



OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE
CHENNAI - II COMMISSIONERATE
M.H.U. COMPLEX, 692, ANNA SALAI, NANDANAM
CHENNAI 600 035

C.No. PRO / Co-owners/2013

Date: 23.05.2016

TENDER NOTICE
INVITING TENDER/BIDS FOR ANNUAL MAINTENANCE OF A 125 KVA-DG SET.

The Commissioner of Central Excise, Chennai-II Commissionerate, invites sealed quotation/tender from highly experienced reputed firms/agencies/contractors for an Annual Maintenance Contract of 125KVA DG Set installed in the office premises at NO.692, MHU Complex, Anna Salai, Nandanam, Chennai-600 035.


The interested firms/agencies/contractors may visit this office to see /inspect the site where the above said DG set is installed, before submitting the Tender on any working days from 10.00AM to 5.00PM. Once the tender is submitted, it will be presumed that the bidder has seen and understood the complete work involved for maintenance of the said DG Set System.

The quotation/bid may be addressed to undersigned and to be submitted in **SEALED COVER** in person or by registered post so as to reach the above mentioned office on or **before 03.00 PM** on **08.06.2016** along with estimate for maintenance service of 125KVA DG Set. The name of the tendering company and the words "Tender Document for Annual maintenance of Diesel Generator Set" should also be inscribed boldly on the cover. Tenders/bids received beyond the stipulated time and date shall not be considered.

The successful firms/agencies/contractor will be intimated and contract will be awarded. The contract will be for a period of one year. Once the contract is accepted, it will be presumed that the contractor is agreed to the terms and conditions of the tender notice. If the firm's services/performance is found to be not satisfactory during the contract period, the contract will be terminated immediately. **This office reserves the right to reject any or all tenders without assigning any reason.**

The competent authority of the department reserves the right to reject any of the offers without assigning any reasons. For any further enquiries, the under signed may be contacted. The bid shall be opened in the Chamber of the undersigned on 4.00 PM on 27.05.2016 in the presence of the Tenderers who may wish to be present at the time.

Tender documents can be obtained from PRO Section of this Commissionerate or downloaded from the official website www.cbec.gov.in or centralexcisetchennai.gov.in.


(PRADEEP CHANDRA YADAV)
ASSISTANT COMMISSIONER
PRO SECTION
CHENNAI-II COMMISSIONERATE.

Copy to:-

1. Notice Board of the Chennai-II Commissionerate.
2. The Superintendent of Central Excise, Computer Section of Chennai-I & II Commissionerate for placing on official website.
3. The PRO, Central Excise, Chennai-I, II, III & IV Commissionerate for placing in the Notice Board of the respective Commissionerates.

DETAILS OF WORK

The details of work includes

- 1) The successful contractor shall carryout the following works during annual Maintenance Contract period for servicing of the diesel generator sets:-
 - a) Check lube oil level and conditioning of lube oil, top up/refill if required.
 - b) The oil filters shall be replaced if required 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 on electrical side viz., Alternator, AMF control panel and shall be rectified.
 - k) Apart from the above, any other maintenance works consider being important for the maintenance of the DG Set has to be carried out.
 - l) Check reports shall be submitted every month/ every breakdown calls.
- 2) The contractor's service engineer shall visit the site for attending the generator sets monthly once during the contract period and shall inspect the generator set thoroughly. Each visit shall take place during 1st week of each month. The above is apart from any breakdown calls from the department and the **Breakdown calls to be attended on priority within one hour from the call from the department.**
- 3) Each visit shall be attended between 9 AM to 6 PM in the same day.
- 4) During each visit the service engineer shall inspect the generator sets and carry out minor adjustments if required to the generator sets.
- 5) The engine shall be run on no load or at available load, check any leakage and abnormal noise. If any such abnormality noticed shall be diagnosed and remedial action shall be taken.

Note: The cost of all consumables such as distilled water, lube oil, grease, filters and other spare parts used by the contractor will be reimbursed on actual cost basis and invoice to be produced for reimbursement. Prior approval from the department is required for purchasing for high cost spares and consumables required for the maintenance work.

GENERAL TERMS AND CONDITIONS

- 1) The period of contract is for one year from the date of receipt of order.
- 2) The firm shall engage all the men, tools and plants required for the work. The department will not supply any of the same.
- 3) The firm shall engage their own conveyance for transporting the men and materials, tools and plants required for the work from the firm's site to the department's site to be attended and back.
- 4) The department will not be responsible for any loss or damage to the men, materials, tools and plants engaged by the firm for the work.
- 5) The firm will be responsible for any damage to the department's property during the work.
- 6) Bill for the month of service rendered will be consider for payment during the subsequent month/s.
- 7) Any clarifications of the above work, the firm shall contact
The Assistant Commissioner or the PRO, PRO Section, Chennai-II Commissionerate.

TENDERER

Eligibility criteria

1. Experience of having successfully completed similar works such as servicing and maintenance of Diesel Engines of DG sets during last 3 years.
2. The tender will be decided based on among other things the least amount quoted.
3. Preferable, the contractor should be registered with Service Tax ESI and PF departments and should pay their government dues promptly.
4. Along with the tender document, the contractor shall submit a copy of his/her PAN Card.
5. A list of the contractor's Current clients with the contact person's name and phone number and a note on the contractor's previous experience/clients should also be attached. The eligibility of the contractor will depend on his reputation and credibility also.

Format for quotation

Annual Maintenance Contract for Diesel Generator Sets of Chennai-II Commissionerate at No.692, MHU Complex, Anna Salai, Nandanam, Chennai-35.

SL. NO	CATEGORY	AMOUNT PER MONTH (Rs.)	AMOUNT PER ANNUM (Rs.)
1.	MAINTENANCE CHARGES		
2.	TAXES (Specify)		

Signature of Authorised Signatory

Name and Seal of Company