

**THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY,  
CHENNAI 600 032.**

**TENDER DOCUMENT No.20**

**Annual Maintenance Contract for the maintenance of regular and uninterrupted LT/HT Electrical Installations, Diesel Generators Panel output power distribution, Sound Service Systems and all Electrical Equipments for 24 hours on shift basis of this University.**

**Tender No. SI(3)/38659/2019, Dated : 17.08.2019**

**THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY,**  
**No. 69 ANNA SALAI, GUINDY, CHENNAI 600 032.**

<b>Name of the work</b>	<b>Annual Maintenance Contract for the maintenance of regular and uninterrupted LT/HT Electrical Installations, Diesel Generators Panel output power distribution, Sound Service Systems and all Electrical Equipments for 24 hours on shift basis of this University.</b>
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Terms and conditions for Contract for the Annual Maintenance Contract for the maintenance of regular and uninterrupted LT/HT Electrical Installations, Diesel Generators Panel output power distribution, Sound Service Systems and all Electrical Equipments for 24 hours on shift basis in the Tamil Nadu Dr. M.G.R. Medical University, 69 Anna Salai, Guindy, Chennai 600 032.

**1. DUE DATE AND TIME:**

- (i) Sealed Tenders are invited by the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, 69 Anna Salai, Guindy, Chennai 600 032 from the reputed concerns for the Contract.
- (ii) The sealed tenders should reach the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, No. 69, Anna Salai, Guindy, Chennai 600 032 on or before **17.09.2019 upto 2.00 pm.** Tenders received after the due date and time will be summarily rejected.

**2. MODE OF DESPATCH OF TENDERS:**

The Sealed Tenders should be addressed to the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, 69 Anna Salai, Guindy, Chennai 600 032 by designation and should be sent only in a sealed cover by Registered Post with Acknowledgement due or in person or by courier duly superscripting on the cover containing the Tender Contact of this University. The Tenders received in ordinary covers without duly seal with sealing wax and the Tenders received after the due date will not be considered.

### **3.SUPERSCRPTION:**

The Sealed Tender cover should be superscripted as **“Tender Contract for the Annual Maintenance Contract for the maintenance of regular and uninterrupted LT/HT Electrical Installations, Diesel Generators Panel output power distribution, Sound Service Systems and all Electrical Equipments for 24 hours on shift basis of this University” send to University Due on 18.09.2019” upto 2.00 pm.** The Tender covers received without such superscription and seal will not be considered and be summarily rejected. Further the Tenders submitted by facsimile (Fax) or by Electronic mail will not be accepted. The Tenderes shall be responsible for proper superscripted and sealing the cover in which the Tender is submitted to the University and the University shall not be responsible for accidental opening of the covers that are not properly superscripted and sealed covers as required in the Tender documents before the time stipulated for the Tender opening.

### **4. EARNEST MONEY DEPOSIT:**

Each tender should be accompanied by an Earnest Money Deposit to the value of 1% of the quoted price for the maintenance of regular and uninterrupted LT/HT Electrical Installations, Diesel Generators Panel output power distribution, Sound Service Systems and all Electrical Equipments for 24 hours on shift basis of this University by the way of **Demand Draft drawn in favour of "The Registrar, The Tamil Nadu Dr. M.G.R. Medical University", payable at Chennai or IOB challan.** The tender documents received without the EMD will be summarily rejected. The above EMD amount will be held in this University till it is returned to the Unsuccessful tenderer, which will not earn any interest. The EMD to the unsuccessful tenderers will be returned after the acceptance of the successful tenderer at the expenses of the tenderers within a reasonable time consistent with the rules and regulations prescribed in the Tender Transparency Act. The EMD of the successful tenderer will be returned only after the successful completion of the tender period.

