

No: NIT-2/STMAAO/2024

Date:22/01/2024

Notice inviting quotation for Non-Comprehensive Maintenance & Preventive Maintenance of Kirloskar made (Model: DV8TAG3), 400KVA (Engine SI No.: DV8.8301/1620059) DG set installed Siddha Town Madhyamgram under Siddhatown Madhyamgram Association of Apartment Owners

Sealed quotations are invited from reputed, registered, and professional agencies having at least 3 years' experience in providing such services for annual contract basis for protecting of Siddhatown Madhyamgram under Siddhatown Madhyamgram Association of Apartment Owners properties.

1	Name of Work	Providing Non-Comprehensive Maintenance & Preventive Maintenance of Kirloskar made (Model: DV8TAG3), 400KVA (Engine SI No.: DV8.8301/1620059) DG set installed Siddha Town Madhyamgram.
2	Name & address of the office	Siddha Town Madhyamgram, Vill: Saharpur, Opp. APC College, Kolkata – 700110
3	Quotationers who are eligible to submit the quotations	Reputed, experienced & registered private agencies
4	Last date & time of submitting quotation papers	29 th January, 2024 up to 2 PM
5	Opening of quotations	30 th January, 2024 at 7PM.
6	Documents to be submitted	I. Copy of license for carrying on DG maintenance & copy of trade license. II. Copy of ESI registration. III. Copy of EPF registration. IV. Copy of PAN Card. V. Copy of service tax registration. VI. Credentials. VII. GST registration certificate.
7	Quotation papers	On Company letter head as per format given in annexure I.

Scope:

1. Routine Maintenance to be done once in a month (12 in a year). Routine Maintenance covers the following areas:
 - a) To check all external fasteners.
 - b) To check lube oil condition, replacement of lube oil filters, if necessary.
 - c) To check Air-cleaner element, clean/replace as required.
 - d) To check /clean battery terminals, operation of self-starter and service, if required.
 - e) To check working of electrical system and alternator.
 - f) To clean liner and cylinder head fins of air-cooled engine.
 - g) To check radiator fins, if chocked arrange cleaning.
 - h) To check engine hour meter and rectify, if required.
 - i) To check belt alignment/tension, re-set as necessary.
 - j) To check fuel line, bleed system, fuel tank and quantity – adequate or not and report.
 - k) To check/clean button filter on fuel feed pump. Check fuel filters and replace.



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Opposite A.P.C. College,
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Kolkata-700110

- l) To check for leakages in all systems, as necessary.
- m) To check / tighten foundation bolts, coupling bolts.
- n) Run engine on no load for 5 minutes and check.
- o) Working of all gauges and meters.
- p) Any abnormality and vibration. Correct these, if necessary.
- q) To check turbocharger, piping & lubrication of turbocharger.
- r) To check driven equipment (for P.G application) – check terminals/connection
- s) To check control panel, blow, and clean/service, if required.
- t) To check AMF panel operations – in Auto & Manual Modes.
- u) To check all fuses and its tightness.
- v) To check all lamps, lamp holders and replace, if required.
- w) To check battery charger – Voltage and current in Boost and Trickle condition.
- x) To check all meters – Voltage, Current, terminals and Frequency and rectify, if required.
- y) To check all wires, terminals and connections and rectify, if required.
- z) To check all relays, connectors, transformers etc. and rectify, if required.
- aa) To check heating of all apparatus and components (mechanical and electrical) of the system.
- ab) To suggest necessity of overhauling of the DG set Repair and maintenance on call basis as when any fault / breakdown occurs. Response and restoration time should maintain as per your AMC proposal for on call service.
- ac) Spare parts will be provided as per requisition on actual.

