

**WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT  
CORPORATION LIMITED  
(WEBEL)**

**TENDER DOCUMENTS**

**Annual Maintenance Contract for 500KVA (1 no.) & 250KVA (1 no.) DG sets along with synchronizing panel installed at Monibhandar, Salt Lake, Kolkata- 700091.**

**Price Rs.100.00**

## Webel

WEST BENGAL ELECTRONICS INDUSTRY  
DEVELOPMENT CORPORATION LIMITED

NIT No. EC: 07: **AMC DG: MB:2019-20:M-27R**

Dated. **04.03.2020**

Sealed Tenders are invited from eligible and resourceful contractors/ bidders for the following:

Name of Work	:	Annual Maintenance Contract for 500KVA (1 no.) & 250KVA (1 no.) DG sets along with synchronizing panel installed at Monibhandar, Salt Lake, Sector-V, Kolkata- 700091.
Estimated Cost	:	Rs. 60,000.00 (approx.)
Cost of tender documents	:	Rs. 100.00 (Rupees one hundred only) per tender document in the form of Demand Draft/Pay Order (non-refundable) in favour of WBEIDC Ltd. <b>The same has to be submitted before opening of cover-I of the Tender on scheduled date.</b>
Earnest Money Deposit	:	Rs. 500/- (Five Hundred only)
Eligibility of the Contractor	:	<ol style="list-style-type: none"><li>1. Contractor should have valid P.F, ESI, GST Regn., PAN No. etc. as indicated.</li><li>2. Contractor should have credential with proper completion certificate of executing similar works within any office/commercial/industrial building premises under Govt., Semi-Govt., PSU or reputed private utility companies during last 5 years.</li></ol>
Last date and time of receipt of tenders	:	Up to 3.00 P.M on <b>17.03.2020</b>
Address at which the tenders are to be submitted	:	GM (ID & M), West Bengal Electronics Industry Development Corporation Ltd.

(Webel), ID & M Dept. Webel Bhavan, Block:  
EP & GP, Sector-V, Kolkata 700 091.

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Date and time of opening of cover-I of tender : 3.30 P.M onwards on **17.03.2020**  
Place of opening tenders : At the above mentioned venue of tender submission.  
Validity of offer : For a period of 30 days from the date of opening of tender.

Tender will have to be submitted in two parts i.e. Cover-I and Cover-II separately, sealed and superscribed with the name of the work.

**Cover-I** : Forwarding letter, Signed-sealed copies of all aforesaid credential and statutory documents, ~~Record Notes of Pre bid meeting duly signed and stamped~~, the earnest money in required form. **Cover-I of only those Tenderers who will submit cost of Tender Document as above will be opened.**

**Cover-II**: Shall contain the offered price (Annexure-A) duly sealed & signed . No other condition stipulated in Cover-II, other than unconditional general rebate, shall be accepted. **All pages of the Tender Document should have original signature with official seal of the tenderer.**

Cover-I will be opened on **17.03.2020 from 3.30 P.M onwards** in presence of WBEIDCL officials for only those Tenderers who will submit cost of Tender Document as above.

**After examining the Cover-I of the tender, WEBEL will open the Cover-II of only those eligible tenderers who have satisfied the requirements of Cover-I. The scheduled date and time of opening of cover-II will be intimated to eligible tenderers in due course.**

In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same time or will be intimated by WEBEL.

Read **Annexure-A,B and C carefully and submit tender accordingly.**

The authority reserves the right to accept or to reject any or all part of this tender without assigning any reason what so ever.

### **SUBMISSION OF BID.**

A.i) Tender shall be submitted along with requisite Earnest Money Deposit and other requisite documents in sealed envelopes as **cover-I & cover-II superscribed thereon name of the work.**

ii) All pages of original Tender document and schedule of quantities should be signed with official seal.

B. Covering letter and other detail documents should form part of the offer.

**C. QUOTING OF RATE FOR PRICED ITEM OF WORK:**

The tenderer is requested to go through all the terms and conditions meticulously specified in **Annexure- A,B,C** hereinafter before quoting their specific rate. All the quoted rates must be written by hand of the person signing the tender and with same pen and ink. Erasing or over writing will not be allowed under any circumstances. However, correction, if any, will be allowed if it has been duly signed and sealed.

Annexure 'A'

Annual Maintenance Contract for 500KVA (1 no.) & 250KVA (1 no.) DG sets along with synchronizing panel installed at Monibhandar, Salt Lake, Sector-V, Kolkata- 700091.

**A) Quoting of Price Rate :**

The bidder is requested to go through all the Annexure A, B & C meticulously attached with before quoting their specified rate.

**Quoted Price :**

Sl. No.	Description of Items	Qty.	Rate per month including all taxes (Rs.)	Total amount per year (12 months) including all taxes (Rs.)
1	Annual Maintenance Contract for 1x250 KVA & 1x500 KVA DG sets (Greaves Cotton make) along with synchronizing/control panel.	1 Job		
	<b>Total including all taxes (Rs.)</b>			

1. Vendors are advised to visit site before submission of tender.
2. Quoted price should be inclusive of all taxes, duties and delivery charges, transportation etc.
3. Contractors engaged with WBEIDCL/PWD/KMC/ Govt./Semi Govt./reputed large Organisation are eligible to participate.

Offered value ( Rupees in word) :

Ref. No. and date:

**Signature & Seal**

NIT No. EC: 07: **AMC DG: MB:2019-20:M-27R**

Dated. **04.03.2020**

Details of Work / Job Description:

The detail of work includes:

- A. The tenderer shall carry out the following works during Annual Maintenance Contract period along with the servicing of the Diesel Generator sets:
1. General check up & preventive maintenance & to fill up preventive check up schedule for each machine.
    - a) Check lube oil level & conditioning of lube oil, top up / refill if required.
    - b) The oil filters shall be replaced 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 alternator.
    - e) Engine safety equipments / instruments viz. high water temperature, oil pressure, high speed etc. shall be checked for their functions and repaired/replaced if required.
    - f) Coolant level and conditioning of coolant shall be checked & refilled if required.
    - g) Check fan & alternator drive belts and tighten if required.
    - h) The governor shall be checked and tuned for proper functioning.
    - i) Check leakages if any & shall be rectified.
    - j) Check reports shall be submitted every month/every breakdown calls.
  2. Supply & replacement of following parts during Checking / Servicing at approved rate list of OEM  
(i) Fuel Filter, (ii) Lubricating Oil Filter, (iii) By pass filter, (iv) Coolant, (v) Lubricating oil, (vi) Air Filters etc. (Refer clause 17 & 18 also).
  3. Checking & servicing of engine for smooth running, its unusual sound & colour of smoke from exhaust & set it right in case of deviations.
  4. Checking & repairing the leakage of fuel, lubricating oil & coolant.
  5. Cleaning & changing of Air filters as per requirement.
  6. Setting of Valves tappets whenever required.
  7. Checking and repairing of Accessories drive, Turbo Charger & crankshaft endplay whenever required.
  8. Checking of alignment of Engine & Alternator as per requirement.
  9. Checking of throttle control & its setting.
  10. Checking of instrument on instrument panel including replacement as & when required.
  11. Checking of rotating diodes assembly in brushless alternator including replacement as & when required.
  12. Checking of wiring system & repairing / replacement as & when required.
  13. Repair & maintenance of relays including contractors in control panel.
  14. Checking of battery condition e.g. battery terminal & de-sulphation, Specific gravity, water level etc.

15. Diagnosis of faults in engine & alternator & its rectification.
16. Breakdown calls to be attended on priority within 2 hours.
17. Checking / repair / adjustment / replacement / servicing shall be carried under AMC except cost of the component / parts to be replaced due to wear & tear.
18. The firm should undertake to arrange genuine spares of the Diesel engine & alternator as & when required within two working days.
19. 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) & shall service the generator sets thoroughly. Each visit shall take place during 1<sup>st</sup> week of each month.
20. The Tenderer's service engineer shall visit once in two months for checking of electrical side viz. alternator, control panel etc.
21. The engine shall be run on no load & should be checked for any leakage & abnormal noise. If any such abnormality noticed shall be diagnosed & remedial action shall be taken.

Special Terms & Conditions:

1. You have to attend calls from us immediately any time both on working hours & non-working hours as required & no extra payment is to be made. Accordingly you have to provide/mention name of contact persons & phone nos.
2. The Firm must have service set up at Kolkata/Salt Lake area so that they can attend within 2 hour in case of emergency. **The firm should have dealership with reputed DG manufacturer.**
3. The Contractor / Vendor must have statutory documents like GST registration, PAN, PF, ESI & completion certificate of similar AMC work issued by the Client (Govt. Organisation) indicating date & performance remarks including contact nos. / email ID for verification.
4. Cost of lub oil, spares etc. to be reimbursed by WBEIDC Ltd as per approved price list of OEM.
5. Service under this contract to be rendered in accordance with the manufacturer's standard service practice.
6. The Contractor / Vendor must have sufficient & competent work force having relevant license / permit to cope with the requirement, capable to work parallel at different sites at a time & have the experience to do the maintenance contract.
7. If the Contractor does not have sufficient work force, please do not quote for tender, Sub-contracting will not be allowed. Without showing any reason what so ever, Corporation may discontinue your service & the contract any time & for which you will be given one month notice.
8. For any reason, if you want to discontinue your service & the contract, then you have to give "three" months notice to Corporation for such withdrawal.
9. 10% interest free security will be deducted from your each bill as "Security Deposit" & the same will be refunded to you after the tenure & if you leave the contract at your own then you have to forego the deposited security.
10. Tender fees Rs.100.00 and Earnest Money Deposit (EMD) of Rs. 500.00 (Five Hundred only) are required to be submitted by Demand Draft / Pay order / Banker's Cheque by the tenderer with the tender in favour of **WBEIDC Ltd** payable at Kolkata. EMD deposited by unsuccessful tenderers will be refunded. The EMD for successful tenderer will be adjusted against the Security Deposit to be recovered from the first Quarterly running account bills till exhausted. No interest will be paid on EMD.
11. The contract period for 12 months from the date of placement of the Order. However this contract may be extended for further periods on mutual consent basis of both the parties subject to satisfactory performance of the agency.
12. Payment will be made on quarterly basis (3 months) against your bill & along with job / attendance etc. duly signed by WEBEL representative. On submission of bill along with relevant documents payment may be released within 15-30 working days.
13. The rates & duties fixed throughout the contract period will remain unchanged. Any other statutory payments, if applicable, will be deducted at source. The Contractor shall issue necessary service identity card for their employees.
14. The entire risk & responsibility pertaining to this contract regarding the safety & security of men, materials & machine shall rest on the Contractor.