



RIPANS

website: [www.ripans.ac.in](http://www.ripans.ac.in)

# रीजनल इंस्टिट्यूट ऑफ पैरामेडिकल एंड नर्सिंग साइंसेज़ REGIONAL INSTITUTE OF PARAMEDICAL AND NURSING SCIENCES

(स्वायत्त संस्थान, अधीनस्थ स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार)  
(An autonomous Institute under Ministry of Health & Family Welfare, Govt. of India)

जेमबोक, आइजोल, मिजोरम - 796017  
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## SHORT QUOTATION NOTICE

Dated: Aizawl, the 11<sup>th</sup> June, 2024.

**No.D.19015/1/2016-RIPANS/127:** The Director, RIPANS, Aizawl invites in sealed quotation for Annual Maintenance of 4 nos. Diesel Generator i.e 200 kVA, 160 kVA (2 nos.) & 10 kVA for 1 year.

The quotation shall be received up to 26<sup>th</sup> June, 2024 (Wednesday) till 12 noon, and will be opened at 2:00 pm on the same day. The Generator can be inspected on any working days during office hours at RIPANS, Zemabawk, Aizawl.

General Information and documents may be downloaded from the Institute's website [www.ripans.ac.in](http://www.ripans.ac.in). Quotation should be submitted with Demand Draft of Rs 1,000.00 in favour of Director, RIPANS.

(डॉ. संजय डी. सावंत/Dr. SANJAY D. SAWANT)

निर्देशक/ Director

रीजनल इंस्टिट्यूट ऑफ पैरामेडिकल/Regional Institute of Paramedical  
& नर्सिंग साइंसेस /Nursing Sciences  
आइजोल : मिजोरम/Aizawl : Mizoram

**Memo No.D.19015/1/2016-RIPANS/127-A**

Dated: Aizawl, the 11<sup>th</sup> June, 2024.

Copy to:

- 1) Administrative Officer, for information.
- 2) Accounts Officer, for information and necessary action.
- 3) Computer Centre, for uploaded in Institute Website.
- 4) Vanglaini Daily Newspaper, for display in 2 issues.
- 5) Guard file.

(डॉ. संजय डी. सावंत/Dr. SANJAY D. SAWANT)

निर्देशक/ Director

रीजनल इंस्टिट्यूट ऑफ पैरामेडिकल/Regional Institute of Paramedical  
& नर्सिंग साइंसेस /Nursing Sciences  
आइजोल : मिजोरम/Aizawl : Mizoram

**GENERAL TERMS AND CONDITION FOR MAINTENANCE OF DIESEL GENERATOR**  
**AT RIPANS, AIZAWL**

**SCOPE OF WORK & TERMS and CONDITIONS**

Complete AMC of Diesel Generators (DG) including

1. **200 kVA : 1 no. KVA Diesel Generator Make: Cummins Jackson. (Mfg. 2011)**
2. **160 kVA : 2 nos. kVA Diesel Generator Make: Kirloskar. (Mfg. 2015 &2017)**
3. **10 kVA : 1 no. kVA Diesel Generator Make: Mahindra Powerol. (Mfg. 2015)**

The preventive maintenance will be done compulsorily in 60 days. The Preventive maintenance will include,

- A. Inspections render breakdown maintenance and regular preventive maintenance during normal working hours of the facility.
- B. Preventive maintenance included.
  - Regular checking of all the parts of the DG sets required for normal functioning including deep cleaning of all filters, change in engine oil, coolant, radiator cap/raw water Strainer batteries, startup items, etc.
  - The service engineer is required to check both electrical and mechanical parts of Diesel Generator Sets.
  - Checking for proper functioning of sensors and safety controls in terms of the connections and terminals and visual inspections. Checking of lube oil pressure.
  - Any visible change in normal parameters of DG Set such as coolant leakages, diesel leakages etc. must be immediately addressed.
  - Weather proof coating maintenance of the DG sets.
  - Checking visually the exhaust smoke (Level/color) and maintain level as per State Pollution Control Board guidelines.
  - The digital display of DG sets should be maintained functional all times.
- C. To attend services calls other than mandatory monthly service call, as and when required must be attended within same day from the time of call registered.
- D. The service engineer is required to undertake the following works during servicing of Generator Set.
  - a) Checking of lube oil/ mobile oil and top up/refill when required.
  - b) The oil filter shall be replaced periodically/when required.
  - c) The air filters shall be cleaned periodically with comprised air, checking of batteries and top up the distilled water, when required.
  - d) Coolant level and conditioning of coolant shall be checked and refilled when required.
  - e) Any other essential services for smooth functioning of the DG sets must be ensured.
- E. Service reports should be submitted for every servicing/ every breakdown calls.
- F. B & C checks maintenance at per maintenance norms.
- G. Annual Maintenance contract will be **inclusive** of all the Items/components of the DG sets.
- H. Payment under the contract will be made 30% of the total cost in advance whereas 70% will be paid at the end of the contract subject to satisfactory performance of the firm and on submission of service report along with bills in triplicate form.

- I. Firms are advised to visit the site physically prior participating in the tender for the assessment of actual quantum of work, working condition of the DG sets.**
- J. The firm shall truly and faithfully carry Annual Maintenance Contract of the DG sets of in proper manner/standard fashion to the full extent and satisfaction of the customer from the date of signing of agreement. During the term of contract, the firm shall maintain the DG sets in good working order and for this purpose will provide all type of repair/replacement and maintenance service.
- K. The Annual maintenance included preventive maintenance, regular service of the DG sets and repair/ replacement of any items necessary for keeping the said items active and free from any defects or disturbance and also on any unscheduled call for corrective and maintenance services, taking appropriate measures/steps on time to set right its malfunctioning.
- L. Maintenance shall be provided on site for the DG sets by the firm.
- M. The Annual maintenance shall be carried out primarily at the premises of the Institute during the office hours. In case, the firm feels that the DG sets or its components cannot be repaired on-site, they shall suggest corrective action to repair the same with the consent of the Competent Authority, damaged/ defective components may be taken outside for repair after giving due receipt of the equipment and delivered back the repaired equipment at the earliest at their own cost and risk.
- N. The firm shall depute the Qualified Maintenance engineers for servicing who is totally familiar with the equipment.
- O. If the calls are not attended within 03 working hour and the services are not attended within same day or next day, penalty for not attending calls/services will be charged/deducted from the bills of the firm.**
- P. The firm shall maintain log book and shall record therein each incident of the equipment malfunction, date and time of commencement and successful completion of repair work and nature of repair work performed at the Customer's site.**
- Q. No revision in rate (on higher side) will be accepted during the AMC period.
- R. AMC contract will be up to maximum period of 1 year, however the performance of the firm will be reviewed at the end of each year and if the performance is found satisfactory then only the AMC contract will be considered for continuation otherwise it will terminate.
  
- S. The Contract shall be governed by Indian Law and both the parties' consent to the jurisdiction of Aizawl High Court in all matters.

## TERMS & CONDITIONS OF CONTRACT

1. Only registered firm having valid GST registration and others that have experiencing in handling DG set for at least 5 years.
2. Termination: This contract can be terminated by giving one month's notice on either side.
3. GST & Other Taxes will be paid as applicable as per Govt. of India rules.
4. Incomplete tender or not complying with the above condition is liable to be rejected. Overwriting or figures written in such style that it can be read in more than one way led to cancellation of tender.
5. The Bid's received after due date and time will not be entertained.
6. If the date up to which the tenders is open for acceptance is declared to be a holiday, then the tenders shall be deemed to remain open for acceptance till the next working day.
7. If the firm does not accept the offer, after issuing of letter of award within 15 days, the offer made shall be deemed to be withdrawn without any notice.
8. **Terms of the contract:**
  - 1) Initially the terms of the contract will be for one year. On the expiry of the contract or on its termination, the Institute, RIPANS reserves the right to renew the contract on quarterly /half yearly / yearly basis on the terms and conditions that may then be mutually agreed upon.
  - 2) TDS etc. as applicable will be deducted from the claim of the contractor at source.

## PREPARATION OF TECHNICAL BID

**The Technical bid shall contain following documents failing which the bids will be considered invalid and will be rejected.**

- a) The Bidder must be registered firm.
- b) Performance Statement as per enclosed proforma. **(Annexure- I). The agency should have sufficient working experience. The experience criteria are exempted to MSME/Startup firms as per the rules.**
- c) Information schedule as per enclosed proforma. **(Annexure-II)**
- d) Copy of TAN/PAN card/GST registration certificate.
- e) Trade License/R/MSME Registration Certificate.
- f) Self- declaration/Undertaking that the Agency is not blacklisted by any organization.
- g) Annual Turnover Certificate and Submit/Upload at least 01 Number (one number) of work order awarded to the firm for Comprehensive Annual Maintenance Contract (CMC)/ Annual maintenance contract (AMC) of DG Set facility of any Govt./PSU/University/Autonomous bodies/Reputed Companies. **The Annual Turnover and experience criteria are exempted to MSME/Startup firms as per the rules.**
- h) The bidder should submit the compliance statement in the prescribed format. The prescribed format of the compliance. **(Annexure-III)**

**ANNEXURE-I**

**Performance Statement of Having Experience of Undertaking Similar Nature of Work**

(Shall be submitted by the bidder in their letter head)

<b>Name &amp; Address of the Contractor/ firm</b>	<b>Order No. &amp; Date</b>	<b>Value of Order</b>	<b>Details of Work</b>	<b>Remarks, if any</b>

Signature and Seal of the Bidder

Business Address:

## ANNEXURE-II

### Information Schedule

(Shall be submitted by the bidder in their letter head)

1.	Name of the Firm/Agency.	
2.	Address with Tel. No./Fax/E-mail.	
3.	Contract Person Name and Mobile No.	
4.	GST registration no., PAN card/TAN.	
5.	Bank Account No. Branch Code Bank Name	

I/ we hereby certify that the information furnished above is correct and true to the best of our knowledge. We understand that in the event of information being found false at any stage, the agency will be blacklisted and will have no dealing with the Institute.

Signature and Seal of the Bidder

Business Address:

### ANNEXURE III

#### Compliance statement in the prescribed format

<b>Complete AMC of DG Sets.</b>	<b>Complied to the required contract for AMC and terms and condition of the bid (Yes/No)</b>	<b>Difference/Deviation if any</b>
Regular check of Diesel Generator Sets for filters, hose pipe, pump, nozzle, radiator, bearing, automatic voltage regulator, Alternator, rotter key, switches, wires, batteries, vacuum Indicator, Rain Caps etc.		
Checking of lube oil/ mobile oil and top up/refill when required.		
The oil filter shall be replaced periodically/as and when required		
The air filters shall be cleaned periodically with comprised air, checking of batteries and top up the distilled water, as and when required.		
Coolant level and conditioning of coolant shall be checked and refilled as and when required		
Checking for proper functioning of sensors and safety controls in terms of checking the connections and terminals and visual inspections.		
Checking visually the exhaust smoke (Level/color) and maintain level as per Pollution Control Board National guidelines.		
The digital display of DG sets should be maintained functional all times.		
Any other essential services for smooth functioning of the DG sets must be ensured.		

Signature and Seal of the Bidder