

SPECIAL CONDITIONS

1. The operation work should be carried out at Pondicherry University campus including Guest House at Puducherry.
2. The work should be carried out strictly in accordance with CPWD general specifications for electrical works (Part I Internal & Part II External) as amended up to date and also comply with the requirements of Indian Electricity Rules 1956 as amended up to date. In case of items / works not covered by the above specifications, the work shall be carried out as per the directions of the Engineer - in - charge.
3. The work men engaged for the work shall be qualified as per relevant trade rules and practices. They should have minimum two years experience in the relevant field. The agency shall furnish the list of such persons engaged by them along with the proof of eligibility.
4. The agency should employ sufficient No. of skilled staff on the relevant field for the proper operations of lift, AC plants and Audio system.
5. The agency/staff posted should maintain proper log book for operation, compliant register and History register of the equipment.
6. The staff engaged should be able to attend minor fault and should carry out day to day preventive maintenance of the equipment assigned.
7. The Agency shall make its own arrangement for all normal special Tools Plants (T&P) required for the work. But Ladders where ever available at the site of work will be issued on request as and when required for the bona fide use of the work. He shall maintain the ladder in good condition during his custody, with chained lock to avoid unauthorized use. He shall return the ladder in original good shape and condition back to the department after every use. If necessary, recovery will be made from his bills for carrying out repairs on account of any damages caused to the ladder.

8. The agency staff should visit and check up all Panels, Main Switches, distribution Boards, all control panels and wiring related to Lift, AC plants and Public Addressing System regularly as a preventive maintenance. A register should be maintained in this respect. Any repair work done / observation made at site are to be entered in the register. The register should be produced every Saturdays / weekend days to A.E. (E) / Ele.Engr. or any higher officials during inspection.
9. All debris due to the work shall be cleared then and there and the Installations and its surroundings are to be kept neat and clean.
10. The complaints recorded in the complaint register / reported over phone shall be attended immediately not exceeding half an hour. Any breakdown / repair beyond the scope of the work shall be reported to the A.E.(E) / Ele.Eng. immediately. **The agency should maintain a Mobile telephone and the number be made available to all concerned.**
11. Any theft / damage / pilferage etc noticed shall have to be reported immediately to the A.E.(E) / Ele.Eng. If any damage to the installation caused by the agency the same should be made good by the agency itself.
12. It is the responsibility of agency doing the AMC to hand over the entire system as per the inventories in good working condition back to the department at the end of the AMC period
13. No advance payment will be made. Payment will be made after the end of each month by cheque
14. In case of any accident / injury to any worker of the agency, the department shall not be held liable for compensation / treatment etc. It is the sole responsibility of the contractor to settle legally any claims arising out of it.
15. The period of the contract will be One year, which may be extended or curtailed depending on the performance of the contractor and the requirements of the University.

16. The contract can be terminated by 15 days notice from either side.
17. A performance guarantee of 10% of total cost should be furnished by the firm to which the contract is awarded. It should be valid from the date of Commencement of the Contract and upto three months after the completion of the contract.
18. Working hours per team will be 8 hours. No extra payment will be made for holidays.
19. The agency should make available one motor cycle / moped & Scooter for their duty staff round the clock for moving around the campus, especially during the night hours.
20. All the Employee of the contractor should be provided with uniform and safety shoe.
21. Group Insurance and ESI Coverage as per Govt. norms, to the staff posted should be provided by the Contractor and a certificate to this effect has to be produced to Engineer - in - charge.
22. All the Employee of the contractor should possess minimum tools such as cutting player, tester, screw driver sets, spanner set, ball pin hammer and knife.
23. Any of the employees of the contractor availing leave has to be informed atleast 24 hours prior to availing leave and alternate staff has to be posted in the duty place.
24. If the tenderer fails to execute the maintenance works as per our terms from the date of receipt of order or from the date as mutually agreed to, the order will be cancelled and Security Deposit will be **forfeited**. The Contractor will also be liable for all damages sustained by the Centre for non execution of maintenance works awarded to him.
25. The Contract is not transferable / not to be sublet to any other Contractor.

26. Income Tax will be deducted at source from the amount payable to the Contractor, as per I.T act.
27. The contractor shall carry out the work conforming to all labour laws regarding the welfare of the labourers employed in the work.
28. Minimum wages has to be paid to the maintenance staff as per the Ministry of labour and employment wages.
