

# **TENDER DOCUMENT FOR**

**Name of Work - Repairing & Service Of  
(2500 KVA x 4 Nos ) Transformer In  
Government Institute Of Medical Sciences.  
Greater Noida G.B. Nagar 201310**

**For Government Institute of Medical  
Sciences Greater Noida. G.B. Nagar  
201310**

DATE OF ISSUE OF TENDER FORM WITH DOCUMENT : From: 26 -12-2018 to 15-01-2019

LAST DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT : 15-01-2019 up to 2:00 PM

DATE & TIME FOR TENDER OPENING : 15-01-2019 at 04:00 PM

TENDER NO: **GIMS/2018/tender/17**

Tender No : GIMS/2018/tender/17

Dated: 26 Dec 2018

**TENDER NOTICE**

1. Tender is invited for Name of Work - Repairing & Service Of (2500 KVA x 4 Nos) Transformer In Government Institute Of Medical Sciences. Greater Noida
2. Tender no: **GIMS/2018/tender/17** at **Government Institute of Medical Sciences, Greater Noida, U.P.**
3. Detailed Terms and Conditions on the NIT are available in the Bid document uploaded on website of the institute <http://www.gims.ac.in> w.e.f. **26 Dec 2018 (Wednesday)**. The offer will be accepted offline on or before **15-01 2019 till 02:00 PM**. Director reserves the right to accept or reject any offer partially or fully without assigning any reason.

In case, the date mentioned above is declared Government Holiday, the date shall automatically be shifted to the next working day. Offer received within the stipulated period will only be accepted.

**DIRECTOR**

**REQUEST FOR PROPOSAL (RFP)**

Bids are invited in for **Repairing & Service Of (2500 KVA x 4 Nos ) Transformer** at GIMS, Greater Noida.

**Tender no. GIMS/2018/tender/17** at Government Institute of Medical Sciences, Greater Noida, **Dated: 26 Dec 2018**

**Tender Portal:** <http://gims.ac.nic.in>

<b>S.No.</b>	<b>Particulars</b>	<b>Date</b>	<b>Time</b>
01	Publishing Date & Time	26 Dec 2018	11:00 AM
02	Bid submission start date & time	26 Dec 2018	11:00 AM Onwards
03	Bid submission last date & time	15 Jan 2019	02:00PM
04	Bid Opening date & time	15 Jan 2019	04:00 PM

**Opening of BID:** Government Institute of Medical Sciences, Greater Noida.

Phone: 0120-2341738

E-mail: [purchase@gims.ac.in](mailto:purchase@gims.ac.in)

Website: <http://www.gims.ac.in>

**DIRECTOR**

**GOVERNMENT INSTITUTE OF MEDICAL SCIENCES (GIMS)  
Greater NOIDA - 201310**

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**SALIENT POINTS OF THE NOTICE INVITING TENDER**

Bids are invited in for establishing **Repairing & Service Of (2500 KVA x 4 Nos ) Transformer In GIMS Greater Noida** .Bids will be accepted from reputed & genuine firms. The salient features of the tender are as under:

**1.Bids should be in Single Bid system:** Price bid containing offered rates. Price Bid should be submitted separately and should bear the **Tender no:** GIMS/2018/tender/17 at Government Institute of Medical Sciences, Greater Noida at Government Institute of Medical Sciences, Greater Noida, **Dated: 26 Dec 2018**

**2.Cost of the Tender Document (Non-refundable): Rs.1000/- + 18%tax i.e. 1180/-** (Rupees One Thousand One Hundred and Eighty only) in the shape of Bank Draft of a Scheduled Bank drawn in favor of “**Director, Government Institute of Medical Sciences**” Greater Noida payable at Greater Noida.

**3.Earnest Money Deposit (Refundable): Rs 5,000/-** (Rupees Five Thousand only) in the form of Demand Draft / Bank guarantee of any Scheduled/Nationalized Bank shall be pledged in favor of “**Director, Government Institute of Medical Sciences**” Greater Noida payable at Greater Noida.

**4.Submission of all Essential Documents:** All the documents mentioned in the Checklist (Annexure-I) including **Tender Fee/EMD** to be submitted offline to Administrative Officer at GIMS Greater Noida on or before **15 Jan 2019 at 02:00 PM** at in a sealed cover subscribed as **Tender Repairing & Service Of (2500 KVA x 4 Nos ) Transformer In GIMS Greater Noida**.

**N.B.:** Offline documents must reach to the office of Administrative Officer, GIMS Greater Noida – 201310 on or before **15 Jan 2019 at 02:00 PM**, after the stipulated time, tender are not be received.

**5. Last date & time of submission of BID:** On or before **15 Jan 2019 at 02:00 PM**. Tender Forms not accompanied by **TENDER FEE, EMD** and **Bid** shall summarily be rejected and technical evaluation of the Tender will not be done.

**6. Date & time of opening of Bid:** The BID would be opened on 15 Jan 2019 at **04:00 PM** at GIMS, Greater Noida in the presence of the tenderers or their authorized representatives who want to be present there, and in the event of the said date being declared a holiday, it shall be opened at the same place and time on the next working day.

**DIRECTOR**

## **SECTION - I (INSTRUCTION TO TENDERER)**

1. Financial Bid should be sealed in envelope. Please write“ **Repairing & Service Of (2500 KVA x 4 Nos ) Transformer For Government Institute of Medical Sciences Greater Noida. G.B. Nagar 201310.** On top of envelope. Sealed Tender shall be addressed to the Director, Government Institute of Medical Sciences, Greater Noida, RSD Cell, GIMS, Greater Noida- 201310.Tender should be deposited on or before 15 Jan 2019 **up to 2.00PM**. All the tenderers or their authorized representatives are advised to attend the opening of tender at **4 PM on 15 Jan 2019** in the Administrative Block, GIMS, Greater Noida. In case of holiday, the tender will be opened on the next working day at the same time and place.

1. **Broad instructions to the tenderers are as follows:**

- a) The tender is non-transferable.
- b) The tenderer should be registered as a Society, Firm or Company. Proprietary Firms are also eligible.
- c) The tenderer submitting their tender would be deemed to have read and accepted all the terms and conditions of tender. No verbal or written enquiries shall be entertained in respect of acceptance or rejection of the tender.
- d) Proprietor will sign the tender documentation case of a Proprietary Firm. In case of a partnership firm authorized partner of the firm shall sign the tender documents and attested copy of authorization of such partner shall be enclosed with tender. In case of a Company the tender documents shall be affixed with the seal of the company and signed by such person / persons as may be authorized by the articles of associations of the company and/ or a resolution of the board of directors thereof to sign for and on behalf of the company and duly attested copy of the resolution shall be enclosed with tender. The cancellation of any document such as power of attorney, partnership deed, etc. shall immediately be communicated by the Tenderer(s) to the Institute in writing, failing which the Institute shall have no responsibility or liability of any action, taken on the strength of the said documents.
- e) The schedule of rate(s) and quantities should be carefully and properly filled in. All rates should be mentioned in words as well as in figures.

Please note NO Corrections, alterations and overwriting in the Financial Bid will be allowed.

- f) Subletting of contract is strictly prohibited.
- g) All the pages of the tender documents and supporting documents, annexure/enclosures etc. must be numbered serially, signed and stamped by the tenderer and mention the total number of pages on the Technical bid form at Part-A (annexure-I).
- h) Only mandatory information and details are required to be provided with the tender document. If the tenderer desires to provide additional information the same may be provided separately on A-4 size white paper with proper indexing.
- i) The employees of Government Institute of Medical Sciences, Greater Noida or their family members shall not be eligible to participate in the tender process. For the purposes of this clause family members includes only Parents, Spouse, Sons, Daughters and dependent brothers and Sisters.
- j) All letters posted to the successful tenderer on the address given in tender will be considered to have been delivered. Accordingly prospective tenderers are advised to write their full & correct postal address.
- k) In the event of withdrawal by a tenderer before the validity of offer, Institute shall have right to forfeit the Earnest Money Deposit (**EMD**).
- l) Tender document should be sent through courier service or deposited by hand.

**3. TENDER SHALL BE REJECTED IF:**

- a) Any tender received after the prescribed date and time as given in the Notice Inviting Tender.
- b) Tenderer fails to enclose Tender Fee.
- c) Tenderer fails to enclose EMD .
- d) Tenderer fails to submit Tender Fee and EMD on required format as stated in Bid.

- e) CORRECTION, ALTERATION AND OVERWRITING is found in the Financial Bid.
- f) Authenticity of any of the supporting document is found to be fabricated.
- g) Tenderers try to influence any official of the Institute in any manner.
- h) Tenderer fails to submit the required information/document along with the tender as per the terms and condition of the tender document.
- i) Tenderer fails to put signature and seal on each page of Bid.
- j) Tender is found to be incomplete in any respect or sent in unsealed envelope.
- k) The Institute reserves its right to cancel or reject in full or in part of all tenders received without assigning any reason in lieu thereof.

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4. **Instruction for Bidding:**

- a) The tenderer should quote in figures as well as in words the amount tendered.
- b) **NO CORRECTION, ALTERATION AND OVERWRITING** in the Bid.
- c) The tenderer should ensure that the amounts are written in such a way that interpolation is not possible. No blank spaces should be left.
- d) Break up/Details of Govt. tax & Levies must be provided.
- e) Tenderer must specify the Service Tax to be paid extra, failing which price will be taken inclusive of such Service Tax and no claim for the same will be entertained later.

5. **The cost of service will include:**

- a) Manpower cost
- b) Supply of material cost
- c) Installed Equipment cost

06. **VALIDITY OF TENDER**: The initial validity of the offer is 90 days from the date of opening of the bid.

07. **COMMENCEMENT OF WORK**: The Successful Tenderer is required to sign the Agreement and start the work within 15 days from signing of the Agreement. In case it is found that the work has not been taken up within seven days from the date of signing

the Agreement, the Institute at its sole discretion may cancel the same and forfeit the earnest money deposit or Security Deposit, as the case may be.

08. **PAYMENT:** 90% of the payment shall be released after the completion of work. Remaining 10% will be released 3 months after satisfactory completion report of the work.

09. **TAXES AND DUTIES:**

(a) TDS like Turnover tax, Income tax etc. and other statutory levies as applicable will be deducted from the bills of the Successful Tenderer.

(b) Service Tax/GST/other tax as levied by the Central Government and specifically asked in price bid, shall be paid on actuals by the Institute subject to the production of documentary evidence for the same by the Successful Tenderer.

10. **TERMINATION OF AGREEMENT:** After giving opportunity of being heard to the Successful Tenderer, Institute may terminate/cancel the Agreement on the following grounds:

a) Breach of any or all terms and conditions of the Agreement.

b) Non-performance or unsatisfactory performance of work executed by the Successful Tenderer.

c) If at any time document or information furnished with tender is found forged or fabricated during the subsistence of the contract.

11. **GOVERNING LAW:** The law of India shall apply to the Contract arising out of Tender. **The Courts of Greater NOIDA shall have exclusive jurisdiction in all matters arising out of the contract.**

12. **SETTLEMENT OF DISPUTE AND ARBITRATION:**

a) In the event of any dispute or difference between the parties relating or concerning to the interpretation of the contract or any alleged breach thereof or any matter relating to the contract, the same shall be settled by the parties as far as possible by mutual discussions and consultation between themselves. The dispute shall be so settled whether the same has arisen during the subsistence of the contract or thereafter.



b) In the event of any dispute or differences arising in connection with the Agreement whether during the subsistence of the contract or thereafter not being settled in aforesaid manner, the matter shall be referred to the Director, GIMS, Greater NOIDA, or his nominee not below the rank of Professor for arbitration whose decision shall be final and binding on the parties. The proceedings before the arbitrator would be governed by the provisions of the ARBITRATION AND CONCILIATION ACT, 1996. Place of arbitration shall be Greater Noida.

c) During the proceedings of any in house investigation or inquiry it shall not be open to either of the parties to be represented through a lawyer.

13. **STAMP DUTY.** Stamp duty leviable on Agreement shall be borne by the Successful tenderer.

14. **PENALTY CLAUSE**

In case the Contractor fails to fulfil the obligations satisfactorily within the stipulated time, fixed penalty at the rate of Rs 1000 per day will be levied subject to the maximum 10% of the amount of the work order contract amount.

**Signature / Designation**

Phone: 0120-2341738

E-mail: purchase@gims.ac.in

**GOVERNMENT INSTITUTE OF MEDICAL SCIENCES (GIMS)  
Greater NOIDA**

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**ACCEPTANCE**

I ----- son of ----- resident of -----  
-----who is Proprietor/Partner/Director of M/s-----  
----- have read and understood the contents of the foregoing paragraphs with  
sound mind and without any pressure from any quarter. If any document or information  
furnished with tender is found forged or fabricated at any time, the Institute has full right  
to forfeit my/our EMD and Security Deposit and cancel the agreement.

I am putting my signature and seal of the organization, as a token of acceptance  
to the above.

Signature

Name

Designation

Seal

Date---

Place---

Signature of Tenderer  
seal

**GOVERNMENT INSTITUTE OF MEDICAL SCIENCES (GIMS)  
Greater NOIDA**

S. No.	Particulars	Details	Page No.
1.	Name of the Tenderer		
2.	Type of Firm Proprietorship/Partnership Firm/Pvt. Ltd/Company/Society Enclose relevant deed		
3.	Name of Proprietor/Partners/Director Enclose separate sheet		
4.	Name and Address of the person legally authorized to sign Agreement, in case of Partnership Firm/Company.		
5.	Local Address		
6.	Permanent Address:		
6	Telephone No. (Head /Local office) Mobile No. Fax No. /E-mail		
7	Earnest Money of Rs 5000/= Bank Draft No. Date Banker's Name:		
8	The annual turnover of Tenderer should be Rs. 10 Lac per annum in the last two preceding years.		

9.	The tenderer must have 'A' class License from the electrical Inspector		
10	Registration Certificate of GST and PAN		
11	Copy Of Adhar Card		
12	Registration of Trade Tax if applicable		
13	Annexure IV		
14	An affidavit duly certified by a Notary that the firm or proprietary concern/ company has never been blacklisted.[Annexure-II]		
15	An affidavit duly certified by a Notary that there is no ongoing Criminal case /vigilance enquiry Labour disputes against the firm/ Partners/ proprietor /Director of the company and he/she has never been convicted or punished by any Hon'ble Court of Law .[Annexure-III]		
	Total No. of Pages of Tender Documents, annexure and enclosures.		

Note: All the pages of Tender documents and its enclosures must be numbered and signed with stamp.

Signature of the Tenderer  
With address and Seal

**GOVERNMENT INSTITUTE OF MEDICAL SCIENCES (GIMS)  
Greater NOIDA**

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**Annexure – II**

**Affidavit**

I ----- s/o ----- resident of -----  
----- Owner/Partner/Proprietor/Director of M/s -----  
having its registered office at ----- do hereby solemnly  
affirm and declare the following: -

That our Firm/organization/company namely M/s -----has  
never been black listed by any of our clients or by any government department.

Deponent

**Verification**

Verified at ----- on the ----- date ----- that the  
contents of the above affidavit are true and correct to the best of my knowledge and  
belief.

Deponent

**Affidavit**

I ----- s/o ----- resident of -----  
----- Owner/Partner/Proprietor/Director of M/s -----  
having its registered office at ----- do hereby solemnly  
affirm and declare the following:-

That there is no ongoing criminal case / vigilance enquiry / labour dispute  
against the firm/organization/company or its owners/ partners/ proprietors/directors and  
he/she has never been convicted by any Hon'ble Court of law.

Deponent

**Verification**

Verified at ----- on the ----- date ----- that the  
contents of the above affidavit are true and correct to the best of my knowledge and  
belief.

Deponent

**Affidavit**

**(Notarized on Rs 100.00 Non judicial stamp paper)**

Reference: **GIMS/2018/tender/17** for Repairing & Service Of (2500 KVA x 4 Nos ) Transformer For Government Institute of Medical Sciences Greater Noida. G.B. Nagar 201310. (Name of the signatory) S/o or D/o Father's name, Designation of the signatory with (Name of the Company) with its office at (Address of the Head Office of the copy) do hereby solemnly affirm and declare the following:-

The Tenderer does not have any relation with the person authorized to evaluate technical / Price Bid or involved in finalization of the Tender or will decide use of the tendered items / services.

Place:

Date:

Deponent

Verification

Verified at ----- on the ----- date ----- that the contents of the above affidavit are true and correct to the best of my knowledge and belief.

## Financial Bid

<b>Estimate of Electrical Work</b>					
<b>Name of Work - Repairing &amp; Service Of (2500 KVA x 4 Nos ) Transformer In Government Institute Of Medical Sciences. Greater Noida</b>					
Item No.	Description of Material	Unit	Qty	Rate	Amount
1	Labour Charges for De - Hydration of Transformer Oil in 2500 KVA, 33.0 / 0.433 KV Transformer in (01 TRF = 3025 Ltr. Total 3025 x 4 = 12100 Ltr.)	Ltr.	12100		
2	Supply & Filling of Transformer Oil as per IS - 335 in Barrel ( Barrel shall consisting of 209 Ltrs) <b>(Make - Savita )</b>	Ltr.	209		
3	Supply and filling of Silicagel ( Granules shall be 8-10 mm Size)	kg	04		
4	Supply, Installation,Testing & Commissioning of Protection Relay over Current & Earth Fault ( <b>Make - L&amp;T, Model No. MC61 A</b> )	Nos	01		
5	Supply, Installation,Testing & Commissioning of Close/Tripping/Releasing coil for out going HT Panel as per require proper working of HT Panel ( <b>Make-Siemens , 24 V DC</b> )	Nos	03		
				<b>Total=</b>	<b>456593.0</b>
				<b>Gst 12 %</b>	<b>54791.20</b>
				<b>Grand Total=</b>	<b>511384.20</b>
	Offered rates in Percentage _____ % Above/Below.				
	Offered rates in Word _____ % Above/Below.				

SIGNATURE OF THE TENDERER

**WITH SEAL AND ADDRESS**