



**OFFICE OF THE PRINCIPAL COMMISSIONER OF
CGST & CENTRAL EXCISE, NAGPUR - I
P.B.NO.81, GST BHAVAN TELANGKHEDI ROAD,
CIVIL LINES
NAGPUR - 440001**

Phone No.: (0712) 2560892, 2560283, 2564292, 2560725
Fax No.: (0712) 2565068, 2560152 cenexcisengp@gmail.com



F.No. I(16)8/System/Ngp-I/2017

Date 03/11/2017

NOTICE INVITING TENDER
AMC FOR UPKEEP OF DIESEL GENERATOR SET

The Office of the Principal Commissioner, CGST & Central Excise, Nagpur – I Commissionerate invites the sealed quotations in the prescribed format from reputed firms for a non-comprehensive Annual Maintenance Contract for the upkeep of Diesel Generator Sets at Headquarter Nagpur (35 KVA – Mahindra) located at Nagpur, Range Butibori (16 KVA - Mahindra Powerol) located at Butibori, Division Bhandara (10KVA – Mahindra) located at Bhandara, Range Gondia (10KVA – Mahindra) located at Gondia, Range Tumsar (10KVA – Mahindra) located at Tumsar, Range Wardha (10 KVA – Mahindra Powerol) located at Wardha, Division Chandrapur (10KVA – Stamford) located at Chandrapur. The bidders may visit the above premises immediately to survey the Generators.

The interested firms should submit their tenders in two-bid system i.e. Technical bid and Financial bid separately inside the main envelope. The technical bid and the financial bid should be sealed by the bidder in separate envelopes duly super scribed with “**Technical bid for AMC for Upkeep of Diesel Generator**” and “**Financial bid for AMC for Upkeep of Diesel Generator**” respectively and both these sealed covers are to be put in a bigger envelope which should also be sealed and duly super scribed with “**Bids for AMC for Upkeep of Diesel Generator**” and send to the undersigned at the earliest. Technical Bid will be opened first and Financial Bid will be opened only of those firms, who qualify the Technical Bid. All bidders or their competent representatives are invited to be present for the opening of the tenders.

Last date of receipt of the Tender: 24-11-2017 upto 18:00 Hrs

Date of opening of Tender: 27-11-2017 on 15:00 Hrs

The Tenders/Quotations which are received incomplete and /or filed after the due date shall be summarily rejected. This office reserves the right to accept or reject any or all tenders without assigning any reason.

(A) TECHNICAL TERMS & CONDITIONS

1. The firm must be willing to provide onsite support at Hqrs Nagpur, Butibori, Wardha, Bhandara, Gondia, Tumsar, Chandrapur for DG set of different capacity and models.
2. The firm should have experience in providing maintenance services at multiple locations.
3. The firm should submit the complete list of the service engineers on rolls of the firm with qualification & experience as well as list of engineers whom they will provide to this office in case they are selected in the tender.
4. The address of the workshop of firm at Nagpur with Telephone/Mobile No., Fax Nos. and email ids should be given.
5. A general undertaking that all terms and conditions of this Bid Document are acceptable in the format placed at Annexure-A to this document. This needs to be signed by an authorized person of the applying firm.

(B) FINANCIAL TERMS & CONDITIONS:-

1. The rates may be quoted on **non-comprehensive** basis for the DG set in the proforma placed at Annexure – C in sealed cover.
2. The amount of AMC should include GST and other taxes to be borne by the vendor.
3. The quotations should be accompanied by an earnest money of **Rs. 20,000/-(Rupees Twenty Thousands Only)** in the form of Bank Draft or Bank Guarantee in the name of the Assistant Chief Accounts Officer, Nagpur - I. Cash and cheque will not be accepted. **Quotations received without earnest money shall be summarily rejected without assigning any reason there of and applicant shall not have any right to represent against it, even if, his quotations happen to be lowest.** The earnest money shall be returned to the unsuccessful bidder after the finalization of the contract. The firm whose quotation is finally accepted, the earnest money deposited with the Tender Document will be adjusted towards Performance Security in the form of Bank Guarantee. The Bank Guarantee should be valid for a period of Sixty days beyond the date of completion of all contractual obligation of the successful bidder. The security deposit will be released after satisfactory completion of the contract.
4. The contract will be valid for a period of **One Year** and the period of AMC will be informed after finalization of the contract. The rates quoted will remain in force for the full period of the contract. No demands for revision of rate on any account shall be entertained during the contract period. It will be open to the Office of the Commissioner of CGST & Central Excise, Nagpur-I to extend the term of the agreement on the same terms and conditions for a further one year, if necessary.
5. The vendor shall check all the DG sets at different locations within a week of signing the

contract and submit report to the Superintendent (Systems). In case no report is submitted within stipulated time, it will be assumed that all the DG sets are in running conditions.

6. The DG sets that are not serviceable by the agency due to obsolescence of technology or non-availability of parts/assemblies/components will be withdrawn from the maintenance contract. The decision of competent authority regarding non-availability and obsolescence of technology and withdrawal of these items from the main contract will be final. Withdrawal of such DG sets shall be communicated to the agency and equivalent maintenance charges shall be deducted accordingly.
7. It may also be noted that in case of contractor backing out in midstream without any explicit consent of the Department, he/she will be liable to recovery at higher rates, vis-à-vis those contracted with, which may have to be incurred by this Department on maintenance of DG set for the balance period of contract by alternative means.
8. The contract can be terminated by this Department at any time without giving any notice or without assigning any reason, if the work of the contractor is found unsatisfactory during the currency of this contract. In this connection decision of the competent authority of this office shall be final and binding on the firm.
9. This office has the right to amend, rectify, alter and relax any conditions referred above for this tender without assigning any reasons. In case of any dispute of any kind and in any respect whatsoever, the decision of this office shall be final and binding.
10. If the firm does not attend the complaint and rectify/solve the faults within 24 hours from the time of complaint registered to the service engineer deployed by the company, the penalty of Rs. 500/- per day shall be levied w.e.f. time and date of complaint registered. Penalty shall be deducted from the running payments.

(C) Scope of work:-

1. A regular service and maintenance check should be conducted twice in a month, by qualified personnel, without fail. In case where there is a sudden break down or any such emergency, qualified repair personnel should be deputed immediately, on all working days. If required, they will have to stay back after office hours to attend to any emergency work, for which no allowance of any kind will be paid.
2. The services of the engineer of the contractor may be required on non- working days or beyond office hours on working days on some occasions to meet emergency situation. The contractor shall ensure that on such occasions also the personnel are deputed with no extra cost.
3. The Maintenance contract shall cover labour charges alone. To suggest for replacement of parts in visit report if deemed necessary and to replace old & defective parts with new genuine parts, on being procured by the department or supplied by the AMC contractor

an order being placed by the Department on approval of their rate.

4. Other than the regular service, if repairs or replacement of parts are done, the payment will be on credit basis.
5. Qualified personnel should maintain Log Registers of all calls attended / Pending issues / Periodical preventive checks conducted and details of all replacement of spares/parts/consumables. Every visit of the Service personnel should be recorded and connected service reports should be produced to the concerned officer for acknowledgment. Invoices / bills should be submitted along with connected service reports.
6. No component(s) /Spare(s) /other equipment shall be removed without informing the Superintendent/Inspector concerned. A written letter to the Superintendent and his consent is necessary for moving any part out of the office, for which the service personnel shall maintain a separate log book showing the movement of the component(s) /Spare(s)/ other equipment and particulars regarding the replacements thereof.
7. If there is a major fault in the equipment which requires transporting the set out of the office premises to the service provider's premises, all expenses in respect of moving the equipment shall not be borne by this office.
8. During the course of providing the above services, care should be taken by the contractor to ensure that there is no damage to property belonging to this office. In case of such damage, the cost of the articles/equipment damaged shall be deducted from the Contractor's service charges.
9. At the end of the AMC – contract period, both the user and AMC holder shall certify separately that the DG sets are in satisfactory working condition and that no fault or complaints are pending.

(D) Payment :

1. No advance payment would be made in any case. However, quarterly payment after satisfactory completion of each quarter would be made.
2. Other than the regular service, consumables & if repairs/replacement of parts are done, the payment will be done by the respective Division/Range office.
3. The company will not have any legal right to proceed against the Department in the event of late payment due to unforeseen reason.

