



MADRAS SCHOOL OF ECONOMICS

(Recognized as Institution of Special Importance by Government of Tamil Nadu)

Gandhi Mandapam Road, (Behind Anna Centenary Library), Chennai - 600 025.

K.KATHIRVEL
ADMINISTRATIVE OFFICER

11.05.2026

Ref: MSE/AO/Short tender – 9-2025-2026/

Madras School of Economics invites short term tender for Supply, installation, testing and commissioning of DG sets

Sealed tenders are invited from OEM/Dealers for supply and erection of 1 no. 125 KVA & 1no. 200 KVA DG set at the premises Madras School of Economics, Gandhi Mandapam Road, Chennai as per the Bill of quantities attached herewith on the following terms and conditions

The documents can be downloaded from the website of Madras School Of Economics.

1. Prices quoted should be firm for entire works including applicable taxes
2. The filled in documents duly signed to be sent to **The Director , Madras School of Economics , Gandhi Mandapam Road , Behind Govt. Data Centre , Chennai : 600025** " in a sealed cover on or before **22/05/2026 by 5pm.**
3. The pre bid meeting will be held on 21.05.2026 at 2:00 pm for the eligible contractor applying for the tender
4. Eligible bidder/s are advised to inspect the site of work and examine the surroundings and collect all information that may be necessary for proper assessment of the work during working hours Monday to Friday between 11.00 AM to 3.00 PM before sending their offer.
5. The contact Phone number: 044 – 22352157/22300304/07, E-mail: info@mse.ac.in
6. For site visit, please contact Mr.D.N.Ravichandran maintenance engineer MSE
7. Once the offer is submitted, it will be presumed that the bidder/s has seen and understood the complete scope of work at MSE.

Scope of Work

1. Supply, installation, testing and commissioning of DG set along with associated Mechanical, Electrical and Civil work all as detailed in the BOQ
2. Bidders are requested to send their offer in Two Cover system.
 - a. First cover with technical details of the DG set offered viz, brand, fuel tank capacity, fuel consumption on 25%, 50% and 100% load, static/dynamic weight, overall dimension of the DG set, foundation details, size of exhaust piping etc
3. The second cover should be with rates duly filled in with their rates in BOQ

4. The bidder should clearly mention deviation if any on the items mentioned in the BOQ
5. Please note that all tools and tackles for loading DG set from vendor's place, unloading at site shall be under scope of the bidder
6. The bidder should make arrangements for bringing their own welding/cutting/grinding machine at their own cost including power source
7. Power supply if required for any works can be availed from MSE source on a chargeable basis at the rates fixed by MSE
8. It is the responsibility of the bidder to make his own arrangement for storage of their material as required
9. All civil works like foundation for DG set, earth electrode, cable trench etc., are under the scope of the bidder and will be paid at the rates quoted by them
10. It is the responsibility of the bidder to get the electrical works executed by competent contractors holding license as approved by Chief Electrical to Government of Tamilnadu and other appropriate authorities as deem fit
11. MSE will reimburse the official fee charges payable for inspection from CEIG office on production of necessary documents
12. The bidder should ensure that all works executed by them meet the local, state and other relevant regulatory authorities
13. The bidder should submit a working plan for approval of MSE before commencement of work

Terms and Conditions

- I. **Eligibility Criteria:** Bidders must have a valid GST registration, PAN card, and electrical license as required by statutory authorities
 - Bidder/Firm should have valid registration for Income Tax, Employees Provident Fund, Employees State Insurance Corporation and Service Tax Authorities.
 - bidder/Firm should have valid Electrical Contractor License as approved by CEIG and MSME registered.
 - Similar work experience in Public Sector Industries / Reputed establishments/ establishment is desirable.

Period of Completion: The entire work should be completed within 6 to 8 weeks from the date of issue of work order.

Warranty: kindly mention the warranty period for the product and quote the AMC price for a period of 3 years after warranty period.

Terms of Payment

25% of value along with the order

45% against delivery of Materials at site

20% against execution works to the entire satisfaction of MSE/Consultant

5% against completion of entire work including approval as required

5% towards retention amount for a period of six months. 5% retention amount can be claimed against issue of Bank Guarantee

Validity – The offer should be valid for a period of 30 days from the date of opening of quotation

Retention – As per the norms of MSE

ESI and EPF:

- The bidder shall maintain all the statutory registers and records as required under the ESI Act, which shall be produced for inspection by the Unit Official/ESI Authorities. The Contractor Employer shall be responsible for filing periodical returns under the ESI Act besides remitting the contributions regularly.
- The bidder shall be liable for the legal consequence in the event of non-compliance of the provisions of the ESI Act. EPF and ESI coverage should be taken for each & every contract worker, while attending any work in the plant.
- The bidder shall be fully liable to meet and fulfill all the relevant provisions of the EPF & ESI Act in respect of the execution of the Tendered work. The bidder have to obtain the statutory compliance certification for the work contracts and↔ The contractor shall produce the proof of payment of contributions - both Employer's and Employee's contributions made to the ESI corporation and the employee contribution to EPFO to MSE
- The Contractor shall insure his workmen against accident and injuries while at work as required by the relevant rules and it shall be the obligation of the Contractor to pay compensation to any of his workers as per the Employee Compensation Act. No responsibility will rest on the MSE in this regard

II. **Safety norms** :The service provider should ensure the safety aspects of the technician while attending service at MSE.

- All statutory norms and safety measures shall be strictly followed.
- The bidder should issue safety helmets, Shoes and PPEs to all his workmen and supervisors. All the equipments for safety shall be of ISI standard and the safety gadgets etc. shall be

periodically checked and certified by the competent person approved by Industrial Safety & Health, Govt. of Tamilnadu towards their fitness for use. All the relevant personal protective equipments like safety helmets, safety shoes, safety belt, goggles, nose mask, face mask, dust respirator, asbestos suit, apron, leg guards, rubber gloves, face shield, hand gloves, ear plug, ear muff, welding screen, fall net etc., depending upon working condition and nature of job / work should be supplied by the contractors to their workmen and to be ensured for proper usage by their workers without fail.

- No workmen below the age of 18 year should be engaged by the contractor for any works and no women workers shall be allowed to work in night hours except between the hours of 6 A.M and 7 P.M
- In case of accident to workmen or Supervisor, the Contractor shall take them to the Hospital along with the Accident Report.
- If any workmen or supervisor of the Contractor is found not observing safety precaution like the following and in unsafe acts, minimum fine of Rs.5000/- (Rupees Five Thousand) per violation shall be imposed on the Contractor and it shall be recovered from the bill.
- The area should be cleaned after completion of work.

↔ The contractor should adhere to all safety precautions and statutory provisions for the workmen and necessary group insurance should be taken for them. The MSE cannot be held responsible for any accidents due to the carelessness of the worker.

MSE will not be responsible in any way either legal or financial to the same. The contractor will have to pay compensation to such cases..

↔ Every portable electrical tool to be used should be with three pin plug and three wire system, only to avoid electrical shock during work. Proper earthing should be checked both at supply and at tool before commencement of the work.

- Persons working at height of 1.8 Mtrs. and above without safety belt, shoes and helmets.
- Welders doing welding and cutting works without proper gloves in both hands, goggles/welding shield and shoes.
- Persons working without helmets and shoes, proper foot protection.
- Persons travelling on crane hooks or side mud guard of the tractors.
- All safety precautions and safety rules should be followed and failure to adhere to the same will be viewed seriously and the consequences thereof shall be borne by the Contractor.
- The Contractor shall provide and insist to wear all the required safety equipments by their workmen.
- The Contractor's workmen should use safety equipments as demanded by the nature of work. The Contractor should provide and ensure them to wear such equipments while they are at work.

- The lifting tools, tackles and safety belts that are used by their contract workmen shall be tested and certified as per the prevailing applicable law.
- Proper welding machines with accessories, good & sound construction of hand tools, power tools such as grinding machines, cutting machines, chipping tools, scaffolding materials etc., should be used wherever necessary. Proper earthing shall be provided wherever necessary.
- Whenever insulation material, scraps and debris etc., are removed from Heights, these materials shall not be thrown from heights as it is hazardous to the people working in and around and also this will lead to accidents and damage to MSE equipments. Hence these are to be bundled and properly lowered from heights with pulley and rope.
- The Maintenance Department MSE, upon the satisfaction that the Contractor is not conforming to the safety requirement, may direct to stop the work and require the Contractor to remedy the defects. The Contractor shall not proceed with the work until he has complied with each direction to the satisfaction of such .
- All the tools & tackles, lifting equipments, safety devices etc shall conform to the latest ISI standards and shall be periodically tested and certified by the competent person approved by the Contractor towards their fitness for use. The validity shall be current.
- Whenever items like tools and the Plants are to be taken inside the Plant, the concerned Contractor shall submit a list of such items and details like tools and the Plants etc., to the consultant/Maintenance Department.
- contractor's representative shall take measurement of work done, in the presence of the representative of maintenance department and consultant appointed for DG at MSE , and shall record them. The joint verification with Contractor's signature and maintenance department signature shall also be obtained as a token of his acceptance of the measurement.
- The Representative of MSE and consultant appointed for DG shall check the measurements recorded and certify for acceptance and payment.
- The Measurement records shall be kept lodged with the MSE
- In the event of any dispute with regard to the measurement of the work executed, the decision of the maintenance department shall be final and binding on the Contractor

Responsibility: The work should be done carefully and without hindrance to other institutions/MSE who are in the work in the area.

↔ For any damage /misusing or theft to the MSE equipment during work the contractor will be solely responsible and the loss due to this should be borne by the contractor.

↔ If the contractor does not carry out the work to the entire satisfaction of the joint acceptance of consultant appointed for DG and maintenance department MSE , the contractor will be liable for termination without assigning any reasons there for.

↔ The contractor should inspect the equipment and take out a thorough assessment of the nature of the work and satisfy himself before quoting. Any representation at a later date under any circumstances on any account will not be entertained.

↔ Based on the actual works undertaken, the bill will be claimed and paid.

↔ The work should be carried out continuously according to site condition and completed within a period as per the agreement and as directed by the consultant appointed for DG .

↔ Any modification (or) alteration required in the existing arrangement should be at contractor scope.

↔ If the contractor fails to complete the work/discontinue, MSE will carry out the work by engaging the other suitable agencies. The loss or inconvenience in connection with above work will be recovered from the default contractor.

- MSE will reserve the right to inspect/test the material during/after manufacturing at suppliers' works, and/or at MSE Site. In case of rejection at any stage, Supplier/Vendor shall be liable to replace the materials at his own cost.
- Price quoted is expected at CSR rates. Price quoted by the bidder shall be inclusive of packing & forwarding charges, all taxes & duties, levies etc., freight charges, including Goods & Service Tax (GST).
- All import implications including but not limited to Basic Customs Duty, antidumping duty, safeguard duty etc. applicable for imported items shall be included in the ex-works price of plant and equipment including spares.
- Ownership of the Plant and Equipment (including spare parts) to be supplied shall be transferred to the Purchaser when the Plant and Equipment (including spares) are loaded on to the mode of transport to be used to convey the Plant and Equipment (including spares) from the works to the site.
- Transportation of goods up to Destination shall be arranged by vendor . Freight charges shall be quoted by the bidder as per the price bid format. Freight charges shall be payable proportionately based on the supplies completed.
- The Supplier/Vendor shall pay all (save the specific exclusions as enumerated in this clause) taxes, fees, license, charges, deposits, duties, tools, royalty, commissions, other charges, etc. which may be levied on the input goods & services consumed and output goods & services delivered in course of his operations in executing the contract.
- provisions regarding **GST** on output supply (goods/service) and TDS/TCS as per Income Tax Act shall be as per following clauses
- Supplier/Vendor has to submit GST registration certificate of the concerned state. Supplier/Vendor also needs to ensure that the submitted GST registration certificate should be in active status during the entire contract period.
- Supplier/Vendor has to issue Invoice/Debit Note/Credit Note indicating HSN/SAC code, Description, Value, Rate, applicable tax and other particulars in compliance with the provisions of relevant GST Act and Rules made there under.

We look forward to receiving your competitive bid within the stipulated time.

With Regards,


(K.Kathirvel)