



GOVERNMENT OF WEST BENGAL  
IRRIGATION AND WATERWAYS DIRECTORATE

**OFFICE OF THE EXECUTIVE ENGINEER**

BERHAMPORE IRRIGATION DIVISION  
Berhampore, Murshidabad, PIN- 742101

Phone Number:- 03482-250645

Mail Id:- [officebidee@gmail.com](mailto:officebidee@gmail.com)

Memo No. 1395

Dated. 31.10.2023

**NIQ NO.: WBIW/EE/BID/NIQ -03 of 2023-24**

**Invitation of quotation for “Annual Maintenance Contract for 75 KVA & 125 KVA Diesel Generator Set installed in Sech Nivas Bungalow, Gandhi Colony, Berhampore, Murshidabad & at Office premises of Office of the Executive Engineer, Berhampore Irrigation Division, Berhampore, Murshidabad respectively.”**

Sealed Quotations are hereby invited by the Executive Engineer, Berhampore Irrigation Division, Berhampore, Murshidabad from bonafide experience AMC providers for Annual Maintenance contract for 75 KVA & 125 KVA diesel generator set installed in Sech Nivas Bungalow, Gandhi Colony, Berhampore, Murshidabad & at Office premises of Office of the Executive Engineer, Berhampore Irrigation Division, Berhampore, Murshidabad respectively as per terms & conditions mentioned below. The filled quotations along with all the required documents must reach in the office of the undersigned on or before 23.11.2023 at 03.00 PM. The Envelope containing the quotation must be sealed and super scribed as under:-

**QUOTATION FOR “ANNUAL MAINTENANCE CONTRACT FOR 75 KVA & 125 KVA DIESEL GENERATOR SET INSTALLED IN SECH NIVAS BUNGLOW, GANDHI COLONY, BERHAMPORE, MURSHIDABAD & AT OFFICE PREMISES OF OFFICE OF THE EXECUTIVE ENGINEER, BERHAMPORE IRRIGATION DIVISION, BERHAMPORE, MURSHIDABAD RESPECTIVELY”**

❖ **The Quotation should be submitted at:-**

The office of the Executive Engineer Berhampore Irrigation Division, Berhampore, as per specification enclosed and which will be opened on the same date at 3.30 P.M. and onwards.

## ❖ Time Schedule of Quotation procedure:-

i)	<i>Last Date &amp; Time for application</i>	<b>09.11.2023</b>	Upto 15:00hrs.
ii)	<i>Date, Time and Venue for Scrutiny Committee</i>	<b>10.11.2023</b>	After 15:00hrs.
iii)	Last Date & Time for issue of Quotation paper.	<b>17.11.2023</b>	Up to15:00hrs.
iv)	Last Date & Time for dropping Quotation paper at the office of the Executive Engineer, Berhampore Irrigation Division	<b>23.11.2023</b>	Up to 15:00hrs.
v)	Date & Time of opening of Quotation in the office of the undersigned.	<b>23.11.2023</b>	After 15:30hrs.

## ❖ Terms & Conditions:

1. The quotations received after this deadline or unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this office will not be responsible. The offer submitted by Fax / email shall not be considered and no correspondence will be entertained in this matter.
2. Quotations must be in the enclosed prescribed Proforma (Annexure -1) on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
3. The work shall be executed as per direction of the Engineer-in-Charge.
4. **General check up & preventive maintenance and to fill up preventive checkup schedule for machine.**
  - a) Check lube oil level and conditioning of lube oil, top up/refill if required
  - b) The oil filter shall be replaced whenever oil is changed.
  - c) The air filter shall be cleaned periodically with compressed air, check batteries and top up the distilled water if required
  - d) Check functioning of charging 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 monthly/ every breakdown calls.
5. Service engineers to visit the site once in a month totaling to Twelve visits per year. The schedule of visits can be mutually decided.
6. 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 the concerned authority for procurement.
7. Attend emergency calls on priority. ***In addition to above Monthly visits, carried out on each DG set, 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 06 hours.***