The tender notice is also available at the official website: www.cbec.gov.in and www.cenexcisenagpur.nic.in

**Sd/-
Dt 03/11/2017**

**Joint Commissioner (Systems)
CGST & Central Excise,
Nagpur- I Commissionerate**

Copy to

1. The Superintendent (Systems), GST & Central Excise, Nagpur – I Commissionerate for uploading the tender in the website
2. The Webmaster, CBEC, New Delhi for uploading the tender in the website
3. Notice Board

ANNEXURE-A

**DECLARATION REGARDING ACCEPTANCE OF TERMS AND CONDITIONS
CONTAINED IN THE TENDER DOCUMENT**

To
The Principal Commissioner,
CGST & Central Excise,
Nagpur – I Commissionerate
GST Bhavan, Telanghedi Road,
Civil Lines, Nagpur – 440001

Sir,

I have carefully gone through the Terms and Conditions contained in the Tender Notice No. _____ dated _____ regarding on site Non Comprehensive Annual Maintenance Contract of DG Sets in the jurisdiction of the Principal Commissioner of CGST & Central Excise, Nagpur-I situated at various locations as mentioned in Annexure-C of the Tender Notice.

I declare that all the Terms and Conditions of this Tender Notice are acceptable to my Company. My Company does not have any terms and conditions of its own in respect of quotation being submitted for Non Comprehensive Annual Maintenance Contract. I further certify that I am an authorized signatory of my company and therefore, competent to make this declaration.

Yours Very Truly,

Signature of authorized signatory
Seal:
Date:
Name:
Designation:
Name of firm:
Address:

Technical Bid

(To be filled by the authorized signatory of the firm & this is to be put in sealed Envelope super scribed with Technical Bid for AMC of DG Set)

1	Name of the Organization/Firm alongwith Registered Address, Telephone, email id & Fax No.	
2	Name(s) of the Proprietors/Partners/director	
3	Address of local branch (Nagpur) with their telephone No. and Faxes	
4	GST Registration Number (copy to be attached)	
5	Permanent Account Number of the firm. (Copy of Pan Card to be attached)	
6	Total Engineer working under this firm.	
7	Whether the firm has experience in providing their services at multi-locations?	
8	Whether the firm is in business of maintenance of DG Set since last Two years?	
9	Name(s) of the Two Public Sector/Govt Organization to whom similar services have been provided by the firm (Please attach the service Certificate from Govt. Office/Public Sector) in last Two years.	
10	Whether the firm is willing to provide onsite support at different locations for DG set of different capacity and models?	
11	Whether undertaking as per Annexure A duly filled and signed by authorized person of the firm?	

Signature of authorized signatory with seal :

Date:

Name:

Designation:

Name of firm:

Address:

Financial Bid

(To be filled & signed by the authorized signatory of the firm & this is to be put in separate sealed cover super scribed with Financial Bid for AMC of DG Set)

For rejected Technical Bids, respective financial Bid will not be opened.

Addresses where DG sets are installed:

1. Headquarter Office Nagpur, GST Bhavan, Telangkhedi Road, Civil Lines, Nagpur
2. Range Butibori, CFC Building, near Central Bank, MIDC Butibori - 441108
3. Division Bhandara, Meera Ambika Bhawan, Mangal Pandey Ward, Z.P. Square, Bhandara
4. Range Gondia, 1st floor, Bophe Complex, Opposite BSNL Office, Balaghat Road, Gondia
5. Range Tumsar, C/o Hemlata Paliwal, Bajaj Nagar, Near Central Bank of India, Tumsar
6. Range Wardha, Dr. Akhuks Building, House No. 120, Ward No. 23, Main Road, Wardha
7. Division Chandrapur, Jagannath Baba Nagar, Datala Road, Ramnagar, Chandrapur

Please note that:-

- If any of the office/branches under this Commissionerate shifts into another building/location at Nagpur or outside from above mentioned building, the party should be agree to continue the service in the new location with no extra cost and term and conditions.

Total AMC cost (inclusive all taxes and charges) For One year from the date of Contract	In digits Rs..... In Words Rupees(.....)
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Signature of authorized signatory with seal:

Date:

Name:

Designation:

Company:

Address: