

**Tender for Annual Maintenance Contract of 02 Nos. of 250 KVA Diesel Generator in  
North Eastern Institute of Ayurveda and Homoeopathy (NEIAH), Shillong**

**Please send/submit separate Annexure-A (Technical Bid) and  
Annexure-B (Financial Bid) in separate envelop along with relevant document.**

Sl. No.	Stage	Start Date & Time
1.	EoI No.	2-65/2019/NEIAH/SHG/AMC/Pt-I/1040
2.	EoI issue date	12.08.2022
3.	Pre bidding inspection or clarification	For clarification, one can visit the office on any working day during office hours.
4.	Last Date of submission	Monday, 5 <sup>th</sup> September 2022 before 12:00 pm
5.	Date & Time of Opening	Monday, 5 <sup>th</sup> September 2022 before 03:00 pm
6.	Cost of the Tender Document	Rs 100.00/-
7.	EMD Amount (Exempted for firms registered under MSME)	Rs 2000.00/-



**North Eastern Institute of Ayurveda and Homoeopathy, Shillong  
Mawdiangdiang, Shillong - 793018 (Meghalaya)**

**Tender for**  
**Annual Maintenance Contract of 02 nos. 250 KVA Cummin Jakson Diesel Generator**  
**in North Eastern Institute of Ayurveda and Homoeopathy, Shillong**

**Terms & Condition of the Tender**

NEIAH Shillong invites sealed tenders from authorized service providers/firms/contractors in two bid system for the annual maintenance contract of 02 nos. of Cummins Jakson Make Diesel Generator in the institute premises. Bidders are requested to kindly go read the document thoroughly before submitting their bids.

**The bidders are requested to submit Annexure A (Technical Bid) and Annexure B (Financial Bid) in two separate envelopes. The two envelopes should be put inside a sealed envelope which shall consist of this tender document duly signed and consisting of the tender document fee of Rs 100.00/- (Rupees One Hundred only). The name of the firm along with the subject “Annual Maintenance Contract of 02 nos. 250 KVA Cummins Jakson Diesel Generator in NEIAH Shillong” should be inscribed on the tender envelope. The tender may be downloaded from the website ‘[www.neiah.nic.in](http://www.neiah.nic.in)’ and tender document fee may be submitted in the form of DD along with their bid. Bids without the tender document fee will be liable for rejection.**

The sealed envelope may be sent to the below address before 5<sup>th</sup> September 2022. Postal delay shall not be considered.

**The Office of the Director,  
North Eastern Institute of Ayurveda and Homoeopathy  
Mawdiangdiang, Shillong, Meghalaya-793018**

**QUALIFYING/ELIGIBILITY CRITERIA ALONG WITH TERMS AND CONDITIONS**

As the work requires specialized expertise, the work needs to be carried out by technically qualified personnel associated with the firm. The firms submitting their bid should have adequate experience in maintaining Diesel Generators of capacity more than 100 KVA preferably of Cummins Jakson make and should be acquainted to working on emergency situations.

**CONTRACT PERIOD & TERMINATION OF CONTRACT:**

- \* The validity of this contract shall be of 01 year from the day of commencement of contract. The contract may be renewed/extended upon satisfactory performance during the contact period.
- \* The contract shall be binding of the two parties and if any party intends to terminate the contract, should inform in writing 3 month prior to the date of termination of contract.

## **TENDER DOCUMENT FEE**

1. A non refundable of Rs 100.00/- (Rupees One Hundred only) should be submitted along with this document as tender document fee. Non submission of the same shall lead to disqualification of the bidder in the first stage.

## **EARNEST MONEY DEPOSIT**

1. An EMD Amount of ₹ 2000.00/- (Rupees Two Thousand only) in the form of DD/BG/FDR from any scheduled Bank payable at Bank of Baroda Mawdiangdiang Branch in favour of The Director, NEIAH needs to be submitted along with the tender.
2. Submission of EMD is exempted for firms registered under MSME as per GoI rules. In order to avail the exemption, the bidder must submit a copy of their MSME registration along with their technical bid which should be valid during the period of this contract.
3. Any bids received without the EMD or without MSME registration will be readily rejected.
4. The EMDs of the unsuccessful bidders would be returned within two months of publication of short listing of bidders after technical evaluation. In case of shortlisted bidders, the EMD will be retained till the work is awarded.

