

NATIONAL AGRI-FOOD BIOTECHNOLOGY INSTITUTE

**Department of Biotechnology,
Ministry of Science & Technology
(Govt. of India)**



TENDER NOTICE FOR AWARDING OF NON-COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (AMC) for 01 No. OF 500KVA DG SET WITH AMF PANEL AT NABI INTERIM FACILITY, MOHALI

TENDER NO.- NABI/7(17)/2012-Works

Tender Issued from: 10-02-14

Last date of receipt of tender: 17-02-14, up to 3:00pm

Tender Opening date: 17-02-14, at 3:30pm

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NATIONAL AGRI-FOOD BIOTECHNOLOGY INSTITUTE (NABI)

(Deptt. of Biotechnology, Ministry of Science & Technology, Govt. of India)

C-127, Industrial Area, Phase VIII, S.A.S. Nagar, Mohali-160 071.(Punjab)

website: www.nabi.res.in, Tel: 0172-4990300, Telefax: 0172-4604888

NOTICE INVITING TENDER

Sealed tenders are invited on the behalf of Executive Director, NABI from the Original Equipment Manufacturer (OEM) or their authorized agents/service providers for the award of **Annual Maintenance Contract(AMC) of 01no. of 500kVA Diesel Generator set with AMF panel installed at National Agri-Food Biotechnology Institute(NABI) interim facility, Mohali**

Note:

- a) The authorization of the agencies/service providers should be valid on the last date of sale of tenders. In case only the last date of sale of tender is extended, the authorization of service provider should be valid on the original date of sale of tenders.
- b) In case both the last date of receipt of application and sale of tenders are extended, the authorization of agency should be valid on either of the two dates i.e., original date of sale of tender or on the extended date of sale of tenders.

Details of DG set & AMF Panel

Description	Make	Model
500kVA,3phase,Water-cooled DG set with AMF Panel, rating -800A	Greaves Cotton Ltd.	TBD41V12

1. Eligibility Criteria

The Firm/Company/enterprise intending to submit the tender should be the OEM (Original Equipment Manufacturer) or it's authorized dealers/service centers and should have undertaken atleast one similar work, in any of the previous three years. The documentary proof (i.e., copy of work order along with the recent servicing report/satisfactory report from client) along with details of the clients/organizations served (with contact details) should be enclosed with the tender.

Similar type of work means the work of Operation & Maintenance/Maintenance/Non-Comprehensive AMC/Comprehensive AMC of DG set not below 400 KVA to any central/state Govt. offices/PSUs/ private units under a single order /contract.

2. SUBMISSION OF TENDER

- 1) Interested parties are requested to submit the rates for Non-Comprehensive AMC of DG set with AMF panel in the proforma enclosed as Annex.-1 for the aforesaid period. All the tender documents shall be duly signed & stamped by the bidder and shall be sent to "National Agri-Food Biotechnology Institute, C-127, Industrial Area, Phase VIII, S.A.S. Nagar, Mohali-160 071.(Punjab)" in a sealed envelope accompanying the following documents:

- a) Tender fee of **Rs.150/-** in the form of Demand draft favouring “National Agri-Food Biotechnology Institute” payable at Mohali.
- b) Earnest Money Deposit(EMD)of **Rs.1100/-** in cash/Deposit at Call receipt of a scheduled bank/fixed deposit receipt of a scheduled bank/demand draft of a scheduled bank issued in favour of “National Agri-Food Biotechnology Institute” payable at Mohali.
- c) Documents showing fulfillment of eligibility criteria as mentioned above.
- d) Firm’s Trade License/Company registration No.
- e) VAT & service Tax registration no.
- f) Firm Bank Account details(i.e.,Account No., Account Name, bank with branch name & address, IFSC code, MICR code).
- g) Copies of Work orders/LOA for similar type of work undertaken (other than submitted as (c) above) in last three years, preferably in a Govt. organization/department.
- h) Authorization certificate from OEM i.e., M/s Greaves Cotton Ltd. as per proforma enclosed as Annex.-2

The Envelope containing above documents shall be superscribed with “NAME OF WORK-,TENDER NO. and CLOSING DATE” and shall be received at Institute either by hand or registered/speed post/courier latest by 17-02-14 upto 3:00pm. Tenders will be opened on the same day i.e., on 17-02-14 at 3:30 pm in the presence of bidders or their representatives who may wish to be present.

- 2) Tenders received after the due date & time of submission will not be considered.
- 3) The rates quoted should remain valid for four months from the last date of submission of tender.
- 4) The Tender documents can be obtained from the office of Assistant Engineer-Electrical, NABI from 10-02-14 to 14-02-14 up to 5:00 pm, on payment of Rs.150/- as cost of tender OR can be downloaded directly from the website www.nabi.res.in (up to 17-02-14) and to be accompanied with a DD of Rs.150/- (Rupees Five hundred only) in favour of “National Agri-Food Biotechnology Institute” payable at Mohali as cost of tender documents.

