



INDIAN INSTITUTE OF SCIENCE EDUCATION & RESEARCH

(Established by Ministry of Human Resource Development, Govt. of India)

IISER Mohali, Sector-81, Knowledge City, SAS Nagar-1403061

Tender Form Cost- Rs. 500/-

Tender Ref. No.: IWD/17-18/06

Date: 06/10/2017

Notice Inviting Quotation

1. The Executive Engineer on behalf of the Director, IISER Mohali, invites online bids under two bid system i.e. technical bid and financial bid through E- Central Public Procurement Portal i.e. <https://eprocure.gov.in/eprocure/app> from eligible contractor for the work mentioned below.

Name of work:- AMC for DG sets at IISER Mohali, Sector-81, SAS Nagar, Mohali- reg..

Tender Ref No : IWD/17-18/06
Estimated cost : INR 1,93,439 /-
Earnest Money : INR 4,000/-
Stipulated period of work : Twelve (12) months

Critical Date Section

S. No	Particular	Date	Time
1.	Tender publishing date and time	06.10.2017	5:45 PM
2.	Tender documents download start date and time	06.10.2017	5:45 PM
3.	Bid submission start date and time	06.10.2017	5:45 PM
4.	Bid submission end date and time	16.10.2017	03:00 PM
5.	Technical bid opening date and time	17.10.2017	03:30 PM

2. Technical document and price bid may be downloaded from the website of E-Central Public Procurement portal (<https://eprocure.gov.in/eprocure/app>) and www.iisermohali.ac.in . Quotation should be submitted online along with valid documents of eligibility criteria within the date mentioned above.
3. The Director, IISER Mohali shall be the “Accepting Authority” hereinafter referred to as such for the purpose of this contract.
4. For any information, other modifications and/or corrigendum may kindly visit IISER Mohali website <http://www.iisermohali.ac.in> and also publish on <https://eprocure.gov.in/eprocure/app>.

SUBMISSION OF Quotation:

Quotations shall be submitted by the Bidders in two parts:

(i) Technical Bid. – Cover I (ii) Financial Bid. - Cover II

The two bid system will be followed for this tender. In this system the bidder must submit bid **on line at E-Procurement Portal(i.e. <https://eprocure.gov.in/eprocure/app>)** his offer in two covers. "**Cover No. 1- Technical Bid along with requisite fee details and all forms under seal and signature of Bidder"** mentioned below and "**Cover No.2 - Financial Bid"** respectively.

The **Cove I** (Technical Bid) shall consist of following:

- i) **Earnest Money** -The bidder shall furnish as part of its bid, an EMD of Rs. 4,000.00/- (Rupees Six thousand only). The EMD is to be submitted through Demand Draft of any Scheduled / Nationalized Bank (drawn in favour of “Registrar, IISER, Mohali”).
- ii) **Cost of Tender Form** - The Cost of Tender Form Rs.500 is to be submitted through Demand Draft of any Scheduled / Nationalized Bank (drawn in favour of “Registrar, IISER, Mohali”).

Note - The original payment instrument like Demand Draft of any Nationalized Bank against Earnest Money and Cost of Tender Form sent to the address- **IISER Mohall, Sector-81, knowledge City, PO- Manauli, SAS Nagar Mohal1140306, Punjab** by post/speed post/courier/by hand before bid opening date & time

iii) Important Documents uploads in .pdf format only:-

- a) Scanned copy of DD of EMD and Cost of Tender Form.
- b) Scanned copy of IT Return for the last three financial years.
- c) Scanned copy of work experience.
- d) Scanned copy of Tender Accept Letter

The Cover II (Financial Bid) shall consist of following:

- * Schedule of price bid of in the form of BoQ_XXXXX.xls (Will be formulated according to the type of work)

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Executive Engineer
Head IWD, IISER Mohali

