



## **Tender Document**

**for**

**Repairing & Comprehensive Annual Maintenance Contract for 03 Nos. of DIESEL GENERATOR SETS of 30 KVA, 15 KVA & 7.5 KVA Make: Mahindra and Mahindra Limited (Model No. G S3 C0 10 C 98962 & G S3 C0 10 C 99665)**

## **School of Planning and Architecture, Bhopal**

(An Institution of National Importance, Ministry of HRD, Govt. of India)

Neelbad Road, Bhauri, Bhopal – 462 030 (M.P.)

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## **SECTION – 1**

### **NOTICE INVITING TENDER**

No.: SPAB/RGO/Advt/2019-20/15

Dated: 25<sup>th</sup> Oct.2019

### **TENDER NOTICE**

**Sub: Repairing & Comprehensive Annual Maintenance Contract for 03 Nos. of DIESEL GENERATOR SETS of 30 KVA, 15 KVA & 7.5 KVA Make: Mahindra and Mahindra Limited (Model No. G S3 C0 10 C 98962 & G S3 C0 10 C 99665).**

Sealed tenders on behalf of the Director, School of Planning and Architecture (SPA), Bhopal are invited under **Two Bid System** i.e., Technical Bid and Financial Bid from reputed, experienced and financially sound company/ partnership firm/ agency for providing **Repairing & Comprehensive Annual Maintenance Contract of 03 Diesel Generator Sets at SPA, Bhopal initially for a period of one year (to be extended one more year based on satisfactory performance from user end)** as per details given below:

1. Schedule
2. Terms and Conditions for the Comprehensive AMC of DG Sets.
3. Scope of Work
4. Eligibility Criteria
5. Technical Bid (Qualifying Requirement Data) (Annexure- I)
6. Financial Bid-1 for repairing work for 03 DG Sets installed in SPA, Bhopal (Annexure- II)
7. Financial Bid-2 for comprehensive AMC for 03 DG Sets installed in SPA, Bhopal (Annexure- III)

**Note: -**

Process of considering CAMC of 3 DG Sets shall be considered after repairing of 3 DG Sets

Tender quotations of Financial Bid for CAMC & repairing work of 3 DG Set may be considered on lowest- one (L-1), separately.

**It is mandatory that Interested Firm may visit the Institute and then quote the rate for Financial Bid -1 and Financial Bid- 2.**

The tender document including Terms & Conditions can be downloaded from the Institute website ([spabhupal.ac.in](http://spabhupal.ac.in))

**Schedule:**

<ul style="list-style-type: none"> <li><b>Name of work</b></li> </ul>	<b>Tender for Repairing &amp; Comprehensive Annual Maintenance Contract of 03 Diesel Generator Sets of Mahindra and Mahindra Limited (Model No. G S3 C0 10 C 98962 &amp; G S3 C0 10 C 99665)</b>
<ul style="list-style-type: none"> <li><b>Tender Fee</b></li> </ul>	<b>Demand draft of ₹ 1,000/- (non-refundable) RTGS/NEFT</b> <b>Account No.:</b> 2073201002565 <b>Account Name:</b> SPA Bhopal Internal Receipts <b>IFSC Code:</b> CNRB0004725 <b>Bank Name:</b> Canara Bank <b>Branch:</b> Bhauri, Bhopal
<ul style="list-style-type: none"> <li><b>EMD: [ The amount non-interest bearing shall be refunded after deducting the dues, on completion/termination of the contract for successful bidder] (EMD will be refunded to unsuccessful bidders)</b>   <i>[EMD not applicable for Micro and Small Enterprises (MSEs) as defined in MSE, Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department. (Please attached the relevant proof of documents)]</i> </li> </ul>	<b>RTGS/NEFT of ₹10,000/-</b> <b>Account Name:</b> SPA Bhopal Internal Receipts <b>Account No.:</b> 2073201002565 (IFSC Code: CNRB0004725 <b>Bank Name:</b> Canara Bank <b>Branch Name:</b> Bhauri Bhopal
<ul style="list-style-type: none"> <li><b>Pre Bid Meeting</b></li> </ul>	<b>15:00 hrs of Tuesday, 5<sup>th</sup> November, 2019 (Conference Hall in the Senate Block )</b>
<ul style="list-style-type: none"> <li><b>Last date &amp; time for Receipt of Bid</b></li> </ul>	<b>Wednesday, 13<sup>th</sup> November, 2019; 03:00 pm</b>
<ul style="list-style-type: none"> <li><b>Date and time of Opening of Technical Bid</b></li> </ul>	<b>Wednesday, 13<sup>th</sup> November, 2019 at QIP Conference Hall 04:30 pm (Interested Firm/Representative may participate)</b>
<ul style="list-style-type: none"> <li><b>Date and time of Opening of Financial Bid</b></li> </ul>	Will be informed to qualified bidders.
<ul style="list-style-type: none"> <li><b>To whom the tender documents can be submitted</b></li> </ul>	<b>Section Officer (Stores &amp; Purchase Section), SPA, Bhopal, Neelbad Road, Bhauri, Bhopal – 462 030 (M.P.)by speed post/ by-hand OR should be put in a Tender Box kept in at Maintenance Cell, Main Gate, SPA Campus, Bhauri, Bhopal</b>