- 8. Replace minor parts (i.e. Hoses, filters and nuts etc), sub-assemblies as and when required. Replacement of all filters, refilling of engine oils, checking of all nuts and bolts tightness, correction of engine alternator alignment and replacement of rubber insert/block if broken to be carried out.**
- 9. Major overhauling / top overhauling /PT Pump & Injectors calibration / replacement of major parts / rewinding of Alternator or repairs on breakdown of the DG set are to be charged extra.**
- 10. Supply parts required for emergency to be on priority with E-I-C's approval.**
- 11. Train the E-I-C's representative on Operation and Maintenance of DG sets.**
- 12. To per-intimate the authority on engine repairs and overhaul requirement based on engine performance parameters.**
- 13. 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 only). Output voltage check and condition check to be carried out in SMF type battery.**
- 14. Checking charging alternator output voltage with respect to specifications.**
- 15. Setting of Valves tappets whenever required.**
- 16. Checking and repairing of Accessories drive, Turbo Charger and crankshaft endplay whenever required.**
- 17. Checking of alignment and alignment of Engine and Alternator as per requirement.**
- 18. Checking of throttle control & its setting.**
- 19. Checking of instrument on instrument panel including replacement as and when required.**
- 20. Checking of rotating diodes assembly in brushless alternator including replacement as and when required.**
- 21. Checking of wiring system and repairing/ replacement as and when required.**
- 22. Repair and Maintenance of Relays including contractors in control panel.**
- 23. Checking of all electrical connections for their proper tightness.**
- 24. The firm should undertake to arrange genuine spares of the Diesel engine, alternator and Automatic Mains Failure (AMF) panel as and when required within two working days.**
- 25. The engine shall be run on load or at available load, should be checked for any leakage and abnormal noise. If any such abnormality noticed shall be diagnosed and remedial action shall be taken.**
- 26. Time period of the work will be mentioned in the work order as per official requirement.**
- 27. The bidder should consider present rate of GST applicable as per Government norms. No other consideration will be made later on unless specifically guided by the Department.**

❖ **EXCLUSION:**

- a) Any major repairs (as listed above) which are not covered under the scope of AMC, will be paid extra.
- b) 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 the contract does not include top overhauling & major overhauling in the scope of Annual Maintenance Contract.
- c) In case of synchronization panel and PLC panel, the same is not in the scope of contract.
- d) The repair and maintenance of acoustic enclosures, fuel tank and fuel gauges and cooling tower will not be in the purview of the contract.
- e) 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 majeure, 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.

- 28. Payment clause:** The bill in triplicate may be sent to this office for settlement after satisfactorily completion of work. The bill should have full particulars of the items(s) and submitted on Quarterly basis. No payment shall be made in advance nor shall the loan from any bank or financial institutions be recommended on the basis of the order of award of work. The vendor shall submit the bill only after successfully completion of work to the satisfaction of the Engineer-in-Charge.
- 29.** Rates must be quoted in Indian rupees in words and figures. t) Rates must be inclusive of all charges (including Freight charges, all taxes etc.).
- 30. Performance Security:** The Successful bidder will be required to furnish an amount Rs.5,000.00/- as a performance security in the form of Fixed Deposit Receipt or Bank Guarantee from any Nationalized Bank duly pledged in the name of "The Executive Engineer, Berhampore Irrigation Division" payable at Berhampore within 30 days from the award of work order. Security Deposit shall be kept valid for a period of 90 days beyond completion of all the contractual obligations. The security deposit can be forfeited by order of the Executive Engineer, Berhampore Irrigation Division in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non – observance of any condition of the contract or if in case firm stop the work for any reason. Performance Security will be discharged after the completion of contractor's performance obligations under the contract.
- 31.** No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- 32.** The agency has to start the work within 03 days of issue of the work order otherwise the entire amount of security deposit shall be forfeited without any notice.
- 33.** The total cost/amount per nos. of cloths will be taken in consideration for L1. Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.

34. The firm / agency may satisfy the following conditions and attach self-attested copy of the same with the quotation: -

1. The firm shall have valid GST / Other taxes and IT PAN.
  2. Registration of firm.
  3. The firm should not be black listed by any Government agency/Department.
  4. EMD amounting to Rs. 2,000/- in favour of Executive Engineer, Berhampore Irrigation Division payable at Berhampore to be deposited.
  5. Similar work order of any government department. (Desirable)
- Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and it will be rejected accordingly. Any conditional quotation shall be rejected summarily.
  - **Disputes:** -In the event of any dispute or disagreement arising between the contractors and the controlling authority with regards to the interpretation of “Terms & Conditions” of this contract, the same shall be referred to arbitrator appointed by The Executive Engineer, Berhampore Irrigation Division, whose decision will be final and binding upon the contractor.
  - Executive Engineer, Berhampore Irrigation Division reserve the right to accept or reject any or all quotations without assigning any reason there of and also does not bind itself to accepted the lowest quotation.
  - No quotation will be accepted if received after due date. The envelope containing quotation should be sealed with WAX/TAPE on both sides.

Sd/-  
Executive Engineer  
Berhampore Irrigation division  
Berhampore, Murshidabad

**Memo No. 1395 (6)**

**Date:- 31.10.2023**

Copy forwarded for information and further circulation to :-

- The Chief engineer North, Irrigation & Waterways Dte., Malda.
- The Superintending Engineer, North Irrigation Circle-II, Berhampore, Murshidabad.
- Sub-Divisional Officer, Berhampore Irrigation Sub Division, Berhampore, Murshidabad
- Estimating section of this Division.
- Account section of this Division.
- Notice Board of this Division.

Sd/-  
Executive Engineer  
Berhampore Irrigation division  
Berhampore, Murshidabad

Reference no:

Date:

[Letter head of firm]

**PRICE BID FORM**

To,

The Executive Engineer,  
Berhampore Irrigation Division,  
Berhampore, Murshidabad

Dear Sir,

I/We ..... am/are submitting the quotation for reference **“ANNUAL MAINTENANCE CONTRACT FOR 75 KVA & 125 KVA DIESEL GENERATOR SET INSTALLED IN SECH NIWAS BUNGLOW, GANDHI COLONY, BERHAMPORE, MURSHIDABAD & AT OFFICE PREMISES OF OFFICE OF THE EXECUTIVE ENGINEER, BERHAMPORE IRRIGATION DIVISION, BERHAMPORE, MURSHIDABAD RESPECTIVELY”**.

**REFERENCE NIQ NO.: WBIW/EE/BID/NIQ -03 of 2023-24**

1. I/We have thoroughly examined, understood and accepted terms & conditions given in the quotation document, failing which my quotation will be rejected out rightly.

2. I/We hereby offer to work at the following rates:

Sl. no.	Name of the Items	Unit	Qty	Rate	Amount(Rs)
1.	<b>Annual maintenance including all checks as recommended by the respective manufacturer of following capacity DG sets complete with replacement(fixing only) of defective parts during breakdowns, consumables etc during periodic servicing, conducting periodic servicing as per the manufacturer's recommendation excluding consumables and parts ,p/f of minor consumables like battery water, grease, nut bolts etc during routine AMC checks, AMC check once every month and attending unlimited breakdown calls.</b>				
a)	125 KVA DG Set, Make : Kirloskar	<b>Nos.</b>	<b>1</b>		
b)	75 KVA DG Set, Make : Cummins	<b>Nos.</b>	<b>1</b>		
2.	<b>Descaling of radiator using suitable chemical as per the manufacturer's recommendation once every 12 months, for the following capacity DG sets :</b>				
a)	125 KVA DG Set, Make : Kirloskar	<b>Nos.</b>	<b>1</b>		
b)	75 KVA DG Set, Make : Cummins	<b>Nos.</b>	<b>1</b>		

- The bidder must quoted their quotation only in above said format on the letter of firm otherwise quotation will be REJECTED.
- Attached all the relevant documents asked.

Date:

Place:

Name of Firm/Company/Agency:

GSTIN No.:

Phone No:

Email:

(Signature of Authorized Person) \_\_\_\_\_

Seal: \_\_\_\_\_