



icmr | **NIRRH**
INDIAN COUNCIL OF
MEDICAL RESEARCH | NATIONAL INSTITUTE FOR RESEARCH
IN REPRODUCTIVE HEALTH



आई सी एम आर - राष्ट्रीय प्रजनन स्वास्थ्य
अनुसंधान संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR - National Institute for Research in
Reproductive Health
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

Tender No. NIRRH/ST/11/2021-2022

Date: August 23, 2021

Subject: **Tender for Operation and Maintenance Labour Contract for
Electrical and HVAC Installations at ICMR-NIRRH, Parel,
Mumbai**

Due Date: **13th September, 2021 (17.00 hrs.)**

Sir / Madam,

The Institute is hereby inviting tenders for **Operation and Maintenance Labour Contract, as per the details in Technical Schedule**. Interested contractors / firms may send their tenders in a sealed cover, super-scribed with our tender number, due date and subject, so as to reach this Institute well before the above due date. In case the hard copy cannot be submitted, soft copies may be mailed to our email IDs (**stores@nirrh.res.in / nirrhequip@gmail.com**), before the prescribed due date.

While submitting your tender, the terms and conditions specified overleaf viz. 1 to 21 may please be carefully observed. Tenders are liable to be ignored if any of these conditions are not complied with.

Sd/-
DIRECTOR



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TECHNICAL SCHEDULE:

Introduction:

ICMR-National Institute for Research in Reproductive Health is engaged in high end research in the field of reproductive health and education. The Institute has number of costly and sophisticated laboratory equipment which need continuous clean power. In order to cater to this, the Institute has established a 100% backup system by employing Uninterrupted Power Supply (UPS) system, Diesel Generator Set with AMF panel and LT distribution panels. The Institute also has centralized air-conditioning plant for laboratories, cold storage equipment for storing costly bio-medical reagents/samples.

This tender is for operation / maintenance of the electrical and HVAC systems for 24 x 7 hours (day / night shifts) and One Day Time Operator. The objective of the tender is as follows:

- Operation and maintenance envisages all the required tasks to ensure maximum system availability.
- Most efficient, effective and optimum usage of electrical system.
- Enhance the life expectancy of equipment.
- Compliance of safety rules and regulations.
- Preventive maintenance / scheduled maintenance.
- Breakdown maintenance.
- Maximum service to clients for maintaining uninterrupted power supply.
- Maintenance of proper records of operation and maintenance (Log book, registers, check list etc. as approved by ICMR-NIRRH)



Scope of the Work:

All the above equipment, except panels have been installed within past 5-7 years. Major equipment i.e. Diesel Generator Set, UPS, EPABX, Analytical Equipments etc. are in Comprehensive Annual Maintenance Contract.

Agency is required to provide 4 (four) technically qualified, competent and experienced persons [two electricians, one air-conditioning for 24 x 7 Shift Duties simultaneously and one Instrumentation Technician (9.00 am to 5.30 pm only)] for operations / maintenance duty as given below:

- 1) Operation, maintaining equipment data log book, maintenance (minor repair during night time and cleanliness) of following equipment.
- 2) Operation / changeover of day / night air-conditioners (ACs).
- 3) Periodic cleaning of AC filters in various laboratories / offices of the Institute.
- 4) Periodic preventive cleanliness of the equipment and installations.
- 5) Periodic preventive maintenance of MCBs, contactors, distribution boxes, fuses etc.
- 6) Repair/maintenance of electrical / air conditioning equipment during day shift under the supervision of Institute Maintenance Staff.
- 7) Maintaining records of all the operations and records of loads such as voltage, current, power factor, frequency, connected load, energy consumption on hourly / daily / weekly / fortnightly / monthly / quarterly / half yearly and yearly basis.
- 8) Maintaining records of power failures with reasons.
- 9) Operation and maintenance of Diesel Generator (DG) Set: Operation and maintenance of DG set of 320 KVA shall be done as and when required. This includes switching ON and OFF the generator whenever power failure occurs and restored respectively. Checking of oil level, fuel level etc. changing engine oil periodically, maintaining records of generator operation in prescribed format, (log book) checking of loads connected to avoid any overloading, checking connections to generator periodically for tightness, overheating etc. reporting abnormalities to NIRRH officials.
- 10) Coordination with ICMR-NIRRH Maintenance Officials.
- 11) Instrumentation Technician for maintenance of all Analytical/research Equipments who will work as an Assistant for the Technical Officer Instrumentation.

Operators / Mechanics have to report to ICMR-NIRRH concerned officials.

THE AGENCY SHOULD MAINTAIN SUFFICIENT POOL OF MANPOWER SO THAT IN CASE OF EMERGENCY THE DEPLOYED OPERATOR / MECHANIC CAN BE REPLACED WITHOUT DISTURBING THE FUNCTIONING OF THE SYSTEM.



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Eligibility Criteria:

A) Agency / Contractor:

The agency should have the maintenance setup based in Mumbai and the skilled / experienced / qualified manpower on the roll. The agency should have experience of doing similar work for reputed organizations for the minimum period of five years.

