

**ICAR – NATIONAL ACADEMY OF AGRICULTURAL RESEARCH MANAGEMENT**  
**RAJENDRANAGAR, HYDERABAD – 500030**

5-614/2020-21/GeneratorMaintenance/A.III

Dated: 16.02.2021

**NOTICE INVITING FOR**  
**TENDER FOR AMC (non-comprehensive) OF DIESEL GENERATORS & ITS ACCESSORIES**  
**AT ICAR-NAARM HYDERABAD**

ICAR-NAARM is a premier publicly funded Training and Research Management Organization under ICAR, DARE, Ministry of Agriculture & Farmers Welfare, and Government of India. The Director, ICAR-NAARM invites Bids from the reputed and Registered Agencies/Contractors who are having relevant experience for **Annual Maintenance Contract (non-comprehensive) of Diesel Generators & its Accessories at ICAR-NAARM, Rajendranagar, Hyderabad**. The bidders are requested to submit the Tenders online on CPP Portal.

**Important Dates:**

Sl. No.	Description	Date	Time
1.	Tender Publishing Date	17-02-2021	1000 hrs
2.	Document Download start date	18-02-2021	1000 hrs
3.	Seek Clarification Start Date	17-02-2021	1200 hrs
4.	Seek Clarification End Date	27-02-2021	1500 hrs
5.	Bid Submission Start Date	19-02-2021	1000 hrs
6.	Bid Submission Closing Date	12-02-2021	1400 hrs
7.	Bid Opening Date	15-03-2021	1100 hrs

**Eligibility Conditions:**

1. The firm should be registered/incorporated with state government having its office at Hyderabad/Secunderabad.
2. The firm should have executed at least three works related to Maintenance Diesel Generators & its Accessories in Government/Public/Private Sector Undertakings of value Rs 1 lakh or above during the last 2 financial year.

The details of number and specifications of items to be kept under annual maintenance along with the Scope of Work are provided in the Schedule – A.

## **GENERAL TERMS AND CONDITIONS:**

1. **Cost of Tender document:** The cost of Tender document is free. The terms and conditions can be downloaded from NAARM Website (<http://www.naarm.org.in/>) or the Government of India, Central Public Procurement Portal (<http://eprocure.gov.in/cppp/>). Director, ICAR-NAARM reserves the right to accept or reject any tender(s) or in full without assigning any reason thereof.
2. **Earnest Money Deposit:** An earnest money deposit of (EMD) **Rs. 5,000/- (Rupees Five Thousand only)** must be deposited in the form of Demand Draft in favour of **NAARM MAIN ACCOUNT** and payable at Hyderabad.

Scanned copy of the EMD is to be uploaded while submitting the Tender online and the hard copy of the same should be submitted to the Stores and Purchase Officer before closing date of the Tender. If NSIC/MSME Certificate etc for exemption is available the submission of EMD is exempted but the certificate is to be uploaded on CPPP.
3. The unsuccessful bidders EMD will be returned soon after the finalization of Tender, whereas the successful bidders **EMD** will be returned subject to furnishing the required **Performance Security/Security Deposit**.
4. All communications must be addressed to the Director, ICAR-NAARM, Rajendranagar, Hyderabad.
5. **Payment:** No advance payments will be done. The payment will be done quarterly (3 months). The vendor has to submit pre-receipted bill in triplicate in the name of Director, ICAR-NAARM, Hyderabad amounting to 25% of the AMC charges. On certification by end user regarding satisfactory services during the quarter the same will be processed for payment.
6. **Security Deposit:** The successful bidder has to furnish an amount equivalent to ten **(10) per cent** of the order value as **Performance Security Deposit** which will be refunded / returned only after satisfactory completion of the contractual obligations including warranty. The Security Deposit should be in the form of Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any commercial bank and on which no interest will be paid.
7. **Bank details for e-payment:** The bank details may be furnished along with tender for making e-payment to the successful bidder.
8. **Period of Validity:** The rates quoted shall be valid for a minimum period of **90 days** beyond the date of opening of tenders.
9. **Rates:** Rates should be quoted in the prescribed Price Schedule in Indian Rupees only.
10. **Taxes / Duties:** If taxes, duties, or any other charges over and above the rates quoted are payable by the Academy, actual / percentage of such taxes / duties / charges should be clearly indicated.
11. **Duration:** The awarded work should be for one year from the **date of signing the agreement**. During this period, items as per the SCOPE OF WORK are to be done every month.