Technical bid in the prescribed forms duly completed and signed should be submitted in a sealed cover super scribing **“Technical Bid for Repairing & Comprehensive AMC of 03 Diesel Generators”** Similarly the Financial Bids (Financial Bid-1: Repair work of 03 Nos. Diesel Generators & Financial Bid-2: Comprehensive AMC of 03 Nos. Diesel Generators) in prescribed forms duly completed and signed shall be submitted in separate sealed cover super scribing **“Financial Bid for Repair work of 03 Nos. Diesel Generators”** and **“Financial Bid for Comprehensive AMC of 03 Diesel Generators”**. All the covers should put in a single large cover alongwith EMD & cost of Application Form super scribing **“Tender for Repairing and Comprehensive AMC of 03 Diesel Generators”** should be put in a Tender Box kept at Maintenance Cell SPA Gate, Bhauri Campus or send by Speed Post/courier to the Section Officer, Stores & Purchase Section, SPA – Bhopal, Neelbad Road, Bhauri, Bhopal-462030 (M.P.) so as to reach us on or before the due date and time. ( i.e. 13/11/2019).

Financial bid will be opened of those bidders who will be found eligible on the basis of evaluation of technical bids.

**(Registrar)**

- Institute reserves right to accept or reject any/all bids without assigning any reasons, thereof.
- Institute reserves the right to cancel the entire tendering process at any stage.

## **SECTION – 2**

### **Terms and Conditions for the Comprehensive AMC of 03 Diesel Generators:**

1. Servicing of Diesel Generators shall be carried out once in a month including replacement of damaged spare parts as required and submit the Service Report for each trip duly signed by the Engineers at Maintenance Cell.
2. Diesel Generator shall be tagged indicating the date of servicing, spare parts replaced, if any, etc and signed by the technician who have attended servicing work.
3. All spare parts must be replaced if damaged/not functioning under Comprehensive AMC. However, in case of sudden breakdown of any Air DG Set, complaints need to be attended immediately and ensure proper running of DG at all times.
4. The contractor shall be required to co-operate with other agencies/specialists, if hired by the Institute for any other similar works.
5. The work shall be carried out in such a way that no inconvenience is caused to the employees of the Institute during working hours. The premises should be kept neat and clean daily after work.
6. The contractor shall provide all materials at their own cost (except such materials if any, as may be in accordance with the contract supplied by the employer) such as machinery, electrical and mechanical fittings, plant tools, appliances, implements, in fact everything necessary for proper functioning of DG.
7. All necessary marking on the fittings / switches / panels / cables DB etc. shall be done with paint/ fluorescent stickers as required by the Engineer-in-Charge at the contractor's expenses.
8. The contractor shall strictly comply with all labour laws and such other statutory laws in relation to the services to be provided and personnel engaged by the contractor and shall be solely responsible for all acts of the said personnel so enrolled. Child labour should not be engaged by the contractor.
9. Maintenance of Registers- The contractor shall also maintain the records/registers as required by the local authorities/Government from time to time and should produce the same for inspection of the Institute whenever desired by them. The contractor is required to comply with all acts of Government relating to labour and the rules and regulations made there under from time to time and submit all particulars and statements required to be furnished to the labour authorities.
10. The CAMC will be for a period of one year and can be extended further one more year based on satisfactory performance of the service provider. CAMC may be terminated at any time without assigning reason whatsoever, if the performance of the firm is not satisfactory.
11. The rates for CAMC accepted will remain firm and fixed during the currency of the contract and SPA, Bhopal will not entertain any claim for the upward revision/increase of these rates or for payment of any additional charges on any ground what so ever.

