

**NATIONAL LAW INSTITUTE UNIVERSITY
KERWA DAM ROAD BHOPAL – 462044.**



LIMITED TENDER/QUOTATION DOCUMENT

FOR

**Comprehensive Annual Maintenance Contract for two Nos. of
DIESEL GENERATOR SETS of 250 KVA each
Make: KIRLOSKAR OIL ENGINES LIMITED**

**Kerwa Dam Road, Bhopal – 462 044
Telephone No.:- 0755-2696965/971/972/98**

NATIONAL LAW INSTITUTE UNIVERSITY
KERWA DAM ROAD BHOPAL – 462044.



LIMITED TENDER/QUOTATION

START DATE OF SUBMISSION: 01.10.2020

LAST DATE OF SUBMISSION: 15.10.2020 (upto 3:00PM)

| <u>Name of the Item/Job</u> | <u>Item Description</u> | <u>Qty. Unit</u> |
|-----------------------------|--|------------------|
| Comprehensive AMC | Comprehensive AMC for 250 KVA, Diesel Gen. Sets with AMF Panel (Diesel Engine, Alternator And Generator Set Control Panel) Make: Kirloskar | Two Nos. |

Registrar
NLIU Bhopal

DETAILS OF WORK /JOB DESCRIPTION

The detail of works includes:

A. The Tenderer shall carryout the following works during Annual Maintenance Contract period alongwith the servicing of the Diesel Generator sets:

1. General check up & preventive maintenance and to fill up preventive check up schedule 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.
 - f) Coolant level and conditioning of coolant shall be checked and refilled if required
 - g) Check fan and alternator drive belts and tightened if required
 - h) The governor shall be checked and tuned for proper functioning
 - i) Check for leaks if any and shall be rectified
 - j) Check reports shall be submitted every month/every breakdown calls
2. Supply & replacement of following parts during B Check Service at approved rate list of OEM (Every 300 Hrs. of engine operation / 6 months which ever is earlier)(i) Fuel Filter (ii) Lubricating Oil Filter (iii) By pass filter (iv) Coolant (v) Engine oil (vi) Air Filters (Refer clause 18 & 19 also).
3. 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.
4. Checking and repairing the leakage of fuel, lubricating oil and coolant.
5. Cleaning and changing of Air filters as per requirement.
6. Setting of Valves tappets whenever required.
7. Checking and repairing of Accessories drive, Turbo Charger and crankshaft endplay whenever required.
8. Checking of alignment and alignment of Engine and Alternator as per requirement
9. Checking of throttle control & its setting.
10. Checking of instrument on instrument panel including replacement as and when required.
11. Checking of rotating diodes assembly in brushless alternator including replacement as and when required.
12. Checking of wiring system and repairing / replacement as and when required.
13. Repair and Maintenance of Relays including contractors in control panel.

14. Checking of battery terminal and de-sulphation.
15. Diagnosis of faults in engine and Alternator and its rectification.
16. Break down calls to be attended on priority within 6 hrs.
17. Providing a spare AVR's, Self Starter and accessories, free of charge, if the repair/overhaul / replacement are expected to be taken in more than two days.
18. Checking/ repair/adjustment/replacement/servicing shall be carried under AMC except cost of the component/parts to be replaced due to wear and tear.
19. The firm should undertake to arrange genuine spares of the Diesel engine, alternator and AMF panel as and when required within two working days.
20. The Tenderer's service engineer shall visit the site for attending the generator sets not less than twelve times during the contract period (minimum once in a month) and shall inspect the generator sets thoroughly. Each visit shall take place during 1st week of each month
21. The Tenderer's service engineer shall visit once in two months for checking of electrical side viz., Alternator, AMF control panel if any
22. The engine shall be run on no load or at available load, and should be checked for any leakage and abnormal noise. If any such abnormality noticed shall be diagnosed and remedial action shall be take.

TERMS & CONDITIONS

Note: The tenderer must submit the following primary information / documents with your quotation. The tenderer will have to indicate the following particulars otherwise your offer will be rejected. Please do produce the related documents whenever required by us.

(a) Firm's Trade License / Company Registration No. (b) GST Regn. No. (c) Firms IT PAN No. (d) Income Tax last Return Copy (e) Firms Bank A/c details (Account Number, Account Name, Bank with Branch Name & Address, IFSC Code, MICR Code.) (f) Certificate of authorisation from M/s Kirloskar regarding authentic service of DG sets.

