

# ANNUAL MAINTENANCE CONTRACT

FOR

CIVIL, ELECTRICAL, PLUMBING, PAINTING, CARPENTRY AND  
OTHER MISCELLANEOUS WORKS



VAIKUNTH MEHTA NATIONAL INSTITUTE OF COOPERATIVE  
MANAGEMENT, PUNE

Date of issue of Tender Document	19/07/2019
Pre-Bid meeting with Bidders	25/07/2019 at 03:00 PM
Due date for submission of Tender	29/07/2019 until 05:00 PM
Date & Time for opening of Technical Bids	30/07/2019 at 11:00 AM
Financial Bids & Issue of contract	

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**NOTE: Every page of this Tender Document should be submitted duly signed and stamped by the Authorized Signatory.**

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## **GENERAL RULES AND INSTRUCTIONS FOR THE GUIDANCE OF BIDDER**

1. Sealed Tenders are invited from competent & reputed agencies for the work of Day-to-day operation and maintenance of the following works.

A. Civil, Electrical, Plumbing, Painting, Carpentry and other miscellaneous works at **Plot A** (VAMNICOM Bhavan, Sahyadri Guest House, Himalaya Guest House, Jubilee Hall, Director's Bungalow, CME Building and Shivneri Hall), **Plot B** (Jagganath Community Hall, Indrayani Girls Hostel, Godavari Boys Hostel and Staff & Faculty Quarters) and all such areas that comes under **VAMNICOM's territory**.

B. Maintenance of Various Gensets of the Institute as listed in Form of Financial Bid.

2. Scope of work involves undertaking the operation and maintenance by employing competent persons/ laborers/ workers as per minimum wages norms of local authorities with own tools and equipment's which are described in the schedules to the Tender under scope of work.
3. The site for carrying out the works is available for immediate commencement of work or shall be made available at the date of commencement of work.
4. The Tender submitted should be complete in all respects and be placed in sealed envelopes, with the name of the Bidder written on the envelope and submitted on the prescribed date and time. The sealed Tender will be received by

Shri Devendra Sisodiya  
BOCT, Engineer-in-Charge  
Vaikunth Mehta National Institute  
of Cooperative Management,  
Near S.B. Phule Pune University,  
Pune – 411 007

5. Bidders should submit following in Technical Bid:
  - a) Name and address with Telephone No., Mobile No., email, Fax Nos. of vendors/ supplier in Pune.
  - b) A copy of GST Registration Certificate.
  - c) The copy of clients and list of on-going/ executed work orders during last 5 years and performance certificate from the employer.
  - d) Latest copies of acknowledgements of GST payment of last three months.
  - e) VAMNICOM will accept Technical Bids only from such vendors/suppliers who posses minimum annual turnover of Rupees Five Lakh.
6. **PROCESSING FEE DEPOSIT:** The Tender (i.e. in the envelope containing the Technical Bid) shall be accompanied by earnest money of **Rs.5,00.00/-** of this Tender

document by Online means/Cash Receipt/Demand Draft of a Scheduled Bank issued in favour of "**Director, VAMNICOM, Pune**" payable at "**Pune**", without which the Tender is liable to be rejected.

7. **EARNEST MONEY DEPOSIT (EMD):** The Tender (i.e. in the envelope containing the Technical Bid) shall be accompanied by earnest money of **Rs. 10,000.00/-** of this Tender document by Online means/Cash Receipt/Demand Draft of a Scheduled Bank issued in favour of "**Director, VAMNICOM, Pune**" payable at "**Pune**", without which the Tender is liable to be rejected. Tender submitted without requisite EMD will not be accepted.
8. No interest shall be paid on the Earnest Money. After finalization of contractor, the EMD of those vendors, who failed to get selected, will be returned back to them.
9. Sealed Tender in the prescribed format in two separate envelopes super-scribed **PART-1 (Technical bid)** and "**PART-2 (Financial bid)**" addressed to "**Director, VAMNICOM, Pune**" shall be deposited in the office by 17.00 hrs on the due date mentioned as above.
10. **PART-1** of the Tender shall contain pre-qualification bid/Technical bid along with the required EMD. **PART-2** of the Tender shall contain only the financial bid in the prescribed format.  
**Note: Tenders submitted in a single envelope shall not be accepted and shall be returned unopened to the respective bidders.**
11. The rates shall be quoted for the period from **01 August 2019 to 30 July 2020**.
12. The contractor should quote in figures as well as in words the amount quoted by them. The amount for each year should be all inclusive rates for the item of work described, including labour, tools & plant, carriage & transport, supervision, overheads & profits, mobilizing and the other charges whatsoever including any anticipated or unanticipated difficulties etc. complete for proper execution of the work as per the instructions, scope of work and specifications and no claim whatsoever for any extra payment shall be maintainable.
13. THE BIDDER SHALL HAVE NO CLAIM FOR REVISION FOR RATES/OTHER CONDITIONS IF HIS TENDER IS ACCEPTED.
14. All rates shall be quoted on the proper form as given below. Quoted rates and units different from prescribed below will be liable for rejection.
15. GST or any other tax, as may be applicable from time to time on the work in respect of this contract shall be payable by the Bidder and the Employer will not entertain any claim whatsoever in respect of the same, and nothing extra, shall be paid/reimbursed for the same subsequently. Notwithstanding the above GST as also education cess (if

applicable) will be paid to service providers if demanded & TDS will be deducted as per applicable rates.

16. It will be obligatory on the part of the Bidder to abide by these terms & conditions and sign this document for all the component parts and that, after the work is awarded, he/they will have to enter into an agreement for each component with the competent authority of the Employer.
17. Further the Bidder shall agree that this Tender invitation and its terms & conditions shall constitute a binding contract between the Bidder and the Employer and if felt required a formal agreement on stamp paper may be signed.
18. Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their Tenders as to the nature of the site and dimensions, the means of access to the site, and obtain all necessary information's as to risks, contingencies and other circumstances which may influence or effect their Tender.
19. A Bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of a Tender by a Bidder implies that he has read this notice and all other terms & conditions and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors bearing on the execution of the work.

## **GENERAL CONDITIONS OF CONTRACT**

### **1. RESPONSIBILITIES ON THE WORKS TO BE CARRIED OUT :**

- a) The work consists of the contractor's own labourers based on site requirement and specified by the Employer elsewhere. The contractor/Bidder shall be entirely responsible for operation and maintenance, its functioning according to the laid down criteria and as per the guidance of local statutory authorities and its requirements.
- b) The work to be carried out under the contract shall include all labour, tools, and for and in the full and entire execution of the works.
- c) If there are varying or conflicting provisions made in any one or more document(s) forming part of the contract, the Accepting Authority's decision shall be final and binding upon contractor.
- d) Any error in description or any omission there from shall not vitiate the contract or release the contractor from the execution of the whole or any part of the work comprised therein according to the scope of works, specifications or from any of his obligations under the Contract.
- e) The contractor shall forthwith comply with and duly execute any work comprised in such employer's/Consultant's instruction, provided always that verbal instructions, directions and explanations given to the contractor's or his representative upon the work by the Employer shall if involving a variation be confirmed in writing to the contractors within 7 days.

### **2. BIDDER SHALL VISIT THE SITE :**

- a) Intending Bidder shall visit the site and make himself thoroughly acquainted with the installation of piping & sanitary fixtures, electrical equipments, its design and system, the local site conditions, nature and requirements of works, facilities of transport condition, effective labour, access and storage for tools and equipments etc.

The successful Bidder will not be entitled to any claim of compensation for difficulties faced or losses incurred on account of any site condition which existed before the commencement of the work or which in the opinion of the Employer/Consultant might be deemed to have reasonably been inferred to be so existing before commencement of work.

### **3. BIDDER:**

- a) The entire set of Tender paper issued to the Bidder should be submitted fully priced and also signed on the each page (this shall be acceptance of all the pages of the Tender and its stipulations) together with initials on every page. Notwithstanding this, initials/signature in every page along with the stamp of the Bidder will indicate the acceptance of the Tender

papers by the Bidder.

- b) The Employer has power to add to, omit from any work as mentioned in scope of works or described in the specifications and intimate the same in writing but no addition, omission or variation shall be made by the contractor without authorization from the Employer. No variation shall vitiate the contract.
- a) The contractor shall conform to the provisions of all local bye-laws and acts relating to the work and to the regulations etc., and their various department associated with the installation at our premises, and of any company whose system and equipment is installed, proposed to be connected/utilized.
- b) The contractor shall keep necessary books of records and other documents for the purpose of this condition as may be necessary and authorized representative of the Employer and/or the Engineer-in-Charge and further shall furnish such other information/document as may be required from time to time.
- c) In case of any periodical data, reports or statements are to be submitted to the statutory authorities the same shall be the responsibility of the contractor and undertaken with due authorization of the Employer

#### **4. CONTRACTOR TO PROVIDE EVERY THING NECESSARY:**

- a) The contractor shall provide everything necessary for the proper execution of the work according to the intent and meaning of the scope of work, specifications, drawings and schedule of quantities. Based on the details furnished in the contractors should undertake their own assessment of labour deployment and system required. If the contractor finds any discrepancies furnished it shall immediately bring them to the notice of the Employer.
- b) The contractor shall take full responsibility for providing required tools, equipments and measuring instruments considering the requirement for proper operation of the installation to their workers. The contractor shall also take full responsibility for providing safety equipment like hand gloves, shoes etc. to their employees/labour or electrician.
- c) The employer shall on no account be responsible for the expenses incurred by the contractor during the progress of work at site, towards any incidental expenditure like medical amenities to the workers at site, security arrangement etc. The employer shall not be responsible for the safety of the workers/persons at site either on account of the works executed by the contractor or on account of the works executed by any other agency involved at that time.
- d) The Employer on no account shall be responsible for storage of tools or materials or loss or pilferage or theft either in respect of the contractor's belongings or their worker's or

representatives as it will be done by the contractor at his own risk and responsibility.

- e) Any facilities available at site shall be utilized only with prior permission of the Employer or the in-charge of the site/building owner and cannot be taken as granted. For utilization of such services the Employer is entitled to charge at his discretion.

**No extra charge shall be paid over and above what has been quoted for any of the above or for similar such services.**

## **5. FUNCTIONAL RESPONSIBILITIES:**

- a) Storage of materials: The contractors shall make use of existing facilities with due permission of the Employer for storage of materials and the safety of materials shall be the responsibility of the contractor.
- b) Clearing & Cleaning of site after work completion: Upon completion of the work the site shall be cleared of all obstructions, removal of all materials, tools & equipments belonging to the contractor with due authorization of the Employer, waste materials, rubbish of all kinds within the specified period. All material damages on the place of work on the walls, ceiling or flooring or any other connected equipments, materials or installations shall be re-done to maintain the originality and leveled at the contractors own cost.
- c) Access: Other than the authorized representatives of the Employer or Engineer in-Charge, access to any others shall be strictly restricted. The Contractor's workers or employees who are authorized to be present during their official hours alone shall be present.
- d) The Contractor shall take full responsibility of ensuring no unauthorized persons visits stay or collect any kind of information connected with the Institute's installation or undertake any kind of contractor's workers employees etc. Any such happenings shall be brought to the notice of appropriate authority of the Employer.

## **6. CONTRACTOR'S EMPLOYEES :**

- a) The contractor shall be directly responsible for employing suitable persons and for all reasons only the Contractor shall be responsible to the Employer and all authorities concerned. The following terms shall also form part of the contract.
- b) Only skilled and experienced manpower: The contractor shall deploy only skilled, experienced and competent manpower at the sites. After awarding of contract and other works in future, other than as specified in this document, the contractor has to provide the names of Plumber and Carpenters engaged for the services. In case of change in manpower, the contractor has to inform the Institute same day preferably in writing..



- c) No child Labour : No labour below the age of eighteen years shall be employed on the work. The Employer shall not be responsible or any deviation and the contractor shall indemnify the Employer from any legal action or in any way directly or indirectly.
- d) Labour Legislation: The Bidder shall comply with the provisions of the payment of Wages Act, 1936, Minimum Water Act, 1948, Employees liability Act, 1939, Workmen's Compensation Act, 1923, Industrial Disputes Act, 1947, Maternity benefits Act, 1961, and the Contractors Labour (Regulation and Abolition) Act, 1970, or the modifications thereof or any other laws relating thereto and the rules made there under from time to time. The contractor will ensure that the rates of work payable to the workmen by the contractor shall not be less than the rates prescribed under the local laws for such employment.
- e) Dismissal of Workmen: The contractor shall on request of the Employer immediately dismiss or take off from the works any person employed thereon by him, who may in the opinion of the employer, be unsuitable or incompetent or who may misconduct himself. Such discharge shall not be the basis of any claim for compensation of damages against the Employer or any of their employees.

#### **7. ASSIGNMENT:**

The whole of the works included in the contract shall be executed by the contractor and the contractor shall not directly or indirectly transfer, assign or under let the contract or any part, share of interest therein. Such cause of action can be treated as breach of contract and liable for appropriate action by the Employer. In the event shall not relieve the contractor from the full and entire responsibility of the contract and to the Employer.

#### **8. DAMAGE TO PERSONS AND PROPERTY INSURANCE ETC :**

- a) Damages to persons : The contractor shall be responsible for all injury to the work or workmen to persons, animals or things and for all damages to the structural and/or decorative part of property which may arise from the operations or neglect of himself or of any sub-contractor or of any of his or a sub-contractors employees, whether such injury or damages arise from carelessness, accident or any sub-contractor or of any of his or a sub-contractors employees, whether such injury or damage connected with the carrying out of this contract.

The contractor shall indemnify the employer and hold harmless in respect of all and any expenses arising from such injury or damages to in respect of injury or damage under any acts of compensation or damages consequent upon such claim.

- b) Damages to Property: The contractor shall reinstate all damage of every sort mentioned in this clause, so as to deliver the whole of the contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damages to the property or third parties.

If the contractor or his working people or servants shall deface, injure or destroy any part of building in which they may be working, or any building, road, road curb, fence, enclosure, water pipe, cables, drains, electrical cable or telephone post or wires, trees, grass or grass land, or cultivated ground contiguous to the premises on which the work while in progress, contractor shall upon receipt of a notice in writing on that behalf make the same good at his own expense or in default the Employer/Engineer-in-Charge cause the same to be made good by other workmen and deduct the expense from any sums that may be then or at any time thereafter may become due to the contractor, or from his security deposit.

- c) The contractor shall not puncture the existing civil structures like beams, columns and shall not undertake any type of activity which could affect the structural stability. He shall be responsible for any damages and costs in its rectification.

The employer shall be at liberty and is hereby empowered to deduct the amount of any damages, compensations, costs, charges and expenses arising or occurring from or in respect of any such claim or damages from any sums due or to become due to the contractor.

#### **9. PAYMENT TERMS, ADVANCE PAYMENT & ITS RECOVERY :**

- a) Payment Terms : No advance shall be paid for these works and the monthly installment shall be paid on/before 10th day of the consecutive month on the basis of satisfactory work done by the contractor/Bidder and the contractor will ensure submission of bill before 10th of the following month. However, he could submit the bill for work done by him other than maintenance work.
- b) In the event of any dispute, payments of those items of the bill in respect of which there is dispute for quantities and rates as approved by Engineer-in-Charge/ Institute's representative/s, it shall be reviewed by the accepting authority and in the event of any further appeal the same shall be referred to the appellat authority whose decision shall be final and binding..

#### **10. ESCALATION :**

The rate quoted shall be firm throughout the tenure of the contract including renewal rates offered and accepted and will not be subject to any fluctuation due to increase in cost of materials, labour, tax structure etc. unless specifically provided in these documents, whatever the reasons may be, no claim for idle labour, additional establishment cost of hire and labour charges of tools and plants would be entertained under any circumstance.

However, labour charges shall be paid for works given by the Institute from time to time other than maintenance work or does not covered in this document.

**11. Terms and conditions which could lead to recovery or forfeiture of security deposits:**

- a) The work of operation and maintenance is considered as an essential requirement and the contractor is expected to function with all due diligence as per the Tender conditions the Employer shall effect necessary recovery without any prejudice to any such action or legal recourse which may be considered essential.
- b) If the contractor or their employees are absent on particular day(s) or fails to provide emergent services as and when warranted the employer reserves the right to get the work done by engaging suitable person and the charges for the same including incidental charges shall be deducted from any amount payable to contractor.
- c) In case of contractor or their workers refuses to comply with the work or instructions of the employer, it shall have the power to employ and pay other agencies to carry out the work and all expenses consequent thereon or incidental thereto as certified by the Employer/Consultant shall be borne by the contractor or may be deducted from any money due to or that may become due to the contractor.
- d) At the end of the work by any reasons and in the event of failure to clear the site as required the Employer have the right to undertake the same engaging other agency and the same shall be at the cost of the contractor and liable for deduction in the payments due to the contractor and the contractor shall not dispute such payments.
- e) In the event of causing any damages to the property, installation of the employer which in their opinion was on account of negligence on the part of contractor or their workers deserving to be penalized. The authority has the right to appeal with the appellant authority of the Employer.

**12. SUSPENSION AND TERMINATION OF WORK :**

Subject to other provisions contained, the employer may without prejudice to his any other rights or remedy against the contractor in respect of any delay in commencing, completing or during the progress of work or inferior workmanship, may serve one month's notice in writing absolutely determine and cancel the contract in any of the following cases :

- a) If the contractor having been given by the employer a notice in writing to rectify, reconstruct or replace any defective work or that the work is being performed in any inefficient or otherwise improper or unworkman like manner shall simply with the requirement of such notice for a period of seven days thereafter.
- b) If the contractor has without reasonable cause failed to commence the work or has suspended the progress of the work or has failed to competently operate and maintain the work, the employer in his opinion (which shall be final and binding) suspend the contract

after a notice in writing of seven days.

- c) If the contractor persistently neglects to carry out his obligations under the contract and/or commits default and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given to him in that behalf by the Institute.

### **13. DISCRETION TO TERMINATE THE CONTRACT:**

Without prejudice to what is contained hereinabove, the Institute shall, at its sole and absolute discretion, be entitled to terminate this agreement forthwith by serving a written notice to the contractor without assigning any reason and without payment of any compensation thereof. The employer can do so by giving one month's notice in writing to the contractor and the decision in this regard by the employer shall be final and binding on the contractor.

In the event of termination of this agreement for any reason whatsoever, the contractor/or persons employed by him or his agents shall not be entitled for any sum or sums whatsoever from the Institute by way of compensation, damages or otherwise.

### **14. PENALTY :**

In case of contractor's failure to comply with provisions of the agreement or rendering unsatisfactory services including abnormal delay in attending the complaints, the Institute will be at liberty to get such work done from any other agency at the risk and cost of the Contractor including imposition of suitable penalty and the cost thereof shall be recovered by the Institute from their bills or any other dues including security deposit / retention money etc. whatsoever.

The security deposit may be forfeited at the discretion of the Institute in case the work is not carried out to the entire satisfaction of Institute.

### **15. SETTLEMENT OF DISPUTES AND ARBITRATION :**

It shall be inseparable part of the agreement that in the event of any dispute arising in connection with this contract that such dispute shall be referred to the sole arbitration to be appointed by the appellant authority.

The arbitration shall be conducted in accordance with the provisions of the Indian Arbitration Act, 1940, or any statutory modification or re-enactment hereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause. The award of the arbitrator shall be final and binding on both the parties.

It is also a term of the contract that any fee TA, DA and other charges are payable to the Arbitrator shall be paid by both the parties equally.

- 16.** Whenever any claim or claims for payment of a sum of money arises out of contract against the contractor, the employer shall be whole or in part from the security, if any deposited by the Bidder

and for the purpose aforesaid, the Employer shall be entitled furnished as the case may be and also have a lien over the same pending finalization or adjudication of any such claim. In the event of the security being insufficient to cover the claimed amount or amounts or if no security has been taken from the contractor, the Employer shall be entitled to withhold and have a lien to retain to the extent of such claimed amount of amounts referred to above, from any sum found payable or which may at any time thereafter become payable to the contractor under the same contract or any other contract with the employer pending finalization or adjudication of any such claim.

Signature of the Bidder  
Contractor (with seal)

## SCOPE OF WORK

### **A. The detailed work for Civil, Electrical, Plumbing, Painting, Carpentry and other miscellaneous works at Plot A & B.**

1. Checking, cleaning, servicing, periodical inspection and testing, preventive maintenance, necessary repair and replacement etc., ensuring continuous and effective functioning of all **electrical fittings** and fixtures in the flats /office premises and apartment lands including earthing, wiring, circuit breakers) dressing of wire/cables. Distribution switch boards, switches etc. all complete
2. **Material required** for maintenance will be provided by the Institute from time to time.
3. Proper upkeep, periodical inspection and testing and taking preventive maintenance measures wherever necessary, repair and replacement of **cabling** wherever required, ensuring trouble free functioning.
4. Proper maintenance, periodical inspection and testing, taking preventive measures wherever necessary, servicing, cleaning, repair and replacement of parts etc. to ensure continuous and smooth functioning of all the **plumbing and sanitary pipes and fixtures** including all overhead tanks, storage tanks, motors/pump sets/water meters/inspection chambers/manholes/gully traps etc. in the building and apartment lands. Contractor will maintain a record of complaints regarding current leakage, Tank leakage, Tank & Sumps cleaning, earth watering.
5. Contractor will maintain a record of complaints and work done on daily basis for each month, Signatures will be obtained in the complaints by the contractor from the complainants and the same may be signed by the Engineer-in-Charge against all work done. A stock register for unserviceable articles arising out of repairs and replacement (in approved format) for the residential and office premises. The register has to be presented to the Engineer-in-charge for scrutiny at least once in a month or as and when demanded by the Institute's authorities.
6. Proper maintenance, periodical inspection and testing, taking preventive measures wherever necessary, repair and replacement of parts etc. of the **interior** works (including furniture in the office premises), doors, windows, cupboards, shelves and other joinery items including stoppers, shutters, hinges/bolts and nuts, lock, handles, glass panes, repairing and making of furniture etc. complete.

**The repair/replacing/preventive maintenance of defective motors/pumps, geysers, ceiling fans, exhaust fans, Taps, Bibcock, Ball cock, Phyphon, Phyphon handle, capacitors, Water Tank covers shall be done by the contractor **free of cost.****

**In case, any pumps/ motors/ ceiling fan/geysers are beyond economical repair in that case Institute will pay the agency actual replacement cost on production of original bill.**

7. Any other work assigned to the agency from time to time related to maintenance and service for the flats and the office premises such as painting, carpentry etc., which are under the power of competent authority and may be treated as extra work and not included in the quotation given hereunder. For this extra work quotation will be received from the Contractor and assent will be taken from competent authority before placing work order.
8. In case emergency arises, Agency to depute their Technical persons to sites in odd hours to repair the defects, solve the problems.
9. Minor Building repair and maintenance of civil works including plastering, waterproofing, painting, replacement of broken floor & wall tiles, filling of gaps or cracks etc. in the buildings the office & residencies.

**B. The detailed work for Gensets:**

The Tenderer shall carryout the following works during Annual Maintenance Contract period along with the servicing of the Diesel/Petrol Generators:

1. General check up & preventive maintenance and to fill up preventive check up schedule for each machine.
  - a) Check lube oil level and 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 changing alternator.
  - e) Engine safety viz. high water temperature gauge, oil pressure gauge, oil temperature gauge and high speed gauge shall be checked for their functions and repaired/ replaced if required.
  - f) Coolant level and conditioning of coolant shall be checked and refilled if required.
  - g) Check fan and alternator drive belts and tightened if required.
  - h) The governor shall be checked and tuned for proper functioning
  - i) Check for leaks if any and shall be rectified.
  - j) Check reports shall be submitted every month/every breakdown calls.
2. Checking and servicing of engine for smooth running, its unusual sound and color of smoke and exhaust and set it right in case of deviations.
3. Checking and repairing and leakage of fuel, lubricating oil and coolant.
4. Cleaning and changing of Air filters as per requirement.
5. Setting of Valves tappets whenever required.
6. Checking and repairing of accessories drive, Turbo Charger and crankshaft endplay whenever required.
7. Checking of alignment and alignment of Engine and Alternator as per requirement.
8. Checking of throttle control and its setting.

9. Checking of instrument of instrument panel including replacement as and when required.
10. Checking of rotating diodes assembly in brushless alternator including replacements as and when required.
11. Checking of wiring system and repairing/replacement as and when required.
12. Repair and Maintenance of Replays including contractors in control panel.
13. Checking of battery terminal an de-sulphating.
14. Diagnosis of faults in engine and Alternator and its rectification.
15. Break down calls to be attended on priority within 6 hrs.
16. Providing a spar AVRs, Self Starter and accessories, free of charge, if the repair / overhaul/ replacement are expected to be taken in more than two days.
17. Checking / repair / adjustment / replacement/ servicing shall be carried under AMC except cost of component/ parts to be replaced due to wear and tear.
18. The firm should undertake to arrange genuine spares of the Diesel engine, alternator and AMF panel as and 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) and shall inspect the generator set 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, AMF Control panel, if any.

The engine shall be run on no load or at available load, and should be checked for any leakage and abnormal noise. If any such abnormality noticed shall be diagnosed and remedial action shall be taken.



## **Technical Bid**

**The Technical Bid must include:**

- a) Name and address with Telephone No., Mobile No., email, Fax Nos. of vendors/ supplier in Pune.
- b) Processing Fee and Security Bid Deposits of any form as specified in this tender document.
- c) A copy of GST Registration Certificate.
- d) Latest copies of acknowledgements of GST payment of last three months.
- e) The copy of clients and list of on-going/ executed work orders during last 5 years and performance certificate from the employer.
- f) Experience Certificates/Work Orders of Government Institutions and Government Department.
- g) Proof of Minimum Annual Turnover of Rupees Five Lakh. VAMNICOM will accept Technical Bids only from such vendors/suppliers who posses minimum annual turnover of Rupees Five Lakh.
- h) Copy of this tender document duly signed on each page.

## Financial Bid

Date: .....

To,  
The Director  
VAMNICOM  
Pune- 07

Sub: Tender for Six months' maintenance contract for Civil, Electrical, Plumbing, Painting, Carpentry and Other Miscellaneous Works at office campus and housing complex – reg...

Sir,

As per your Tender invitation dated 19/07/2019, we are submitting our Tender as detailed below:

Sr. No.	Particulars	Rate per Month (with GST)
1.	Civil, Electrical, Plumbing, Painting, Carpentry and other miscellaneous works at <b>Plot A</b> (VAMNICOM Bhavan, Sahyadri Guest House, Himalaya Guest House, Jubilee Hall, Director's Bungalow, CME Building and Shivneri Hall), <b>Plot B</b> (Jagganath Community Hall, Indrayani Girls Hostel, Godavari Boys Hostel and Staff & Faculty Quarters) and all such areas that comes under <b>VAMNICOM's territory</b> .	
2.	Maintenance of Gensets: a) <b>3 Nos.</b> Generator of <b>15 KW</b> power supply capacity b) <b>1 No.</b> Generator of <b>20 KW</b> power supply capacity c) <b>1 No.</b> Generator of <b>35 KW</b> power supply capacity d) <b>1 No.</b> Generator of <b>62.5 KW</b> power supply capacity e) <b>3 Nos.</b> Generator of <b>7.5 KW</b> power supply capacity	

Thanking You,

Yours faithfully,

Authorized Signatory