

**TENDER NOTICE**

(Annual Rate Contract for Minor Installation works)

Sealed quotations are invited from firms/individuals for carrying out electrical and related maintenance work at the institute's quarter's campus at Kumarapuram, Trivandrum for a period of one year as per the terms and conditions contained in the tender documents.

Tender documents can be obtained from, the Division of Clinical Engineering (DCE) Sree Chitra Tirunal Institute for Medical Sciences and Technology (SCTIMST), Medical College P O, Trivandrum -695 011 up to 1 pm on 18.12.2018 against a payment of Rs 500/- + 18% GST(Rupees Five Hundred and Ninety only) by cash payment at the Institute cash counter or DD in favour of The Director, SCTIMST towards the cost of tender documents. Tender documents can also be downloaded from the website and in that case cost of tender document shall be attach along with the bid by DD in favour of The Director, SCTIMST payable at SBI, Medical College Branch.

The tender should be super scribed tender for "Annual Rate Contract for Electrical and Related Maintenance works at Institute Quarters campus at Kumarapuram" and addressed to the Director, Sree Chitra Tirunal Institute for Medical Sciences & Technology. Late tenders will not be accepted. Tenders will be opened at 3 pm on 18.12.2018 in the presence of such tenderers or their authorized representatives who may be present at that time.

The Tender Notice are posted in the web site of the Institute ([www.sctimst.ac.in](http://www.sctimst.ac.in)) and <http://eprocure.gov.in/epublishing> for down loading by the prospective tenderers.

Tender will be received only upto **1 pm on 18.12.2018**. All tenders should be accompanied by EMD of Rs 5000/- by way of DD in favour of The Director, SCTIMST, Trivandrum -11 payable at SBI, Medical College Branch.

The Director reserves the right to accept or reject all or any tender at his/her sole discretion without assigning any reason.

**Sd/-  
DIRECTOR**

**TENDER DOCUMENTS FOR THE CONTRACT FOR CARRYING OUT MAINTENANCE OF ELECTRICAL AND RELATED INSTALLATIONS IN THE QUARTERS CAMPUS OF THE INSTITUTE AT KUMARAPURAM, MEDICAL COLLEGE P.O, THIRUVANANTHAPURAM-11**

**Terms and Conditions**

**General**

1. The contract will be normally for a period of one year from the date of agreement made between the Director, Sree Chitra Tirunal Institute for Medical Sciences and technology, Thiruvananthapuram-11 and the Contractor.
2. The contract may be extended for a **further period of one year on mutually agreed terms and conditions**, subject to satisfactory performance.
3. The contractor and the employees detailed by him should have communication facility, preferably mobile phones, accessible round the clock,. Irrespective of day or night, the contractor or his employees should be available for attending the works, as and where arises or assigned.
4. The contractor should detail personnel to quarters in such a way that one ITI (Electrician/wireman) personnel is available round the clock (24 hours) at the Institute's quarters premises at Kumarapuram, Medical College P.O, Thiruvananthapuram-695011.
5. Wherever found necessary, additional suitable manpower should be made available for carrying out works within the responsibility under the contract.
6. The contractor should see that personnel with sufficient knowledge and experience for the nature of work, and good behavior are assigned.
7. Insurance if any necessary as per prevailing rules of the Government should be arranged by the contractor at his cost in respect of any injury in the course and out of their work. The contractor or the workers engaged by him shall not claim any damages or compensation or reimbursement of any expenses which is incurred by them either by compensation to the workers engaged/ deployed for the contract work in the Institute or otherwise.
8. Personnel on duty should possess ID cards issued by the contractor and countersigned by the Security Officer of the Institute.
9. Monthly lump sum contract value should be quoted and the contract value quoted should be valid for the entire contract period. Request for upward revision of contract amount within the contract period will not be considered and the amount quoted should be **inclusive of all taxes etc.**
10. The successful contractor shall execute an agreement with the Institute in Rs.200/- stamp paper immediately after the finalization of contract along with Security deposit of Rs.5000/-(Five Thousand only) by DD or Bank Guarantee.
11. The contract may be terminated on three months notice by the Director without assigning reason.

12. The contractor may discontinue the contract after three months from the date of giving in writing to that effect.
13. The contractor or his representative should report in person on a daily basis or as desired by Head of the Department (H.O.D) / engineer concerned of DCE and apprise work related matters. No allowance or vehicle will be provided for such visits.
14. It is to be specifically understood that the Institute shall not have any employee-employer relationship between the person/s engaged /deployed by the contractor for fulfilling the obligations under the contract and that those persons are not employees of the Institute.
15. Statutory payments (present and future) if any admissible to the staff engaged by the contractor should be born by the contractor.
16. The contractor will be responsible to cover his staff under insurance for personal accidents or death.

### **Technical**

1. The contractor should arrange necessary tools, ladders, testing accessories etc. required for the work. 24 hours contact telephone number.
2. Materials required for the work will generally be issued from the institute stores, on recommendation by the concerned engineer. If any material is out of stock at institute and is essential, should be procured by the contractor after informing concerned at DCE and complete the work. Such amount may be reimbursed from institute by producing bill and support documents.
3. The contractor may take up related works if any desired by the occupants of the quarters which are not bound to be done by the Institute. Such works may be done by the contractor/ his employee and reasonable charges levied from the occupants. However, this should no way affect the assigned duties of the contractor.
4. No addition, removal, alteration etc. on existing installations within the quarters premises should be done without obtaining written consent form DCE.
5. Suitable supervisory staff from DCE shall visit the quarters once in two weeks/any situation so warrants to see that proper maintenance is done by the contractor.
6. In case of any doubts regarding personal works to be attended in a quarter, instructions given by the engineer shall be taken as final.

### **Duties / Work entrusted to the contractor**

1. Day-to-day electrical maintenance reported in writing by the occupants of the Quarters. Materials required should be collected from the Division of Clinical Engineering (DCE) against production of complaint reports.
2. Check for proper lighting in the campus & general areas of all types of quarters. Switching On and Off of lights in the campus and public area.

3. Inspect and clean electrical and other installations in general, get defects rectified through DCE.
4. Provide required assistance to residents on related works.
5. Operate the water pumps installed in the pump houses to ensure round the clock availability of drinking water in all the water tanks, avoiding any wastage of drinking water.
6. Check generator, Lifts, water pumps etc. for satisfactory working and carry out preventive maintenance.
7. The defects should be noticed, informed DCE, obtain spares/gadgets, and rectify the faults:
8. DCE should be apprised of the status of maintenance on a daily basis in person.
9. Non –availability / defects of electricity and water supply systems, Lifts etc. should be informed to K.S.E.B/Water authority/Lift company respectively under intimation to DCE and try to get resolved as early as possible. Handover the electricity bills to the concerned inmates/DCE.
10. Log books of maintenance, batteries, diesel, Lifts etc. should be maintained and updated.
- 11, Personnel on duty should have experience in operation of passenger lifts and rescuing passengers trapped in lift.
- 12, Areas covered under contract: - All the buildings (A, B, C, D, family quarters, PG hostel, new residents hostel, Reception building).

### **Payments**

The monthly contract amount will be released on satisfactory completion of responsibilities on monthly basis against submission of bill/ invoice/ request by the contractor to the Medical Superintendent, through the HOD, DCE.

Director's decision will be final and binding on any matter pertaining to this contract.

Further information or clarification, if required, can be had from the Division of Clinical Engineering.

**H.O.D, Division of Clinical Engineering**