



PAWAN HANS LIMITED

(Western Region)

Type of Organization	: Service Provider (Aviation Industry)
Tender Title	: AMC for HT/LT Installation, CT/PT Transformer & Earth Pits
Tender Ref. No.	: PHL/WR/CE/HT/2021 dated. 19/03/2021
Tender Type	: Two Bid systems.
Type of Bidding	: Offline tender
Enter Location	: Pawan Hans Limited, Juhu Aerodrome, S.V. Road, Vile Parle (West), Mumbai - 400056
Tender Fee	: Rs. 590/-(Including GST)
EMD	: Rs. 8100/-
First Announcement Date	: 26/03/2021
Pre Bid Meet	: 29/03/2021
Tender submission start date	: 26/03/2021
Tender submission last date	: 15/04/2021 at 14:00 hrs.
Opening Date	: 15/04/2021 at 15:00 hrs.
For further information, contact	: Phone Nos.: 022 - 26261771/ 26261773
Address for communication	: Manager (Civil)), WR Pawan Hans Limited, Juhu Aerodrome, S.V. Road, Vile Parle (West), Mumbai - 400056

TENDER INVITING NOTICE

SECTION – I

I	Tender inviting officer, Authority, Designation and Address	MANAGER (CIVIL), Pawan Hans Ltd., WR Juhu Aerodrome, S.V. Road, Vile Parle (W), Mumbai-400056. Website: www.pawanhans.co.in www.tenderwizard.com/PAWANHANS
II	Name of the work:	AMC for HT/LT Installation, CT/PT Transformer & Earth Pits
III	Tender documents availability	Tender document can be obtained on our website www.pawanhans.co.in www.tenderwizard.com/PAWANHANS
IV	Date, time and place of Pre-Bid meeting	Date : 29/03/2021 Time : 1100 hrs. Place : MANAGER (CIVIL) (Civil) office, Pawan Hans Limited, Vile parle (W), Mumbai -400056.
V	Start date, time and place of submission of Tender	Date : 26/03/2021 Time : 1400 hrs. Place : MANAGER (CIVIL) Office, Pawan Hans Ltd., WR Juhu Aerodrome, S.V. Road, Vile Parle (W), Mumbai- 400056.
VI	Last date, time and Place of Tender submission	Date : 15/04/2021 Time : 1400 hrs. Place : Civil Engg. Dept. Office, PAWAN HANS LTD.,WR, Aerodrome, S.V. Road, Vile Parle (W), Mumbai - 400056.
VII	Date, time and Place of Tender opening	Date : 15/04/2021 Time : 1500 hrs. Place : Civil Engg. Dept. Office, PAWAN HANS LTD.,WR, Aerodrome, S.V. Road, Vile Parle (W), Mumbai - 400056.

1. TENDERING PROCESS

A: INTRODUCTION (Read carefully).

1. TENDERING PROCESS

The tenders are invited in a two bid system i.e. qualifying bid (technical bid including EMD & tender fee) and then the financial bid.

1. The tender form for Technical bids prescribed at Annexure –I (Attached) complete in all respect (Including EMD and Tender Fee) should be submitted in sealed cover superscribed – **“Technical Bid – AMC for HT/LT Installation, CT/PT Transformer & Earth Pits”**
2. The tender form for Financial bids prescribed at Annexure –II (Attached) complete in all respect should be submitted in sealed cover superscribed **“Financial Bid – AMC for HT/LT Installation, CT/PT Transformer & Earth Pits”**
3. **The above two sealed covers should be put together in one envelope** addressed to and superscribed as **“AMC for HT/LT Installation, CT/PT Transformer & Earth Pits)”**:

The Envelope should be dropped in the Tender Box kept at Civil Engg. Dept. Office in the above address latest by **13.00 hrs on 26/03/2021**. Incomplete bid documents will be rejected.

The Two bid tendering process comprise the following,

1. The technical bids will be opened in the first stage, at **15.00 hrs on 26/10/2021** and the same will be scrutinized and evaluated by the competent committee/authority with reference to parameters prescribed in the tender documents and the offers received from the tenderers.
- 2 In the second stage, the financial bids of only technically accepted offers (as decided in the first stage above) will be opened for further scrutiny, evaluation, ranking and placement of contract.

The financial bids of the eligible bidders will be opened only after intimating the date and time to bidder.

2. BID QUALIFICATION CRITERIA:

The bidder shall meet the following requirement for a successful bidder:

2.1 The bidder should have submitted copy of license of Electrical contractor issued by concern authority.

2.2 Experience of having successfully completed similar works such as **AMC for HT/LT Installation, CT/PT Transformer & Earth Pits** during the last 7 financial years **either** of the following :**(Counted from the last date of submission of tender)**.

a) 3 similar completed works costing not less than Rs.1.08 lac each.

OR

b) 2 similar completed works costing not less than Rs. 1.35 lac each.

OR

c) 1 similar completed work costing not less than Rs. 2.16 lac each.

Documentary proof for the above shall be submitted failure of which the offer may be disqualified.

2.3 Bidder should furnish copy of GST no. certificate

2.4 Minimum Annualized average annual Turnover during last three financial years should not be less than Rs 81 thousand **(The documentary proof for Average Annual turnover should be CA Certified copies)** i.e.(2019-20,2018-19,2017-18)

2.5 Firm registration copy

2.6 Pan card copy

3. BID REJECTION CRITERIA (BRQ):

The following shall form the basis for rejection of any bid and requirements must be adequately complied-with by the Bidder:

- (1) Bid submitted without Earnest Money Deposit (EMD) will summarily be rejected, prior to commencement of evaluation, including even not in the prescribed mode.
- (2) Bid submitted without Tender Fee will summarily be rejected, prior to commencement of evaluation, including even not in the prescribed mode.
- (3) The bids received after scheduled date and time by postal or other means will not be considered.
- (4) Non furnishing of required documents forming part of the Techno-Commercial Bids.

SECTION- II INSTRUCTIONS TO BIDDERS

1. INTRODUCTION

1.1 Definitions:

(a) "PHL" means the PHL, Mumbai.

(b) "Bidder" means any registered entity engaging in business such as a proprietorship, partnership, private concern or corporation who participates in this tender and submits its bid.

(c) "Supplier" means any registered entity engaging in business such as a proprietorship, partnership, private concern or corporation who supplying the goods under the contract.

(d) "Price" means the price payable to the Supplier under the purchase order for the full and proper performance of its contractual obligations.

Bidder must visit the site www.pawanhans.co.in & go through the said tender before submitting the tender.

The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. **Failure to furnish all information required as per the Bid documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.**

2. PREPARATION OF BIDS.

2.1. DOCUMENTS COMPRISING THE BID:

2.1.1 Clause by Clause compliance demonstrating substantive responsiveness to the terms & conditions along with tender document by signing and stamping on all the pages of the original bid document by authorized person (s) along with documentary proof as mentioned in eligibility conditions must be sent along with technical bid including tender fee & EMD.

2.1.2 The financial bid shall contain price schedule (Annex –II) with signature & stamp of authorized person.

Note: All the documents submitted (whether original or photocopy) in the bid must be legible & self attested.

3. BID PRICES:

- 3.1 **The bidder shall give the item wise percentage on prevailing CPWD DSR price inclusive of all levies and taxes.** The basic unit price of the price need to be individually indicated against the Price Schedule given in financial bid. The offer by the bidder shall be in Indian Rupees only. No foreign exchange will be made available by the PHL.
- 3.2 Prices indicated on the Price Schedule shall be entered in the following manner:
- (i) The price of the items shall be quoted total price (inclusive of all taxes and levies, transports, insurance etc) item wise.
 - (ii) The bidder shall quote only one price for each item. The price indicated by the bidder is firm and no modification in the price will be accepted.

4. EMD:

- 4.1 The bidders shall furnish EMD as part of this bid, a EMD of an amount **Rs. 8100.0/-** in the form of Demand Draft/ Banker Cheque drawn from any of the Nationalized /Scheduled Bank bank in favour of "PAWAN HANS LTD." payable at Mumbai. The EMD or Performance security will bear no interest whatsoever. The EMD & Tender fee should be sent through offline mode to Manager (CIVIL) Office, Pawan Hans Ltd., WR, Juhu Aerodrome, S.V. Road, Vile Parle (W), Mumbai- 400056
- 4.2 The bid security is required to protect the PHL against the risk of bidder's conduct, which would warrant the bid security's forfeiture.
- 4.3 A bid not secured in accordance with Para 4.1 shall be rejected by the PHL being non-responsive at the bid opening stage and returned to the bidder.
- 4.4 The EMD of the unsuccessful bidder will be discharged/ returned to them at the earliest / 30 days after the award of contract/order.
- 4.5 The EMD may be forfeited:
- (a) If a bidder withdraws his bid during the period of bid validity.
 - (b) In the case of a successful bidder, if the bidder fails to sign the contract and not furnished the performance security.

The bidder will not be eligible to participate in the tender for same item for three year from the date of issue of Purchase order if point 4.5 (a) and (b) are not fulfilled.

4.6 Tender fee.

The bidders shall furnish Tender fee as part of this bid, a tender fee of an amount **Rs. 590/- (Rupees five Hundred Only) Including GST.** in the form of Demand Draft/ Banker Cheque drawn from any of the Nationalized /Scheduled Bank bank in favour of "PAWAN HANS LTD." payable at Mumbai.

The EMD or Performance security will bear no interest whatsoever. The EMD & Tender fee should be sent through offline mode to MANAGER (CIVIL) Office, Pawan Hans Ltd., WR, Juhu Aerodrome, S.V. Road, Vile Parle (W), Mumbai- 400056 before the closing date & time of tender i.e. 15/04/2021 till 14:00 hrs.

The tender fee is not refundable.

5. PERIOD OF VALIDITY OF BIDS:

- 5.1 Bid shall remain **valid for 90 days after the date of bid opening** prescribed by the PHL.
- 5.2 In exceptional circumstances, the PHL may request the bidder's consent for an extension to the period of bid validity. The request and the responses there to shall be made in writing. A bidder accepting the request and granting extension will not be permitted to modify his bid.

6. FORMATS AND SIGNING OF BID :

- 6.1 All pages of the Technical bid and Financial bid along with tender document shall be signed by the person or persons signing the bid. The bids submitted shall be sealed properly.
- 6.2 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid.

7.0 SUBMISSION OF BIDS :

7.1 On the date and time specified in the Tender Notice following procedure will be adopted for opening of the tender.

Technical bid : The technical bid will be opened online. The names of successful tenderers shall be drawn within within atleast three weeks of opening of technical bid .

The Technical bid shall be consist of following bid documents:–

(a) The bid should be accompanied by tender document along with scan copy of two separate demand drafts/Banker's cheque for tender fee of **Rs.590/- (non-refundable)** and EMD of **Rs. 8100.0/-** . The bid received without tender fee and EMD will not be considered. (The scan copy of DDs/Banker's Cheque towards EMD & tender fee (Submitted through offline mode to PHL) should be submitted online.

(b) All conditions as mentioned in eligibility criteria along with documentary proof (Duly signed & stamped) along with filled copy of Annexure –A

(c) Tender document duly signed & stamped by the bidder.
Any other related documents.

Financial bid: The financial bid of bidders qualified in technical bid shall be opened on the date so fixed by us for which pre-intimation will be informed/dispatched. Any effort by the Tenderer to influence the company in the process of examination, clarification, evaluation and comparison of Tenders and decision concerning award of contract may result in the rejection of the Tenderer's Tender. The financial bid shall consist of Annexure- B only.

