

**NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED**

(Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, Govt. of India)

**B.T. Road, Bon-Hooghly, Kolkata-700090**

Telephone: 033-25310279/0610, Fax No.03325318379, Website: [www.niohkol.nic.in](http://www.niohkol.nic.in), Email: [mail@nioh.in](mailto:mail@nioh.in)

N.I.T. No-75KVA-GEN/414/EE/2001/NIOH/8607(7)

Date: 12.03.2015

## TENDER DOCUMENTS

## FOR

Annual Maintenance Service Contract for 75 KVA D.G. Set, Cummins Make, Engine Sl. 25131666, Model No: N495-G & Alternator Sl. 8215AJ09 with panel at NIOH, B.T.Road, Bon-Hooghly, Kolkata 700090

ENGINEERING DEPARTMENT  
NIOH, KOLKATA

PRICE: Rs. 150.00

Signature of the Tenderer with Seal

I/C CIVIL ENGINEERING DEPARTMENT  
NIOH, Kolkata

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LIST OF TENDER DOCUMENTS

Name of Work: Annual Maintenance Service Contract for 75 KVA D.G. Set, Cummins Make, Engine Sl. 25131666, Model No: N495-G & Alternator Sl. 8215AJ09 with panel at NIOH, B.T.Road, Bon-Hooghly, Kolkata 700090.

1. Copy of the Detailed Notice Inviting Tender.
2. Terms & Conditions.
3. Scope of work.
4. Scope of work Excluded.
5. Additional Terms & Conditions.
6. Annexure-1: Proforma for Submission of Tender
7. Annexure-2: Proforma for Authorization Certificate from OEM.
8. Checklist for the submitting documents.

Tender Documents issued to:

Mr./Mrs./M/s.....  
 ..... after receiving Rs. 150.00/- for the cost of  
 tender paper through the M.R. vide No: .....  
 on dated ..... at.....am/pm.

Signature of the Issuing Authority

Signature of Applicant with Seal

Signature of the Tenderer with Seal

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Date: 12.03.2015

NOTICE INVITING TENDER

Sealed tenders are invited from the reputed, benefide and resourceful authorised service providers of Cummins (Manufacturer of the D.G. set & Alternator) who are carrying out the similar type of works in PWD/CPWD or any other Government organization to undertake the work "Annual Maintenance Service Contract for 75 KVA D.G. Set, Cummins Make, Engine Sl. 25131666, Model No: N495-G & Alternator Sl. 8215AJ09 with panel at NIOH, B.T.Road, Bon-Hooghly, Kolkata 700090", as detailed below:

1	Name of work	Annual Maintenance Service Contract for 75 KVA D.G. Set, Cummins Make, Engine Sl. 25131666, Model No: N495-G & Alternator Sl. 8215AJ09 with panel at NIOH, B.T.Road, Bon-Hooghly, Kolkata 700090
2	Contract Period	1year days from the date of issue of the work order.
3	Earnest Money	Rs. 500.00/- only shall be in the form of Bank Draft/Pay order in favour of "NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED" payable at Kolkata.
4	Cost of Tender Paper	Rs. 150.00 payable in cash for each set of tender paper.
5	Last Date of issue of Tender Paper	24.03.2015 up to 1.00 PM
6	Last Date of Receiving filled in Tender Paper	26.03.2015 up to 2.00 PM
7	Date of opening of Tender	26.03.2015 up to 3.30 PM
8	Tender documents can also be downloaded from the web site ( <a href="http://www.niohkol.nic.in">www.niohkol.nic.in</a> ). In that case the DD/Pay order of Rs. 150.00 in favour of "NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED" payable at Kolkata towards the cost of tender document is to be submitted along with completed tender document in the envelop.	

Signature of the Tenderer with Seal

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TERMS AND CONDITIONS:

1. Issuing of Tender Paper:

Tender paper will be issued from The Engineering Department up to 24.03.2015 till 01:00 p.m. on payment of Rs. 150.00/- only in favour of "NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED" payable at Kolkata for the cost of tender paper. Tender documents can also be downloaded from the web site ([www.niohkol.nic.in](http://www.niohkol.nic.in)). In that case the DD/Pay order of Rs. 150.00 in favour of "NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED" payable at Kolkata towards the cost of tender document is to be submitted along with completed tender document in the envelop.

2. Eligibility Criteria:

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. 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.

The Firm/Company/enterprise intending to submit the tender should be the OEM (Original Equipment Manufacturer) or it's authorized service provider 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), attested by an Govt. officer not below the rank of Executive Engineer should be enclosed with the tender. Authorization certificate from OEM i.e., as per proforma enclosed as Annex.-2

# Similar type of work means the work of Operation & Maintenance/Maintenance/Non-Comprehensive AMC/Comprehensive AMC of DG set not below 75 KVA to any central/state Govt. offices/PSUs/ private units under a single order /contract during last seven years ending February' 2015.

Copy of Registration certificate of VAT, PAN Card, and Partnership deed in case of Partnership firm, Electrical supervisory Licence must be submitted with the tender documents.

