



UNIVERSITY OF CALCUTTA

Office of the Engineer
Darbhanga Building
87/1 College Street
Kolkata- 700073

NOTICE INVITING QUOTATION

University of Calcutta invites sealed tender from resourceful and bonafide contractors for the following work

1.	N.I.Q. No	:	Eng/EQ-26/AMC/Transfor/17-18 . Dated – 20/12/2017
2.	Name of Work	:	Annual Comprehensive maintenance (with new spare parts) of all transformers (dry & oil type) along with safety applications,i.e H.T. & L.T. switchgears (VCB,OCB,ACB,OD,MCCB,MCB,SFUetc) cables & cable joint(H.T & L.T) & other related apparatus including transformer oil top with dehydration & filtration at the substations associated with smooth power supply in different campuses of University of CalcuttaUniversity has total 15-nos of Transformer at different Campuses.
3.	Earnest Money	:-	Rs25000.00(Rupees Twenty Five Thousand only)Earnest Money(EMD) @5% of the Item Rate Tender in the form of CTS (To be deposited Online) is to be attached with the tender as earnest money failing which the tender will be treated cancelled. The earnest money will be returned to unsuccessful Bidders on application after issuing of work order to the successful bidder. In case of successful Bidder the EMD will be adjusted as Retention Money and the security deposit is to be deducted by the University from the running bills. The extra amount of EMD to meet 5% of item rate tender to be submitted at the time of receiving work order(A.O.C).
4.	Eligibility Criteria	:-	AS MENTIONED IN THE ATTACHED FILE
5.	Compulsory	:-	Agency must visit all campuses for getting details of Transformers(SAE's-Electricals should be contacted)
6.	Duty Period	:-	From 10am To 09pm(everyday including University Holidays)
7.	Last date of submission of quotation	:-	29th December, 2017; 05:00 PM
10.	Date and Time of Tender Opening	:-	2nd January, 2018; 12:00 PM

N.I.T. / N.I.Q. NO should be written on the envelope otherwise tender will not be consider valid.

For details enquiry & further correspondence feel free to contact the Engineer C.U or The Office of the Engineer at any working day between 11.00 am to 4.00pm.

The undersigned reserves the right to reject any or all Tenders without assigning any reason what so ever.

University Engineer,C.U.

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Bid Validity-1 years.

Completion Time -1 years.

A. Important Dates :

Sl. No.	Items	Publishing Date (s)& Time
1	Date of uploading of N.I.T. & Tender documents (online) from this end	20th December, 2017 ; 04:00 PM
2	Starting of Documents download (online)	20th December, 2017 ; 04:00 PM
3	Bid Submission starting (on line)	20th December, 2017 ; 04:00 PM
4	Bid submission closing date (online)	29th December, 2017; 05:00 PM
5	Bid opening date for Technical Proposal (online)	2 nd January, 2018; 12:00 PM
6	Date of uploading list for Technically qualified Bidder (on line)	To be notified later on
7	Date and Place for opening of Financial Proposal (online)	To be notified later on
8	Date of uploading of list of bidders along with the approved rate	To be notified later on

**University Engineer,
University of Calcutta**

Terms & Conditions:

NON-STATUTORY/MYDOCUMENTS

- 1) **Qualification of the contractor:** The contractor must possess valid & proper electrical license, service tax & GST registration number, pan card, certificate of enlistment, PF & ESI registration & should have a minimum working experience in the same field & H.T. substation related installation jobs in the last three years.
- 2) **Team of the contractor:** The contractor shall engage a team containing one H.T. personnel & one electrical helper. One electrical supervisor & one electrical engineer personnel will be at the top of the team to control the work & to communicate with the University authority.
- 3) **Qualification of the contractor team:** The electrical supervisor (Part 1,2,3,4,5, 6a,6b, 7a,7b,7c,11 & 12), H.T. personnel (workmen permit part 1(b),2,3,5, & 8), electrical helper (workmen permit 440V), Electrical Diploma engineer (with valid govt. License/Certificate) must possess valid & proper electrical license & must have a minimum two years working experience in the same field. They should be well dressed, good behaved & sincere in their duties. Xerox copy of their certificates, ESI & PF nos., residential address and phone numbers along with their current passport size colour photo has to be submitted to the University authority/Engineer/SAE (E) before starting the work.
- 4) **Permanent station:** 3nos. permanent station will be one at Rajabazar Science College, one at Ballygunge Science College & one at College Street Campus. Techno Campus shall be cover by

the team at Ballygunge Science College Campus. Jute Technology Campus & Alipore Campus will be covered by the team at Ballygunge Science College station in case of any emergency.

5) **Duty Period:** a) HT personnel- from 10am to 09pm (everyday including University holidays).

b) Electrical helper- same as above.

c) Electrical supervisor- everyday at any time during normal duty period & during any fault until it is rectified.

d) Electrical engineer- same as above.

Any fault rectification should be carried out in presence of electrical supervisor & electrical engineer. Everybody would have to report to the concerned SAE (E) of the concerned station as per duty.

6) **Responsibility:** All electrical appliances i.e. transformers, HT & LT switchgears, e.g. VCB, ACB, OCB, OD, MCCB, MCB, SFU, HT & LT switches Busbar chamber/panel, cables & cable joints to be sincerely checked regularly. Services have to be extended up to the satisfaction of the concern SAE (E) &/or Engineer, C.U. If there is any possibility of future hazards it should be immediately intimated to the concerned authority & means should have to be taken for proper rectification without any time delay. If the situation demands they have to stay overnight & shall have to arrange an infrastructure to render round the clock services (if situation demands) to ensure restoration of power supply with immediate effect(within one hour of the call).

7) **Insurance, P.F. & E.S.I.:** The agency shall ensure necessary insurance policies on the listed staff & should cover all type of risk/benefit against accident/injury etc. during their duty period. They must be covered by the necessary ESI & PF as per government rules as applicable & have to submit necessary documents to the University authority. **The University of Calcutta will not take any responsibility for any unwanted incidents.**

8) **Scope of work:**

a) Monthly report of the condition & statistics of maximum demand, pf& load chart campus wise to be submitted to the concerned SAE (E).

b) Yearly report of the IR test of the transformers, HT, LT, switchgears associated with cables have to be submitted to the concerned SAE (E) & necessary rectification to be done immediately if any fault is noticed as per instruction of the S.A.E. (E)/Engineer, C.U.

c) Yearly test report of the transformer oil acidity, tan delta, viscosity & breakdown voltage done from an appropriate authority to be submitted to the concerned SAE (E) & necessary rectification to be done immediately if any fault is noticed as per instruction of the S.A.E (E)/Engineer, C.U.

d) Half yearly report of the earth resistance of the pits & neutral to system earthing to be submitted to the concerned SAE (E) & necessary rectification to be done immediately if any fault is noticed as per instruction of the S.A.E.(E)/Engineer, C.U.

e) As far as possible load balance has to be done.

f) Colour of the silica gel should be checked & if necessary it is to be change by new one.

g) All HT & LT switchgears should be cleaned fortnight basis.

h) If any leakage is found in the transformer, HT & LT gear, it should be attended immediately as noticed & inform to the concern SAE (E) & to be rectified without any delay as per instruction.

i) All bushings, jointing, cable terminals should be checked & necessary rectification to be done if any fault is noticed & inform to the concern SAE (E) without any delay.

j) All measuring equipments should be checked & necessary rectification to be done if any fault is noticed without any delay.

k) If any apparatus becomes faulty the contractor has to rectify it if possible or replace it by new one without any time delay to ensure smooth power supply. Cost involvement for any rectification/refreshment to be done by the agency own.

l) All work has to be done as per IE rules.

m) Beside routine maintenance work the agency is not allowed to carry out any work which incurs financial involvement without the knowledge & approval of the Engineer, C.U.

n) Any material cannot be removed from the campus without any consent & knowledge of the Engineer, C.U. or his representative & proper approval/gate pass from the authority.

m) For ensuring proper safety unnecessary gathering in the substations should be avoided. No personnel except the duty personnel on that day & Engineering departmental staff are allowed in the substation.

o) Substation should not be treated as a go down. It should be kept clean & no materials without prior permission from the concern authority/Engineer/SAE (E) should be allowed in the substation.

p) Makeup of loss transformer oil with fresh transformer oil after dehydration & filtration has to be done by the contractor himself.

Payment shall be only claimed for the required transformer oil (not dehydration & filtration required during top up) if the transformer oil fails the acidity & tan delta test. But prior approval of the University authority is required before that.

q) If the transformer oil fails the BDV test necessary filtration of the oil is to be done by the contractor himself.

9) Payment: Payment will be made quarterly basis after successful completion of three months service. Performance certificate to be obtained from the concerned SAE (E) of each campus along with the bill submitted. The quoted rate should be included all Government taxes.

10) Tools & tackle: The contractor should provide all tools & tackle needed for the maintenance & repairing work. All spares needed for the work will have to arrange by the contractor himself.

11) Validity: The validity of the contract is for 12 months from the date of the work order issued. *The Engineer C.U. reserves the right to change any terms & conditions, to terminate the contract without assigning any reason & is beyond questionable.*

University Engineer, C.U.