AMC of DG sets at IISER-M

Indian Institute of Science Education & Research (IISER) Mohali intends to engage an established, experienced and reputed consultant for providing consultancy services for AMC for DG sets at IISER-Mohali, Sector-81, SAS. You are, requested, to submit your most competitive offer, strictly in two envelope system (Envelope A technical & Envelope B price bid) for AMC for DG sets, along with the documents entailing list of similar completed works in last seven years, average annual turnover in last three years, EMD for Rs.4,000/- favoring Registrar IISER Mohali and payable at Chandigarh, latest by 16.10.2017 at 03:00 PM. In case of any clarifications, please contact this office on any working day between 9AM to 5.30PM

GENERAL CONDITIONS:

1. The eligibility criteria (for Envelope A) for undertaking the work will be as follows:
2. Proof of having valid enlistment /completion with Central/State Government, Autonomous Body, Central PSU's. Definite Proof from appropriate authority, which shall be to the satisfaction of the competent authority of the Institute having satisfactory provided consultancy during last seven years ending March 2017 for works as given hereunder:- a). Two similar works each of value not less than Rs.97,000/- or (b). One similar works having value not less than Rs.1,55,000/-. Valid Pan Number.
3. The Agency should also submit a copy of the partnership deed if any and power of attorney duly Attested and countersigned by the agency at the time of application.
4. Proof of average annual gross financial turnover during Financial Year 2014-2015, 2015-2016, 2016-2017 duly certified by Chartered Accountant. Regd/Branch Office in Punjab/Chandigarh for last 3 years.
5. Quotations to be downloaded from web site www.iisermohali.ac.in / www.eprocure.gov.in
6. Quotations received telegraphically will not be entertained.
Conditional tenders and tenders received without earnest money and after due date will be rejected straightway.
7. The amount of earnest money may be deposited in the shape of deposit at call receipt of any scheduled bank payable at Chandigarh in the name of the Registrar, IISER Mohali
8. The committee on the behalf of Director, IISER-M reserves the right to accept/reject any or all the tenders without assigning any reasons.
9. All disputes concerning in any way with this tender are subjected to Mohali Court Jurisdiction only.

HOW TO APPLY & SELECTION CRITERIA

The quotation shall be received by the undersigned by 1500 hrs on 16.10.2017 (16th October 2017) and Envelope No.1 only containing earnest money, conditions and quotation documents along with the documents as required at Sr. No. 1 shall be opened on the same day by the committee constituted by the Director, IISER-M, at 1530 hrs in the presence of quotation or their authorized representative who may like to be present. No consideration will be given to a quotation received after the above stipulated time and date. Eligibility related documents shall be evaluated for criteria stipulated (at Sr No 1 of General Conditions and Consultants will accordingly be qualified/disqualified by the Competent Authority. The financial bid (Envelope No2) of qualified quotationer shall then be opened by the committee at notified time, date and place in presence of quotationers or their representative. The rates of each items must be quoted in figures and words. Quotation not submitted in the manner as prescribed above shall summarily be rejected.

TERMS AND CONDITIONS FOR AMC OF DG SETS

FOR THE CONTRACTOR:

SPECIFIC TECHNICAL REQUIREMENTS FOR CUMMINS DG SETS:

- Service engineer shall carry out "B", "C" & "D" checks on the engine, as per the check list and would correct / recommend / suggest improvement in operation and performance.
- To carry out / advise necessary repairs, adjustments of assemblies, sub-assemblies in order to keep the DG set in good working condition and assuring the trouble free performance of DG set.
- If the B check maintenance is due and consumables are arranged by customer, engineer shall carry out the B check maintenance. It is therefore advised that customer should inform the contractor either writing or verbal as soon as engine clocks 225 - 250 hrs or as per the maintenance norms of the engine models or after 5 months, which-ever is earlier from the previous "B" check so as to ensure timely maintenance of the engine.

