

**Sub: Day to day repair and maintenance of Electrical installations at MDI Campus, Gurgaon**

Dear Sir,

1. Sealed quotations are invited for day to day repair and maintenance of Electrical installations at MDI Campus, Gurgaon. The quotations may be submitted in three sealed covers (a) Technical Bid (b) Commercial Bid and (c) EMD. The envelopes should clearly carry the marking that these are for Electrical Maintenance Works and addressed to:-

The Resident Engineer  
Management Development Institute  
Mehrauli Road, Sukhrali  
Gurgaon – 122007 (Haryana)

So as to reach on or before 1500 hours on **20 August 2017**.

2. **Technical Bids.** The agency must submit the technical bids in separate envelop and furnish the following details :-
  - (a) Year of Establishing the Company
  - (b) Total number of permanent employees in the company with list and their designation & qualifications.
  - (c) Balance Sheet of last 3 years
  - (d) Income Tax returns of last 3 years
  - (e) Institutions /Companies where such maintenance work AMCs are being executed.
  - (f) Certificates from Clients where AMCs are being undertaken.
3. **Terms & conditions**
  - (a) All the materials required for the repair and maintenance shall be provided by the Institute.
  - (b) Contractor should make own arrangement for tools and plants required for the maintenance. However, ladders, torch cells would be provided. Contractors are expected to carry out all repair and maintenance of electrical installations indicated in all the buildings at **Annexure – I.** (Details are at Appendix A)
  - (c) Income tax shall be deducted as per rules.
  - (d) The repair and maintenance of following items are not covered under this contract which shall be paid separately on mutually agreed /quoted rates at **Annexure II.** :-
    - (i) Rewinding of ceiling fans, exhaust fans, motors, pumps.
    - (ii) Repair of mixi, grinder, ovens and all other kitchen equipments.

- (iii) Replacement / removal of damaged/burst underground armored /unarmored cables.
- (iv) Repair and maintenance of desert coolers.
- (v) Additions/alterations of electrical installations.
  - Repair and maintenance of HT panels, OCBs, transformers, batteries etc.
  - Shifting of equipments and other fittings from one location to another.
  - Civil repairs, involving mason, carpenter, black smith, bar bender etc.
- (e) The complaints either verbal or in writing should be attended and set right within 2 hours of lodging such complaints. The daily complaints are to be taken from the Estate Department & feedback is to be given after closing of the complaints.
- (f) Contractor should provide round the clock service (24 x7) for the repair & maintenance of electrical installations.**
- (g) The excavation labour for plumbing works will be providing by the agency.**
- (h) The electrician/wireman engaged for the repair and maintenance should have certificate issued by ITI or five years experience or they should hold competent license issued by any State electricity board/Delhi Administration etc.**
- (i) Contractor shall keep a minimum strength of **two electricians, three helpers** to carry out the maintenance of electrical installations of the Institute for 24 hours service and also provide helper to the institute's electrician for the electrical maintenance when ever required. They should all have in uniforms in blue color with Company Badge.
- (j) A register is to be maintained for the issuing of materials of MDI Store to the contractor and this register will be checked by Estate Department fortnightly.
- (k) **This service contract shall be valid for a period of initially two years** which could be extended on mutually agreed terms after completion of satisfactory services for next period. Institute reserves the right to terminate the contract by giving one month notice in writing or without assigning any reason whatsoever.
- (l) While submitting the quotation, the contractor should indicate the details of similar works carried out during the last three years, the value of work done and the qualification and number of technicians/supervisors employed for the work available with them.
- (m) Nothing extra shall be payable for repair and maintenance of feeder pillars/distribution board LT panels exclusively connected for the buildings mentioned above in **Annexure – I (Appendix A)** and also replacement of damaged/ burnt power and light point circuits.
- (n) The MDI reserves the right to terminate the contract if :
  - (i) The contractor fails to perform the contract properly.
  - (ii) The workman of the contractor misbehaves with the Engineer-in-Charge or participants/staff member of the Institute and does not comply with the instructions given to them. Such persons shall be replaced from the Campus within 24 hours notice in writing/verbal. If the contractor not deploying the manpower as mentioned in clause 2 (h) of terms of the contract.
- (o) The contractor will be responsible for any claim by his labour under Workmen Compensation Act. The contractor will pay minimum wages along with P.F. subscription, ESI etc. as per statutory requirement and he will submit a list of employees working also on behalf of them in MDI (to the Administration in a prescribed format). He will also submit a proof for the deposit of PF and ESI deducted from the pay of the employees and submitted to the Statutory Authority on monthly basis.
- (p) Contractor has to ensure that there is **no pilferage of spares** and equipments which are issued by the MDI for day today repairs, else the contract will be terminated with the agency.
- (q) Payments shall be made monthly on submission of bills by the Contractor.
- (r) Nothing extra shall be paid if the quantities are found to be in excess at site.
- (s) The contractor should quote only lump sum amount per month on the pro rata basis for the complete day to day repair and maintenance of electrical installations mentioned in the schedule at **Annexure I** enclosed.
- (t) Contractor shall ensure to appoint a licensed electrical supervisor or polytechnic diploma holder to supervise the electrical maintenance work.