8. LATE BIDS:

Any bid received by the PHL after the due date & time for submission of bids prescribed by the PHL shall be rejected and returned unopened to the bidder.

9. OPENING OF BIDS:

The date fixed for opening of bids, if subsequently declared as holiday by the PHL or in case of any emergency, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened in the next working day, time and venue remaining unaltered.

10. CLARIFICATION OF BIDS:

To assist in the examination, evaluation and comparison of bids the PHL may, at its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained after opening of the tender.

11. TENDER EVALUATION:

- 11.1 PHL shall evaluate the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- 11.2 Tender committee will scrutinize the bids based on the eligibility criteria and technical specification compliance. The bidders, who are not complying the eligibility criteria, technical specification and all other terms mentioned in the tender, will be summarily rejected. The technically qualified bidders only will be called for financial bid opening.
- 11.3 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the PHL. If there is a discrepancy between words and figures, the amount in words shall prevail. If the Supplier does not accept the correction of the errors, his bid shall be rejected.

12. CONTACTING THE PHL:

- 12.1 No bidder shall try to influence the PHL on any matter relating to its bid, from the time of tendering till the time the contract is awarded.
- 12.2 Any effort by a bidder to influence the PHL in the PHL's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

13. PLACEMENT OF ORDER:

The PHL shall consider placement of orders for financial supplies on those bidders whose offers have been found technically and financially acceptable.

14. PHL'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The PHL reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the PHL's action. **Any deviations / lower specifications in this tender will not be accepted.**

LIST OF ELECTRICAL INSTALLATIONS AND SCOPE OF WORK FOR ANNUAL PREVENTIVE MAINTENANCE CONTRACT OF OUR ELECTRICAL INSTALLATION AND EARTH PITS.

PART I) List of our electrical installations :

1.	500 KVA Transformer Urja Make	-	01 no
2.	630 Amps Vacuum Circuit Breaker-		01 no
3.	L&T Make Air Circuit Breaker 800 Amp-		01 no
4.	Potential Transformer 11 KV	-	01 no
5.	Relay Switches /Meters	-	01 no
6.	Control Panel Board	-	01 no

A. Scope of Services :

1. Complete Quarterly inspections of above electrical installations including transformer. HT VCB and ACB and submission of their reports.
2. Filtration of transformer oil once in a year after testing T-oil, if necessary.
3. Earth test as and when required with the help of any machinery/ equipment required for conducting test etc. No Machinery / equipment will be supplied by us.
4. Meagaring of all cables and instruments during the maintenance contract.
5. Testing of transformer oil once in a year.
6. Oil test reports and inspection reports are essential after every inspection / overhauling specifically after monsoon.
- 7. Attending break down calls immediately to restore power supply to our premises.**

8. Apart from the above, major repairs on the above electrical equipments shall be carried out by you if necessary at any point of time during the period of AMC. The expenses incurred on replacement of any electrical items required for commissioning of above mentioned electrical equipments will be borne by us, provided the written consent from the concerned authority shall be obtained by you, prior to replacement of any such electrical item/items.
9. Charging of silica gel whenever required but at least once in a year.
10. Periodic inspection of Control Panel Board quarterly for bus bar connecting, cable and connection, Ammeter and Volta meter readings.

❖ ***HV Switchgear (Vacuum Circuit breaker):***

- Visual Inspection of LED lamps, Push buttons, meter and relays.
- Checking condition of backup supply used for LED & Relay
- Carry out Earth discharge.
- Rack-out breaker to isolate position.
- Checking for smoothness of Moving part of Cradle.
- Visual inspections for any overheating Vacuum Bottle, Insulator and I/C & O/G Contacts.
- Taking IR (Megger) test with the help of 5000 V Megger Before servicing.
- Ensure Proper Tightness all joints.
- Cleaning of all moving and fixed parts of breaker with the Help of Cotton Cloths & Cleaning agents(CRC 226)
- Greasing of all joints of breaker.
- Checking of CT's & PT's contrition
- Carry out mechanical operations post servicing.
- Taking IR (Megger) test with the help of 5000 V Megger after servicing.
- Checking for tripping of breaker with the help of protection relay.
- Rack-in breaker in to service position.

