

Name of Work: Outsourcing of Operation & Maintenance of Pallipattu Water Distribution Station in Area XB for 3 years

Contract No. CNT/WSS/MWB/2044/2010-11

CHECK LIST FOR THE GUIDANCE OF THE CONTRACTOR

I		The Tender schedule for the above work consists of 31 pages as detailed below:	
	(i)	Checklist for the guidance of the Contractors	Page – 1 to 3
	(ii)	Notice Inviting Tender	Page - 4
	(iii)	Special Instructions to Bidders for E-Bid Submission	Page – 5 to 7
	(iv)	Letter of Tender 2 pages	Page - 8 & 9
	(v)	Price schedule containing details of Work & Minimum key personnel	Page - 10 to 13
	(vi)	Recovery for default and Mandatory duties	Page- 14 to 24
	(vii)	Safety measures and schedule of maintenance	Page- 25 to 31
II	1	The total number of items in the work schedule – 1 No. and the departmental value works out to Rs.24,13,944.00	
	2.	Tenderers are requested to sign all pages in the tender schedule and must sign letter of tender. Tenders which do not have the Signature of the Tenderer in letter of tender will be rejected.	
	3.	Technical specification of the equipment offered by the Bidders if any, and any other information related to the bid may be enclosed along with Tender Schedule after duly Signing in all the pages.	
	4.	Bidders are requested to verify the number of pages in the work schedule and number of items in the work schedule. Any clarification and further information required may be obtained from the Office of the Contracts and Monitoring wing on any working day.	
	5.	<p>The present tender document contains detailed estimate and price schedule. The tenderers are requested to quote the percentage variation over the departmental value in words and figures in any one of the forms in price schedule. If there is any discrepancy between words and figures, the lower among words and figures will be taken into account.</p> <p>All entries should be made legibly in ink. Writing the percentage variation first in pencil and later over writing in ink should be avoided and also over writing the corrections may be avoided.</p> <p>Corrections if any should be made by neatly scoring out the unwanted matter and rewriting legibly. Every such correction should be attested by the full signature of the tenderer.</p>	

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6.	<p><u>Eligibility :</u> Contractors registered in Metro water in Class V B & above i.e. those who are eligible to take up the work costing upto Rs.6.00 lakh are eligible to tender for this work. Contractors registered in other departments and undertakings of the Central or State Government in the corresponding class for taking up such work, who have executed similar works of the same or higher magnitude are also eligible to tender for this work. Contractors not Registered in the Board and who intend to participate in the tender, subject to their eligibility as above are requested to obtain a copy of the Standard tender document from the Office of the Contracts wing before submitting their Tender. They should furnish Proof for their registration in the appropriate class and experience as indicated above while submitting their tenders, otherwise their tenders will be treated as non responsive. The tender received from ineligible contractors will be treated as non responsive. However the successful tenderer will have to get himself registered in the Board in the appropriate class.</p>
7.	<p>EMD shall be in the form of Demand Draft or Banker's Cheque or Pay Order drawn from Nationalised / Scheduled Bank / TNSC Bank in favour of CMWSS Board.</p>
8.	<p><u>SECURITY DEPOSIT</u> Security deposit will be collected from the successful Tenderer in the following form and manner within 14 days from the date of receipt of work order: Form in which S.D. collected.</p> <p>a) In the shape of NSC/NSS/KVP/Post office Time Deposits valid for the required contract period and pledged in favour of Managing Director, CMWSS Board and shall have the necessary transfer endorsement of the Post Office. (OR) Fixed Deposit for the required period from nationalized/schedule Bank/TNSC Bank in favour of Managing Director, CMWSS Board. (OR) Certified cheque/Bank Draft in favour of Managing Director, CMWSS Board payable at Chennai.</p>
b)	<p>The value of S.D will be as follows:</p>
i)	<p>for tenders with any plus percentage and upto (-)5% over departmental value – 2% of the contract value.</p>
ii)	<p>for tenders between (-)5% to (-)15% over departmental value --- 4% of the contract value.</p>
iii)	<p>for tenders, above (-)15% over departmental value --- 5% of the contract value.</p>
9.	<p>Recovery made to default and details of penalty are furnished in the Annexure-I at Page No.14. Tenderers are requested to take note of the details. The above details will be incorporated in the contract documents while executing agreement.</p>

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10	All duties, taxes such as VAT, Sales Tax and Service Tax etc. and other levies payable by the contractor under the contract or for any other cause shall be included in the rates, prices and total quoted rates submitted by the bidder. Any statutory variations in duties/taxes, which take effect from a date subsequent to the due date for receipt of tender, shall be to CMWSS Board's Account.
11.	<u>Tender Validity</u> Tenders shall remain valid for a period of not less than ninety days (90 days) after the deadline date for bid submission. A tender valid for a shorter period shall be rejected by the Employer as non-responsive.
12.	No cheque will be accepted towards Earnest Money Deposit.
13.	Tenders with conditions are liable for rejection.
14.	The defects liability period in respect of original civil works and pipe laying works is 5 years and thirty six months in respect of all Electrical, Mechanical and allied works.
15.	The tender of the contractor, whose previous performance is found to be poor / not satisfactory, will not be taken up for evaluation.

