



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/ADMIN/F/SUB-STATION/2023/07/1204

Date: 14-07-2023

NOTICE INVITING QUOTATION

Sealed quotations, affixed with non refundable Court fee stamp of Rs. 8.25 (Rupees Eight and Twenty-Five paise) only, are hereby invited from reputed firms/agencies/individuals for **Operation and Maintenance of Sub-Station: w.e.f. 01-09-2023 to 31-08-2024** at the National Law University and Judicial Academy, Assam as per the details and terms & conditions given below, which will be received at the office of the Registrar, NLUJA, Assam during office hours up to **01:00 p.m.** on or before **31-07-2023** and will be opened on the same day at **01:30 p.m.** The firms/agencies/ or their authorized agents may remain present at the time of opening of the quotations.

WORK DETAILS:

Sl. No.	Item Description
1	Operation and Maintenance of 2 MVA, 33/0.433 KVA Sub-station and its ancillaries along with the 500 KVA DG Set at National Law University and Judicial Academy, Assam

SCOPE OF WORK:

1. Round the clock operation of the 33/0.433 KV sub-station during power cut and any other purpose.
2. Daily checking of the batteries of the DG Set and to be recorded in the daily checking register.
3. Daily checking of lubricating oil, coolant etc. and recorded in the daily checking register.
4. Monthly maintenance of 33 KV VCB panel 2000 KV compact substation, auto synchronizing of panels, HT panel and LT panels.
5. The contractor has to co-ordinate with Authorised Service Centre of the Manufacturer for overall checking of engine. Alternator and any spare parts, if required, will have to be brought by the contractor on approval of the Controlling Officer from the Authorised Service Centre of the manufacturer and thereafter will be reimbursed by the University based on Cash Memo, Bill etc. All the items brought by the Contractor should be entered in the register maintained for the purpose.
6. Checking of electrical panel and conductors on regular basis and recorded in the daily checking register.
7. Change of lubricating oil, filters etc. after specified running hours as per manufacturer's guidelines on approval of the Controlling Officer of the University.
8. Maintaining logbook and daily checking register for DG set: load on DG set, voltmeter, ammeter readings, fuel/lubricating oil filling, start and off time records etc. are to be maintained in the logbook properly, duly signed by the operator on duty. Daily checking register must be maintained for the purpose mentioned above and duly signed by the operator on duty. Logbook as well as daily checking register must be countersigned by the Controlling Officer of the University.
9. Preventive maintenance should also be carried out to minimize breakdowns to achieve maximum economy and efficiency.



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

10. The contractor's authorized person should attend the breakdown calls immediately, as and when required on urgent basis and should have to be acknowledged by signing the field service report/ card and all the expenses shall be borne by the contractor.
11. At the end of the contract period the service provider will have to handover the plant & equipment of the electrical system to the University in good running condition.
12. The contractor has to compensate the University for any loss or damages, which might occur due to negligence and mishandling of any property, materials, goods etc. of University by Contactor's workforce/operators.
13. If any additional High skilled, Skilled, Semi-skilled Electrician or Supervisor or Operator is required for maintenance purpose in terms of the contract, the contractor should engage them at his/her own expenses.

TERMS AND CONDITIONS:


1. The rates should be quoted per month basis against the work/items/articles and should be inclusive of GST/taxes applicable at any point of time.
2. The sealed envelope should bear the following 'superscription' on the top: "The Registrar, National Law University and Judicial Academy, Assam".
3. The Quotationer/Tenderer will have to deposit Earnest Money of Rs. 50,000/- in the form of Demand Draft in favour of Registrar, National Law University and Judicial Academy, Assam. The EMDs will be released after finalization of bid selection process. However, EMD in respect of the successful bidder will be retained as Security Deposit till completion of contract period.
4. **Each Firm must have GST registration, Trade License, PAN Card, Electrical Contractor License, Labour License, EPF & ESI Registration Certificate, DIC Registration Certificate, Income Tax Clearance Certificate, Experience details etc. A copy of the same must be submitted along with the Quotation/Tender.**
5. The contractor shall also supply the requisite number of workers with means and materials as well as tools, spares, appliances, machines, implements, vehicles for transportation etc. required for proper execution of work.
6. In the event of any breach of the terms and conditions by the contractor, National Law University and Judicial Academy, Assam will have full power to adopt any course of action as the same may deem fit and appropriate to the interest of the National Law University and Judicial Academy, Assam which may include penalty.
7. The contractor shall be responsible for fulfilling the requirement of all the statutory provisions of Minimum Wages Act, Employees Provident Fund Act, ESIC Act, and all other labour and industrial enactments at her/his own cost and risk in respect of all the staff employed by the same.
8. Wages for workers engaged by the contractor shall be paid at the minimum wages rate applicable to the category (skilled and unskilled) and shall be revised from time to time as applicable in accordance with the Govt. of Assam circular/notifications.
9. Contractor shall ensure payment of wages at par with the existing Minimum Wages and disburse the salary/wages to her/his employees as per Minimum wages Act, latest by 8th of every month.
10. Payment will be made on monthly basis. The Contractor will submit monthly bill on or before 1st day of each month along with the following documents:
 - (a) Documentary proof of having paid wages to the employees.
 - (b) Documentary proof of having paid **EPF** and **ESI** contribution of the employees.
 - (c) Attendance sheet duly signed by the Officer-in-Charge, NLUJA, Assam.



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

11. Prospective bidders should have their registered office at Kamrup/Kamrup (Metro).
12. This contract may be renewed based on satisfactory performance of the contractor.
13. The contractor will be responsible for the safety of the human resource engaged and should not deploy any minor to work.
14. It is to be clearly understood by the contractor that the contract is purely a commercial engagement and is not an employment. There will be no employer employee relationship between National Law University and Judicial Academy, Assam and the contractor's employees. Immediately on termination of this contract, the contractor shall be obliged to withdraw all employees from the said premises of work.
15. The contractor shall be liable for any damage or compensation payable in accordance with the law in respect or in consequences of any accident or injury to any workmen or other person in their employment as per the provision of the Workmen Compensation Act.
16. The Contractor shall also arrange for **police verification report** of all the employees to be deployed by the same and submit such verification report to NLUJA, Assam. No person having adverse antecedents should be permitted to be deployed.
17. There should be no case pending with the police/court of law against the Proprietor/ Firm / partner or the Company (Agency).
18. The bidder shall have minimum 03 (three) years experience of providing Operation and Maintenance of Sub-Station Services in Academic Institutions/Govt. organizations.
19. Any firm/agency/individuals indulging in any malpractice or adopting any unfair means will be barred for any work with the University.
20. Past records of the firms/suppliers/contractors will be duly considered while awarding the work.
21. Selection criteria may include any other condition deemed to be just, fit and proper at that point of time.



Registrar (I/C)

Memo No: NLUJAA/ADMIN/F/SUB-STATION/2023/07/1205-1210

Date: 14-07-2023

Copy to:

1. Finance Officer I/C for information.
2. System Administrator, NLUJA, Assam with a request to upload in the University website.
3. Asst. Engineer for information and necessary action.
4. P.S. to VC for kind appraisal of the Hon'ble Vice-Chancellor
5. Notice Board
6. Office File


Registrar (I/C)

Price Bid (on letter head)

To be filled by the Bidder:

Sl. No.	Items Description	Rate per month including GST/Taxes
1	Operation and Maintenance of 2 MVA, 33/0.433 KVA Sub-station and its ancillaries along with the 500 KVA DG Set at National Law University and Judicial Academy, Assam	

NB: Quoted rate should be inclusive of GST/Taxes, Contribution of EPF, ESI etc. and any other allowances.

Seal & Sign of Firm/Agency/Individuals