

Short Quotation Call No: OCAC-ESTT-TOWER-07/2023- 2328 / dtd. 09/10/2024.

Sealed quotations are invited from the Bidders for engagement of Agency for Non-Comprehensive AMC of synchronisation panel of DG used for OCAC Tower, Odisha Computer Application Centre, N-1/7-D, Acharya Vihar Square, Bhubaneswar-751013, E-mail: gm_ocac@ocac.in

Last Date of submission of Quotation	18/10/2024 by 2:00 PM
Place of submission of Quotation document	Odisha Computer Application Centre

The authority reserves the right to accept/reject any and part of there or all the tenders and without assigning any reason thereof.

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**ADMINISTRATIVE OFFICER
ODISHA COMPUTER APPLICATION CENTRE
PLOT NO.-N-1/7-D, ACHARYA VIHAR
SQUARE, P.O.-RRL, BBSR-13
PHONE: 91-674-2567280, 2567064, 2567295
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CC:OCAC Notice Board

Section-1

General Terms & Conditions

1. Scope of work

This broad scope of Non-Comprehensive Annual Maintenance contract is as follows:

- a. The firm shall truly and faithfully carry the non-comprehensive AMC of DG Synchronisation – cum – LT Panel at OCAC, Bhubaneswar in proper manner/standard fashion to the full extent and satisfaction of the customer for a period of one year from the date of issue of PO. During the term of contract, the firm shall maintain the equipment in good working order and for this purpose the firm should provide all type of repair/replacement and maintenance service.
- b. The Annual maintenance included preventive maintenance, regular service of the equipment 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.
- c. Maintenance shall be provided on site for the equipment by the firm.
- d. The Annual maintenance shall be carried out primarily at the premises of OCAC, Bhubaneswar during the office hours. In case, the firm feels that any equipment or its components cannot be repaired on-site, they shall suggest corrective action to repair the same. With the consent of OCAC, the damaged/ defective components may be taken outside for repairing after giving due receipt of the equipment and delivered back the repaired equipment at the earliest at their own cost and risk.
- e. The Operating environment condition in which Equipment are presently installed at OCAC, Bhubaneswar are quite satisfactory and the firm may give suggestions with regards for better working environment for the equipment covered under the Maintenance Contract.
- f. The firm shall maintain/provide uninterrupted service to OCAC, Bhubaneswar during the period of the contract.
- g. The firm shall depute the Qualified Maintenance engineers during the contract period, who is totally familiar with the equipment.
- h. 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 by OCAC @ Rs. 5000.00 per day from the specified time considering the earlier period of non-compliance.
- i. 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.
- j. Payment under the contract will be made at the end of each quarter subject to satisfactory performance of the firm and on submission of service report along with bills in triplicate form.
- k. No revision in rate (on higher side) will be accepted during the AMC period.
- l. "Annual Maintenance Contract will be for period of 01 years, however the performance of the firm will be reviewed at the year end & if the performance is

- found satisfactory then only the AMC contract will be considered for continuation (renewal) otherwise it will be terminated".
- m. Any item/parts, required to be replaced, will be on additional charge. However additional labour/service/transportation/lifting charge will not be applicable during AMC period.
 - n. Any equipment like tester, servicing tools, lifting appliances, cleaning material required for servicing and repairing will be in scope of agency selected for AMC.
 - o. Carry out panel cleaning tightening of bus bar joints and tightening of control wirings.
 - p. Guide the operating staff of OCAC on day-to-day maintenance and operations during visit, after studying the log book.
 - q. Adhere to safe working practices and take utmost care not to harm material and men around the Equipment.
 - r. The maintenance operations may be carried out as laid down below:
 - i. **BREAKDOWN MAINTENANCE:-**
 1. This is to be carried out in the event of malfunction which prevents the operation of the equipment
 2. Unlimited support for breakdown maintenance for any type of breakdown occurs (100% unlimited breakdown calls).
 3. ON-CALL support 24/7.
 4. To attend all breakdown calls within 03 hour.
 5. To attend and rectify the problem even if the same may require 24 hours working on site.
 6. Work to be carried out during the service coverage time as per the agreement
 7. Breakdown Maintenance includes fault finding, repair or replacement of defective parts and functional checking.
 8. Guaranteed 01 hours on site response (7-day week 24 hours day)
 9. Includes 100% labour and travel coverage (7days /week, 24 hours/day)
 10. Performed by trained engineers/Technicians.
 11. Any type of materials required at the time of servicing/breakdown maintenance will provide by client.(All material except cleaning materials are in OCAC scope)
 12. Servicing reports shall be submitted for every quarter/ every breakdown call.
 - ii. **PREVENTIVE MAINTENANCE**
 1. To carry out cleaning up of parts of the Synchronisation-cum-LT Panel.
 2. To check all electrical components for loose connections and tightening if necessary
 3. Monitoring of parts in operation, note any unusual noise or vibration
 4. Verify the efficient working of Synchronisation-cum-LT Panel and if required, carry out rectification, repairs and replacement.
 5. Verify parts operation for proper suction.
 6. The above points are to be strictly followed but not limited to the clause. However anything related to the Preventive maintenance need to be added by the selected bidder.