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CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD
NO.1, PUMPING STATION ROAD, CHINTAD RIPET, CHENNAI-600 002.

NOTICE INVITING TENDER

Sealed tenders are invited from the eligible tenderers for the following work.

Sl. No	Name of Work and Contract No.	Due Date and time of tender submission	Approximate value of Tender Rs/Lakh	E.M.D. in Rs.	Tender schedule available From - To	Eligibility	Contract Period
1	Outsourcing of Operation & Maintenance of Pallipattu Water Distribution Station in Area XB for 3 years CNT/WSS/MWB/2044/2010-11	14.10.2010 up to 3.00 PM	24.14	22,100/-	27.09.2010 to 13.10.2010	Class VB and above	3 years
2.	Date & time for opening of tenders	14.10.2010 after 3.00 PM					
3.i	Availability of Bid Document In person	Information & Facilitation Officer, CMWSS Board, No. 1 Pumping Station Road, Chintadripet, Chennai-600002, (Telephone: 044-28451300, Extn. 227)					
ii	Through Website	www.chennaietrowater.tn.nic.in & www.tenders.tn.gov.in					
4	Cost of Bid Document	Free of cost The document will also be sent by surface mail on an extra advance payment of Rs.500/- per set.					
5	Address for information and clarifications and for receipt of tenders	Office of Superintending Engineer, Contracts & Monitoring, 4 th Floor, CMWSS Board, Chennai – 600 002 Phone No. 044-2845 1300 Extn. 253 FAX : 044-2845 4336 Email: secm@chennaietrowater.com					
6.	e-bid submission & portal	Permitted through portal www.tntenders.gov.in					

SUPERINTENDING ENGINEER
(CONTRACTS & MONITORING)

SIGNATURE OF TENDERER

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SPECIAL INSTRUCTIONS TO BIDDERS FOR E-BID SUBMISSION

The above tender notice is also available on the web site www.tntenders.gov.in. This site permits downloading of the tender documents at free of cost. The intending tenderers may visit this site and download the tender document at free of cost and use it for tender submission.

The tenderer is also permitted to upload the tender on the web site using the e-token.

The following list of items is to be uploaded by the tenderer (or) bidder within the date & time of submission of bids.

1. Earnest Money Deposit

Scanned copy of the Demand Draft/ Pay Order / Banker's Cheque in the acceptable manner as mentioned in the tender schedule.

2. Letter of Tender: Should be signed & the scanned copy of the Letter of Tender, along with the relevant documents in PDF format as one file.

The originals for the above (Item No. 1&2) should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date & time for the tender.

3. Schedule of Works / Bill of Quantities: The Bidder has to fill only the rates/percentage in figures in the columns provided in Bill of Quantities in excel form and uploaded as boq.xls file. The same file may also be converted into pdf and uploaded.

All documents should be digitally signed using bidder's digital signature certificate prior to uploading through the Govt. Tenders portal

The Digital Signature Certificate/ e- token may be obtained from one of the authorised Digital Certifying Authorities such as SIFY / SCS (TCS) / nCode, at the risk and cost of the bidder.

During e-submission of tenders, the following special cares are to be taken:

- 1) Bidder should do the registration in the tender site using the option available. Then the Digital Signature registration has to be done with the e-token, after logging into the site.
- 2) Bidder then login to the site thro' the secured log in by giving the password of the e-token & then the user id/ password chosen during registration.
- 3) The e-token that is registered should be used by the bidder and should not be misused by others.

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- 4) After getting the tender schedules, the Bidder should go thro' them carefully and then submit the documents as asked, otherwise, the bid will be rejected.
- 5) If there are any clarifications, this may be obtained online thro' the tender site, or thro' the contact details. Bidder should take into account of the corrigendum published before submitting the bids online.
- 6) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender schedule and they should be in PDF format. If there are more than one document, they can be clubbed together.
- 7) Bidder should get ready the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date & time for the tender.
- 8) The bidder read the terms & conditions and accepts the same to proceed further to submit the bids.
- 9) The bidder has to select the payment option as online/offline to pay the fee & EMD as applicable.
- 10) The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the bid submitted will not be acceptable.
- 11) The rates / percentage offered details have to be entered separately against the specified place in the downloaded spread sheet file (xls) and should be submitted as boq.xls file during the e-bid submission.
- 12) The bidders are requested to enter the individual rates / percentage offered in the boq.xls file considering all aspects inclusive of any rebates, etc. No separate rebate or discount should be entered at the end of BOQ. The uploaded boq.xls will not be available for subsequent modification.
- 13) The bidders can submit the bids only once and thereafter, it is not possible to make changes in the bids submitted.
- 14) The tendering system will give a successful bid updation message after uploading all the bid documents submitted & then a bid summary will be shown with the bid number & the date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed with the e-token of the bidder and then submitted
- 15) The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.

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- 16) The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
- 17) The bidder may submit the bid documents either by online mode through the site (<http://tntenders.gov.in>) or by manual mode to the department. If a bidder submits the bid, both online and in manual form, only the online bid will be acceptable.
- 18) For any clarifications with the TIA, the bid number can be used as a reference.
- 19) Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e. on or before the bid submission time. If there is any delay, due to other issues, bidder only is responsible.
- 20) Each document to be uploaded thro' online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced thro' zip and the same can be uploaded. However if the file size is less than 1 MB the transaction uploading time will be very fast.
- 21) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 22) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.

For any other queries, the bidders are asked to contact thro'

Mail: secm@chennaietrowater.com

Phone no.: 044-28451300-320, Extn. 209 or 253 well in advance

This Department will not be held responsible for any sort of delay or the difficulty faced in the e-bid submission of tenders online by the bidders.

SUPERINTENDING ENGINEER(C&M)

SIGNATURE OF TENDERER

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LETTER OF TENDER

To be delivered to the Superintending Engineer, C&M Chennai Metropolitan Water Supply and Sewerage Board at or before 3.00 P.M. on **14.10.2010**.

To
The Managing Director
Chennai Metropolitan Water Supply & Sewerage Board
Chennai- 600 002
Sir,

I/We the undersigned do hereby tender and undertake to perform, provide and execute all the works, materials matters and things described or mentioned in the Schedule (Bill of quantities) hereto annexed and the specifications thereto and drawings therein referred to (which have been produced to and carefully examined by me/us) in strict accordance with and under and subject to the terms, provisions and conditions set forth or mentioned in the said Schedule (Bills of Quantities) specifications and the drawings therein referred to, at the rates given and as stated in the Bills of quantities.

I/We herewith enclose D.D/B.C./P.O No..... datedfor having remitted Rs..... into the Board's Cash Section as a guarantee for the due fulfillment of my/our tender, and if successful, undertake and agree to forward to the Board within fourteen days after the notification of the acceptance by the Board of this tender has been received by me/us, the sum as demanded in the Form and manner required as security for the due fulfillment of my/our contract.

I/we undertake and agree that I/We will not withdraw this tender during the period that will be required for intimation, acceptance or non/acceptance as stipulated in clause 15 on the Notice Inviting Tender or during such extended period as agreed to by me/us, such period to date from the last date by which tenders are due to be submitted to the Board and if I/We do so withdraw, I/We shall forfeit the Earnest Money Deposit to the Board.

I/We further undertake to produce the Income-tax Clearance Certificate and the certificate and the Sales Tax Verification Certificate from the Commercial Tax Department of this State and agree to execute at my/our cost the agreement attached and to sign the plans therein referred to within 14 days after the notification of the acceptance of my/our tender has been received by me/us. In the event of my/our failing to make the Security Deposit or to execute the agreement in the said manner and sign the plans within the time specified for the purpose, the sum of **Rs.22,100/-** accompanying this tender shall be forfeited to the Board and this concluded contract shall in such case be considered, as having been cancelled or terminated and you may thereupon at such time or times, in such manner and on such terms as you may think fit, arrange either departmentally or by any other person or persons to carry out the works and provide, execute and do all works, materials, matters and things described or mentioned herein and I/We agree to be liable irrespective of the forfeiture aforesaid for all damages, losses, costs, charges and expenses arising from or by reason of such failure and arrangements.

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I/We undertake to assume full responsibility for the stability and soundness of the Works/structures that will be executed by me/us as per this contract.

I/We also undertake to do all extra or varied works which may be ordered as part of this contract upon the terms provided for in the conditions and specifications. The tenders shall be valid for a period of 90 days from the last date fixed for receipt of tenders. In case my/our tender for the work of "**Outsourcing of Operation & Maintenance of Pallipattu Water Distribution Station in Area XB for 3 years**" is accepted, I/We agree and guarantee to commence the said works within a period of seven days from the date of receipt of work order and complete the entire work as stipulated for a period of **3 years** from the date of commencement of the work by me/us. I/We also agree that time is the essence of contract. I/We have actually inspected the site of works and have tendered for the works after such inspection.

UNDERTAKING

I/We have gone through the copy of standard tender document received from the Office of the Contracts and Monitoring wing and abide by the same for this contract also.

As witness my/our hand this.....day of.....2010.

Signature.....

Name and
address:

SIGNATURE OF TENDERER

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PRICE SCHEDULE - INSTRUCTIONS

1. This tender has been called for in the percentage tender system. In the work schedule, detailed items of works involved in the work with specifications along with the quantity, the departmental rates and amount for individual items are furnished. The total value of the work is also furnished.
2. The tenderers are requested to quote the percentage variation over the total departmental value, which will be applicable for all items of works, individually and uniformly at which they are willing to execute the works, in the following format. In case any discrepancy / correction are found between figures and words furnished for the percentage, then the LOWER percentage among them ALONE will be taken as correct.

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WORK SCHEDULE

Note:

1. The rate is for operation and maintenance of water distribution station by providing key personnel skilled and unskilled personnel's as specified in clause I&II in Page No.12.
2. The rate is inclusive of ESI & EPF and Service Tax, etc.

S.No.	Description of work	Rate per month	Amount for 12 months
1.	Outsourcing of Operation & Maintenance of Choolaimedu Water Distribution Station in Area XB for a period of 3 years by providing key personnel, skilled and unskilled personnel to perform the mandatory duties specified in the schedule.	1 st year=63187.00	Rs.7,58,244.00
		2ndyear =66978.00	Rs.8,03,736.00
		3rdyear =70997.00	Rs.8,51,964.00
	Total		Rs.24,13,944.00

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CLAUSE I & II

I. MINIMUM PERSONNEL TO BE AVAILABLE IN THE WATER DISTRIBUTION STATION

Sl. No.	Description	Requirement in Nos.
1.	B.E. (Electrical)	1
2.	Diploma Holder - DEE	1
3.	I.T.I. Electrical Grade	2
4.	Field Worker	7
	Total	11 Nos.

II. EQUIPMENT MAINTENANCE AND GENERAL MAINTENANCE

The regular equipment maintenance and General maintenance specified in the tender schedule can be carried out using team of workers.

SIGNATURE OF TENDERER

PRICE SCHEDULE

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I / We agree to execute the work of "Outsourcing of Operation & Maintenance of Pallipattu Water Distribution Station for 3 years" furnished in the Work Schedule for the following.

Sl. No.	Description	Department Value per month	COLUMN - A Minus percentage in figures & words	COLUMN - B Department Rate	COLUMN - C Plus percentage in figures & words
1	1st year	63187.00	in figures : in words :	Department Rate :	in figures : in words :
2	2nd year	66978.00	in figures : in words :	Department Rate :	in figures : in words :
3	3rd year	70997.00	in figures : in words :	Department Rate :	in figures : in words :

NOTE:

1. The tenderers are requested to strike out the Column A/B/C which are not applicable
2. If any two or three Column (A,B or C) are filled by the tenderers for one year the LOWEST percentage quoted by the tenderer will be considered.
3. If there is any discrepancy in percentage quoted in words and in figures the lowest percentage quoted will be considered.
4. The tenderer requested to quote rate for 1st year, 2nd year and 3rd year in column A, B and C.
5. If no rate is quoted for any year, the department value will be taken as quoted price.
6. The rate called for is for operation and maintenance of water distribution station by providing key personnel skilled and unskilled personnel's as specified in clause I & II.
7. The rate quoted by the tenderer is inclusive of ESI & EPF and Service Tax etc.

Signature of the Tenderer

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ANNEXURE I

RECOVERY TO BE MADE FOR DEFAULT

Sl.No.	Description	Amount
1.	Electrical Engineer (B.E. holder or equivalent in person) In charge	Rs.500/- per day
2.	Operator (Diploma holder)	Rs.300/- per day
3.	ITI Electrician/Mechanic/Chlorine Operator	Rs.200/- per day
4.	Field worker/Watchman	Rs.100/- per day
5.	Cleaning of site	Rs.100/- per day
6.	Photo Identity	Rs.100/- each
7.	Not wearing uniform	Rs.50/- each
8.	Safety equipments	Rs.500/- per month
9.	Loose tools	Rs.100/- per month
10.	Maintaining of registers	Rs.2000/- per month
11.	Display of staff particulars	Rs.500/- per month
12.	Disobedience of any person	To be replaced immediately
13.	Preventive maintenance not done	
14.	a) For daily maintenance items	Rs.100/- per day
	b) For weekly maintenance items	Rs.200/- per week
	c) For fortnightly maintenance items	Rs.500/- per fortnight
	d) For monthly maintenance items	Rs.1,000/- per month
15.	For not maintaining Diesel Generator batteries in good charge condition	Rs.50/- per day
16.	For not maintaining minimum diesel (200 Lit) stock	Rs.100/- day

NOTE: The personnel mentioned in item No.1 to 4 shall be made available without fail. For repeated absence of the above key personnel more than three times in a year shall be liable for double the recovery of the amount specified above.

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ANNEXURE II

LIST OF MINOR REPAIRS OFTEN ENCOUNTERED AT WATER DISTRIBUTION STATION

I. Electrical Works

1. Replacement of H.G. Fuses
2. Replacement of Lightning arrestor – any one of the phases
3. Replacement of jumpers
4. Replacement of insulator (porcelain) – one phase
5. Replacement of A-B switch – one phase
6. Replacement of no-volt coil for A.C.B. and O.C.B. *
7. Replacement of jumper with socket inside the panel
8. Replacement of cable lugs including terminations
9. Replacement of burnt-out H.R.C. fuses *
10. Replacement of moving and fixed contacts or contactors *
11. Repairs to isolators

Pumpsets

1. Replacement of coupling bolt & nuts including rubber bushes
2. Replacement of worn-out impeller nut
3. Replacement of spindle nut in the sluice valve
4. Replacement of terminal plate in the motor
5. Replacement of carbon brushes and brush holder *

D.G. set

1. Replacement of burnt-out spares in the battery charger of D.G. *
2. Rewinding of self starter in the case of D.G.
3. Replacement of repairing of cut-out of D.G.
4. **GENERAL:** Replacement of bulb, choke, starter, etc.

And any other related works etc.

Note: The old parts which have been replaced should be returned to the Board wherever applicable.

* Where applicable.

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ANNEXURE-III

OBLIGATION OF THE BOARD

1. Supply of fresh, potable water within the premises
2. Power Consumption charges will be paid by the Board directly to TNEB.
3. CMWSS Board will arrange to provide the Telephone connection in the premises and the entire telephone charges including the rent shall be paid the contractor.
4. Ensuring that all equipments and accessories are in good working condition before handing over the water distribution station. This could be decided by a joint inspection during handing over.
5. To conduct surprise checks to ascertain the effective functioning of the water distribution station. For this purpose, Board may nominate any of its officers for inspection of pumping operations without prior notice.
6. Payment will be made monthly on receipt of bills from the contractor following Board's Regulations.
7. Payment for attending minor repairs not exceeding the ceiling limits prescribed, will be made monthly on receipt of bills for the actual works carried out.
8. Prescribing of preventive maintenance schedule for adoption at different time intervals by the contractor.
9. Supply of Diesel and Engine Oil etc. for DG set.

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ANNEXURE-IV

MANDATORY DUTIES OF THE CONTRACTOR

I. GENERAL:

1. Operation of specified shifts / day and ensuring that back up teams would be available to take over during Sundays, Holidays and in the event of regular Operator / Labour absence including watch and ward.
2. Making sure that the levels in the sump are maintained in a safe required level and to ensure that overflowing of sump should not be allowed.
3. Operate and maintain equipment with technical staff so as to safeguard the equipments against single phasing, earth fault, phase reverse etc. in power supply.
4. Maintaining all equipment within the station as recommended by the manufacturers, with proper Logs and Records of the work carried out, as prescribed by Metro Board.
5. Operate and maintain capacitor and allied switch gear so as to maintain a power factor of not less than 0.90 lag prescribed by TNEB.
6. The power factor will not decrease or increase suddenly and if the contractor observes daily and find any decrease in the power factor it should informed to the Department Engineers (concerned Area Engineers). The Department Engineers will take immediate steps in rectifying this.
7. Test run of Genset should be carried out for a minimum of 30 minutes per week in idle condition or as recommended by the manufacturer / directed by Site Engineer. The required Diesel / lube oil will be supplied by Board and the contractor should made necessary arrangement for carting the same. However in case of emergency the contractor may arrange to purchase the required diesel / lube oil directed by the Engineer in charge and the related cost will be paid based on actuals on production of bills.
8. Care should be taken to prevent overflow from OHT or UGT.
9. Keeping the sump OHT, all Buildings and other area free from dirt and dust.
10. Ensuring that premises are kept clean and tidy.
11. Inspection Register to be available at the Station.

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12. Mandatory Regulations prescribed by CEIG and Inspector of Factories shall be followed without any lapse.
13. Head Works Log Books, Chlorinator Log Books, Diesel Generator Log Book, Preventive Maintenance Register, Attendance Register & Wage Register to be available at the Station.
14. Carrying out all operations at intervals specified shown on attached sheets for each station
15. Each station should be provided with complete set of tools and equipments required for maintaining the station.
16. The following regular equipment maintenance and general maintenance have to be carried out along with those as per preventive maintenance schedule.
 - a. De-weeding and cleaning the transformer yard.
 - b. Drying and refilling of silica jell in the breather of the transformer.
 - c. Regular watering of the earth pits in the transformer yard and maintaining proper earth resistance.
 - d. Check for any oil leak in the transformer and top up of oil (transformer oil will be supplied departmentally).
 - e. All electrical connections have to be checked.
 - f. Provide gland packing for the pumps, sluice valve etc. whenever required to avoid leakage of water. Rope has to be provided by the Contractor.
 - g. Greasing of bearings and lubricating all moving parts minimum once a week (grease has to be provided by the Contractor).
 - h. Check for tightness of coupling bolts-nuts and all other fasteners.
 - i. Check for functioning of Generator sets and vacuum pumps.
 - j. Cleaning of motors, L.T. panel etc. minimum once in a week using air blower.
 - k. Lubricating and test operating all valves for proper seating minimum once in week.
 - l. Watering of plants and trees.
 - m. Check for charging battery including the acidity in cells once in a week so as to start and operate the DG sets in any emergency requirements.

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- n. Replacements of the HG fuse if required.
 - o. Replacement of fused out bulbs, choke, starters etc.
 - p. Providing grease oil; cotton waste
17. The rates quoted by tenderer are inclusive of consumables such as grease, engine oil, packing rope, cotton waste.
18. Any minor repairs to equipment upto a limit of Rs.5,000/- per month has to be carried out urgently. Payment towards minor repairs will be paid separately on monthly basis, based on the actuals and production of certificates and vouchers. The bidder need not include the cost of minor repairs in the tender.
19. The bidder should furnish his local office and residential address along with Telephone Nos.
20. Attendance should be maintained by the contractor and the employees to sign it in every shift.
21. Ensuring that adequate manpower is available round the clock to carry out the above tasks and to prevent entry of unauthorised persons.
22. Spare (Reliever) Operator / labourers should be employed to work in that Water Distribution Station.
23. The contractor has to provide decent uniform with name badge to their staff and if they fail to wear the uniform, penalty at the rate indicated in the Annexure-I will be recovered from this monthly bill.
24. Maintenance of plant and machineries should be as per the schedule of maintenance (Day/weekly/Fortnightly/Monthly) as given in Annexure-VII.
25. Following Laws shall be adhered to by the contractor wherever applicable
- a) Workmen Compensation Act, 1923
 - b) Payment of Wages Act, 1936
 - c) Industrial Disputes Act, 1947
 - d) Minimum Wages Act, 1948
 - e) Factories Act, 1948
 - f) Employees PF and Miscellaneous Act, 1952

