



The University Of Burdwan
Rajbati , West Bengal,
Engineering Department
Phone No - 0342-2634975

Notice Inviting Tender

Tender No:- VI-86/86-87/200 /1(05)

Date- 02.01.18

Sealed quotations are hereby invited for the “comprehensive annual maintenance of Diesel generator Sets” installed in the DDE. Campuses.

SI No	Description of item	Rate	Total Amount (Incl. all taxes & charges)
01	Comprehensive annual maintenance of 02 nos Diesel generator Sets installed in the DDE. Campus for one year.2 nd call		

Terms and Condition:-

1. The initial servicing including change of engine oil and its filter, fuel filter, replacement of Battery (new),refilling of battery water, refilling the coolant, noting the running hours, cleaning the generators, changes of indicating lamp (if required) and others which feel necessary to feel repair or replace of all the 02 Diesel Generator sets installed in DDE campuses of The University Of Burdwan (B.U.) have to be completed within 30 days from the date of commencement of the contract at a convenient time without disturbing the day to day activities or service of any areas.
2. The agency should check a refilling of engine oil, battery water, coolant, as required by the DDE.
3. Minimum four times (@ interval of three months) preventive measure, necessary servicing and cleaning of all Diesel generators in a year is compulsory. Besides, in the case of necessity of attendance of service engineer / mechanic is to be ensured on call within 24 hours.
4. Agency will depute a regularly qualified technician for attending complaints on day to day basis (if any). The technician may also be called on Holidays if it is considered necessary for urgent repair etc. Every breakdown must be rectified within the 24 hours (clock hours), failing which agency need to provide clarification with authentic documents. Maximum two times for each Diesel Generator University will allow their authentic documented clarification after that University will terminate the



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contract with immediate effect with forfeited the EMD money and the security money also.

5. Agency should change the engine oil and oil filter, fuel filter & air filter two times in a year (@ interval of every six months) which needs to be recorded in the respective log book for all diesel generator sets.
6. Every maintenance and repairing work should be carried out by the agency in the premises of B.U. Only such work which cannot be executed in the premises of this University would be allowed to be done in the workshop of the agency or outside with prior permission and duly signed gate pass issued by the concern person of DDE by providing a prayer letter mentioning the details of reasons.
7. All material parts should be replaced by using same manufacturer's part and serial no. In special case (not available or due to delay) it will be allowed only prior approval of DDE but the replacement brand should be genuine and reputed. The required documentation should be placed before the concerned person during approval. The old parts which are required to replace must be returned to the DDE store .
8. The contractor should use materials of ISI specification for repairs/maintenance if available.
9. All supplies of parts are to be guaranteed against any manufacturing defects.
10. Any financial loss caused due to the damage of any part of the Diesel Generators due to wrong handling would be deducted from the security deposit or the agency should repair the same at their own cost.
11. If the University feels that if any of the above-mentioned conditions under this contract is not properly maintained / serviced by the agency or does not function during any period, a reasonable deduction from the bills will be made. The decision of the University as regards the reasonableness of deduction will be final and binding on the agency for delay in rectifying the fault beyond 2 days of detection of the defect.
12. The contractor shall be liable to such penalties as the University may decide in the case of failure on the part of the contractor to complete the operation or maintenance within such period.



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13. The agency will be responsible for proper and consistently good functioning of the all Diesel generator Sets installed in the DDE campuses.
14. The bidder must have sufficient acceptable credentials in maintenance for the past three years in any Government / Semi-Government/Autonomous Bodies or Corporate Sector firms.
15. The successful quotationer will have to deposit an amount equivalent to 2% of their / his quoted amount during the time of execution of the agreements as EMD in the form of Demand Draft at a percentage of @ 2% of the quoted amount includes all taxes and charges in favour of "The Finance Officer, The University of Burdwan payable at Burdwan". That EMD will be released after successful completion of the work order period as well as after the final payment.
16. The quoted rate by the agency should be valid for acceptance for at least 4 months from the date of submission to the office of the University and the accepted rate will be valid during the full AMC period [one (01) year] as per work order.
17. Name and the mobile no of the Servicing Engineers/Technicians/operators must be written on all locations for ease of complaining record.
18. The agency should include all the points related to above-mentioned norms in the agreement contract on a ten rupees (Rs. 10/-) non-judicial stamp paper along with other provided necessary rules and regulations being followed between University and agencies.
19. The University is not bound to accept the lowest rate and reserves the right to accept or reject any or all the quotation without assigning any reason whatsoever.
20. The University will have the right for rate negotiation with the lowest bidder.
21. The decision of the University in all respect will be final and binding upon the contractor.
22. The University reserves the right to terminate the contract at any point of time during the contract period if the services are not found satisfactory without showing any reason thereof.



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23. The contractor may raise his bill in quarterly interval in appropriate triplicate bill format along with the photo copy of log books for each generator mentioning the work in details under the billing period & work completion certificates (if any) form duly signed by concerned person and beneficiaries respectively.
24. The payment of each bill will be made or released after necessary deduction of 10% on submitted bill value as security deposit and taxes (if applicable) and other charges (if applicable). The deducted security money will be refunded after Six (06) months from the date of receiving final payment.
25. Payment will be made through the R.T.G.S. direct to the party bank account.
26. The agency should be submitted PAN, GST registration, Voter card (for proprietorship)/ partnership deed, IT returns of latest three (03) years, latest copy of professional tax, trade license, required credentials of last three (03) years, completion certificates of last three (03) years, payment certificates (if value of payment not mentioned in completion certificates) of last three (03) years along with the quotation.
27. All charges and taxes must be mentioned clearly along with the final quoted amount in this quotation. Any prayer for further additional charges and taxes will not be considered later. If do so the University will terminate the contract with immediate effect with forfeited the EMD money and the security money also.
28. The bidder should mention the rates and the total amount (incl. all taxes and charges) only in this format which will be available directly from the university website www.buruniv.ac.in or the office of the undersigned failing which the tender will be summarily rejected.
29. Each and every page of quotation notice must be stamped & duly signed by concerned bidder as an acknowledgement of acceptance of all the terms and conditions in this quotation process failing which the tender will be summarily rejected.
30. The quotations must be submitted in the tender drop box in the Engineering Department, The University of Burdwan, Rajbati, Burdwan. No quotation will be considered after lapse of specified date and time and sent through any postal services.



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31. The last date of submission of the quotation is 16.01.18 within 17:30 hours (05:30 P.M).

University Engineer (In-charge)

The University Of Burdwan

Dated.02.01 .2018