
	<p><b>संस्थान कार्य विभाग</b>  भारतीय प्रौद्योगिकी संस्थान, रूड़की  रूड़की-247667, हरिद्वार, उत्तराखण्ड, भारत  Phone-(O) 01332-28-4858, 4955  E-mail: tntiwari.eem2019@iitr.ac.in,  pradeepelectenggaad@iitr.ac.in  <b>GSTIN-05AAALI0033R4Z2</b>  PAN-AAALI0033R</p>	<p><b>Institute Works Department</b>  Indian Institute of Technology Roorkee  Roorkee-247667(Haridwar)  (Uttarakhand) (India)  Phone-(O) 01332-28-4858, 4955  E-mail: tntiwari.eem2019@iitr.ac.in,  pradeepelectenggaad@iitr.ac.in</p>	
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निविदा प्रपत्र / Enquiry Letter

**No.: AEE (E)SS-II/IITR/2024-25/AMC DG set GNEC/IWD/126**

Date of Uploading of Tender -<https://eprocure.gov.in/eprocure/app>

**23-Dec-24**

Bids (Techno-Commercial) are invited Online at CPP Portal (<https://eprocure.gov.in/eprocure/app>) from the reputed manufacturer/ authorized supplier/dealer for the following items.

**Manual bids will not be accepted.**

वस्तु की तकनीकी विशिष्टतायें / Technical Specifications of item:

Sr. No	Name of item / Specifications	QTY	UOM
1	<b>Annual Maintenance Contract (Non- comprehensive) of the following DG sets installed at Greater Noida Extension Center, IIT Roorkee, Greater Noida (U.P.) (AMC Period: One Year) and SITC of spare parts of following DG sets.</b>		
1.01	<b>750 KVA, 415V, 50Hz (Make &amp; Model: Cummins India Ltd.) KTA 38 G2, Quantity 1 No. (SAC CODE: - 9987).</b>	1	Job
1.02	<b>200 KVA, 415V, 50Hz (Make &amp; Model: Cummins India Ltd.) 6 CTA 8.3 G4, Quantity 1 No. (SAC CODE: - 9987).</b>	1	Job
<b>(For Detailed Technical Specifications Plz refer to Annexure-III)</b>			
<b>नोट-1: कृपया वस्तु का मूल्य एवं कर अलग-अलग दर्शाए।</b>			
<b>Note-1: Please quote the Rate &amp; Taxes of the item separately.</b>			
<b>Note-2: E-way bill is to be issued by the Venders/Transporter</b>			
<b>Note-3: The HSN / SAC Code of the item must be mentioned.</b>			
<b>For Reasonability of Rates, the firm must enclose the last two supply orders for the same item with Bid.</b>			
<b>Critical Date Sheet</b>			
1	Published Date	24.12.2024	18:00 Hrs
2	Bid Document Download / Sale Start Date	24.12.2024	18:00 Hrs
3	Seek Clarification Start Date	24.12.2024	18:00 Hrs
4	Seek Clarification End Date	31.12.2024	18:00 Hrs
5	Pre Bid Meeting Date	Not Required	Not Required
6	Bid Submission Start Date	01.01.2025	18:00 Hrs
7	Bid Submission End Date	13.01.2025	12:00 Hrs
8	Bid Opening Date	14.01.2025	12:00 Hrs

