias towards the Counter Party.
8. The word 'IEM' would include both singular and plural.

G. Duration of the Integrity Pact (IP)

1. This IP shall be operative from the date IP is signed by both the Parties till the final completion of the contract. Any violation of the same would entail disqualification of the Counter Party and exclusion from future business dealings.
2. If any claim is made / lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Integrity Pact as specified above, unless it is discharged / determined by the MD&CEO, IFCI Ltd.

H. Other Provisions

1. This IP is subject to Indian Law, place of performance and jurisdiction is the Head Office / Regional Offices of the Principal who has floated the Tender. The concerned Office / Department which has floated the Tender would be the focal point for implementation of IP.
2. Changes and supplements in any Procurement / Service Contract / Tender need to be made in writing. Changes and supplement in IP need to be made in writing.
3. If the Counter Party is a partnership or a consortium, this IP must be signed by all the partners and consortium members. In case of a Company, the IP must be signed by a representative of the Counter Party duly authorized by Board resolution.
4. Should one or several provisions of this IP turn out to be invalid; the remainder of this Pact remains valid. In the case, the parties will strive to come to an agreement to their original intentions.

5. A person signing the IP shall not approach the Court while representing the matter to the IEMs and he / she will await their decision in the matter.
6. This IP is deemed as part of the procurement / service contract and both the Principal and the Counter Party are bound by its provisions.

I. Legal and Prior Rights

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and / or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Pact will have precedence over the Tender / Contract documents with regard to any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact (IP) at the place and date first above mentioned in the presence of the following witnesses: -

(For and behalf of Principal)

(For and behalf of Counter Party)

WITNESSES:

1. _____ (Signature, name and address)

2. _____ (Signature, name and address)

Note: In case of Purchase Order wherein formal agreements are not signed reference to witnesses may be deleted from the past part of the Agreement

CERTIFICATE OF UNDERTAKING
(on Company Letter Head)

Dated: _____

The General Manager
Estates Dept.
IFCI Limited, IFCI Tower,
61 Nehru Place
New Delhi -110 019

**CERTIFICATE OF UNDERTAKING- PAYMENT OF WAGES AND MAINTENANCE OF
EQUIPMENT**

Tender Ref No.: _____

It is confirmed that all the dues including overtime (if any) of personnel, deployed at IFCI Site, for the said contract, have been paid up-to..... by us, in accordance with the latest rates of Minimum Wages, as fixed by the Ministry of Labour & Employment, Govt. of India. All the statutory obligations/requirements have been complied with, in regard to payment of wages, contribution to PF/ ESI/ Gratuity/ Bonus etc. and any other dues have been met by us and IFCI will not assume any responsibility thereto. The Contract Labour (Regulation & Abolition) Act, 1970 and (Central) Rules, 1971 have also been complied with. We also confirm that the consolidated monthly payment challans to ESI & PF authorities include the contributions deducted from all personnel deployed at IFCI Site.

We, further confirm that we are maintaining all the Building Management System and Equipment at IFCI Sites as per terms of the Tender and work order and abiding by all the statutory compliances pertaining to Health, Safety and Environment.

Regards

Signature
(Name of the Concerned Person)

For & on behalf of (Name of Company)

Seal of the Company

CERTIFICATE OF UNDERTAKING
(On Company Letter Head)

Ref No.

Dated: _____

General Manager (Estates)
IFCI Limited
IFCI Tower,
61 Nehru Place
New Delhi -110 019

CERTIFICATE

It is certified that, we.....(Name and Address of contractor) have complied with provision of (tick √as applicable)

- a) Environmental (Protection) Act 1986 and Environment (Protection) Rules,1986
- b) Hazardous waste (Management, Handling and Transboundary movement rules, 2008).
- c) Batteries (Management and Handling) Rules,2001.
- d) Delhi Fire Services Act, 2007.
- e) All of the above.

Regards,

Signature
(Name of the Concerned Person)
For & on behalf of (Name of Company)
Seal of the Company

EQUIPMENT UNDERTAKING

(To be executed on Company letter head)

We(Name & Address of the Bidder/Contractor) undertake that we will maintain the whole equipment(s), its sub equipment(s), subsystem(s) properly in smooth running condition. As we have accepted and offered the prices for all-inclusive comprehensive maintenance contract in the submitted bid, If any equipment or its related parts or machinery found damaged/not working properly/ abnormal sound/heating/leakage/wiring damage/insulation damaged/any parts rusted/equipment part's missing/the loss of any items/ spare part damage etc. than we shall be fully responsible for rectification of interpreted system and for also keeping the whole system in completely healthy and smooth running condition.

2. We also undertake that we will replace/repair the faulty equipment(s) immediately. The make of replace item/equipment shall be similar to the existing items or reputed make as per agreed by IFCI.

Signature of Authorized Person:

Name:

Date:

Address:

Place:

Company Seal

FINANCIAL BID FORMAT

Ref: Comprehensive Contract for Operation and Maintenance of Electro Mech. Services (Electrical and related systems and services) at IFCI Tower, 61 Nehru Place, New Delhi.

Note: Financial Bid format is for illustration purpose only. Bidders must upload the financial price in **GEM Portal Separately**. Financial bid/price should not be uploaded along with Technical Bid Documents. If any bidder uploads the Financial Bid/Price along with Technical Bid, the said bidder is liable to be disqualified /rejection.

S. No.	Description	Amount for 02 years (Rs.) (Inclusive of GST)
(i)	Manpower cost (15 nos.) will be reimbursed on actual deployment as per the notification with regard to wages published by the Ministry of Labour & Employment, Govt. of India, applicable from time to time for Construction or Maintenance.	(Bidders not to quote manpower cost on GEM Portal).
(ii)	Electro-Mech Services (Electricals System) at IFCI Tower and IFCI Car Parking: - Comprehensive Maintenance cum Material Charges for 02 years towards Comprehensive Operation & Maintenance (O&M) of Entire Electricals Systems, HT/LT panels, Transformers, DG Sets, Diesel Pumping & Storage, Batteries, UPS Systems, Electrical Distribution Boards/ system, LED Lighting, Automatic Voltage Regulator, Computer Networking & other related systems/sub-systems/services connected with above systems and its repair/maintenance, servicing and replacement including supply of spares and consumables/accessories etc. at IFCI Tower and IFCI car parking areas, New Delhi as mentioned in the RFP/Tender including service charges etc.	<u>(To be quoted on GEM Portal)</u>
	Total 02 years Amount (Rs.) (Inclusive of GST)	<u>To be quoted on GEM Portal.</u>

Note:

(i) **Commercial Offer will be evaluated on the basis of Comprehensive Maintenance cum Material Charges for 02 years towards maintenance, annual servicing, replacement of faulty parts/items, as mentioned in the RFP/Tender including service charges inclusive of GST.**

(ii) **The Bidders are requested to quote total 02 years amount (inclusive of GST) for Comprehensive Maintenance cum Material Charges including service charges except manpower cost, on the GEM portal.**

(iii) **The monthly charges for Comprehensive Maintenance cum Material Charges including service charges will be arrived at dividing the total 02 years amount by Twenty-Four (24).**

(iv) **The Maintenance cum Material Charges including service charges etc. will remain fixed during the entire period of the contract including extension, if any.**

(v) **The Contractor shall pay the Wages, ESI, EPF, Bonus, Gratuity as applicable from time to time relating to contractual personnel deployed in IFCI sites. IFCI shall have no liability in this regard.**

(vi) **The rate of wages payable to the manpower falling in different skill set deployed by the Contractor, will be reimbursed on actual, in reference to the notification published by the Ministry of Labour & Employment, Govt. of India, applicable from time to time for Construction/Building Operations.**

(vii) Commercial Offer will be finalized based on detailed assessment of 'Financial Bids'. IFCI reserves the right to seek any information/ clarification from the bidder (s) during analysis of the Bids. In case, the bidder fails to provide sought information in time, IFCI can reject such bid (s) without entertaining further requests/ communication in this regard. Further, IFCI is not bound to select the lowest bidder.

(viii) The Bidders are advised to quote rates after careful analysis of cost involved considering all specifications and conditions of the contract. In case, the quoted rates (or any part of the quoted rates) found to be unusually high or unusually low, it will be a sufficient ground for IFCI to reject such offer (s) unless reasonableness of the rates is convincing. For scrutiny, the analysis for such rates is to be furnished by the Bidder on demand.

(ix) IFCI reserves the right to alter 'Scope of Work' and/or modify the requirement of manpower at any stage during the contract with suitable adjustment in monthly charges payable to the Contractor.

(x) IFCI also reserves the right to cancel the bid at any stage of the selection process without assigning any reason.

(xi) Submission of offer in any other format may result in cancellation of the offer.

Name, Signature, Seal of the Bidder with Company Seal