12. **Liquidated damage:** In case, the firm fails to maintain components and any such discrepancy leads to a down time a sum equivalent to 0.5% of the contract price per 6 hours shall be deducted from the Bill up to a maximum of 10% of the contract price. Once the maximum is reached, we may consider termination of the contract.
13. **Enquiry's on tender:** Any enquiry's regarding the tenders will not be entertained once the tenders are opened.
14. **Acceptance of tender:** Director, ICAR-NAARM reserves the right to accept or reject any of the tenders either in part or in full without assigning any reason thereof.
15. **Decision:** The Decision of the Director, ICAR-NAARM on any dispute in the matter will be final and legally binding.
16. **Jurisdiction:** All disputes including court proceedings shall be settled within the Hyderabad jurisdiction only.
17. **Rejection of tenders:** Tenders not complying with the above conditions are liable to be rejected.
18. **Evaluation:** Both Technical Bids and Financial Bids are evaluated by the Committees of the institute before awarding the contract.
19. **The tenders without EMD amount or without valid exemption certificate will not be considered.**
20. In the event of the date & time specified for tender receipt being declared as a closed holiday for purchaser's office, the due date for submission of tenders will be the following working day at the specified timings.
21. Director, ICAR-NAARM reserves the right to accept or reject any or all the tenders. Decision of the Director will be final and legally binding. All disputes will be subject to Hyderabad Jurisdiction only.
22. The rates are net and inclusive of all taxes, transport, royalty, octroi etc. and nothing extra will be paid on any account.

**STORES & PURCHASE OFFICER  
ICAR-NAARM, HYDERABAD**

## SCHEDULE - A

### Items to be kept Under AMC (Non – Comprehensive)

S. No	Equipment	Installed on	Capacity /Make	Location
1.	Generator S.No:DVO9013/1620063	11-03-2017	500 KVA Kirloskar	Substation- I
2.	Generator S.No:DV85202/1200002	16-07-2012	320 KVA, New Kirloskar	Substation- I
3.	Generator S.No:02- 2145/1322752/HA294	25-03-2014	15 KVA Kirloskar	Substation- I
4.	Generator S.No:2RJO4279AR948249	21-10-1996	320 KVA, Old Caterpillar	Substation-I

### SCOPE OF WORK

The maintenance includes preventive maintenance /regular services of the Diesel Generators and all the accessories mentioned in the schedule for keeping the diesel Generators in perfect working order and condition at all the times during the period of the AMC. Also for any unscheduled call for corrective and maintenance service, appropriate steps to taken in time to set right the full functioning of the Diesel Generators.

#### **CONTRACTOR SCOPE ENGINE**

Thorough inspection of engine lubricating system, water circulatory system, air intake system, and electrical system.

- 1) Check the engine oil level, top up if required.
- 2) Checking the oil level in the oil bath air cleaner, under very dusty conditions replacing the oil frequently.
- 3) Checking the charging alternator / fan belt tension, maintaining the deflection within 8-10 mm at the center. (In case of electric start)
- 4) Checking the total electrical circuit of the engine.
- 5) Checking of battery electrolyte and topping up with distilled water.
- 6) Checking and tightening of all lube and fuel connections.
- 7) Change of Oil, filters subject to 250 hours of completion of engine running or six months whichever is earliest.
- 8) Cleaning of air filter assembly
- 9) Checking and adjusting of Inlet / Exhaust valve clearance for every 750 Hrs.
- 10) Checking of all engine parameters and ensuring trouble free performance.
- 11) B- Check should be done at 50 hrs and 250 hrs / 3 months.

#### **Preventive Maintenance:**

Number of Preventive maintenance Visit shall be monthly i.e. 12 Visits per Annum and it includes the checking and ensuring proper functioning of followings. As per this contract Diesel Generators are to be maintained in proper running condition all the time. It is the responsibility of the contractor to provide all running spares mentioned below to ensure trouble free and continuous operation of the Generator sets. The spare includes:

1. Diesel Oil Filter and Lube Oil Filters.
2. Filters Washer and Radiator cap.
3. Radiator Hose and Hose clip.
4. Fan belt.
5. Diesel tube.
6. Panjo Bolt/ washer / union.
7. Carbon brush / Holder / Battery Terminal/clip.
8. Diode with wire contact
9. Dynamo terminal
10. Oil seal and Nozzle tube.
11. Head Gasket
12. All Diesel/lube oil/water tubes/hose.
13. All Diesel/lube oil/water tubes/hose
14. All Packing kits.
15. Coolant Oil.
16. All Bolts & Nuts, Washers, etc.
17. The preventive maintenance is to be carried out, to maintain the equipment in a proper operating condition. The service representative of the contractor shall visit and carry out preventive maintenance which includes the functional checks, necessary adjustments etc. The following works are to be carried out on a planned basis once in the month. The AMC contract includes monthly periodical checks for all generators in addition to breakdown checks as and when call upon by the Academy.

#### **Generator Set:**

1. Check the leaks if any.
2. Check the Engine Oil level, top up if required.
3. Check the condition of oil filter, and replacement when it is required based on the condition and performance or else it has to be replaced once in 6 months.
4. Replace Engine Oil once in six months,
5. Check the bypass filter and clean it.

#### **Cooling System:**

1. Check for water / coolant level & leakage if any and top up if required.
2. Clean the radiator with blower (If applicable).
3. Check all rubber hose and clip for tightness and replace if found damage.
4. Check the belt condition and tension.
5. Check cooling fan hub, drive pulley, water pump and tighten all the accessible bolts and nuts.
6. Add coolant oil in the radiator once in six month.

#### **Air Intake:**

1. Check for air leakage and piping and its connection.
2. Check the condition of air filter, and replacement when it required based on the condition and performance or else it has to be replaced once in 6 months.

**Fuel:**

1. Check for any leakage.
2. Check for fuel lines and connection.
3. Check the fuel injection pump (PT Pump), Fuel Injectors and Lube Oil pump.
4. Check the condition of fuel filter, and replacement when it required based on the condition and performance or else it has to be replaced once in 6 months.

**Exhaust:**

1. Check for any leakage.
2. Check for exhaust restriction.
3. Check the condition of the exhaust pipes and asbestos rope.

**Engine Related:**

1. Tighten all mounting hardware.
2. Check the condition of coupling.
3. Clean the engine and surroundings.
4. Run the generator for half an hour and look for any unusual vibration/noise.

**Maintenance Schedule for Alternator:**

1. Checking the Electrical connections of the alternator.
2. Measure and record generator winding resistance once in 6 months.
3. Checking the condition of carbon brushes.
4. Check the working in the control panel.
5. Checking the working of meters in control panels.
6. Check the AVR.
7. Checking of alternator alignment with engine.
8. Polishing of slip rings.
9. Checking of any pitting or scoring of slip ring – Polish in case of wear and tear.
10. Checking of main terminals and other wiring for loose connections.
11. Checking of all fasteners for tightness and tighten if required.
12. Check the battery for water level, Specific gravity and top-up if required with battery grade water.
13. Put the battery on boost charge for one hour if voltage is found low.
14. Run the generator with load and without load and record the following parameter.
  - i. Output AC Voltage
  - ii. Load current
  - iii. RPM(Speed of the Engine)
  - iv. Battery Voltage

**Spares:**

Since the AMC is non comprehensive, in case any change of spares is required the same is to be first mentioned in Joint Inspection report and estimate for the spares should be provided to office. The final decision regarding whether to buy spares from contractor or some other source/open market will be taken by office. In case the office buys the spares from other source the contractor will have to provide the services for replacement/fitting of the aforementioned spare. The cost for such work should be included in the AMC charges quoted.

**SCHEDULE - B****SAMPLE FINANCIAL BID**

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #
Sl. No.	Item Description	Quantity	Units	BASIC RATE per unit In Figures To be entered by the Bidder in Rs. P	GST Rate in Percentage (%)	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes
1	2	4	5	13	14	53	54
1	<b>AMC of Generators</b>						
1.01	AMC Service Charges for Generator 500 KVA Kirloskar Make as per Scope of Work in Schedule - A	1	Nos			0.00	0.00
1.02	AMC Service Charges for Generator 320 KVA, New Kirloskar Make as per Scope of Work in Schedule - A	1	Nos			0.00	0.00
1.03	AMC Service Charges for Generator 15 KVA Kirloskar Make as per Scope of Work in Schedule - A	1	Nos			0.00	0.00
1.04	AMC Service Charges for Generator 320 KVA, Old Caterpillar Make as per Scope of Work in Schedule - A	1	Nos			0.00	0.00
<b>Total in Figures</b>						<b>0.00</b>	<b>0.00</b>

**This is sample of Financial Bid only. The Financial bid is to be uploaded on CPPP only in BoQ format**

## ANNEXURE-A

**CHECKLIST (To be uploaded with Technical Bid)**

<b>S.No</b>	<b>Document to be uploaded in Technical bid on CPPP</b>	<b>Whether Uploaded (Yes/No)</b>
1.	Filled <b>Annexure – A</b>	
2.	Filled Details as per <b>Annexure-B</b> along with Complete tender document duly sealed and signed	
3.	Undertaking as per <b>Annexure – C</b>	
4.	Proof of 3 works related to Maintenance Diesel Generators & its Accessories in Government/Public/Private Sector Undertakings of value Rs 1 lakh or above during the last 2 financial year along with duly filled <b>Annexure-D</b>	
5.	Tender Form as per <b>Annexure – E</b>	
6.	Scanned copy of EMD Document/ Exemption Certificate for same (Whichever is valid)	
7.	Scanned copy of Registration Certificate of Firm	
8.	Scanned copy PAN & GSTIN Registration. (all scanned and combined in one pdf)	
9.	The firm should enclose copies of income tax returns for the last 3 years (Financial Year 2017-18, 2018-19, 2019-20)	



**COMMERCIAL DETAILS**

(To be submitted on Firm's Letter head)

1.	Name and Address of Bidder	
2.	Telephone No. / Mobile No. / FAX No.	
3.	Email ID	
4.	Month and Year of Establishment	
5.	PAN and GSTIN Number	
6.	EMD Details	
7.	Local Office Address in Hyderabad/Secundrabad	

**SIGNATURE OF THE BIDDER & STAMP**

Date:

Place:

**UNDERTAKING**

(To be submitted on Firm's Letter head)

I/We have read and understood General Terms and Conditions contained in the ICAR-NAARM's Tender. I/We do hereby declare that all the details provided in this tender bid are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR-NAARM, Hyderabad.

I/We do hereby also accept ICAR-NAARM have the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to ICAR-NAARM any changes in the condition or working of the firm. It is also certified that we have not been blacklisted by any organization of Government of India including Central Vigilance commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR-NAARM to approach individuals, employees, firms and corporations to verify our competence and general reputation.

I/We do hereby also certify that we have all the required expertise in the field for which bids are being invited by ICAR-NAARM.

**AUTHORISED SIGNATORY OF THE FIRM WITH SEAL**

Place:

Dated:

**RELEVANT WORK EXPERIENCE DETAILS**

(To be submitted on Firm's Letter head)

Sr. No.	Name of the Deptt. Organization where work was done	Period	
		From	To
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

**AUTHORISED SIGNATORY OF THE FIRM WITH SEAL**

Place:

Dated:

Note: While uploading this annexure in CPPP bidder should make sure that work experience certificates are also uploaded along with this in one single pdf

**TENDER FORM**

(To be printed on company letter head)

Tenderer's Ref.No. \_\_\_\_\_

Date: \_\_\_\_\_

To

The Director

ICAR-NAARM, Rajendranagar,

HYDERABAD – 500 030

Ref: Your Tender Notice Advt. No. \_\_\_\_\_ dated-----.

Dear Sir,

I/We hereby offer for your requirements detailed in the schedule hereto or such portion thereof as you may specify in the Acceptance of Tender at the rates given in the said schedule and agree to hold this offer for 90 days for acceptance. I/We shall be bound by a communication of Acceptance dispatched within the prescribed time and also execute agreement required in this regard.

2. I/We have understood the Instructions to Tenderers and General Conditions of Contract governing such contracts placed by Indian Council of Agricultural Research and its Research Institutes and the Special Conditions of Contract, and have thoroughly examined the details indicated in the Schedule to Tender thereof and am/are fully aware of the goods and/or services required and my/our offer to work/supply/provide the goods and/or services strictly is in accordance with the requirements.

3. D.D.No. \_\_\_\_\_ Dt. \_\_\_\_\_ for Rs. \_\_\_\_\_ (in words) Rupees \_\_\_\_\_ only) drawn on (Bank) \_\_\_\_\_ is enclosed towards Earnest Money Deposit.

Yours faithfully,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Company's seal)