

FAX/SPEED POST



GOVT OF INDIA
MINISTRY OF DEFENCE
REGIONAL TRAINING CENTRE
EM Block, Sector-V, Salt Lake, Kolkata- 700091

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No : RTC/Admin/14/3/DG Set

Dated: 02.11.2018

Subject : Annual Maintenance Contract of DG Set at RTC Kolkata – forwarding tender documents.

Quotations are invited in sealed cover for Annual Maintenance Contract for 110 KV Diesel Set (Kirloskar Make) of RTC Kolkata. The D.G. Set is being used for retaining power supply during the power failure/load shading at RTC Complex. Before offering your quotation you are requested to visit the site. The last date of submission of tender is 15.11.2018 upto 1600hrs (04:00 PM).

The scope of work and detail terms & conditions is mentioned in the attached tender documents. In case of any doubt, it is requested to contact the undersigned.

(Bishu Halder)
Asst. Accounts Officer (RTC)

**REQUEST FOR PROPOSAL FOR ANNUAL MAINTENANCE OF DG SET (110KVA) AT
REGIONAL TRAINING CENTRE, KOLKATA.**

INTRODUCTION:

Regional Training Centre (ER), Kolkata with its Head of Office as Controller of Defence Accounts hereinafter referred to as RTC caters to the training need of the officers and staff of Defence Accounts Department (DAD) posted throughout India and to the Armed Forces Officers and other officers of Ministry of Defence. The training centre has a triple storied office building (ARUNODAY), a triple storied hostel building (PURVACHAL) consisting of 26 Rooms (including 6 Suites) and triple storied DAD Transit Facility building (UDICHI) consisting of 8 Suites including two VVIP Suites. There are also nine residential government accommodations occupied by very Sr. Officers of the department. The rooms/suits have been provided with different electrical fittings and electric equipments such as geysers, ACs, washing machines, refrigerators, water purifiers, photocopiers, EPABX, computers etc.

RTC is having one DG Set (110 KVA) of Kirloskar make, which is providing power backup to all the electrical installations/ equipments in the above buildings and residences during the failure of power supply by WBSEDCL.

The Controller of Defence Accounts hereinafter referred to as the CDA, RTC requires the services of a reputed, well established and financially sound firm for providing maintenance services for the AC machines for a period of one year as per the Scope of Work mentioned in ANNEXURE – A.

With reference to above, tenders are invited from reputed firms under two-bid system. You are therefore, requested to furnish tender as per the instructions given below and strictly as per the terms and conditions laid down hereinafter.

Any variation in terms and conditions or tenders contrary to the instructions given herein under shall be liable for outright rejection.

Instructions to Bidders :

1. The tenders shall be submitted under two bid systems i.e. Technical Bid & Financial Bid.
2. The Technical Bid & The Financial/Price Bid should be sealed in separate covers/envelopes duly super – scribed as “TECHNICAL BID FOR MAINTENANCE OF DG SET AT RTC, KOLKATA” and “FINANCIAL BID FOR MAINTENANCE OF DG SET AT RTC, KOLKATA” respectively. Both the above covers/envelopes will be put in a bigger cover which should also be sealed and duly super scribed as “BIDS FOR MAINTENANCE OF DG SET AT RTC, KOLKATA”. The bids should be addressed to “THE CDA, REGIONAL TRAINING CENTRE, EM BLOCK, SECTOR – V, SALT LAKE, KOLKATA -700091.”

3. The bids should be submitted/dropped in the tender box kept for the purpose at the reception desk of the administration building of RTC, Kolkata.
4. The last date for submission of bids is 15.11.2018 upto 1600hrs (04:00 PM).
5. The late bids received after the specified date and time as mentioned above or those received telegraphically shall not be accepted.
6. Conditional bids shall not be considered and will be rejected outrightly.
7. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. CDA, RTC reserves the right to reject the incomplete bids and bids lacking in details and without signatures.
8. The technical bids will be opened for **15/11/2018** by a committee duly constituted in this regard or the next working day if this day or subsequent days are declared as holiday due to any exigency.
9. The committee shall evaluate the technical bids and declare the names of successful bidders. The financial/price bids shall be opened by the same committee only in respect of successful bidders on the same day subsequent to opening of technical bids. The committee will evaluate the price bids and declare the successful bidder, which will be subject to acceptance by the CDA, RTC. The result of the opening of bids shall be communicated to the representatives of the firm if present.
10. Contract will be awarded to the firm whose quoted base price is minimum. Amounts in connection with statutory levies/taxes shall not be considered for deciding the successful bidder i.e. L1 firm.
11. Anyone representing the firm must carry letter of authorization for remaining present at the time of opening of tenders.
12. The representative of firms interested in furnishing tender may obtain any clarification with regard to the tender etc. by visiting RTC, Kolkata on all working days from **08/11/2018** to **12/11/2018** between **11:00 AM to 05:00 PM**. They must carry valid ID proof. The liaison officer in this regard is Shri Bishu Halder, Asst. Accounts Officer, RTC, Kolkata.
13. The tender is issued without any financial commitment at this office and CDA, RTC reserves right to withdraw the tender, should it be so necessary at any stage. Issue of tender document does not mean that the firm or agency is considered qualified.
14. The CDA RTC reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning reasons thereof. The tender inviting authority even does not bind to accept the lowest tender.
15. The successful bidder shall not start the work unless a work order is issued in this regard by this office and the contractor shall take over the maintenance after inspection of the D. G. Set and by rendering a report in this regard.

16. **Technical Requirements**

The prospective bidding firm should fulfill the following technical specification and must submit necessary documents in proof thereof:-

- (i) Service Provider Firm should have **at least five(05) years experience** in providing similar services (offering not less than 110KVA capacity Gen. Set) to private and/or public sector companies/banks/Government Departments etc.
- (ii) Copies of certificates or proof on previous satisfactory performance provided to any Govt. Organization/ PSU for **at least two (02) year** must be submitted, failing which the offer will be rejected.
- (iii) The Registered Office or one of the Branch Office of the Service Provider Firm should be located in Kolkata.

- (iv) The Service Provider Firm should be registered with **the appropriate registration authority**.
- (v) Service Provider Firm should have its own Bank Account, PAN No., TIN No. and GST No. and all other registration required for legal operation
- (vi) Service Provider Firm will have to provide details of Income Tax and Service Tax/ GST return of their firm for last 03 financial years.
- (vii) The Service Provider Firm shall submit affidavit stating that the agency is/has not been black listed by Central Government/State Government/any PSU in last three years. The technical bid should be submitted as per ANNEXURE – 'B'.

17. Instructions for preparation of Financial Bid.

- (i) The financial bid will be submitted as per the services to be provided in terms of scope of work and other terms and conditions.
- (ii) Contract will be awarded to the firm, whose quoted base price is least. Any amount in connection with statutory levies will not be considered for deciding the successful bidder i.e. L1 as per the revised para 4.13.2 of DPM 2009.
- (iii) No terms and conditions from bidder side will be accepted and bidder should quote rate considering terms and conditions of this office only.
- (iv) The rate shall be quoted for one year with breakup of all types of charges and statutory levies/taxes.
- (v) The rate/charges/AMC charges will not be quoted in inclusive manner including the taxes/statutory levies or other important elements of cost. All taxes must be shown separately, which is condition precedent for acceptance of the bid.

18. Payment terms

- i. No price escalation will be allowed during the pendency of the contract.
- ii. No advance payment will be made for AMC of AC machine or any type of repair work.
- iii. Payment will be made on quarterly basis subject to satisfactory performance by the office of CDA RTC Kolkata.
- iv. Job Card/Maintenance Service Report in original duly signed by the representative of this office must be submitted with the bill.
- v. Payment will be made in favour of the firm through SBI CMP after submission of bills.
- vi. Proof of payment of GST must be submitted to this office. In case the same is not produced, no payment shall be made in this regard.
- vii. The payment will be made, after recovery of TDS, if applicable as per law in force.

19. Arbitration

In case of any dispute or difference arising between the parties hereto as to the rights, duties or obligations of either party or in case the parties hereto fail to come to mutual agreement in respect of any matter, every such dispute or difference shall be referred to the PC of A (Fys), Kolkata, who exercises administrative control over this office for arbitration, whose decision shall be final and binding of both the parties.

20. Extension of the contract

The validity of the contract shall be for the period of 12 months, however, further extension beyond the above period may be considered on mutually agreed terms and conditions at the instance of the RTC, Kolkata.

21. Termination of Contract

In case of failure to execute the services as per laid down scope to the entire satisfaction of the CDA (RTC) Kolkata or his/her authorized representative, the RTC reserves the right to terminate the services and get the services executed from elsewhere at the risk and cost of contractor till finalization of new contract.

SCOPE OF WORK FOR ANNUAL MAINTENANCE OF D.G. SET (110 KVA) AT REGIONAL TRAINING CENTRE, KOLKATA

01. Annual preventive and corrective maintenance of 110KVA DG Set of Kirloskar make and repair of DG Set in case of break down.
02. The AMC will be a Non-Comprehensive Contract.
03. Routine Inspection and Servicing of the D.G. Set will be performed twice in a month both for electrical and mechanical parts by a specifically trained and experienced service engineer. The two services must be done with a gap of fortnight (fifteen days) keeping in consideration any other repair work done.
04. During each visit service engineer shall inspect and carry out the checks on engine, lub oil, cooling system, fuel injection system, alternator and synchronizing control panel as per the standard OEM list.
05. After routine checking, the engineer/ representative of the service provider shall arrange running of the DG Set on full load for 15 minutes interrupted and ensure that the DG Set is functionally in order.
06. The visiting Service Engineer shall also prepare Job Card/Maintenance Service Report in respect of the services provided during his each visit, which shall be signed by a representative of this office. A copy of the same shall also be handed over to RTC, Kolkata.
07. Firm shall be fully responsible for failure arising due to workmanship defects under the scope of contract and resolve the issue without any additional cost to this office.
08. Any fault intimated, must be attended within 04 hours during working days and all major breakdowns should be set right within 48 hours.
09. The cost of AMC will be inclusive of all routine service items like grease, kerosene oil etc.
10. All the other spare parts for repair will also be provided by the contractor, cost of which will be borne by RTC Kolkata without any transportation charges. Rate for spare parts should be reasonable and at par with prevalent market rate.
11. The engineer must intimate any major deficiency noticed to RTC well in advance.
12. The engineer should check the health of the battery, charging voltage & battery voltage on each visit. If required, he should carry out topping up of DG battery cells with distilled water and clean the contact terminals.

ANNEXURE-'B'**TECHNICAL BID FOR ANNUAL MAINTENANCE OF 110 KVA DG SET INSTALLED
AT REGIONAL TRAINING CENTRE, KOLKATA**

Sl. No.	PARTICULARS	
1.	Name of Tendering Company/Firm/Agency (Attach certificates of registration)	
2.	Name of Proprietor/Director of Company/Firm/Agency	
3.	Full Address of Registered Office with Telephone No, FAX and E-mail.	
4.	Full address of operating/branch office with Telephone No, FAX and E-mail with name of the contact person(s) and Mobile No.	
5.	Banker of Company/Firm/Agency with full address	
6.	PAN/GIR No(Attach self attested copy)	
7.	GST Registration No. and TIN No.(Attach self attested copy)/GST No.	
8.	Documents showing registration of the firm with appropriate authority	
9.	Documents showing experience of the firm as required under clause 16(i). Give details of the major similar contracts handled by the tendering company/firm/agency on behalf of the govt. departments/PSUs and other private sector during the last five years.	
10.	Certificate of satisfactory job completion from the last two major clients (Govt./PSU) as per clause 16(ii).	
11.	Total No. of years of experience in providing similar services (with the list of clients year wise)	
12.	Income declared in I.T returns for the last three years(enclose copy of I.T Returns acknowledgement for the relevant assessment years.	
13.	Affidavit/undertaking stating that the agency is /has not been black listed by Centre/State Government /PSU in the last three years.	

Signature of authorized person

Date:

Name:

Place:

Seal:

ANNEXURE-'C'

FORMAT FOR PRICE BID
ANNUAL MAINTENANCE OF 110 KVA DG SET INSTALLED
AT REGIONAL TRAINING CENTRE, KOLKATA

Sl No	Description	Quantity	Rate	% of GST (including CGST & SGST)	Amount of GST	Total Amount with GST
1.	AMC for <u>110 KVA DG SET</u> <u>Make: Kirloskar</u>	01				

Date:

Signature of Authorized person

Place

Name:

Seal: