



INSTITUTE OF ADVANCED VIROLOGY (IAV)

An Autonomous Institution under

Kerala State Council for Science, Technology and Environment (KSCSTE)

Government of Kerala

Bio 360 Life Sciences Park, Thonnakkal, Thiruvananthapuram, Kerala - 695 317

E-mail: iav.kscste@kerala.gov.in

No: 13/A1/ IAV/2020

Dated: 20.01.2021

Tender Notice

INSTITUTE OF ADVANCED VIROLOGY, THONNAKKAL, THIRUVANANTHAPURAM-695317

Tender for the AMC of High Tension Installation at INSTITUTE OF ADVANCED VIROLOGY, THONNAKKAL Thiruvananthapuram

Name and address of the Contractor :

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Last date and time for submission of Tender : 02-02-2021, 3.00 pm Date and time of Opening

Tender : 02-02-2021 , 3.30 pm.

Yours faithfully,

INSTITUTE OF ADVANCED VIROLOGY

Government of Kerala

Bio 360 Life Sciences Park, Thonnakkal,

Thiruvananthapuram, Kerala - 695 317

E-mail: iav.kscste@kerala.gov.in



QUOTATION NOTICE

Sealed quotations are invited from experienced and reputed firms for providing AMC for High Tension Electrical Installations at “INSTITUTE OF ADVANCED VIROLOGY”, Bio 360 Life Sciences Park, Thonnakkal, Thiruvananthapuram, Kerala – 695 317.

Quotation Notice No.	13/A1/IAV/2020
Last date for receipt of Quotation	02.02.2021, 3.00 pm
Date, time and place for opening of Quotation	Office of Institute of Advanced Virology Campus
Date up to which the rates are to be firm for acceptance	6 months
Address of officer to whom the tenders are to be sent	The Director, Institute of Advanced Virology Bio 360 Life Sciences Park, Thonnakkal, Thiruvananthapuram, Kerala - 695 317

TERMS & CONDITIONS

1. The electrical maintenance works should be carried out at Institute of Advanced Virology, Bio 360 Life Sciences Park, Thonnakkal, Thiruvananthapuram, Kerala – 695 317
2. The work should be carried out strictly in accordance with standards stipulated for electrical works by the Electrical Inspectorate/ KSEB Ltd by posting sufficient number of qualified and experienced Degree, Diploma holders and Electricians. In case of items/works not covered by the above specifications, the work shall be carried out as per the directions of the officer in charge.
3. The work men engaged for the work shall be qualified as per relevant trade rules and practices. The wireman engaged should have valid wireman (permit) license issued by any state / central licensing Authority. The agency shall furnish the list of such persons engaged by them along with the proof of eligibility.
4. The agency should employ sufficient No. of skilled (Wireman) and unskilled (Helpers) workers on the works as per requirements. There shall be at least one wireman (Skilled) deployed on the site per team to carryout maintenance / preventive maintenance works on all days.
5. However, on special occasions such as breakdown or during any official functions the agency shall attend to other works also, with additional staff, as per the instructions of the officer in charge.
6. The agency should maintain a complaint register. All complaints received / attended / materials received from the Centre, used in works, balance etc. shall be entered in this register up to date. The Register shall be always open for the officer in charge for verification.
7. The scope of the work covers, replacement of all types of switches, plugs, call bells, lamps, ceiling fans, exhaust fan bearings, chokes, starters, igniters, holders, HRC fuses, other electrical accessories to maintain continuous supply to water pump sets, AC, Computer, Lift, Firefighting equipment and operation of generator etc. The works not covered in the scope are additions and alterations to the existing wiring in a major way, and other such major works as decided by the Centre.

8. The materials for replacement will be supplied by the employer in normal course, in case of emergency, if any item has to be purchased by the firm it shall be brought to the notice of officer in charge of IAV and procured on the basis of their knowledge and directions. The cost of such materials will be reimbursed against original bills

9. The contractor should assess the requirement of materials and intimate well in advance to the officer in charge for taking up necessary action.

10. The contractor should keep an account of the materials received and consumed in the work. The dismantled materials should be handed over to the officer in charge immediately after replacement. Any discrepancy in the account of the materials shall be the responsibility of the contractor and suitable recovery will be made for any shortage of materials at the prevailing market rate from the contractor's bill.

11. The Agency shall make its own arrangement for all normal special Tools Plants (T&P) required for the work.

12. The agency staff should visit and check up all Panels, Main Switches, distribution Boards, Switch panels, cable looping boxes, all control panels and wiring related to Light, Ceiling / Exhaust Fan, Call bell points, Plug points, Street Lights, etc. regularly as a preventive maintenance. A register should be maintained in this respect. Any repair work done / observation made at site are to be entered in the register. Clients' signature should be obtained in the register on completion of works. The register should be produced fortnightly to the officer in charge or any higher officials during inspection. The registers to be maintained by the agency are

a) Complaints register which will also indicate details of attended the complaints.

b) Register for material movement.

c) Daily record of routine/preventive maintenance, cleaning works carried out by the agency.

The above three registers shall be maintained neatly in formats approved by the officer in charge.

13. The breakdown complaints/preventive maintenance of all courtyard light and gate lights are to be attended by the agency.

14. All debris due to the work shall be cleared then and there and the Installations and its surroundings are to be kept neat and clean.

15. The complaints recorded in the complaint register reported over phone shall be attended immediately not exceeding half an hour. Any breakdown repair beyond the scope of the work shall be reported to the officer in charge. All breakdown calls/complaints received during normal working hours should be attended to as early as possible. No complaints should be left and postponed to next day. The agency should maintain a Mobile telephone and the number be made available to all concerned.

16. Any theft/damage/pilferage etc noticed shall have to be reported immediately to the officer in charge. If any damage to the installation caused by the agency the same should be made good by the agency itself.

17. It is the responsibility of agency doing the AMC to hand over the entire system as per the inventories in good working condition back to the IAV at the end of the AMC period.

18. No advance payment will be made. Payment will be made at the end of every month.

19. The service report containing nature of the complaints, nature of the fault attended, parts replaced, and customer remarks/signature should be prepared by the contractor. The office should approve the model of service report. The contractor shall provide day/week/monthly report.

20. In case of any accident / injury to any worker of the agency, the IAV shall not be held liable for compensation / treatment etc. It is the sole responsibility of the contractor to settle legally any claims arising out of it.

21. The staff provided by the contractor are in case found to be indulging in any undesirable or unfair activities in the premises, the contractor will solely be responsible for all the consequences apart from the liberty of office to lodge complaints before appropriate authorities

22. The period of the contract will be One year, which may be curtailed depending on the performance of the contractor and the requirements of IAV.

23. The contract can be terminated by 30 days' notice from either side.

24. Every tenderer should send along with his tender, an Earnest Money Deposit (EMD) of *one percent of the total cost of the articles tendered for (rounded to the nearest rupee)* subject to a minimum of Rs.1,500/-, in the form of Demand Draft drawn in the name of

the Director, Institute of Advanced Virology(IAV), payable at Thiruvananthapuram. The EMD of the unsuccessful tenderer will be returned as soon as possible after the tenders are settled; but that of the successful tenders will be adjusted towards the security that will have to be deposited for the satisfactory fulfillment of the contract. No interest will be paid for the Earnest Money Deposited.

25. A performance guarantee of 10% of total cost should be furnished by the firm to which the contract is awarded. It should be valid from the date of Commencement of the Contract and up to three months after the completion of the contract.

26. The payment will be made based on monthly basis as certified by the Officer-in-charge.

27. After the expiry of the agreement period, the service need not be continued taking as deemed extension of period.

28. The contractor shall strictly comply with the terms and conditions of the contract. In case of violation of any of the terms, the contract shall be liable for cancellation immediately and the performance guarantee will be forfeited.

29. Any dispute arising out of this contractor that which may arise in future will be resolved by taking recourse to mutual settlement in the first instance, failing which the dispute will be subject to Thiruvananthapuram jurisdiction only. IAV reserves the right to withhold payments due to the contractor in case of dispute till it is resolved.

30. Service of qualified personnel's should available for 24 hrs per day on all days. Working hours per team will be 8 hours. No extra payment will be made for holidays.

31. All the Employee of the contractor should be provided with all safety accessories.

32. Group Insurance and ESI Coverage as per Govt. norms, to the staff posted should be provided by the Contractor and a certificate to this effect has to be produced to IAV.

33. Any of the employees of the contractor availing leave has to be informed at least 24 hours prior to availing leave and alternate staff has to be posted in the duty place.

34. If the tenderer fails to execute the maintenance works as per our terms from the date of receipt of order or from the date as mutually agreed to, the order will be cancelled and Security Deposit will be forfeited. The Contractor will also be liable for all damages sustained by the Centre for non-execution of maintenance works awarded to him.

35. The Contract is not transferable or not to be sublet to any other Contractor.

36. Statutory deductions will be made at source from the amount payable to the Contractor, as per I.T act.

37. The contractor shall carry out the work confirming to all labor laws regarding the welfare of the laborers employed in the work.

38. All the disputes arising out of or connected with this contract shall be deemed to have arisen in Thiruvananthapuram and only courts in Thiruvananthapuram shall have jurisdiction to determine the same.

20.01.2021

Sd/-
Director
IAV