



भारतीय प्रबंध संस्थान, लखनऊ नोएडा परिसर
INDIAN INSTITUTE OF MANAGEMENT LUCKNOW NOIDA CAMPUS
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IIML/AMC/DGSET- KIRLOSKAR /2019-20/13
Date: 27.02.2020

SUBJECT:- E-Tender Notice inviting for Comprehensive Annual Services and Maintenance Contract (CASMC) of one (1) 500 KVA and two (2) 250 DG SET of KIRLOSKAR MAKE at IIM, Lucknow Noida Campus Plot B-1 Sector -62 Noida UP 201307.

E-TENDER NOTICE

Dear Sir,

E-Tenders are invited from reputed agencies/firms for Comprehensive Annual Services and Maintenance Contract (CASMC) of one (1) 500 KVA and two (2) 250 DG SET of KIRLOSKAR MAKE at IIM, Lucknow Noida Campus Plot B-1 Sector -62 Noida UP 201307.

Reputed agencies/firms who are authorize dealer and capable to supply Genuine Spare Parts of 500 KVA and 250 DG SET of KIRLOSKAR MAKE are eligible only to submit their best quotes in enclosed bill of quantity. The general terms & conditions of service contract are also enclosed which has to be duly signed indicating acceptance by the tenderer.

Name of work	:	Comprehensive Annual Services and Maintenance Contract of one (1) 500 KVA and two (2) 250 DG SET of KIRLOSKAR MAKE at IIM, Lucknow Noida Campus Plot B-1 Sector-62 Noida UP 201307.
Earnest Money Deposit	:	Rs 15,000/- (Rupees Fifteen Thousand only)
Period of Contract	:	04 Years
Date of issue of tender document	:	Monday 27 th February 2020
Last Date for submission of tender document	:	Tuesday 24 th March 2020 at 3:00 PM
Pre-Bid Meeting Date & Time and Venue	;	18 th March 2020 (Wednesday) at 11:30 AM Meeting Room IIM, Lucknow Noida Campus plot B-1 Sector -62 Noida UP 201307.
Date of opening of Technical Bid	:	Thursday 26 th March 2020 at 3:00 PM
Date of opening of Financial Bid	:	Will be intimated later on
Date of starting of work	:	Mid of April 2020 or as per date of Work Order

For Indian Institute of Management Lucknow
Noida Campus

On behalf of the Director of Indian Institute of Management, Lucknow, quotes are hereby invited for Comprehensive Annual Services and Maintenance Contract (CASMC) of one (1) 500 KVA and two (2) 250 DG SET of KIRLOSKAR MAKE as per details given below.

1. The bidders are advised to submit valid Original Equipment Manufacturer (OEM) authorization certificate so that authorize to do service and maintenance by genuine spare and material in both KIRLOSKAR DG SETs.
2. The Tender which are uploaded by the bidders without required supported documents as per tender notice, shall be rejected. The bidder incorporating additional Term & conditions are also liable to be rejected.
3. The terms and condition/scope of work for (CASMC) given in notice inviting tender are also part of Tender. If any of these is in the contradictions, most favorable to the Institute will prevail upon. The validity of the tender shall be at least **120 days** from the date of opening of tenders.
4. Tenderers are advised to visit the Noida Campus and physically check the volume of work at work place before quoting the rates. No deviation of rates or new conditions of contract will be accepted after award of the work.
5. The tender should be accompanied with earnest money deposit (EMD) of Rs. 15,000/- (Rupees Fifteen Thousand only) in the form of crossed Demand Draft from Nationalized Scheduled Banks in favour of Indian Institute of Management Lucknow Noida Campus, payable at Noida. Any other mode of transaction or cheque will not be accepted. E.M.D. of unsuccessful tenderer will be released (without bearing interest) after the award of work to the successful tenderer. Upload scanned copy of EMD on www.eprocure.gov.in. Hard copy of the EMD should be reached (only through SPEED POST/COURIER SERVICES) before the last date to the Administrative Officer (P&S) IIM Lucknow Noida Campus Plot B-1 Sector -62 Noida UP 201307.
6. The Tender document without supported document/ without required earnest money will be rejected. A registered firm under the NSIC/MSME scheme is exempted from submission of Earnest money Deposit (EMD) on submission of valid attested documentary proof.
7. Initially contract will be awarded for one year. After satisfactory completion of One year, the contract may be extended for further period (1+1+1) on mutual consent of the Institute and the contractor. Total period of contract would be of total four years, however, both the Institute and the contractor shall have the right to end the contract by serving notice of three months in advance in writing to the other party. Also if the contractor is found to be grossly negligent or inadequate in execution of the work, the Institute shall have full right to notify the contractor of the gross defects and to terminate the contract at any time during the contract period without any prior notice.
8. Before uploading the duly filled tender document on www.eprocure.gov.in please mark signature (Contractor (or) His authorized signatory) with the seal on each page. Last date and time for submission of tender is 24th March 2020 (Tuesday) till 3:00 PM **only through online mode.** (through CPPP portal)

Thanking you,

For Indian Institute of Management
Lucknow Noida Campus

INTRODUCTION

Indian Institute of Management Lucknow (IIM Lucknow) an autonomous academic Institute. IIM Lucknow took the lead in establishing a satellite campus at Noida, suburb of New Delhi in the National Capital Region. The Noida campus has a full time dedicated pool of faculty having in-campus residence facilities for both faculty and the students. The campus has been developed as a center of excellence in the area of executive education. It is the 'IIML way' of contributing to the industry and realizing its vision to remain at the forefront of management thinking and education.

IIM Lucknow Noida Campus Invites E-Tenders from reputed agencies/firms for Comprehensive Annual Services and Maintenance Contract (**CASMC**) of one (1) 500 KVA and two (2) 250 DG SET of KIRLOSKAR MAKE at IIM, Lucknow Noida Campus Plot B-1 Sector -62 Noida UP 201307. The general terms & conditions of service contract are also enclosed which to be duly has signed indicating acceptance by the tenderer as under:-

ELIGIBILITY CRITERIA

1. The Firm should have GST registration.
2. The Firm should have **“A” Grade License in relative work.**
3. The Firm should have minimum experience of 10 (Ten) years in the line of for Comprehensive Annual Services and Maintenance Contract of 500 KVA and 250 DG SET of KIRLOSKAR MAKE. Out of Ten years' experience the firm should have at least 05 years' experience in Govt. Organization/Semi Govt./State Govt. IITs, IIMs, State/Central University in providing Comprehensive Annual Services and Maintenance Contract.
4. The Firm should have valid Original Equipment Manufacturer (OEM) (**Make: KIRLOSKAR**) authorization certificate so that authorize to do service and maintenance by genuine spare and material.
5. Annual IT Return of last three financial years (2016-17, 2017-18, 2018-19) duly audited by Chartered Accountant should be over Rs.50 Lac, each year. Vendor will have to submit Audited Balance Sheet in support.
6. A Certificate/Undertaking on the letter head of the Company to the effect that the bidder has not been blacklisted anywhere in India by any organization. A self-certification to this effect is required to be enclosed

SELECTION METHOD

Only those bidders, who meets the above eligibility criteria and qualify the Technical Bid (Annexure-A) in all respects would be considered as Technically qualified bidders. Bidders are advice to fill their rates as per attached in Financial Bids Annexure-B. Financial Bids will be opened only of the Technically Qualified bidder.

The bidder who is meeting all technical aspects and quoting best quote in all four years (in Totality) in Comprehensive Annual Services and Maintenance Contract of one (1) 500 KVA and two (2) 250 DG SET of KIRLOSKAR MAKE will be treated as successful bidder to award work.

Incase two or more firms are quoting same basic rate will be finally evaluated on the basis for highest annual turnover, feedback by clients.

TERMS & CONDITIONS OF CONTRACT

1. The successful bidder's EMD will be discharged upon the bidder's submission of the performance Security. The Contractor shall deposit 10% of the estimated annual work value along with the acceptance of contractor as security in the form of Bank Guarantee in favour of Indian Institute of Management Lucknow Noida Campus and this will be refunded after the contract has been terminated or ended. In case of deficiency in service specifically pointed out by the Institute to the contractor, appropriate penalty will be levied by Director, IIML and will be adjusted against future bills and /or security deposit. The validity of the BG should be beyond Ninety (90) days of contract period.
2. Payment will be made quarterly after satisfactory completion of service on presentation of bill. No advance payment will be made.
3. Rates shall be firm throughout the contract period. Rate are inclusive of payment of dues by the contractor to the Labor Department in accordance with the prevailing Labor law, including all statutory liability fixed by the Labor Commissioner or any other law enforcement agency.
4. All equipment, materials used in the work shall be brand new and free from manufacturing defects. The material requires replacement shall be of same quality/manufacturer and specifications.
5. All Central, State, Local laws & bye laws applicable will be observed by the contractor and Indian Institute of Management Lucknow Noida Campus will be kept indemnified of such payable by the contractor.
6. Institute reserve the right to curtail or enhance the scope of work either by deletion of certain items entirely or by reducing/increasing the quantities of certain items as required and reviewed by the Institute from time to time and therefore, the final value of the work shall be worked out and paid to the extent of work actually carried out.
7. The Director, IIML will at his/her sole discretion to decide the penalty amount that will be commensurate with the deficiency in work of the agency.
8. A qualified Engineer/technician of the agency shall periodically visit, and inspect proper conditions of all the DG Sets. A report to this effect signed by the Engineer-in-charge shall be submitted along with bills.
9. Checking/replacement of spares, contactors, ACB,s spares or any other type of electrical spares, checking and cleaning of electrical panels.
10. Checking / cleaning / replacement of all parts/components found defective.
11. Painting (spray/brush) of all equipment's, all DG Sets complete as required as per the direction of Engineer-in-charge by using ISI mark synthetic enamel paint once in year or as and when directed by engineer in charge.

12. **Supervisor should be** skilled in operation and maintenance and shall be ITI pass /3-year Diploma Holder (Electrical/Mechanical) having of minimum five years' experience in relevant area.
13. Since the services are specialized and the contractor will cause deploying the, skilled/duly trained/qualified employees who can maintain comprehensively. In case any un-skilled found the contract shall deem the cancelled.
14. The skilled operation and maintenance staff shall be ITI pass (Electrical/Mechanical) having of minimum two years' experience in relevant area.
15. Records to be maintained
 - I. Maintenance register.
 - II. Logbook.
 - III. Individual Job card of each equipment.
 - IV. Any other registers as directed by engineer in charge.
16. The IIML-NC sub-station, HPC and all other installations are critical and will be functioning round o'clock 365 days in a year on all holidays and Sundays. The party/bidder shall have to take care of D.G system exigencies that may be encountered promptly.
17. It's the duty of contractor to provide 24 X 7 services IIML-NC sub-station and in the event of breakdown it's his/her duty that Engineer/technician/operator/contractor/expert should reach the site at the earliest and also should restore the system to normal working conditions, failing which penalty will be imposed on contractor at the discretion of the competent authority of IIML NC.
18. During IIML-NC power shutdown complete PM of D.G Sets to be done.
19. In case of any mishap/accident, the contractor will take full responsibility relating to pay compensation/medical care to any of the staff.
20. For performance of the contract, all maintenance schedule will be issued by IIML-NC for which proper accounting has to be kept. All dismantled/worn out materials will be returned to IIML-NC.
21. All disputes arising out of the order will fall under jurisdiction of Lucknow Court.
22. If the contractor makes any damages to any DG Set or to the property of the Institute, during the course of execution of the work will be recover by the contractor.
23. Before the commencement of the work, the contractor shall have to sign the inventory of all the equipment's and accessories being acceptable of physical existence and normal working of the same and all the new Components/control/accessories to be provided during the course of maintenance shall be the responsibility of the contractor within the quoted rates.
24. The contractor will be responsible for the complete safety of his workers/staff during the performance of their duty in the institute, IIM Lucknow Noida Campus.
25. The contractor will pay the wages to his staff as fixed by Central Govt. of India time to time including ESI and PF.
26. Successful bidder will be required to enter into an agreement with the IIML-NC on a Stamp Paper of Rs 100/- (Rupees One Hundred only). The Letter of Award of the Contract, Terms & Condition contained in this Tender Document and the indemnity bond shall collectively from part of the agreement.
27. Tender(s) shall be liable to be rejected if the requisite information sought in the Tender Document is not filled up properly and correctly in the manner specified above.

28. The IIML-NC (Institute) reserves the right to accept or reject any or all tenders received by it without assigning any reason what-so-ever. The Institute also does not bind itself to accept the lowest bid.
29. No support of man power, material, cartage or transport etc. will be provided by the Institute. All these have to be arranged by the contractor at their own cost.
30. IIML-NC reserves the right to obtain feedback from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot firsthand information regarding the services provided by the Tenderer. Decision of IIML-NC with regard to award of the contract will depend upon the feedback received by it from the previous/and present clients and also from its team(s) deputed for the purpose. The decision of the Institute in this regard will be final and binding on all bidders.
31. If the tenderer fails to start the work within 10 days of receipt of letter of acceptance, the work shall be withdrawn and EMD deposit will be forfeited

SCHEDULE OF WORK

A. WEEKLY CHECK of all DG Sets:

- a) Cleaning of dust from DG Sets
- b) Clean the Radiator and FAN
- c) Check the oil level
- d) Clean the entire Air filters, 'V' belt tension, bearings, and strainers.
- e) Leak test of rectification.
- f) Checking of all electrical connections.
- g) Check the DG sets, accessories and required parameters.
- l) Check all the control device, safety device etc.
- J) Recording of fuel consumption average in a register.

B. MONTHLY CHECK of all DG Sets:

- a) Lubrication of all the bearings.
- b) Cleaning of all the electrical contacts.
- c) Check and adjust all the controls.
- d) Check and repair all the seals.
- e) Check and tighten the C.T. fan nut–bolts.
- f) Check all electrical connections/ground connections.
- g) Check and repair for any abnormal noise in the system.
- h) Check the electric control panel, power switches, and accessories.

C. QUARTERLY CHECK of all DG Sets:

- a) Checking of bearing and rectification.
- c) Tightening of foundation bolts of entire equipment.
- d) De-scaling of Radiator if required.
- e) Checking of entire electrical panels and fault rectifications.
- f) Checking of DG Sets and associated controls.

D. HALFY EARLY COMPLETE SERVICE of all DG Sets:

All DG Sets should be serviced complete with associated controls twice in a year.

SCOPE OF WORK

The scope of work includes providing technically qualified engineer for Comprehensive Annual Services and Maintenance Contract including all preventive maintenance as per scope below and all break down maintenance as described in price bid. Certified Service report will be submitted for each and every work carried out and work will be done as per OEM recommendation only.

- 1) The work shall be carried out as per CPWD specification 2005 (Electrical and Mechanical) with up to date correction slip. The contractor shall be responsible for the functioning of all the equipment's as per the site requirement. General check up & preventive maintenance and to fill up preventive check up schedule for each machine.
- 2) Check lube oil level and conditioning of lube oil, top up/refill if required.
- 3) The oil filters shall be replaced whenever oil is changed.
- 4) The air filters shall be cleaned periodically with compressed air, check batteries and top up the distilled water if required.
- 5) Check functioning of changing alternator.
- 6) 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.
- 7) Coolant level and conditioning of coolant shall be checked and refilled if required.
- 8) Check fan and alternator drive belts and tightened if required.
- 9) The governor shall be checked and tuned for proper functioning
- 10) Check for leaks if any and shall be rectified.
- 11) Check reports shall be submitted every month/every breakdown calls.
- 12) Checking and servicing of engine for smooth running, its unusual sound and color of smoke and exhaust and set it right in case of deviations.
- 13) Checking and repairing and leakage of fuel, lubricating oil and coolant.
- 14) Cleaning and changing of Air filters as per requirement.
- 15) Setting of Valves tappets whenever required.
- 16) Checking and repairing of accessories drive, Turbo Charger and crankshaft endplay whenever required.
- 17) Checking of alignment and alignment of Engine and Alternator as per requirement.
- 18) Checking of throttle control and its setting.
- 19) Checking of instrument of instrument panel including replacement as and when required.
- 20) Checking of rotating diodes assembly in brushless alternator including replacement as and when required.
- 21) Checking of wiring system and repairing/replacement as and when required.
- 22) Repair and Maintenance of Replays including contractors in control panel.
- 23) Checking of battery terminal an de-sulphating/battery replacement.
- 24) Diagnosis of faults in engine and Alternator and its rectification.
- 25) Break down calls to be attended on priority within 6 hrs.