Terms & Condition:

1. The accepting authority reserve the right to reject any or all the Quotationers without assigning any reasons thereof.
2. The charges to be paid to services are to be shown in two parts a) Service charges, b) security charges in the minimum wage (Asper latest labor department order) plus charges for ESI, EPF and bonus (asper latest government approved rate).
3. The responsibility of deposition of contribution for ESI, EPF etc. is to be borne by the agency.
4. The service charges must include all the other incidental charges.
5. As charges are to be quoted as per latest government order, there will be no variation in charges. Hence, lowest quotations will be selected as per rates quoted for service charges only.
6. The period of contract will be for 1 year and no enhancement of service charge is admissible during this period. Your charges will be rate contract basis for the contract period. Service charges will be negotiable after acceptance of contract.
7. No conditional/ incomplete rate will be accepted under circumstances.
8. The agency engage for this work will have to maintain regular contact with the Association (STMAAO).
9. The person engage for the duty will have to wear same uniform & ID card for identification. Uniform will have to supplied by the quotationer for which no additional allowance and charges will be entertained.
10. No claim will be entertained for the permanent services for the personnel engaged.
11. TA, DA, Overtime allowance will not be paid to any personnel by STMAAO.



12. Immediately after receiving the workorder, the agency must submit to the STMAAO list showing the name, signature (L.T.I), passport size photograph, election photo identity card (EPIC), Aadhar Card in duplicate of each personnel engaged duly self-attested well in time. If any change is made subsequently by the agency, the changes (in name, signature etc.) is also to be intimated to STMAAO as and when such change is made.
13. The agency will keep itself to take up the work within 7 (Seven) days from the date of issue of workorder or from any other special date as will be mentioned.
14. The agency will not be entitled to withdraw the agreement without serving a notice of withdrawn to the STMAAO prior to 3 (Three) months.
15. The undersigned reserve the right to terminate the agreement at any time without assigning any reason what so ever.
16. a) Bill in triplicate on monthly basis as per format given in annexure I must be submitted within 10th of the next month. b) Statutory reduction as applicable shall be made from the bill of the agency.
17. No personnel, to be deployed at the site, should have their place of residence, whether be temporary or be permanent, within 5-kilometer radius from the site. If someone, whose residence whether be temporary or be permanent, falling within 5-kilometer radius from the site is found to be appointed or engaged at the site, in such case this Work Order at the instance of STMAAO shall instantaneously get terminated.
18. In case of any accident, you will have to take entire responsibility of the personnel deployed & neither you nor the personnel shall have any right to claim any damage from us.
19. You shall be fully responsible for any theft, loss or any damage caused by negligence of your men & upon demand by us, you shall be bound to forthwith make good all such losses & damages as per our demand without demur and you hereby indemnify & agree to indemnify us & keep indemnified us & or our men and agents with regard there to.
20. The personnel so deployed shall always be in good health & do not suffer from any contagious or any other communicable diseases. If required & demanded by us, you, at your own costs, shall be liable to produce medical certificate of any personnel from a qualified medical practitioner.
21. You, at your own costs & efforts, shall be liable to obtain and comply with all licenses, clearances, and statutory compliances as applicable to these services.
22. Personnel deployed under this contract shall not be, in anyway, treated and or construed to be employee of us directly or indirectly.
23. Consumption or sale of Alcohol and tobacco or pan masala or use of any intoxicant in duty hours is strictly prohibited and will ensure immediate suspension from work.
24. The agreement can be terminated in case of irregularities/under-performance/ non-payment of salary to the staffs by giving a written notice of one month.
25. A minimum credit period of first 3 months is mandatory for successful tenderer.
26. Earnest money for the successful tenderer will be retained (2%) and converted as Initial security deposit. The balance security deposit @ 1% will be deducted from ongoing bills to cover 3% of the total value of work done. No interest will be paid on the money retained for security deposit. The security deposit for the work of the



successful tenderer will be refunded after defect liability period is over as stipulated in relevant of the tender document.

27. The employees deputed by you at our premises should not continue more than 6 months (180 days) at a stretch.

Subhajit Brahma

Secretary

On behalf of Siddhatown Madhyamgram Association of Apartment Owners





Annexure-I

**Quotation for Providing for Non-Comprehensive Maintenance & Preventive Maintenance of
Kirloskar made DG installed at Siddha Town Madhyamgram**

1	Description of Work	:	Providing for Non-Comprehensive Maintenance & Preventive Maintenance of Kirloskar made DG installed at Siddha Town Madhyamgram
2	Total consolidated charge (GST will be applicable as per govt. norms)	:	

Name of agency:

Mailing address:

Contact No:

Mail Id:

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Signature & stamp of the agency authority

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Designation of the signing authority