❖ **Relay Testing:**

- Testing of the relays with the help of secondary injection test kit as per OEM guideline.
- Test to be performing on Auxiliary relay:
 - a. Passing Aux. Supply with the help of Secondary injection kit for Tripping of Relay.
- Test to be performing on Protection relays.
 - a. Tripping Test
 - b. Pick up(Current/Voltage) tests
 - c. Timing Test(pickup/tripping)
 - d. Instantaneous pickup/tripping test

❖ **Oil Cooled Transformers:**

- Visual inspection of OLTC.
- Visual inspection of Oil leakage if any.
- Visually inspection of Bucchoz, WTI, OTI and Breather.
- Taking of Break down voltage test before filtration of transformer oil.
- Checking of Earthing condition.
- Checking of terminations of HV & LV side terminal box.
- Cleaning of Transformer with the Help of Cotton Cloths & Cleaning agents & Air Blower.
- Visual inspections for any overheating on HV & LV Side cable.
- Visual inspections of Bushing for any abnormal condition.
- Visual Inspection of Explosion vent, relays, alarm, circuit if any
- Ensure Tightness all joints.
- Testing of Transformer as under:
 - a. IR Test with the help of 5000 Volts.
 - b. Checking of Magnetizing Current Value.
 - c. Magnetic Core Balance Test.
 - d. Vector Group Test
 - e. Transformer Ratio Test
- Transformer & OLTC tank oil filtration.
- Top-up of oil if required (oil will be supplied by you)
- Taking of Break down voltage test after filtration of transformer oil

❖ **LV Panel**

- Manual operations of each & every MCCB, ACB, SFU feeder.
- Visual Inspection of LED lamps, Push buttons, meter and APFC relays.
- Checking condition of backup supply used for LED, Meters & Relay
- Visual inspections for any overheating on I/C & O/G side of each feeder.
- Cleaning of all of breaker incoming & outgoing side, Feeder compartment with the Help of Cotton Cloths & Cleaning agents(CRC 226)
- Ensure Proper Tightness all feeders incoming & outgoing terminals.
- Taking IR (Megger) test with the help of 500 V Megger after servicing.

❖ **LV Panel**

- Manual operations of each & every MCCB, ACB, SFU feeder.
- Visual Inspection of LED lamps, Push buttons, meter and APFC relays.
- Checking condition of backup supply used for LED, Meters & Relay
- Visual inspections for any overheating on I/C & O/G side of each feeder.
- Cleaning of all of breaker incoming & outgoing side, Feeder compartment with the Help of Cotton Cloths & Cleaning agents (CRC 226)
- Ensure Proper Tightness all feeders incoming & outgoing terminals.
- Taking IR (Megger) test with the help of 500 V Megger after servicing.

❖ **LV Switchgear (Air Circuit breaker)**

- Visual Inspection of LED lamps, Push buttons, meter and relays.
- Checking condition of backup supply used for LED & Relay
- Carry out Earth discharge.
- Rack-out breaker to isolate position.
- Taking IR (Megger) test with the help of 5000 V Megger Before servicing.
- Checking for smoothness of Moving part of Cradle.
- Visual inspections for any overheating Insulator and I/C & O/G Contacts.
- Ensure Proper Tightness all joints.
- Cleaning of all moving and fixed parts of breaker with the Help of Cotton Cloths & Cleaning agents (CRC 226)
- Greasing of all joints of breaker.
- Carry out mechanical operations post servicing.
- Taking IR (Megger) test with the help of 500 V Megger after servicing.
- Checking for tripping of breaker with the help of protection release.
- Rack-in breaker in to service position.

❖ **Automatic Power Factor Panel**

- Manual operations of each & every Stage.
- Visual Inspection of LED lamps, Push buttons, meter and APFC relays.
- Checking condition of backup supply used for LED & Relay
- Visual inspections for any overheating on I/C & O/G side of each feeder.
- Cleaning of all of breaker incoming & outgoing side, Feeder compartment with the Help of Cotton Cloths & Cleaning agents(CRC 226)
- Ensure Proper Tightness all terminals.
- Ensure that all Stages are function properly.
- Measurement of Capacitance value with the help of capacitance meter.
- Taking IR (Megger) test with the help of 500 V Megger after servicing.

PART II) Preventive Maintenance of Earth Pits / strips

SCOPE OF WORK SERVICES

1. Carry out maintenance and checking of 16 nos of each pits and earth strips on quarterly basis and maintain resistance value up to 01 Ohms.
2. At no point of time it should exceed 5 Ohms during AMC period. In order to keep the resistance value in control you will have to provide coal powder, salt and water etc at your cost as per requirement.
3. Issuance of Test reports / Certificates for all 16 nos of Earth Pits and strips separately twice in a year in interval of six months apart from quarterly maintenance.

Location of Earth Pits

Sr. N	Location of Pits	Pit No.	Sr. N	Location of Pits	Pit No.
1	Instrument Lab	1	7	Battery Shop	1
2	Main store	1	8	Data Center	1
3	AME room	1	9	Hanger	4
4	Engg Shop	1	10	Radio Lab	1
5	Eletrical Lab	1	11	Engg Building/QC	1
6	Blade shop	1	12	Hanger ESD part	1

BILL OF QUANTITY

Sr.no	Annual maintenance charges for list of electrical	Amt/- p.a.
1	Annual maintenance charges for list of electrical installations as per scope of services elaborated in Part I of Annexure 'A'	
2	Annual maintenance charges of 16 nos of Earth Pits as per locations & scope of work services elaborated in Part II of Annexure 'A'	
	Total Amount	
	GST	
	Total amount with GST	

(Rupees.....only.)

GENERAL TERMS & CONDITIONS FOR RATE CONTRACT.

1).The rate quoted shall be inclusive of all charge like transportation charges, material cost, labour cost and taxes applicable with reference to this tender, including that of service tax, if any.

2). PERFORMANCE GAURANTEE (PG): An amount equivalent to 5% of value of contract cost (inclusive of EMD) shall have to be deposited within 21 days of issue of work order towards performance of work by the way of DD/PO/BG of any Nationalized Bank/ Scheduled Bank valid for a period of 60 days beyond date of completion of all contractual obligations. The said PS shall be refunded after the completion of all contractual obligations.

3). CONTRACT PERIOD: The contract period is of **two years**. The said contract can be extended for a further period of one year on same rates and same terms & conditions basis subject to satisfactory performance.

4). SECURITY DEPOSIT: The security deposit @ 5% of the contract value of tender including EMD shall deposit, failing which PHL at their discretion may revoke the Letter of Intent and forfeit the EMD. The Security Deposit can be paid through crossed demand draft in favour "Pawan Hans Ltd" payable at Mumbai. SD to be deducted from bills. Security deposit will be returned after defect liability period which is six months after completion of all contractual obligations i.e. complete contract period.

5). LD CHARGES: Delay in providing services/absenteeism/unsatisfactory services will attract a Penalty of 0.5% per week on day basis subject to a maximum of 10% of annual contract value.

6). FOREITURE OF PGD: PGD will be forfeited if the work is not started within 7 days after issue of work order. PGD (Performance Guarantee Deposit) will be forfeited if the work is kept pending for more than 10 days without intimation in writing with justified reasons further and work order will be cancelled and no correspondence in the matter will be entertained.

7). PAYMENT TERMS: No advance payment will be made for commencing the job. Quarterly payment will be released to Contractor's Bank Account directly by our bankers through NEFT/RTGS within 15 days after submission of bill.

8). TAX DEDUCTION AT SOURCE: Income tax shall be recovered at the rate applicable for the work and T.D.S. certificates shall be issued in due course of time.
