

MORMUGAO PORT TRUST
ENGINEERING (MECHANICAL) DEPARTMENT
ELECTRICAL HEADLAND SECTION

CME/ELC/W-8/21/

06.08.2021

To,
Dear Sir,

Sub: Non-Comprehensive Maintenance Contract for Operation & Maintenance of Electrical Installations in the Port area – for a period of Two years

Ref: Budgetary Quotation No. CME/XEN(E-HL)/W-8/2021/005 due on 30.07.2021.

Mormugao Port Trust intend to enter into the : Non-Comprehensive Maintenance Contract for Operation Maintenance of Electrical Installations in the Port area - for a period of Two years. As such Kindly furnish the budgetary quotation for the same(Scope of work enclosed as Annexure-1):-

Sr. No	Description	Unit	Qty	Rate/Month /Unit(Rs.)		Amount (Rs.)
				In Fig	In Words	
A	B	D	E	F	G	I=E x F
1.	Supply of 1No. Supervisor per day for Operation & Maintenance of Electrical Installations at operational, non-operational Area & to carry out all the works as mentioned in the Scope of Work (excluding ESI, PF and GST).	No	1			
2.	Supply of 14 technician per day for Operation & Maintenance of Electrical Installations at operational, non-operational Area & to carry out all the works as mentioned in the “Scope of Work & man power”(excluding ESI, PF and GST).	No	14			
3.	Supply of 5 Helper / Attendant / khalasee per day for Operation & Maintenance of Electrical Installations at operational, non-operational Area & to carry out all the works as mentioned in the “Scope of Work & man power”(excluding ESI, PF and GST).	No	5			
Total						

Note: The rates quoted should be exclusive of GST.

Your budgetary quotation should reach to this office on 20.08.2021, latest by.

Thanking you,

Yours sincerely,

EXECUTIVE ENGINEER (E-HL)

Correspondence Address: 1st Floor, A.O. Building, Headland-Sada, Mormugao, Goa – 403 804
Phone: 0832-2594241, 2594244

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1. SCOPE OF WORK

1.1. Scope of Work for Non-Comprehensive Maintenance Contract for Operation Maintenance of Electrical Installations in the Port area - for a period of Two years.

1. Manning round the clock 365 days as per clause 1.5, for attending all Electrical Complaints of Operational area inside the Wharf - all Residential & Non Residential buildings, Pump Houses, all Street & Outdoor Yard Lights, High Mast lights (excluding major works like rope & carriage replacements etc.) and rectification of the same.
2. Attending all HT/LT complaints of 33/11 KV Substation, 11 KV substations Transformers, HT/LT Panels, Feeder Pillars & Maintaining the same.
3. Operation of DG Sets & Substations.
4. Attending all Earth leakage complaints and rectification of the same by using required materials complete. Testing of all Earth Pits of Non Residential buildings as per IER and submitting the report once in a year.
5. Attending to repairing of the Electrical system so as to make the system operational as required by the Port, rectification of faults within stipulated time and carrying out preventive maintenance of the system as per the direction of Port officer/Electrical In charge.
6. Cutting/Trimming of tree branches touching the HT/LT overhead line.
7. Maintenance of outdoor 11 KV & 33 KV Switchyards/Transformer Centres, Cable Network System located at various electrical substation installations at Main A.O. Building, Headland section, Jetty/Harbour Substation, Port hospital, Power House-Baina, Substation-A, Berth no. 10, etc, which also includes maintenance of about 1500 nos. of various types of quarters and bungalows at Port residential colonies, highmasts, tower monitor, office building, other substations, Elevators, Generators , fire alarm system, pump houses at Port Areas.

