

Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण | |
|---|--|
| Bid End Date/Time/बिड बंद होने की तारीख/समय | 19-06-2025 16:00:00 |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय | 19-06-2025 16:30:00 |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से) | 120 (Days) |
| Ministry/State Name/मंत्रालय/राज्य का नाम | Ministry Of Finance |
| Department Name/विभाग का नाम | Department Of Economic Affairs |
| Organisation Name/संगठन का नाम | Security Printing And Minting Corporation Of India Limited (spmci) |
| Office Name/कार्यालय का नाम | Janpath |
| क्रेता ईमेल/Buyer Email | buyer1.spmci.wb@gembuyer.in |
| Item Category/मद केटेगरी | Operation and Maintenance Of Electrical Systems/Electrical Installations - Manpower and Services for O&M of 132/33 KV Substation, PM5 and NPP at SPM, Narmadapuram |
| Contract Period/अनुबंध अवधि | 1 Year(s) |
| Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) | 24 Lakh (s) |
| Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष | 5 Year (s) |
| Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है | Yes |
| MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है | Yes |
| Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है | Yes |

| Bid Details/बिड विवरण | |
|---|--|
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़ | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| Do you want to show documents uploaded by bidders to all bidders participated in bid?/ | No |
| Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया | Yes |
| RA Qualification Rule | H1-Highest Priced Bid Elimination |
| Type of Bid/बिड का प्रकार | Two Packet Bid |
| Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय | 7 Days |
| Estimated Bid Value/अनुमानित बिड मूल्य | 6117760.69 |
| Evaluation Method/मूल्यांकन पद्धति | Total value wise evaluation |
| Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है | Yes |
| Arbitration Clause | No |
| Mediation Clause | No |

EMD Detail/ईएमडी विवरण

| | |
|-----------------------------|---------------|
| Advisory Bank/एडवाइजरी बैंक | Indusind bank |
| EMD Amount/ईएमडी राशि | 122000 |

ePBG Detail/ईपीबीजी विवरण

| | |
|--|---------------|
| Advisory Bank/एडवाइजरी बैंक | Indusind bank |
| ePBG Percentage(%) / ईपीबीजी प्रतिशत (%) | 5.00 |
| Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने). | 14 |

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के

दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Chief General Manager
Security paper Mill, Narmadapuram
(Chief General Manager)

MII Compliance/एमआईआई अनुपालन

| | |
|-------------------------------|-----|
| MII Compliance/एमआईआई अनुपालन | Yes |
|-------------------------------|-----|

MSE Purchase Preference/एमएसई खरीद वरीयता

| | |
|---|-----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | Yes |
|---|-----|

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM_No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services

over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

8. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :

Price Schedule (for Financial Bid) - [1747734862.xlsx](#)

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Additional Compliance Documents required by buyer:The firm should have Class A Contractor License issued by Electrical Regulatory Authority, Govt. of Madhya Pradesh.

Firms having Class A Contractor License from other State/UT should endorse their electrical license from Electrical Regulatory Authority, Govt. of Madhya Pradesh.

Please upload scope of work:[1747735852.pdf](#)

Operation And Maintenance Of Electrical Systems/Electrical Installations - Manpower And Services For O&M Of 132/33 KV Substation, PM5 And NPP At SPM, Narmadapuram (1)

Technical Specifications/तकनीकी विशिष्टियाँ

| Specification | Values |
|---|---|
| Core | |
| Operation And Maintenance Service Is Required For | Manpower and Services for O&M of 132/33 KV Substation, PM5 and NPP at SPM, Narmadapuram |
| Type of Annual Maintenance Service Provider required | Manpower and Services for O&M |
| Status/condition of equipment/machine/system (At the time of bid) | Functional but outside AMC and Warranty |
| Cost of consumable/Material | Consumable to be provided by the buyer |
| Cost of spare parts | Spare parts to be provided by the buyer |
| Addon(s)/एडऑन | |
| Additional Details/अतिरिक्त विवरण | |
| Duty hours of dedicated mangerial/supervisory staff | 8 |

| Specification | Values |
|---|--------|
| Number of dedicated skilled manpower required | 9 |
| Number of dedicated unskilled manpower required | 6 |
| Duty hours of dedicated unskilled manpower | 8 |
| Working days in a week for unskilled manpower | 6 |
| Working days in a week for semi-skilled manpower | NA |
| Duty hours of dedicated semi-skilled manpower | NA |
| Number of dedicated semi-skilled manpower required | NA |
| Working days in a week for skilled manpower | 6 |
| Duty hours of dedicated skilled manpower | 8 |
| Working days in a week for managerial/supervisory staff | 6 |
| Number of Dedicated managerial/supervisory staff required | 1 |

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

| S.No./क्र. सं. | Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी | Address/पता | Quantity(Please select 1 in case operation and maintenance service is required for complete system, otherwise mention actual quantity for each line item) | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|--|-------------|---|--|
| | | | | |

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता | Quantity(Please select 1 in case operation and maintenance service is required for complete system, otherwise mention actual quantity for each line item) | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|---|---|---|---|
| 1 | Amlesh Kumar | 461005,Security Paper Mill ,Narmadapuram , Madhya Pradesh | 1 | <ul style="list-style-type: none"> Number of months for which Operations & Maintenance service is required during contract period : 12 |

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

Scope of Work

Hiring of Manpower (Electrical) and Services for Operation and Maintenance of 132/33 KV substation, PM#5 and NPP at SPM, Narmadapuram.

Employment of Labour

1. The contractor shall comply with the requirement of statutory provisions and shall be solely responsible for fulfillment of all legal obligations under Contract Labour (reg. & abolition) Act, Inter State Migrant Workmen Registration of Employment and condition of Service Act, payment of Wages Act., Minimum Wages Act, Workmen's Compensation act, Employee's Provident Fund & and all other Industrial/Labour enactments and Rules made there under as applicable from time to time.

2. In case Owner incurs any liability towards payment of any dues, compensation, cost of any other liability of any kind whatsoever, due to non-fulfillment of statutory provisions under any industrial/Labour laws by the contractor, the same shall be made good by the contractor and Owner shall have full right to recover and claim the same against

the contractor from his outstanding bills or otherwise. No Labour to stay at site.

3. All contractors' employees shall wear safety shoes, helmet, goggles, hand gloves, nose masks and any other required personal protection equipment such as identification marks as may be provided by contractor on work site and duly approved by Owner. General conditions for working The contractor shall keep his work spot, site office and

Surroundings neat, clean and tidy. It should be free from dust, rubbish, scrap, surplus materials and unwanted tools and equipment. All scaffolding and temporary structure, including the tools and equipment shall be removed as soon as the job for which they are intended are completed. All equipment and material to be taken inside the sub-station /Building shall be cleaned thoroughly before taking them inside. SPM has right to stop the work, if the contractor fails

to improve upon the cleanliness after having been notified. SPM will have the right to withdraw the work-permit for any of the workmen for reasons of misconduct, incompetence in work, violation of safety and fire rules, negligence on duty etc.,

The knowledge/Information about availability of manpower on a daily basis shall be responsible of contractor or himself. The contractor should ensure availability through his representative throughout the contract period who shall be responsible for manpower availability and their record keeping The

contractor shall deploy persons as detailed below

i. Electrician (Skilled): Having Certificate in Electrician/Wireman trade issued by ITI/Local authorities/Govt. of India and with minimum 3 years' experience in the relevant field. ii. Helpers (Un-skilled): Minimum of 2 years' experience in this field.

Ensuring round the clock availability of persons in all shifts on 24 X 7 basis FOR 132KV SUBSTATION.

1. 1 Electrician and 1 Helper in all 3 shift and one electrician

in general shift and 1 reliever have to be deployed.

(4 Electrician and 3 helpers per day) AT 132kv SUBSTATION technically capable for the scope of work mentioned below.

2. 5 ELECTRICIAN AND 3 HELPERS PER DAY to be deployed for PM5 and NPP electrical work technically capable for the scope mentioned below

3. Thus total 16 workmen have to be ensured by contractor (10 electrician and 6 helper) , so that 15 persons per day must be deployed (Also 1 leave reliever to be kept by the contractor).

4. One Supervisor having Diploma and experience of HT work of 2 years have to be deployed for overall supervision of electrical maintenance work. All the instructions regarding execution of work shall be given to supervisor, who will execute the work on behalf of SPM.

Scope of the work for operation of 132KV substation

The scope of work:

Operation of 132 kV Substation.

The Operation envisage all the required tasks to ensure

- a) Maximum system availability.
- b) Most efficient, effective and optimum usage of electrical system.
- c) Enhance the life expectancy of equipment's.
- d) Regular operation of equipment's.
- e) Compliance of safety rules and regulations.
- f) Assistance in Preventive maintenance / scheduled maintenance.
- g) Assistance in Break down maintenance.

h) Maintaining uninterrupted power supply.

i) Maintenance of proper records of operation and maintenance (Log book, Registers,).

I. Operation of Sub-stations.

a) Switching ON and Switching OFF of 132kV, 33kV Circuit Breakers, Isolators, 132kV incoming and outgoing

Breakers, HT Panels, Yard Lights etc. as and when required according to load requirements and instructions from

SPM. b) 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.

c) Maintaining records of power failures with reasons.

d) Observing the yard and control room continuously and reporting any problem or faults to the SPM which require

major / minor improvements/repairs.

e) Maintaining system handing over and taking over charge sheets.

f) Maintaining records of maintenance.

g) With prior intimation to SPM ,Changing the taps of transformers as and when required.

h) Attending the faults and restoration of the power supply without delay.

i) Follow permit system (Line Clearance) and maintain a permit book to facilitate system maintenance without accident / mishaps. Providing assistance in preventive maintenance such as maintenance of defective insulators, lightning arrestors, cables, transformers, Isolators, Breakers, control room wiring etc., Contractor has to maintain a check list for preventive maintenance & upkeep the system accordingly. However contractor has to prepare a detailed check list covering all the required items and submit for Engineering Officer Cum Officer In-charge approval before being implemented. The Operation of 132/33 kV Switchyard, 13/33KV Outdoor Sub Station, HT < Switch Gear and Distribution Systems involves deployment of right persons as mentioned above for operation and these persons would be responsible for the work contracted for this purpose. The main jobs will include:

a. Routine Surveillance of 132/33 kV Switch Yard, indoor / outdoor equipment's like Control Relay Panels, Station Metering Panel, Switchyard Control Panel, AC& DC Distribution Boards.

b. Routine Surveillance of 132/33 kV Switch Yard Outdoor equipment's such as Power Transformers, SF6/Vacuum Circuit Breakers and their respective Field Control Panels, Isolators and their Respective Field Control Panels, Air Compressors, CTs, VTs, LAs etc., Distribution Transformers and all Indoor HT Boards and LT Distribution System.

c. Routine/Monthly maintenance of 132/33 kV over head line/underground cables by trimming the tree branches below the lines.

d. Filling up of Approved Data Sheets for the different Indoor & Outdoor equipment's of 132/33 kV Switch Yard, raising deficiency reports and communicating to SPM.

e. Recording all tripping of breakers and other events that occur in the order of sequence with the time of occurrence correctly and record them in Log Book.

f. Carrying out operations correctly and accurately and recording the same in the relevant Log Books.

g. Strictly following operating instructions given by the SPM.

h. Observing all safety precautions and ensure safety to men and material and the equipment during the contract period.

i. Attending to all emergencies which may arise during the contract period such as equipment failures, fire accidents, etc., shall get acquainted with the operations of all equipment's covered under the contract.

- j. Attending to all Telephone calls and issue receipt message promptly.
- k. Preparing daily reports and periodic returns in the prescribed format in duplicate and submit to the concerned SPM.
- l. Assuming responsibility for the equipment & other materials kept at the Sub- station area.
- m. Assuming responsibility for any damages that occur due to mal-operation of equipment and shall make good the loss suffered by SPM.
- n. To be alert and attending to all operations and events promptly without any delay.
- o. Updating of interruptions Register, Call register, Data Book. Apart from the above, the contractor shall carry out the checks in the document during the contract period daily.