2. The Small Scale Industrial Units in the State of Tamil Nadu registered with the SIDCO or anywhere in the country registered with the National Small Industries Corporation are exempted from payment of EMD / Security Deposit if they offer tender called for by the University. The S.S.I Units in Tamil Nadu are also exempted from payment of E.M.D/S.D subject to the submission of existence certificate and capacity certificate for the particular item of tender issued by the Director or the General Managers of District Industries Centers. SSI Units registered in other States except those registered with NSIC will however not be eligible for the aforesaid concessions on payment of E.M.D / S.D. Tender forms and other connected documents will be issued at free of cost to the above categories of SSI Units. The SSI Units will however be required to execute proper agreements including a clause to the effect that in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract, the SSI Units shall pay penalty of an amount equivalent to E.M.D / S.D. or an amount equal to the actual loss incurred by this University. The EMD/Security Deposit can also be made through RTGS/NEFT as per the bank details furnished below:

<b>Bank</b>	<b>: Indian Overseas Bank</b>
<b>Account No</b>	<b>: 167901000000666</b>
<b>IFSC Code</b>	<b>: IOBA0001679</b>
<b>Branch</b>	<b>: Tamil Nadu Dr M.G.R. Medical University Branch</b>

## **5. SECURITY DEPOSITS:**

a. The successful tenderer will be required to remit the Security Deposit equivalent to 6% (Six) percent of the value of the work order within fifteen days (15) from the date of receipt of communication intimating the acceptance of the tenders in the form of Demand Draft. If the accepted tenderer fails to remit the Security Deposit within the above said period, the Earnest Money Deposit remitted by him will be forfeited to The Tamil Nadu Dr. M.G.R. Medical University, Chennai – 600 032 and his tender will be held void Work order will released after execution of the above agreement by the successful tenderer and after the remittance of Security Deposit.

b. The Security Deposit furnished by the tenderer in respect of his tender will be returned to him at the completion of the contract year, subject to the condition that the tenderer has rendered service to the entire satisfaction of The Tamil Nadu Dr. M.G.R. Medical University, Chennai – 600 032 without any complaint from the user Departments. If the tenderer fails to fulfill the same, the maintenance contract will be carried out by the University by engaging third party and the expenses incurred therefor will be recovered / adjusted from the Security Deposit amount and balance if any shall alone is refundable.

## **6. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION:**

- (I) The Tenders should contain particulars like the name and address of the Tenderer, Income tax PAN, Sales Tax Registration Certificate should be shown separately.
- (ii) Evidence such as Registration Certificate issued by competent authority for establishment of business as proof should also be enclosed, along with Sales Tax Registration No./ PAN No/ CGST/SGST No and TIN No.
- (iii) Audited Annual accounts duly for the minimum of three financial year authenticated by a Chartered Accountant showing the details of Annual Turnover exclusively in the purchase/business should be furnished by the Tenderer.

## **7. OPENING OF TENDER:**

The Tenders received upto **2.00 P.M. on 18.09.2019** will be opened by the Registrar. The Tamil Nadu Dr. M.G.R. Medical University or any other officer authorized by her on behalf of the Tamil Nadu Dr. M.G.R. Medical University, Chennai-32 at **4.00 p.m. on 18.09.2019** in the presence of such of those Tenderers or their authorized representatives who may be present at the time of opening. The representatives of the Tendering firms who are attending the opening of Tenders should bring a letter of authority to identify their representatives.

### **Two Bid System**

1. Technical bid shall be opened and evaluated
2. Secondly financial bid of technically acceptable offer should be opened and evaluated.

## **8. AGREEMENT:**

- (I) The successful tenderer should execute an agreement for the due fulfillment of the contract on the Non Judicial stamp paper of the value of Rs.100/- (Rupees Hundred Only) within fifteen days from the date of acceptance of the Tender, for the above work. The form of agreement will be issued separately.
- (ii) The incidental expenses for the execution of Agreement shall be borne by the successful Tenderer.

(iii) The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the right of the Tamil Nadu Dr. M.G.R. Medical University, Chennai and to recover any consequential loss from the successful Tenderer.

**9. PAYMENT OF COST:**

The Assistant Engineer (Electrical) of this University will supervise the above work and certify the bills for payment and only then the payment will be made to the contractor based on the certificate.

**10. PENALTY FOR NON-FULFILMENT OF TENDER:**

Penalty will be levied at the rate of 1% per week on the total contract price if the work has not been commenced in full within the stipulated period subject to force major conditions. Further such performance may entail black listing of the Contractor.

**11. FORFEITURE OF EARNEST MONEY DEPOSIT:**

If the accepted tenderer fails to act according to the tender conditions or backs out after his tender has been accepted, his E.M.D. will be forfeited to The Tamil Nadu Dr. M.G.R. Medical University, Chennai – 600 032.

**12. ASSIGNING OF TENDER IN WHOLE OR IN PART:**

The successful tenderer shall not assign or make over the contract, the benefit of burden thereof to any person or persons or body corporate. He shall not under let or sublet to any person/s or body corporate the execution of the contract or any part thereof.

**13. ACCEPTANCE AND WITHDRAWAL:**

a. The final acceptance of the tender is entirely vested with the Registrar, The Tamil Nadu Dr. M.G.R. Medical University who reserves the right to accept or reject, any or all of the tenders without assigning any reason whatsoever. There is no obligation on the part of The Tamil Nadu Dr. M.G.R. Medical University to communicate with rejected tenders. After the acceptance of the tender by The Tamil Nadu Dr. M.G.R. Medical University, the tenderer shall have no right to withdraw his tender or claim higher price.

b. Tenders with incomplete information will be summarily rejected.

**14. TERMINATION OF CONTRACT :**

During the contract period, if the Tamil Nadu Dr. M.G.R. Medical University is not satisfied with the services of contractor, or the contract is transferred to the third party, the contract will be terminated and the contractor shall pay back the proportionate amount of the maintenance charges of the University. In such cases, the University shall give an advance intimation of not less than 30 days to the contractor. In the event of unsatisfactory maintenance, the University reserves the right to claim damages for non – fulfillment of contract.

**15. MODIFICATION:**

Any modification to the terms and conditions shall be made only with the mutual consent of both the parties to the agreement.

**16. LEGAL JURISDICTION:**

The Legal Jurisdiction shall be the Courts at Chennai only.

**17. GENERAL:**

The Tenderers while sending their Tenders should enclose a copy of the conditions stipulated duly certified and attested by them in token of accepting the Tender conditions that they understood and accepted them fully. Tenders received without the certified copy of the conditions shall be rejected summarily.

REGISTRAR,

The Tamil Nadu Dr. M.G.R. Medical University, Chennai - 32

**From**

**To**

**The REGISTRAR,  
THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY,  
GUINDY,  
CHENNAI – 600 032**

I / We .....have gone  
through the terms and conditions of the tender as mentioned in tender documents from para 1 to 17  
the tender number **20** and will abide by them as laid down above.

**TENDERER,  
WITH SEAL OF THE ORGANISATION**

Place:

Date :



**TECHINICAL BID****THE TAMILNADU Dr.M.G.R. MEDICAL UNIVERSITY, CHENNAI 32**

Tender Schedule for the Annual Maintenance Contract for the maintenance of regular and uninterrupted LT/HT Electrical Installations, Diesel Generators Panel output power distribution, Sound Service Systems and all Electrical Equipments for 24 hours on shift basis of this University.

**Profile of the Electrical Contractor:**

The Electrical Contractor should furnish the following details;

Sl.No	Particular Required	Particulars to be correctly furnished by the Electrical Contractor.
1.	Name of the firm of Electrical Contractor	
2.	Office Address:	
3.	Telephone No. / Mobile No & e mail No.	
4.	Status of the firm of Electrical Contractor	
a)	Proprietorship	
b)	Partnership	
c)	Private limited	
d)	Public limited	
5.	Date, month and year of establishment of business as an Electrical Contractor. (Xerox copy of the proof to be enclosed)	
6.	Name and Residential address of the proprietor of the Electrical Contractor with Telephone number.	
7.	Sales Tax ,Registration number date, month and year of registration (Xerox copy of the Registration certificate to be enclosed)	
8.	To furnish the Xerox copy of Audited Annual accounts for the financial year 2016-2017, 2017-2018 and 2018-2019 duly authenticated by a chartered Accountant showing the details of Annual Turnover exclusively in the purchased business should be furnished by the Tenderer.	



**COMMERCIAL BID****THE TAMILNADU Dr.M.G.R. MEDICAL UNIVERSITY, CHENNAI 32**

Tender Schedule for the work of Annual Maintenance Contract for the maintenance of regular and uninterrupted LT/HT Electrical Installations, Diesel Generators Panel output power distribution, Sound Service Systems and all Electrical Equipments for 24 hours on shift basis of this University.

SHIFT		PERSONS	Amount per month in Rs.
FROM	TO		
06.00AM	02.00 PM	1 No. of Electrician and 1 No. of Electrical Helper	
02.00PM	10.00 PM	1 No. of Electrician and 1 No. of Electrical Helper	
10.00PM	06.00 AM	1 No. of Electrician and 1 No. of Electrical Helper	
10.00AM General Shift	6.00 PM	1 No. of Electrician	
		Total	
		GST if applicable	
		Grand Total	

Signature of the contractor with seal.

FORM OF CONTRACT / AGREEMENT

**THIS AGREEMENT** entered into at Chennai this ..... day of ..... 2019 between the Tamil Nadu Dr.M.G.R. Medical University, No.69, Anna Salai, Guindy, Chennai – 600 032, represented by its REGISTRAR, hereinafter called the “UNIVERSITY” as the PARTY OF THE FIRST PART AND..... represented by ....., hereinafter called the “**ANNUAL MAINTENANCE CONTRACTOR**” as the PARTY OF THE SECOND PART”.

2. **WHEREAS** the University, the party of the First Part desires to assign the contract for the Annual Maintenance Contract for the maintenance of regular and uninterrupted LT/HT Electrical Installations, Diesel Generators Panel output power distribution, Sound Service Systems and all Electrical Equipments for 24 hours on shift basis and to maintain motors in respect of their OFFICE/LABORATORY/DEPARTMENT located at No.69, Anna Salai, Guindy, Chennai-600 032.
3. **WHEREAS** the Party of the Second part, ..... represented by its Proprietor ....., offered to render services as Annual Maintenance Contractor.
4. **WHEREAS** the Party of the first part, has accepted the offer made by the Party of the Second part.
5. **WHEREAS** the terms and conditions of the said engagement have been “Mutually” discussed and agreed upon.
6. **WHEREAS** the parties are desirous of putting them in writing.
7. **NOW THIS AGREEMENT WITNESSETH:**

**WHEREAS** the party of the second part viz., ..... the Annual Maintenance Contractor has agreed to render the following services for the Party of the First part viz., The Tamil Nadu Dr.M.G.R. Medical University, Chennai-32 for a period of one year from ..... to ..... for the Annual Maintenance Contract for the maintenance of regular and uninterrupted LT/HT Electrical Installations, Diesel Generators Panel output power distribution, Sound Service Systems and all Electrical Equipments for 24 hours on shift basis and to maintain motors in respect of office /lab/departments located at No.69, Anna Salai, Guindy, Chennai-32 at Rs...../-(Rupees ..... only) per month

## **8. SCOPE AND SERVICES:**

The Contractor's scope is operation and maintenance of the HIGH TENSION and LOW TENSION ELECTRICAL INSTALLATIONS, DIESEL GENERATOR SET and ALL PANEL BOARDS ALL ELECTRICAL EQUIPMENTS SOUND SERVICE SYSTEM ETC., available in the University for 24 hours by shift basis in accordance with the relevant IE rules, ISI and other rules specified by the CEIG and TNEB and to the full satisfaction of the Tamil Nadu Dr.M.G.R Medical University and maintaining an uninterrupted power supply for lighting, lift, air conditioning UPS maintaining with battery and check net work connection etc. and also to monitor the power supply in the Department of Transfusion Medicine during Night hours (ie) Night Shift to safe-guard the blood and its components stored in the Department, for human usage in emergency and carrying out all the daily, weekly, monthly and yearly maintenance as mentioned in the conditions including cost of all consumables like cotton waste, grease, cleaning materials, petroleum jelly, distilled water etc., (only diesel and engine oil required for the DG Set will be supplied by the Tamil Nadu Dr.M.G.R. Medical University). Hire charges for tools and plants and labours Electrician with B-Certificate - Four Nos. of Electrician, Three Helpers with ITI/SSLC qualification etc., will be borne by the Contractor.

## **9. DURATION OF CONTRACT:**

The duration of Annual Maintenance Contract is for one year from ..... to ..... The contract may be renewed for further period if so desire with same terms and conditions or at the contract mutually agreed between the parties provided the University is satisfied with the services of the Contractor.

## **10. SECURITY DEPOSIT:**

(i). The Security Deposit amount of Rs...../- (Rupees .....only) towards 6% Security Deposit as prescribed in the Tender Documents remitted by the Contractor on the acceptance of Contract shall be retained with the Tamil Nadu Dr.M.G.R. Medical University, Chennai during the period of this Contract.

ii. The Security cash Deposit remitted shall be refunded to the Annual Maintenance Contractor after satisfactory completion of work and smooth transfer of the contract to the next incumbent after expiry of the contract period.