- (u) Contractor has to enclose a copy of the GST Registration and latest Income tax Assessment order. The details of works carried out for the last three years along with amount. The contact person with telephone numbers to whom rendered the services.
- (v) Institute shall have the full liberty to get any job or part of the job or any items executed through any other agency without reference to the contractor and no claim on this account shall be entertained by the Institute.
- (w) The contractor shall take all safety precautions for the safety of his employees and the Institute shall not be in any way, liable for any damage/liability on account of any mishap or negligence of the contractor and he should ensure to provide safety belt and helmet to workmen.
- (x) Nothing shall be paid for the repair of heat convectors/room heaters & deskillling of geysers installed in the buildings under contract.
- (y) The quotation must accompany a **Demand Draft for Rs.25, 000/-** drawn in favour of Management Development Institute payable at Gurgaon as an earnest money deposit (EMD).

MDI reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

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Subhash Chand  
Resident Engineer

**Annexure – I**

(Refer to para 2 (p) of tender)

**SCHEDULE OF QUANTITIES**

**Name of work: Repair & maintenance of Electrical Installations at MDI Campus, Gurgaon**

<b>Sr. No.</b>	<b>Brief Description</b>	<b>Contract period</b>	<b>Unit</b>	<b>Rate (Rs.) Lump sum (p.m.)</b>	<b>Amount (Rs.)</b>
1.	Day to day repair and maintenance of all electrical installations as per details of <b>Appendix A</b> . The materials required shall be supplied by the Institute free of cost. (24 hours x 7 days ) service	24 months	Months		
2.	Supply of unskilled Labour/Helper (Rate to be quoted per day	Each	Rate only per day		

**Appendix A to Annexure I**  
(Refer to para 2 (b) of tender)

Details of building for Electrical maintenance

Sr.No.	Details of building	Description
1.	Auditorium Block	Mini Auditorium Syndicate room (GF lecture hall) Syndicate room (FF lecture hall) Corridor lights & toilets, basement plant room
2.	Takshashila Hostel (A,B,C,D,E & F Block)	135 rooms with toilets 2 panel rooms 6 suits with toilet, kitchen, bed room, drawing/dining 9 common rooms 3 dining hall 2 kitchen, 9 toilets (commercial/single) 14 corridor, 14 pantries
3.	PGPM Hostel boys (Change Masters)	154 double sharing rooms 9 common toilets (commercial) 9 corridors, 2 common rooms 1 kitchen attached staff rooms
4.	Girls Hostel (Odyssey)	51 double sharing rooms 3 common toilets (commercial) Gym basement TV room, TT room, pump room, fire service room & one common room 16 studio room with attached toilets and three corridor
5.	PGPM lecture block (Gurukula)	9 lecture halls, two syndicate rooms, 8 office rooms, 6 common toilets (commercial) Corridor lights, 3 basement rooms, divided in (5 rooms) 1 pantry etc., 8 plant rooms
6.	Street lights	All small poles up to 3 meter All big poles up to 25 ft. height tennis court, badminton court, Volley ball court lights and other lights of the Campus.
7.	Director's bungalow	4 bed rooms with attached toilets Drawing room, 1 kitchen & 1 servant room, study room etc.
8.	Nalanda Building	30 rooms with attached toilets 2 lecture halls, pantry One multipurpose hall Two plant rooms 6 common toilets 2 syndicate rooms 2 office rooms, TV room, 3 corridors
9.	Parthenon Building	80 rooms with attached toilets 2 lecture halls 1 pantry -Water coolers area & washing Machine area -8 Nos. -Electrical panel rooms - 5 Nos.

