Siliguri Jalpaiguri Development Authority

AN IS/ISO 9001:2008 CERTIFIED ORGANISATION

Tenzing Norgey Road, Pradhan Nagar, Siliguri-734403

Phone : Siliguri : (0353) 2512922, 2515647 Jalpaiguri : (03561) 230874 Fax : (0353) 510056

Memo No 1031/I/Admn/02/21/SJDA Dated 21/05/21

E-NIQ NO : 001/ADMN/AMC-ELECTRIC CREMATORIUM/SJDA/2021-2022

NAME OF WORK: ANNUAL CONTRACT FOR THE WORK OF NON COMPREHENSIVE MAINTENANCE OF ELECTRIC CREMATORIUM& 160 KVA D.G. SET AND ANNUAL COMPREHENSIVE MAINTENANCE OF SUBSTATION EQUIPMENTS, INTERNAL & EXTERNAL ELECTRIFICATION AT SAHUDANGI (BOITARANI ELECTRIC CREMATORIUM)

The Siliguri Jalpaiguri Development Authority invites e-tender for the aforementioned work from contractors of repute, multi-disciplinary engineering organizations i.e. eminent firm Proprietary/Partnership Firms/ Private Limited Companies/Public Limited Companies/Companies registered under the Indian companies' act 2013,/Central or State Public Sector Undertakings for Annual contract for the work of Non Comprehensive Maintenance of Electric Crematorium at Sahudangi for 1 year Including monsoon having credential with valid PAN,GST,PT, Trade Licence, Electrical Contractor Licence, Electrical Supervisor Licence as applicable.

Bidder will be required to deposit along with its Bid, an Earnest Money Deposit of Rs.50,000/- (Rupees fifty thousand only) (the "EMD"), refundable in accordance to the relevant clause of bid document, from the Bid Due Date, except in the case of the selected Bidder whose EMD shall be retained. The Bidders will provide Earnest Money Deposit through NEFT/RTGS. The Bid shall be summarily rejected if it is not accompanied by the Earnest Money Deposit. The e-tender is available on SJDA website (www.sjda.org) as mentioned in the Header

The SJDA reserves the right to reject all or any of the e-tender(s) without assigning any reasons at any stage.

The dates and time for submission and opening the bids are as shown in the Header Data. If there are any changes in the dates the same will be displayed on the SJDA website.

The applicants may visit the site under reference, located at Sahudangi electric crematorium.

The SJDA reserves the rights to accept any of the application or reject any or all the application received for above works, without assigning any reasons thereof.

Chief Executive Officer

Siliguri Jalpaiguri Development Authority

HEADER DATA

Name of Organization	**Siliguri Jalpaiguri Development Authority**
Subject	**ANNUAL CONTRACT FOR THE WORK OF NON COMPREHENSIVE MAINTENANCE OF ELECTRIC CREMATORIUM& 160 KVA D.G. SET AND ANNUAL COMPREHENSIVE MAINTENANCE OF SUBSTATION EQUIPMENTS, INTERNAL & EXTERNAL ELECTRIFICATION AT SAHUDANGI (BOITARANI ELECTRIC CREMATORIUM)**
cost of Tender	Rs.1000/- + (5.0% GST)
Bid Security Deposit/ EMD	Rs 50000/-
Date of issue and sale of tender and submission of tender	21.05.2021 from 11:00 Hrs
Last date & time for sale of tender & Receipt of Bid Security Deposit	07.6.2020 up to 14:00 Hrs
Last date of Submission of tender (Online)	07.6.2020 up to 16:00 Hrs
Pre-Bid Meeting	NA
Opening of Technical bid	09.06.2021 after 16:01 Hrs
Opening of financial bid	Will be intimated later
Address for communication	Siliguri Jalpaiguri Development Authority Tenzing Norgay Road, Pradhan nagar, Siliguri 734003.
Venue for opening of bid On line	Siliguri Jalpaiguri Development Authority Tenzing Norgay Road, Pradhan nagar, Siliguri 734003.

This tender document is non transferable.

SJDA reserves the right to accept any of the application or reject any or all the applications received for the above subject without assigning any reason thereof.

