

Letter No. 1465/RC/AMA/002/2021

Dated: 16.11.2021

Notice Inviting Tender

Indian Red Cross Society, Odisha State Branch invites sealed quotations from the experience AMC providers for Annual Maintenance contract of 100 KVA & 125 KVA DG Set Generator installed in Indian Red Cross Society, Odisha State Branch Office premises, Bhubaneswar, Khordha, so as to reach the Honorary Secretary, Indian Red Cross Society, Odisha State Branch, Red Cross Bhavan, Unit-9, Pandit Jawaharlal Nehru Marg, Bhubaneswar, 751022 on or before dt 04.12.2021 by 05.00 P.M. through Registered Post/Speed Post/by hand. The terms and condition, technical specification & quotation paper will be available in the website www.odisharedcross.org from date 20.11.2021 by 5.00 P.M. & the same will be opened on 6.12.2021 at 03.00 P.M. in presence of bidders or their authorized representative who wish to attend.

The authority reserves the right to modify/reject any or all the quotation without assigning any reason thereof.

Category of AMC.

1. For non Comprehensive AMC of 125 KVA DG Set generator and 100 KVA DG Set generator
2. For Comprehensive AMC of 125 KVA DG Set generator and 100 KVA DG Set generator

Sd/-
Honorary Secretary
IRCS-OSB

Memo No. 1466/RC/

dated:16.11.2021

Copy forwarded to the Office Notice Board for wide circulation/ Accounts Section/ Treasurer/ Establishment Section / Office Website for information and necessary action.

Sd/-
Honorary Secretary
IRCS-OSB

TENDER DOCUMENT
FOR

Non comprehensive Annual Maintenance Contract for One DIESEL Generator SETS of 125 KVA and 100 KVA each with AMF PANELS (Diesel Engines, Alternators and Generator Set Control Panels) for the year 2021-22

Make : Powerlux Tata Silent Generator 125 KVA 3 Phase with AMF (DU)

Make : Powerlux Tata Silent Generator 100 KVA 3 Phasewith AMF (DU)

Tender Issued from : 20.11.2021 TO 04.12.2021

Closing Date on : 04.12.2021 UP TO 05.00 P.M.

Tender Opening Date on : 06.12.2021 at 03.00 P.M.

LIMITED TENDER

ISSUE Date :20.11.2021

Closing Date : 04.12.2021

<u>Name of the Item/Job</u>	<u>Item Description</u>	<u>Qty.</u>	<u>Unit</u>
Non Comprehensive AMC	Non Comprehensive AMC for One 125 KVA, Diesel Gen. Set with AMF Panel (Diesel Engine, Alternator And Generator set Control Panel) Make: Powerlux Tata Model No.	01	No
Non Comprehensive AMC	Non Comprehensive AMC for One 100 KVA, Diesel Gen. Set with AMF Panel (Diesel Engine, Alternator And Generator set Control Panel) Make: Powerlux Tata Model No.	01	No

Details of Work/ Job Description

- A. The tender shall carryout the following works during Annual Maintenance Contract period along with the servicing of the Diesel Generator Sets.
1. General check up & preventive maintenance and to fill up preventive checkup schedule for machine.
 - a) Check lube oil level and conditioning of lube oil, top up/refill if required
 - b) The oil filter shall be replaced whenever oil is changed.
 - c) The air filter 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) Cheek for leaks if any and shall be rectified
 - j) Cheek reports shall be submitted every monthly/ every breakdown calls.
 2. Supply & replacement of following parts during B check Service at approved rate list of OEM(Original Equipment Manufacturer) (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 Filter (Refer clause 18 & 19 also).
 3. Checking and servicing of engine for smooth running, its unusual sound and color of conchs 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 AV Rs, 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 Automatic Mains Failure (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, Automatic Mains Failure (AMF) control panel if any.
22. The engine shall be run on load or at available load, should be checked for any leakage and abnormal noise. If any such abnormality noticed shall be diagnosed and remedial action shall be taken.

Sd/-

HONORARY SECRETARY
IRCS-OSB , BHUBANESWAR

TERMS & CONDITIONS

Note: you must submit the following primary information/documents with your quotation. You 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 and MICR Code.)

1. Bidders are requested to quote rate (s) per unit (s) only in the recognized accounting unit otherwise quotation will not be accepted.

2. Bidders should quote rate FOR/Free Delivery at Indian Red Cross Society, Odisha State Branch, Bhubaneswar inclusive of all charges otherwise give the estimated cost of packing, forwarding, insurance and freight by Rail/Road/Post as the case may be.

3. Bidders must indicate if their rate is inclusive of all applicable Taxes.

4. Quotation should be submitted with EMD Rs.10,000.00 by way of Demand Draft drawn in favour of Honorary Secretary, Indian Red Cross Society, Odisha State Branch and documents, within closing date in sealed envelopes, super scribed with "TENDER NO. & 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. The tender without EMD will summarily be rejected.

6. EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.

7. The cost of non refundable quotation paper amount of Rs.3000/- in shape of Demand Draft of any nationalized Bank in favour of Honorary Secretary, Indian Red Cross Society, Odisha State Branch payable at Bhubaneswar.

8. 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. For every offer, Packing and Forwarding charges, /GST etc. should be shown separately. 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.

9. Please state if the items are available Exstock 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 Red Cross Office 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.

10. 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.

11. The Indian Red Cross Society, Odisha State Branch 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 Honorary Secretary or authority mentioned by him and if found unsuitable will be replaced by free delivery at Indian Red Cross Society by you, as the case may be.

12. 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.

13. The Honorary Secretary is not bound to accept the lowest rate or any other offer and the acceptance of the offer is entirely at his discretion.

14. The period of contract is for one year from the date of receipt of order.

15. Honorary Secretary, IRCS-OSB 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.

16. Any dispute unless resolved amicably shall be settled by a court of law having jurisdiction over Bhubaneswar.

17. Incomplete tenders received after the due date of submission due to postal/ delay will not considered.
18. The firm should undertake to arrange genuine spares of the Diesel engine, alternator and AMF panel as and when required within Three working days.
19. The Tenderer should be a manufacturer or authorized dealers/service centers of Tata Powerlux DG sets and should have preferably at least Three years work experience to undertake similar type of works and the details of the clients /organizations served should be enclosed with the tender.
20. The payment will be made on quarterly basis after providing satisfactory service during that period of AMC.
21. The comprehensive annual maintenance contract will be for a period of One year starting from after execution of agreement.
22. The period of validity of the AMC can also be extended upto three years in the satisfaction of the authority on mutual agreement.

Sd/-
HONORARY SECRETARY
IRCS-OSB , BHUBANESWAR

**Name of the Work: Comprehensive annual maintenance contract for DG sets of
make Tata Powerlux DG Set in IRCS-OSB , Bhubaneswar for the year – 2021-2022**

Sl No	Description of item	Quantity (Units)	Rate in INR	Amount in FIGURE	AMOUNT IN WORD
1	Annual Maintenance including B & C check of 100 KVA & 125 KVA DG Set complete with supplying and replacement of defective parts, i.e. Oil filter, Diesel filter, Air Filter Rocker Cover gasket, Fuel pipe exhaust, Intel Gasket, Water separator, water House sets, descaling of radiator, Cu washer etc as per scope of work as and when required	02			
2	Repair/fixing of self starter for 100 KVA &125 KVA GD Set including testing and commissioning etc complete as required.	02			
3	Supplying and fixing of following electromechanical and electronic relays and other accessories on the existing control panel of 100 KVA & 125 KVA DG set complete with inter connection thim bling.				
i	Automatic Voltage relay 300-400 Volts 1-10 Sec (on/off delay relay)	02			
ii	Over under Voltage relays for 300-4000-500 volts 0-10 Sec (on/off delay relay)	02			
lii	Automatic Engine Relay 200 Volts DC (0-30 Sec)	02			
iv	Earth leakages relay 200 MA -300 MA 240 DC	02			
V	8/11 pin control relay with base	02			
4	Supplying and fixing of V-belt for the 100 KVA & 125 KVA DG set as and when required at site	02			
5	Round the clock operation of DG set of 100 KVA &125 KVA capacity installed at Indian Red Cross Society, Odisha State Branch Office campus complete with rectification of elect faults as AMF panel including supply and fixing minor fuses, connector, indicator lamps, selector switches, rectifier plate etc as and when required	12 Months			
6	Providing power contactor 250 AMPS, 3 Pole, AC-3	02			
7	Providing power contactor 550 AMPS, 3 pole, AC-3 suitable for 100 KVA & 125 KVA DG set	02			
8	Providing Power contactor 400 AMPS le AC-1	02			
9	Automatic Transfer Switch for 125 KVA and 100 KVA DG Sets	02			
	Total				

Sd/-

**HONORARY SECRETARY
IRCS-OSB , BHUBANESWAR**

PROFORMA FOR SUBMISSION OF TENDER

1. Name of the bidder:
2. Address of the bidder:
3. Contact person
4. Telephone/ Mobile Number
5. Fax No:
6. E mail Address:
7. Essential Qualification/Experience of the bidder

(Preferably five years for execution of similar type of work)
8. List of clients served in last three years enclosed : Yes /No
9. Job description & other terms and condition are acceptable: Yes/No
10. Other terms and condition (if any)
11. Any other information:

Signature of Bidder

With name and Office seal