Sr.No.	Details of building	Description
		-Corridors & open areas -5 floors - Syndicate rooms - 4 Nos. - Office rooms - 4 Nos. - Basement open - 1 No.
10.	Kshitij Building	28 suites with bed room, drawing room, kitchen, toilet & balcony. 56 rooms with attached toilets & balcony 4 pantries 4 water coolers area 2 lift rooms 4 electrical panel & D.B. rooms 4 floors of corridor & open areas
11.	Lakshya Building	5 lecture halls 10 syndicate rooms 10 office rooms 5 plant rooms 4 pantries 1 electrical panel room 1 Photostat room 5 floors, lobby & open areas
12	Chanakya	3 Lecture halls 5 Syndicate rooms 1 Office room 4 Toilets 1 GF Cafeteria.
13	Samriddhi Block	32 Residential flats
14	Sanskriti Block	32 Residential flats
15	Scholars Building (A,B,C,D & E)	Faculty rooms -100 Lecture Halls -3 Office Rooms-3
16	Gyan Grih (Library)	GF- Hall & Office rooms FF- Hall & Office rooms
17	Residential A,B,C- 1,D,E(old)	A-6 B-9 C-8 C-1-3 D-4 E-2
18	Kaveri Hostel	13 flats

**Annexure II**  
(Refer to para 2 (b) of tender)

Sr.No	Description of items	A/U	Qty	Rate (Rs)
1	Piano type switch 5 Amp (make Anchor)	Nos	1	
2	Socket 3 pin 5 Amp (make Anchor)	Nos	1	
3	Switch 15 Amp (Square type) (make Anchor)	Nos	1	
4	Socket 3 pin 15 Amp (Square type) (make Anchor)	Nos	1	
5	Wooden board 8" x 5"	Nos	1	
6	Wooden Board 8" x 10"	Nos	1	
7	Wooden Board 10" x 12"	Nos	1	
8	Wooden Board 7" x 4"	Nos	1	
9	MS Board 7" x 4"	Nos	1	
10	MS Board 8" x 10"	Nos	1	
11	MS Board 4" x 4"	Nos	1	
12	MS Board 10" x 12"	Nos	1	
13	Sunmica inclusive cutting make Hylem -			
	7" x 4"	Nos	1	
	8" x 5"	Nos	1	
	8" x 10"	Nos	1	
	10" x 12"	Nos	1	
14	Providing & fixing of 32 Amps industrial socket out let (metal clad) with single pole MCB make MDS/Havells inclusive plug top	Nos	1	
15	Providing & fixing of PVC channel heavy duty double lock type			
	15mm size	Meters	1	
	20mm size	Meters	1	
	25mm size	Meters	1	
	32mm size	Meters	1	
	40mm size	Meters	1	
16	Providing & fixing PVC conduit pipe heavy duty make Poly pack/Dip plast			
	15mm	Meters	1	
	20mm	Meters	1	
	25mm	Meters	1	
	32mm	Meters	1	
17	Providing & laying copper wire PVC insulated make Plaza/Kalinga/Finolex –			
	3/22	Meters	1	
	3/20	Meters	1	
	1/18	Meters	1	
	7/22	Meters	1	
	7/20	Meters	1	
	7/16	Meters	1	
18	Providing & laying earth wire copper –			
	14 gauge	Meters	1	
	8 gauge	Meters	1	
	6 gauge	Meters	1	
19	Labour charges for the 5 Amps light/fan/socket wiring without material	Nos	1	
20	Labour charges for the 15 Amps power socket wiring without material	Nos	1	
21	Installation of tube light 40watt/20watt in room up to height 10'-15' (Labour charge)	Nos	1	
22	Installation of fans 48"/56" (Labour charges)	Nos	1	
23	Installation of wall mounted fan (Labour charges)	Nos	1	
24	Providing/fixing 5 Amps light point with PVC conduit/channel poly pack/dip plast copper wire 3/22 and earth wire, switch 5 Amps Anchor, socket 5 Amps Anchor, wooden M.S. board, hylem sheet complete up to 5 meter length with all materials labour	Nos	1	
25	Providing/fixing 15 Amps power points up to 5 meter length with 7/22 copper wire with earth wire, 15 Amps switch and socket of Anchor make, MS/wooden board, hylem sheet PVC channel/conduit pipe heavy duty poly pack/Dip plast with all materials & labour	Nos	1	
26	Repair of tube lights up to 25'-30' height (Labour charges)	Nos	1	
27	Laying of PVC armored cable in trench 3' depth, providing sand 3" thick above cable and brick protection and refilling of trench complete.			
	10 mm2	Meters	1	
	25 mm2	Meters	1	
	35 mm2	Meters	1	
	50 mm2	Meters	1	
	70 mm2	Meters	1	
	95 mm2	Meters	1	
	120 mm2	Meters	1	

	150 mm2	Meters	1	
	185 mm2	Meters	1	
	240 mm2	Meters	1	
	300 mm2	Meters	1	
	400 mm2	Meters	1	
28	Cable end termination by providing thimbles glands etc.			
	10 mm2	Meters	1	
	25 mm2	Meters	1	
	35 mm2	Meters	1	
	50 mm2	Meters	1	
	70 mm2	Meters	1	
	95 mm2	Meters	1	
	120 mm2	Meters	1	
	150 mm2	Meters	1	
	185 mm2	Meters	1	
	240 mm2	Meters	1	
	300 mm2	Meters	1	
	400 mm2	Meters	1	
29	Supply of armoured cable make Gloster/Kalinga/Ecko (ISI Mark)			
	10mm2 - 2 core	Meters	1	
	16mm2 - 2 core	Meters	1	
	16mm2 - 4 core	Meters	1	
	25mm2 - 3 ½ core	Meters	1	
	35mm2 - 3 ½ core	Meters	1	
	50mm2 - 3 ½ core	Meters	1	
	70mm2 - 3 ½ core	Meters	1	
	95mm2 - 3 ½ core	Meters	1	
	120mm2 - 3 ½ core	Meters	1	
	150mm2 - 3 ½ core	Meters	1	
	185mm2 - 3 ½ core	Meters	1	
	240mm2 - 3 ½ core	Meters	1	
	300mm2 - 3 ½ core	Meters	1	
	400mm2 - 3 ½ core	Meters	1	
30	Labour charges for replacement of SFUs by dismantling of old SFU and fixing of new SFUs complete job.			
	63 Amps	Nos	1	
	100 Amps	Nos	1	
	125 Amps	Nos	1	
	200 Amps	Nos	1	
	250 Amps	Nos	1	
	300 Amps	Nos	1	
	400 Amps	Nos	1	
	500 Amps	Nos	1	
31	Providing and fixing of Anchor make PVC gang box for 5 Amp switch/socket	Nos	1	
32	Providing and fixing of Anchor make PVC gang box for 15 Amp switch/socket	Nos	1	
33	Labour charges for descaling of geysers	Nos	1	
34	Labour charges for the repair of heat convectors	Nos	1	
35	Rewinding charges for ceiling fans			
	a) 48"	Nos	1	
	b) 56"	Nos	1	
36	Rewinding of exhaust fans			
	a) 10" sweep	Nos	1	
	b) 12" sweep	Nos	1	
	c) 18" sweep	Nos	1	

(Signature of Contractor)