

Our Ref: SRO / BM /19 E

Date: 20-01-09

To:

Dear Sir(s)

**Subject: Quotation(s) for the Annual Maintenance Contract (AMC) of Diesel Generator
Excluding AMF panel.**

1. Quotations are invited for the Annual Maintenance Contract (AMC) for DG set excluding AMF control panel as per details given below:

Sl. No. Description of work

i) Annual maintenance of 125 KVA DG set excluding AMF control panel.

Before submitting the quote the interested parties may visit our office between **10.00 h – 16.00 h** between **Monday to Friday** on working days.

2. Quotations in a sealed cover super scribed “**Quotations for the AMC of DG Set**” Addressed to **DEPUTY DIRECTOR GENERAL, BUREAU OF INDIAN STANDARDS, SOUTHERN REGIONAL OFFICE , IV CROSS ROAD, CIT CAMPUS, TARAMANI, CHENNAI -600 113** reach latest by **1500h on 10th Feb 2009** which will be opened on the **same day at 1530 hrs** in the presence of such tenderers or their duly authorized representatives as may care to attend. All quotations shall remain open for acceptance for a period for 30 days from the date of opening of quotation. Incomplete quotations shall be liable to be rejected.

3. The DG set is in use at BIS SRO at Manak Bhavan, IV cross Road, CIT Campus, Taramani (PO) , Chennai -600 113.

4. The schedule of work to be carried out is given in Annexure- A and any deviation from the schedule should be declared.

5. The rates quoted shall be specific whether it include all charges, such as, cost of spares, packing and forwarding, fixing, freight insurance, octroi, etc. If the rates quoted do not include VAT or other any taxes charges, the same should be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same shall be entertained.
6. The services performed shall be subject to approval on inspection by BIS. The decision of BIS shall be binding. Rejected items shall be removed by the supplier at his own cost and risk, within 30 days of issue of notice for the removal of such goods, and no liability whatsoever, on the Bureau shall be attached for the rejected/disapproved goods.
7. The Bureau reserves the right of accepting the whole or any part of the quotations or portion of the quantity offered and the successful tenderer shall supply the same at the rate quoted.
8. The Bureau reserves the right to accept or reject summarily any or all quotations in whole or in part without assigning any reason whatsoever.
9. The Bureau takes no responsibility for delay, loss or non-receipt of quotations after dispatch.
10. In case of non-compliance with the contract, the Bureau reserves its right to cancel / rescind/ revoke the order.
11. In case of any dispute, the decision of this Bureau shall be final and binding upon you.

Thanking you,

Yours faithfully,

(HMDC-I & Chairman, BM)

**TENDER FOR SERVICING AND ANNUAL MAINTENANCE CONTRACT
OF DIESEL GENERATOR AT BUREAU OF INDIAN STANDARDS, CHENNAI.
TECHNICAL SPECIFICATION**

SCHEDULE

GENERAL

Bureau of Indian Standards proposes for servicing and Annual Maintenance Contract (AMC) for 1 Diesel Generator at its office located at Taramani, Chennai.

DETAILS OF WORK

The details of work includes

1) The tenderer shall carryout the following works during Annual Maintenance Contract period along with the servicing of the diesel generator sets:

- 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 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 month/ every breakdown calls.
- 2) 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 1st week of every month.
- 3) The tenderer's service engineer shall visit once in a month for checking of electrical side viz., Alternator, etc.
- 4) The tender's service engineer shall visit the site within 24 hrs from the time of call whenever breakdown occurs.
- 5) Each visit shall be attended between 9 AM to 5 PM.
- 6) During each visit the service engineer shall inspect the generator sets and carry out minor adjustments if required to the generator sets.
- 7) The engine shall be run on no load or at available load, check any leakage and abnormal noise. If any such abnormality noticed shall be diagnosed and remedial action shall be taken.

Note: All consumables such as distilled water, lube oil, grease, filters and other spare parts costs will be borne by the Bureau.

GENERAL TERMS AND CONDITIONS

- 1) The period of contract is for one year from the date of receipt of order.
- 2) The firm shall engage all the men tools and plants required for the work. BIS will not supply any of the same except the materials for the replacement.
- 3) The firm shall engage their own conveyance for transporting the men and materials, tools and plants required for the work from the firm's site to BIS to be attended and back.
- 4) BIS will not be responsible for any loss or damage to the men/ materials, tools and plants engaged by the firm for the work.
- 5) The firm will be responsible for any damage to BIS property during the work.

6) Any clarifications of the above work, the firm shall contact 'Head (MDC-I), Bureau of Indian Standards, Southern Regional Office, CIT campus, IV Cross Road, Taramani, Chennai - 600 113, Telephone No. 22541442, 22541216, 22542519, 22542315, Extn 227.