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- g) Payment of Bonus Act, 1965
- h) Payment of Gratuity Act, 1972
- i) Equal Remuneration Act, 1979
- j) Maternity Benefit Act 1951
- k) Contract Labour (Regulation & Abolition) Act 1970
- l) Industrial Employment (Standing Orders) Act 1946
- m) Trade Unions Act 1926
- n) Child Labour (Prohibition & Regulation) Act 1986
- o) Inter-State Migrant workmen's (Regulation of Employment & Conditions of Service) Act 1979
- p) The Building and Other Construction workers (Regulation of Employment and Conditions of Service) Act 1996 and the Cess Act of 1996
- q) Employee State Insurance Act, 1948
- r) The Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982.
- s) The Bonded Labour System (Abolition) Act, 1976
- t) The Employer's Liability Act, 1938

II. ELEMINATION OF CHILD LABOUR

1. Attention of all contractor are invited to the Child Labour (Prohibition and Regulations) Act 1986, which prohibits employment of children below 14 years of age in certain occupations and process and provides for regulations of employment of children in all other occupations and progress. Employment of child labour is prohibited in building and construction industry.
2. Hence all the contractors are requested to adhere to the provisions in the above Act and see that engagement of child labour in the operational activities of the Board are completely prohibited. Any violation of the provision will lead to penal action and removing of the contractor from the list of registered contractors.

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III. CONTRACT LABOUR WELFARE

The rights and benefits conferred on the workmen employed by the contractor under the provisions of various Labour Laws are the responsibility of the contractor. The contractor has to indemnify the CMWSS Board in case of loss or any damages. It is the responsibility of the contractor to take insurance policy under Workmen's Compensation Act, 1923 for each labour engaged by the contractor. The contractor will be responsible for any deficiency of safety measures to be adhered as stipulated in Annexure-V. A photocopy of the insurance under workmen's compensation Policy should be furnished to the Board. The policies should be kept alive till completion of the contract.

IV. SAFETY MEASURES

1. All the work to be carried out in and around the water distribution station, like electrical faults (or) attending to maintenance work in sump and suction sump it must be under the contractor's supervision with their supervisor, at their own risk and cost.
2. The contractor should possess rubber gloves, gum boots, helmet, torch light, emergency light etc. as safety equipments in good condition.
3. Each and every employee of the contractor should have insurance cover under workmen compensation act.
4. The contractor has to carryout any minor maintenance work only after informing and getting concurrence of the Board officials incharge of that particular water distribution station.

V. NON-COMPLIANCE TO SCHEDULE OF WORK / MANDATORY DUTIES

If the contractor fails to carry out any work or part of work/mandatory duties, the Board shall have the power to carry out such parts of work by engaging private agency and recover such amount including 5 (five) percent of the amount incurred from the progressive bills.

Photo Identify Cards have to be issued to the personnel and one set of these Identity Cards should be furnished to the Board and one set displayed in the Water Distribution Station.

The responsibility of the contractor to take insurance policy under Workmen's Compensation Act 1923 for each labour and a copy of insurance policy should be furnished to the Board. This policy should be kept alive till completion of the contract period.

The name and qualifications of the personnel engaged in each Water Distribution Station should be prominently displayed in the Water Distribution Station.

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VI. DUTIES AND RESPONSIBILITY OF INCHARGE (DEGREE HOLDER/DIPLOMA HOLDER) WATER DISTRIBUTION STATION

- 1) He shall hold full responsibility of the pumping operations in the Water Distribution Station as prescribed by the Board
- 2) Daily report on the quantity of water received / pumped out should be sent to office with all activities of the previous day.
- 3) Inform minor/major/repairs immediately and should be present at site until completion works of repair
- 4) He shall have full responsibility for maintaining maintenance schedule such as daily, weekly, fort nightly and monthly programmes.
- 5) He should organize the daily pumping schedule as instructed.
- 6) He shall keep safety equipments and First Aid box to his custody and utilise whenever requires.
- 7) He shall be responsible for over all cleaning and keeping the station neat and tidy
- 8) To approach TNEB authority when power fails in TNEB structure/Board structure and ascertain early supply resumption.
- 9) He shall check up P.F everyday and to maintain at minimum 0.90 as prescribed by TNEB.
- 10) In charge shall be sole responsible for carryout mandatory duties of contractor in the Distribution station and to organize the maintenance gang for routine maintenance work.
- 11) Up keeping the station such as air blowing motors, control panels, gland packing, changing Engine Oil and maintenance of battery.
- 12) Care has to be taken for workers to avoid double/triple duties as per workmen compensation Act and arrange to renewal of Insurance policy.
- 13) Recording Log Book for every hour and including starting/stopping times of the pump sets.
- 14) Check the temperature/Noise of Running units and control panel
- 15) Record daily shift activity in Log Book

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- 16) Follow the instruction if any by DAE (E)/AE/JE's of the Water Distribution Station regarding pumping.
- 17) Go through previous shift activities and explain the shift activities to the reliever
- 18) Operating D.G. Set when power fails.

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VII. DUTIES TO BE ATTENDED IN SHIFT (THOZILALI)

- 1) Keeping of all Buildings, D.G. Room and machineries free from dirt and dust
- 2) Ensuring that premises are kept clean and tidy
- 3) Ensuring that adequate manpower is available round the clock to carryout out the above task and to prevent entry of unauthorised persons.
- 4) Provide gland packing for the pumps, sluice valve etc. whenever required to avoid leakage of water.
- 5) General cleaning of all equipments buildings and the yard
- 6) Watering of plant and trees
- 7) To assist the operators to carry out the breakdown maintenance to avoid dislocation of pumping operation.
- 8) Operating of sluice valves and non-return valves
- 9) Check the functioning of Generator set, oil engine pumpset etc.

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ANNEXURE-V

SAFETY MEASURES TO BE ADHERED

1. All electrical safety equipments like hand gloves, testers and other electrical needs are to be provided by the contractor.
2. Only experienced, skilled people have to be employed by the contractor.
3. All personnel should be covered by insurance under workmen compensation act.
4. All labour act provisions have to be met with.
5. Exhibit labels of "SAFETY FIRST".

ANNEXURE-VI

SPECIAL CONDITIONS

1. The power factor will not decrease or increase suddenly and if the contractor observes daily and find any decrease in the power factor it should informed to the Department Engineers (concerned Area Engineers). The Department Engineers will take immediate steps in rectifying this.
2. The power factor observed should be recorded in the log book every day.

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ANEXURE-VIII

I. LIST OF MINIMUM NO. OF SAFETY EQUIPMENTS TO BE PROVIDED BY THE CONTRACTOR IN EACH STATION

1.	Shock proof hand gloves	-	1Pair
2.	Gum boot	-	2 Pairs
3.	Electrical line tester	-	1 No.
4.	Earth discharge rod	-	1 No.
5.	First aid box	-	1 No.
6.	Emergency light	-	1 No.

Note: The above is only an illustrative minimum list. The contractor must note that it is their responsibility to ensure the lives and safety of the workers employed by them. Towards this end, all the equipments of appropriate specifications should be procured and made available to the workers in usable conditions throughout the period of contract. Responsibility for any health problem or death will solely rest with the contractor.

II. LIST OF MINIMUM NO. OF LOOSE TOOLS TO BE PROVIDED BY THE CONTRACTOR IN EACH STATION

1.	Double end Spanners	-	1 Set
2.	Screw Driver	-	1 Set
3.	Pipe wrench	-	1 Set
4.	Cutting – Pliers	-	1 Set
5.	Long nose pliers	-	1 No.
6.	Hammer	-	1 No.
7.	Test lamp with holder	-	1 No.
8.	Megger	-	1 No.
9.	Multimeter	-	1 No.
10.	Tong Tester	-	1 No.

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11.	Hacksaw Frame	-	1 No.
12.	Spade	-	2 Nos.
13.	Crow Bar	-	1 No.
14.	Shovel	-	2 Nos.
15.	Sickles	-	2 Nos.
16.	Ring Spanner	-	1 Set
17.	Men working Post	-	1 No.
18.	Grass cutter	-	1 No.
19.	Manvetty	-	4 Nos.
20.	Country Knife	-	2 Nos.
21.	Iron Chutty	-	2 Nos.
22.	Grease Gun	-	1 No.
23.	2 Ton Pulley Block	-	1 No.
24.	Wheel Barrow	-	2 Nos.
25.	Torch Light	-	2 Nos.
26.	Hand Blower	-	1 No.

The contractor will be responsible to make available the safety equipment and loose tools as listed above. If the contractor fails to keep the safety equipment and loose tools and consumable items as listed in Annexure, the above will be procured by the Board and the cost will be deducted immediately from the bill payable to the contractor with a penalty of Rs.2000/-.

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ANNEXURE-VII
WATER DISTRIBUTION STATION
SCHEDULE OF MAINTENANCE

Item No.	Description of work	Daily	Weekly	Fort nightly	Monthly	Attended / Not attended / O.K.	If not attended, reason
1.0	Pump house						
1.1	Cleaning of site	★					
1.2	Cleaning of pump house	★					
1.3	Cleaning of Panel Room, D.G. room etc.	★					
1.4	Check pump is operational	★					
1.5	Change over of pumps	★					
1.6	Record hours run	★					
1.7	Check operation of air release pipe	★					
1.8	Clean windows	★					
1.9	Operate vertically hung door and lubricate	★					
1.10	Sweep and tidy up ground, roof, remove cob	★					
2.0	H.T. structure, Transformer yard and						
2.1	Cleaning of transformer yard, removal of grass and plants	★					
2.2	Check up and water the earthpits		★				
2.3	Megger the earth resistance in the earth pits				★		
2.4	Check and operate the AB switch in the structure for its smooth operation and replace contacts if necessary		★				
2.5	Check up dropout fuses and H.G. fuses and replace if necessary	★					
2.6	Check up insulators and lightning arrestor in the structure and replace if necessary			★			
2.7	Check the transformer for any leakage of oil and top up if necessary		★				
2.8	Check the temperature of transformer oil from dial thermometer and record						
3.0	H.T. Panel						
3.1	Clean the panel externally and internally using blower	★					
3.2	Carryout visual check of observe over all condition of the breakers and clean the breakers thoroughly	★					
3.3	Grease/Oil joints and sliding surfaces			★			
3.4	Check the internal connections				★		
3.5	Check the operations of doors and conditions of door gasket						
3.6	Check Volt Meter Ammeter etc. in the panel for its working and replace if necessary	★					
3.7	Check all the indicator lamp and control fuses and replace if necessary	★					
3.8	Check the operation of relays				★		

ANNEXURE-VII
WATER DISTRIBUTION STATION
SCHEDULE OF MAINTENANCE

Item No.	Description of work	Daily	Weekly	Fort nightly	Monthly	Attended / Not attended / O.K.	If not attended, reason
4.0	LT Panel						
4.1	Clean the panel externally and internally using blower	★					
4.2	Check all the connections for tightness			★			
4.3	Check the contacts switches for tightness and apply petroleum jelly if necessary			★			
4.4	Check Volt Meter Ammeter and respective P.T. and CTS for its working and connection	★					
4.5	Check all the indicator lamp bulbs and fuses and replace if necessary						
4.6	Check operation of all switches and bush buttons		★				
5.0	CAPACITORS						
5.1	Check all the capacitors for oil leakage if any	★					
5.2	Clean the insulator with dry cloth and check the connections for tightness			★			
5.3	Check the fuses and meggar the units				★		
6.0	MOTORS						
6.1	Clean the motor terminal box, check the cable connection to tightness	★					
6.2	Check body of the motor for firm connection			★			
6.3	Check the foundation bolt and nut for tightness	★					
6.4	Check normal sound and vibration	★					
6.5	Check the bearing grease and replace if necessary			★			
6.6	Check air cooling fan for vibration and noise			★			
6.7	Check meggar test for windings and earth			★			
6.8	Cleaning of motor slipring, carbon brush, contacts and replace if necessary		★				
7.0	STARTERS AND OCB						
7.1	Clean the starter and check up the cable connection	★					
7.2	Check contacts and replace if necessary		★				
7.3	Check for cable connection		★				
7.4	Check for OLR and No volt coil		★				
7.5	Check the level of transformer oil in the OCB and top up if necessary			★			
8.0	MAIN PUMPS						
8.1	Outside Cleaning	★					
8.2	Check Bearing Temperature	★		★			
8.3	Check & Top up Bearing grease or replace grease						
8.4	Check gland for leak and add gland layer if required	★					

ANNEXURE-VII
WATER DISTRIBUTION STATION
SCHEDULE OF MAINTENANCE

Item No.	Description of work	Daily	Weekly	Fort nightly	Monthly	Attended / Not attended / O.K.	If not attended, reason
8.5	Replace gland packing completely			★			
8.6	Check foundation nuts and bolts for tightness and rusting		★				
8.7	Check inspection covers and check condition of impeller			★			
8.8	Check the pressure and pressure gauges on suction and delivery side	★					
8.9	Clean the pump pit and pump floor	★					
8.10	Check for coupling Bolts and nuts, coupling tyre and replace the tyre if required			★			
8.11	Check for vibration and noise of the pump	★					
8.12	Pumpout leak water from the pump pit	★					
8.13	Check the condition of bearing oil and replace if required			★			
9.0	SUMP PUMP						
9.1	Check the pump for operation	★					
9.2	Check the coupling and replace if necessary			★			
9.3	Clean the starter panel externally and internally	★					
9.4	Check the fuses and contacts, apply petroleum jelly if necessary		★				
9.5	Check the foot valve and replace if necessary	★					
10.0	DIESEL GENERATOR SET, BATTERY AND EMERGENCY LIGHT						
10.1	Clean the battery, top up, distilled water in the battery if necessary	★					
10.2	Remove the connection of battery terminals, clean thoroughly and reconnect after applying petroleum jelly		★				
10.3	Clean the emergency lights internally and externally	★					
10.4	Check the light, indicator lamp for its proper working and attend if necessary		★				
10.5	Check fuel level in the day tank of DG set and top up if necessary		★				
10.6	Check engine oil level in the D.G. set and add if necessary			★			
11.0	OHT CRANES						

ANNEXURE-VII
WATER DISTRIBUTION STATION
SCHEDULE OF MAINTENANCE

Item No.	Description of work	Daily	Weekly	Fort nightly	Monthly	Attended / Not attended / O.K.	If not attended, reason
11.1	Carry out thorough leaning of crane including girders, trolley, platform other equipments and control panels	★					
11.2	Check all the cable connections for tightness			★			
11.3	Check contacts and fuses and replace if necessary			★			
11.4	Inspect gearbox for any leage of oil				★		
11.5	Check the connection of limit switch				★		
11.6	Check panels internally and externally and apply petroleum jelly if required	★					
11.7	Check the rope and apply grease if required				★		
12.0	SUCTION & DELIVERY VALVES AND ACTUATOR						
12.1	Check the condition of gland packing and tighten or replace if necessary	★					
12.2	Chect actuator gear box for leakage		★				
12.3	Check the condition of limit switches				★		
12.4	Check the condition of oil and grease, replace if necessary			★			
12.5	Check the bolts and nuts for tightness			★			
12.6	Check cable terminals at motor terminal box of actuator				★		
12.7	Check clutch and gear arrangement for manual operation				★		
12.8	Apply grease to the spindle if necessary				★		
12.9	Check the for free movement			★			
13.0	NRV (NON RETURN VALVE)						
13.1	Check the operation of non-return valve		★				
13.2	Check the dsic for its smooth opening and closing operation		★				