



विद्याधनम् सर्वधनं प्रधानम्

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान

## National Institute of Open Schooling

(An Autonomous Institution of the Ministry of Education)

A-24/25, Institutional Area, Sector-62,  
NOIDA – 201309 (U.P.)

**Tender for Repairing & Servicing of HT Panel, HT Transformers, Cables, OCBs, VCBs and undertaking the Comprehensive AMC of the entire Supply and Distribution Systems which installed in the premises of NIOS A-24/25 & A-31, Sector-62, NOIDA, U.P**

### **Introduction:**

The National Institute of Open Schooling (NIOS) is an Autonomous Institution under the Ministry of Education, Govt. of India. NIOS offices are situated at A-24-25 & A-31, Institutional Area, Sector-62, Noida – 201309 (U.P.). It provides education opportunities for Secondary and Sr. Secondary levels and also for Vocational Courses to persons who wish to study further and for a better tomorrow. The mission of the NIOS is to provide education to all with special concern for girls, woman and rural youths, working men and women, SC and ST learners, who because of one or the other reasons could not continue their education with the formal system. The NIOS operates through a network for Twenty three (23) Regional Centres and Two (02) Sub-Regional Centres and about Six Thousand Accredited Institutions (AIs) and Accredited Vocational Institutions (AVIs) commonly known as study centres in India, Nepal and Middle East Countries. It is the largest Open Schooling System in the world.

### **1- Important Dates and Time for inviting Tender:-**

Published Date	28/03/2022
Bid Document Download Date	28/03/2022
Clarification Start Date & Time	29/03/2022 at 10.00am.
Clarification Closing Date & Time	08/04/2022 at 4.00 pm.
Bid Submission Start Date & Time	11/04/2022 at 10.00am.
Bid Submission End Date & Time	11/04/2022 at 2.30pm.
Technical Bid Opening Date & Time	11/04/2022 at 3.00pm.
Duration of Contract	The period of Comprehensive Maintenance Contract shall be initially for a period of one year which will be extendable on year to year basis subject to satisfactory performance for

	the services provided by the Agency/Firm.
Tentative date & time for opening of Financial Bid of eligible tenderers	Date will be intimated on telephone message.
Validity of Bid from the date of opening of Technical Bid	90 days

### **General Instructions:**

The National Institute of Open Schooling (NIOS) invited sealed tender for **Repairing & Servicing of HT Panel, HT Transformers, Cables, OCBs, VCBs and undertaking the Comprehensive AMC of the entire Supply and Distribution Systems which installed in the premises of NIOS A-24/25 & A-31, Sector-62, NOIDA, U.P.** There are Four (4) Transformers, Four (4) Vacuum Circuit Breakers, Two (2) Oil Circuit Breakers and HT&LT Panels installed at the NIOS premises for distribution of electricity supply in the entire buildings. The details of equipment installed for distribution of electricity supply are as under:-

- 1) HT Panel Incomer  
11KV/400A/350MVA VCB : 2nos.
- 2) HT Panel Outgoing  
11KV/400A/350MVA VCB : 2nos.
- 3) Transformer 630KVA : 2 nos.
- 4) Transformer 400KVA : 2 nos.
- 5) Oil Circuit Breaker : 2nos.

The Sealed Tender superscribed as "**Tender for Repairing & Servicing of HT & LT Panels, HT Transformers, Cables, OCBs, VCBs and undertaking the Comprehensive AMC of the entire Supply and Distribution Systems which installed in the premises of NIOS A-24/25 & A-31, Sector-62, NOIDA, U.P.**" along with a Bank Draft of a lumpsum amount of Rs. 50,000/- (Rupees Fifty Thousands Only) drawn in favour of the Secretary, NIOS payable at NOIDA towards Earnest Money Deposit should be addressed to the Secretary, NIOS, A-24/25, Sector-62, NOIDA – 201309 (U.P.) and submitted in the sealed tender box kept at the room 204, A-24/25, Sector-62, NOIDA on the date & time specified above. The tenders shall be opened on the same day at 3.00pm by the duly constituted Committee at the NIOS, HQ at A-24-25, Sector-62, NOIDA, (U.P.) in the presence of the interested parties.

The bidders must submit their bids in two separate envelopes. The first envelope should contain Technical Bids and the second envelope should contain Financial Bids. It must be noted that at first, only the Technical Bids will be opened. After the evaluation of the Technical Bids, the Financial Bids will be opened only in respect of the eligible firms. The ineligible firms shall be summarily rejected in the evaluation process and their financial tenders will remain unopened. Interested parties are requested to quote their competitive lowest rates for each item in the prescribed financial tender proforma appended at Annexure – II.

The interested firms/agencies may download the tender document from the NIOS website i.e. [www.nios.ac.in](http://www.nios.ac.in) as well as from CPP portal i.e. [eprocure@gov.in](mailto:eprocure@gov.in) on the date & time given above.

## **2- Eligibility Criteria:**

- a) The bidders should have minimum three (3) years experience in the field of Servicing and Maintenance of HT & LT Panels, HT Transformers, Cables, OCBs & VCBs. The bidder must submit a self-attested copy (copies) of recent work order (s) (details filled with attached format Annexure-V) of which the work (s) has (have) been completed within last five years to the one of issue of the company, as a proof of similar work done in a PSU, Central /State Government Organization or Subsidiary / Joint Venture / Regulated company thereof, or a reputed private company etc. The work should be: i) One similar completed works costing not less than Rs. 8 lakhs "OR" ii) Two similar completed works costing not less than Rs.5 lakhs.
- b) The bidders should have a minimum Annual turnover of atleast Rs.30 lakhs (Rupees Thirty Lakhs only) Per Year **OR** total Rs. 72 lakhs (Rupees Seventy Two Lakhs only) during last three years i.e. 2018-19, 2019-20 & 2020-21. A proof of balance sheet or the certificate from the Chartered Accountant must be enclosed along with the Technical Bid of the tender.
- c) The bidders should have valid electrical license for undertaking the work of HT & LT Equipments.
- d) The bidders should have office in Delhi or NCR.
- e) The bidders should have necessary qualified and experienced Manpower and Tools to take up the work. The details of Manpower and list of tools/equipments available.
- f) The bidders should have PAN No. /TAN No.
- g) The bidders should have valid Good and Service Tax Registration.
- h) The bidders those who have registered under any Govt. scheme which exempted from the above criteria, the same shall be accepted by NIOS on produce of valid registration certificate otherwise those Bidders who do not fulfill above eligibility criteria are liable for rejection.

## **3- Terms and Conditions:**

- a) The Bidders should submit Technical Bid & Financial Bid in separate sealed Envelopes super scribing "Technical Bid" and "Financial Bid" as the case may be as mentioned in the Tender Notice. Both the envelopes put in another envelope and sealed superscribed as **Tender for Repairing & Servicing of HT & LT Panels, HT transformers, Cables, OCBs, VCBs and undertaking the Comprehensive AMC of the entire Supply and**

**Distribution Systems which installed in the premises of NIOS A-24/25 & A-31, Sector-62, NOIDA, U.P.** " and submit in the above said address on specified date and time.

- b) THE WORK OF REPAIRING AND REPLACEMENT OF FAULTY & WORN OUT PARTS OF HT & LT PANELS, HT TRANSFORMERS, CABLE, OCBs, VCBs SHALL BE AWARDED ON THE BASIS OF LOWEST (L1) RATES IN TOTAL FOR THE EXECUTION OF SCOPE OF WORK MENTIONED AT THE TENDER.
- c) The Comprehensive AMC shall be started only after the satisfactory completion of rectification work of HT & LT Panels, HT Transformers, Cables, OCBs, VCBs.
- d) The bidder must visit/examine the site and equipments on any working day by prior appointment with the Section Officer (Maintenance) for proper assessment of prospective assignment (scope of works) before submitting their offer. No claims later on shall be entertained.
- e) The successful Bidder whose tender is accepted shall, within 7 days from issuing / receiving the Letter of Acceptance, be required to pay Performance Security Deposit an amount equal to 3% of the accepted bid. If the bidder fails to pay Security NIOS's right to rescind the contract and other rights and remedies by the law.
- f) Bidders should ensure that the documents are attached with Technical Bid are signed and stamped.
- g) Bidder/s shall keep his / their offer valid for a period of at least 3 months (90 days) from the date of opening of the Financial Bid/Price Bid. If any Bidder withdraws or amends impairs or derogates from the tender in any respect within the period of validity of his offer, the EMD is liable to be forfeited.
- h) The NIOS may at any time after opening of the tender depute a team of its' officials to the site / work place / office of the Bidder to get the credentials of the information furnished by the Bidder verified by collecting the spot information as to the status, workmanship & quality of the services rendered by them. If any information furnished by the Bidder is found to be incorrect, the tender of such Bidder shall be liable for rejection.
- i) The Bidder must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of tendering and for entering into a contract and must inspect the site of work and acquaint himself with all local conditions means of access to the work, nature of work and all matters pertaining thereto.
- j) Immediately, on receipt of intimation from the NIOS about the acceptance of tender, the successful Bidder will execute the work as per the instructions of Maintenance Section, NIOS and the written acceptance of the tender will constitute a binding contract between the NIOS and the Bidder. It will be the responsibility of the Bidder to thoroughly examine the site in all respects.
- k) It shall be the responsibility of the Bidder to meet transportation, food, medical and any other requirements in respect of the workers engaged by it (Bidder) at the NIOS and the NIOS shall have no liabilities in this regard.

- l) The NIOS will not be responsible for any damages, losses, theft, claims, financial or other injury to any workers deployed by service providing Bidder in the course of their performing the functions / duties, or for payment towards any compensation.

#### **4. Scope of Work:-**

<b>Serial No:</b>	<b>Description of work:-</b>	<b>Quantity</b>
1.	<b>Servicing of ACBs.</b>	06 nos.
2.	<b>Servicing of 11KVA OCBs</b>	05 nos.
3.	<b>Testing of OCB Relay</b>	05 nos.
4.	<b>Repairing of OCB</b> Servicing, Relay testing, Hipot Testing and High Epoxy insulation coating on OCB spout and replacement of other faulty parts.	1 no.
5.	<b>Servicing &amp; Repairing of 630 KVA HT Transformers</b> (Breakdown Voltage (BDV) Test before and after oil filtration, Leakage arresting with replacement of Gaskets & Rubber Ball, Hipot Test, Turn Ratio Test, Replacement of Silica Gel , Top up of Oil level)	4nos.
6.	<b>Rewinding &amp; Hipot Test of 630 KVA HT Transformer</b>	1no.
7.	<b>Replacement of Closing Coils</b>	2nos.
8.	<b>Shunt Release &amp; under Voltage release for ACBs.</b>	2nos.
9.	<b>Replacement of Closing Coils, Tripping Coils for VCBs.</b>	4nos.
10.	<b>Replacement of Tripping Coils for VCBs.</b>	
11.	<b>Replacement of Selector Switch</b>	4nos.
12.	<b>Replacement of Indication lights</b>	20nos.
13.	<b>Supply &amp; Installation of Over Current &amp; Earth Fault Relay</b> <b>( Crompton make, Model : CGI14N)</b>	4nos.
14.	<b>Supply and Installation of Control Cable connected between D. G. Sets and AMF Panel</b> <b>Six Core single stranded 1.5mm square</b>	220mtr.
15.	<b>Supply and Installation of Direct Rotary Handle MCCB, DN3-630N, D-SINE, 415V TPN, 50KA</b>	1no.

16.	<b>MCCB-DH-400, 35K TP L&amp;T</b>	4nos.
17.	<b>Triple Terminal Block: 65A</b>	60nos.
18.	<b>Servicing of LT Panels including replacement of faulty &amp; burnt thimbles (legs) and wires.</b>	15nos.
19.	<b>Repairing of Oil Cooled Servo: 375KVA/300amps.</b>	1no.
20.	<b>Comprehensive AMC of the entire Supply and Distribution Systems including HT, LT Panels, HT Transformers, OCBs, VCBs &amp; ACBs and AMF Panels, etc.</b>	

### **GENERAL TERMS AND CONDITIONS**

1. The Comprehensive AMC of the entire Supply and Distribution Systems including HT, LT Panels, HT Transformers, OCBs, VCBs & ACBs and AMF Panels etc. shall be awarded after the repairing and replacement of the faulty parts of the equipments initially for a period of one year and will be further extended for a period of two more years on year to year basis on mutual consent and the basis of satisfactory performance of the firm on the same rates, terms and conditions of the tender document.
2. Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty Thousands only) in the form of Demand Draft in favour of "The Secretary, NIOS, payable at NOIDA" shall be required to be deposited along with the Technical Bid of the tender appended at Annexure-I.
3. Performance Security in term of 3% of the contract value of the Comprehensive Annual Maintenance Contract of the entire Supply and Distribution Systems including HT, LT Panels, HT Transformers, OCBs, VCBs & ACBs and AMF Panels etc. in the form of Demand Draft in favour of the Secretary, NIOS, payable at NOIDA shall be required to be deposited along with the acceptance of the offer of AMC. The Earnest Money Deposit (EMD) of the successful firm shall be retained by the NIOS as the Performance Security of the repair & rectification of HT, LT Panels, HT Transformers, OCBs, VCBs & ACBs and AMF Panels etc. and the same shall be refunded after successful completion of the repair & rectification work to the firm without any interest.
4. No advance payment shall pay against the Contract of repair & rectification and Annual Maintenance of entire Supply and Distribution Systems including HT, LT Panels, HT Transformers, OCBs, VCBs & ACBs and AMF Panels etc.
5. A Bid received without EMD or the proof of the claim for exemption as per the rule of Govt. of India shall be rejected as non-responsive at the quotation opening stage.

6. The Earnest Money Deposit (EMD) of the unsuccessful firms will be discharged / returned to them without any interest only after finalization and award of the contract to the successful firm.
7. **The Bidders should be visited the site and inspected each equipments before submit their offer. No extra cost will be paid for the same. The bidder can visit and contact Maintenance Section, NIOS on every working day at 10am to 4pm.**
8. The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will also be treated as disqualification.
9. The NIOS reserves the right to accept or reject any or all the tenders received by it without assigning any reason whatsoever.
10. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received /opened the next working day.
11. In case, the firm fails to comply the terms & conditions, the NIOS may terminate the contract without assigning any reason.
12. The successful Firm shall be liable to complete the repairing & rectification work entire Supply and Distribution Systems including HT, LT Panels, HT Transformers, OCBs, VCBs & ACBs and AMF Panels etc. installed at the NIOS immediately from the date of award of the work. If the successful Firm does not complete the work timely or leave the work midway or leaves the work altogether the performance security deposit will be forfeited.
13. No Firms will be allowed to withdraw after submission of tender/ at the time of opening of the tender. In such case, the EMD submitted by the firm shall liable to be forfeited.
14. The NIOS reserves the right to award the tender to more than one Firm.
15. The NIOS reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Documents so as to overcome any problem encountered during the selection of the Firms and also during the course of the execution of the contract.
16. If a firm after award of the contract violates any of the Terms & Conditions, it shall be liable to be blacklisted and its performance security shall be forfeited.
17. Canvassing in any form will be viewed seriously and if any Firm is found to be resorted to such practice, the tender of such firm will be rejected.
18. All disputes, differences of any kind whatsoever arising out of or in any way touching or concerning this tender or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitrator appointed by the Chairperson, NIOS. Jurisdiction for all kinds of disputes will be at Delhi Court only.

**Secretary, NIOS.**

(ANNEXURE-I)

# राष्ट्रीय मुक्त विधालयी शिक्षा संस्थान

## National Institute of Open Schooling

(An Autonomous Institution of the Ministry of Education,  
Department of School Education & Literacy, Government of India)

A-24/25, Institutional Area, Sector-62,

### Technical Bid

**Tender for Repairing & Servicing of HT & LT Panels, HT Transformers, Cables, OCBs, VCBs and undertaking the Comprehensive AMC of the entire Supply and Distribution Systems which installed in the premises of NIOS A-24/25 & A-31, Sector-62, NOIDA, U.P.**

<b>1. Name of the firms:</b>	M/ s. _____ Official Address: _____ _____ City: - _____ PIN: - _____ Telephone No. ____ (O) _____ (R ) Mobile No. _____ E-mail ID. _____ Name of Contact Person-----
<b>2. Status of the Firm (Proprietor/Company/ Individual) (Attach Supporting Document)</b>	
<b>3. Earnest Money Deposit Amount &amp; their details:</b>	Rs. _____ (Rupees _____) Drawn on _____ Vide DD No. _____ In favour of Secretary, NIOS is enclosed.
<b>3. Registration of various authorities and their Nos. (Self attested Copies of the same shall be enclosed)</b>	A. PAN No. _____ B. G.S.T. No. _____
<b>4. Whether the firm have Valid Electrical License (If YES attach the Copy).</b>	



<p><b>5. The firm should give Self-Certificate that they have not been blacklisted by any Central/ State Govt. Agency in past Three years.</b></p>	<p>Self certificate Letter No and date. _____</p> <p>Authorized Name &amp; Signatory _____</p>			
<p><b>6. Annual turnover</b> ( Rs.30 lakhs (Rupees Thirty Lakhs only) per year <b>OR</b> total Rs. 72 lakhs (Rupees Seventy Two Lakhs only) during last three years</p>	<p><b>Financial Year</b></p>	<p>2018-19</p>	<p>2019 - 20</p>	<p>2020- 21</p>
	<p><b>Annual Turnover Amount in Rs. (Lakhs )</b></p>			
	<p><b>Annual Average turnover in Rs. (Lakhs)</b></p>			
<p><b>7. Copies of Experience certificates.</b> Experience of minimum THREE (3) year duration for having worked in Repairing &amp; Servicing of HT &amp; LT Panels, HT Transformers, Cables, OCBs, VCBs_in any Office Building of <i>Government/ PSU / Private organizations of reputed.</i> The party / agency should have completed as ending last day of month previous to the one which application are invited should be either of the <b>One work of Rs 8 lakhs per annum or above OR Two works of Rs 5 lakhs per annum each.</b> <b>Please Note-</b> The self attested copies of completion certificate/work order issued by the agency/agencies should be attached in confirmation of above.</p>	<p><b>I.</b> Name of the Agency: -- _____</p> <p>Address of Work &amp; Location _____</p> <p>_____</p> <p>Date of award of work: _____</p> <p>_____</p> <p>Value of Work done: _____</p> <p>_____</p> <p>Date of completion: _____</p> <p><b>II.</b> Name of the Agency: _____</p> <p>Address of Work &amp; Location _____</p> <p>_____</p> <p>Date of award of work _____</p> <p>Value of Work done: _____</p> <p>_____</p>			

I/We certify that the information furnished above are true and correct to the best of my/our knowledge and belief. No fact has been concealed. The Terms and Conditions of the tenders are acceptable to us.

Name & Signature with seal of the Bidder

Full Address



**राष्ट्रीय मुक्त विद्यालयी शिक्षा**  
**संस्थान**

(An Autonomous Institution of the Ministry of Education,  
Department of School Education & Literacy, Government of India)

A-24/25, Institutional Area, Sector-62,  
NOIDA – 201309 (U.P.)

**FINANCIAL BID**

**Tender for Repairing & Servicing of HT & LT Panels, HT Transformers, Cables, OCBs, VCBs and undertaking the Comprehensive AMC of the entire Supply and Distribution Systems which installed in the premises of NIOS A-24/25 & A-31, Sector-62, NOIDA, U.P.**

I/We have gone through the tender document, understood it fully and declare that I/We shall strictly adhere to the terms and conditions mentioned therein the tender document. Our rates are as under:-

S.NO.	Description of Work	Qty.	Unit Rate	Total rate excluding GST
1.	<b>Servicing of ACBs.</b>	06 nos.		
2.	<b>Servicing of 11KVA OCBs</b>	05 nos.		
3.	<b>Testing of OCB Relay</b>	05 nos.		
4.	<b>Repairing of OCB</b> Servicing, Relay Testing, Hipot Testing and High Epoxy insulation coating on OCB spout and replacement of other faulty parts.	1 no.		
5.	<b>Servicing &amp; Repairing of 630 KVA HT Transformers</b> (Breakdown Voltage (BDV) Test before and after oil filtration, Leakage arresting with replacement of Gaskets & Rubber Ball, Hipot test, Turn Ratio Test, Replacement of Silica Gel , Top up of Oil level)	4nos.		
6.	<b>Rewinding &amp; Hipot Test of 630 KVA HT Transformer</b>	1no.		
7.	<b>Replacement of Closing Coils</b>	2nos.		
8.	<b>Shunt Release &amp; under Voltage release for ACBs.</b>	2nos.		
9.	<b>Replacement of Closing Coils,</b>	4nos.		

	<b>Tripping Coils for VCBs.</b>			
10	<b>Replacement of Tripping Coils for VCBs.</b>	4nos.		
11.	<b>Replacement of Selector Switch</b>	4nos.		
12.	<b>Replacement of Indication Lights</b>	20nos.		
13.	<b>Installation of Over Current &amp; Earth Fault Relay ( Crompton make, Model : CGI14N)</b>	4nos.		
14.	<b>Supply and Installation of Control Cable connected between D. G. Sets and AMF Panel Six Core single stranded 1.5mm square</b>	220mtr		
15.	<b>Supply and Installation of Direct Rotary Handle MCCB, DN3-630N, D-SINE, 415V TPN, 50KA</b>	1no.		
16.	<b>MCCB-DH-400, 35K TP L&amp;T</b>	4nos.		
17.	<b>Triple Terminal Block: 65A</b>	60nos.		
18.	<b>Servicing of LT Panels including replacement of faulty &amp; burnt thimbles (legs) and wires.</b>	15nos.		
19.	<b>Repairing of Oil Cooled Servo: 375KVA/300amps.</b>	1no.		
<b>Total charges</b>				
20.	<b>Comprehensive Annual Maintenance Contract of the entire Supply and Distribution Systems including HT, LT Panels, HT Transformers, OCBs, VCBs &amp; ACBs and AMF Panels etc.</b>	Per Annum inclusive all		

We have fully understood all the conditions made for the captioned work and have taken into account all the Conditions while quoting the rates in the tender document envelope-II (Financial Bid). I/We undertake that the terms and conditions of the tender are acceptable to us.

**Note:**

- a) **Bidders should be visited the site and inspected each equipments before submit their offer. No extra cost will be paid for the same.**
- b) The numbers of items mentioned above are tentative. The same will decrease or increase 10-20% on actual. The actual payment will be made according to Unit Rate.

- c) Quoted rates should be workable and reasonable and should include incidental and all over heads and profits. The worksheet showing the breakup of the total rates quoted, enclosed with the schedule of quantity should be filled carefully.
- d) In case of the rates quoted are found unreasonable and do not confirm the specifications or stipulations given in the tender document , the Financial Bid submitted would be rejected and the final decision in this regard will be that of the NIOS.
- e) Rates shall have to be quoted both in words and figures.
- f) The work of RECTIFICATION (S.No: 1-19 in the Financial Bid) will be awarded fully on the basis of the Lowest Rate in total charges.

(Signature of the party with stamp)

Name: .....

Telephone No.....