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8. The services includes circuit modifications, new wiring/circuits, attending day-to-day complaints received from the occupants of the quarters, staff of the office, attending to repairs/ installing light fittings, ceiling fans, exhaust fans, wiring, LT switchgear, HT switchgear, 11KV/33KV Transformers, Emergency light system, invertors, garden/fountain lighting, pertaining to Main A.O. Building, Headland section, Jetty Substation, Port hospital, Power House-Baina, Substation-A, Berth no. 10 or any other electrical activity as instructed by Engineer in charge.
9. Attending / rectification of Motor (FLP/NonFLP) complaints (except rewinding) checking of control panel, replacement of contactor, MCBs, MCCBs, ACBs, relays, Cutouts, Fuse wire, cable termination, crimping of lugs, cleaning etc. complete.
10. Replacing of burnt out or damaged switches, sockets, holders, switch boards, MCBs, ELCBs, ACB, VCB, ceiling fans, chokes of light fixtures relocation of electrical points etc., and installing the same after repairs, for which materials will be issued by the department, free of cost.
11. Street lights and area lights consisting of HPSV/Halogen lamps/ LED and associated cables.
12. A complaint book shall be kept up to date at site (separate for each location of work) by the firm and the same shall be made available for checking and verification.
13. The staff deployed by the Contractor shall carry out repairs/maintenance of any other equipment's/installations other than those mentioned above but required for day to day operations, if any, shall also be executed by the contractor with the existing manpower, as per the directions of the Port officer.
14. The Contractor shall deploy two technicians out of the total strength of technicians having experience in making HT/LT cable straight through joints and end termination joints. However, in normal circumstances the two technicians will work at site location to carry out routine maintenance. Whenever, Port requires to carry out HT/LT cable joints, the two technicians shall make the joint and Contractor shall provide necessary tools and tackles such as, stove, Gas cylinder, crimping tools, etc. which are required to make joints. The cable jointing kit shall be provided by the Port. Two to three

Helper/Attendants shall be deployed for minor earth excavations for either laying of cables or for rectification of underground cable fault as and when necessary.

15. All tools and tackles required for effective maintenance such as Multi meter, Megger, Clip-on-ammeter, Nose Pliers, Cutting Pliers, Adjustable Spanners, Screw Driver set, Allen key set, line tester, etc. or any other tools required besides these shall be provided by the contractor and should be available at site till completion of the contract period. All the meters & testing equipment's, which are used at site, should be periodically calibrated from authorized test laboratory and certificates must be deposited with the Port periodically after they have been recalibrated.
16. All the spares required for the execution of the work shall be supplied by the Port, free of cost.
17. The working hrs. of this contract shall be 8 hrs (General shift or shift) including Saturdays, Sundays and holidays. The deployment of staff whether in general shift or shift shall be at discretion of the Port officer/ Electrical in charge. For the proper co-ordination during emergency circumstances and for attending the works immediately, the contractor should have a local office. The name and address of the local office with name of the responsible contact person duly nominated by the contractor, his telephone no., fax and mobile no., should be submitted on or before executing the work/Agreement.
18. The Scope of work includes labour as directed by the Engineer in charge and any other works assigned by the EIC & Supervisors from time to time.

1.2 Role of Supervisor:

1. Supervision of Operation and Maintenance of all Electrical installations such as DG sets, AMF panels, Transformers, LT/HT panels, Circuit Breakers, Motors, Pumps, Outdoor structures, Reefer Panels, High Masts, Shore Supply, Pump house Motors, Street lights, Solar System etc. at Operational and Non Operational Area.
2. Attending all complaints / Measurements etc. as per the instruction of EIC.
3. Taking up of all preventive / Breakdown works as per the instruction of EIC.
4. Any other works assigned by the EIC such preparation of Estimate, measurement, maintaining the records & Materials etc.

1.3 Contractor's Responsibilities:

1. Round the clock Operation & Maintenance of the Electrical Installations as per manning pattern in Clause No.1.5 below. Any failure in deployment of Staff as per the Manning Pattern, penalty as per clause No. 1.6 shall be imposed. The Contractor shall ensure smooth operation of the Electrical Installations throughout the contract period by continuously monitoring the condition and health of the various equipment and systems during the operation. Any abnormal condition noticed in any facility / system / equipment is to be immediately reported to the EIC or his representative.
2. Maintaining the Maintenance Registers, Attendance Register for the staff and Operational Register in the prescribed format of MPT which shall be periodically checked and verified by Engineer i/c. or his representative. The monthly maintenance report of the Electrical Installations shall be submitted by the Contractor to Engineer i/c every month along with the bill.
3. Ensuring safety and security of all the Electrical Installations during the contract period.
4. Arranging all the tools & tackles as mentioned below, for carrying out day to day maintenance during the contract period.
 - i. Set of discharge rods – minimum 3Nos.
 - ii. # Complete set of all size double ended, ring, tubular & box spanners.
 - iii. # Minimum 2sets heavy duty hand gloves.
 - iv. # Polypropylene ropes of suitable sizes for lifting of equipments etc.
 - v. # Rechargeable heavy duty torches - 2Nos.
 - vi. # Insulation tester preferably 5KV capacity -1No.
 - vii. # Multimeter & Tong Tester – 1No. each
5. The contractor shall make own arrangements for transport of the manpower to site & vice versa. Vehicle to shift material for the purpose of work will be provided by the Port. The Contractor shall be responsible for obtaining RFID Gate passes for his entire staff at the Port's designated cost per pass of Rs.20/- per day.
6. Maintaining good liaison and cordial relations with the Port staff and ensuring that the Electrical Installations shall be operated in accordance with the requirement of MPT without prejudice at the time of any eventuality.

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7. Providing the following uniform and safety materials to persons engaged by the contractor during the contract period for all the staffs deployed at MPT:-

Sr. No.	Particulars	Qty	Periodicity
1.	Uniform – (Pair of shirt & pant of Terri Coat blue in Colour)	1	Every Year
2.	Shoes and socks	1	Every Year
3.	Safety Helmet, belt, hooks	1	Every Year
4.	Raincoat	1	Every Year
5.	Washing Soaps	1	Every Month
6.	Hand Gloves	1 pair	Every Month
7.	Mask	1 pair	Every Month

8. The contractor shall ensure consistency of work and work force, correct trouble shooting, good workmanship, follow all safety procedures & regulations and will make all necessary efforts to maintain healthy & cordial environment.
9. If any of the staff member deployed by the contractor is found to be arrogant, unpleasant or not competent; Port reserves the right to replace the staff members within a stipulated time as instructed by the Port's Electrical Engineer.
10. The Contractor or his bonafide representative shall regularly visit the site and meet the Engineer-in-charge to take instructions, monitor operations and status of the ongoing contract and review the complaint register/site order book if need be, so as to run the contract efficiently & effectively, failing which the continuance of the contract can be reviewed by the Port.
11. Contractor shall be fully responsible for releasing payment to service providers/work force engaged by him as per the Minimum Wages act or as per the prevailing regulations within 10th of every month and also shall be responsible for complying with the labour regulations in vogue regarding the maintenance of attendance and other registers etc. The Contractor in addition to the above is also fully responsible for Provident fund and ESI formalities pertaining to the staff engaged by him.
12. All the relevant documents sought by the Port shall be furnished by the Contractor before the commencement of contract such as copies of the Electrical license, ID proof, address proof, contact details etc.

13. It is the sole responsibility of the contractor to get his staff acquainted/trained with the site conditions, operation and maintenance procedure, equipment detail, safety & statutory regulation etc. All the tools required for carrying out the works shall be supplied by the contractor.
14. Any damage done to the existing installation, equipment or to the building particularly due to negligence shall be entire responsibility of Contractor to repair, rectify or replace the same free of cost.
15. All the scrap generated during the work, shall be suitably disposed of at designated Port site by duly following relevant environmental regulations & standards for which vehicle for shifting the materials will be supplied by Port.

1.4 MPT's responsibilities:-

1. Shall inspect the Electrical Installations at regular intervals for checking the health of all the systems. If any problems are noticed, the same will be communicated to the Shift in charge of the O & M contractor for corrective action. The defects mentioned in the inspection report are to be rectified by the contractor immediately. If the contractor fails to rectify the same, penalty as per clause no 1.6 will be applicable.
2. Shall supply the required Electrical items/spares parts required for the breakdown/preventive maintenance work.
3. Shall provide electrical power free of cost for Port's maintenance activities.
4. Replacement of major components shall be taken up by the Port as a measure of preventive maintenance or any augmentation/ modification/additional works for the existing system.
5. Arranging Ladder Van, Cranes, lifting Tackles. Etc. for the regular/breakdown maintenance.

1.5 MINIMUM QUALIFICATION REQUIREMENTS & DEPLOYMENT OF MANPOWER:-

- 1 The Contractor shall depute **Supervisors, Electricians and Helpers / Attendant**, equipped with all tools, safety gears etc. for the contract period. The manpower indicated in the tender is as per the present requirement. However, based on the work load Port may direct the contractor to post additional manpower at short notice. Payment will be made as per actual manpower utilized for the month on Pro rate basis.

- 2 **Supervisor** should be Bachelor of Electrical Engineering OR Electrical Diploma holder from Govt. approved institution and either shall have practical experience of not less than 3 (three) years. The person who provides such services should also have valid Supervisor license issued by local authorized Electrical Inspectorate authorized to supervise the said electrical maintenance, fulfilling all the condition as per I.E. Rule 1956. Supervisor required for this work shall be responsible for all the works being carried out at various locations at Port.
 - 3 **Electricians** should have Electrical Trade ITI certificate from Govt. approved or Govt. recognized institution. They should have a practical experience of not less than 3 (three) years. They should also have valid electrical wireman license issued by local authorized Electrical Inspectorate, for the operation and maintenance of the said electrical equipment's & voltage level.
 - 4 **Helper/Attendant** should have a practical experience of not less than 1 (one) year in assisting qualified technicians in electrical wiring/AMCs etc
- Note: The copy of the valid license of different categories mentioned above shall be submitted for verification. ‘**
5. The Staff shall be deployed to work on the following shift duties round the clock as per requirement.
 6. Every staff shall avail weekly off after completing 6 continuous working days.
 7. The distribution of staff shall be as follows;
 - a. First Shift- From 7.30 A.M. to 3.30 P.M.
 - b. Second Shift: - From 3.30 P.M to 11.30 P.M.
 - c. Third Shift: - From 11.30 P.M to 7.30 A.M.
 - d. General Shift :- From 8.30 A.M. to 5.30 P.M

Note:

1. The staff may be deployed in general shift or shift basis (3 shift pattern). The deployment of staff for duty anywhere under Electrical sections of Port Trust shall be executed without any pre-conditions.
2. Also the staff shall be made available to attend any emergency breakdown without any extra cost after the duty hours, if any.

1.6 PENALTY:

1. The Contractor will be penalized on following accounts;
2. In case of failure to deploy manpower to duty as per clause no 1.1 & 1.5 of scope of work & man power, the Contractor shall be penalized at a rate equal to the daily

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wages of the absent workmen. This will be in addition to the pro rata deduction from the monthly bill.

3. In case of theft / damage to MPT assets within the assigned working premises of Workmen, on account of any negligence of duty by the Workmen, the Contractor shall be penalized for twice the sum of amount as assessed by MPT for said theft / damage.
4. The contractor shall ensure the system readiness round the clock. Breakdown maintenance of all the equipment needs to be carried out such that, the system readiness is not compromised.
7. The staffs deployed for the Operation and maintenance of electrical Installations shall be as per the qualifications prescribed at clause No 1.5. of scope of work in this tender document. If any staffs deployed under contract misbehaves/ doesn't obey the orders of EIC, the contractor shall be intimated to issue warnings to the concerned staff. If the concerned staff doesn't change his attitude of disobedience/ misbehavior; a second notice shall be served to the contractor, to terminate the concerned staff. The contractor upon receipt of the second notice shall immediately remove the staff from the contract and provide a replacement within 3 days from the date of issuance of the second notice. Wages pertaining to the concerned staff shall not be paid during this period. If the contractor fails to provide a suitable replacement within 3 days from the date of issuance of the second notice, penalty as per clause No 1.6.1 shall be imposed from the 4th day of issuance of second notice to the contractor, from the payment due to the contractor till such appointment has been made.
5. Contractor's staffs shall not claim any type of compensation/Absorption/Regularization/Benefit (Health related also) of service from this office under Industrial Dispute Act 1947 & Contract Labour Act 1970. Same shall be ensured by the Contractor. Further, the contractor shall ensure that, the deployed staffs are not affiliated to any unions etc.