SPECIFIC TECHNICAL REQUIREMENTS FOR CUMMINS DG SETS:

- To service the engine after every 250 hrs or six months whichever is earlier, as per discretion of IISER.

CONTRACTOR RESPONSIBILITY FOR ALL DG SETS:-

- Service engineers to visit the site once in a month totaling to Twelve visits per year. The schedule of visits can be mutually decided. Agency to provide three breakdown services, if required.
- Service engineer will carry scheduled preventative maintenance checks on Diesel Generating Sets as per the standard check list.
- Replace minor parts (i.e. Hoses and filters etc), sub-assemblies as and when required from customers stock.
- Service Engineer during the visit will report on the performance or any other abnormality and inform parts requirement shall also submit the report on work done and recommendations as well as spare parts offers to concern authority for procurement.
- Attend emergency calls on priority (usually same day). However, if the engineer is required for any particular date and time, it would be the responsibility of the customer to intimate the contractor in advance.
- Major overhauling / *top* overhauling /PT Pump & Injectors calibration / replacement of major parts / rewinding of Alternator or repairs on breakdown of the DG set. In case of the engine contract, the alignment is charged extra. Alternator bearing greasing is not in the scope.
- Supply parts required for emergency on priority with customer's approval.
- Train the customer's representative on Operation and Maintenance of DG sets.
- To per-intimate customer on engine repairs and overhaul requirement based on engine performance parameters.
- Service Contract will automatically cease to exist in the event of change of ownership or location of the above- mentioned engine/s from said location.
- Checking of Battery specific gravity every month and the acid level once in Three month and top with distilled water if required. (Applicable for lead acid Battery).
- Checking charging alternator output voltage with respect to specifications.
- To check the condition of Diodes/ rotating rectifier assembly once in six month.
- Checking of all electrical connection for its proper tightness including charging Alternators and battery clamps
- Engine Panel / PCC, Alternator will be covered in AMC.
- Replacement of all filters, refilling of engine oils, checking of all nuts and bolts tightness. Correction of engine alternator alignment in case of complete Genset contract and replacement of rubber insert/block if broken.

CUSTOMER RESPONSIBILITY FOR ALL DG SETS:-

- For Cummins DG set, to carry out the daily A Check which comprises operation of the set after checking oil, coolant levels every day and ensure maintenance of proper logbook, and equivalent checks for the Kirloskar DG sets. Record of logbook will be made available to service engineer during his visit.
- To use the trained man-power and the operation of the DG set / engine within the recommended parameters would be the customer responsibility. If customer observes any discrepancies, DG should not be operated and inform to the contractor for resolution.
- To procure the spares as recommended by service engineer from authorized dealer /authorized Cummins Source and should be original.
- To provide consumables, spares, fuel and unskilled labour if required.
- To follow Cummins and Kirloskar Maintenance & Operation recommendations.
- Engine should be run in electrical mode.
- To acknowledge the work done by service engineer during his visit by signing the service report and can also put your remarks in customer column.
- To keep the DG set and its room neat & clean.
- To maintain log book which documents DG parameters like engine, alternator, load details and fuel and oil consumption. If any changes in the parameters are recorded, intimate to the contractor immediately.
- To stock the maintenance consumables recommended.
- Not to allow any unauthorized person to carryout repair/maintenance of the engines.
- To ensure quality of engine input like air, fuel, lubricating oil and coolant.
- To ensure that average load factor on the DG set does not go beyond 70 to 80 on DG set.
- Procurement of recommended genuine lube oil and other consumables / spares would be the responsibility of the end user, should be procured from Cummins authorized source and the contractor would not be responsible for break- down due to bad quality / non genuine spares.
- To ensure the safe working environment for the service personnel.
- To provide first-aid assistance to the representative of contractor in the event of injury

TERMS AND CONDITIONS:

IISER will provide the safe working conditions for the DG sets at any point of time, the same if not found safe to work, risking lives, the contract will get terminated on its own.

IISER will procure / use the genuine spare parts, should the same is not followed contract would not be valid and the contractor in what so ever kind, would not be responsible

PAYMENT

Payment after servicing on pro-rata basis for each quarter.

The rate shall remain the same for the initial and further extendable period of one year, if mutually agreed upon.

EXCLUSION:

Any major repairs (as listed above) which are not covered under the scope of AMC, will be paid extra.

In addition to above Quarterly visits, carried out on each DO, the contractor shall be providing unlimited breakdown visits on demand during the contract period. However the contractor response time should be 30 minutes, and the site attending time should be within 04 hours.

The cost of the parts required from time to time shall be borne by the IISER during the contract period. The prices of parts would be charged as per the ruling prices.

The labour charges for repairs of components like PT Pump, Injectors, Cylinder Head, Radiator, Turbocharger and any other major component shall be charged extra also does not include top overhauling & major overhauling in the scope of Annual Maintenance Contract.

D-Check activity will also not be covered under the contract.

In case of synchronization panel and PLC panel, the same is not in the scope of contract.

The repair and maintenance of acoustic enclosures, fuel tank and fuel gauges and cooling tower will not be in the purview of the contract.

Loading unloading and shifting charges to be extra.

FORCE MAJEURE

Contractor shall be liable to perform of its obligations under or arising out of this contract. if such failure does not result from any force major, act of God, fire, industrial disputes, labour trouble, transportation embargo, existence of any state of Emergency, war, war like conditions, civil commotion, riot, inability to obtain any material, imposition of sanction and / or any measures taken by the Govt. what so ever which rendered it impossible or impracticable for the contractor to perform obligations under this contract.

OTHERS CONDITIONS OF THE RFQ

1. The rates shall be quoted in the enclosed schedule of quantities and duly signed by the contractor.
2. Rates to be basic but exclusive of GST..
3. Rates to remain firm during the duration of work as well as for the extended period, if any. No escalation in rates will be allowed in any circumstances.
4. The contractor shall comply with all statutory norms requirements in respect of said work.
5. The quantity can be increase or decrease.
6. All work to be carried out as per specifications stipulated in RFQ.
7. EMD amounting to Rs. 4,000/- in favour of Registrar IISER, Mohali payable at Chandigarh.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:
<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement (<https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder :Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username as assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with Signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify /nCode /eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC /e-Token.

SEARCH FOR TENDER DOCUMENTS

- 1) There are various search option built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 1) Once the bidders having selected the tenders they are interested in, they may download the required documents / tender schedules. The tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 2) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification I help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may be to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF / JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or 'father Important Documents' area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting (;I bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3 Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument,
- 4 Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DO/any other accepted instrument, physically sent should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Tenderer's to study entire tender document carefully

- a) Submission of a tender by a tenderer implies that he has read all the stipulations contained in this tender document and all other contract documents and has acquainted himself of the nature, site conditions scope and specifications of the works to be executed and of conditions and rates at which stores will be issued to him by the IISER. The contractor shall also be deemed to have acquainted himself will local conditions and other factors which have a bearing on the execution of the works.
- b) Before submitting the tender for the work to IISER, the tenderer should thoroughly examine the existing conditions of site
- c) After award of the work contractor has to prepare and submit the shop drawings (only for air-conditioning / fabrication work) for approval of the Engineer-in-charge.
- d) No claim will be entertained on account of ignorance of site conditions.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,
Executive Engineer

IISER Mohali

Sub: Acceptance of Terms and Conditions of Tender.

Tender Reference No.: IWD/17-18/06

Name of Tender/Work :- AMC for DG sets at IISER, Sector-81, SAS Nagar," Punjab.

Dear Sir

1. I/We have downloaded/obtain the tender documents(s) from the above mentioned Tender/Work from the website(s) namely:as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/We had read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting the acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in its totality/entirety.
5. In case any provision of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,