## **SECURITY DEPOSIT/PERFORMANCE GUARANTEE:**

1. Performance Guarantee bond is mandatory.
2. The Performance Security should be of an amount equivalent to 3% of the value (inclusive of tax) quoted by the bidder in their financial bid and should be valid for duration of 14 months.
3. The Performance Security should be established in favour of “The Director, North Eastern Institute of Ayurveda and Homoeopathy, Shillong” payable at Mawdiangdiang, Shillong.
4. The successful bidder/contractor should submit performance guarantee to be received in the office of The Director, NEIAH on or before 15 days from the date of declaration of successful bidder.

## **PROCESS OF EVALUATION**

The evaluation process shall consist of 2 stages. All bidders shall be subjected to technical evaluation (Technical Bid) consisting of verification of documents mentioned in this tender document. The technical proposal will be evaluated on the basis of its responsiveness to the Terms of Reference. The successful bidder in the technical round shall further be evaluated on the Financial Bid round. This round shall consist of the scrutiny of bidder with the lowest quoted value for the contract. Upon scrutiny of the lowest bidder, the successful bidder needs to enter into a contract with this institute for the work of Annual Maintenance Contract of the 02 nos. of Cummins Jakson 250 KVA Diesel Generator in the Institute.

## **LIST OF DOCUMENTS TO BE SUBMITTED IN THE TECHNICAL BID**

1. Sealed & Signed copy of the tender document.
2. Tender Document fee.
3. Earnest Money Deposit (exempted for MSEs registered under MSME as per Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012).
4. Proof of experience for 3 years related to servicing of Diesel Generators.
5. Details of financial competency in the form of certified balance sheet. In the absence of balance sheet, one may submit certified solvency certificate issued by the bank to the firm/proprietor.

## **AWARD CRITERIA, AWARD OF CONTRACT**

- \* The AMC will be awarded to the bidder who successfully passes both the rounds of evaluation. Subject to the fulfillment of the terms & condition, the bidder with the lowest quoted rate shall be termed as successful in the bidding process.
- \* The award of contract shall be concluded by the issuing of work order in the name of the successful bidder by the Director, NEIAH and the firm has to take over the charge as per the date mentioned in the work order.
- \* If the successful bidder fails to take charge within the mentioned date, the award will be awarded to the bidder quoting the second lowest rate.

## **PAYMENT TERMS**

- \* The payment of annual contract rate shall be made on quarterly basis. The firm upon completion of a period of 03 month should raise the bill and submit along with the all signed service report copies to this office for payment. No advance payment of any kind shall be paid.

## **PENALTIES**

- \* Being a healthcare institute, if the contractor fail to attend the issue within 24 hours, a penalty equivalent to 1 day of annual contract rate shall be imposed on the bidder/contractor for every day of delay.
- \* If the bidder/contractor does not respond to any emergency calls made by this office within 24 hours, the contract shall be liable for cancellation and not payment of any sort shall be made.
- \* In addition to deduction of 1 day equivalent of the contract rate against every day of delay, the institute shall engage any third party to resolve the issue if kept unattended by the bidder. The amount charges by any third party involvement shall be deducted from the bidder's annual contract rate.

## **LEGAL JURISDICTION**

The agreement shall be deemed to have been concluded in Mawdiangdiang Shillong, Meghalaya and disputes, if any, arising out of the contract will be referred to courts having jurisdiction over Shillong.

