



Ref. No. : NCSCM/AMC/DG/2021

18 -01-2021

**INVITATION FOR QUOTATIONS FOR  
ANNUAL MAINTENANCE CONTRACT OF DIESEL GENERATORS**

From

The Director  
National Centre for Sustainable Coastal Management,  
Anna University Campus,  
Chennai – 600 025.

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**Sub.: Invitation for Quotations for Annual Maintenance Contract of 2 nos. of Diesel Generators**

You are invited to submit your most competitive quotation for Annual Maintenance Contract for the 2 nos. of Diesel Generators as follows -

DG Set Rating	Model	Engine Make	Alternator Make	C Panel Type	Scope of Work
500 KVA	KTA-19-G10	CUMMINS	STAMFORD	SYN	Details are attached in Annexure – V & VI

**A. Documents Establishing Bidder's Eligibility and Qualifications:**

The Bidders must fulfil the following eligibility criteria to participate in the bidding process -

- a) Must have undertaken AMC/ CMC works for the similar items in at least one Government/ Semi-Government Organization/ Public Sector Undertaking during the last 3 years i.e. 2017-18,2018-19,2019-20.  
**(Self-attested copies of Work Orders/ Completion Certificates/ Performance Certificates received from Government/ Semi-Government Organizations/ Public Sector Undertakings during last 3 years i.e. 2017-18,2018-19,2019-20 to be furnished along with information in Annexure II.)**
- b) Must have a minimum average Annual Turnover of Rs.2 Lakh during the last 3 Financial Years i.e. 2016-17, 2017-18 & 2018-19.  
**(Self-attested Turnover Certificate in original issued by a Chartered Accountant for last 3 Financial Years i.e. 2016-17, 2017-18 & 2018-19 as in Annexure III to be furnished. Provisional turnover shall not be considered.)**



Apart from above, the Bidders shall also furnish the following documents-

- One copy of this bid document duly signed by the bidder
- Self-attested copy of Certificate of Incorporation/ Registration/ Partnership Deed, etc.
- Self-attested copy of PAN Card
- Self-attested copy of GST Registration Certificate
- Price Quotation as per **Annexure I**

#### **B. Bid Price**

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialling, dating and re-writing.
- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- c) GST shall be shown separately.
- d) The bidder shall mention PAN, TAN, GST Registration No., etc. whichever is applicable.
- e) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- f) The Prices shall be quoted in Indian Rupees only.
- g) Each bidder shall submit only one quotation. No Bidder shall contact any other Bidder in any matter relating to this Quotation.

#### **C. Terms of the Quotation/ Contract**

- a) The Quotation shall remain valid for a period not less than 60 days after the last of submission of Quotations.
- b) Contract shall be valid for a period of **ONE YEAR** from the issue of Work Order.
- c) Any problem arising with the Diesel Generators during the contract period shall be rectified immediately at no extra cost. This is beyond the fixed routine visits/ services.
- d) Details of the components/ services which would be served/ replaced free of cost as a part of the contract should be clearly indicated.



**D. Evaluation of Quotations**

NCSCM will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed ; and
- (b) Conform to the terms & conditions and specifications.

The Quotations would be evaluated for both the Diesel Generators. Quotations not quoting for both the Diesel Generators shall be rejected.

GST shall not be taken into account in evaluation.

**E. Award of contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price (Col. 5 of Annexure I).

- a) Notwithstanding the above, the Purchaser reserves the right to accept or reject any or all quotations and to cancel the bidding process at any time prior to the award of contract.
- b) The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- c) Total contract value would be divided into four equal parts and each part would be released after the completion of each quarter subject to satisfactory service rendered by the service provider.

25-01-2021

A pre-bid meeting will be held at 11 A.M. on 19-01-2021.

You are requested to submit your Quotation latest by 11 A.M. of 29-01-2021.

The Quotations shall be opened at 11.30 A.M. on 29-01-2021.

We look forward to receiving your quotations and thank you for your interest in this project.

The bidders are requested to follow the instructions given in Annexure-II.