## Chapter-1 : Instruction to bidders

- A. The Tender should be enclosed with proper certifications like Agency Certification, Authorization certificate and/or Proprietary Certificate, as the case may be, in support of your offer.
- B. **बोली का जमा किया जाना / Submission of Bids:**  
**The bids should be submitted with Annexure-I, II, III, V, VII & VIII complete with seal and signature.**
- 1 **Rates to be uploaded on e-procurement any portal(only). If any bidder quote the rate in the PDF with Technical bid, their bid shall be summarily rejected.**
- 2 The bids should be printed on official pad preferably with GST Number of the firm.
- 3 The quotations should bear full details and where possible may be duly supported with catalogues, pamphlets, literature, samples of the item/items as the case may be for comparing the quality and rates of the item(s).
- 4 The transportation cost, insurance charge etc., if any, percentage/ rate of GST or all other taxes and duties should be clearly mentioned.
- 5 The bids / rates / tenders should remain valid for a minimum period of 90 days from the date of opening.
- 6 The rates shall not be subject to escalation of any nature.
- 7 The rates quoted should be applicable to educational institutions and any cost advantage received in lieu thereof should be passed on the Institution.
- 8 While quoting / sending rates, the firm shall give an undertaking as per Annexure-II.
- C. विधि निक्षेप/Earnest Money Deposit (EMD): **2%**
- D. निष्पादन बैंक प्रत्याभूति/ Performance Bank Guarantee (PBG) needs to be deposited at the time of award of contract: **5%**
- E. **बोलियों का खोला जाना / Opening of Bids:**
- 1 The Bids will be opened online at CPP Portal (<https://eprocure.gov.in/eprocure/app>)-Plz refer to the Critical Date Sheet

## Chapter-2: Conditions of Contract

- F. ठेका देना/Award of Contract:  
The final selection of the bidder for the award of the contract will be made based on the lowest commercial bid amongst the Technically Qualified Bidders.  
**Prices of optional items will not be considered to identify the lowest price bid.**
- G. पूर्व-आपूर्ति निरीक्षण/Pre-supply Inspection:  
An authorized representative of the Institute shall make the final inspection before the supply of the item at the site of the firm if required.
- H. वस्तु की आपूर्ति/Supply of Item:  
The whole supply as per order shall have to be completed within the time mentioned in the order, failing which the I.I.T. Roorkee shall have the right to accept or reject any quantity of items ordered. The firm will have to arrange for the material supply in good condition.
- I. **भुगतान की शर्तें/Payment Terms:**
- a. **Payment in INR for the supply of goods:**  
Where installation is not required: 100% payment will be made after satisfactory delivery of material duly certified by the HOD/P.I.  
**OR**  
Where Installation is required:100% payment will be made after satisfactory delivery and installation of the material duly certified by the HOD/P.I.  
**OR**  
80% payment will be made on receipt and acceptance of goods and the balance 20% on successful installation and commissioning duly certified by the HOD/P.I.
- b. **Payment in INR for AMC/Service:**  
Quarterly after satisfactory completion of work/service duly certified by the H.O.D./P.I.
- J. **दंड /Penalty:**  
A penalty of 0.5% of the total order value per week shall be levied for the delay subject to a maximum of 5% of the total order value.  
In case of the non-supply of the item/service after the acceptance of the work/supply order, EMD & PBG (if submitted) will be forfeited by the Institute. Also, the firm will be debarred from any future bidding process of IIT Roorkee for a period of a minimum two year.
- K. **अप्रत्याशित घटना/Force Majeure:**  
For the purpose of and within the scope of contract by way of indication and not of limitation, the term "Force Majeure" shall mean acts of nature, strikes, Lockouts, or other industrial disturbances, act of public/enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms lightening, flood, washouts, civil disturbances, explosion and any other similar even not within the control of either party on which by exercise of due care and diligence neither party is able to prevent or overcome.

- L. मध्यस्थता /Arbitration:**  
If any dispute which may arise with respect to any term and condition or with respect to the interpretation of any term and condition of the Purchase Order/Work Order, which may be issued to the qualified and successful tenderer subsequently, the same shall be settled strictly in accordance with and in compliance of the Arbitration procedure which is mentioned descriptively in the Purchase Order/ Work Order.
- M. बोली अस्वीकृती के लिए मानदंड /Criteria for bid rejection:**
- 1 If a technical bid is found without the required undertaking (Annexure-II) & Self Certificate (Annexure-V).
  - 2 If it is found at a later date that any information given in the bids is Incorrect/false, then the bid is liable to be disqualified/rejected.
  - 3 Canvassing in any form will result to disqualification.
  - 4 If "extra, as actual," etc., are mentioned against any of the price components in the bid, the bid will be rejected.
  - 5 If the firm quotes 'NIL' charge/consideration, the bid shall be treated as unresponsive and will not be considered.
  - 6 If any bidder submitting two/multiple bids for the same item of a tender, both/all the bids of that bidder will be outrightly rejected.

### Chapter-3 : Schedule's of requirements

- N. श्रुतिपत्रिका / Note:**
- 1 If the supplier/firm is the manufacturer/authorized dealer/sole distributor/of the item, the certificate to this effect should be attached.
  - 2 **Annexure-I, II, III, V, VI, Tender Acceptance Letter & price bid in .xls format have to be submitted with bid.**
  - 3 It may also be noted that the tender bids received after the stipulated date & time or found incomplete and the tender bids containing false/incorrect information shall be summarily rejected. The Institute shall not entertain any communication in this regard, whatsoever.
  - 4 The firm is required to give its Bank Account details to IFSC for the purpose of making e-payments.
  - 5 The Indian Institute of Technology (IIT) Roorkee reserves the right to reject any quotation wholly or partly without assigning any reason.
  - 6 The quantity shown against the item is approximate and may vary as per the demand of the Institute at the time of placing the order. Also, the Institute will decide the final requirement of each line item at the time of placing the PO.
  - 7 The decision of the institute in all matters relating to eligibility, acceptance, or rejection of the bid will be final and binding on the applicants.
  - 8 IIT Roorkee discourages High Sea Sale purchases. All tenders with High Sea Sale will be rejected.
  - 9 The firms should clearly mention (in the financial bid) the Harmonized System of Classification (HS code) defined by the Central Custom and Excise Board (Govt. of India)- for the item(s) involving import.
  - 10 **If the bid opening date happens to be a holiday, then the bid will be opened at 3.30 PM on the next working day, followed by the holiday.**
  - 11 If an agent submits a bid on behalf of the Principal/OEM, the same agent can not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.
  - 12 Indian Agent should submit the certificate from the Foreign Principal that they are the Authorized & Registered Indian Agent.
  - 13 The quantity shown in the tender can be increased or decreased to any extent, depending upon the actual requirement.
  - 14 Any corrigendum/addendum/errata in respect of the Tender Notice/ Enquiry letter shall be made available only at our Institute website, [www.iitr.ac.in](http://www.iitr.ac.in). Hence prospective bidders are advised to visit the Institute website regularly.
  - 15 Bidders shall be responsible for the correctness of the information provided in the enquiry letter/tender document. If it is found at a later date that any information given in the bid is Incorrect/false then the bid is liable to be disqualified/rejected.
  - 16 Before submission of bids, bidders should read the complete enquiry letter/tender document carefully and ensure that the bidders fulfill the eligibility criteria.
  - 17 In case the item/product is under rate contract with DGS&D or GeM, then Bidder should certify that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.
  - 18 **In Item Wise BoQ .xls sheet, In column M, leave blank for the item/service not provided/quoted by you. If quoted 0 then it will be considered that the item/service will be provided free of cost.**

Or

In the Item Rate BoQ .xls sheet, If quoted 0 for the items/services in column M, then it will be considered that the items/services will be provided free of cost.

19 The bidder must quote the applicable GST appropriately in the price bid format provided, i.e., BoQ in .xls format. If the column of GST is left blank, quoted 0, or inappropriate, then the total quoted amount shown in column BB would be final inclusive of GST & other charges. The difference in GST amount payable – if any, will be borne by the bidder. In this case, the basic

20 unit prices will be suitably adjusted by the bidder – if required.  
Only 'Class-I local supplier' and 'Class-II local supplier', as defined in the Public Procurement (Preference to Make in India), Order 2017 shall be eligible to bid in the tender. For more details please refer: Order No.: P-45021/2/2017-PP (BE-II), DPIIT, Ministry of Commerce and Industry issued Dated 16th Sept. 2020.

However, in case the total quoted amount is less than 5 Lac, then the supplier is exempted from the mentioned order of Public Procurement (Preference to Make in India), Order 2017.

Self-certificate has to be provided in this regard that the item offered meets the local content requirement for 'Class-I local supplier' & 'Class-II local supplier'. (As per annexure-V)

21 The Institute reserves the right to rectify any discrepancy in this advertisement if found later. In case of any inadvertent mistake in the process that may be detected at any stage, even after the issue of the purchase order, the Institute reserves the right to modify/withdraw/cancel any communication made to the bidder.

**Chapter-4: Specifications and allied Technical details**

**Plz. See Annexure- I, II, V, VI, VII & VIII**

**Chapter-5: Price Schedule (to be utilized by the bidders for quoting their prices online in .XLS format at CPPP Portal (<https://eprocure.gov.in/eprocure/app>))**

**Plz. See Annexure- III & Price Bid in .XLS Format**

**Chapter-6: Contract Form**

**Purchase Order is used as Contract Form**

**Chapter-7: Other Standard Forms, if any, to be utilized by the purchaser and bidders**

**Tender Acceptance Letter**

संस्थान अभियंता

Institute Engineer

**\*Document Digitally Signed on <https://eprocure.gov.in/eprocure/app>**

**For any Clarification Please Contact:**

<b>Lt. Col. Deepak Thakur Institute Engineer IIT Roorkee</b>	<b>IE, IIT Roorkee</b>	<b>Ph. 01332-28- 5256</b>	<b>Email: <a href="mailto:deepak.ie@iitr.ac.in">deepak.ie@iitr.ac.in</a></b>
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## Annexure-I

( तकनीकी बोली विस्तृत विवरण अनुपालन रिपोर्ट के साथ प्रस्तुत किया जाना है ;अपने आधिकारिक लेटर हेड पर विक्रेता/ फर्म द्वारा प्रस्तुत करने के लिए )

Detailed specification cum compliance report to be submitted with the Technical Bid

( अपने आधिकारिक लेटर हेड पर विक्रेता/ फर्म द्वारा प्रस्तुत करने के लिए )

(to be submitted by the vendor/firm on its official letter head)

Sr.No	Name & Required Specifications of Item(s)	Qty	UOM	Offered specifications of item(s) by the firm
1	<b>Annual Maintenance Contract (Non- comprehensive) of the following DG sets installed at Greater Noida Extension Center, IIT Roorkee, Greater Noida (U.P.) (AMC Period: One Year)</b>			
1.01	750 KVA, 415V, 50Hz (Make & Model: Cummins India Ltd.) KTA 38 G2, Quantity 1 No. (SAC CODE: - 9987).	1	Job	
1.02	200 KVA, 415V, 50Hz (Make & Model: Cummins India Ltd.) 6 CTA 8.3 G4, Quantity 1 No. (SAC CODE: - 9987).	1	Job	
2	(SITC of following items. Quantity is purely variable which will be provided by the vendor as per site requirement)			
2.01	Supply and fixing of Kit Fuel Filter with O-ring (HSN Code:- 8421)	2	Nos.	
2.02	Supply and fixing of Kit Element Lub Oil (HSN Code:- 8421)	4	Nos.	
2.03	Supply and fixing of Element Super by pass (HSN Code:- 8421)	2	Nos.	
2.04	Supplying and refilling of Lubricating Oil 15W40 (HSN Code:- 2710)	220	Ltrs.	
2.05	Supply and fixing of Element Lube Oil Filter (HSN Code:- 8421)	2	Nos.	
2.06	Supply and fixing of Separator Fuel (HSN Code:- 8421)	2	Nos.	
2.07	Supply and fixing of Element Air Cleaner (Outer) for 750 KVA DG set (HSN Code:- 8421)	2	Nos.	
2.08	Supply and fixing of Element Air Cleaner (Inner) for 750 KVA DG set (HSN Code:- 8421)	2	Nos.	
2.09	Supply and fixing of House Plain (HSN Code:- 4009)	4	Nos.	
2.1	Supply and fixing of Element Air Cleaner (Outer) for 200 KVA DG set (HSN Code:- 8421)	2	Nos.	
2.11	Supply and fixing of Element Air Cleaner (Inner) for 200 KVA DG set (HSN Code:- 8421)	2	Nos.	
2.12	Supply and refilling of Coolant 5Ltr (HSN Code:- 3820)	2	Bucket/ Cane	
2.13	Supply and fixing of Battery Charger 24V (HSN Code:- 8511)	2	Nos.	
2.14	Supply and fixing of Heavy Duty Battery 150 AH 12 V for DG sets Make: AMRON (HSN Code:- 8507)	1	Nos.	
2.15	Supply and fixing of Heavy Duty Battery 180 AH 12 V for DG sets Make: AMRON (HSN Code:- 8507)	1	Nos.	
Firm's Profile :				
1	Manufacturer/Authorized Agent/Distributor/Dealer/Supplier (valid certificate must be attached)			
2	E-mail I.D. & Telephone/Mobile No. Detail of Bank A/C			
Note:	1. "offered specifications", should be filled up properly in the format provided as per Annexure-I.			
	2. Volume & Weight of the item should also be mentioned.			
	<b>3. The HSN / SAC Code of the item must be mentioned.</b>			
	4. Detailed specification cum compliance report to be submitted with the Technical Bid			

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal of the Organization

इतपबंध / UNDERTAKING

Ref. No. No. AEE (E)SS-II/IITR/2024-25/AMC DG set GNEC/IWD/126  
Dated: - 23.12.2024

I/We hereby certify that we or our OEM are not from such a country that shares a land border with India, or if we are from such a country, we are registered with the Competent Authority. [Where applicable, evidence of valid registration by the Competent Authority is attached.} (For details Please refer Order No.: F.No. 6/18/2019-PPD Dt.: 23rd July 2020)

[Link of Order: http://mm.iitr.ac.in/mmweb/public/forms/63374\\_GFR%20Rule%20144%20\(xi\).pdf](http://mm.iitr.ac.in/mmweb/public/forms/63374_GFR%20Rule%20144%20(xi).pdf)

That all the terms/conditions mentioned in the inquiry letter/tender against which the rates are being given are acceptable to the firm.

It is certified that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.

It is certified that the firm has never been black-listed from any Government Department. (State/Central Govt./ Autonomous/ PSU) in last three years.

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Seal of the Firm/Agency

(to be submitted by the vendor/firm on its official letter head)

Ref. No. AEE (E)SS-II/IITR/2024-25/AMC DG set GNEC/IWD/126  
 Date: 23.12.2024  
 Rates:

Sr. No	Name of item / Specifications/	Qty	UOM	Rate	Amount (INR)
1	Annual Maintenance Contract (Non- comprehensive) of the following DG sets installed at Greater Noida Extension Center, IIT Roorkee, Greater Noida (U.P.) (AMC Period: One Year) and SITC of spares parts of following DG sets.	To be filled in .XLS sheet (attached)			
2	(SITC of following items. Quantity is purely variable which will be provided by the vendor as per site requirement)	To be filled in .XLS sheet (attached)			
				Total	
				GST etc. @.....%	
				Grand Total Rs.	

1) Price of the items should be clearly mentioned if supplied Free of Cost.

**Terms & Conditions:**

1. Prices (quoted in Rs.): FOR Institute Works Department, IIT Roorkee
2. Payment: **Should be clearly mentioned, As per Clause-I of tender document**
3. Validity:
4. Delivery period:
5. Other charges:
6. Warranty:
7. Rejection: Equipment/Service if found not as per the required specification would be rejected
8. Penalty Clause: As per Clause-J of tender document

In case of the non-supply of the item/service after the acceptance of the work/supply order, EMD & PBG (if submitted) will be forfeited by the Institute. Also, the firm will be debarred from any future bidding process of IIT Roorkee for a period of a minimum two year.

It is certified that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.

**Details of Institute :**

<b>S.B.I. IIT ROORKEE</b>	
<b>IFSC Code:</b>	SBIN0001069
<b>MICR Code:</b>	247002094
<b>Account No:</b>	00000032685865515

Signature \_\_\_\_\_  
 Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Seal of the Firm/Organization \_\_\_\_\_

**Instructions for Online Bid Submission**

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>. Also, any modification on CPP portal in reference to below will be applicable. Therefore, for more details and update please refer CPP Portal (<https://eprocure.gov.in/eprocure/app>).

- 1 Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal are prerequisite for e-tendering.
- 2 Bidder should register for the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide only valid and true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id as registered.
- 3 Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
- 4 Then the Digital Signature Certificate (Class III Certificates with signing key usage) issued by SIFY/nCode/eMudra etc. recognized by Controller of Certifying Authorities (CCA) India on eToken/SmartCard, should be registered.
- 5 The registered DSC only should be used by the bidder in the transactions and should ensure safety of the same.
- 6 Contractor/Bidder may go through the tenders published on the site and download the tender documents/schedules for the tenders.
- 7 After downloading/getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as required, otherwise bid will be rejected.
- 8 Any clarifications may be sought online through the tender site, through the contact details or during pre-bid meeting if any. Bidder should take into account the corrigendum if any published before submitting the bids online.
- 9 Bidder may log in to the site through the secured login by the user id/ password chosen during enrolment/registration and then by submitting the password of the e-Token/Smartcard to access DSC.
- 10 Bidder may select the tender in which he/she is interested in by using the search option and then move it to the 'my tenders' folder.
- 11 From my tender folder, he may select the tender to view all the details uploaded there.
- 12 It shall be deemed that the bidder has read and understood all the terms and conditions before submitting the offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the incomplete bid shall stand rejected.
- 13 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and ordinarily it shall be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, all may be clubbed together and provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same if permitted may be uploaded. The file size being less than 1 MB the transaction uploading time will be very fast.
- 14 The Bidders can update well in advance, the documents such as certificates, annual report details etc., under "My Space option" and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 15 Bidder should submit the Tender Fee/ EMD as specified in the tender. Scanned copy of the same should be uploaded as part of the offer.
- 16 While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.



- 17 The bidder has to select the payment option as offline to pay the Tender FEE/ EMD as applicable and enter details of the same.
- 18 The details of the DD/any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection. (If applicable)
- 19 The bidder has to digitally sign and upload the required bid documents one by one as indicated. Every act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read, understood and agreed with all clauses of the bid document including General conditions of contract without any exception.
- 20 The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid may be rejected.
- 21 If the price bid format is provided in a spread sheet file like BoQ\_XXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template shall not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for the tender.
- 22 The bidders are advised to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission due date and time (as per Server System Clock). The TIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders.
- 23 After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the acknowledgement number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and also be used as entry pass to participate in the bid opening.
- 24 The time settings fixed in the server side and displayed at the top of the tender site, shall remain valid for all actions of requesting, bid submission, bid opening etc., in the e- Tender system. The bidders should follow such time during bid submission.
- 25 All the data being entered by the bidders would be encrypted using Public Key Infrastructure (PKI) encryption techniques to ensure the secrecy of the data. The data entered is not retrievable by unauthorized persons during the bid submission and until the time of bid opening by any person.
- 26 Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers’ public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 27 The confidentiality of the bids is maintained with the use of Secured Socket Layer (SSL) 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 28 The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 29 For any queries regarding e-Tendering process, the bidders may contact at address as provided in the tender document. Parallely for any further queries, the bidders are advised to contact over phone: **0120-4001005** or send an e-mail to – [cphp-nic@nic.in](mailto:cphp-nic@nic.in).

**DECLARATION**  
**(to be submitted by the vendor/firm on its official letter head)**

To,  
Registrar,  
IIT Roorkee,  
Roorkee,

Subject: Undertaking as per GFR – 2017, Rule 170(iii) in lieu of Bid Security/Earnest Money Deposit (EMD)  
Tender Ref no: No. AEE (E)SS-II/IITR/2024-25/AMC DG set GNEC/IWD/126     Dated:23.12.2024

Dear Sir,

We, the undersigned, offer to Supply the .....  
..... as per tender at IIT Roorkee, in response to your above referred tender no.

We are hereby submitting our proposal/Bid/Quote for the same, which includes Technical bid and the Financial Bid. As a part of eligibility requirement stipulated in above referred tender document, we hereby submit a declaration in lieu of Earnest Money Deposit (EMD) as given below:

1. Our bid shall remain valid for 90-days from the date of financial opening and that we will not withdraw or modify our bid during the validity period.
2. In case, we are declared as successful bidder and an order is placed on us, we will submit the acceptance in writing within 7 days of placement of order on us.
3. In case, we are declared as successful bidder and an order is placed on us, we undertake, to submit a Performance Bank Guarrantee(PBG) as mentioned in above referred tender document or as per terms stipulated in the Purchase Order.
4. In case of failure on our part to comply with any of the above said requirements, we are aware that we shall be declared as un-eligible for said tender and /or debarred from any future bidding process of IIT Roorkee for a period of minimum one year
- 5.The undersigned is authorized to sign this undertaking.

Signature:  
Name:  
Designation:  
Seal of the Firm/Organization:

(to be submitted by the vendor/firm on its official letter head)

**Self-Certificate for Local Content**

**Tender No.:** AEE (E)SS-II/IITR/2024-25/AMC DG set GNEC/IWD/126

**Date:**23.12.2024

We hereby certify that the items quoted by us against the above-mentioned tender no. has the local content as per below:

**Local Content (in %):**.....

**Local Supplier Class:**.....

The details of the Make in India items/parts used in the quoted products is/are as under:

- 1
- 2
- 3

The details of the location(s) at which the local value addition made/manufactured is/are as under:

- 1
- 2
- 3

We also understand false declarations will be in breach of the code of integrity under rule 175(1)(i)(h) of the General Financial Rules, for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.

**Signature:**  
**Name:**  
**Designation:**  
**Seal of the Firm/Organization:**

### Eligibility criteria

**1. The bidder should have successfully completed works during the last seven years, ending the last day of the month previous to the one in which applications are invited. The works completed up to the previous day of the last date of submission of tenders shall also be considered.**

Three similar completed works costing not less than the amount equal to Rs.1,17,044 (40%) of the estimated cost put to tender.

or

Two similar completed works costing not less than the amount equal to Rs.1,75,565 (60%) of the estimated cost put to tender.

or

One similar completed work of aggregate cost not less than the amount equal to Rs.2,34,087 (80%) of the estimated cost. (Self-certified photocopy of work order along with work completion certificate to be uploaded as proof of eligibility criteria in Cover-1).

Relevant Work Completion Certificate must be enclosed with the technical bid. **A work completion certificate must be submitted, and it should have been issued by an officer not less than the rank of Executive Engineer / equivalent and must contain the name of the work, date of start, date of actual completion, and amount of work executed.**

2. Valid Pan & GST certificate must be uploaded with technical bid.

3. Similar Work means: SITC of minimum 200 KVA or higher DG sets / CAMC/AMC/service contract of minimum 200 KVA or higher DG sets.

### **SCOPE OF WORK**

1. **Servicing** of each D.G. is set at 250 HRS or six months, whichever is earlier.
  2. **Engine:** - Checking of oil and lubricating oil level and topping up if required, checking all parameters and performance of the engine on load conditions.
  3. **Alternator:-** Checking of mounting and coupling bolts for tightness, checking of bearing for condition and greasing, checking IR valves of the alternator, insulations, cleaning of the alternator, tightening the loose connections and cable and terminations, checking for vibration, voltage, frequency, RPM, carbon brushes, etc.
  4. **Control panels:** - Cleaning of AMF panel, MCCBs, contactor, relays, and panel timers with blower, checks for control and power wiring, tightness of connections and fuses, correctness and calibrator of all meters, relays, contactors, and MCCB's, etc. All checking and functionally working control systems will be part of the contract.
  5. **Batteries:-** Tightness of connections, Diagnostics of the fault and rectification supply & replacement of terminals and applying petroleum jelly, checking the specific gravity of the electrolyte of each cell, and checking the charging system.
  6. **Cooling system:** - Checks for any leakage of the 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.
  7. **Fuel System:** - Checking and repair of fuel pumps, fuel pipelines, and hoses, cleaning the fuel tank as when required.
  8. **Starting & Testing:** - After carrying out all checks, the performance of DG sets shall be observed, and the parameters of all the parts and meters should be within the limit.
  9. **Service on Call:** - In addition to the bi-monthly visits, the firm will provide its service in case of any fault/emergency or as and when required without any extra charges and within 24 hours.
  10. **Cost of Spare Parts:** - All spare parts required during service, like oil filter, fuel filter, air filter, fuel pipes, diesel hose pipes, cu-washers, carbon brushes, small fuses, V-Belts, etc. shall be arranged by the institute through rate contract / direct purchased by the same vendor on bill basis.
- Cleaning and maintenance of battery terminals, AMF panels, and DG Sets shall be part of the contract.

\*\*\* All the maintenance work is to be done as per the manufacturer's guidelines.

Any maintenance work not specifically mentioned above but required for the healthy and uninterrupted operation of DG set will be considered part of the scope of work.

### **The work not included in the scope of work;**

1. Supply of major contactors, MCCB's, relays, batteries, radiator fan and internal parts of the engine.
2. Rewinding of alternators and exciter.
3. Lube oil & diesel shall be supplied departmentally.
4. Major overhauling of the DG sets.

### **Terms & Conditions:**

1. The firm will depute service engineer (s) (Electro / mechanical) once in three months to check the status of DG set and its functioning as per the scope of work.
2. Visit / inspection to be recorded in log book / register duly signed of service engineer and representative of IIT Roorkee.

3. The work shall be carried out as per CPWD specifications for DG Sets and to the entire satisfaction of Engineer-in-charge.
4. The firm has to provide well trained and experienced staff at the time of generator service or as when required.
5. The complaints received should be attended within **24 hours** of their receipts where as major repairs shall have to be rectified within **07 days**. Failing which, penalty will be imposed as per institute rules.
6. No advance payment shall be made to the firm; however quarterly payment shall be released to the firm after successful completion of service.
7. Income tax would be deducted as per rules. **GST will be paid as per govt. rules.**
8. The firm should quote their rates after inspecting the D.G. sets at site.
9. AMC initially will be awarded for one year and can be extended up to another one year for the same terms & conditions if services of firm found satisfactory after one year and on mutual agreement.
10. The firm shall have to arrange small items like cotton, old cloths, battery water and tools to carry out routine checkup of DG Sets.

Payment:

- 13.1 Payment will be made on quarterly basis after successful completion of the quarter.
- 13.2 Payment shall not be released in the 1st quarter until 1st service of all D.G. Sets doesn't complete. After completion of service of D.G. Sets report should be submitted with invoice.
- 13.3 Payment shall be made upon submission of following documents:
  - i. Two copy of Invoice (Original & duplicate).
  - ii. Copy of the "repair / services log book".
  - iii. Copy of purchase order.
  - iv. Revenue stamp on the invoice.

## Tender Acceptance Letter

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**Date:**

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender No.:** AEE (E)SS-II/IITR/2024-25/AMC DG set GNEC/IWD/126

Tender description:

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Dear Sir,

- 1 I/We have downloaded/ obtained the tender document(s) for the above-mentioned 'Tender No.' from the website (s), namely: as per your advertisement, given on the above-mentioned website(s).
- 2 I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like section(s), schedules(s), etc.), which form part of the contract agreement, and I/we shall abide hereby by the terms/conditions/ clauses contained therein.
- 3 The corrigendum(s) issued from time to time by your department/organization, to, has also been taken into consideration while submitting this acceptance letter.
- 4 I/We hereby unconditionally accept the tender conditions of the above-mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
- 5 In case any provisions of this tender are found violated, then your department/organization shall, without prejudice to any other right or remedy, be at liberty to reject this tender/bid, including the forfeiture of the full said earnest money deposit.

**Yours Faithfully,**

**(Signature of the Bidder, with Official Seal)**