Chief Executive Officer

Siliguri Jalpaiguri Development Authority

Technical bid

a) Valid Registration Certificate.

b) Valid Bank Solvency Certificate of Minimum Solvency amount of Rs. 8.00 Lacs as governed by Registration Rules in force for respective Class of Contractor for Civil and M&E works. (Proforma –A)

c) G.S.T.Registration Certificate.

d) Certified copies of valid 'PAN' documents

e) Latest Partnership Deed in case of Partnership firm

f) The list of similar type of works during the last two years in the role of prime contractor. Information furnished shall be supported by the certificate duly self-attested.

g) Annual financial turnover for preceding three financial years as certified by Chartered Accountant preceding the Financial Year in which bids are invited. Copies of Applicants duly audited balance sheet and profit and loss account for the preceding three financial years preceding the Financial Year in which bids are invited.

h) Professional Tax Certificate

i) Trade Licence

j) Electrical Contractor Licence

k) Electrical supervisor licence

Financial bid

The rates of the BOQ items shall be filled in online e-tender.

a) Online tender filled in on " Item Rate Basis " (There is no separate provision to quote Item rate in physical form and quote his Item Rate figures . Rates shall be quoted both word and figure.
b) Generally lowest bid will be accepted but the SJDA may reject any of the bids without assigning any reason thereof.
c) Bid to be submitted for one year and payment will be made quarterly.
d) The Bidder shall furnish, as part of the Bid, EMD, in the amount specified in the Bid Data Sheet. This bid security shall be in favour of the authority mentioned in the Bid Data Sheet and shall be valid till the validity of the bid. The tenderers shall pay the EMD online.
e) Any bid not accompanied by an acceptable EMD as indicated in sub-clause mentioned above, shall be rejected by the Employer as nonresponsive
f) The EMD of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Security Deposits.
g) The EMD of unsuccessful bidder shall be refunded immediately after opening of financial bid
 The EMD may be forfeited :

a) if the Bidder withdraws the Bid after bid opening (opening of technical qualification part of the bid during the period of Bid validity ;b) in the case of a successful Bidder, if the Bidder fails within the specified time limit to :

i. sign the Agreement; and/or

ii. Furnish the required EMD.

ANNEXURE - A

A. SCOPE OF WORK: One year charges for Non Comprehensive Maintenance Contract of 01 (One) No of Electric furnace along with all its accessories at Saudangi Electric Crematorium, Fulbari, Dabgram, Dist. Jalpaiguri.

The non-comprehensive maintenance servicing of electric crematorium furnace comprises following activities:

1) **Mechanical Works (Monthly):**

a) Cleaning, Oiling and greasing of moving parts.

b) Cleaning of nozzles.

c) Cleaning viewing Pyrex eyeglasses.

d) Levelling of furnace door.

e) Cleaning drain connection of scrubber and header.

f) Checking flanged joints of flue SS ducting and tightening nut bolts.

2) **Electrical Works (Monthly) :**

a) Checking and tightening of connections.

b) Replacement of blown out fuses, if required in the control panel of appropriate size andcapacity, at extra cost.

c) Checking of earth continuity.

d) Checking of Insulation of motors and cables.

e) Checking of thermocouple connection.

f) Checking connection between heaters and contactors.

g) Replacing of fused indicating lamp/ lights, if required, at extra cost.

h) Checking the limit switches.

i) Removing dust/dirt from the control panel

3) Quarterly Maintenance & service:

a) Cleaning of suction blower with kerosene

b)Checking of bricks.

c) Checking of heating Coils/elements.

D)Cementing of open joints.

e) Cleaning of exhaust flue ducts.

4) **Half yearly Maintenance & service:**

a) Cleaning of Chimney base from inside

b) Overhauling of bearing housing & replacing worn out bearings if any..

5) **Yearly Maintenance & service:**

a) Painting to the furnace and its trolley with 2 coats of HT 600 Deg. Paint &its auxiliary equipment with 2 coats of enamel paint once in a year at extra cost from the approved price list.

b) Painting to the MS chimney with 2 coats of black/Silver Heat Resistant epoxy paint once ina year before monsoon at extra cost from the approved price list.

c) The ultrasonic testing of M.S. chimney to be carried out once in a year and Test Certificate for the same shall be submitted to this office.

d) Air pollution test for the water scrubber system shall be carried through ,approved Laboratory by CPCB (Central Pollution Control Board) once in ayear & Test report for the same shall be submitted to this office.