Director 15/1/2021  
National Centre for Sustainable  
Coastal Management,  
Anna University Campus,  
Chennai – 600 025



Annexure I

FORMAT OF QUOTATION

Sl. No.	Item	No.	Unit Rate excluding GST (Rs.)	Total Amount excluding GST (Rs.)	GST		Total Amount (Rs.)
					%	Amount (Rs.)	
1	2	3	4	5 (=3*4)	6	7 (=5*6)	8 (=5+7)
1.	Diesel Generaor	2					

Total Price Excluding GST (Column 5): Rs.. ..... (In words

.....) only

**Note:**

1. If there is a discrepancy between the unit price (Col. 4) and the line item total (Col. 5) that is obtained by multiplying the unit price by the nos., the unit price shall prevail and the line item total shall be accordingly corrected.
2. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case, the amount in figures shall prevail subject to (1) and (2) above.
3. If the firm submitting the lowest evaluated bid does not accept the correction of errors, its proposal shall be rejected.

Date:  
Place:

Signature of the bidder

Name and Address of the Bidder



**Annexure II**

**Format for submission of past performance during last 3 years i.e. 2016-17, 2017-18 & 2018-19**

<b>Sl. No.</b>	<b>Name of the Organization</b>	<b>AMC/ CMC</b>	<b>Make (s) of DG</b>	<b>Year</b>	<b>Contract No. with Date</b>
1.					
2.					
3.					
4.					

**Date:**

**Signature of the bidder**

**Place:**

**Name and Address of the Bidder**



**Annexure III**

**TURNOVER CERTIFICATE**

I hereby certify that M/s. \_\_\_\_\_ (Name & address \_\_\_\_\_) is having the following annual turnover and the statement is true and correct –

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Turnover</b>
1.	2016-17	Rs. _____ (Rupees _____) only
2.	2017-18	Rs. _____ (Rupees _____) only
3.	2018-19	Rs. _____ (Rupees _____) only

**Signature of the Bidder:**

**Date:**

**Signature of Auditor/ Chartered Accountant**

**Membership No.:**

**Seal:**



**Annexure IV**

**General instructions:**

1. The quotation shall be submitted with a covering letter with printed Letter Head addressed to "The Director, National Centre for Sustainable Coastal Management, Chennai – 600 025."
2. All the pages of the quotation shall contain signatures of the authorized person and the office seal.
3. The bidder shall seal the quotation in an envelope along with the address of the bidder and addressed to the **National Centre for Sustainable Coastal Management, Anna University Campus, Chennai – 600 025**. The envelope will also bear the following identification :-
  - Quotation for Annual Maintenance Contract for **Diesel Generators**
  - Do not open before **11.30 A.M.** on **29-01-2021**
  - Quotation ref. no. **xxx**
4. The firm should enclose the booklet/broachers/manual of the quoted product.
5. If any claim towards delivery or installation, it should be inclusive of the prices quoted.
6. The Quotation shall remain valid for a period not less than 60 days after the last of submission of Quotations.
7. Contract shall be valid for a period of **ONE YEAR** from the issue of Work Order.
8. Any problem arising with the Diesel Generators during the contract period shall be rectified immediately at no extra cost. This is beyond the fixed routine visits/ services.
9. Details of the components/ services which would be served/ replaced free of cost as a part of the contract should be clearly indicated.
10. Total contract value would be divided into four equal parts and each part would be released after the completion of each quarter subject to satisfactory service rendered by the service provider.

**Annexure V**
**SCOPE OF WORK**
**Equipment Detail:**

DG set Rating	Model	Engine Make	Alternator Make	C Panel Type
500 KVA	KTA-19-G10	CUMMINS	STAMFORD	SYN
500KVA	KTA-19-G10	CUMMINS	STAMFORD	SYN

**Scope of Work in Scheduled Preventive Maintenance:**

1. The contractor will carry out the schedule preventive maintenance in accordance with OEM recommendations and the Scope of Work at Annex "1".
2. The Contractor service team will come to site with the OEM recommended check list of maintenance tasks to be performed in the scheduled visit.
3. The Contractor service team will initiate Field Service Report on the same day duly signed by the Client and Contractor representatives mentioning the maintenance tasks performed during the visit.
4. The Contractor will submit detailed Health Monitoring Report of DG sets based on the analysis ta and other observations by the Contractor's team and suggest further maintenance and also provide the list of spares along with their OEM part Nos for such maintenance.
5. The scope of maintenance shall include all the guidelines, recommendations of the OEM in the product manuals, its website and other sources of dissemination.
6. If there will be any break down or major repair due to ignorance, improper maintenance of the contractor, he/she will be the responsible for it.
7. Materials required for maintenance repair / replacement on the engine / alternator should be informed before 15 working days of the service to ensure availability of the same at the time of service.
8. Service provider will have the responsibility to provide un-skilled labour and all consumables like oil, cleaning agent, lubricants and filters. etc., diesel will be provided by NCSCM.
9. Service offered under this contract will be in accordance with the engine manufactures specification.



**Emergency Troubleshooting/Rectification (on Call Basis) :**

1. The Contractor will detail its Service Engineers to sites for Emergency troubleshooting/rectification on the telephonic complaint by Client's representative.
2. During the Emergency visit the service team will troubleshoot and rectify the fault if the defective component/spares are available with SUPARCO.
3. The service team will take the log of ECM Data to find out as to which alarm/warning has been triggered and suggest maintenance which will be required to prevent re-occurrence of such alarm/warning. Image Data of ECM to be submitted, on the same day, in the same format as readable by Cummins Insite software.
4. If the fault cannot be rectified by the Contractor's rep during a particular Emergency troubleshooting/rectification visit and the same is rectified on the next day then 01 No Emergency visits will be counted till successful completion of job.
5. The Contractor shall submit detailed Emergency Visit Report about the activity performed for the resolution of fault along with suggestions to prevent reoccurrence of such fault(s) within a week of the visit.

**Response Time:**

1. Emergency troubleshooting calls shall be attended on the same day. Response time to reach the site for Emergency troubleshooting visit shall be 2-4 hrs during office hrs 09 AM to 05 PM and 4-6 hrs in off hrs and holidays.
2. Resolution time for diagnosis and rectification of fault will be 24 hrs depending on the nature of fault.

**Annexure VI**
**Scope of Maintenance Tasks**

Activity	Action Points	At the Time of Service Team Visit	At 250 Hrs/ 6 month	At 500 Hrs	At 1000 Hrs	At 1500 Hrs/1 year	At 3000 Hrs	At 6000 Hrs/ 2years	At 10,000 Hrs
Air Cleaner Restriction	Check	Y	Y			Y			
Air Cleaner	Check	Y							
Fuel Injection Pump Mounting Hardware	Check		Y						
Radiator Hoses	Check	Y	Y			Y			
Radiator Pressure Cap	Check		Y	Y					
Radiator Service	As required Basis/Maintenance Visit								
Supplement Coolant Additive and Anti Freeze	Check		Y					Y	
Fuel Filter (Stage 1)	Check/Change	Y	Y	Y					
Fuel Filter (Stage 2)	Check/Change	Y	Y	Y					
Coolant Filter	Change		Y			Y			
Coolant Filter Head	Check					Y			
Engine Coolant Level	Check	Y							
Engine Support Bracket, Front	Check		Y						
Engine Mounts	Check	Y	Y						
Note Oil Pressure After Starting of Engine	Check	Y							
Load per Phase	Check	Y							
Engine Speed (adjust if necessary)	Check	Y							
Voltage Frequency	Check	Y							
Water Pump Weep Hole Filter	Check		Y						
Engine Lubricating Oil Level	Check	Y							
Lubricating Oil	Change		Y						
Lubricating Oil Filter	Change		Y						
Air Filter - Check	Check		Y						
Checking Against Abnormal Vibration	Check		Y						
Tightening of Earth Connection and Stud	Check	Y		Y					
Engine Coolant	Check			Y					

Cooling Fan Belt Tension and Condition	Check	Y	Y		Y	Y			
Cooling System	Check	Y							
Fuel Water Separator	Check/Drain	Y							
Battery Electrolyte Level	Check	Y							
Battery Gravity	Check	Y							
Battery Charger	Check	Y							
Belt Drives Tension Inspection & Adjustment	Check				Y				
Fan Hub, Belt Driven	Check				Y			Y	
Inspection/adjustment of Tappet Clearance and Injectors	Check				Y				
Inspection of Turbo Charger	Check				Y			Y	
Air Leaks, Air Intake And Exhaust Systems	Check	Y				Y			
Valve Lash	Check					Y			
Fan Drive Idler Arm Assembly	Check					Y			
Greasing of Main Alternator							Y		
Inspection of Speed/Timing Sensors	Check	Y	Y	Y	Y	Y	Y	Y	Y
Drain, Flushing and Re-charging of Coolant	Change						Y	Y	
Water Pump	Check							Y	
Injectors	Replace								Y
Vibration Damper, Viscous	Check								Y
Crankcase Breather Element	Change								Y

