

NATIONAL INSTITUTE OF TECHNOLOGY GOA

Farmagudi Ponda Goa 403401

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

NOTICE INVITING QUOTATION

No: NITGOA/PUR/2018-19/OW/ 729

Dated: 30/11/18

NAME OF PROCUREMENT

**Procurement of Annual Maintenance Service for 62.5kVA
Cummins DG Set**

NATIONAL INSTITUTE OF TECHNOLOGY GOA

Farmagudi Ponda Goa 403401

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

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

Name of the procurement: **Procurement of Annual Maintenance Service for 62.5kVA Cummins DG Set**

No: NITGOA/PUR/2018-19/OW/729

Dated: 30 / 11 / 18 ,

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 **03.00 PM on or before 07.12.2018**

Yours faithfully,



Registrar I/C

National Institute of Technology Goa

National Institute of Technology Goa
Farmagudi, Ponda-Goa 403 401

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

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

NOTICE INVITING QUOTATION

Ref: NITGOA/PUR/2018-19/OW/ 729

Dated 30/11/18

Sealed Quotations are invited from Bidders for "Procurement of Annual Maintenance Service for 62.5kVA Cummins DG Set".

Quotations will be received up to **03.00 PM on 07.12.2018** and will be opened on the same day at **03.30 PM**, if intending quotationeres want to participate during quotation opening they can do the same or send their representative for the same with 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 enclosed at Annexure-B

Last date and time for submission: Upto 03.00 P.M. on or before 07.12.2018

Quotation Opening date and time: At 03.30 P.M. on 07.12.2018

Application for Quotation Document must be accompanied by filled in PFMS Form . Quotation Notice can be downloaded from Tender section of website 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 I/C

National Institute of Technology Goa

**National Institute of Technology Goa
Farmagudi, Ponda-Goa 403 401**

Instructions to bidders:

1. The bidders should submit the quotation along with mandatory documents to Inward section NIT GOA (Administration office, Main Building) and envelope should be super scribed as Quotation Enquiry No. NITGOA/PUR/2018-19/OW/ 729 dated 30/11/18 for **“Procurement of Annual Maintenance Service for 62.5kVA Cummins DG Set”**.
2. 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 over-writings. In case of any correction, the same must be attested by the bidder with 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 enquiry. 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, so as to reach the office NIT Goa before the last date of receipt, or alternatively, 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 in regard to the notice inviting quotation, he may mail to **dean.rc@nitgoa.ac.in** at least **03 days** before 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 proper authorization letter, if they so desire. In the event of the above quotation opening date being declared 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 has to put 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. **In case the bidder to whom the work order is awarded will have to carry out the work as per the contract and directions given by the authorised person of NIT GOA to carry out the work.**
14. **The intending quotationere will have to visit the Institute before participating in the bid to look in detail the requirements of work.**

Conditions of the participation in quotation:

1. The rates quoted should preferably be net, inclusive of all taxes charges required for completion of work.
2. **Work completion period needs to be mentioned by quotationere in the quotation. However Institute is not bound to accept the delivery period mentioned by quotationere.**
3. The Quotation should remain valid for a period of **45 days** from the date of opening.

4. Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.

5. Any Liability regarding GST will be of contractor. Also any obligations regarding Indian Acts will be responsibility of contractor only and Institute will not be responsible for the same.

6. If the successful bidder, on receipt of the work 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 work order per week or part thereof for delayed work beyond work completion period, subject to a maximum of 10 percent of the value of undelivered goods beyond due date for delivery.

7. Payment (After any authorised deductions (if any)) will be made only by Wire transfer within 30 days from the work completion or receipt of the bill after successful work completion, whichever is later/latest.

08. 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.

09. Any disputes arising out of this enquiry shall be dealt in the Goa jurisdiction only.

10. Criteria for Evaluation of Lowest Quotation

- a) Technical Specification for all the items. Failing to quote for one or more than one item will result in disqualification in quotation. (Quotation to be submitted on the firm letterhead mentioning GST No. , PAN no. of Firm/Proprietor.
- b) Signed and stamped copy of entire quotation notice.
- c) Filled and duly signed PFMS Mandate Form mentioned at end of Quotation Notice..
- d) Filled and duly signed quotationere sheet.
- d) After fulfilling criteria mentioned at point10 (a-c) those quotation which are lowest in Total (of all items) will be awarded the order.



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Price Bid

Sl.No	Item	Make	Item No.	Prices per unit in Rs.	Quantity	Total Amount in Rs.
1.	Element Fuel Filter	Cummins	01492967		<u>2</u>	
2.	Element oil Filter	Cummins	01220962		<u>2</u>	
3.	Element Air Cleaner	Cummins	03814695		<u>1</u>	
4.	Element Air Cleaner	Cummins	03814696		<u>1</u>	
5.	Inhibitor corrosion 5 litre	Cummins			<u>1</u>	
6.	Valvoline premium blue 7600 4/5LTR	Cummins			<u>4</u>	
7.	Annual Maintenance Service	Cummins			<u>1</u>	
Total in Rs. (excluding taxes)						
Other charges (if any)						
Taxes in Rs.						
Grand Total in Rs. (In figures)						
Grand Total in Rs. (In words)						

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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:

Quotationere Information Sheet

1	<u>Company Name</u>	
2	<u>company Registration Number</u>	
3	<u>Registered Address</u>	
4	<u>Name of Partners / Directors</u>	
5	<u>BidderType (Indian/Foreign)</u>	
6	<u>City</u>	
7	<u>State</u>	
8	<u>Postal Code</u>	
9	<u>PAN/TAN Number</u>	
10	<u>Company's Establishment Year</u>	
11	<u>Company's Nature of Business</u>	
12	<u>Company's Legal Status (<i>Limited Company, Undertaking, Joint venture, Partnership and others</i>)</u>	
13	<u>Company Category (<i>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</i>)</u>	
14	<u>Contact Person Name</u>	
15	<u>Date Of Birth (DD/MM/YYYY)</u>	
16	<u>Correspondence Email</u>	
17	<u>Designation</u>	
18	<u>Phone</u>	
19	<u>Mobile</u>	

Note: If the information is not pertaining to the bidder, in third column he should specify as " Not Applicable"

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Specification & Service Requirement

Annex

Annual Maintenance Service for 62.5kVA Cummins DG Set

Make Cummins
ESN..... 130630222
Model..... S3.8-G7
KVA..... 62.5
Duration..... One Year (From Purchase Order Date)
Number of Planned Visits during the Contract Period.... 6 times

Basic items required during AMC of Cummins 62.5kVA Dg Set.

Sr. No.	Items	Make	Item No.
1	Element Fule Filter	Cummins	01492967
2	Element oil filter	Cummins	01220962
3	Element Air Cleaner	Cummins	03814695
4	Inhibitor corrosion 5 liter	-----	
5	Valvoline premium blue 7600 4/5LTR	-----	

Terms & Condition:

1. The AMC will be for a period of 1 (one) year.
2. 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 plant and equipment, accessories and parts of the complete systems.
3. The routine operation of all D.G. Sets is to be done by the experienced and qualified personnel at office working hours.
4. The periodical and routine maintenance of the D.G Sets, Electrical panel, condenser water pumps, cooling towers, battery chargers and other connected equipment is to be done.
5. If any repair, calibration or testing of engine component ^{to be} ~~is~~ carried out at your (Vendor) service center then charges will pay separately.
6. If any spare parts required to replace the charges will pay separately but spare parts should be genuine as per Cummins Company.

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