12. The DGs will be kept in working condition at all times during the currency of the contract.
13. In the case of repair/replacement of parts in the DGs, only genuine spare parts, conforming to the relevant Indian Standards, will be used. Parts should be verified by the concerned Officer of the Agency before repair/replacement.
14. In case of replacement of any part, warranty and test report document need to be submitted to Maintenance Cell.
15. The firm will keep sufficient stock of essential spare parts at site for replacement of defective/worn out parts expeditiously.
16. Only qualified and experience engineers/technicians/mechanics helpers, whose character and antecedents have already been verified, will be deputed to attend the work.
17. The firm shall be solely responsible for any negligent acts of their personnel and shall indemnify Institute against any loss or damage to its property or injury to its employees due to such acts.
18. Institute shall not be a party to any dispute between the firm and the personnel deployed by them.
19. In the case of delay in attending to the complaints, penalty at the following rates will be levied:-
 

(a)	Delay of upto 24 hours	- ₹ 100/- per unit/day
(b)	Delay in excess of 24 hours and upto 72 hours	- ₹ 150/- per unit/day
(c)	Delay in excess of 72 hours	- ₹ 200/- per unit/day

The period will be reckoned from the time of lodging the complaint by telephone/fax/letter, etc.
20. During the CAMC period, Agency shall depute their Engineer to attend the complaint on the same day lodged by the Institute.
21. The release of payment will be made on Quarterly basis (at the beginning of next quarter) on the basis of satisfactory performance.
22. This constitutes a comprehensive maintenance contract and includes all parts of the Diesel Generators.
23. All service request/calls for repair work must be attended within 24 hours of the complaint being lodged with the AMC Provider. There should be adequate number of Telephone lines for lodging of service requests. If the AMC Provider firm failed to attend the calls within 24 hours, this Institute reserves the right to get the work done by other firms and deduct such expenses from the AMC charges. In the Case of exceptional and repeated delays, poor services, fault, break down, etc, this office reserves the right to deduct such costs as deemed to be necessary by way of damages and may also cancel the AMC unilaterally.

24. Merely submission of Quotation does not entitle the firm to forward its claim for awarding the CAMC even if it has quoted the lowest rates. The CAMC will be awarded to the eligible firm only after all the formalities as per the terms and conditions are complied with and valid documents are produced to the satisfaction of this office.
25. All quotations in the prescribed format should be submitted before the time and date fixed for the receipt of quotations. Quotations received after the stipulated time and date are liable to be rejected.
26. The bidder must ensure that the conditions laid down for submission of offers detailed below are correctly and completely fulfilled. The quotations found to be deficient in any respect shall be summarily rejected. Similarly, conditional offers and offers with terms and conditions inconsistent with those contained in this document shall be rejected.
27. On the expiry of the contract, the firm will hand over the DGs in perfect working condition after rectifying the defects etc., if any. In the case of the failure of the firm to comply with this condition, the defects will be got rectified by the Institute and the expenses so incurred will be charged to the firm's account.
28. In case any dispute arises out of this contract, the same will be referred to Director, SPA, Bhopal, who will either himself / herself arbitrate in the matter or will appoint an arbitrator. The award so given will be final and binding on both the parties.
29. Operation of DGs contract will be under supervision of Maintenance Cell.
30. Copy of entire tender document must be numbered page-wise and duly self attested and stamped on each pages as a token of acceptance of our terms and conditions.
31. Interested firm is mandatorily to inspect the machines before quoting their rates in both the bids. Firm needs to contact the Maintenance Cell for facilitating the inspection.

