

**NATIONAL INSTITUTE OF TECHNOLOGY GOA**

Farmagudi Ponda Goa 403401

Phone: (0832) 2404206: Fax: (0832) 2404202

**NOTICE INVITING QUOTATION**

No: NITGOA/EEE/PUR/2023-24/OW/ 294 Dated:28/07/2023

NAME OF PROCUREMENT  
**Annual Maintenance Contract for DG Set**

**NATIONAL INSTITUTE OF TECHNOLOGY GOA**  
Farmagudi Ponda Goa 403401

Phone : (0832) 2404206, 2404205 : : Fax : (0832) 2404202

To  
Shri/M/s.....  
Address .....

Name of the procurement: **Annual Maintenance Contract for DG Set**

No NITGOA/EEE/PUR/2023-24/OW/ 294      Dated: 28/07/2023

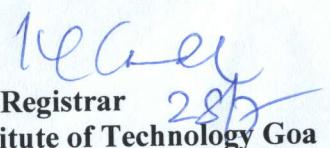
Dear Sir,

A Detailed notice inviting Quotation incorporating the technical specification as well Instructions and Conditions are enclosed herewith.

You are requested to submit your sealed quotation with all relevant documents latest by **01.00 PM on or before 18/08/2023**.

*(The notice inviting quotation will be published for 21 days from the date of publishing).*

Yours faithfully,

  
Registrar  
National Institute of Technology Goa

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Farmagudi Ponda-Goa 403401**

Phone: (0832) 2404206 Fax: (0832) 2404202

**NOTICE INVITING QUOTATION**

Ref.: NITGOA/EEE/PUR/2023-24/OW/ 294 Dated: 28/07/2023

Sealed Quotations are invited from Bidders for “Annual Maintenance Contract for DG Set”.

Quotations will be received up to **01.00 PM on or before 18/08/2023** and will be opened on the same day at **03.00 PM**, if intending quotationaries want to participate during quotation opening they can do the same or send their representative for the same with a proper authorization letter. In case, the day of submission of the quotation happens to be a holiday on account of Govt. notification or weekends and quotation cannot be received or opened, the quotations shall be received/opened on the next working day at **03.00 P.M.** for which no separate communications will be made. Other terms and conditions are enclosed.

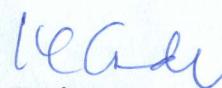
Last date and time for submission: **Upto 01.00 P.M. on or before 18/08/2023**

Quotation Opening Date and time: **At 03.00 P.M. on 18/08/2023**

Application for Quotation Document must be accompanied by filled in PFMS Form. Quotation Notice can be downloaded from the Tender section of website [www.nitgoa.ac.in](http://www.nitgoa.ac.in) or it can be downloaded from <https://eprocure.gov.in/epublish/app>.

**There is no download fee/EMD for the same.**

Director NIT GOA has the right to reject any or all the quotations received without assigning any reason thereof.

  
**Registrar**  
**National Institute of Technology Goa**

## **Instructions to bidders:**

1. The bidders should submit the quotation along with mandatory documents to Inward section NIT GOA (Administration office, Main Building) and the envelope should be superscribed as Quotation Enquiry No. NITGOA/EEE/PUR/2023-24/OW/294 dated 28/07/2023 for “Annual Maintainance Contract for DG Set”.
2. The quotation should be addressed to **The Director, NIT Goa Farmagudi, Ponda, Goa 403401.**
3. The rates should be quoted both in figures and words and legibly written without any overwritings. In case of any correction, the same must be attested by the bidder with a full signature.
4. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
5. The last date for receipt of the quotation is marked in the inquiry. In case the above date is declared a holiday for NIT Goa, and the bids will be received up to the appointed time on the next working day.
6. The quotation may be sent by post, to reach the office NIT Goa before the last date of receipt, or be submitted in the office of the normal working hours of the Institute. (**09.00 A.M. to 05.30 P.M.)**
7. Intending quotationeres requires any clarification regarding the notice inviting quotation, he may mail to **hod.eee@nitgoa.ac.in** at least **03 days** before the last date quotation submission time.
8. Quotation submitted after the last submission date will not be accepted and his quotation will be treated as non-responsive.
9. Intending quotationeres shall submit only one quotation. A quotationeres, who submits more than one quotation, shall be disqualified and considered non-responsive.
10. The quotation shall be opened by the committee in the NIT GOA at the date and time given on the top of the document. The quotationeres may send their authorized representatives to attend the quotation opening with a proper authorization letter if they so desire. In the event of the above quotation opening date being declared a holiday for the NIT Goa, then the bids will be opened at the appointed time and place on the next working day.
11. **The quotationeres have to put a seal and sign in full at all pages of the quotation notice including all annexures and price bid failing which the bidder will be disqualified.**
12. Director NIT GOA has the right to reject any or all the quotations received without assigning any reason thereof.

13. If the offered item covers the warranty period it has to be mentioned by quotationere in the quotation. (Certificate should be provided). Failing to provide the Product service during the warranty period will entitle the firm/proprietor debarment from NIT Goa Procurement.

### **Conditions of the participation in quotation:**

1. The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, Insurance, training cum demo charges (if any), and all other incidental charges mentioned separately.
- 2. The annual maintenance contract will be for one year from the date of the purchase order.**
3. If insisted, samples shall be provided by the supplier at the entire cost and risk of the supplier. The installation of the equipment and training cum demo should be provided (if required)
4. The bid should remain valid for 45 days from the date of opening.
5. Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
6. The goods offered should strictly conform to the specification and technical details mentioned in the technical specification by NIT GOA.
7. Any Liability regarding GST will be of the supplier of products. Also, any obligations regarding Indian Acts will be the responsibility of the supplier of products only.
8. If the successful bidder, on receipt of the supply order, fails to execute the order within the stipulated period, in full or part, it will be open to the Director, NIT Goa to recover liquidated damage from the firm at the rate of 0.5 percent of the value of undelivered goods per week or part thereof, subject to a maximum of 10 percent of the value of undelivered goods beyond the due date for delivery. Alternatively, it will also be opened to the Director NIT GOA to accept the part supply by the contractor and arrange to procure remaining items from other modes as per GFR 2017 Rules.
9. Payment (As per goods supplied, after deduction (if any)) will be made by Wire transfer within 30 days from the installation (if any) or receipt of the goods in good condition or receipt of the bill, commissioning of the equipment, where applicable, whichever is later/latest.
10. In the event of any dispute arising out of the quotations or from the resultant contract, the decision of the Director, NIT Goa shall be final.
11. Any disputes arising out of this inquiry shall be dealt with in the Goa jurisdiction only.

### **Special Terms & Conditions:**

1. The AMC will be for a period of 1 (one) year from purchase order date.
2. The AMC must consist of 6 visits in a year i.e. one visit in every two months as a preventive maintenance and has to attend the breakdown maintenance as and when required.
3. The breakdown call has to be attended within the same or next day from the complaint lodged by the representative of institute/customer through telephonically or email.
4. The firms/agencies/contractors who wish to quote are required to visit and examine the whole system and satisfy themselves before submitting their offer and to apprise themselves about the plant and equipment, accessories and parts of the complete system.
5. The routine maintenance of DG set is to be done by the experienced and qualified personnel at office working hours.
6. The periodical and routine maintenance of the DG set, electrical panel, condenser water pumps, cooling towers, battery chargers and other connected equipment's is to be done.
7. If any repair, calibration or testing of engine component is to be carried out at service center (vendor premises) then the cost of such service and transportation will not be paid separately. However additional parts (other than aforementioned parts) if required for such service will be paid separately.
8. Checking/repair/adjustment/replacement/servicing shall be carried under AMC except cost of components/spare parts in addition to the aforementioned parts, required to be replaced due to wear and tear.
9. The spare parts/consumables required if any should be genuine as per Cummins Company.
10. Checking of battery specific gravity every month and the acid level once in three months and top up 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.
11. For every visit the service report duly signed by the representative/competent authority has to be provided.
12. The firms/agencies/contractors who wish to quote are required to submit a valid Authorization certificate from Cummins, clearly stating that your firm/agency is an authorized service provider of Cummins DG Set.

*Wade*

### **Criteria for Evaluation of Lowest Quotation:**

- a) The bidder has to quote for all the items mentioned in the price bid. Failing to quote for one or more than one item will result in the disqualification of the quotation. (Quotation to be submitted on the firm letterhead mentioning GST No., PAN no. of Firm/Proprietor.)
- b) Signed and stamped copy of the entire quotation notice, (Copy of GST Registration Certificate and PAN card to be attached).
- c) After fulfilling the criteria mentioned at point 15 (a-b) that quotation which is lowest in Total (of all items) will be awarded the order.
- d) The vendor has to supply the items as per the specification mentioned in the attached annexure -1.

### **Documents required for bill processing:-**

1. Filled and duly signed Bidder information sheet
2. Filled and duly signed PFMS Mandate Form

*Reena*  
Registrar  
NIT GOA

## Price Bid

**Item Name: Annual Maintenance Service for DG Set**

Sr. No.	Items	Make	Item No.	Quantity	Price per unit in Rs.	Total Amount in Rs.
1	Separator, Fuel Water	Cummins	5591392	2		
2	Element-Oil-Filter	Cummins	0122-0962	2		
3	Inhibitor, Corrosion	-----	3816986	1		
4	Kit Air Cleaner Elements (B3.3, 4B, 6B)	Cummins	3238666	1		
5	Cap, Dust	Cummins	4071694	1		
6	Valvoline Premium Blue 7800 Plus 1/10 Ltr	-----	506924	2		
7	Annual Maintenance Service Charges (One year)			1		
<b>Total in Rs.</b>						
<b>Other Charges (if any) (please specify)</b>						
<b>Taxes in Rs.</b>						
<b>Grand Total in Rs.</b>						
<b>Grand Total in Rs. (in words)</b>						

**Name of the firm/vendor:**

**Stamp and Sign:**

*legale*

Date:

### **PFMS Mandate Form**

Sr. No	Details Required	Information
1	Name of Vendor/Supplier	
2	Date Of Birth / Date of Incorporation	
3	Father/Husband Name	
4	Aadhaar Number	
5	GST No.	
6	PAN No.	
7	Complete Address	
8	City	
9	Country	
10	State	
11	District	
12	PIN Code	
13	Mobile No.	
14	Telephone No.	
15	E Mail Address	
16	Account Holder Name	
17	Bank Name	
18	Bank (Branch)	
19	Bank Address	
20	Account No.	
21	IFSC Code	
22	Swift Code	

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I/we would not hold the user Institution responsible.

**Name:**

**Stamp/Seal & Signature of Vendor/Supplier:**

### Bidder Information Sheet

1	Company Name	
2	Company Registration Number	
3	Registered Address	
4	Name of Partners / Directors	
5	Bidder Type	
6	City	
7	State	
8	Postal Code	
9	PAN/TAN Number	
10	Company's Establishment Year	
11	Company's Nature of Business	
12	Company's Legal Status (Limited Company, Undertaking, Joint venture, Partnership and others)	
13	Company Category (micro unit as per MSME, Small unit as per MSME, Medium unit as per MSME, Ancillary unit, Project Affected person of this company, SSI, Others)	
14	Contact Person Name	
15	Date Of Birth (DD/MM/YYYY)	
16	Correspondence Email	
17	Designation	
18	Phone	
19	Mobile	

Note: If the information is not pertaining to the bidder, in third column he should specify as Not Applicable. The information sheet should be sealed and signed.

14/04/2024