

Ref: MSE/AO/quote-6/2026_2027

Madras School of Economics invites quotations for appointment of electrical consultant for LT to HT Electrification work

We are seeking competitive sealed quotations from experienced and competent firm/authorized consultancy service applying for comprehensive/integrated consultancy services for electrification works at Madras School of Economics.

ANNEXURE-I

NOTICE INVITING APPLICATION

Ref. No. _____

Date: _____

Madras School of Economics invites applications for appointment of Electrical Consultant for Comprehensive Consultancy Services for Electrical Work.

Sealed applications are invited in the prescribed forms and as per following details:

| | |
|---|---|
| Description of work | The work shall involve preparation of specifications, preliminary drawings, working drawings, bill of quantities (BOQ), tender documents for execution of work, evaluation thereof, work supervision etc. |
| Place of work | Madras School of Economics, Gandhi Mandapam Road behind Anna centenary library, Chennai-600025 |
| Cost of consultancy services to be quoted | This shall be quoted as percentage of actual cost of work. (In Annexure III) |
| Date of submission of application | The last date for submission of applications shall be upto 15.00 hrs. of 1 4 . 0 5 . 2 0 2 6 |
| Place of submission of application | Sealed envelope should be handed over to the Receptionist Madras School of Economics |

Please note:

1. The application envelopes to be submitted should contain:
 - a. Complete declaration form duly filled, signed by authorized signatory & stamped.
 - b. Documentary proof as asked in application.

A sealed Envelope shall clearly state the subject of Application in Bold letters to be submitted. All the pages of the application shall be stamped and signed by Authorized Signatory.

The Director
Madras School of Economics,
Gandhi Mandapam Road,
Behind Anna Centenary Library,
Chennai 600025

2. Applications received late on account of any reason whatsoever, will not be entertained.
3. Madras School of Economics discourages the stipulation of any condition by the applications. The conditional applications will liable to be rejected.
4. Validity of Application: The application shall be valid for a period of 30 days from the date of opening of application.
5. Madras School of Economics is not bound to accept the lowest application and reserves the right to reject any or all the applications assigning any reason therefore.
6. Technically Qualified / Eligible / Shortlisted Applicants / Consultants / Firms may be / can be Empanelled by Madras School of Economics for any future works at the discretion of Madras School of Economics.

Declaration

I / We have read and understood the instructions and the terms and conditions contained in the application form. I/We do hereby declare that the information furnished in the application and in the supplementary sheets from page no.s _____ to _____ are correct to the best of my / our knowledge and belief.

Signature: _____

Name : _____

Designation: _____

Address: _____

Place : _____

Date : _____

Seal of Applicant

Instructions to the applicants

1. Intending applicants are required to submit their full bio -data giving details in the enclosed proforma about their organization, experience, technical personnel in their organization, competence etc.
2. In deciding upon the selection of a Consultant, great emphasis will be given on the ability and competence of applicants to render required services within the specified time frame.
3. The application shall be signed by the person / persons on behalf of the organization having necessary Authorization / Power of Attorney to do so. Each page of the application shall be signed & stamped (**copy of Power of Attorney/Memorandum of Association shall be furnished along with application**).
4. If the space in the proforma is insufficient for furnishing full details, such information shall be supplemented on separate sheets of paper stating therein the part of the proforma and serial number. Separate sheets shall be used for each part of application.
5. Application form shall contain copies of all the enclosures separately.
6. Applications containing false and / or incomplete information are liable for rejection.
7. While filling up the application with regard to the list of important projects completed or on hand.
8. **The Applicant shall have office in Chennai agglomeration.**
9. Fees (inclusive of charges for supervision) will have to be quoted by the applicant.
10. Consultants are advised to inspect the site to understand the scope of work before quoting rates.
11. The prospective bidders are advised to visit Institute premises where the works are to be carried out at his/her own cost and examine the surroundings and collect all information that he considers necessary for proper assessment of prospective assignment during working hours. For contact Phone number: 044 – 22352157/22300304/07, E-mail: info@mse.ac.in Once the Tender is submitted, it will be presumed that the consultant has seen and understood the complete scope of work involved

12. Services to be rendered by the Consultant

- a. To take instructions from the Madras School of Economics and prepare alternative preliminary designs drawings and rough estimate of cost. These designs and drawings shall be modified as required till the same are approved by the Madras School of Economics.
 - b. To design and prepare detailed working, drawing up of application documents including specifications, Schedule of Quantities and detailed estimated cost.
 - c. To scrutinize the applications received from different parties on the basis of the specifications and submit Assessment Reports together with recommendations.
 - d. To prepare contract documents, get them executed and prepare certified copies for the use of various offices including all drawings.
 - e. To supervise the work at site every fortnightly as required through duly qualified and responsible representatives of the firm till commissioning of the system/area.
 - f. To check the Contractor's bills including Final Bill and certify for the payment.
 - g. To certify after test the completion of the work and satisfactory functioning of the system.
 - h. To Verify "As-built drawings" prepared & submitted by Electrical Contractor along with Final Bill.
 - i. To attend to all other services connected with the work normally rendered by the Consultant.
13. Decision of the Madras School of Economics in regard to selection of the Consultants shall be final. The Madras School of Economics is not bound to assign any reasons therefore.

All the above conditions are acceptable to me / us.

Signature of the Applicant
with seal & full address

Pre-qualification Criteria

1. The Applicant/Electrical Engineer should have minimum seven years of experience in the field of Electrical Engineering at the time of publication of advertisement.
2. The Applicant should possess minimum a Degree in Electrical Engineering.

(Enclose copy of Degree Certificates)
3. The applicant should have successfully completed similar consultancy service works during last 7 years of following value:
 - a. One Work of value Rs. 1.3 Cr and above or
 - b. Two works of value Rs. 80 lacs and above or
 - c. Three works of value Rs.65 lacs and above
4. The applicant should have valid Electrical Supervisor License issued by PWD / Electricity Licensing Authority.
5. The applicant's / firm's average financial turn over for last three financial years shall be more than Rs.10 Lacs.

Note: Documentary proof is required for all above criteria's.

Information to be furnished by the Consultant

| | | |
|---|---|--|
| 1 | Name, Registered address & Telephone No. | |
| 2 | Constitution (Whether Proprietorship/ Partnership / Company) Documentary proof required. | |
| 3 | Organizational set up of the firm including names , qualifications and experience of partners / Associates and staff | Details to be furnished in the prescribed proforma (Statement I). |
| 4 | Whether Registered as a fellow or a member of any of the Institutions like Institution of Engineers. (If yes, please enclose copies of relevant supporting documents) | |
| 5 | Experience as practicing consultant (give number of years) | Years |
| 6 | Important large projects executed during last 7 years by the firm together with approximate cost of the individual project. The full postal address of the clients for whom the works have been Executed shall also be given. | Details to be furnished in the prescribed proforma (Statement II) Documentary proof required. |
| 7 | Important large projects on which the firm is engaged at present and their estimated cost (stages of work). The full address of the clients shall be indicated against each project. | Details to be furnished in the prescribed proforma (Statement III) Documentary proof required. |
| 8 | Important large projects, if any, completed by the partners prior to joining the firm (these projects shall not be included under 5 & 6 above, but shall be shown separately). | Attach a separate sheet. Documentary proof required. |

| | | | | | |
|----------------------------|---|--|----------------------------|----------------------------|----------------------------|
| 9 | Name and address of the Bank/s of the firm | | | | |
| 10 | Turnover of the firm during last 3 years (Year-wise) Documentary proof required. | <table border="1"> <tr> <td data-bbox="866 770 1410 887">2023-24: - Rs. _____ Lakhs</td> </tr> <tr> <td data-bbox="866 887 1410 974">2024-25: - Rs. _____ Lakhs</td> </tr> <tr> <td data-bbox="866 974 1410 1070">2025-26: - Rs. _____ Lakhs</td> </tr> </table> | 2023-24: - Rs. _____ Lakhs | 2024-25: - Rs. _____ Lakhs | 2025-26: - Rs. _____ Lakhs |
| 2023-24: - Rs. _____ Lakhs | | | | | |
| 2024-25: - Rs. _____ Lakhs | | | | | |
| 2025-26: - Rs. _____ Lakhs | | | | | |

Note: Please enclose copies of relevant supporting documents.

Signature & Seal of the Applicant

Bank Account Particulars of the applicant

| | | |
|---|---------------------------------|----------------------------------|
| 1 | Name of Firm | |
| 2 | Address of firm | |
| 3 | Name of bank Branch and Address | |
| 4 | IFS Code of bank Branch | |
| 5 | Type of Account | (Saving / Current / Cash Credit) |
| 6 | Account Number | |
| 7 | PAN of firm | |
| 8 | Service Tax Registration No. | |

Signature & Seal of the Applicant

STATEMENT - I

List of technical personnel, giving the technical qualification, experience, including that in the present organisation

| Sr. No. | Name | Age | Qualifications | Consultancy experience | Nature of works handled | Name of the projects handled (costing more than Rs. 20.00 Lakhs*) | Date from which employed in the present organisation | Indicate special experience, if any |
|---------|------|-----|----------------|------------------------|-------------------------|---|--|-------------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
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Mention other points, if any, to show technical and managerial competency to indicate any important point in your favour.

Signature & Seal of the Applicant

STATEMENT - II

List of Important Projects executed by the Organisation during the last 7 years costing Rs. 20.00 Lakhs and above.

| Sr. No. | Name of the Project and location | Nature of work involved in contract (eg. residential / Office, etc.) | Name of the owner, also indicate whether Govt./ Semi-Govt./ Govt. of India Undertaking or Pvt. Body with full Address | Project cost in lakhs of Rupees | Completion Period | | Any Other relevant information |
|---------|----------------------------------|--|---|---------------------------------|-------------------|--------|--------------------------------|
| | | | | | Stipulated | Actual | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |
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Signature & Seal of the Applicant

STATEMENT – III

List of Important projects

ON HAND being executed by the organisation

of Rs. 20.00 Lacks & above

| Sr. No. | Name of the Project and location | Nature of work involved in contract (eg. residential / Office, etc.) | Name of the owner, also indicate whether Govt./ Semi-Govt./ Govt. of India Undertaking or Pvt. Body | Project cost in lakhs of Rupees | Completion Period | | Present stage of work with reasons if the work is getting delayed | Any Other relevant information |
|---------|----------------------------------|--|---|---------------------------------|-------------------|----------|---|--------------------------------|
| | | | | | Stipulated | Expected | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |
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Signature & Seal of the Applicant

ANNEXURE II

SCOPE OF WORK AND TERMS & CONDITIONS

SCOPE OF WORK

The successful bidder will be responsible for the purchase, installation/erection, commissioning and testing with necessary approvals and documentation of following:

- HT Panels
- Transformers
- Circuit breaker
- All civil work at yard set-up
- Ring Main Grid (RMG)-As per TANGEDCO requirements
- Bus Duct & Rising main.
- HT Power & Control cables & Terminations
- Cable Trays and cable containment system
- Distribution boards with MCB, RCBO etc
- Internal Point Wiring,
- Modular Switches and Sockets,
- Light fixtures, lighting Management System, Fans installation
- checking and upgrading Earthing and Lightning Protection system.
- LT to HT conversion
- Future load electrification work

1. Preparation of Concept Plan

- (a) Preparation of concept plan for Electrical Services.
- (b) Approval of concept plan by Madras School of Economics.
- (c) Consultant will assist Madras School of Economics in getting the approval from concerned authorities wherever necessary.

2. Providing sufficient Details for inviting tenders including all standards, specifications, statutory requirements, tests & certifications for the work to be executed by the contractor. It includes, but is not limited to the following: -

- (a) Planning, designing and detailing of Electrical Services in synchronization with existing building systems.
- (b) Preparation of layout and tender drawings.
- (c) Preparation of comprehensive bill of quantities (BOQ) for all internal / external works for related civil, electrical work, framing of special conditions of contract, special specifications if any, makes of various materials to be used, in consultation with Madras School of Economics for inclusion in the tender document.

3. Obtaining the approval of Madras school of Economics for all design / estimates / drawings / specifications duly revising the drawings wherever necessary and / or as directed. Also obtaining the Approval of plans from local bodies as and when necessary.

4. Detail Designing and preparation of Drawing, which includes preparation of working drawings for the work to be executed.

5. Preparation of the NIT (Notice inviting for tender) for work to be executed by contractor.

6. Preparation of the tender document-complete with all annexures, forms and formats.

7. Evaluation of the tender & framing recommendations including processing of evaluation documents comparative statements.

8. Preparation of Agreement and related documents.

9. Monitoring & supervision of the execution of work including testing / sampling/measuring and preparation of all reports as and when required by Madras School of Economics.

10. Recommending, evaluating and getting approval for all the deviations if the need arises.

11. Processing and preparation of the completion certificate.

12. **Project Execution & Supervision:**

- **Reading Technical Documents:** Reviewing blueprints, electrical schematics, and design diagrams for accuracy and ensuring installations match these specifications. Conversion drawings of all panel (LT and HT) for both existing and proposed load to be submitted.
- **Site Supervision:** field investigation and survey of MSE campus existing load and proposed future loads. Assigning tasks to electricians and technicians, monitoring progress, and providing technical troubleshooting for electrical systems.
- **Installation Oversight:** Supervising the installation of HT/LT panels, generators, transformers, switchgear, cabling, lighting, and earthing systems.
- **Commissioning:** Conducting FAT (Factory Acceptance Test) and SAT (Site Acceptance Test) with client representatives.
- **Future total load of MSE campus**

13. **Safety, Quality, and Compliance:**

- **Enclose documents:**
 - I. Education qualification
 - II. License if any
 - III. Experience certificate in HT field work and relevant documents should be enclosed
- **Regulatory Compliance:** Ensuring all work adheres to local, state, and national electrical codes.

14. Besides the drawing mentioned above, preparation of any other details /drawing and specification as may be required during execution of the project for the completion of work.

OVERALL SCOPE OF SERVICE:

Broadly it includes but is not limited to the following:

- 1 The tender is to be prepared by consultant, keeping in view that the tender will be on item rate basis.
- 2 Consultant shall recommend all aspects relevant to Electrical installation of Light fittings, civil, electrical and other works and in degree of details as required in tender documents for such project.
- 3 The recommended specifications and design criteria will also cover the methods of installation, etc. The specifications will also prescribe the tests and acceptance standards for various components of works.
- 4 It is to be ensured that the designs and specifications will meet the project requirement at reasonable cost, without imposing any limitations in regard to competitive tendering.
- 5 Based on the tender designs, and accepted design criteria, specifications, standards and codes, the consultants shall prepare a suitable BOQ.
- 6 The tender and contract document will also include but will not be limited to the following:
 - Notice Inviting Tender (NIT)
 - Form of Tender
 - Instructions to Tenderers
 - Conditions of Contract
 - Employer's requirements
 - Outline of Technical Specifications
 - Bill of Quantities
 - Tender schedule
 - Drawings
 - Contract Agreement
 - Reference Documents
 - Special conditions of Contract
 - Binding statutory requirements

- Stipulation of mandatory tests and certificates
 - Documentation of data analysis
 - Obtaining approval and certificates from government bodies
 - Payment scheme and terms
 - Detail of site conditions & measurements.
 - All forms and formats
7. The tenders would be invited by Madras School of Economics on the basis of the application documents prepared by the Consultant and approved by the Madras School of Economics.
 8. The Consultant shall undertake Review / approval of samples submitted by contractor(s) for the work.
 9. The Consultant shall review and check documents submitted by the Contractor(s) for conformity with the Specifications & the Madras School of Economics's requirements and good engineering practices

TERMS AND CONDITIONS

1.0 Agreement:

- In the event of award, the selected bidder ("Consultant") will be required to enter into a Contract Agreement with the Madras School of Economics within 15 (fifteen) working days from the date of the Letter of Award (LOA) or work order or within such extended time, as may be granted by the Madras School of Economics.
- Formal Contract Agreement will be executed on Non-judicial stamp paper of Rs. 500/- (Rs. Five hundred only) as per the format provided by Madras School of Economics. Two sets of Non-Judicial Stamp papers of Rs.500/- each and water mark papers to be purchased by the Consultant from Tamil Nadu State.
- The Agreement will be signed in two originals and the Consultant shall be provided with one signed original Agreement.
- The date of execution of the contract agreement in no case shall impact the date of start or completion period of the work.
- Till the time a „Contract Agreement“ is prepared and executed, the Letter of Award shall be read in conjunction with the Bidding Documents and will constitute a binding contract.

2. RIGHT OF THE MADRAS SCHOOL OF ECONOMICS TO ACCEPT OR REJECT THE TENDER:

- The Madras School of Economics does not bind itself to accept the lowest tender and reserves the right to reject any or all tenders received without assigning any reason, whatsoever.
- The Madras School of Economics reserves the right to drop the entire tendering process without assigning any reasons thereof.

3. REPRESENTATION AND WARRANTIES

Consultant warrants and covenants:

- That the Services shall be performed to the highest professional standards in a safe manner in accordance with accepted practices in the area of consultancy services.
- That consultant's Personnel shall comply with all Site Rules and with all applicable decrees, laws, regulations, rules, orders and ordinances of any government and other authorities having jurisdiction.

4. TAXATION

All taxes (except service tax) duties and statutory levies as per existing law in India shall be deducted at source. Service tax shall be payable extra at actual.

5. TERMINATION

Madras School of Economics shall be entitled to terminate this contract at no cost due to:

In the event bidder is adjudicated or found Madras School of Economics rupt of insolvent or any order is made or resolution passed for the winding up, liquidation of dissolution of bidder firm.

A. Termination on expiry of the CONTRACT

This CONTRACT shall be deemed to have been automatically terminated on the expiry of the CONTRACT period unless the Madras School of Economics has exercised its option to extend this CONTRACT in accordance with the provision, if any, of this CONTRACT.

B. Termination for delay in Providing Services:

- CONSULTANT shall be required commencement of SERVICES immediately after effective date of issue of Work Order with schedule completion period by the Director of Madras School of Economics, Chennai.
- If consultant abandons this Contract or if he fails to perform or observe any of the obligations OR its part to be performed and observed hereunder and refuses to take steps to remedy the same within seven (7) days of written notice from Madras School of Economics. Or for any other reason by giving 10 days' written notice, stating the reasons for termination.
- Termination of this Contract shall be without prejudice to any rights or remedies accrued to either Party prior to such termination.
- No further payment shall become due to the consultant in respect of any period after termination of this Contract with the exception only on any payment previously accrued and due to consultant under the terms of this Contract.

