

**TENDER CALL NOTICE FOR OUT SOURCING OF GED( ELECTRICAL) & PHD ( PLUMBING) WORK  
FOR VIMSAR, BURLA**



GOVERNMENT OF ODISHA,  
HEALTH & FW DEPARTMENT  
VSS INSTITUTE of MEDICAL SCIENCES & RESEARCH (SAMBALPUR)

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No. 5022 /MCH dated, Burla, theth 16/10/2015

The Dean & Principal, VSS Institute of Medical Sciences & Research, Burla, Pin-768017 Dist- Sambalpur, Odisha invites wax sealed Tender from competitive parties to provide the services of Electrical (GED) and Plumbing (PHD) of VSS Institute of Medical Sciences & Research, Burla. The details terms condition and others can be downloaded from the District web site [www.sambalpur.nic.in](http://www.sambalpur.nic.in), <http://www.vimsar.ac.in> & submit with a Bank Draft of Rs. 4000/- (Rupees Four Thousand Only) along with Rs.250/- towards OVAT in shape of challan from No. 317 in favour of the Dean & Principal, VSS IMSAR, Burla towards the cost of the tender paper with the technical bid. The Tender should contain both technical and financial bids separately. The technical bid would be opened first and financial bids of those bidders will be opened who qualify technically. The cost of the Tender paper is Non- Refundable. The Tender Documents can be down loaded from 18/10/15 to 20/11/15. The last date for application for tender is 20/11/15 till 1.00 PM. The tender should reach in the Office of the Dean & principal by Speed Post/ Regd Post only. The committee reserves right to accept/reject any or all tenders without assigning any reason thereof.

**NB:- Wax sealed tender means documents should be sealed in cover from all sides and sealed with wax. Any bid without wax sealed will be out rightly rejected.**

*[Handwritten Signature]*  
16/10/15

Dean & Principal

VSS INSTITUTE of MEDICAL SCIENCES & RESEARCH, Burla

*[Handwritten Signature]*  
16/10/15



GOVERNMENT OF ODISHA,  
HEALTH & FW DEPARTMENT  
VSS INSTITUTE of MEDICAL SCIENCES & RESEARCH (SAMBALPUR)

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**TENDER DOCUMENT**

**To provide the services of Electrical (GED) and plumbing (PHD) of VIMSARBurla**

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- (a) Date and time for submission of Tender document : **Last date 20/11/2015 upto 1.00 PM**  
(b) Date and time for opening of  
(i) Technical Bids : **20/11/15 at 4.00 PM**  
(ii) Financial Bids of eligible Bidders : **Will be intimated later on.**  
(c) Likely date for commencement of project : **1/12/2015**  
(d) Approx cost of project- Rs.40 lakhs

- The tender has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested agencies are advised to submit two separate sealed envelopes super scribing " **Technical Bid for Providing GED/PHD services to the VSS INSTITUTE of MEDICAL SCIENCES & RESEARCH, Burla**" Both sealed envelopes should be kept in a third sealed envelope super scribing " **Tender for Providing GED/PHD services to VSS INSTITUTE of MEDICAL SCIENCES & RESEARCH (SAMBALPUR)** .
- **Tender can be applied to either GED/PHD services or both. Tender will be evaluated separately for GED & PHD services. The cost of tender paper, EMD will be separate for each services.**
- The Earnest Money Deposit (EMD) & Security deposit of Rs.1, 00,000/- (Rupees one lakhs) only without interest, should be necessarily accompanied with the Technical Bid of the Service Provider in the form of Demand Draft/Pay order/Bank Guarantee from drawn any National Bank in favour of Dean & Principal, VSS Medical College Hospital, Burla failing which the tender shall be rejected summarily. The EMD of one lakhs will be returned to the unsuccessful tenderer after the finalization.
- The selected bidder will deposit a sum of Rs300000/- (Rupees three lakh) only towards performance security deposit in shape of DD/Pay order/Bank Guarantee from any nationalized bank drawn in favour of the Dean & Principal, VSSIMSAR, Burla before commencement of work. The EMD & performance security deposit will be returned to the successful bidder on completion of the work without interest.



### Scope:-

- The scope of work is for maintenance of electrical/GED and plumbing/PHD works of the hospital, college and hostels.

### ELECTRICAL:-

- The role of the bidder is to maintain electrical services in the Hospital, college and hostels. GED authority will be the supervising authority of all the works of the agency. The bidder must have electrical contractor license from appropriate authority having minimum 3 years' experience in maintenance in 3 phase, single phase.
- The selected agency has to analyze the electrical and fire threats and vulnerabilities in advance and report it to the GED authority, WESCO office, of the Dean & superintendent as the case may be.
- The selected agency is responsible for
  - Surveillance and inspection of Hospital, college and hostels daily for functionalization of electrical items such as bulb, fan, switch, socket board, AC, inverter, generator, stabilizer, panel supply, main switch of the Hospital, college and hostels premises or any other electrical work needed in supervision of GED authority.
  - Repair and maintenance of all electrical connection, electrical equipment, panel supply, single phase supply, 3 phase line supply, underground core supply, complete bar light fitting (bar light, choke, starter, wiring), <sup>LED</sup> bulb, fan (fan wiring, fan coil, fan capacitor, fan rod and extension), CFL light fixing, motor connection, ceiling light fixing, AC connection, inverter connection, generator panel supply, stabilizer connection to equipment, switch, socket installation, wiring by different mm<sup>2</sup>, service wiring, earthing, main switch, 3 phase MCP switch, DP switch, change over, casing and capping of electrical connections and maintenance of all electrical mapping and electrical infrastructure of Hospital and any other electrical work.
  - Identify the fire and accidental threat in connection to electrical wiring and connection and hangings.
  - The service provider should provide 24 hours services in the Hospital, college and hostels and its premises. Three shift of duty of 8 hours should be allotted. The total provisional nos. of electrician will be as follows:-
    - ❖ Hospital- 3 electricians and 2 helpers in morning shift, 2 electrician and 1 helper in day shift, 1 electrician and 1 helper in night shift. 3 DG set operator one in each shift.
    - ❖ College & Library- 2 electrician General shift & 2 helpers (9AM- 10 PM)
    - ❖ Hostel- 2 electrician and 2 helper in 2 shifts (9-5PM, 2-10PM) and 1 electrician (10PM- 8AM) for all hostels will be on call under supervision of hostel I/C.
- The Manpower requirement will increase or decrease as per requirement of Organization with due approval of the committee.
- Maintaining a high degree of discipline amongst the electrician is highly required. The following types of instances should invite quick action against the manpower:





- a. Absence without notice.
  - b. Alcoholism and Drug addiction.
  - c. False reporting or failure to report incidents.
  - d. Sleeping while on duty.
  - e. Willful disobedience of orders.
  - f. Dishonest or corrupt practice.
- For each Electrician the CV with following information is to be submitted
    - ❖ High school certificate
    - ❖ Diploma or ITI certificate in electrical
    - ❖ Appropriate electrician training.
    - ❖ Previous work experience- minimum 3 years in electrical maintenance.
    - ❖ The persons deputed shall not be below the age of 18 years and should not exceed 32 yrs.
    - ❖ Police certification that no case is pending against him.
  - The Service Provider has to provide uniform dress, badge, shoes, baton and Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed during working hour.
  - The Service Provider shall be contactable at all times and must appoint a supervisor to coordinate the works. The contact number must be given at the time signing agreement. Preference will be given to the agencies/ organizations/ firms having local office with in Sambalpur District.
  - The persons supplied by the Agency should not have any adverse Police records/criminal cases pending against them. A certificate from the local police station of the firm must be submitted. The character and antecedents of each personnel of the service provider must be submitted verified by the service provider before their deployment. The list of electricians will be submitted along with the photographs and full address to the tender committee at **the time of signing of agreement**.
  - The authority of the institution reserves the right to direct the service provider to dismiss or remove, any person or persons, deployed by the service provider, who may be incompetent or, for his/her/their misconduct immediately with suitable substitute.
  - The service provider can change / withdraw the electrician. The service provider shall withdraw the electrician with the permission from the hospital authorities.
  - For repair of fan, motor winding of fan & motor, fridge, gas leakage or any other special work necessary permission may be obtained from authorities.

**Process of replacement of parts: -**

- At first agency will make an inventory of all electrical articles in the Hospital, college and hostels separately in coordination with GED authorities.
- Any electrical parts which need replacement shall be duly approved by GED authority and ADMO/ Hospital Manager for hospital, college council for college and hostels. Under no circumstances parts should be replaced without approval otherwise the parts will be not accountable for billing.
- All works must be done under the supervision of GED authority & VIMSAR authorities.



- All replaced parts must be handed over to hospital authority.

**FIRE FIGHTING:-**

- Proper fire fighting equipments like fire extinguisher/ sand and other accessories shall be made available at all panel boards. Proper signage board shall be placed at all electrical panel boards and other places.

**Process of BILL submission:-**

- Bills should be submitted to the undersigned in triplicate form. It must be verified by GED authority/ADMO/ College council/Hospital Manager. Bills should contain detail list of work and replacement.

**Documents to be submitted for technical bid:-**

Service providers are required to enclose photocopies of the following documents(duly self-attested by Group "A" Gazetted Officers of the State Governments/Central Government along with the Technical Bid, failing which their bids shall be summarily/ out rightly rejected and will not be considered any further.)

- (a) Registration certificate of the applicant organization- firm or personal
- (b) Copy of PAN/GIR Card.
- (c) Copy of the IT return filed for the last financial year
- (d) Valid Labour Licence.
- (e) Police Verification report of the firm/ person- No case is pending.
- (f) Electrical license from appropriate authority and experience.

\*\*\* Other documents as per statutory norms must be followed by the service provider and must be submitted to the authority on demand.

- The conditional bids shall not be considered and will be out rightly rejected in very first instance.
- All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting in permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.
- If the rate quoted by two or more firms will be same then preference will be given to the firm having local head office at Sambalpur District and years of experience.
- The competent Authority of the VIMSAR, Burla reserves the right to annul all bids without assigning any reason.
- The rates selected will be valid for this financial year. Under no circumstances the rate will be revised in one year.





PHD:-

- The role of the bidder is to provide plumbing services to Hospital & will be under supervision PHD authority.
- The Outsourcing agency has to analyze the water deficiency, leakage and vulnerabilities in advance.

The service provider is responsible for

- Surveillance and inspection of Hospital, college & hostels daily for functionalization of pump house, motor, electric supply to motor, water supply to over head tank, water supply to toilets and basins and taps, liquid pit, inspection tank, drainage system, manhole and main water supply.
- Repair and maintenance of pump house, motor, electric supply to motor, water supply to syntax and water tanks, water supply to toilets and basins and taps, liquid pit, inspection tank, drainage system, manhole, septic tank, over flow of water, main water supply and any other PHD works.
- Identify any threat in advance to water supply system to avoid water scarcity in hospital.
- Replacement of taps, mirrors, pans, pipes, and all other plumbing accessories.
- Plumbing related maintenance work related to pump house, attending the

Leakage from taps and valves, sanitary fixtures, fixtures for water supply etc. Cleaning of shafts and keeping the same functional.

- The service provider should provide 24 hours services in the Hospital, college and hostels and its premises. Three shift of duty of 8 hours should be allotted. The total provisional nos. of plumbers will be as follows:-
  - ❖ Hospital- 3 plumber 3 sweeper in morning shift, 2 plumber 2 sweeper in evening shift, 1 plumber 1 sweeper in night shift.
  - ❖ College & Hostel- 2 plumber and 2 sweeper morning shift, 1 plumber 1 sweeper in other 2 shifts.

The Manpower requirement will increase or decrease as per requirement of Organization with due approval of the committee.

- Maintaining a high degree of discipline amongst the plumber is highly required. The following types of instances should invite quick action against the manpower:
  - g. Absence without notice.
  - h. Alcoholism and Drug addiction.
  - i. False reporting or failure to report incidents.
  - j. Sleeping while on duty.
  - k. Willful disobedience of orders.
  - l. Dishonest or corrupt practice.
- For each plumber the CV with following information is to be submitted
  - ❖ High school certificate
  - ❖ Appropriate plumbing training.
  - ❖ Previous work experience 2years
  - ❖ The persons deputed shall not be below the age of 18 years.
  - ❖ Police certification that no case is pending against him.



- The Service Provider has to provide uniform dress, badge, shoes, baton and Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed during working hour.
- The Service Provider shall be contactable at all times and must appoint a supervisor to coordinate the works. The contact number must be given at the time signing agreement. Preference will be given to the agencies/ organizations/ firms having local office at Sambalpur District
- The persons supplied by the Agency should not have any adverse Police records/criminal cases pending against them. A certificate from the local police station of the firm must be submitted. The character and antecedents of each personnel of the service provider must be submitted verified by the service provider before their deployment. The list of manpower will be submitted along with the photographs and full address to the tender committee at **the time of signing of agreement.**
- The authority of the institution reserves the right to direct the service provider to dismiss or remove, any person or persons, deployed by the service provider, who may be incompetent or, for his/her/their misconduct immediately with suitable substitute.
- The service provider can change / withdraw manpower with the permission from the hospital authorities.

**Process of replacement of parts: -**

- At first agency will make an inventory of all PHD articles in the Hospital, college and hostels.
- Any parts which need replacement shall be duly approved by PHD authority and Administrative Officer / Hospital Manager for hospital, college council for college and hostels. Under no circumstances parts should be replaced without approval otherwise the parts will be not accountable for billing.
- All works must be done under the supervision of PHD authority & VIMSAR authorities.

**Process of BILL submission:-**

- Bills should be submitted to the undersigned in triplicate form. It must be verified by PHD authority/Administrative Officer/ College council/Hospital Manager. Bills should contain detail list of work and replacement.

**Documents to be submitted for technical bid:-**

Service providers are required to enclose photocopies of the following documents(duly self attested by Group "A" Gazetted Officers of the State Governments/Central Government along with the Technical Bid, failing which their bids shall be summarily/ out rightly rejected and will not be considered any further.)

- (a) Registration certificate of the applicant organization- firm or personal
- (b) Copy of PAN/GIR Card.
- (c) Copy of the IT return filed for the last financial year.
- (d) Valid Labour Licence
- (e) Police Verification report of the firm/ person from the local police station where the firm is situated.- No case is pending.
- (f) PHD work order/ Experience from appropriate authority.