## **11. TERMS AND CONDITIONS:**

- i. Adequate supervision will be provided by the Contractor with the help of qualified supervisor(Electrical).
- ii. The Contractor should engage the labourers for electrician minimum 5 years experience with ITI certificate and B licence and helper should be enage 20 years above. Before engaging the labourers the contractor should intruduce in present of JE / AE with relavent ITI certificate expereience for electrician and helper should produce 10<sup>th</sup> pass and fail certificate.
- iii. Contractor should engage adequate personnel with required qualification and experience to ensure excellent quality of service.
- iv. It is the responsibility of the Contractor to obtain necessary licenceses and ensure compliances of all the statutory regulations like ESI, INSURANCE etc., that are in force and that may become applicable in future from time to time in all matters concerning this contract and the Contractor shall produce the same to the University as and when requested to do so.
- v. The Contractor should take necessary insurance cover for accidents and for any other dues that would become payable by him under "WORKSMEN COMPENSATION ACT" or any other statute that would be applicable. The Tamil Nadu Dr.M.G.R. Medical University will not be liable on this account.
- vi. The Contractor would indemnify the University against all liabilities & Losses and any amount that may become payable due to lapse or non-compliance of any statutory obligations by him.
- vii. The Contractor shall remove from work, his workers who are found to be negligent in their duties or whose presence in the premises is otherwise objectionable.
- Viii. The Contractor shall provide the specified number of labours of eight hours in three shifts of twenty four hours (24) each as mentioned below on all days including holidays and shall keep the attendance register which is liable for checking by Junior Engineer /Assistant Engineer (Electricals) and controlling officers and the Engineers of the University. No person shall be allowed to extend his duty beyond one shift on over time basis without the prior written permission from the controlling officers and the Engineers of the University and persons should be posted for each shift.

SHIFT		PERSONS	AMOUNT Rs.
FROM	TO		
06.00AM	02.00 PM	1 No. of Electrician and 1 No. of Electrical Helper	
02.00PM	10.00 PM	1 No. of Electrician and 1 No. of Electrical Helper	
10.00PM	06.00 AM	1 No. of Electrician and 1 No. of Electrical Helper	
10.00 AM General Shift	06.00 PM	1 No. of Electrician	

- ix. If the Controlling Officers find any lapse in the work, he may impose monetary penalties upon the quantum of lapses.
- x. Contractor should carryout any other instructions as given from time to time by the controlling officers on behalf of the University.
- xi. The Contractor has to test each and every repair work after completion to the entire satisfaction of the Junior Engineer /Assistant Engineer (Electricals) and controlling officers.
- xii. The Contract rate includes cotton waste, grease insulation tape, cleaning materials like CTC for the maintenance work.
- xiii. All other spares used for the work will have to be supplied by the University as per the requisition from the Contractor.
- xiv. The Contract shall provide all the required instrumentation, trilling machine with bits and tools for the regular maintenance of the electrical systems. The Tamil Nadu Dr.M.G.R. Medical University does not bear any responsibility for the loss of any materials owned by the Contractor.
- xv. The work shall be carried out generally in accordance with relevant I.E. rules and ISI and other rules specified by the CEIG and TNEB.
- xvi. The Contractor shall cover the maintenance of all the electrical systems/installations in all areas and maintaining of power supply interruption lift, air-conditioning machines, electronics, UPS, Internet connection and communication equipments. The contract should be operated like DG set (250 KVA) 1 no, DG set (100 KVA) 1 no & DG set 20 KVA, DG set (160 KVA) 1 No, D.G. set (63 KVA), HT panel boards, transformer (500 KVA) 2 No. fans, tube lights, double fitting tube lights, exhaust fans, ordinary fans heaters, monojet pumps, capacitor banks, LED lamps etc., and also operation and maintenance of audio visual aids and P.A. systems , water coolers, purifiers, sound system etc.,

- xvii. The Contractor's maintenance Engineer will maintain a record in the prescribed format regarding the maintenance of all and installations provided in the University premises at the above said address.
- Xviii. The employees of the Contractor should work under the technical supervision of Junior Engineer (Electricals) of this University and to full satisfaction of the controlling officers, Deputy Registrar/ Assistant Registrar (Stores) and Assistant Executive Engineer of this University.
- Xix. The Contractor shall be available for all the 24 hours of a day for contacting first AMC owner and then JE / AE either through telephone or in person to get the technical guidance whenever problem arises in the electrical system of the University. Their contract address and telephone numbers shall be available with their workers and University employees.

## **12. THE DETAILS OF MAINTENANCE:**

### **1.DAILY MAINTENANCE:**

#### **12.1. (i) GENERAL**

- a. Cleaning the sub-station and Busbar panels of 800 ACB, 400 amps CB mv panel, SSB1,SSB2, SSB3, SSB4, SSB5, SSB6 Busbar panels in order to keep in free from dust/foreign materials.
- b. Checking the oil level/temperature of the transformer. If the level is low, oil and if there is leakage, corrective measures shall be taken to informed to A.E. (Electrical). If the temperature is high, suitable action will be taken to bring it to the permissible level.
- c. Checking the voltage/MD reading etc., of the panel. The voltage variation will be informed to MES. The tap changer will be suitably operated to supply correct voltage.
- d. Checking the de-hydrating breather, whether the air passage is clear, check for colour. If it is pink, change by spare chargers.
- e. Checking all the meters, indicating lamps for any abnormality. If the meters are not working they shall be removed from the panel and serviced. If the lamps are fused, they shall be replaced.
- f. Checking for any abnormal heat of all equipment/panel board. If the heat is due to over loading the load to be reduced. If due to loose contact, it shall be attended to.
- g. Checking the power factor. The capacitor bank will be suitably operated for PF correction. Keep the PF value above 9.0 not below 9.0.
- h. If the HT structure fuse is blown during holidays of Saturday ,Sunday and festival at once informed to Raj Bhavan Assistant Engineer through your owner and bring the lineman along with you and replace the fuse immediately.



- i. To switch on and switch off lights daily as per timings specified by the The Tamil Nadu Dr. M.G.R Medical University.
- j. To switch on and switch off the common light, corridor, staircase, campus, aviation, neon lights and street lights.
- k. To attend all the services calls in all the areas.
- l. All HT/LT readings shall be recorded at frequent intervals through out the day.
- m. To make the wiring upto 10 mtrs and also fix sum power point if emergency with the supply of the University.

**12.1(ii). DIESEL GENERATOR SET:**

- a. Checking the engine oil level. If the level is low report immediately to AMC of DG set firm, it shall be topped up. If there is leakage it shall be attended.
- b. Checking the lubricant system for sufficient pressure. The pump shall be operated if the pressure is low.
- c. Running the engine to keep it operated in the event of emergency two days once morning for 2-5 minutes if it not connected to charging circuit of battery. As well as If the charging circuit is out of order the Generator must be operated once in three days because of battery voltage maintain to 12v.
- d. Checking the electrolyte solution of batteries using the hydrometer. If the values are low the charges shall be put in the Boost.
- e. Checking the specific gravity of fluid of fluid electrolyte clean the batteries. If the level is low, distilled water shall be added. The battery and terminals shall be cleaned and petroleum jelly will be applied if necessary.
- f. All the controls checked to ensure to correct ON/OFF operation.

**12.1(iii) DIESEL GENERATOR SET:**

- a. Checking fuse carriers. The correct gauge fuses shall be provided wherever necessary. If resetting is required for MCB, they shall be checked and attended to.
- b. Checking the controls. The ON/OFF control functioning shall be checked. Tightening of loose screws and setting handles right if necessary.
- c. Clean the panels both exterior
- d. Watering the earth pits.
- e. Checking the amperage, voltage and Generated units. The values shall be entered in the log sheet. If abnormality is noticed suitable corrective measures will be taken up.

### **12.2 WEEKLY MAINTENANCE:**

- a. Tightening the screws, bolts and nuts on the motors, panel doors, switches, meters, flanges, etc.,
- b. Conducting all the functional tests on the panel in sequence as a precaution measure, such as DB inspection, meter E.B. inspection.
- c. Lift doors, sills, fans, false ceiling should be cleaned.
- d. RMG room S.S. D.G. room, water pump room should be cleaned thoroughly.
- e. All batteries should be checked for voltage, acidity, temperature, etc., and all the readings should be recorded and petroleum jelly should be applied for protection of terminals and if the specific gravity is very low (i.e) Less than 1.1. the battery should be sent for charging.

### **12.3 MONTHLY MAINTENANCE:**

- a. Check test of all the earth electrodes shall be carried out. Log sheets will be maintained. Their earth resistance shall be measured using earth megger.
- b. Check the contracts including relays. The physical checking to find out whether they are damaged by arcing.
- c. Testing the panel in the TEST Position for various parameter such as low lube oil pressure, low oil level.
- d. Petroleum jelly shall be applied to battery terminal to protect against formation of copper sulphate.
- e. Cleaning all the panel for the dust accumulated inside using air blowers.
- f. Cable trays and cable boxes are cleaned internally and externally.
- g. Bus duct should be cleaned.
- h. Servicing and overhauling of HT and all LT Panels, LDB'S, PDB'S, Tapper boxes etc.,

### **12.4 MONTHLY MAINTENANCE:**

- a. Complete servicing and overhauling of the rising mains.
- b. Complete servicing and overhauling of all LT distribution panel boards.
- c. The cushy foot mounting will be checked for permissible vibration.
- d. Annual measurement of earth resistance will be carried out and records maintained to indicate the initial resistance and subsequent test value.
- e. Servicing/repairing of all Air Circuit Breakers and Oil Circuits Breakers.
- f. Servicing of water coolers with water purifiers system.
- g. Helping Assistant Engineer (Electrical) in Operation and maintenance of the PA System and audio visual aids.

### **13.PAYMENT TERMS:**

The Assistant Engineer (Electrical) and Junior Engineer (Elec) of this University will supervise the above work and certify the bills for payment and then only the payment will be made to the contractor based on the certificate. Income tax and all other applicable taxes will be deducted from the contractors bill as per rules in the force. There shall be no raise in the maintenance charges during the contract period. The payment will be released monthly on production of maintenance bill in duplicate within in ten days at the rates agreed by the University.

### **14.TERMINATION OF CONTRACT:**

During the Contract period, if the Tamil Nadu Dr.M.G.R Medical University, Chennai is not satisfied with the services of the Contractor, or the Contract is transferred to the third party, the contract will be terminated and the Contractor shall pay back the proportionate amount of the maintenance charges of the University. In such cases, the University shall give an advance intimation of not less than 30 days to the Contractor. In the event of unsatisfactory maintenance, the University reserves the right to claim damages for non-fulfillment of Contract.

### **15.GENERAL PROVISIONS:**

This agreement shall supersede all previous communications, both oral and written and provisions herein contained shall not be omitted, added to or amended in any manner except in writing and signed by both parties thereof.

### **16. PENALTY FOR NON-FULFILMENT OF CONTRACTOR:**

Penalty will be levied at the rate of 1% per week on the total contract price if the work has not been commenced in full within the stipulated period subject to force major conditions. Further such performance may entail black listing of the Contractor.

### **16.ARBITRATION:**

All disputes, differences and questions whatsoever which shall arise between the parties hereto during the continuance of the Contract or afterwards, touching any clause or matter herein contained, or the rights, duties and liabilities of either party in connection therewith, shall be referred to the Sole Arbitrator to be appointed by the Contractor and the Registrar of the Tamil Nadu Dr.M.G.R. Medical University, Chennai. All such Arbitration proceedings shall be held in Chennai and shall be in accordance with and subject to the provision of the Arbitration and Conciliation Act, 1996 or any statutory modification re-enactment thereof for the time being in force.

The document together with the attachments here signed by both the parties shall constitute the entire Contract between the Contractor and the University. The Contract shall be governed in all respects by Indian Law. The foregoing terms and conditions shall prevail notwithstanding any variations contained in the terms and conditions of any other documents submitted by the University unless variations have been specifically agreed upon by the contractor in writing.

IN WITNESS WHEREOF the parties above named have set their hands and signature on the day month and year first above written.

REGISTRAR  
The Tamil Nadu Dr.M.G.R. Medical University,  
No.69, Anna Salai, Guindy,  
Chennai-600 032.

**WITNESS:**

1.

2.

Annual Maintenance Contractor

**WITNESS:**

1.

2.