1. Bidders are requested to quote rate (s) per unit(s) only in the recognized accounting units otherwise quotation will not be accepted.
2. Bidders should quote rate on FOR / Free Delivery at National Law Institute University, Kerwa Dam Road, Bhopal inclusive of all charges, forwarding, insurance and freight by Rail / Road/ Post as the case may be.
3. Bidders must indicate if their rate is inclusive of GST and other taxes payable.
4. Quotation should be submitted to the office of the Registrar, National Law Institute University, Kerwa Dam Road, Bhopal within closing date in sealed envelopes, superscribed with " Name of work & Closing Date". Quotation received after the closing date and time will not be entertained and any revision in the price will render the bid invalid. Quotation should indicate clearly the period of validity, preferably not less than three months.
5. Performance security 5% (value of contract) which will remain valid for a period of 1 year beyond the date of completion of all contractual obligations of the AMC.
6. In case of an offer for items having multiple options, you should clearly indicate item- specific price(s). Please quote separate item-wise rate(s), when quotation has been asked for so. Please note that no tax will be paid, if necessary tax registration information is not furnished. Income Tax etc. at source may be deducted from your dues, if payable.
7. Each page of this limited tender / quotation document shall be submitted duly signed and stamped by the Tenderer.
8. Please state if the items are available Ex-stock and if not, state the period required by you for arranging delivery from other station in India. No packing & forwarding charges are admissible for the offer from local firms and the items are to be delivered inside the NLIU premises free of charge. Also indicate the required Delivery / Completion Time. Usual Guarantee / Warranty Coverage for stores (for One year or like) should be indicated clearly.
9. Bids will be evaluated after equated comparison of offers upon calculating all tax / duty/cess/surcharge/discount/packing/transportation costs, other charges with price and non-compliance of technical and commercial terms will render a bid liable for rejection.
10. The NLIU may require in its Order for supplies / works, the execution of Performance Bank and / or levying liquidated damages at the applicable rate(s) in deserving cases. The Stores will be subject to approval upon inspection by the NLIU Authorities.
11. NLIU or its authority if found any product unsuitable the same be replaced free of cost to the NLIU.
12. Bidders will have to submit Bills / Invoices to this office in triplicate duly pre-receipted and supported by the relevant delivery documents for audit and payment direct to you or to your bankers. Generally, payments can be expected within one month and are made against acceptance of supplies / jobs completed.
13. No insurance charges are allowed unless otherwise specified and agreed to by us. In the absence of any specific instructions, it will be the responsibility of the supplier to ensure a consignment against transit risk at his own expense if he so desires.
14. NLIU is not bound to accept the lowest rate or any other offer and the acceptance of the offer is entirely at his discretion.
15. Please note that in the event of Purchase Order / Work Order, all the payments shall be made only through Electronic Fund Transfer / RTGS methods, and you are required to furnish the following information in your offer:

- (a) Your Account Name (b) Account No. (c) Bank Name (d) Branch Name and Address with IFSC Code (e) MICR Code (should be supported by a cancelled cheque leaf copy to eliminate typing errors) (f) PAN No.
16. The period of contract is for one year from the date of receipt of order
 17. The rates quoted should remain valid for three months from the last date of submission of Quotation.
 18. NLIU reserves the right to alter / modify or reject any order at any stage without assigning any reason thereof and is not bound to accept the lowest tender. Canvassing in any form, direct or indirect, on any part of tenderers will render the tender liable for rejection / cancellation.
 19. Any dispute unless resolved amicably shall be settled by a court of law having jurisdiction over Bhopal.
 20. Incomplete tenders and tenders received after the due date of submission due to postal / courier delay will not be considered.
 21. The firm should undertake to arrange genuine spares of the Diesel engine, alternator and AMF panel as and when required within two working days.
 22. The Tenderer should be a manufacturer or authorized dealers/ service centers of Kirloskar DG Sets and should have preferably at least five years work experience to undertake similar type of works and the details of the clients / organizations served should be enclosed with the tender. The tenderer should have his office/Registered Service centre in Bhopal (M.P.).
 23. The payment will be made on quarterly basis after providing satisfactory service during that period of AMC.
 24. The bidder can inspect the DG sets installed in the NLIU campus Bhopal for which AMC have to be taken up on all working days from 01.10.2020 to 14.10.2020 from 10 am to 5 pm on all working days.
 25. All the consumable items for the DG sets like lubricants (Engine Oil, Lubricating Oil etc.) shall be replaced every six months from the last date of service DG set.

SCHEDULE OF QUANTITIES

| S.No | Description | Quantity |
|------|--|----------------|
| | Comprehensive Annual Maintenance Contract for 250 KVA DG set | 02 Nos. |
| | Comprehensive Annual Maintenance including all checks as recommended by the respective manufacturer (M/s Kirloskar) of 250 KVA capacity DG set complete with replacement of defective parts during breakdowns, consumables etc during periodic service, conducting periodic servicing as per the manufacturer's recommendation. Providing and fixing of minor consumables like battery water, grease, nuts bolts etc during routine AMC checks, AMC check once every month and attending unlimited breakdown calls. | |

SUBMISSION OF QUOTATION

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. Essential Qualification/Experience of the bidder :
(Preferably five years for execution of Similar type of work)
10. List of clients served in last five Years : Yes / No
12. Job description & other terms and
Conditions are acceptable : Yes / No
13. Other terms and conditions (if any):
14. Any other information:

Signature of Bidder with name and office seal

PRICE BID

SCHEDULE OF QUANTITIES AND FORMAT FOR PRICE BID

Name of the Work :- Comprehensive Annual Maintenance Contract for 2 Nos. 250 KVA DG sets in NLIU Bhopal.

| S.No | Description | Quantities | Rate (Rs.) | Amount (Rs.) |
|------|--|------------|------------|--------------|
| | Comprehensive Annual Maintenance Contract for 250 KVA DG set | 02 | | |
| | Comprehensive Annual Maintenance including all checks as recommended by the respective manufacturer (M/s Kirloskar) of 250 KVA capacity DG set complete with replacement of defective parts during breakdowns, consumables etc during periodic service, conducting periodic servicing as per the manufacturer's recommendation. Providing and fixing of minor consumables like battery water, grease, nuts bolts etc during routine AMC checks, AMC check once every month and attending unlimited breakdown calls. | | | |
| | TOTAL | | | |

NOTE: The agency shall quote their rates inclusive of GST, all taxes, transportation, etc and all works complete. The agency submit their rates in the prescribed format, no other format shall be consider, incase quotation shall be rejected.

Signature & Seal of Bidder.....

Name

Business Address

Place:

Date: