


**TENDER FOR MAINTENANCE AND OPERATION OF SUB-STATION AND D.G. SETS  
INTERNAL & EXTERNAL ELECTRICAL INSTALLATION, FIRE FIGHTING  
EQUIPMENT, PLUMBING SYSTEM, STP ETC AT PHASE 1 A BUILDING OF  
INSTITUTE OF ADVANCED VIROLOGY  
THIRUVANANTHAPURAM.**

**Tender No. 13/A,IJAV/2020**

**Date of issue: 09.02.2022**

**Date of Closing : 24-02-2022 at 1500hrs**

- i. Institute of Advanced Virology Thiruvananthapuram invites sealed tender under Two-Bid system for **MAINTENANCE AND OPERATION OF SUB-STATION AND D.G. SETS INTERNAL & EXTERNAL ELECTRICAL INSTALLATION, FIRE FIGHTING EQUIPMENT, PLUMBING SYSTEM, STP ETC AT PHASE 1 A BUILDING OF INSTITUTE OF ADVANCED VIROLOGY THIRUVANANTHAPURAM** from approved and eligible contractors registered with CPWD, State PWDs, MES or agencies who have executed works of similar nature and magnitude.  
The tender documents can be downloaded from the website [www.iav.kerala.gov.in](http://www.iav.kerala.gov.in) or can be obtained from the office of the Institute at Bio 360 Life Sciences Park, Thonnakkal, Thiruvananthapuram-695317.
- ii. Last date/time for submission of bids is **24-02-2022 at 1500 hours**. The bids are to be submitted in the tender box maintained at office of the Administrative Officer, Institute of Advanced Virology, Bio 360 Life Sciences Park, Thonnakkal, Thiruvananthapuram-695317.
- iii. Only those bidders, who qualify in the technical evaluation, will be graduated to the opening of financial bids. In case of any holiday or unforeseen closure of the institute on the scheduled day of opening of the bids, the bids will be opened on the next working day at the same time, but the deadline for submission of bids remains the same as indicated above.
- iv. Bids received after the abovementioned date and time shall not be considered. Conditional bids will be rejected outright.
- v. The responsibility of submission of the bids on or before the last date shall rest with the tenderer. The institute will hold no responsibility for the non-receipt of the bids or for the bids received after the date/time specified. Any bid received after the bid submission deadline prescribed by the Institute, shall not be considered.
- vi. The institute will respond to any request for clarification of the Tender Document that are received up to **FIVE (05) days** prior to the deadline for submission of bids prescribed. For this purpose, the prospective Bidder(s) requiring clarification shall notify/contact the Institute in writing at the registered address. The bidders are encouraged to visit the site and get acquainted with the requirements before submitting the bids. It shall be deemed that the contractor/agency has undertaken a visit to the Institute and is aware of the projected requirement and operational conditions prior to the submission of the tender documents and no claims will be entertained after submission of the contract.

  
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## **Instructions to Bidders including Terms and Conditions**

### **1. Scope of Bid**

1.1. Institute of Advanced Virology hereinafter called "IAV" invites bid for **Maintenance and Operation of Sub-station and D.G. Sets, internal & external electrical installation, fire-fighting equipment, plumbing system, STP etc at its phase I A building in Bio 360 Life Sciences for a period of one year from the date of commencement of tender.**

### **2. Cost of Bidding**

2.1. The Bidder shall bear all costs associated with the preparation and submission of its bid and the IAV shall in no case be responsible or liable for those costs regardless of the conduct or outcome of the bidding.

### **3. Amendment in the Tender Document**

3.1. At any time prior to the deadline for submission of bids, the IAV may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by way of amendment(s).

3.2. Amendments will be uploaded in the Institute website [www.iav.kerala.gov.in](http://www.iav.kerala.gov.in) and shall be binding on the bidders. Further, it will be assumed that the Bidder has taken into account such amendments while submitting the bid.

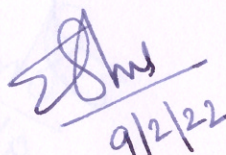
### **4. Language of Bid**

4.1. The bid prepared by the Bidder and all correspondence and documents related to the tender exchanged by the Bidder and the IAV shall be in English and the contract shall be construed and interpreted in accordance with that language.

4.2. If any of the brochures, leaflets or communication is prepared in any language other than English, a translation of such document, correspondence or communication shall also be provided at the cost and risk of the bidder. The translations of such documents provided shall prevail in matters of interpretation. The bidder, with respect to such documents, correspondence, and communications, shall bear the costs and risks of such translation.

**5. Documents Comprising the Bid:** All bids must be substantially responsive and shall comprise the Technical Bid and Commercial Bid in separate sealed covers suitably superscribed as Technical Bid and Commercial Bid. Cover 1 should contain the technical bid and Cover 2 should contain the commercial bids.

The technical bid should contain the documents to prove the eligibility criteria for the contractor/agency to participate in the tender.

  
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### 5.1. Eligibility Criteria:

- a. The contractor/ agency should be registered with CPWD/ State PWD/ MES or should have experience of executing works of similar nature and magnitude at central/ state government organizations.
- b. The contractor/ agency should have the experience of operation and maintenance of substation, DG set, internal electrical installation, STP and other mentioned works at **two similar institutions/worksites** (proof of experience such as work order/ agreement to be produced).
- c. The contractor/agency should have valid GST/PAN/ESIC/EPF registrations (proof to be submitted along with technical bids in cover 1).
- d. The contractor/agency should have valid **"Class-A electric license"** of appropriate voltage (11 KV) issued by the state government authorities to carry out the said works.
- e. The contractor/agency should submitted **Rs.25,000/-** (Rupees Twenty five thousand only) as Earnest Money Deposit (EMD) in the form of Demand Draft favouring the Director, Institute of Advanced Virology.
- f. The contractor/ agency should furnish photocopies of the PAN, GST and TIN and other valid registrations towards operating the intended services.
- g. The contractor/ agency must have a registered office in **Thiruvananthapuram** (Details of the proof for office such as registration certificate/ valid rental agreement should be submitted)
- h. The contractor/agency should provide the details of trained manpower available with them (proof for employment such as acquittance roll for payment through bank/EPF/ESI statement must be provided along with the technical bid).
- i. Any other information, which the contractor/ agency wishes to provide.

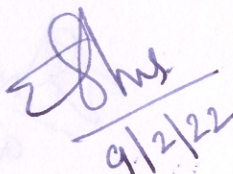
### 5.2. Financial bid:

- a. The bidder shall quote the rates and amount in the format prescribed at Annexure I.
- b. Price shall be inclusive of all taxes.

### 6. Earnest Money Deposit (EMD):

6.1. Demand Draft for Rs.25,000/-(Rupees Twenty five thousand only) (Refundable without interest) is to be submitted which having a validity of three months from the date of publication of tender along with the Technical Bid as EMD. Technical Bid without EMD will be summarily rejected.

6.2. The bidder's EMD will be returned as promptly as possible, but not earlier than

  
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fifteen (15) days after the successful Bidder has executed the agreement and furnished the required performance security.

6.3. The EMD may be forfeited under the following circumstances:

(a) If a Bidder:

i. Withdraws its bid during the period of bid validity specified on the Bid Form or

(b) In the case of the successful Bidder, if the Bidder fails to:

i. **Sign the Contract**

ii. **Furnish performance security.**

**7. Period of Validity of Bids:** Bids shall remain valid for a period of 180 days after the date of deadline for submission of bids prescribed by the IAV.

### **8. Deadline for submission of Bids**

8.1. The IAV may, at its discretion, extend this deadline for submission of bids in which case all rights of the IAV and all obligations of the Bidders will thereafter be subject to the deadline as extended.

### **9. Opening and Examination of Bids**

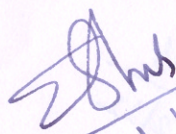
9.1. The technical bids will be opened on the prescribed date and time as mentioned in the Bid document. Bidders or their representative may be present, during the opening of technical bid, if they wish to be present following due COVID protocols.

9.2. The IAV will evaluate the technical bids as per the terms of the tender. Those bids, whose technical bids fulfill the technical requirements and responsive to the tender requirements will be considered. Those bids which found to be either non-responsive, not satisfying the technical requirements or both will not be considered and will be rejected.

9.3. The price bids of the bidders on the basis of evaluation as mentioned in will only be considered for the next stage of processing.

9.4. The IAV will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required security has been furnished, whether the documents have been properly signed and whether the bids are generally in order.

9.5. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, *the unit or subtotal price shall prevail* and the total price shall be corrected. If there is a discrepancy between words and figures, *the amount in words shall prevail*. If a Bidder does not accept the correction of errors, the bid will be rejected and its EMD may be forfeited.

  
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9.6. The IAV may waive any minor non conformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

9.7. Prior to the detailed evaluation, the IAV will determine whether each bid is complete and is substantially responsive to the Tender Document. For purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions and specifications of the Tender Document without material deviations, exceptions, objections, conditionality or reservations. A material deviation, exception, objection, conditionality, or reservation is:

(a) One that limits in any substantial way the scope, quality, or performance of the equipment;

**OR**

(b) One that limits, in any substantial way that is inconsistent with the Tender Document, the IAV's rights or the successful Bidder's obligations under the Contract: and

(c) One that the acceptance of which would unfairly affect the competitive position of other Bidders who have submitted substantially responsive bids.

9.8. If a bid is not substantially responsive, it shall be rejected by the IAV and may not subsequently be made responsive by the Bidder by correction of the non conformity.

The IAV's determination of bid responsiveness will be based on the contents of the bid itself and any written clarifications submitted by the Bidder.

**10. Clarification of Bids:** During the bid evaluation, the IAV may, at its discretion, ask the Bidder for a clarification of its bid in writing/e-mail and the bidder has also required to provide the clarification in writing. No change in the price or substance of the bid shall be sought, offered or permitted.

**11. Evaluation of Responsive Bids:** The IAV will evaluate the bids that have been determined to be substantially responsive.


## **12. Contacting the Institute**

12.1. From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the IAV on any matter related to the bid, it shall do so in writing.

12.2. If a Bidder tries to directly influence the IAV or otherwise interfere in the bid evaluation process and the Contract award decision, his bid shall be rejected.

## **13. Award Criteria**

IAV will award the contract to the Bidder whose bid has been determined to be substantially responsive and the Lowest Quoted Evaluated Bid.

  
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#### **14. Right to Accept/Reject/Modify Bids**

14.1. The IAV reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the Bidders.

14.2. The IAV reserves the right to negotiate with the Bidder having the Lowest Evaluated Bid.

#### **15. Award of Work Order**

15.1. Prior to the expiration of the period of bid validity, the IAV will issue the Letter of Intent to the successful Bidder in writing.

15.2. The Work Order will constitute the foundation of the Contract.

15.3. Upon the successful Bidder's furnishing of the copy of the Letter of Intent duly signed on each page and Performance Security, the work order will be issued to the firm.

#### **16. Contract Agreement**

16.1 Within fifteen (15) days of receipt of the Work Order, the successful Bidder shall sign and date its copy on each page and return it to the IAV, along with the Performance Security.

16.2 Copy of Work Order duly signed and dated by the successful Bidder on each page shall constitute the Contract Agreement.

16.3 The contract can be terminated (during the period of contract) with a notice of 30 days by either party. In case of any breach in terms of contract, the Institute reserves the right to terminate the contract without any notice.

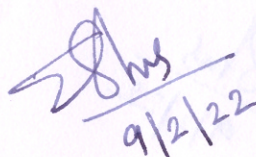
#### **16.4 Performance Security**

Within Seven (7) days of receipt of Letter of intent from the IAV, the successful Bidder shall furnish the performance security equal to 5% of the total contract value. **The Performance Security will be valid all along the warranty period and shall extend up to sixty (60) days after the date of completion of work.**

The security shall be in one of the following forms:

- (a) A bank guarantee issued by the Indian Scheduled bank acceptable to the IAV.
- (b) A Demand Draft favouring, **DIRECTOR, INSTITUTE OF ADVANCED VIROLOGY** payable at THIRUVANANTHAPURAM.

The security shall automatically become null and void once all the obligations of the Contractor under the Contract have been fulfilled, including, but not limited to, any obligations during the currency of contract period and any extensions to the period. The security shall be returned to the Contractor not later than fifteen (15) days after its

  
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expiration.

Failure of the successful Bidder to comply with the requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD/performance security, in which event the IAV may call for new bids.

### **17. Contract Documents**

17.1. All documents forming part of the contract (and all parts of these documents) are intended to be correlative, complementary and mutually explanatory. The Contract shall be read as a whole.

17.2. The order of precedence of the Contract documents will be as follows:

- (i) Contract Agreement
- (ii) All other Forms
- (iii) Contractor's Bid
- (iv) Tender Document

**18. Amendment to Contract:** No amendment or other variation of the Contract shall be effective unless it is in writing, is dated, expressly refers to the Contract and is signed by a duly authorized representative of each party to the Contract.

### **19. Period of Contract**

19.1. The Contractor shall carry out the work as per the time specified in the tender document.

### **20. Terms of Payment**

20.1. Payment will be made on a monthly basis on submission of bills along with supporting documents.

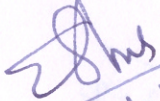
**21. Taxes and Duties:** The Contractor should ensure payment of all taxes, duties, levies and charges assessed by all municipal, state or national government authorities, in connection with the Goods and Services supplied under the Contract.

**22. Assignment:** The Contractor shall not, without the prior written consent of the IAV, assign to any third party, the Contract or any part thereof.

**23. Governing Law:** The Contract shall be governed by and interpreted in accordance with the laws of India.

**24. Settlement of Disputes:** Any dispute or claim arising out of/relating to this Contract or the breach, termination or the invalidity thereof, shall be settled by the Hon'ble Courts of Justice having jurisdiction at Thiruvananthapuram.

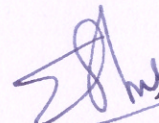
**25.** The page number should be marked in all pages serially (including all supporting documents enclosed with the tender document) and the declaration for the same shall

  
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be submitted by the bidder as **Annexure III**.

**26. Institute of Advanced Virology reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at its sole discretion without assigning any reason whatsoever. No further correspondence in this regard will be entertained.**

  
Director 9/2/22



**Other Details:**

1. Name of the Bidder
2. Address of the bidder
  - a. Full postal address
  - b. Full address of the premises
  - c. Telephone number
  - f. E-mail id
  - g. Type of firm: Propriety/ Private/ Private Ltd/ MNC/ Cooperative/ Govt.undertaking  
(attach proof)
  - h. Name of the proprietor/ Partners
  - i. Firm Registration No.
  - j. Year of establishment
  - k. PAN Number
  - l. GST Number
  - n. Bank Account Details
3. Has the firm ever been debarred/ blacklisted by any Govt. Organization/ Dept.? If

'yes' the details thereof.

The terms and conditions of the tender are acceptable to me/us.

**Signature and seal of the bidder**

**ANNEXURE I**

**SCHEDULE OF QUANTITY**

**Name of work: Maintenance and operation of sub-station and D.G. sets, internal & external electrical installation, firefighting equipment, plumbing system etc at phase 1 A building of Institute of Advanced Virology Thiruvananthapuram**

S No	Description of items	Qty.	Rate	Unit	Amount
1	Maintenance and operation of all the equipment of 11 KV/500kVA/433 V three phase Electrical sub-station, DG sets (320 kVA & 160 kVA), panels, internal & external electrical installation, pump set, water supply installations, fire fighting and fire detection system etc round the clock including operation and routine maintenance of all the equipment and other works as specified in the scope of work of the tender				
	Total				

**Note:**

- 1. EPF and ESI payment made by the agency to the employees deployed will be refunded against production of documentary proof.**
- 2. TDS as applicable will be deducted at source.**

## ANNEXURE II

### ADDITIONAL TERMS AND CONDITIONS

**Name of Work: Maintenance and operation of sub-station and D.G. sets, internal & external electrical installation, firefighting equipment, plumbing system etc at phase 1 A building of Institute of Advanced Virology Thiruvananthapuram**

The work shall be executed as per CPWD/PWD general specification of electrical works & sub-station work amended up to date.

1. The firm/contractor shall have to abide by the Institute Security Rules. Proper discipline shall have to be maintained at site of work. The identity of staff engaged on work will be verified at the entrance gate. The staffs shall not be changed frequently after issuing security passes.
2. The following staff shall be deputed on the sub-station(round the clock) :

Staff Details	Morning shift 6AM to 2PM	Evening shift 2PM to 10PM	Night shift 10PM to 6AM	General Shift 9AM to 5PM
Wireman cum operator	1No	1No.	1No	--
Khallasi	--	--	--	1No
Plumber	--	--	--	1 No

3. The staff to be engaged by the contractor shall have the following qualification:
  - a) Wireman cum operator shall be having valid Electrical license for electrician category with minimum 2 years experience in handling 11 KV sub-station equipment.
  - b) Khallasi: 10<sup>th</sup> Pass with one year experience in the same field as above.
  - c) Plumber: ITI with minimum 2 year of experience.
2. All the required material for replacement including consumables and T&P required for the day-to-day maintenance work will be issued by the Institute.
3. All the dismantled material shall be returned to official-in-charge of the Institute.
4. The following works are covered in scope of sub-station work:
  - a) Cleaning of the sub-station equipment like HT panel, transformer, LT panel & other connected accessories including cleaning of sub-station building.
  - b) Earth resistance testing of all earth electrodes of sub-station twice in a year & proper records are to be maintained in the register.
  - c) To maintain record of electrical parameter like HT voltage, LT voltage, PF, Ampere etc

in the prescribed log book.

- d) Operation of switch gears as & when required.
  - e) Check regularly the 11KV voltage if voltage is low adjusting, the transformer tapping.
  - f) Tightening of connections, lubrication of moving parts of switch gears etc.
  - g) Arranging the periodical inspections and obtaining of necessary approvals of the statutory authorities, related documentation and executing of suggestions/observations pointed out during inspections by the appropriate authorities/inspectorate.
5. All the installation shall be kept clean & safe from theft, fire & accident. Any damage caused to installation due to negligence, carelessness & inefficiency of the staff shall be make good by the contractor and the loss or recovery of the same shall be made from any payment to the made to the contractor. Decision of the institute official in this regard shall be final & binding on the contractor.
  6. Log books for sub-station equipments and DG sets shall be maintained by the electrician on hourly basis.
  7. The contract may be closed by the Institute at any time with notice / intimation of 30 days and no claim shall be entertained in this regard. Decision of the Institute in this regard shall be final and binding on the contractor.
  8. Any fault in the substation equipment shall have to be informed to the authorized representative of the Institute immediately.
  9. The safety & watch and ward of sub-station equipment shall be the responsibility of the contractor.
  10. The timing of shift duty can be changed by the Institute officials including of installation as per site requirement.
  11. In case of absence of any staff, the contractor has to arrange for immediate replacement and the following penalty shall be made:
    - (a) Electrician - Rs.750/- per day, per shift
    - (b) Khallasi - Rs.600/-per day, per shift.
    - (c) P l u m b e r - Rs.750/-per day, per shift.
  12. After expiry of contract, all the sub-station shall be handed over back to the Institute in the same condition as in initial stage of taking over.
  13. The contractor shall submit the bio data, complete with educational qualification, electrical license, and one passport photograph in respect of the staff deployed on the work along with

**police verification report.**

14. All staff should wear uniform with badge & name plate with name of the firm otherwise recovery @ 100/- per person per day shall be made from contractor's bill.
15. The staff deputed on the work shall be in proper uniform as decided by the authorized representative of the Institute.
16. The staff deputed on the work shall be well acquainted with the fire safety equipment and their operation, refilling etc.
17. If the performance/integrity of any worker deputed by the contractor on the work is observed unsatisfactory, the worker shall be replaced within 48hrs. The decision of the authorized official of the Institute in this respect shall be final and binding on the contractor.
18. The contractor shall indemnify the Institute against all losses or damages or liability arising in respect of staff deployed by him on the work in case of any injury/accident.
19. The contractor shall have to adopt all the safety precautions while executing the work and no claim shall be entertained in case of any accident while carrying out the work.
20. Before commencement of the work, the contractor shall sign the inventory of the installations and accessories as an acceptance of physical existence of the same and all new components/control/accessories to be provided during the course of maintenance shall be included in inventory. After expiry of contract, the same procedure shall be followed.
21. The contractor shall be fully responsible for the conduct of staff deputed by firm.
22. The quoted rates by the contractor should be inclusive all taxes.
23. The workers engaged by the agency will be utilized for addition alteration/modification for which no additional payment will be effected by the Institute.

**Annexure-III**

**Declaration**

We hereby undertake that there are \_\_\_\_\_ pages, serially numbered, in the submitted tender including the supporting documents. (Please serially number the entire pages including blank page, if any).

We have submitted our principal's exclusive authorization letter which is specific for this tender No. \_\_\_\_\_ dated \_\_\_\_\_.

**Signature and seal of the bidder**