



# Indian Institute of Science Education and Research Kolkata

Mohanpur Campus, Mohanpur-741252

Dist. Nadia, West Bengal

## **NOTICE INVITING TENDER**

Director, Indian Institute of Science Education and Research Kolkata, Mohanpur campus, Mohanpur 741252, Nadia invites sealed tender in two parts for below mentioned work from eligible manufacturers/Authorized Dealers.

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Name of work                          | Servicing & maintenance works for 33 KV HT VCB with allied repairing works at ESS-1 of IISER-Kolkata, Mohanpur Campus                                                                                                                                                                                                                                                                                                                                            |                   |
| NIT No.                               | IISER-K/IWD/Elect./26-27/12     Date:-20-08-2026                                                                                                                                                                                                                                                                                                                                                                                                                 |                   |
| Mode of Submission of Bids            | Bidding documents can directly be downloaded from institute website<br><a href="https://www.iiserkol.ac.in/web/en/announcements/tender">https://www.iiserkol.ac.in/web/en/announcements/tender</a><br>The Bidder should deposit the EMD & cost of tender paper through NEFT/RTGS separately in the bank account number given below and obtain acknowledgment of the transactions. Self-signed copy of these acknowledgments should be submitted with the tender. |                   |
| Important Dates                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |
| Publishing Date                       | 20.08.2026                                                                                                                                                                                                                                                                                                                                                                                                                                                       | After 16:00 Hrs.  |
| Bid Submission Start Date             | 20.08.2026                                                                                                                                                                                                                                                                                                                                                                                                                                                       | After 16:00 Hrs.  |
| Bid Submission End Date               | 27.08.2026                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Up to: 16:00 Hrs. |
| Bid Opening Date                      | 28.08.2026                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 11:00 Hrs.        |
| Cost of BID Document                  | NIL                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                   |
| Bank Account Details of the Institute | NAME OF THE ACCOUNT HOLDER: IISER KOLKATA<br>ACCOUNT NUMBER: 089301000011530<br>IFS CODE OF THE BRANCH: IOBA0000893<br>BANK NAME: INDIAN OVERSEAS BANK, SALT LAKE BRANCH                                                                                                                                                                                                                                                                                         |                   |
| Place of opening of Bids              | Institute Works Department, IISER-Kolkata, Mohanpur Campus, Nadia.                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| Contact Details                       | For technical clarification/help regarding submission of the tender please contact to IWD office, IISER-Kolkata, Mohanpur campus, Mohanpur-741252,<br>Tel: 033-61360000 (Extn. 1184)                                                                                                                                                                                                                                                                             |                   |

**Astt. Executive Engineer (Electrical)-IWD**  
**(For and on behalf of Director IISER Kolkata)**



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**Eligibility: (i)** 1. The bidder firm should be an OEM/OEM authorized service partner/channel partner/Dealer incorporated in India & should have well experience in electrical HT installation works in any Govt. organization. Bidders are also requested to make a field visit prior to submission of bid, (if required) for getting a clear concept regarding the actual requirement for this work.

\*“Similar work” shall mean testing, servicing, commissioning and/or maintenance of HT power transformer(s) with associated 11 kV/33 kV switchgear (VCB/Isolator), CT/PT and protection relays, executed in a Central/State Government department, PSU, Autonomous Body, University/Research Institute, or a reputed private/industrial establishment.

(ii) Since the work involves testing and servicing of 33 kV HT equipment, the Bidder (and/or the personnel to be deployed) must hold a valid Electrical Contractor's Licence and Supervisory/Competency Certificate for HT installations up to 33 kV, issued by the Chief Electrical Inspector to the Government / competent licensing authority of the concerned State, in accordance with the CEA (Measures relating to Safety and Electric Supply) Regulations, 2010 and the Indian Electricity Rules.

**Documents:** Tender paper in complete shape signed in all the pages with the filled in item rate should be submitted along with the competitive and justified rate with specification & makes including all relevant documents like copies of **Registration certificate, PAN no., GST Registration, Trade License, IT Return for last financial year** etc., in a sealed cover addressed to the undersigned super scribing the name of work so as to reach within 30.07.2026 positively. Late submission or any postal delay will not be accepted.

## **Terms and conditions:**

1. The work to be started immediately after issuing of work order.
2. The payment will be made after completion of the work as per order and against joint inspection report for completion & tax invoice.
3. Works to be completed at IISER Kolkata Mohanpur campus as per the specification(s) mentioned in the work order only.
4. The quoted amount should be inclusive of all taxes, duties, transportation charges etc. and is to be written clearly both in figure and in words.
5. Work should be completed within 30 days after receiving of the work order. Any further delay should not be accepted.
6. Vendor should take care the existing property of the institute. Any damage during the work, the vendor is responsible for pay /Institute should deduct the amount from the bill.
7. Vendor should responsible for any injuries to the workers during the work.
8. Payment should be made after completion of the work and 10% of the final bill deduct as security deposit for three months.
9. The work order may be awarded on the basis of the competency and reliability of the bidder and quoted offer and it is not necessarily to award the contract to the lowest bidder.

**10.** The complete tender may be sent by post to the above-mentioned address captioned “**Servicing & maintenance works for 33 KV HT VCB with allied repairing works at ESS-1 of IISER-Kolkata, Mohanpur Campus**”. The envelope should be addressed to **The Asst. Executive Engineer (Electrical)-IWD**. The sealed tender documents should be reached to “**Dispatch section, C V Raman AAC bldg., Mohanpur-741252, Indian Institute of Science Education and Research Kolkata**” office on or before schedule date and time.

**11.** The rates quoted by the Contractor shall include for supplying materials & completion of repairing works. The rates shall be complete in all respects also including cost of transport, sales and other taxes royalties, duties and materials, contingencies, breakage, wastage, sundries, on the basis of works contract. The rates quoted shall include all taxes, duties, transport, GST or any other levies applicable under the statute including comprehensive warranty obligation as mentioned in the BOQ. The rates quoted by the Contractor shall be net so as to include all requirements described in the contract agreement and no claim whatsoever due to fluctuations in the price of material will be entertained. No change in unit rate will be admissible on any variation of quantity.

## **Special Conditions of Contract (SCC):**

The following Special Conditions of Contract (SCC) apply specifically to the scope of work defined for this tender, in addition to the general Terms and Conditions above:

**1.** Scope of Work: The scope covers testing, servicing and repairing of the entire 33 kV HT VCBs

**2. Servicing and preventive maintenance of 33 KV HT VCBs**

A clear configuration of **SIEMENS VCBs** along with model nos. & location is now providing hereunder for ready reference for the bidder for quoting purpose

| Sl. No | Qty    | Voltage Grade | HT current rating | Model No   | Location                                        |
|--------|--------|---------------|-------------------|------------|-------------------------------------------------|
| 1      | 4 Nos. | 33KV          | 1250A             | 3AH3 315-2 | 3 Panel 33 KV HT Switch Board at ESS-1 and ICOG |

Bidder should note that following servicing procedure are required to be fulfilled by the successful bidder

### **Breaker Details**

| Sl. No. | Equipment/HT VCB | Sl. No for servicing work | Description of servicing work                                                                                       | Verification Status |
|---------|------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------|
| 1       | 33 KV KV HT VCB  | a.                        | Visual Checking of VCB                                                                                              |                     |
|         |                  | b.                        | Checking VCB spring charge electrically/manually                                                                    |                     |
|         |                  | c.                        | Checking VCB tripping through protection relay                                                                      |                     |
|         |                  | d.                        | Measurement of contact resistance (by milli volt drop test or with digital micro ohm-meter)                         |                     |
|         |                  | e                         | Physical check of Breakers and breaker operation test both manually and electrically & remotely (5 operations each) |                     |
|         |                  | f                         | Check fixed and moving contacts & measurements of IR values                                                         |                     |
|         |                  | g                         | Check close & trip coil, check earth continuity                                                                     |                     |
|         |                  | h                         | Cleaning breaker compartment thoroughly                                                                             |                     |

|  |    |                                                                                                      |  |
|--|----|------------------------------------------------------------------------------------------------------|--|
|  | i  | Control circuit checking with auxiliary rotary switch checking, CT, PT, annunciation, indication etc |  |
|  | j  | Lubricate the breaker                                                                                |  |
|  | k  | Closing and opening time test for all three poles                                                    |  |
|  | l. | Apply grease/petroleum jelly on movable required parts.IR test with IR tester                        |  |
|  | m  | Check spring charging Motor                                                                          |  |
|  | n. | Physical verification of any wear & tear in the breakerand rectify it ,if possible                   |  |
|  | o. | Physical checking of epoxy housing                                                                   |  |
|  | p. | No .unplugged holes to be left & no foreign materials left                                           |  |
|  | q  | Check space heater                                                                                   |  |
|  | r  | Checking of control circuit &tighten the connection ,if any                                          |  |
|  | s. | Numerical relay functional checking & Testing                                                        |  |
|  | t  | Checking door lock operation                                                                         |  |
|  | u  | Alignment check of VCB for proper rack-in & rack-out                                                 |  |
|  | v  | Alignment check of panel door of breaker chamber                                                     |  |
|  | w  | Checking of gear box operation                                                                       |  |
|  | x  | Checking of strock length, damper setting, pressure relief flap                                      |  |

#### Checking of Breaker Chamber

| Sl. No | Item Verification                                  | Verification Status |
|--------|----------------------------------------------------|---------------------|
| 2.1    | Visual inspection of breaker chamber               |                     |
| 2.2    | Cleaning of the breaker chamber                    |                     |
| 2.3    | Lubrication of shutter mechanism                   |                     |
| 2.4    | Checking of front drive fixing plates              |                     |
| 2.5    | Cleaning of Upper & Lower bushing                  |                     |
| 2.6    | Cleaning of Upper & Lower jaw contacts             |                     |
| 2.7    | Lubrication of Upper & Lower jaw contacts          |                     |
| 2.8    | Checking of shutter movement                       |                     |
| 2.9    | Checking of thermostat wiring and its fixing       |                     |
| 2.10   | Checking of vermin proofing of the breaker chamber |                     |
| 2.11   | Checking of breaker rack IN/OUT inside the panel   |                     |

#### Checking of CT/Cable Chamber

| Sr. No | Item Verification                  | Verification Status |
|--------|------------------------------------|---------------------|
| 3.1    | Visual inspection of cable chamber |                     |

|     |                                                |  |
|-----|------------------------------------------------|--|
| 3.2 | Cleaning of cable chamber                      |  |
| 3.3 | Tightness checking of all power connection     |  |
| 3.4 | Tightness checking of CT primary terminals     |  |
| 3.5 | Tightness checking of CT secondary terminals   |  |
| 3.6 | Checking of vermin proofing of cable chamber   |  |
| 3.7 | Testing of CT for IR, Ratio and polarity       |  |
| 3.8 | Checking & tightening of earthing bus of panel |  |

#### Checking of PT

| Sr. No | Item Verification                              | Verification Status |
|--------|------------------------------------------------|---------------------|
| 4.1    | Visual inspection of PT                        |                     |
| 4.2    | Cleaning of PT                                 |                     |
| 4.3    | Tightness checking of all power connection     |                     |
| 4.4    | Tightness checking of PT secondary terminals   |                     |
| 4.5    | Testing of PT for IR, Ratio and polarity       |                     |
| 4.6    | Checking & tightening of earthing bus of panel |                     |

#### Protection Relay Coordination:

Two (2) nos. 7SR11/7SR12 and Three (3) nos. 7SR242 Duobias Transformer Protection Relays as detailed in the Schedule of Works (Annexure-III), and specifically addresses the frequent tripping of the 33 kV incoming supply reported by WBSEDCL.

**2. Statutory Compliance:** The agency shall comply with the Electricity Act 2003, the CEA (Measures relating to Safety and Electric Supply) Regulations 2010, and other applicable statutory/safety regulations. Only personnel holding a valid Electrical Supervisor/Wireman licence shall be deputed for work on 33 kV equipment.

**3. Shutdown & Permit to Work:** Since the work involves the 33 kV incoming supply, the agency shall coordinate shutdown timing with WBSEDCL Haringhata substation and the Institute's Engineer-in-Charge at least 3 working days in advance, obtain a written Permit to Work / Line-Clear before starting work on de-energized equipment, and ensure the cable/equipment is properly earthed and discharged before being touched.

**4. Calibrated Test Instruments:** The agency shall deploy calibrated test equipment (Megger, earth tester, thermal imaging camera, micro-ohmmeter, secondary-injection relay test kit, contact-resistance meter, etc.) with valid calibration certificates traceable to a NABL-accredited laboratory; copies of calibration certificates shall be submitted along with the test reports.