6. FORCE MAJEURE

- A delay in or failure of performance of any one or more of its obligations by either Party shall not constitute default hereunder nor give rise to any claim for damage if such delay or failure is wholly and directly caused by any occurrence which the affected Party is unable to prevent including Acts of God by the exercise of reasonable diligence which the affected Party is unable to control and unable to prevent, provided that the affected Party gives prompt written notice to the other Party specifying the circumstances constituting the occurrence and has used all reasonable endeavors to minimize the effects thereof.
- If such a delay in or failure of performance caused the suspension of the services hereunder for a continuous period of seven (7) days. Central Madras School of Economics shall be entitled at any time thereafter to terminate this Contract forthwith by written notice to Consultant.

7. PERMITS, LAWS AND REGULATIONS

The consultant shall in carrying out the Services observe and be bound by all applicable laws and hereby undertakes to comply (and to ensure compliance by any Sub-Consultants) with all laws, ordinances, rules, regulations, bye-laws, decrees and orders whether of Government or other authority or agency having jurisdiction in relation to the Parties Responsibility for Obtaining Permits etc. Consultant shall be responsible for obtaining and maintaining at his own cost all licenses, permits, clearances, certifications and authorizations necessary for the performance of his obligation under this Contract "Authorizations

8. SAFETY

The consultant shall at his own expense arrange for all the safety provisions normally called for by the nature of the Contracted Services and as ordered by the competent Authority OR his Representative in respect of all labour directly or indirectly employed for performance of the Services. The consultant shall be responsible for the safety of the equipment /material during the performances of the Services. Consultant shall also take such additional precautions as may be indicated from time to time by the Representative with a view to prevent pilferage's accidents, fire hazards etc.

9. LAWS GOVERNING THE CONTRACT

This Contract shall be subjected to the Indian laws and regulation and shall be governed by the Indian laws that may be in force during the Contractual period.

10. SETTLEMENT OF DISPUTES

Any difference of opinion between the CBI and consultant in respect of matters arising out of this Contract shall be resolved through good faith negotiation and unresolved dispute shall be referred to arbitration. Such arbitral proceeding shall be governed by the provisions of the Indian Arbitration and Conciliation Act 1996 or any statutory modification or reenactment thereof for the time being in force.

11. Jurisdiction:

The award of contract is subject to the Chennai (Tamil Nadu) jurisdiction.

12. Ambiguity:

Should there be any ambiguity or doubt as to the meaning of any of the tender clauses/conditions or, if any further information is required, the matter should immediately be referred to **Madras School of Economics Chennai**

(P.T.O)

13. FEES :

- a. Consultant will have to quote consultancy fee as percentage of the actual cost of work.
- b. In consideration of the performance of the consultancy Service, the Madras School of Economics agrees to pay to the Consultant the agreed sum in stages, as per the invoice. The receipt of an invoice from the Consultant at each stage should meet the requirements of purposes. All applicable tax deductions shall be made from such fee.
- c. The fee quoted will be on percentage of invoice, GST will be additional to that percentage. On completion of work, the invoice has to be submitted in proportionate of work completed. The payment will be subjected to all applicable taxes.
- d. The fees payable as above shall be released based on the estimated cost or the actual cost whichever is lower and available / applicable at that stage. The final adjustment shall be done on completion of the remaining work in the last stage of the payment.
- e. Retention of 10% for defect in liability period that shall be released after one year from the testing and commissioning of the entire electrification work at MSE.

All the above Terms & conditions are acceptable to me / us.

Signature of the Applicant
with seal & full address

ANNEXURE - III

Applications for appointment of Electrical Consultant for Comprehensive Consultancy Services for Electrical Work at Madras School of Economics Gandhi mandapam road, behind Anna Centenary library, Chennai.

PRICE BID / OFFER BY THE CONSULTANT

| DESCRIPTION OF ITEM | FEE* |
|--|--------------------------|
| Based on Scope of work as defined in Annexure-II, Consultancy fee as % of the Actual Cost Work | % |
| | (in words) |
| | (FILL IN CLEARLY) |

*The fee shall exclude the amount of GST.

Place:

(Signature of the applicant)
With seal of the applicant

Date: