

Engineering & Maintenance Department
Hamdard Institute of Medical Sciences & Research
& Associated HAH Centenary Hospital

Hamdard Nagar, New Delhi-110062

TENDER DOCUMENT

Regarding the Annual Maintenance Contract of the HT, LT, and VCB panels & transformers of the Sub-station-III and IV of HAHC Hospital & HIMSR.

NOTICE INVITING TENDER

Sealed tenders in Single bid system are hereby invited on behalf of HIMSR from experienced and interested Contractors registered with Govt. Semi Govt. or State Govt. organization or worked/working in reputed institutions for the below mentioned work.

Name of the work	:	Regarding the Annual Maintenance Contract of HT, LT, and VCB panels and transformers of sub-station-III and IV of HAHC Hospital & HIMSR.
Tender Fee	:	Rs. 1000/- (Rupees One Thousands only)
EMD	:	Rs. 15000/- (Rupees Fifteen Thousands only)
Completion Time	:	20-25 days
Issue of Tender Document	:	26.02.2026
Last Date of Submission	:	08.04.2026

1. The Contractors having relevant experience in such field may download tender documents from the institute's official website www.himsr.co.in. The filled tender along with the prescribed Tender Fee should be submitted in the tender box at 9th floor of HAHC Hospital 'B' Block on or before 08/04/2026 up to 2:00 PM. The bid will be opened on the same day at 3:00 PM.
2. HIMSR reserves the right to reject any or all the tenders without assigning any reason thereof and also not bound to accept lowest tender. Tenders in whom any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.
3. Canvassing whether directly or indirectly in connection with tender is strictly prohibited and the tender submitted by the contractors who resort canvassing will be liable to be rejected.

**Dean/Principal
HIMSR & HAHC Hospital**

1. SCOPE OF WORK

The successful tenderer shall be in a position to provide an Annual Maintenance Contract for the HT & LT breakers, i.e., air circuit breakers, Vacuum circuit breakers of HT, LT, capacitor bank panels and transformers, etc., of the sub-station-III and IV of the HAHC Hospital & HIMSR. Which includes scheduled preventive maintenance & Servicing once in three months (checking general health and also perform the all necessary testing and provide the test report of Circuit breaker & Transformers, cleaning, oiling & greasing of all circuit breaker of HT & LT Panels & winding of transformers fans, ensuring the tightening of all electrical connections, connectors to PCBs free of cost for Labour in case of any breakdown during the AMC period. If any spare parts are found defective during the preventive maintenance, the HIMSR is solely responsible for arranging the spare part or liable to pay the expenditure against the purchase of the spare part by the AMC holder.

A. Air Circuit Breaker

- Checking insulation resistance (IR) between phase to phase
- Checking insulation resistance (IR) between phases to Earth
- Checking insulation resistance (IR) between phases to Neutral
- Checking condition of ACB wiring & replaced if required
- Checking proper closing of all poles together
- Checking conditions of ARC Chutes
- Checking presence & proper tightening of Hardware
- Checking the reset the mechanism tripping of the breaker through the push button
- Checking the ACB tripping with shunt release

B. Transformer

- Cleaning of the transformer
- Tightening of all bus bar connection
- Checking of Voltage Ratio Test
- Checking of the Insulation Resistance Test
- Checking of Magnetic Balance Test
- Checking of Vector Group Test
- Checking of all Controlling Wire, Exhaust Blower & WTI
- Checking of the OLTC Panel
- Checking presence & proper tightening of Hardware

C. Vacuum Circuit Breaker

- Checking condition of VCB wiring & replaced if required
- Checking condition & adjusting gap between helm sheet & slide plate.
- Checking condition of ARC Chutes
- Checking VCB tripping through shunt release
- Checking VCB IR Testing
- CRM Testing
- Checking Vacuum contact properly.
- Checking presence & proper tightening of Hardware
- Checking the reset mechanism, tripping of breaker through push button

SEAL & SIGNATURE OF BIDDER

2. ELIGIBILITY CRITERIA

- 2.1 The tenderer should be Competent & Authorized service provider/Authorized dealer of Kirlosker/universal/ L & T/ Schneider Electric/Milestone/ Crompton etc. Agency dealing in repair/servicing for Annual Maintenance Contract of HT & LT Panel, Transformer, ACB, VCB, OLTC and Transformer etc.
- 2.2 Contractors should have executed similar nature of works of at least one contract of 80% value of estimated cost of works or two contracts of similar nature of works of 60% value of estimated cost of works or three contacts of similar natures of works of 40% value of estimated cost of works in the last 5 years in any institutional Buildings, Universities and produce credentials in support thereof, Certificates of satisfactory completion of works must also be provided.
- 2.3 Certified documents of having successfully completed similar works during the last 5 years should also be attached.
- 2.4 The tenderer must have its office /branch located either in Delhi/ New Delhi/NCR. The bidder must have his own T & P and qualified and experienced manpower. Certified copy in support must be attached.
- 2.5 The Bidders must have GST, PAN, etc.

3. SUBMISSION OF BIDS

Tenders should be submitted in sealed envelopes, super-scribing NIT & Name of work, due date for opening, bidder's name & address. The sealed tender duly filled should be dropped in the tender box kept in the Purchase Section on the 9th floor of Block-B. No tender shall be accepted later than the time schedule specified above. Any clarifications/amendments/corrigendum etc., to NIT before last date of submission of bid will only be available on our website: <https://www.himsr.co.in/> Therefore, bidders are advised to keep visiting our website.

Note: The bidder shall submit the following:

- a. Covering letter on Company's Letter head
- b. Tender Fee
- c. Earnest Money Deposit.
- d. Copies of GST & PAN etc.
- e. Copies of work orders for similar nature of works as per criteria for eligibility mentioned above.
- f. Entire NIT and document duly signed & stamped by the bidder.
- g. Bidder not complying the bid & eligibility criteria is liable to be rejected.
- h. BOQ as cited on **Annexure "II"**

SEAL & SIGNATURE OF BIDDER

- i. Bidders are required to quote their item rates in the above-mentioned attached BOQ in accordance with the scope of works, terms & conditions & technical specifications enclosed. *The rates/price quoted by contractor should be all inclusive i.e. should include all material cost Labour, services, plant/machinery/tools & tackles, ladders & scaffolding required for work, freight, Insurance, Octroi, Govt. duties & levies, GST, Service Tax, Sales Tax etc.), transport/cartage of materials/Labour and all other expenses not specifically mentioned but reasonably implied.* The bidder must quote all items rate as asked for in the BOQ/ PRICE schedule. Failure to fill in some item rates will lead to rejection of the tender. The bidders should quote unconditional rates, neatly written/typed without any overwriting, and all pages should be duly signed & stamped

4. GENERAL TERMS & CONDITIONS

- 4.1 HIMSR is at liberty to make additions/deletions/modifications/amendments in the tender document and the applicants are bound by the same.
- 4.2 The tender proposal, completed in all respects, should be signed by the authorized signatory of the bidder/agency on all the pages of the application document at bottom right side corner in token of acceptance of the terms and conditions of the tender and for the purpose of identification. This is to ascertain that the bidder has quoted against all relevant items.
- 4.3 The EMD in the form of DD of Rs 15000/- & tender fee of Rs.1000.00 should be in favor of “HIMSR”. Tenders received without tender fee & EMD will be rejected without assigning any reasons. EMD & tender fee mentioned in the tender document has to be submitted without fail. The EMD of unsuccessful tenderer will be returned after issue of work order to the successful tenderer.
- 4.4 *Bidder/Agency are advised to examine and fully satisfy themselves before submitting their applications as to the nature of work/project to be executed and the other aspects pertaining to and/or impacting the work/project and shall themselves obtain all necessary information/clarification as to the risks, contingencies and other circumstances which may influence or affect the work/project.*
- 4.5 *Tenderer may quote their rate keeping in view the existing condition of the HT & LT Panels, Transformers & VCB Panels as the AMC will be with the existing condition. No extra payment will be made for Labour charges if any breakdown maintenance is observed/required at the start of AMC.*
- 4.6 *The tenderer is strictly to submit the rate list of all consumable/fast-moving items related to transformers, VCB & ACB Breakers of HT & LT Panels, Control wiring, multifunctional energy meters, CT & PT, etc.*
- 4.7 *The tenderer should ensure that there is minimal downtime for breakdown complaints or emergency work, and all bidders shall disclose their downtime details in the tender documents.*

SEAL & SIGNATURE OF BIDDER

- 4.8 The tenderer will not be entitled to any claim of compensation, financial or otherwise, for difficulties, if any, faced or losses incurred by them on account of submission of the tender.
- 4.9 The price quoted in price bid should be inclusive of all types of taxes. No extra charges will be paid over and above the contract amount on account of any taxes (existing or future addition) or on any other account.
- 4.10 The Annual Maintenance Contract will be for a period of one year. The HIMSR at its discretion may further extend the AMC on the same terms and charges based on the performance of the agency.
- 4.11 Minimum four services are to be done during the AMC period. However, if required more services may be done by the vendor at no extra cost.
- 4.12 Only original spare parts/quality approved by the HIMSR will be permitted to be used for the maintenance during the AMC Period.
- 4.13 **Payment Terms:** AMC Charges will be paid on quarterly basis (i.e. end of every three months) of the AMC period. The payment will generally be made within 30 days from the submission of bills. However, no interest is liable to be paid by HIMSR in case of delays, if any, in payment. Final payment will be made after successful completion of AMC period.
- 4.14 Rate Revision in the contract amount is not be permitted during the validity period of the contract for any reason.
- 4.15 Losses incurred due to mishandling / misplacement / theft or any malpractice by technicians during the period of AMC, the Contractor has to reimburse / make good of the losses suffered by HIMSR due to fault of his technicians. In case of non – reimbursement / making good by the contractor, the same will be recovered from the bills by the HIMSR.
- 4.16 The HIMSR does not bind itself to accept the lowest quotation and reserves the right for accepting any quotation or to reject any or all quotations and also to reduce or enhance the quantity and period of order according to departmental requirement without assigning any reason.
- 4.17 The decision of the HIMSR will be final in case of any dispute arising in implementation of the terms of the contract.
- 4.18 The Service provider should submit the list of Universities/Govt. organizations/Institutions to whom supplies/service were made earlier.
- 4.19 All security and safety regulations and guidelines as per the applicable of law/Electrical guidelines are to be followed. All guidelines/directions of the HIMSR Engineering Division must be followed.
- 4.20 The contractor will be liable for any loss, damage of casualty happened to the equipment of person during work. All labor laws amended time to time by Govt. of India will be strictly followed.

SEAL & SIGNATURE OF BIDDER

Cancellation of Contract in Full or in Part:

- 4.21 In cases of poor workmanship and non-compliance of tender/agreement or services provided by the contractor are not found to be satisfactory, the contract shall be terminated by HIMSR by giving 10 days' notice even before the expiry of contract period and shall be forfeited the security deposit without assigning any reason what so ever.
- 4.22 The Competent Authority may, without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to HIMSR by written notice cancel the contract as a whole or in part as it may deem appropriate.
- 4.23 Any damage to the building or any part of the equipment which might result during the operation shall be repaired by the contractor.

SEAL & SIGNATURE OF BIDDER

- 4.24 Any damage resulting to the system on account of the negligence or mal-operation shall be made good by the contractor. Nothing extra will be paid for such work.
- 4.25 The contractor shall arrange to render efficient service as outlined in this specification. However, in case the contractor fails to maintain the service to the satisfaction of the Engineer- in – charge of the department and any expenditure incurred therein for alternative arrangements by the Engineer-in- charge shall be recovered from the contractor.
- 4.26 During working at site, some restrictions may be imposed by Engineer-in-Charge/Security staff of HIMSR or Local Authorities regarding safety and security etc., the contractor shall be bound to follow all such restrictions/instruction & nothing extra shall be payable on this account.
- 4.27 All rates quoted by the tenderer shall be complete inclusive of all taxes, duties, labor, Tool & Plant, Transportation etc., and the same shall remain firm for the entire contract period and extended contract period, if any.
- 4.28 If the contractor fails to proceed with the work within the stipulated time as specified from the date of issue of letter of intent/letter to proceed with the work, the HIMSR shall forfeit the Earnest Money Deposited by him along with the tender.
- 4.29 The materials used for carrying out the work shall be of best locally available quality and the contractor has to carry out the necessary testing of the material as ordered by the Engineer- In- Charge for its conformity and all testing charges shall be borne by the contractor.
- 4.30 The contractor shall be fully responsible for the any injury or damage caused to the workmen deployed by him at site for carrying out the work and HIMSR has nothing to do with such happenings and in no way shall be held responsible for the same.

SEAL & SIGNATURE OF BIDDER

PROFILE BID

(To be filled in and submitted along with the offer by the tenderer)

- 1 Name of the firm M/S.....
- 2 Address of the firm.....
.....
- 3 Name of proprietor/partner.....
- 4 Details of Tender fee: Rs. 1000/-
- 5 Details of EMD: Rs. 15,000/- Name of “**HIMSR**”
- 6 Telephone No / Mobile No.....
- 7 Email ID
- 8 PAN No.
- 9 GST No.
- 10 Any other information important in the opinion of the tenderer:

SEAL & SIGNATURE OF BIDDER

PRICE BID

SN	Description	Rating	Unit	Qty	Rate	Amount
1	Servicing & testing of ACB Breakers	1000A /1250A	Nos	15		
2	Servicing & testing of ACB Breakers	1600A	Nos	10		
3	Servicing & testing of ACB Breakers	2000A / 2500 A	Nos	12		
4	Capacitor bank servicing & testing	500/515 KVAR	Nos	4		
5	Transformer servicing & testing 11 KV with OLTC, make- Universal/Kirlosker.	1250 /1600 KVA	Nos	4		
6	VCB servicing & testing, Make-ABB	630 VA/800 VA	Nos	8		
Sub Total						
Add GST @ 18%						
Grand Total						

Note:

- Price must be inclusive of all charges like Fright/cartage, loading, unloading charges etc.

SEAL & SIGNATURE OF BIDDER