893

2. Eligibility Criteria

1. The bidder should be a company registered in India under Indian Companies Act, 1956 or a partnership firm registered under Indian Partnership Act, 1932 or Proprietary Firm. It should be registered with GST Authorities.
2. The bidder should furnish the copy of GST registration certificate and PAN card.
3. Consortiums are not allowed.
4. The bidder should be authorised dealer/ distributor of the DG OEM of M/s. Sterling Generators Pvt. Ltd. Necessary document need to be submitted. Necessary Authorization Certificate/Manufacturing Authorisation form need to be submitted.
5. The Bidder should have experience of DG maintenance work (Necessary proof to be submitted).

Necessary supporting documents on fulfilment of eligibility criteria should be attached for authentication along with a signed copy of the tender document to indicate acceptance of all terms and conditions set forth in the tender. Organizations failing to provide complete information on any of the requirements are liable to be rejected.

3. Broad list of Parts fitted in synchronization-cum-LT Panel

Sl. No.	Part Description	Qty.	Unit
1	ACB	19	Nos
2	PLC	1	No
3	Analog Module AI	3	Nos
4	DI/DO Base Module	3	Nos
5	HMIS	1	Nos
6	Voltage Converter	2	Nos
7	Power Contractors (225 AMPS)	4	Nos
8	AC Auxiliary Contractor	115	Nos
9	DC Auxiliary Contractor	105	Nos
10	Adden-Block	127	Nos
11	AC to DC Converter	1	No
12	Battery Charger	1	No
13	DC to DC converter	1	No
14	Battery 12 Volt 100AH	2	Nos
15	Battery 12 Volt 150AH	1	No
16	UPS Inverter	1	No
17	Hooter	5	Nos
18	Multifunction Meter	10	Nos
19	Annunciator	8	Nos
20	DC Ammeter	4	Nos
21	DC Voltmeter	1	No
22	MCCB	7	Nos
23	MCB	180	Nos
24	Indicator Lamp	160	Nos

4. Time of completion of the project

S/N	Description	Timeline
1.	AMC of synchronous panel of DG used for OCAC Tower	T + 1 Year
T= Date of issue of PO		

5. Rejection / Replacement

Articles not approved during inspection shall be rejected and will have to be resubmitted by the agency within 3 business days or the time fixed by Competent Authority, without any additional financial implications to OCAC.

6. Payment Terms

S/N	Description	Timeline
1.	Non-comprehensive AMC of synchronisation panel of DG used for OCAC Tower	25% payment will be released on QGR basis after submission and verification of bills and relevant documents.

Sd/-

Administrative Officer

Section-2

Commercial Schedule

Sl. No.	Part Description	Qty.	Unit	Unit Price in ₹	GST in ₹	Total Price in ₹
1	Non-comprehensive AMC of synchronisation panel of DG used for OCAC Tower	1	Year			
Grand Total						

In Words
(Rupees _____) only.

Prices shall be quoted inclusive of all taxes, duties, freight and forwarding.

Seal & Signature of the Bidder