**5. Test Reports & Documentation:** The agency shall submit signed test reports/certificates on its letterhead for every test item of the Schedule of Works, along with a consolidated final joint-inspection and completion report, prior to submission of the final bill.

**6. Safety:** The agency shall follow all applicable safety precautions to its workers, and shall be fully responsible for the safety of its personnel while working on or near live 33 kV equipment. Liability for any accident/injury shall rest with the agency, as also provided under the general Terms and Conditions.

**7. Making Good:** The agency shall be responsible for reinstating, to its original condition, any structure, cable-trench cover, cabling or other Institute property disturbed during execution of the work.



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**8. Consumables & Spares:** Quoted rate shall be deemed inclusive of all consumables (gaskets, cleaning materials, lubricants, cable lugs, nuts-bolts, etc.) required to complete that item of work.

**9. Provisional/Extra Items:** Any extra item required for execution only on specific written instruction of the Engineer-in-Charge, and payment shall be made strictly on actuals at the quoted unit rate; no minimum or guaranteed quantity is implied.

**10. Warranty:** The agency shall provide a minimum warranty of 6 (six) months from the date of completion against any defect in workmanship in the servicing/testing carried out. Any repeat fault attributable to defective workmanship shall be rectified free of cost within the warranty period.

**11. Completion Timeline:** The entire scope of work under this tender shall be completed within 30 days from the date of issue of the work order, in a phased manner to be mutually agreed with the Engineer-in-Charge so as to minimize the duration of supply interruption.

**12. Fault Analysis:** As part of Schedule of Works, the agency shall submit a written Root-Cause of fault Analysis Report specifically addressing the reported frequent tripping of the 33 kV supply, along with the corrective actions taken and recommendations for further monitoring.

**13. Relay Setting Changes:** Changing to any protection relay setting shall be made ONLY with prior permission of the Engineer-in-Charge.

**14. Precedence:** This Special Conditions of Contract shall be read in conjunction with the general Terms and Conditions above. In the event of any conflict, the Special Conditions of Contract shall prevail for matters specifically covered herein.

**Please note that the Competent Authority reserves the right to reject any or all tenders without assigning any reason whatsoever.**

**Astt. Executive Engineer (Elect.)  
Institute Works Department  
(For and on behalf of Director, IISER Kolkata)**



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## **Acceptance of terms and conditions by the bidder**

To  
The Astt. Executive Engineer (Elect)  
Institute Works Department  
IISER-Kolkata  
Mohanpur-741252

**Name of the work: - Servicing & maintenance works for 33 KV HT VCB with allied repairing works at ESS-1 of IISER-Kolkata, Mohanpur Campus**

Dear Sir,

We have carefully examined all the tender documents including main terms and conditions and I/we the undersigned hereby submit the tender for the above cited work with price bid in conformity with the said Tender documents. We undertake that if our tender is accepted, we will commence the work immediately and complete the same within specific time from the date of issue of Work Order.

The corrigendum(s) issued from time to time by your organization too have also been taken into consideration, while submitting this acceptance letter.

I /We hereby unconditionally accept the tender terms and conditions of above-mentioned tender Document/corrigendum(s) in it's entirely.

**It is certified that we have not been black-listed in any of the Government Department.**

**Signature of the Contractor / Authorized person  
on behalf of the Firm / Organization and Seal**

**(BASIC INFORMATION)**

**ANNEXURE-I (Page 1 of 2)**

**Pre-qualification of contractors for electrical maintenance:**

|   |                                                                                                                                                                                                                                        |                      |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1 | Name of the Contractor / Firm / Organization / Company.                                                                                                                                                                                |                      |
| 2 | Official Correspondence address at with contact person's name, telephone number, mobile number, <b>E-mail</b> etc. <b>(Mandatory for regular correspondence)</b>                                                                       |                      |
| 3 | Type of Firm / Organization, whether proprietorship, partnership or private limited company etc.                                                                                                                                       |                      |
| 4 | Year of establishment                                                                                                                                                                                                                  |                      |
| 5 | Name of the Proprietor / Partners / Directors in Organization                                                                                                                                                                          | a)<br>b)<br>c)<br>d) |
| 6 | a) Details of Registration (Firm, Company etc)<br>i. Registering Authority<br>ii. Date<br>iii. Number<br><br>b) Details of Electrical license<br>i. Registering Authority<br>ii. Reg No.<br>iii. Date of issue.<br>iv. Date of expiry. |                      |