TECHNICAL AND GENERAL SPECIFICATIONS

1. TOOLS & TACKLES:

All tools and tackles required for the safe and satisfactory operation and maintenance including preventive and break down maintenance of the substation and related equipment will be provided by SPM. The careful maintenance and management of these tools will be the responsibility of the agency.

2. OPERATIONS: Hourly:

- 1. Taking readings of all meters installed at control panels, ACDB, DCDB, Battery Charger etc.
- 2. Air and Gas pressures of Gas circuit breakers.
- 3. Oil & Winding temperatures of Transformers.
- 4. Taking the reading of surge arrestor counters of Lightning Arrestors,
- 5. Checking any sparking or flash over / hotspots in the substation.

Daily:

- 1. Checking the operation of compressors of Circuit breaker.
- 2. Visual inspection of Isolators contacts for proper position.
- 3. Checking oil levels of all bushings, Main & OLTC Conservator, CTs and PTs, etc.
- 4. Checking oil leakages if any for Transformers, CTs & PTs & taking appropriate action for its timely repair.
- 5. Checking air / gas/ oil leakages if any for Circuit Breakers
- 6. Checking the condition of Silica gel.
- 7. Checking of Battery & Charger DC voltage.
- 8. Cleaning of premises, Control relay panels etc.
- 9. Maintaining log books and daily check list.
- 10. Grass removal from yard and surroundings of the substation
- 11. Checking Deposition of dust and dirt on Insulators.
- 12. Checking Locks and doors of substation are in good condition.
- 13. Checking no leaks have developed in the roof. Ventilating systems.
- 14. Checking the heating systems are working normally.
- 15. Checking the prescribed safety aids are in place and in good order.
- 16. Checking the earthing connections for proper connectivity.

17. Checking the packing of cables entering and leaving the trenches or tunnels within the premises is intact.
18. Checking the ventilating louvers is not damaged.
19. Checking the access roads to the oil filled devices is not obstructed.
20. Draining the air / moisture from air conservators of circuit breakers.
21. Trouble shooting and repair of Electrical circuits components in case of any abnormal conditions.
22. Checking Yard and control room lighting.

Weekly:

1. Checking Yard and control room lighting circuit.
2. Checking of individual battery voltage, liquid level, specific gravity, contacts, applying of petroleum jelly, etc.

Monthly:

1. Checking Auto/ Manual operations of OLTC.
2. Checking earthing points and their contact tightness wherever required.
3. Checking and sealing of cable entry holes.
4. Preparation of monthly checklist and events log for the month.

Events:

1. Logging auto / manual operations of OLTC.
2. Logging the breakdown events with relay indications etc.
3. Logging shut down events, log of operations during shut down period.
4. Logging of on /off of feeders in the 132kV, 33kV distribution system.
5. Maintaining visitor registers along with their comments and details of their visits.

3. MAINTENANCE

This Maintenance scope of contractor in this tender is limited to minor issues like maintenance of power factor, wiring of control panel, RTCC, transformer marshalling box and fan circuit, lighting of control room, street light, high mast and other LT supply. However attendant of substation are expected to provide assistance during major maintenance activities (to be carried out separately by SPM) like repair, replacement, breakdown maintenance overhauling of 132 KV Transformer, 132 KV and 33 KV CT, PT, LA and Isolator, 132 SF6 breaker, 33 KV VCB, FCB charger, UPS, DG set and 132KV and 33 KV Relay panel etc.

A. Transformers:

Hourly:

- a) Check oil & winding temperatures, check for abnormalities & recording them.
- b) Observe and record Load (amperes) and Voltage. Check against rated figure.
- c) Visual check for overheating if any at terminal connections (Red hots) and observation for any unusual internal noise. This check is must in each shift.

Daily:

- a) Observation of oil levels in (i) main conservator tank (ii) OLTC conservator (iii) bushings and examining for oil leaks if any from the transformer.
- b) Checking the colour of silica gel in the breather and also oil level of the oil seal. If silica gel colour changes from blue to pink by 50% the silica gel is to be reconditioned or replaced.

c) Visual check of explosion vent diaphragm for any cracks.

Monthly:

a) Physical examination of diaphragm of vent pipe for any cracks.

b) Cleaning of bushings, inspect for any cracks or chippings of the porcelain and checking of tightness of clamps and jumpers.

c) Measurement of IR values of transformer with suitable megger according to the rating of the transformer .

Recording of the values specifying the temperature at which measurements are taken

d) Cleaning of Silica gel breather.

e) Checking of temperature alarms by shorting contacts by operating the knob.

Quarterly:

a) Testing of main tank oil for BDV. b) Testing of OLTC oil for BDV.

b) Checking of all connections on the transformer for tightness such as bushings, tank earth connection.

B. Circuit Breakers:

Hourly:

a) Check Air and Gas pressure.

Daily:

a) Check the operation of compressors /motors. Check timing and sound.

b) Check gas density in each shift.

Monthly:

a) Air cleaning with blower.

b) Cleaning of circuit breaker body and bushings.

c) Auxiliary contacts cleaning.

d) Tightening of nuts and bolts.

e) Checking breaker Operation (Local/Remote operation).

f) Check anti-condensation protection.

g) Check of motor control

h) Checking and sealing of cable entry holes.

C. Lightning Arrestors

Daily :

a) Checking the readings of surge arrestor counters.

Monthly:

a) Cleaning of porcelains Insulators of LA.

Quarterly:

a) Removing of bird nests, if any.

b) Records of the number of operations of the Arrestor should be maintained and if more number of operations are seen then the same should be informed to the concerned authority.

D. Isolators

Daily:

a) Visual Inspection

Monthly:

a) Clean the porcelain insulators and inspection for cracks and chip off.

b) Check for tightness of nuts and bolts, drive tube locknuts, drive lever and phase coupling plan bolts etc.,

Quarterly:

a) Open the disconnecter and earthing switch and inspect the contacts. (Wipe the contact surface with solvent).

b) Check for contact surface coating/wearing.

E. Current Transformers

Daily:

a) Visual Check

b) Check for Oil leakage

Monthly:

a) Clean the porcelain insulators and inspect for cracks and chip off.

b) Secondary connection of the CT should be intact.

Daily:

a) Check Oil level and check for any leakage

b) Chattering sounds

Monthly:

a) Cleaning of Bushing

b) Checking for Oil level & topping up of oil if required

c) Checking of secondary fuse & fuse contacts.

Half yearly:

a) Check the I.R. value of each Voltage Transformer and keep records.

b) Check the Pressure Diaphragm. If the pressure diaphragm is defective, replace it with new one as per the

procedure explained in the instruction manual.

c) If the insulation resistance of the Voltage transformer is low it can be improved by oil filtration under vacuum.

d) Attending to oil leakage in the VT. If it is due to failure of gaskets, the gaskets need to be replaced (Gaskets

should be provided by the contractor)

G. Switch Yard

(All equipment including structures that are not covered elsewhere)

a) Checking the yard at periodic intervals and attend to any unusual observations, defects, sparks, loose contacts,

red hot spots and loose bolts and nuts etc., and informing the concerned authority. The records of operational

persons shall also be consulted for this purpose.

- b) Checking the earth resistance of earthing half-yearly.
- c) Checking the Protection and control circuit of each equipment monthly.
- d) Checking of operation and interlock of all equipments monthly.
- e) The premises should be kept neat and clean.

H. Control & Relay Panels:

Daily:

- a) Check for any tripping chattering in the electrical parts, abnormal noise, overheating in the panels.
- b) Check whether indication lamps, annunciator lights, bell, buzzers and hooter are working.
- c) Check all terminal cubicles for healthy contacts, minor repairs/services/cleaning etc.
- d) Observe the annunciation window, and there is any alarm then consults the concerned authority.
- e) Check panel for proper closing.
- f) Cleaning of relay cases of dirt etc.
- g) Cleaning the panels, relay covers, blowing dust from inner side of panels.
- h) Voltage of DC supply.
- i) Physical checks of all wiring & connections.

Monthly:

- a) Check for the proper working of all ammeters, voltmeters, relays, contactors malfunction etc.
- b) Clean the panels from inside with the help of the blower/ vacuum cleaners.
- c) Check all the cables for overheating, tightness of the glands, lugs & crimping.
- d) Check the fuse-link & fuse holders.
- e) Check the control wiring of the panel along with the controls for the proper functioning and tripping at the preset parameters.
- f) Tightening of all earthing connections.

Yearly:

- a) Check the operation of MCB, relays, Etc.,

Repairs:

- a) The following items can be replaced and made the circuit functional with MCB, Contactors, Cable termination with glands, relays, selector switch, indicating lamps, voltmeter, ammeter, fuse holders etc. (All material to be provided by SPM).

I. 415V Distribution System (Main DBs and DBs):

Daily:

- a) Visual inspection & proper doors closing.

b) Check whether indication lamps, selector switch, ammeter, MCBs etc are working.

Quarterly:

a) Check if all the panels are ingress protected.

b) Checking of termination of incoming and outgoing cables

c) Routing of cables for new loads if required (only flexible cables and indoor). d) At the time of adding new cable

proper tags and ferruling must be done.

e) Cleaning of the panel.

f) Checking and sealing of cable entry holes.

g) Tightening of all earthing connections.

Repairs:

If any component is found malfunctioning it has to be replaced. Material will be provided by SPM.

J. CABLE NETWORK:

Monthly:

a) Visual inspection of cables.

b) Checking all cable terminals & joins for overhauling /loose connections and tightening, terminating, rejoining, if

required termination will be done by the contractor and material will be provided by SPM.

c) Checking and recording of IR values of all cables with Megger of suitable range.

K. EARTHING SYSTEM:

Daily:

a) Watering and proper closing of earth pit chamber

Quarterly:

a) Checking of all earthing connections, joints and cleaning and tightening thereof.

b) Checking and recording of earth resistance of all points, pits and taking corrective action to improve it, if required.

c) Identification marking and updating the details of the indication board

L. METERS:

Yearly:

a) Checking of each meter (analog/digital) for its correct operation.

Quarterly:

a) Visual inspection and cleaning from outside.

M. ENERGY METERS:

1. Note down the energy meter reading as per scheduled time and monitor the power consumption.

2. Submit daily report /log books on power consumption.

SCOPE OF WORK FOR ELECTRICAL MAINTENANCE WORK IN PM5 AND NPP

General conditions for working

The contractor shall keep his work spot, site office and surroundings neat, clean and tidy. It should be free from dust, rubbish, scrap, surplus materials and unwanted tools and equipment.

SPM will have the right to withdraw the work-permit for any of the workmen for reasons of misconduct, incompetence in work, violation of safety and fire rules, negligence on duty etc.,

The knowledge/Information about availability of manpower on a daily basis shall be responsible of contract or himself. The contractor should ensure availability through his representative throughout the contract period who shall be responsible for manpower availability and their record keeping

The contractor shall deploy persons as detailed below

- i). Electrician (Skilled): Having Certificate in Electrician/Wireman trade issued by ITI/Local authorities/Govt. of India or diploma (Electrical) and with minimum 3 years experience in the relevant field.
- ii). Helpers (Un-skilled): Minimum 5th pass and must have minimum 3 years working experience in similar / relevant field

The scope of work:

The Maintenance envisage all the required tasks to ensure as per instruction of SPM engineers

- a) Maximum system availability.
- b) Most efficient, effective and optimum usage of electrical system.
- c) Enhance the life expectancy of equipments.
- d) Regular operation and maintenance of equipments.
- e) Compliance of safety rules and regulations.
- f) Break down maintenance in shift as well as in general shift.
- g) Maintaining uninterrupted power supply.
- h) Maintenance of proper records of operation and maintenance (Log book, Registers,).
- i) Switching ON and OFF of electrical panels
- l) Daily energy consumption reading
- m) Attending all emergencies which may arise during the contract period such as equipment failure fire accident etc.
- n) Follow permit system and maintaining of permit book to facilitated system maintenance without accident/mishap.

TOOLS AND TACKLES :

All tools and tackles required for safe and satisfactory maintenance including preventive and break down maintenance will be provided by SPM.

Safety shoes Helmets , dress with special codes like agencies name logo and other PPE will be scope of bidder. The careful maintenance and management of this tools will be the responsibility of the agency.

Eligibility criteria:

The firm should have class A contractor license issued by electrical regulatory authority government of Madhya Pradesh.

Firm having Class A contractor license from other state should endorse their electrical license from electrical regulatory government of Madhya Pradesh.

Safety Precautions

1. The Service provider shall observe all applicable regulations regarding safety on the buyer's premises.
2. The Service Provider shall ensure proper safety of all the workmen, materials, plant and equipment belonging to him or to Buyer or to others, working at the Buyer's premises.
3. The Service Provider shall not interfere or disturb electric fuses, wiring and other electrical equipment belonging to the Buyer or other Contractors under any circumstances, whatsoever, unless expressly permitted in writing by Buyer to handle such fuses, wiring or electrical equipment.
4. No electric cable in use by the Buyer will be disturbed without prior permission. No weight of any description will be imposed on any cable and no ladder or similar equipment will rest against or attached to it.
5. It is mandatory for the Service Provider to observe during the execution of the works, requirements of Safety Rules which would generally include but not limited to following:

14. Safety Rules

- (i) Each employee shall be provided with initial indoctrination regarding safety by the Service Provider, so as to enable him to conduct his work in a safe manner .
- (ii) No employee shall be given a new assignment of work unfamiliar to him without proper introduction as to the hazards incident thereto, both to himself and his fellow employees.
- (iii) Under no circumstances shall an employee hurry or take unnecessary chance when working under hazardous conditions.
- (iv) Employees must not leave naked fires unattended. Smoking shall not be permitted around fire prone areas.
- (v) Employees under the influence of any intoxicating beverage, even to the slightest degree shall not be permitted to remain at work.
- (vi) The employees when working around moving machinery must not be permitted to wear loose garments.
- (vii) Safety shoes are recommended when working in shops or places where materials or tools are likely to fall. Only experienced workers shall be permitted to go behind guard rails or to clean around energized or moving equipment.
- (viii) The employees must use the standard protection equipment intended for each job. Each piece of equipment shall be inspected before and after it is used.

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

List of Requirements

1. **Required Terms of Delivery:** FOR Security Paper Mill, Narmadapuram (duly unloaded)
2. **Destination:** Security Paper Mill, Narmadapuram, Madhya Pradesh – 461 005
3. **Payment Terms:** 100% on receipt and acceptance (suitability) of goods by the SPM, Narmadapuram and on production of all required documents by the supplier.
4. Bidder Should Quote Prices Inclusive of GST And All Cost Components Such As Packing & For

warding De tails, Freight & Insurance Charges upto Destination etc. on FOR Security Paper Mill, Narmadapuram (Madhya Pradesh), India basis only.

5. **Liquidated Damages (LD) Clause:** If the contractor fails to deliver the goods and/or services or any installment thereof within the Delivery Period, SPM Narmadapuram shall, without prejudice to other rights and remedies available to SPM, Narmadapuram under the contract, deduct from the contract price, as Liquidated damages, a sum equivalent to the rate of 0.5 Percent of the delivered price of the delayed goods and/or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed goods or services.

