



Indian Institute of Science Education and Research Kolkata

Mohanpur Campus, Mohanpur-741246

Dist. Nadia, West Bengal

NOTICE INVITING TENDER

Director, Indian Institute of Science Education and Research Kolkata, Mohanpur campus, Mohanpur 741246, Nadia invites sealed tender in two parts for below mentioned work from eligible manufacturers/Authorized Dealers.

Name of work	Servicing & maintenance works for 11 KV HT VCB with allied repairing works at substations of IISER-Kolkata, Mohanpur Campus.	
NIT No.	IISER-K/IWD/Elect./26-27/18 Date:-15-09-2026	
Mode of Submission of Bids	Bidding documents can directly be downloaded from institute website https://www.iiserkol.ac.in/web/en/announcements/tender 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	15-09-2026	After 16:00 Hrs.
Bid Submission Start Date	15-09-2026	After 16:00 Hrs.
Bid Submission End Date	28-09-2026	Up to: 16:00 Hrs.
Bid Opening Date	29-09-2026	11:00 Hrs.
Cost of BID Document	NIL	
Bank Account Details of the Institute	NAME OF THE ACCOUNT HOLDER: IISER KOLKATA ACCOUNT NUMBER: 089301000011530 IFS CODE OF THE BRANCH: IOBA0000893 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-741246, Tel: 033-61360000 (Extn. 1184)	

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



Indian Institute of Science Education and Research Kolkata

Mohanpur Campus, Mohanpur-741246

Dist. Nadia, West Bengal

Eligibility: (i) 1. The bidder firm should be incorporated in India & should have well experience in electrical HT installation works in any Govt. organization and **the Bidder must executed two similar* types of work not less than two (2) lakhs in last three years.**

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 Corporate/Industrial/Healthcare sector.

(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 License 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 Late submission. 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 11 KV HT VCB with allied repairing works at substations 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-741246, 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 11 kV HT VCBs

2. **Servicing and preventive maintenance of 11 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

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	11 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 breaker and 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 checks of VCB for proper rack-in & rack-out	
		v	Alignment checks of panel door of breaker chamber	
		w	Checking of gear box operation	
		x	Checking of stroke 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	

Servicing of LT ACB of ABB make along with 415 V Panel Bus bar, Cable compartment and front & back side compartment of entire vertical cubicle with control & Relay circuit, CT checking, having rating from 1250 A to 3200A ACBs having either with 3 pole or 4 pole withdrawal version, ATS chamber with following servicing work to be conducted:

- Cleaning of breaker with CRC-226
- Removal of old grease and re-greasing the same with recommended grease.
- Checking the condition of arcing contact and gap between fixed and moving
- Arcing contacts shall be checked and adjusted as per the recommendations.
- Checking the proper function of Mechanism.
- Checking tripping of ACB through protection release
- Checking presence and proper tightening of hardware.
- Checking condition and alignment of jaw contact with cradle terminals
- Checking the healthiness of Jaw contact & Cradle terminals.
- Checking alignment of SIC.
- Checking earth alignment.
- Checking condition of arc chutes.
- Checking ACB tripping through release.
- Checking motor operation in case of EDO ACB.
- Checking Shunt opening & closing coil operation in case of EDO ACB.
- Checking continuity and proper changeover of aux contact block.
- Checking of release-by-Release testing Kit PR010/T for LSIG Functions. Setting of release as per the load.
- Checking of the CTs and its connectors.
- Recommendation of Spares, if required.
- Tightening of LT bus bar nut bolt with torque wrenches at per system demands.
- cleaning of all the debris from feeder cubicles from back side of the feeder.
- Gasketing of all the doors.
- Checking of the functionality of Auto manual mode of the system & rectify according to the site requirements.
- Checking & rectify the Normal/emergency operational mode of the existing ATS (3200A)
- checking rectifying & replacing (if required) all the panel indication light(r-Y-B-Trip)



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 license shall be deputed for work on 11 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 11 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.

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

13. 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.



Indian Institute of Science Education and Research Kolkata

Mohanpur Campus, Mohanpur-741246

Dist. Nadia, West Bengal

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)**



Indian Institute of Science Education and Research Kolkata

Mohanpur Campus, Mohanpur-741246

Dist. Nadia, West Bengal

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 11 KV HT VCB with allied repairing works at substations 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 entirety.

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, E-mail etc. (Mandatory for regular correspondence)	
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) b) c) d)
6	a) Details of Registration (Firm, Company etc) i. Registering Authority ii. Date iii. Number b) Details of Electrical license i. Registering Authority ii. Reg No. iii. Date of issue. iv. Date of expiry.	

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

ANNEXURE-I (Page 2 of 2)

7	a) Details of Income Tax Permanent Account Number. 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**

DETAILS REQUIRED FOR ELECTRONIC TRANSMISSION

A) Details of Account Holder:	
Name of the Account Holder	
Complete Contact Address	
Mobile Number	
Telephone Number	
Email Address	
PAN Number	

B) Details of Bank:	
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 11 KV HT VCB with allied repairing works at substations 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, SIEMENS Make 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 work	10	Complete Job		
2	Servicing, testing and calibration check-up of CT/PT and Protection Relays for four (4) nos. Schneider make Mi Com P111 Numerical Relays at ESS-2 including 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 co-ordination with TCS relay with 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		
2	Servicing, testing and calibration check-up of CT/PT and Protection Relays for Four (4) nos. 7SR1206/7SR1002 Numerical Protection Relays at ESS-3 including 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 co-ordination with TCS relay with 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	General servicing of existing 3200A/2500A/1250 A capacity ACB in the MV panel with Cable compartment and front & back side compartment of entire vertical cubicle with checking of control circuit, cleaning of contacts with CRC chemical, checking of trip bridges, shunt trip, UV coil, applying oil and grease for moving contacts checking of interconnections from the IDMT relay to ACB and other minor connected works with parameter setting as per the detailed scope given in the NIT. Make:-ABB	5	Complete Job		
	Total Amount (inclusive of GST) in Rs.				

Dated:

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