**(Registrar)**



## **SCOPE OF WORK:**

The tenderer shall carryout following works during Comprehensive Annual Maintenance Contract period along with the servicing of the Diesel Generator sets:

1. General check up & preventive maintenance for each machine.
  - a) Check lube oil level and conditioning of lube oil, top up/refill if required
  - b) The oil filters shall be replaced whenever oil is changed
  - c) The air filters shall be cleaned periodically with compressed air, check batteries and top up the distilled water if required
  - d) Check functioning of changing alternator
  - e) Engine safety viz., high water temperature gauge, oil pressure gauge, oil temperature gauge and high speed gauge shall be checked for their functions and repaired/replaced if required.
2. CAMC will include following spares: Terminal, lugs, banjo bolt, fuel washer, hose, clamp, fuse, push buttons, battery lead, lugs, key switch, Engine harness repairing and any other parts.
3. Comprehensive Maintenance Contract means: All parts for repairing, replacing or maintaining whenever is required. Some major repair works of the contract shall be as follows.
  - I. Engine Overhauling, Alternator Rewinding, Major Repairs of Control Panel
  - II. Replacement of Alternator Bearings
  - III. Alignment of Engine and Alternator
  - IV. Repairs, Replacement or Calibration of Pumps, Injectors, Cylinder Heads etc
  - V. Repairs or Replacement of Self Starter, Dynamo and Batteries
  - VI. Repairs or Replacement of Radiator, Turbo Charger, Controller and Governor
  - VII. Catastrophic Failures;
  - VIII. All types of above mentioned materials/services will be part of the CAMC

## **SECTION – 3**

### **ELIGIBILITY CRITERIA**

All the Bidders/ Agencies must fulfil the following eligibility criteria and submit the documents and the declarations (duly self-attested with stamp) in support of their claim along with the Technical Bid. The Financial Bids of only those bidders who meet all the eligibility criteria will be considered for opening. The bids not meeting the criteria and not accompanied with the requisite documents shall be treated as non-responsive hence rejected; and the corresponding financial bid shall also not be opened.

1. The Agency must have registered office in Bhopal. In case of not having office in Bhopal they can submit an undertaking to start an office at Bhopal within one month of award of contract failing which the contract shall be cancelled and the EMD will be forfeited.
2. Firm should be a manufacturer or authorized dealers/ service centers of renowned brands like Mahindra & Mahindra, Kirloskar, Ingersol Rand, Cummins India, Sudhir Greaves Silent, Ashok Leayland Ltd., Powerica Limited etc. Sets and should have preferably at least three years work experience to undertake similar types of works and the details of the clients / organizations served should be enclosed with the tender.
3. The Agency must have GSTIN Number and submit a self-attested copy of certificate of Registration.
4. The Agency must submit Permanent Account Number and submit a self-attested copy of PAN card.
5. The Agency must submit Income Tax Return for last three years (2016-17, 2017-18 & 2018-19). Copies to be attached.
6. The agency must have attached a turnover certificate dully signed by the chartered Accountant in last three financial year i.e. F.Y. 2016-17, 2017-18, 2018-19. Minimum average annual turnover of last three years should be at least 05 lakhs (Five Lakhs).
7. Firm must have a similar experience of successfully undertaking the CAMC of Diesel Generators in at least 3(three) Government Organization/Semi-Government Organization/ PSUs. List of such Clients and Quantum of CAMC handled must invariably be enclosed with the Technical Bid.
8. An undertaking to the effect that the firm has not been blacklisted/ banned/ suspended/ debarred from any organization/ institute and no case is pending with the police or in court of law against their name, duly notarized. If the same is found at any point of time in any circumstance, the contracted shall be terminated and performance guarantee shall be forfeited.
9. The desirous bidders must submit the required EMD for bid security with technical bid and agree to submit the **Performance Guarantee (5% of the total contract value)** on the event of award of contract within 15 days of issue of Letter of Acceptance (LoA).

10. Copy of entire tender document must be numbered page-wise and duly self-attested and stamped on each pages as a token of acceptance of our terms and conditions.
  11. The bidder must submit at least three Customer Satisfactory Performance Reports (CSPR) where the Agency has been working/worked during last three years.
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**Technical Bid**

S.No.	Details of the Tenderer/Bidder	
1	Name of the Tenderer/ Bidder	
2	Complete Address:	
3	State clearly whether it is a sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization.	
4	Details of the Earnest Money Deposit (EMD) (Yes/No) UTR No.:	
5	Tender Fee of ₹ 1000/- (Yes/No) UTR No.	
6	Whether each page of Terms & Condition and its annexure have been signed and stamped	
7	Permanent Account No.	
8	GST Registrartion No.	
9	E-mail ID	
10	Contract No.	
11	Registration Certificate of authorized contractor of renowned brands of DG Sets like Mahindra, Ingersoll Rand, Kirloskar, Cummins India, Sudhir Greaves Silent, Ashok Leyland Ltd. Powerica Limited etc.	
12	Firm must have a three years experience of successfully undertaking the CAMC of Diesel Generators in at least 3 (Three) Government Organization/ Semi- Government Organization/ PSUs. (List of such Clients and Quantum of CAMC handled to enclosed).	

13	Copy of Work Order & Satisfactory Performance Report from at least two clients where the Agency has been working/ worked during last three years attached	
14	Certificate for average annual turnover duly approved and signed by the Chartered Accountant (Financial Year 2016-17, 2017-18, 2018-19) (Copy of the same to be attached)	
15	An undertaking that the firm has not been blacklisted/ banned/ suspended/ debarred from any organization/ Institute and no case is pending with the police or in court of law against their name, duly notarized.	

Documents attached should be provided page No. on each page otherwise bid details shall not be considered for further tender process.

Business Address:

Date:

Signature of Bidder:

Place:

Seal of the Bidder:

**Financial Bid-1**

(Please fill in this separate envelope superscripting “Repair work of 03 Nos. Diesel Generators”)

<b>Name of Work: Repair work of 03 Nos. Diesel Generators installed at S.P.A. Bhauri, Bhopal</b>			
<b>S.No.</b>	<b>Diesel Generator Type (Mahindra and Mahindra Make)</b>	<b>Work of repairing identified</b>	<b>Amount (₹.)</b>
1.	30 KVA (Three phase)		
2.	15 KVA (Single phase)		
3.	7.5 KVA (Single phase)		
<b>Grand Total ₹</b>			
<b>Amount in figures Rs.(inclusive of all taxes)</b>			
<b>Amount in words (inclusive of all taxes)</b>			

Financial Bid is considered for lowest-one quote (L-1).

Delay in work after award the Performance Guarantee will be forfeited.

Name & Signature of bidder: \_\_\_\_\_

Seal of Firm: \_\_\_\_\_

**Financial Bid- 2**

(Please fill in this separate envelope superscripting “**Comprehensive Annual Maintenance Contract 03 Nos. Diesel Generators**” )

<b>Name of Work: Comprehensive Annual Maintenance Contract of 03 Nos. Diesel Generators installed at S.P.A. Bhauri, Bhopal.</b>		
<b>S.No.</b>	<b>Diesel Generator Type (Mahindra and Mahindra Make)</b>	<b>Amount (₹.)</b>
1.	30 KVA (Three phase)	
2.	15 KVA (Single phase)	
3.	7.5 KVA (Single phase)	
<b>Grand Total ₹ Amount in figures Rs.(inclusive of all taxes)</b>		
<b>Amount in words (inclusive of all taxes)</b>		

Financial Bid is considered for lowest-one quote (L-1).  
Delay in work after award the Performance Guarantee will be forfeited.

Name & Signature of bidder: \_\_\_\_\_

Seal of Firm: \_\_\_\_\_

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