B) Manpower:

1. One Shift Operator cum Air-conditioning Mechanic (24 x 7 hours, shift duty):
Qualification: AC mechanic (ITI / ITC / NCTVT certificate holder)
Experience: 3 years experience in maintenance of air-conditioning and refrigeration systems.
2. Two Shift Operator cum Electrician (24 x 7 hours, shift duty):
Qualification: Electrician (ITI / ITC / NCTVT certificate holder)
Experience: 3 year experience in maintenance of electrical panels, distribution system and wiring / operation of DG sets.
3. One Day Time Operator 09.00 am to 05:30 pm office timings.
Qualification: Technician (Diploma/ITI in Electronics or Instrumentation.
Experience: 3 years experience in maintenance of Analytical / Bio-medical Instruments.



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Due Date: 13th September, 2021 (17.00 hrs.)

TERMS & CONDITIONS:

- 1. Tenders (Single Bid – Techno-Commercial Bid) should reach ICMR-National Institute for Research in Reproductive Health (ICMR-NIRRH), Jehangir Merwanji Street, Parel, Mumbai 400012, Maharashtra before the prescribed date and time mentioned in the Tender. In case hard copy cannot be issued, soft copy may be mailed to stores@nirrh.res.in, nirrhequip@gmail.com.**
- 2. The offer should be quoted for 'Per Month' as basic cost without taxes. Taxes should be indicated separately. Conditional offers will not be accepted and liable to be rejected without any further reference. The Director, NIRRH, reserves the right to call for break-up of the offer, if necessary.**
- 3. The tender not submitted as per the above prescribed manner will be treated as invalid. All outstation tenders should be sent to so as to reach before the prescribed time limit. Late/delayed Tenders shall not be considered under any circumstances.**
- 4. The agency/contractor may make necessary site visit (on any working day from 23rd August to 3rd September, 2021 between 2.00 PM to 4.00 PM) to understand the site conditions and scope of work before submitting the offer.**
- 5. The last date for receipt of tenders in ICMR-NIRRH is 13th September, 2021 up to 17.00 hrs. The offers received would be verified on 14th September, 2021 at 11.00 hrs.**
- 6. The selected agency / contractor will enter into an agreement on the non-judicial stamp paper within 10 working days after award of work/tender.**
- 7. Tender should be accompanied with Bid Security Declaration (in lieu of Earnest Money Deposit [EMD]), wherein it may be stated that 'If they withdraw or modify their bid/s during period of validity etc. they will be suspended as per the directions of competent authority of the Institute'. The offer without Bid Security Declaration would be summarily rejected.**
- 8. The agency / contract will be awarded for a period of 12 months initially which can be extended up to 36 months, if mutually agreed upon.**
- 9. The successful tenderer will have to submit Demand Draft / Bank Guarantee in favour of Director, ICMR-NIRRH, equivalent to 3% of the order value/contract cost (towards security of performance), which will be retained till the completion of contract period.**
- 10. The offers should be kept valid for acceptance for a period up to 13th December, 2021.**



11. The payment will be arranged as per extant Government Rules and Regulations. The payment of contract charges will be made on quarterly/half yearly basis. The contractor shall submit the bills, with copies of attendance with necessary certification of competent authority of the Institute.
12. The agency / contractor should follow state / national labour rules and regulations with respect to working hours and payment of wages.
13. The agency / contractor shall provide necessary facilities and conveyance for work performance of their staff. The agency / contractor should provide necessary tool kits and mobile phones to the concerned manpower. Necessary essential spares shall be maintained by the Institute for which contractor has to make proper request sufficiently in advance.
14. In case of any misconduct or delay in discharging duties or if the performance is not found satisfactory, on the part of any personnel employed by the contractor his service shall be terminated forthwith on intimation from Instrumentation Section of the Institute and the agency / contractor shall provide substitutes immediately. ICMR-NIRRH reserves the right to terminate the contract, if the performance of the contract is not found to be satisfactory or for other reasons in the interest of the Institute with an advance notice of one month.
15. The agency / contractor should have necessary statutory licenses to provide the required technical / electrical manpower, copy of which should be submitted along with the offer.
16. The agency / contractor has to maintain certain performance standards as stipulated by State Electricity Regulatory Commission (SERC). Proper log book shall be maintained to record complaints, time taken for compliance / rectification etc.
17. Only qualified, experienced and competent staff shall be employed by the agency / contractor for operation and maintenance. The agency / contractor shall submit the bio-data, identity card and relevant certificates relating to qualifications of the manpower being provided. The agency / contractor should ensure that manpower supplied follows all security measures.
18. The agency / contractor will be responsible for all labour / manpower related issues i.e. accident cover (Insurance), provident fund (PF), conveyance, duty hours etc. and institute will not remain liable for such employee related issues.
19. The contractor should also submit an undertaking that all the terms and conditions / instructions are noted for compliance and all the terms and conditions are acceptable.
20. The Director, ICMR-NIRRH, Mumbai reserves the rights to accept or reject any lowest tender in full or in part of any tender or all tenders without assigning any reasons.
21. Any of the disputes if arise between the Supplier/Tenderer and the NIRRH/ICMR shall be resolved by the sole arbitrator which will be appointed by mutual consent of both the parties thereof failing which one of the Director of other Institute of ICMR in Mumbai (NIIH or NIV) shall be appointed within 30 days from the date of cause of action of dispute and the award as may be given by the sole arbitrator shall be binding on both the parties within the Civil Jurisdiction of Hon'ble High Court of Bombay.