3. Earnest Money Deposit:

The tenderer should have to submit Rs. 500.00 in the form of Bank Draft/Pay order in favour of "NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED" payable at Kolkata. All Tenders must be accompanied with earnest money deposit as indicated above. Tenders without EMD will be rejected. The EMD will be returned to all the tenderers within one week after the opening of tender. No interest will be paid for EMD.

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4. Performance Guarantee:

The successful tenderer 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.

The EMD will be returned to all the tenderers in between one week after the opening of tender. No interest will be paid for EMD.

5. Submission of Tender Paper:

- a. The tenderer shall have to clearly mention in bold letters the name of the work, NIT No, Date of NIT on the top of the sealed envelope containing tender document.
- b. Telegraphic/cabled/faxed/e-mail or any type of exposed tenders will be summarily rejected.
- c. Sealed envelope containing tender document including Price schedule with rate offered should be dropped in the specific Tender Box of the Engineering department of NIOH, Kolkata in the presence of the controlling officer.
- d. Last date of submission sealed envelope containing tender document including Price schedule with rate offered is 26.03.2015 up to 2.00 PM.

6. Opening of Tender:

Sealed envelope containing tender document will be opened by the Tender Committee of NIOH, Kolkata in presence of tenderers / their authorised representative, if any, on 26.03.2015 at 3:30 p.m.

7. Rejection of Tender:

If any document furnished during submission of the tender paper is found false, incorrect or misleading even after opening of tender, the tender may be declared cancelled.

The Calcutta High Court at Kolkata will only be the jurisdiction to deal with and decide on any dispute whatsoever arising out of this tender.

The Authority of the Institute reserves the rights to reject any of or all the tenders without assigning any reason thereof.

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

- 1) Maintenance of 01no.x 75 kVA DG set and Alternator with 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 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 etc.
- 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.

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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.

ADDITIONAL TERMS AND 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, control panel. Each visit shall take place during last 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, NIOH.
- 6) 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.
- 7) The tenderer shall be responsible to arrange genuine spares of the Diesel Engine, Alternator and 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.
- 8) 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.

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- 9) 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.
- 10) 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.
- 11) The successful tenderer/contractor, on acceptance of his tender by the Accepting/Competent Authority shall within 07 days from the date of issue of work order, sign the contract agreement consisting of:-
  - a) The Notice Inviting Tender, all the documents including additional conditions and specifications 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.
- 12) 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.
- 13) 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.
- 14) No advance payment would be made against AMC charges. The payment will be made on quarter yearly basis after satisfactory service provided by the firm during that period of AMC.

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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 75kVA DG set, Alternator  
with panel(Non-comprehensive) excluding service tax:
8. Total Amount of AMC as per the quoted rate (including service tax):

In figures	
In words	

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

Signature of Bidder  
with name and office seal

Signature of the Tenderer with Seal

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ANNEXURE-2

Proforma for Authorization certificate from OEM

No. \_\_\_\_\_

Dated \_\_\_\_\_

To,

The Director,  
National Institute for the Orthopaedically Handicapped  
B.T.Road, Bon-Hooghly, Kolkata 700090.

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. N.I.T. No-75KVA-GEN/414/EE/2001/NIOH/ \_\_\_\_\_, dated \_\_\_\_\_ Works for the Annual Maintenance Service Contract for 75 KVA D.G. Set, Cummins Make, Engine Sl. 25131666, Model No: N495-G & Alternator Sl. 8215AJ09 with panel at NIOH, B.T.Road, Bon-Hooghly, Kolkata 700090. 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.

Signature of the Tenderer with Seal

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## CHECKLIST OF SUBMITTING DOCUMENTS (TO BE FILLED BY THE TENDERER)

SL.NO:	DOCUMENTS SUBMITTED IN SEALED ENVELOP	MARK, 'YES', 'NO' or 'NA', Where applicable
1	Complete filled tender document, issued from the Civil Engineering Department, NIOH, Kolkata.	
2	Complete filled tender document, downloaded from the web site ( <a href="http://www.niohkol.nic.in">www.niohkol.nic.in</a> ).	
3	DD/Pay order of Rs. 150.00 in favour of "NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED" payable at Kolkata towards the cost of tender document if the tender document, downloaded from the web site ( <a href="http://www.niohkol.nic.in">www.niohkol.nic.in</a> ) .	
4	Earnest Money Deposit amounting to Rs. 500.00/- only in the form of Bank Draft/Pay order in favour of "NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED" payable at Kolkata	
5	The documentary proof of at least one similar work, undertaken in any of the previous three years (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), attested by an Govt. officer not below the rank of Executive Engineer.	
6	Photocopy of Registration Certificate of VAT	
7	Photocopy of PAN Card	
8	Photocopy of Partnership Deed (in case of Partnership firm must be submitted)	
9	Photocopy of Electrical Supervisory License.	
10	Filled proforma as per annexure 1	
11	Authorization certificate of OEM as per annexure 2	
12	Any other document submitting by the tenderer, to be mentioned here.	

Self Declaration:

I Mr./Mrs. ....owner/partner/employee of  
 Mr./Mrs./ M/s..... have  
 submitting all the documents as per the above checklist within a sealed envelope.

Signature of the Tenderer with Seal

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