



भारत सरकार **GOVERNMENT OF INDIA**  
मुख्य आयकर आयुक्त कार्यालय **OFFICE OF THE CHIEF COMMISSIONER OF INCOME TAX**  
आयकर भवन **AAYAKAR BHAWAN**  
महात्मा गांधी रोड, शिलांग - 793001 **M G ROAD, SHILLONG - 793001**  
Phone Office: 0364-2226513; Fax: 0364-2223758

File No.A-44/DG SET/CCIT/SHG/2018-19/4792

Dated:16.11.2018

**OPEN TENDER FOR ANNUAL MAINTENANCE CONTRACT OF 100 KVA DIESEL GENERATOR SET**

**Tender No. 1/2018-19**

The office of the Chief Commissioner of Income-tax, Shillong, M. G. Road, Shillong - 793001 (hereinafter in this document mentioned as 'O/o CCIT, Shillong') on behalf of the President of India intends to invite sealed tenders from reputed vendors(firms/suppliers/manufacturers/individuals) for Annual Maintenance Contract of a 100 KVA Diesel Generator Set installed at this office premise, with the contract period of 12 months. The bidders may visit the above premises to survey the Generator.

2. In order to ensure that the successful bidder would be able to attend to the maintenance work on an emergency basis, quotations will be accepted only from the bidders who intend to depute an operator at the office premises and have their workplaces situated at a distance of maximum 15 KM from the office premises.

3. The following are detailed in the Annexure to this Notice:

- (i) The specification of work to be done for setting up the above contract
- (ii) The format for the quotation and
- (iii) Qualification criteria to be met by the contractor and the statutory obligations to be complied with by the contractor.

4. The quotations/ bids are to be submitted only in the format prescribed along with this tender notice, in **Sealed Covers**, in person/ by registered post/ speed post courier so as to reach this office at the above mentioned address on or before 12:00 Noon on **07.12.2018(Friday)**. The Name & phone number of the tendering firm/ individual/ company and the words "**Tender Document for Annual Maintenance Contract Of 100 KVA Diesel Generator Set for Tender No. 1/2018-19 dated 16.11.2018**" should be inscribed boldly on the cover. Quotations/ bids received beyond the stipulated time and date shall not be entertained.

5. Tender documents can be collected from this office on all working days from **16.11.2018 to 06.12.2018 from 11.00 am to 5.00 pm** on payment of 200/- by Demand Draft / Banker's cheque drawn on any Scheduled Bank in favour of the Zonal Accounts Officer (CBDT), Shillong. Tender Document can also be downloaded from [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in). In case of downloaded Tender Document Demand Draft / Banker's Cheque drawn on any Scheduled Bank in favour of the Zonal Accounts Officer (CBDT), Shillong for an amount of 200/- is to be furnished with the completely filled Bid Document.

6. **The time and date of Opening the bid /tender will be 1:00 pm on 07.12.2018 (Friday)**. All bidders or their competent representatives are invited to be present for opening of the tenders.

7. The departments also reserve the right to reject any of the tender offers without assigning any reason therefor. For any further enquiries the undersigned may be contacted.

आयकर अधिकारी (एसबीआर व टीपीएस)  
Income Tax Officer (SBR & TPS)  
मुख्य आयकर आयुक्त कार्यालय  
O/o the Chief Commissioner of Income-tax  
शिलांग / Shillong

(Deepak J. Kumar)  
Income-tax Officer (SBR & TPS)  
O/o the Chief Commissioner of Income-tax  
Shillong

**ANNEXURE-A**  
**Specification of Work To Be Done**

The scope of work of the AMC - Maintenance includes, but not limited to the following activities;

1. Routine maintenance of DG set shall be carried out by trained and qualified Engineer / technicians.
2. The Contractor is responsible for preventive maintenance, labour, and spare parts as mentioned in para 9.
3. The AMC Service Engineer should visit site once in a month as Preventive Maintenance measure and AMC Service Operator must be on site on daily basis (i.e. Checking of fuel consumption and other things), and maintain the record of the same and report to the Department.
4. The contractor shall also attend any breakdown called immediately.
5. A log book is to be maintained for the service provided which is to be counter signed by the AMC operator/ technician in charge.
6. The Contractor should report Department about any unhealthy system or malfunctioning, abnormality / shutdown / breakdown of the DG set. Acknowledge all critical alarms generated and inform the same to Department.
7. The term maintenance includes rectification of all hardware, battery problems in DG set.
8. The Contractor shall execute the following periodic/preventive maintenance to keep the DG sets in order.
  - a) **Engine:** - Checking of oil and lubricating oil level and topping up if required, checking all parameters and performance of engine on load conditions.
  - b) **Alternator:-** Checking of mounting and coupling bolts for tightness, checking of bearing for condition and greasing checking IR valves of alternator, insulations, cleaning of alternator, tightening the loose-connections and cable and terminations, checking for vibration, voltage, frequency, RPM, carbon brushes etc.
  - c) **Control:** - Cleaning AMR of panel, MCCB's contactor relays and panel timers with blower & CTC solution, checks for control and power wiring, tightness of connections and fuses, correctness and calibrator of all meters, relays, contactors and MCCB's as and when required.
  - d) **Batteries:-** Tightness of connections, Diagnostics of fault and rectify supply & replacement of terminals and applying petroleum jelly, checking specific gravity of electrolyte of each cell and checking the charging system.
  - e) **Cooling:** - Checks for any leakage of radiator supply & filling of coolant, if required to check the condition of hose pipes, jubilee clamps, V-Belts and repair of all the minor parts as required.
  - f) **Fuel System:** - Checking and repair of fuel pump, fuel pipelines and hoses, cleaning the fuel tank etc.
9. Cost of Spare Parts:-
  - a) The Repair/ Replacement of Spare parts shall be as per manufacturer guidelines.
  - b) The Contractor shall bear the cost of spare parts required during daily routine/periodic preventive maintenance work like oil filter, fuel filter, air filter, rocker cover gaskets, exhaust inlet/gaskets, water separators, fuel pipes, water hose sets, diesel hose pipes, repairing and de-scaling of radiators, cu-washers, carbon brushes, repairing of self, rectifier plates, fuel pump, volt meter, ammeters selector switches, small fuses, relays, battery terminals V-Belts, frequency meter, indicating lamps, temperature sensor, pressure meter, counter, coolant and other small exposed parts of the engines as and when required at site, supply of MCCB's relays, batteries, piston, liner injector nozzle, radiator fan and internal parts of the engine, Calibration of nozzles and injectors, Rewinding of alternators except **Mobil oil, diesel oil, lube oil and plastic parts.**

**ANNEXURE-B**

**Proforma For Submission Of Tender/Quotation**

1. Name of the bidder:
2. Address of the bidder:
3. Contact person:
4. Telephone / Mobile Numbers:
5. Fax No.:
6. E-mail address:
7. Total cost of AMC for DG sets of 100 KVA (excluding of service tax, if any) :
8. Essential Qualification/Experience of the bidder:  
(Preferably five years for execution of Similar type of work)
9. List of clients served in last three Years –enclosed: Yes / No
10. Job description & other terms and Conditions are acceptable: Yes / No
11. Other terms and conditions (if any):
12. Any other information:

Signature of Bidder with name and office seal

## ANNEXURE-C

### QUALIFYING CRITERIA

1. The tender will be decided based on, among other things, the least amount quoted.
2. Preferably, the contactor should be registered with GST, ESI and PF Departments and should pay their government dues promptly.
3. Along with the tender documents the contractor shall submit the required documents as specified in the Terms and Conditions.
4. The eligibility of the contractor will depend on his experience, reputation and credibility also. Therefore, the bidder is required to furnish the details of experience with the current client details in the format for quotations. Additional sheets may be incorporated if the format remains insufficient to be filled up.

### TERMS AND CONDITIONS

1. The Vendor must submit the following primary information / documents with your quotation. You will have to indicate the following particulars otherwise your offer will be rejected. Please do produce the related documents whenever required by us. (a) Trade License / Company Registration No. (b) GST Regn. No. (c) PAN No. (d) Income Tax last 3 Years Return Copy (e) Bank A/c details (Account Number, Account Name, Bank with Branch Name & Address, IFSC Code, MICR Code.)
2. Quotation should be submitted with Earnest Money Deposit of ₹15,000/- (Ten thousand rupees only) in the form of Crossed Demand Draft of any Scheduled Bank payable at Shillong drawn in favour of the **Zonal Accounts Officer, CBDT, Shillong** and documents, within closing date in sealed envelopes, super scribed with Tender Name & No. & Closing Date as mentioned in para no. 4 of the tender notice. Quotation received after the closing date and time will not be entertained and any revision in the price will render the bid invalid. Quotation should indicate clearly the period of validity, preferably not less than three months.
3. EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.
4. Performance security 5% (value of contract) which will remain valid for a period of 1 year beyond the date of completion of all contractual obligations of the AMC
5. Bids will be evaluated after equated comparison of offers upon calculating all tax / duty/cess/surcharge costs, other charges with price and noncompliance of technical and commercial terms will render a bid liable for rejection.
6. Incomplete tenders and tenders received after the due date of submission due to postal / courier delay will not be considered.
7. An agreement detailing the terms and conditions shall be executed with the successful bidder for entering into an AMC.
8. Mode of payment: The amount agreed shall be payable by the Department to the successful bidder / contractor in two half yearly equal instalments. The Department shall pay 75% of the first half yearly instalment as advance. The balance 25% payment of the first half yearly instalment shall be released after taking into account deductible amount, if any, on account of downtime and / or failure to meet the guaranteed uptime due to malfunction of DG Set as specified below in para 9. Subsequently on completion of the second half of AMC period, the second half yearly instalment will be paid by the Department.
9. Performance default penalty: All the breakdowns shall be attended to and the DG Set put back in working order within two working days from the time of intimation to the contractor. For all delays over and above 2 days a penalty of ₹500/- per day for the

first two days and ₹1000/- for all subsequent days can be imposed on the contractor by the Department. The total amount of penalty imposed shall not be more than 10% of the contract value. The discretion for imposing / waving the penalty will rest entirely with the Chief Commissioner of Income Tax, Shillong.

10. In the event of any question, disputes or differences arising between the parties relating to the interpretation and application of the provisions of AMC agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration to the nominee of the CCIT, Shillong. The decision of arbitration to the agreement in this regard shall be final and binding upon both the parties. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated / appointed by the O/o CCIT, Shillong. The parties shall continue to perform their obligation under this agreement during arbitration proceedings.
11. The O/o CCIT, Shillong reserves the right to accept or reject any or all quotations without assigning any reasons.

### **DECLARATION**

I / We hereby certify that I / we have gone through the above terms and conditions and in case of acceptance of our bid in full or part, I / we agree to accept such terms and conditions.

Place:

Signature

(Name .....)

Date:

Designation: (Prop. / Partner / Managing  
Partner / Director / Managing  
Director)

Mobile: