



International Center for Free and Open Source Software

Swatantra,
South Pavilion, Sports Hub, Karyavattom,
Trivandrum - 695 581
Kerala, India.
Phone No: +91 471 2700013
Email: info@icfoss.in

NOTICE INVITING TENDER

For the **Comprehensive AMC CUMMINS 250 KVA Diesel Generator**
Tender No: **ICFOSS/64/2021-JSA1 (IT)** dated 15/09/2021

Name of the material	Comprehensive AMC CUMMINS 250 KVA Diesel Generator
AMC Period	12 Months
Availability of Tender documents	Can be downloaded from the website http://icfoss.in up to 30/09/2021, 03:00 PM
Date of Publishing	15/09/2021
Last date & time of submission of bids	30/09/2021 at 04:00PM
Date & time of opening of bids	30/09/2021, 05:00PM
EMD (Earnest Money Deposit) Amount	1 % (rounded to the nearest rupees) of the total Quoted amount or Rs.1,500/- whichever is maximum.
Tender Fee	Rs. 400/-

All communications shall be addressed to the Secretary & Registrar, ICFOSS, Swatantra, South Pavilion, Sports Hub, Karyavattom, Trivandrum - 695 581 Kerala, India.



ICFOSS invites Tenders from registered and authorized firms/ service agencies for Comprehensive Annual Maintenance Contract (AMC) for servicing and maintenance of Cummins 250 KVA Diesel Generator at the ICFOSS, Sports Hub, Karyavattom, Thiruvananthapuram.

The bid documents and other details may be downloaded from the website <http://icfoss.in/tenders>. All bid documents along with EMD and Tender fee are to be submitted as **hard copy** and in the designated covers/envelops on the below address. The EMD amount and non-refundable Tender fee of Rs. 400.00/- shall be remitted only as Demand Draft separately in favour of “**ICFOSS**” and payable at Thiruvananthapuram. Bidder should ensure that Tender fees and EMD are remitted as separate transactions/DDs, such that EMD should be a separate DD and Tender Fee shall be separate DD. Combined remittance for Tender fee and EMD shall be treated as invalid transaction. Only manual submission shall be entertained. Late submissions will not be considered

Secretary & Registrar

Swatantra,
South Pavilion, Sports Hub,
Karyavattom, Trivandrum - 695 581
Kerala, India.
Phone No: +91 471 2700013
Email : info@icfoss.in

Place: Trivandrum
Date: 15/09/2021


Procurement Officer
ICFOSS

Note: - If the date of opening of bids happens to be a holiday; the actual date for the same will be the next working day. No separate intimation in this regard will be issued.



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TENDER DOCUMENT
ICFOSS/64/2021-JSA1 (IT)- 15/09/2021
(e-Procurement)

Item required

SL. No	ITEM	Description
1	Comprehensive AMC CUMMINS 250 KVA Diesel Generator	1
	Scope of works	<ul style="list-style-type: none">• Minimum 6 to 12 field Visit & Unlimited Complaint Attend• Cleaning of engine, alternator and inside the acoustic chamber• Cleaning of air filter element & fuel filter element if required• Check condition & tension of V-belt & tight belt if required• Check for any leakages: - Diesel, Water & Engine oil & correct if possible at site• Check nuts & bolts & tighten if necessary• Check engine oil & coolant, top up or replace if necessary• Check engine control system & all the parameters• Check acoustic chamber conditions• Check in abnormal sounds• Check battery conditions & water level• If any faulty equipment or components shall be quickly replaced and the cost should to covered in the Comprehensive AMC.



General Terms & conditions and Scope of work for the Comprehensive maintenance contract for the CUMMINS 250 KVA Diesel Generator

- The tender is for Comprehensive Annual Maintenance of Comprehensive AMC CUMMINS 250 KVA Diesel Generator
- The AMC will be for a period of 1 (one) year, after which the AMC may be extended depending on the performance of the contractor
- The firms / agencies/ contractors who wishes to quote are required to visit and examine the whole systems and satisfy themselves before submitting their offer and to apprise themselves about the equipment, accessories and parts of the complete systems
- The routine maintenance and periodical maintenance of the equipment is to be done. Necessary preventive maintenance, breakdowns if any is to be attended throughout the day in 3 shifts, 7 days a week, with experienced and qualified personnel.
- Any materials required for breakdown or for such other required work is to be executed on cost of material, which should be approved by the Client.
- The required log books, maintenance schedule charts are to be maintained and be made available for inspection by the Client.
- All spares parts and materials shall be genuine and of same make and type as installed wherever applicable and a minimum quantity of spares and materials for routine maintenance may be kept at site or at your service centre to minimize time of maintenance. The firm / agency / contractor has to keep all equipments well maintained for the work so as to give proper output at all times.
- Proper care shall be taken to avoid major breakdown at the Electrical Substation. In the event of any breakdown, the same will be rectified immediately within 4 hours from the time of reporting of the fault. Similarly, if any breakdown takes place due to negligence of firm/ agency/ contractor, the whole component has to replaced/ rectified to bring it to the original condition immediately.
- The rates shall be quoted on yearly basis. The rates shall be all inclusive including taxes and duties etc.
- ICFOSS reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason or to cancel the tender. The decision of Head of authority, in this regard shall be final and binding on all
- The firm/ agency/ contractor will be responsible for the safety of their deputed staff during the performance of their duty at site.
- In case of any problem with the equipment, the firm/agency/contractor shall inform ICFOSS immediately.

BREAK DOWN MAINTENANCE

- The Contractor shall also undertake to provide a comprehensive breakdown service whereby qualified technicians shall attend to each breakdown as soon as practicable after a breakdown is reported and carry out immediate remedial work at a reasonable speed according to the nature of the breakdown. Any faulty equipment or components shall be quickly replaced.



- **Eligibility Criteria:**

- a) Should be a Firm/Company Incorporated in India.
- b) Bidder should have a fully functional service centre with spares stock for attending the breakdown calls. Details of the service centre must be provided.

- **Submission of bids**

The Tender should be submitted with the following documents. The documents shall include the following:

Company registration details

Detailed specification of the item quoted

Copy of Permanent Account Number (PAN)

Copy Of GST Registration Documents

Previous work orders supplied to any Government departments if any

Signed Tender document with Tender form.

Financial bid in format given in **Annexure I** (BOQ Template)

- **Earnest Money Deposit (EMD)**

The Tender should submit an EMD amount of 1 % (rounded to the nearest rupees) of the total Quoted amount or Rs.1,500/- whichever is maximum. The EMD amount should only be remitted as Bank Drafts in favour of “**ICFOSS**” payable at Thiruvananthapuram and shall be enclosed with the bid.

Forfeiture of EMD

EMD of a tenderer shall be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD shall be forfeited.

Refund of EMD



EMD furnished by all unsuccessful tenderers shall be returned to them without any interest whatsoever, at the earliest after expiry of the final tender validity period but not later than 30 days after conclusion of the contract. EMD of the successful tenderer shall be returned, without any interest whatsoever, after receipt of performance security from it as called for in the contract.

- **Tender Fee**

The Tender should submit a non-refundable Tender Fee of Rs.400/- . The Tender Fee should only be remitted as Bank Drafts in name of “**ICFOSS**” payable at Thiruvananthapuram and shall be enclosed with the bid.

- Tender Documents shall be available only on the Internet and shall not be available for sales elsewhere.
- No price rise except Govt. levies will be allowed once order has been placed during the validity of the claim.
- Delivery / installation (for the spare parts) at the store should strictly be completed within the stipulated period of delivery
- Stores should be supplied to the “The Director, ICFOSS, Swatantra, South Pavilion, Sports Hub, Karyavattom, Trivandrum - 695 581 Kerala, India”.
- **Quoted rate:** The quoted rates shall be **inclusive** of all taxes and also the bidder shall include charges like duties, freight, handling, loading, unloading, insurance premium along with the quoted rate.

Note: ICFOSS holds the DSIR certificate which makes ICFOSS eligible for tax exemptions, Seller is responsible for cross checking the category codes and HSN numbers and apply appropriate exemptions



The Taxes may include (excise duty, sales tax, service tax, entry tax etc), duties, levies, freight, handling, loading, unloading, insurance premiums etc complete and shall remain firm throughout the contract period. No compensation will be paid in case of any upward revision in the statutory taxes and levies or introduction of new taxes and levies.

- **Special Conditions:** The bidder is requested to submit all the items mentioned during the technical evaluation of the bid. There should not be any change in the make/specs in the final supplied items from the items submitted during the evaluation unless the technical evaluation committee recommends for the same.

I / We hereby declare that I/We have read and understood the above instructions for the guidance of tenders.

Place :

Date :

Name, Signature and seal of Tenderer

Please submit the hardcopy of this document duly signed by the authorized signatory to the following address:

**Secretary & Registrar
ICFOSS
Swatantra,
South Pavilion, Sports Hub,
Karyavattom,
Trivandrum - 695 581
Kerala, India.**



TENDER FORM

To,
Secretary & Registrar
Swatantra,
South Pavilion, Sports Hub,
Karyavattom,
Trivandrum - 695 581
Kerala, India.

Dear Sir,

Sub: Bid form

Ref: **ICFOSS/64/2021-JSA1 (IT)** dated 15/09/2021

1. Having examined the conditions of tender contract, the receipt of which is hereby duly acknowledged. i/we undersigned, offer Comprehensive AMC and execute all works in conformity with tender specifications referred above and also to the said terms & conditions from the sum shown in the commercial bid(s) attached herewith and made part of this bid.

2. We understand that you are not bound to accept the lowest or any bid, you may receive.

3. I / We affirm that I / We have enclosed the acceptance of all terms and conditions and also all brochures detailing the technical specification of the items quoted by me/us.

4. I / We hereby confirm that all the items supplied are in proper working condition and tested successfully.

5. I / We hereby confirm that all breakdown issues will be cleared without any delay.

6. The tender document for the works mentioned above have been obtained by me from the URL: <http://icfoss.in/tenders>, the official website of ICFOSS and I / we hereby certify that I / we have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I / we shall abide by the conditions / clauses contained therein.

7. My /our GST & PAN Numbers are as follows.

8. GST Registration Number.

9. PAN Number.



10. Dated thisday of..... 201.....

11. Signature of

12. In capacity of

13. Duly authorized to sign the bid for and on behalf of

14. Witness 1.

15. Signature

16. Witness 2.

17. Signature



ANNEXURE I (BOQ TEMPLATE)

Date:

Tender Inviting Authority: ICFOSS					
Name of Work: Comprehensive AMC CUMMINS 250 KVA Diesel Generator					
Contract No: <u>Tender No: ICFOSS/64/2021-JSA1 (IT)</u>					
Bidder Name :					
<u>PRICE SCHEDULE</u> <u>(This BOQ template must not be modified/replaced by the bidder and the same should be submitted after filling)</u>					
Sl. No.	Item Description (as specified in Tender documents)	Quantity	Units	BASIC RATE (inclusive of all Taxes)	TOTAL AMOUNT (inclusive of all Taxes)
1	Comprehensive AMC CUMMINS 250 KVA Diesel Generator (1 year)	1	Nos		
Quoted Rate in Words					

Authorized Signature
(With Signature and Seal)