- 26) Providing a spare AVR, Self Starter and accessories, free of charge, if the repair /overhaul/ replacement are expected to be taken in more than two days.
- 27) Checking / repair / adjustment / replacement/ servicing shall be carried under AMC except cost of component/ parts to be replaced due to wear and tear.
- 28) The firm should undertake to arrange genuine spares of the Diesel engine, alternator and AMF panel as and when required within two working days.
- 29) 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 set thoroughly. Each visit shall take place during 1st week of each month.
- 30) The Tenderer's service engineer shall visit once in two months for checking of electrical side viz., alternator, AMF Control panel, if any.
- 31) The engine shall be run on no load or at available load, and should be checked for any leakage and abnormal noise. If any such abnormality noticed shall be diagnosed and remedial action shall be taken.
- 32) The material like kerosene oil, cotton dhoti, grease, Mobil oil, nut-bolts, washer, and vibration pads shall be borne by the contractor within the quoted rate.
- 33) After the contract is over, both DGSETs will be jointly inspected and any short coming or defects pointed out shall be removed by the contractor before handing over DG SETs in perfect running condition otherwise work shall be carried out at the risk and cost of the contractor.
- 34) The contractor shall not be allowed to change the specifications of repaired/replaced components during the course of service and maintenance of DG Sets without approval of competent authority/ Engineer-in charge, IIML-NC.
- 35) Any breakdown of minor nature should be attended on the same day and major breakdown including repairing/overhauling and rewinding of motor shall be within two days. There after a penalty of Rs. 2000/- (Rupees Two Thousand Only) per day shall be imposed on the contractor and recovery will be made from the bill and work shall be carried out at the risk and cost of the contractor.
- 36) Supervisor has to submit the monthly report for the status of the equipment's otherwise penalty will be made Rs. 500/- (Five Hundred Only) per report on this account.
- 37) The contractor will display the Emergency Telephone numbers of concerned Engineer/ technician/operator/contractor/expert which shall be contacted in the event of emergency.
- 38) **The CASMC** covers all the functioning 'of all the equipment to running the all three DG Sets in excellent conditions round the clock and year round, all type of break down and periodically/routine service of the DG sets as required at site.
- 39) No Subletting of contract OR sub standard work will be accepted in any case and no payment will be made.
- 40) The watch and ward of installation and accessories shall be the responsibility of the contractor till these are handed over back to the department.
- 41) Defective parts to be change (like piston, rings etc.)
- 42) head repair works and defective parts like valve guide, seal etc.
- 43) Control repair work.
- 44) FIP & injector & turbocharger testing/calibration
- 45) All rubber parts, joints, Fuel filter etc. are to be replaced.
- 46) All defective parts are to be change
- 47) Radiator/heat exchanger cleaning, major overhauling, top overhauling , rewinding jobsite are covered under the scope in contract.

DECLARATION FORM

- I. I/We hereby declare that I/We have visited the IIML NC site and fully acquainted myself /ourselves with the local situation regarding materials, labor and other factors pertaining to the work before submitting this tender.

- II. I/We hereby declare that I/We have carefully studied the terms & conditions of contract, specifications and other tender documents of this work and agree to execute the same accordingly.

- III. I/We certify that we have carefully read each and every working conditions and the scope of work given in the BID document and having understood the same we confirm our acceptance in without any condition or deviation.

I/We have read the terms and conditions of the tender document and understand that in case of any of the statement furnished by the undersigned is found to be false OR if any/all the terms and conditions are not complied with, the tender is liable to be cancelled and the earnest money deposited shall be forfeited by IIML NC.

Witnesses:

(Signature)
(Name and Address in full)

For and behalf of:

(Signature and Seal)



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ANNEXURE – A

TECHNICAL BID

Pre-qualifications for tenderers for technical evaluation

S. No.	Particulars	Submitted on Page No.	Please indicate requisite information
1.	Name of the firm/agency		
2	GST registration of the Firm/Agency (upload a certified copy).		
3.	Address of the firm/agency with address proof.		
4.	Name & Contact No of the person		
5.	E-mail Address		
6.	Earnest money deposit by Demand Draft of Rs.15,000/- (Rupees Fifteen Thousand only)		
7.	PAN No. (upload a certified copy).		
8.	List of Clients (upload a certified copy).		
9.	Annual IT Return of last three financial years (2016-17, 2017-18, 2018-19) (upload a certified copy).		
10.	“A” Grade License No. of the Firm/Agency in relative work (upload a certified copy)		
11.	Original Equipment Manufacturer (OEM) (Make: KIRLOSKAR) authorization certificate No. (upload a certified copy).		
12.	Does the Firm have minimum experience 10 (Ten) years in the line of Comprehensive Annual Services & Maintenance Contract of 500 KVA and 250 KVA DG Sets. Out of Ten year the firm should have 05 years in Govt. Organization/Semi Govt./State Govt. IIT, IIM, in providing such service.		

I hereby agree to abide by all the terms & conditions of this tender document.

Date:

Signature of the Contractor (or) His authorized signatory with the seal



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ANNEXURE – B

FINANCIAL BID

Name of work: - Comprehensive Annual Services and Maintenance Contract of two (2) 250 KVA DG SET of KIRLOSKAR MAKE as per recommendations of OEM at IIM, Lucknow Noida Campus Plot B-1 Sector -62 Noida UP 201307.

Sr. No.	Description of work	Quantity	Annual Amount
1.	Comprehensive Annual Services and Maintenance Contract of two (2) 250 KVA DG SET of KIRLOSKAR MAKE as per recommendation of OEM including supply of Lubrications Oil and required servicing spare parts like filter hose pipe etc. as required. This includes weekly testing, repair (minor/major), adjustment (as per scope of work) at IIM, Lucknow Noida Campus Plot B-1 Sector -62 Noida UP 201307.	Two (2)	
2.	Comprehensive Annual Services and Maintenance Contract of one (1) 500 KVA DG SET of KIRLOSKAR MAKE as per recommendation of OEM including supply of Lubrications Oil and required servicing spare parts like filter hose pipe etc. as required. This includes weekly testing, repair (minor/major), adjustment (as per scope of work) at IIM, Lucknow Noida Campus Plot B-1 Sector -62 Noida UP 201307	One (1)	
	TOTAL AMOUNT (in words)		

- GST rate shall be given separately.

Sr No. 1	Sr No. 2	Sr No. 3	Sr No. 4	Sr No. 5.
First Year Amount (All Comprehensive Annual Service and Maintenance Contract) (in Rupees)	Second Year Amount (All Comprehensive Annual Service and Maintenance Contract) (in Rupees)	Third Year Amount (All Comprehensive Annual Service and Maintenance Contract) (in Rupees)	Fourth Year Amount (All Comprehensive Annual Service and Maintenance Contract) (in Rupees)	Total Amount (complete of Sr No. 1+2+3+4) (in Rupees)
Total Amount (complete of Sr No. 1+2+3+4) (in words)				

- **GST rate shall be given separately.**

I/We hereby declare that I/We have visited the IIML NC site and fully acquainted myself /ourselves with the local situation regarding materials, labor and other factors pertaining to the work before submitting this tender. I hereby agree to abide by all the terms & conditions of this tender document.

Date:

Signature of the Contractor (or) His authorized signatory
with the seal