**Signature of the Contractor / Authorized person  
on behalf of the Firm / Organization and Seal**



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## ANNEXURE-I (Page 2 of 2)

|   |                                                                                    |  |
|---|------------------------------------------------------------------------------------|--|
| 7 | a) Details of Income Tax Permanent Account Number.<br><br>b) Details of GST        |  |
| 8 | Bank Account Details of the Bidder (Account No. Bank Name & Branch, IFSC Code etc) |  |

**Signature of the Contractor / Authorized person  
on behalf of the Firm / Organization and Seal**



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## DETAILS REQUIRED FOR ELECTRONIC TRANSMISSION

|                                      |  |
|--------------------------------------|--|
| <b>A) Details of Account Holder:</b> |  |
| Name of the Account Holder           |  |
| Complete Contact Address             |  |
| Mobile Number                        |  |
| Telephone Number                     |  |
| Email Address                        |  |
| PAN Number                           |  |

|                                |  |
|--------------------------------|--|
| <b>B) Details of Bank:</b>     |  |
| Name of the Bank               |  |
| Branch Name                    |  |
| Complete Address of the Branch |  |
| Telephone Number               |  |
| Email Address                  |  |
| Account Number                 |  |
| Account Type                   |  |
| IFS Code                       |  |

(Signature of the Account Holder)  
**Signature of the Contractor / Authorized person  
on behalf of the Firm / Organization and Seal**

**ANNEXURE - II**

**Past Experience as per table given below:**

*(Use Extra Sheet if required)*

| Sl. No. | Period of Contract |    | Name of the organization with whom worked | Type Of Contract | Value of Contract | Documentary evidence attached in support |
|---------|--------------------|----|-------------------------------------------|------------------|-------------------|------------------------------------------|
|         | From               | To |                                           |                  |                   |                                          |
|         |                    |    |                                           |                  |                   |                                          |
|         |                    |    |                                           |                  |                   |                                          |
|         |                    |    |                                           |                  |                   |                                          |
|         |                    |    |                                           |                  |                   |                                          |

**Signature of the Contractor / Authorized person  
on behalf of the Firm / Organization and Seal**

## Schedule of Works

**BOQ for Servicing & maintenance works for 33 KV HT VCB with allied repairing works at ESS-1 of IISER-Kolkata, Mohanpur Campus**

| Sl. No | Description of Work / Item(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Qty | Units        | Rate (inclusive of GST) in Rs | Total Amount (inclusive of GST) in Rs. |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------|-------------------------------|----------------------------------------|
| 1      | Servicing, contact-resistance measurement (micro-ohmmeter) and open/close timing test of HT VCBs and Isolator — 1250A, <b>SIEMENS Make</b> (Model 3AH3 315-2), 33/11 KV HT VCB — including checking of vacuum-interrupter integrity as applicable, Cleaning, greasing and torque-checking of all bolted HT connections at the double-pole, gantry, bus links, VCB terminals to eliminate loose-connection hot-spots. with submission of test report as per the scope of NIQ.                                                                                                                               | 4   | Complete Job |                               |                                        |
| 2      | Servicing, testing and calibration check-up of CT/PT and Protection Relays for Two (2) nos. 7SR11/7SR12 and Three (3) nos. 7SR242 Duobias Transformer Protection Relays. To include secondary-injection testing of Overload (51), Instantaneous Short-Circuit (50) and Earth Fault (51N/50N) relay elements, verification of pick-up & operating time against the approved settings, and re-calibration where required, subject to on-site approval from the Engineer-in-Charge. Relay parameters must be conducted/verified through an authorised testing agency and a signed test certificate submitted. | 1   | Complete Job |                               |                                        |
| 4      | Supply & installation of 630 A 4 pole <b>ABB</b> make MCCB with Micro-processor based LISG release XT5S Ekip Dip LSIG In=630 4P FF with spreader units for extension the inbuilt terminal of the respective MCCB for easy connection of the cables maintaining proper distance between phases lids & Rotary handle                                                                                                                                                                                                                                                                                         | 2   | Complete Set |                               |                                        |
|        | <b>Total Amount (inclusive of GST) in Rs.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |              |                               |                                        |

**Dated:**

**Signature of the Contractor / Authorized person  
on behalf of the Firm / Organization and Seal**