

TERMS & CONDITIONS

1. The maintenance work should be carried out at Pondicherry University campus and Guest House, kalapet, 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. The wireman engaged should have valid wireman (permit) license issued by any state / central licensing Authority. The agency shall furnish the list of such persons engaged by them alongwith the proof of eligibility.
4. The agency should employ sufficient No. of skilled (Wireman) and unskilled (Helpers) workers on the works as per requirements. There shall be atleast one wireman (Skilled) and one helper (unskilled) deployed on the site per team to carryout maintenance / preventive maintenance works on all days round the clock.
5. However, on special occasions such as breakdown or during any official functions the agency shall attend to other works also, with additional staff, as per the instructions of the Engineer - in -charge.
6. The agency should maintain a complaint register. All complaints received / attended / materials received from the department, used in works, balance etc. shall be entered in this register up to date. The Register shall be always open for the clients / representatives to register the complaints and the departmental Engineers for verification.

CONTRACTOR

REGISTRAR

7. The scope of the work covers, replacement of all types of switches, plugs, call bells, lamps, ceiling fans, exhaust fan bearings, chokes, starters, igniters, holders, HRC fuses, other electrical accessories, Replacement of HT(22KV) Fuses, Operation of AB switches, etc (These items will be issued departmentally). Cleaning of street light fittings, removing and re-doing of end terminations and minor excavations, refilling around street light poles / cable entry points where ever required shall be done without extra cost. **The works not covered in the scope are cable laying, replacement of point wiring, cable jointing, rewinding of fans, additions and alterations to the existing wiring in a major way, repairing industrial boards and other such major works as decided by the University.**
8. Materials such as Light fittings, fans, lamps, chokes, lamp holders, starters, capacitors, Igniters, switches, plugs, HRC fuses, bearings etc required for the works will be issued free of cost as and when required at Electrical wing stores, Pondicherry University campus, Pondicherry. Transporting the items to site for replacement & returning the dismantled materials back at Electrical wing store, Pondicherry University campus, will be the responsibility of the contractor and at his own cost. The unused spares/dismantled material should be returned to the department without any delay.
9. Staff has to be deputed for shifting / purchasing diesel from Amudhasurabi Petrol Bunk, Puducherry to the University Campus.
10. The contractor should assess the requirement of materials and intimate well in advance to the Engineer - in - charge for taking up necessary action.
11. The contractor should keep an account of the materials received and consumed in the work. The dismantled materials should be handed over to the Electrical Department immediately after replacement. Any discrepancy in the account of the materials shall be the responsibility of the contractor and suitable recovery will be made for any shortage of materials at the prevailing market rate from the contractor's bill.

CONTRACTOR

REGISTRAR

12. 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. Transportation of ladder to site and back is the responsibility of the agency. 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.

13. The agency staff should visit and check up all Panels, Main Switches, distribution Boards, Switch panels, cable looping boxes, all control panels and wiring related to Light, Ceiling / Exhaust Fan, Call bell points, Plug points, Street Lights, etc. 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. Clients' signature should be obtained in the register on completion of works. The register should be produced every Saturdays / weekend days to A.E. (E) / Ele.Engr. or any higher officials during inspection. The registers to be maintained by the agency are

- a) Complaints register which will also indicate details of attended the complaints.
- b) Register for material movement.
- c) Daily record of routine/preventive maintenance / cleaning works carried out by the agency.

The above two registers shall be maintained neatly in formats approved by the Engineer- in-charge).

14. The breakdown complaints / preventive maintenance of all street lights and gate lights are to be attended by the agency in addition to the switching on / off these at appropriate timings.

15. 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.

CONTRACTOR

REGISTRAR

16. 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.Engr. immediately. **The agency should maintain a Mobile telephone and the number be made available to all concerned.**
17. Any theft / damage / pilferage etc noticed shall have to be reported immediately to the A.E.(E) / Ele.Engr. If any damage to the installation caused by the agency the same should be made good by the agency itself.
18. 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
19. No advance payment will be made. Payment will be made after the end of each month by cheque
20. 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.
21. The details of installations to be maintained by the agency under the scope of this work.
22. 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.
23. The contract can be terminated by 15 days notice from either side.
24. 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.

CONTRACTOR

REGISTRAR

25. Working hours per team will be 8 hours. No extra payment will be made for holidays.
26. 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.
27. All the Employee of the contractor should be provided with uniform and safety shoe.
28. 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.
29. 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.
30. All night duty staff should have mobile phone of your official number, the number should not changed even when the staff are changed.
31. All Employee of the contractor should have a bicycle with carrier to transport sundry Electrical materials within the Campus.
32. All the Employee of the contractor should maintain a log book for verification of the Electrical Wing and should submit the same in the first week of every month.
33. Any of the employee 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.
34. One Supervising Staff should be available round the clock basis in the University campus having C License / Supervisory License issued by License Board of Electricity Department / Tamil Nadu Electrical Licensing Board.

CONTRACTOR

REGISTRAR

35.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.

36.The Contract is not transferable / not to be sublet to any other Contractor.

37.Income Tax will be deducted at source from the amount payable to the Contractor, as per I.T act.

38.The contractor shall carry out the work confirming to all labour laws regarding the welfare of the labourers employed in the work.

CONTRACTOR

REGISTRAR