

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA**

**NEW DELHI- 110124**

NO.102 /Welfare-IT/26/2016-17

Dated: 07/07/2017

To

All Vendors (overleaf)

Subject: **Sealed quotations for Comprehensive Annual Maintenance 62.5 KVA Kirloskar Diesel Generator Set of installed at Ravi Tower, Residential Complex, Vaishali, Ghaziabad, UP – reg.**

Sir/Madam,

Sealed quotations are invited through limited tender enquiry from the eligible vendors for Comprehensive Annual Maintenance Contract (COAMC) of **62.5 KVA Kirloskar Diesel Generator Set installed at Ravi Tower**, Residential Complex, Vaishali, Sector- 4, Ghaziabad, Uttar Pradesh.

Sealed cover with superscript" Quotation for Comprehensive Annual Maintenance Contract for 62.5 KVA Kirloskar Diesel Generator Set installed at Ravi Tower" addressed to Director (P) Office of the Comptroller and Auditor General of India, 9 Deen Dayal Upadhyay Marg, New Delhi-110124 shall be submitted to Sh. Parvez Hasan, Sr. AO (Welfare-IT) in room no. 305 at 3rd floor of this office in person on or before 10.08.2017 by 3.00 PM and bid will be opened on the same day at 4.00 PM. Necessary terms & conditions of the tender are listed in the Annexure (enclosed). A copy of this Tender enquiry is also available in this office [website www.cag.gov.in](http://www.cag.gov.in).

Yours truly,

**(PARVEZ HASAN)**

Sr. Administrative Officer (Welfare\_IT)

## ANNEXURE

### (Terms & Conditions)

1. This office does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason whatsoever. Inadequate or incomplete tenders in any respect or the prescribed conditions are not fulfilled are liable to be rejected. Canvassing in any form by the tender/vendor will result in rejection of their tenders.
2. The firm/ Company must submit the copies of TIN/PAN Number etc.
3. The contract will be valid for a period of one year from the date of commencement. The contract will commence from the date on which acceptance is given by the vendor accepting the contract. The payment will be made on submission of satisfactory services on quarterly basis. In case payment is delayed for any administrative reason, no interest thereon will be paid.
4. An "Earnest Money Deposit (EMD)" to the tune of Rs.5,000/- (Rupees five thousand only) in the form of crossed Demand Draft drawn in favour of " PAO O/O CAG of India" shall be submitted.
5. The successful tenderer hereafter referred to as Contractor, has to furnish " Bank Guarantee" for an amount equal to 10% of total contract value which will be released on completion of the warranty/ support period.
6. The contract shall be purely Comprehensive one, which includes complete DG Set unit, its inner parts, alternator, contractor, AMF Panel, auto switch on/off unit, main by-pass unit and other consumable/non-consumable fixtures including cables etc.
7. At least 4 periodical maintenance services or more depends upon necessity may be conducted after during entire contract period. All consumable / non-consumable material for required preventive maintenance service shall be arranged by the vendor at his own cost, except cost of lubricant and service filter only.
8. All complaints related to working of DG Set or other fixtures shall be attended immediately on receipt of the complaint (s) especially in case of any sudden break down, even during holidays or after late hours. Failure of which in any manner shall attract penalty on full discretion of competent authority of this office and will be binding to the vendor.
9. All the consumable/ non-consumable material/spare to be used for periodical service or replace during currency of the contract shall be of standard makes only. A detailed service report mentioning name, make &

quantity etc. of each consumable /non-consumable items (s) & cost thereof, to be used during the service shall be submitted alongwith each invoice. Any major part (s), if replaced during the contract for any reasons shall be of same make & model and faulty part, after replacement by new one shall be handed over to this office for record purpose.

10. If any part (s)/component (s) goes under repair for any reason, a suitable substitute part/component shall be arranged by the vendor at his own cost till rectification & reinstallation of original part (s). If for any reason, the vendor is not able to attend the complaints/problem, the job shall be got done from some other firm or from the open market and the expenditure incurred thereon shall be recovered from the vendor. In that case, the item (s) shall automatically come under COAMC after rectification of the problem/defect/damage by other firm/vendor. This may also entail the termination of the contract.

11. Payment shall be made at the end of each quarter proportionately after rendering satisfactory services at this end.

12. If any defect (s) is (are) noticed or any complaint made by the users during the contract period, the levy of compensation for any dislocation of work due to delayed rectification of any other reason, will be decided by the Director (P) of this office to enforce penalty claim at full discretion of the competent authority of this office.

13. The contractor shall at all times during the currency of contract confirm to and comply with the regulations and by laws of the NCT or Central Government or of this office and of all other local authorities, the provisions contained in the various labour acts enacted by the State Legislature and Central Parliament in force and the rules made there under including those under Minimum Wages Act, Workmen Compensation Act, Provident Fund Regulation etc. for welfare and protection of workers or for the safety of the public and other insurance provisions.

14. Maintenance Service shall be comprehensive in nature, which shall include preventive, corrective maintenance of the item (s) irrespective of make /brand. The D.G. Set and its supporting equipments/panels and other components shall be cleaned/serviced and checked thoroughly once in every month. A compliance report (showing list of item, location, date & time of cleaning/servicing etc.) shall also be submitted to this wing for record purpose.

15. The vendor shall not sublet the whole or part of the works, except where otherwise provided in the contract, without the prior written

consent of the Director (P) of this office. Such consent, if given shall not relieve the vendor from any liability of obligation under the contract and he shall be responsible for the acts, defaults and neglects of any agents, his agents" servants of workmen as fully as if they were the acts, defaults or neglects of the vendor, his agens" servants of workmen.

16. The vendor should indemnify this office against any liability for compensation due to injury to his own workmen or to other persons at location while executing the work/service and for any damage to the property.

17. The vendor shall hand over the entire DG Set unit alongwith all other fixtures & consumable/non-consumable components at location, which are under COAMC in working condition on expiry of the contract.

18. The contract of the successful Firm/Company shall be continued upto three years without any enhancement in the contract value, if Firm/Company follows all aforesaid terms & condition and provides satisfactory services.

19. In case of breach of any terms as mentioned in this contract, the contract shall be terminated by this office without any notice and moreover the contractor shall be liable for black listing in various Departments of Government Sector including Ministries for a period of two (2) years.

20. In case of any dispute/s, arising out of this contract during its tenure of operation the same shall be subject to the jurisdiction before courts of law in Delhi & NCR.

21. The vendor, his sub-contractors, employees, and agents shall keep the facts coming to their knowledge during or in connection with the performance of the COAMC as CONFIDENTIAL.

**(PARVEZ HASAN)**  
Sr. AO (Welfare\_IT)