ANNEXURE - B

Maintenance & Servicing of 160 KVA Silent Type D.G. Set at Saudangi Electric Crematorium

DAILY CHECK:-

1. **Fuel Supply**
(a) Check the diesel level in this tank.
(b) When filling in fuel, be careful to add clean fuel only.
(c) After prolonged stand still, of the engine unadulterated ventilate the fuel system.

2. **Oil Level**
(a) Check the oil level every day before starting the engine.
(b) Check the oil level when the engine is cold and in horizontal position.
(c) When a dipstick is used, the oil level must be between the top mark and bottom mark of the dipstick.

3. **Coolant level**
(a) Inspect the coolant level every day before starting.
(b) If coolant has to be added, fill in only the prescribed coolant.

4. **AT TEMPRATURE BELOW 0°C:-**
(a) When cold starting device is provided on engine, separate instruction for engine starting are provided depending upon the starting aid provided based on the needs of environmental conditions.
(b) Optimum operating range of the coolant is from 80°C to 95°C, operation below coolant temp of 80°C will result in the excessive wear of the engine, loss of the life of the engine and increase fuel consumption.

(c) Temperature above 95°C and up to 110°C as max indicate overloading of the engine or clogged radiator and are permissible only up to a maximum time of 10 minutes.

MAINTENANCE SCHEDULE FOR RUNNING -IN- PERIOD:

DAILY:-

1. Check engine oil level, top up if necessary.
2. Drain sediments from fuel tank.
3. Fill up the fuel tank at the end of each working day.
4. Remove dust accumulated in the dry type air filter bowl, through vacuator valve.
5. Check coolant in the radiator, top up if required.
6. Draining of water is absolutely necessary, if temperature below freezing point.
7. Clean radiator and change air cooler externally every after 1200 hour's operation.
8. Check battery electrolyte.
9. Check the battery terminal; apply acid proofing grease for protection against corrosion.

AFTER 50 HOURS:-

1. Check engine oil.
2. Clean centrifugal filter.
3. Change spin-on type filter.
4. Check and tighten fuel pipe.
5. Check valve tappet clearance.
6. Check 'V' belt tension.
7. Check electrolyte level and specific gravity in the battery.
8. Check all fasteners, especially those of manifolds, bends, turbo chargers, and engine mounting and rubber hoses.
9. Check leaks, if any and rectify.
10. Top up radiator every day before starting the engine.

REGULAR MAINTENANCE:

A. DAILY:-

1. Check engine oil level, top up if necessary.
2. Drain water and sediments accumulated at the bottom of fuel tank before starting the engine.
3. Fill up the fuel tank at the end of each working day.
4. Remove dust accumulated in the dry type in filter bowl, through vacuator valve.
5. Check coolant in the radiator, top up if required.

B.AFTER 50 HRS

1. Check engine oil level, top up if necessary.
2. Drain water and sediments accumulated at the bottom of fuel tank before starting the engine.
3. Fill up the fuel tank at the end of each working day.

4. Remove dust accumulated in the dry type in filter bowl, through vacuator valve.
5. Check coolant in the radiator, top up if required.
6. In very dusty condition, clean the bowl of dry type air cleaner and if necessary change the element.
7. Check 'V' belt tension and adjust if required.
8. Check electrolyte level in battery.
9. Check the cable connection at starter, battery, dynamo/alternator and control panel.

C.AFTER 300 HRS

1. Check engine oil.
2. Clean centrifugal filter.
3. Drain sediments and water accumulated at the bottom of fuel filter bowls.
4. Clean the filter and sieve with clean diesel, fitted on feed pump inlet.
5. Check tightness of fine drive pulley.
6. Replace pre-filter and micro filter insert first at 200 hrs to 250 hrs.
7. Check and tightness of the drive belt after every 300 hrs.

D. AFTER 600 HRS

1. Check engine oil level, top up if necessary.
2. Drain water and sediments accumulated at the bottom of fuel tank before starting the engine.
3. Fill up the fuel tank at the end of each working day.
4. Remove dust accumulated in the dry type in filter bowl, through vacuator valve.
5. Check coolant in the radiator, top up if required.
6. In very dusty condition, clean the bowl of dry type air cleaner and if necessary change the element.
7. Check V belt tension and adjust if required.
8. Check electrolyte level in battery.
9. Check the cable connection at starter, battery, dynamo/alternator and control panel.
10. Clean centrifugal filter.
11. Drain sediments and water accumulated at the bottom of fuel filter bowls.
12. Clean the filter and sieve with clean diesel, fitted on feed pump inlet.
13. Check tightness of fine drive pulley.
14. Replace pre-filter and micro filter insert first at 200 hrs to 250 hrs.
15. Check and tightness of the drive belt after every 300 hrs.
16. Change main oil filter.
17. Replace the pre-filter insert of fuel filter.
18. Change air cleaner element.
19. Check valve tappet clearance, adjust if required.
20. Grease fan drive pedestal.

E. AFTER 1200 HRS

1. Check engine oil level, top up if necessary.
2. Drain water and sediments accumulated at the bottom of fuel tank before starting the engine.
3. Fill up the fuel tank at the end of each working day.
4. Remove dust accumulated in the dry type in filter bowl, through vacuator valve.
5. Check coolant in the radiator, top up if required.
6. In very dusty condition, clean the bowl of dry type air cleaner and if necessary change the element.

7. Check V belt tension and adjust if required.
8. Check electrolyte level in battery.
9. Check the cable connection at starter, battery, dynamo/alternator and control panel.
10. Clean centrifugal filter.
11. Drain sediments and water accumulated at the bottom of fuel filter bowls.
12. Clean the filter and sieve with clean diesel, fitted on feed pump inlet.
13. Check tightness of fine drive pulley.
14. Replace pre-filter and micro filter insert first at 200 hrs to 250 hrs.
15. Check and tightness of the drive belt after every 300 hrs.
16. Change main oil filter.
17. Replace the pre-filter insert of fuel filter.
18. Change air cleaner element.
19. Check valve tappet clearance, adjust if required.
20. Grease fan drive pedestal.
21. Check fuel injector and adjust if required.
22. Check the fuel tank thoroughly.
23. Clean radiator externally.
24. Check thermostat element.
25. Check electrical unit, starter motor Dynamo/alternator, regulator etc. replace as required.

ANNEXURE – C

Maintenance of 200KVA Dry Type Transformer, 11KV VCB of 800A, LT ACB & LT Panel & Capacitor Panel, Internal electrification & External electrification as per SCHEDULE – 1 stated below

I.DAILY MAINTENANCE:

Condition, monitoring of the Dry type Transformers, VCB, Observing the HT/LT Switch gear panels for any abnormalities.

a. Observing the LT Panels for any abnormalities.
b. Observing the dry type transformers for any abnormalities & monitoring winding temperature.
c. Observing the VCB & its accessories.
d. Observing the air pressurization units for any abnormalities.
e. Providing daily reports about HT/LT circuit breakers, LT modules, Bus duct, Local panel and other relevant equipment's etc.

II.WEEKLY MAINTENANCE:

1. External cleaning of 11KV HT Breaker of 800A VCB: General cleaning of 11KV breakers switchgear room (panel top, side, back side & front side) with necessary tools and accessories such as flexible air hose, brushes, blower, vacuum cleaner, cotton waste etc.

2. External cleaning of LT switchgear Panels: General cleaning of breaker switchgear panel top, side, back side & front side with necessary tools and accessories such as flexible air hose, brushes, blower, vacuum cleaner, and cotton waste etc.

3. External cleaning of LT Breaker of 630A ACB: General cleaning of mentioned breaker top, side, back side & front side with necessary tools and accessories such as flexible air hose, brushes cotton waste, blower etc.

4. External cleaning of Dry type Transformers: General cleaning dry type transformers with necessary tools and accessories such as flexible air hose, brushes, blower, vacuum cleaner, cotton waste etc.

5. External cleaning of TPN MCB DBs, SPN MCB DBs inside switchgear room: General cleaning of TPN MCB DBs, SPN MCB DBs inside the switchgear room with necessary tools and accessories such as flexible air hose, brushes, blower cotton waste etc.

III. HALF YEARLY MAINTENANCE:

1. Checking the condition monitoring of mechanism & Lubrication of HT breakers (11KV)

a. All bolts and Nuts tightness checking
b. Applying yellow grease in sliding parts in switchgear panel, gear box assembly in spring charge motor.
c. Applying petroleum jelly in the moving contacts
d. Applying lubricants in all moving parts inside the breaker panel
e. Bolts& nuts should be replaced if necessary.
f. Trip coils, close coils and spring charge motor in breakers should be replaced if burn out.
g. Trip coils, close coils& spring charge motor resistance value checking.
h. Carbon brushes in spring charge motor should be replaced if necessary.
i. Breakers racking in & rack out operation checking.
j. Lubricate the breaker rack in and rack out roller, should be replaced if necessary.
k. Breaker auxiliary contact should be replaced if necessary.
l. Local/Remote selector switch and Trip/Off/Close selector switch to be replaced if necessary.
m. Petroleum jelly applied in breaker &modules sliding contact in HT/LT side.
n. All HT/LT cable lugs should be checked, if necessary it should be replaced.
o. In addition to the above any left out scope of maintenance work as per OEM's guidelines with periodicity for the proper running and operation of the system as a whole.

2. Checking the condition monitoring of mechanism & Lubrication of LT breakers

a. All bolts and Nuts tightness checking.
b. Applying yellow grease in sliding parts in switchgear panel, gear box assembly in spring charge motor
c. Applying petroleum jelly in the moving contacts.
d. Applying lubricants in all moving parts inside the breaker panel
e. Bolts & nuts should be replaced if necessary.
f. Trip coils, close coils and spring charge motor in breakers should be replaced if burn out.
g. Trip coils, close coils & spring charge motor resistance value checking.
h. Carbon brushes in spring charge motor should be replaced if necessary.
i. Breakers racking in & rack out operation checking.
j. Lubricate the breaker rack in and rack out sliding bar and rollers.
k. Checking the limit switches operations and replaced if necessary
l. Breaker auxiliary contact should be replaced if necessary.
m. Local/Remote selector switch and Trip/Off/Close selector switch to be replaced if necessary.
n. Petroleum jelly applied in breaker & modules sliding contact in HT/LT side.
o. All HT/LT cable lugs should be checked, if necessary it should be replaced.

p. In addition to the above any left out scope of maintenance work as per OEM's guidelines with periodicity for the proper running and operation of the system as a whole.

Maintenance of Dry type Transformer

Maintenance of Dry Type Transformer While Energized:

1. For safety, do not perform any maintenance tasks when the transformer has energy flowing through it.
2. Look for adequate ventilation around the transformer. Remove anything in the area that impedes airflow. Look for dust or dirt accumulation on the surfaces of the transformer. You will need to clean these off after de-energizing the unit. However, the presence of dust indicates that the transformer is in a dusty area that will require inspections every three to six months. If you have the transformer in a dry, clean space, you may only need annual maintenance checks.
3. Listen for any unusual sounds. These indicate possible mechanical problems with the unit that will need service.

Maintenance While the Dry Type Transformer Is De-energized:

For testing the transformer, de-energize the transformer to begin inspection and maintenance.

1. First, clean any dust or dirt from the cooling fans and windings. Use either a vacuum or compressed air to avoid directly touching the components. Ideally, use both methods. Start by vacuuming off the parts followed by spraying them with compressed air that has a pressure of no more than 20 to 25 psi. Only use dry compressed air. Avoid using chemical cleaners to protect the surfaces of the transformer from damage.
2. Second, tighten all accessible hardware and replace any loose insulation or parts. Doing this prevents screws or nuts from working loose during regular operation.
3. Lastly, if you need to remove dust from your fan blades or transformer windings regularly, install filters at the bottom ventilation ports. These filters should protect the inner components from dust accumulation, which can reduce the lifespan and efficiency of the transformer.

Checking Dry Type Transformers for Potential Problems or Defects:

While cleaning the transformer, look for rust on the clamps and/or core steel, any carbonization or tracking on the windings and/or insulation. Examine the insulation and surfaces for discoloration, which could be a sign of overheating or a loose connection. If you can tighten the hardware components, do so. Otherwise, you should contact a professional to evaluate and repair the transformer.

Tests to Conduct for Routine Maintenance of Dry Type Transformer:

During routine maintenance, you must conduct several tests of the transformer in addition to the inspection. These tests verify the operation of the unit and can find issues that do not produce visual defects.

1. **Transformer Turns Ratio Test:** You do not need to do a Transformer Turns Ratio (TTR) Test unless you think the system has electrical problems. For instance, if you notice signs of discoloration during your inspection, electrical issues could be at fault, and you would need to do a TTR. For accuracy of this test and safety to your personnel, do not do a TTR test yourself. Instead, contact a professional who has access to the latest testing equipment for this service. An expert will have the tools and protective gear needed to run this test correctly and safely.

2. **2. Dielectric Absorption Test:** For a dielectric absorption test, conduct it for 10 minutes from windings to windings as well as the winding to the ground. This test uses measurements at 10 minutes and one minute and divides them in a ratio, the Polarization Index (PI) ratio. To be acceptable, the PI should be greater than 2.0.

Preventive Maintenance Checklist for Dry Type Transformer

Use the following as a checklist for maintenance of dry type transformer:

- De-energize the transformer before continuing with cleaning and repairs.
- Check the system for dust or dirt.
- Vacuum and blow out the dust or dirt with compressed air.
- Look for discoloration on insulation or parts that could indicate an electrical problem.
- Tighten accessible hardware.
- Install filters at bottom vent ports. Replace often so you don't restrict inflow of air.
- Re-energize the system to conduct required tests under load.
- Hire a professional to conduct a TTR test if you suspect electrical problems.
- Conduct a Dielectric Absorption Test.

SCHEDULE - 1		
LIST OF ELECTRICAL EQUIPMENT TO BE MAINTAINED		
Sl. No.	Description of Equipments	Qty
1	Vacuum Circuit Breaker (800 A)	1 No.
2	Dry Type Transformer (200 KVA)	1 No.
3	L.T.Cubical Panel (i/c 630 A ACB)	1 No.
4	Capacitor Panel (30 KVAR)	1 No.
5	4 Way Distribution Board,TPN MCB DB	2 Nos.
6	4 Way Distribution Board,SPN MCB DB	5 Nos.
7	Point Wiring	90 Nos.
8	Plug on Board	16 Nos.
9	5 Amp Plug	3 Nos.
10	16 A Socket Out let with 16 A Piano Type Switch	10 Nos.
11	1 X 28 W FTL T-5 Light Fixtuure	47 Nos.
12	2 X 28 W FTL T-5 Light Fixtuure	17 Nos.

13	Mirror Optic Light Fixtuure	1 No.
14	Ceiling Fans 1200 mm	13 Nos.
15	Exhust Fan 300 mm	3 Nos.
16	Exhust Fan 450 mm	8 Nos.
17	Control Panel for Furnace cum Pollution Control including Control Console	2 Nos.
18	Body Charging Trolley along with guide rail for Coffin Charging Trolley Carriage	2 Nos.
19	Out Door Type Lighting Distribution Panel Board	5 Nos.
20	Integral CFL Bollards	17 Nos.
21	Decorative Pole with Post Top Lantern (1 X CDMTT-150 W)	14 Nos.
22	Sodium Vapour Fitting	6 Nos.
23	3 HP Submersible Water Pump Set	1 Nos.
24	400 A,415 V,TPN SDF Main Switch	1 No.
25	400 A,415 V,4P On-Load Change Over Switch	1 No.
26	Earthing	16 Sets.
27	16 Mtr.High Mast with LED Flood Lights	2 Nos.

Items shown above will be operated in case of breakdown, as & when required. Bidder shall note that, it is not binding on SJDA to purchase these items, if not required.

2. Terms & Conditions

1. The contract is for the work of Annual Non Comprehensive Maintenance" of Electric Crematorium furnaces and generators.
2. The successful bidder shall provide monthly Non-comprehensive maintenance of the electric crematorium furnace and generator
3. The periodic 'Service Report' shall be submitted to this office.
4. The successful bidder shall attend the breakdown calls & carryout the Minor repairs immediately & put the unit in working condition.
5. The contractor should have inventories and spares parts in stock and make it available in priority basis whenever it required. The work of replacement of spares from the approved list of spares shall be completed by the contractor within a period of 7 days from the date of intimation of breakdown/issue of Purchase Order failing which a penalty of Rs.2000 per day shall be imposed. The charges for replacement of spare parts shall be paid separately to the contractor as per the lowest rates received. Before using such Spares/material for repairs/servicing, the successful bidder shall inform to department engineer for their materials approval.
6. Payments for the maintenance services will be made quarterly and for major breakdown repairs will be made within 30 day from the date of submission of bills along with its service reports.
7. Tender will be evaluated by totalling overall the lowest rates quoted by contractor. However the successful bidder shall carry out the work of replacement of spares based on the lowest of the offers for spares received.
8. The bidder should have their Maintenance cell in Siliguri, well equipped with trained manpower, tools, tackles to provide prompt services as & when required at site.
9. The tenderer shall quote the spare parts rates including of all taxes. The time to time rate of change of GST applicable for the supply of spare parts will be borne by the bidder.
10. Materials are all supplies, including consumables, used by the Contractor for incorporation in the Works and works of routine maintenance.

11. Plant is any integral part of the Works that shall have a mechanical, electrical, electronic, chemical, or biological function.
12. Personnel: The Contractor shall employ for the routine maintenance the key personnel including technical personnel (Diploma on Electro-Mechanical) or other personnel approved by the SJDA. The SJDA will approve any proposed replacement of technical personnel only if their relevant qualifications are satisfactory
13. The Contractor's personnel shall appropriately be qualified, skilled and experienced in their respective trades or occupations. The SJDA shall have authority to remove, or cause to be removed, any person employed on the site or works, who carries out duties incompetently or negligently and persists in any conduct which is prejudicial to safety, health or the protection of the environment.
14. If SJDA asks the Contractor to remove a person who is a member of the Contractor's staff or work force, stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the Works in the Contract.

3. Contractor's Risks

a. All risks of loss of or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the Contract are the responsibility of the Contractor..

4. Site Investigation Reports

The Contractor, in preparing the Bid, may rely, at his own risk, on any Site Investigation Reports before submitting the bid.

General Conditions:

1. All the relevant personal protection equipment like safety helmets, safety belt, HT hand gloves, safety shoes etc. should be used by the work men while at work and the expenses should be borne by the contractor.
2. All the appropriate and relevant safety measures stipulated under the factory act 1948 and the IE rules made there under should be complied with by contractor and his workmen.
3. The contractor should arrange his own portable fire extinguisher of relevant type and adequate capacity at his own cost for all the works executed by them at work site.
4. The contractor shall not allow his workmen to wear loose garments like lungies, dhoties etc and smoke cigarette, beedies etc. while at work inside the power house premises. The contractor shall ensure that his workmen to wear tight full or half pant while at work inside the power house premises.
5. No workmen below the completed age of 18 years should be engaged by the contractor for any works inside work premises and no women workers should be allowed to work in night hours inside work premises except between 6 AM to 5 PM.
6. For any safety violation and non-compliance of the statutory acts and rules prescribed respectively under the factory act 1948 and IE rules as amended up to date, the contractor is liable for the imposition of penalty up to Rs. 5000/- (Rupees five thousand only) per spell as decided by the Authority depending upon the severity of the violation.
7. Wearing of safety belts while working at higher elevation.
8. Working platforms for works at intricate and higher elevation should be borne by the contractor.
9. Minimum of two or more persons for any work.
10. Proper supervision by the competent supervisors.

11. Workmen insurance should be taken by the contractor for all the labours.
12. Minimum tools & plants required for maintenance will be provided by the contractor.

Chief Executive Officer

Siliguri Jalpaiguri Development Authority

Proforma A

FORMAT OF BANK SOLVENCY CERTIFICATE

No

Dated

To

The Chief Executive Officer,

Siliguri Jalpaiguri Development Authority.

This is to state that to the best of our knowledge and information, Mr./Ms./ M/s_____ a customer of our bank is respectable and can be treated as good up to sum of Rs 8,00,000/- (Rupees eight lakhs) and has the financial capacity to participate in the tenders of amount of upto Rs. 8,00,000/- (Rupees eight lakhs) . It is clarified that this information is furnished not as guarantor or otherwise. This certificate is issued at the specific request of the customer and ascertaining his financial capacity.

This certificate is valid for the period from _____to _____

Place

Date

Signature of Bank Manager