6. Warranty (as per clause no. 16 of GCC)

- 6.1. The supplier warrants that the goods supplied under the contract is new, unused, and incorporate all recent improvements in design and materials unless prescribed otherwise by SPMN in the contract. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials (except when the design adopted and / or the material used are as per SPMN's specifications) or workmanship or from any act or omission of the supplier, that may develop under normal use of the supplied goods under the conditions prevailing in India.
- 6.2. This warranty shall remain valid for twelve months after the goods or any portion thereof as the case may be, have been delivered to the final destination and installed and commissioned at the final destination and accepted by SPMCIL in terms of the contract or for fifteen months from the date of despatch from the supplier's premises for domestic goods (including goods already imported by the supplier under its own arrangement) or for eighteen months after the date of shipment from the port of loading in the source country for imported goods offered from abroad, whichever is earlier, unless specified otherwise in the SCC.
7. **Anti-Bribery Management System (ABMS):** By participating in this tender, the suppliers/Vendors/ Contractors are deemed to have undertaken that they shall not give or take, any financial or non-financial bribe, to or from anyone during the tender or during the execution of the contract thereafter and if they notice any such incident happening, they shall report it to Vigilance.
8. The terms and conditions, guidelines of SPMCIL Procurement Manual Version 3.0 will be applicable to this bid at any stage to avoid any conflict at later stage.

Kindly refer General Instructions to Tenderer (GIT) and General Conditions of Contract (GCC) of SPMCIL Procurement Manual Version 3.0 for additional terms and conditions as per the links given below:

GIT: <https://spmcil.com/uploaddocument/GIT3.0.pdf>

GCC: <https://spmcil.com/uploaddocument/GCC3.0.pdf>

9. **Arbitration, Dispute Resolution and Negotiation:** As per SPMCIL Procurement Manual Version 3.0
10. **GST Return:** Supplier should file the GST returns for outward supplies in time. SPM reserves the right to withhold the payment of further supplies till production of evidence of filing of Returns.
11. SPM (as Buyer) is liable to deduct TDS u/s 194Q @ applicable rate on goods purchases (if applicable). In case of deduction of TDS under section 194Q; the Supplier (Vendor) need not to charge TCS u/s 206C (1H) on invoicing on or after 01.07.2021.
12. Vendor has to submit declaration on their letter in specified format (refer Anx I of Buyer added Specific ATC) for the compliance of **Section 206AB** of Income Tax Act, 1961. In case of non-submission of declaration; TDS will be deducted at higher rates (as applicable) as per section 206AB.

13. **Blacklisting and Deviation:** Vendor has submit declaration on their letter head in specified format (refer Anx II of Buyer added Specific ATC) to the effect as mentioned in the declaration.
14. **Land Border Sharing:** Vendor has submit declaration on their letter head in specified format (refer Anx III of Buyer added Specific ATC) to the contained effect as mentioned in the declaration.
15. Bidder shall submit duly sealed & signed copy of Technical Specifications and/or Scope of Work as a token of acceptance of the same.
16. Price Schedule to be submitted as per attached Price Schedule under Financial Document.

Pre Qualification Criteria

1. Experience and Past Performance

The bidder should have experience of having successfully supplied the manpower services of Rs. 24.47 Lakhs, in any one of the last five years ending on '31.03.2024'

2. Capability: The bidder must have capability to provide the relevant services.

3. Financial Standing:

The average annual financial turnover of the bidder during the last three years, ending on '31.03.2024', should be at least Rs. 24.47 Lakhs as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/ Cost Accountant in India.

- i) The net worth of the Bidder should not be negative on '31.03.2024' and also
- ii) should not have eroded by more than 30% in the last three years, ending on '31.03.2024'.

Note 1: To ascertain this criteria net worth of initial and last financial year should be compared.

Note 2: For MSEs and Start-ups (registered for the tendered item) all financial criteria shall be exempted. However, its capacity and capability may be verified (if necessary).

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4. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

5. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Chief General Manager
payable at
Narmadapuram

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Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

6. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

Chief General Manager, Security Paper Mill, Narmadapuram
. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

7. Forms of EMD and PBG

Bidders can also submit the EMD with Banker's Cheque in favour of

Chief General Manager, Security Paper Mill, Narmadapuram
payable at
Narmadapuram

. Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

8. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

Chief General Manager, Security Paper Mill, Narmadapuram
Account No.
201003487038
IFSC Code
INDB0000449
Bank Name
IndusInd Bank
Branch address
Ground Floor, Sat Rasta, Main Road, Narmadapuram, 461001, MP

. Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

9. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

Chief General Manager, Security Paper Mill
payable at
Narmadapuram

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

10. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.

6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---