3. SCOPE OF WORK

The scope of work shall broadly include but not limited to the following:

- 1) Maintenance of 01no.x 500kVA DG set with AMF panel including checking and servicing as and when required.
- 2) Checking and servicing of engine for smooth running, its unusual sound and color of smoke from exhaust and set it right in case of deviations. The engine shall be run on no load or at available load.
- 3) Checking & repairing of leaks i.e., of fuel, lubricating oil or coolant etc. if any.
- 4) The air filters shall be cleaned periodically and changed as per the requirement.
- 5) Carrying out valve tappets setting as and when required.
- 6) Checking and repairing of Accessories drive, Turbo Charger and crankshaft endplay (whenever required).
- 7) Checking of alignment and alignment of Engine and Alternator (as per requirement).
- 8) Checking of throttle control & its setting.
- 9) Drain the Lube Oil from the Sump, Lube Oil Cooler etc. and clean the Sump Strainers as per the recommendation in the Operating Instruction Manual /Maintenance Chart.
- 10) Check lube oil level and conditioning of lube oil, top up/refill if required.
- 11) The oil filters shall be replaced whenever oil is changed.
- 12) Refill the Sump with new Lube Oil and Prime the lubricating system (if required).
- 13) Check and tighten as required, all external bolts.

- 14) Replace the Fuel Filter Elements as per the manufacturer recommended procedure.
- 15) Check and correct the tightening of all Hoses and Clamps.
- 16) Diagnosis of various faults (i.e., in Engine, Alternator, control panel & AMF panel etc.) and its rectification at site.
- 17) 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.
- 18) Check and tighten engine bearer cap screws.
- 19) Check and record engine performance parameters.
- 20) Coolant level and conditioning of coolant shall be checked and refilled if required.
- 21) Check fan and alternator drive belts and tightened/replaced as required.
- 22) The governor shall be checked and tuned for proper functioning.
- 23) Check and correct the tightening of terminals at Control Panel and EPU and checking EPU for proper functioning.
- 24) Checking of instrument on instrument panel including replacement as and when required.
- 25) Checking of rotating diodes assembly in brushless alternator including replacement as and when required.
- 26) Checking of wiring system and repairing/replacement as and when required.
- 27) Repair and Maintenance of Relays including contactors etc. in generator set, control panel and AMF panel.
- 28) Checking of battery terminal and de-sulphation and top up the distilled water if required.
- 29) Checking, fault finding and rectification in the electrical system associated with the engine.
- 30) General Maintenance of alternator.
- 31) Checking of mounting bolts.
- 32) Insulation testing of Alternator, once in six months.
- 33) All the maintenance works to be done as per the manufacturer's guidelines.
- 34) Any maintenance work not specifically mentioned above but required for the healthy operation of DG set will be considered part of the scope of work.

4. SCOPE OF WORK EXCLUDED

- Major overhauling, Rewinding and bearing replacement of alternator, heavy labour for removing engine or alternator, crane transportation, supply of Diesel for DG set.

5. TERMS & CONDITIONS

- 1) The Tenderer's service engineer shall visit the site for attending the generator set not less than twelve times during the contract period (minimum once in a month) and shall inspect the generator set thoroughly along with checking of electrical side viz., Alternator, AMF control panel. Each visit shall take place during 1st week of each month.
- 2) Besides the regular visits, the tenderer service engineer shall attend the complaints within 04 hrs from the time of call/fax/email conveyed.
- 3) In the event of any emergency/breakdown condition, the tenderer's representative/Service Engineer should be available at the site within a reasonable time limit (i.e., in less than 04hrs.) to extend the required assistance.
- 4) On completion of the job during each visit, the Service Engineer should submit a service report which needs to be signed by the Institute's representative/Engineer as a token of confirmation that the visit as per the contract has been made.

- 5) The fault reported by the institute during the period of AMC shall normally be rectified within 12hrs from the time of fault report conveyed. The tenderer will have to repair or replace parts in original which are defective within 12 hrs to maintain the DG set functional. However in case of any unavoidable delay, the time extension may be granted on the request of contractor but at the discretion of Competent authority, NABI.
- 6) However if the contractor did not attend the complaint within the period specified in pt.(2 & 3) above, a penalty @ Rs.500 per hour shall be levied on the contractor. For the non-rectification of fault as per time limit specified in pt.(5) above, the penalty@ Rs.1000 per hour shall be levied on the contractor.
- 7) The tenderer shall be solely responsible for the maintenance, repair and replacement of required parts etc. The dismantled parts shall be handed over by the tenderer to the Institute.
- 8) The tenderer shall be responsible to arrange genuine spares of the Diesel Engine, Alternator and AMF panel as and when required (i.e, during regular maintenance, servicing and in breakdown condition). Supply of any kind of material parts/ consumables i.e., lube oil/ coolant/filters etc. will be paid by the Institute. The successful tenderer after the award of work shall submit the price list of spares/consumables(of original make) along with the discount offered and price reasonability certificate. The quoted rates should be valid throughout the AMC period.
- 9) The Service representative shall also submit the recommendations time to time during the AMC period regarding the routine maintenance of DG set and also to impart training to Institute technicians/Electricians regarding daily operation and maintenance of DG set and AMF panel.
- 10) The successful tenderer (on award of work) shall submit the details of contact person including his/her name, phone no., email ID & FAX no. etc. who will be contacted by the Institute as and when required during AMC period.
- 11) The Competent Authority does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
- 12) Canvassing whether directly or indirectly, in connection with tenderers is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- 13) The successful tenderer/contractor, on acceptance of his tender by the Accepting/Competent Authority shall within 07 days from the date of issue of LOA, sign the contract agreement consisting of:-
 - a) The Notice Inviting Tender, all the documents including additional conditions, specifications and drawings, if any, forming the tender as issued/downloaded at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto. The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

- b) The period of contract shall be for one year from the date of commencement of contract. However the contract can be terminated at any time during the period of contract after giving notice of 01 month, if the firm did not render the services satisfactorily or parts/spares provided by the firm are found sub-standard or any other reasons as the institute may deem proper.
- 14) The contractor shall comply with the provisions of the Apprentices Act 1961, minimum wages Act 1948, Workmen's compensation Act 1923, contract labour (Regulation and Abolition Act 1970), payment of wages Act 1938, Employer's liability Act 1938, Maternity Benefits Act 1961, Employee's State Insurance Act, 1948, Employees Provident Fund Act, 1952 and the Industrial disputes Act 1947 as applicable and the rules and regulations issued there under and by the local Administration/ Authorities from time to time as well all provisions of law applicable to workmen. Failure to do so shall amount to breach of the contract and the Engineer-in-Charge may at his discretion terminate the contract. The Contractor shall also be liable for any pecuniary liability arising on account of violation by him of any of the said Acts and shall indemnify the Institute on that account. Institute will not be liable for any act or omission on the part of the contractor in so far as any violation of any of the aforementioned acts.
- 15) Sales-tax/VAT, service tax, purchase tax, turnover tax or any other tax applicable in respect of this contract shall be payable by the Contractor and Institute will not entertain any claim whatsoever in respect of the same. The bidder shall give the total composite price inclusive of all Central & State's levies and taxes i.e. Excise Duty, Service Tax, Sales Tax, Purchase Tax, Turnover Tax, Works Contract Tax etc.
- 16) The contractor whose tender is accepted, will be required to furnish performance guarantee of 10% (ten percent) of the tendered amount. This guarantee shall be in the form of cash (in case guarantee amount is less than Rs. 10000/-) or Deposit at Call receipt of any scheduled bank/Banker's cheque of any scheduled bank/Demand Draft of any scheduled bank/Pay order of any scheduled bank (in case guarantee amount is less than Rs. 1,00,000/-) or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the prescribed form. The Performance Guarantee shall be released after satisfactory completion of AMC period and all the contractual obligations.
- 17) Tender sent by fax/telex/electronically shall be ignored.
- 18) No advance payment would be made against AMC charges. The payment will be made on half yearly basis after satisfactory service provided by the firm during that period of AMC.
- 19) The **Institute** shall mean the National Agri-Food Biotechnology Institute, Mohali.
- 20) The **contractor** shall mean the agency/firm/company to which the work is being awarded.

ANNEXURE -1

PROFORMA FOR SUBMISSION OF TENDER

1. Name of the bidder :

2. Address of the bidder :

3. Contact person :

4. Telephone /Mobile Numbers:

5. Fax No.:

6. E-mail address:

7. Rate for AMC of 1no.x 500kVA DG set
with AMF panel(Non-comprehensive) excluding service tax:

8. Total Amount of AMC as per the quoted rate(including service tax):

In figures	
In words	

9. Documents showing essential qualification/eligibility enclosed: YES/NO

10. All documents mentioned in section 2.1 above enclosed(as per applicability): YES/NO

11. Job description & other terms and : YES/NO
Conditions are acceptable

12. Any other information:

**Signature of Bidder
with name and office seal**

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ANNEXURE-2

Proforma for Authorization certificate from OEM

No. _____

Dated _____

To,

**The Executive Director,
National Agri-Food Biotechnology Institute
C-127, Industrial Area, Phase VIII, Mohali, Punjab**

Dear Sir,

We _____ who are established and reputable manufacturers of _____ having factories at _____ (*address of factory*) do hereby authorize M/s _____ (*Name and address of service Agent/dealer*) to submit a bid, negotiate and receive the order from you against your tender enquiry no. NABI/7(17)/2012-Works for the AMC of 1no.x 500kVA DG set with AMF panel.

We hereby extend our full guarantee for the services offered by the above firm.

Yours faithfully,

(Name of
authorised signatory)

(Name of manufacturers)

Note: This letter of authority should be on the **letterhead of the manufacturer** and should be signed by a authorised person. It should be enclosed by the Bidder with the tender documents.