## **SCOPE OF WORK FOR ANNUAL MAINTENANCE CONTRACT OF 02 NOS. OF DG SETS**

1. Addressing to any emergency breakdown calls as and when reported by the Engineer in Charge.
2. Overall cleaning of the Generator floor, Fuel tank, fans etc.
2. Monthly preventive maintenance of the generator which primarily involves checking of engine oil level, coolant level, fuel and air filters, leakages, output voltage and frequency parameters. After every monthly preventive maintenance schedules, the technician should submit the service report to the Engineer-in-Charge, the counter signed copy of which should be submitted along with the quarterly bills.
3. Quarterly check of running condition parameters like system voltage, system frequency, windage resistances, diodes, AMF panel, Substation incomer circuit breakers, charging alternators, earthing and underground cables etc.
4. Depending on the run time recommended by the manufacturers, the firm should arrange for the B-check & C-Check which would involve changing of engine oil, coolant, air filter, fuel filter. The firm shall intimate to the office for the requirement of B-check/C-Check and upon approval the items should be arranged the firm, payment of which shall be made by the office after completion of the work and submitted of expenditures incurred.
5. Maintenance of the Substation AMF Panel and the associated circuit breakers, relays, battery chargers etc the drawing of which will be provided by the office.
6. After every monthly preventive maintenance schedules, the technician should submit service report to the Engineer-in-Charge, the counter signed copy of which should be submitted along with the half yearly bills.

## **AGREEMENT TERMS OF REFERENCE**

1. The bidder should have one of its technicians stationed in Shillong/Guwahati for the purpose of addressing to any emergency call reported by this institute.
2. All electrical/mechanical tools, materials and equipment required for executing the contract shall be supplied by the contractor.
3. The contractor shall observe and adhere to the security rules/ regulations of this institute made from time to time.
4. No advance payment shall be made to the contractor in any respect. All expenditures made in relation to the repair of any issue shall be paid after completion of the work and submission of bills.
5. In case of any doubt in classification of rectification work, contractor can give technical justification and ask for extra time for approval from the Engineer in Charge who grant such extra time/change the classification of rectification work depending upon the correct technical justification and a reasonability of time scheduling for such extension/change of classification of a particular rectification work.
6. All equipment taken for maintenance during the contract period shall be handed over back in good working condition.
7. Being a hospital, quick response for the firm is expected at the time of emergency calls.
8. The Director, NEIAH reserves the right to reject a single or all bid received at any duration of the bidding process.
9. The contract may be liable for extension based on the successful completion of the contract period. The Director NEIAH shall have the right to extend/terminate the contract the completion of the contract period.

**ANNEXURE A**  
**(TECHNIAL BID)**

**Technical Bid for Annual Maintenance Contract of 02 Nos. 250 KVA Cummins Jakson Diesel Generator in  
NEIAH Shillong**

Sl. No.	Particulars	Documents to be attached Wherever applicable.		
		Yes	No	Page no.
1.	Name , Address, Email ID and Phone number of the firm/agency.			
3.	Permanent Account Number			
4.	Copy of Agency/ firm / company registration certificate with Government.			
6.	Tender documents with seal & sign of the bidder with acceptance of term & conditions of the tender.			
8.	Detail of experience in maintaining Diesel Generators in any government institution. (Please attach copy with sanction letter/ work order)			
9.	Details proving financial competency like certified balance sheet. In the absence of balance sheet, one may submit certified solvency certificate issued by the bank to the firm/proprietor.			
10.	GST Registration			

**Declaration:**

This is to certify that I/We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

**Signature of the officer with name, designation, seal and date**

**ANNEXURE B**

**FINANCIAL BID**  
**(To be submitted in the firms own letter head)**

To,  
The Director,  
NEIAH Shillong  
Mawdiangdiang, Shillong-793018

**Subject: Tender for Annual Maintenance Contract of 02 nos. of 250 KVA Cummins Jakson Diesel Generators in North Eastern Institute of Ayurveda and Homoeopathy, Shillong”.**

Sir,  
I/We quote the under mentioned rates for the tender mentioned above-

S. No.	Description of Work	Amount in INR
1	Rates for the AMC of 250 KVA DG Set ( ESN) in Hospital, NEIAH	
2.	Rates for the AMC of 250 KVA DG Set ( ESN) in College, NEIAH	
2	GST as per GoI Norms	
<b>TOTAL AMOUNT( in INR)</b>		

Place :

Date :

**Declaration:**

This is to certify that I/We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

**Signature of the firm with name, designation, seal and date**