
**OFFICE OF THE RESIDENT COMMISSIONER
GOVERNMENT OF CHHATTISGARH
7-8 Floor, Block-2, Plate-C, NBCC Office Complex,
East Kidwai Nagar, New Delhi-110023**

Ref. No. DG Set/CGB-CGS/2024/96

Dated: 23.01.24

DETAILED NOTICE INVITING TENDER

- Cost of Tender Form** : Rs. 1,000/- (in cash nonrefundable)
Last Date of Sale of Tender : 08.02.2024 upto 5.00 P.M.
Last Date of Receipt of Tender : 09.02.2024 upto 2.30 P.M.
Date of Opening of Tender : 09.02.2024 at 3.00 P.M.

1. Introduction:-

- 1.1 Sealed tenders are invited on behalf of Resident Commissioner, Chhattisgarh Bhawan, New Delhi from reputed firms for Comprehensive Annual Maintenance of 2 nos. of 250 KVA Kirloskar make D.G. Set and 01 no. of 400 KVA Kirloskar make D.G. Set installed at Chhattisgarh Bhawan, 7, S.P. Marg, New Delhi and Chhattisgarh Sadan, 8-12, Factory Road, Safdarjung, New Delhi.
- 1.2 Details of job descriptions have been shown at Annexure-1 of tender documents.
- 1.3 Not more than one tender shall be submitted by one agency.
- 1.4 No two or more agencies in which an individual is interested as proprietor/or partner shall tender for the same work. If they do so, all such tenders shall be liable to be rejected.
- 1.5 The Resident Commissioner shall be the accepting authority hereinafter referred to as such for the purpose of this contract.


- 1.6 Tender documents will be open for sale on payment **Rs. 1,000/-** in cash. These can be obtained on all official working days between 11.00 A.M. and 05.00 P.M, from the Office of the Resident Commissioner, 7-8 Floor, Block-2, Plate-C, NBCC Office Complex, East Kidwai Nagar, New Delhi or can be downloaded from the website of Chhattisgarh Bhawan i.e. www.rcchhattisgarh.gov.in in which case, the bidder should submit his bid alongwith a pay order/bank draft for **Rs. 1,000/- (Rupees one thousand only)** drawn in favor of “Resident Commissioner, Chhattisgarh Bhawan” payable at New Delhi as tender fee. Any tender received without the tender fee would be summarily rejected. The last date for sale of tender documents is 08.02.2024 upto 5.00 PM.
- 1.7 EMD in the form of Demand Draft for an amount **Rs. 10,000/- (Rupees ten thousand only)** drawn in favour of Resident Commissioner, Chhattisgarh Bhawan, New Delhi from any scheduled bank must be furnished along with the tender documents failing which the tender will be summarily rejected.
- 1.8 The bids/tender documents received after the expiry of the date and time prescribed for receiving the completed bids shall not be considered.
- 1.9 In all matters of dispute relating to the contract, the decision of the Resident Commissioner shall be final and binding upon the agency.
- 1.10 The bidders may inspect/examine the site/material and its surrounding and satisfy themselves before submitting their tenders. A tenderer shall be deemed to have full knowledge of the site/material whether he/she inspects it or not and no extra charges consequent on misunderstanding or otherwise shall be allowed.
- 1.11 EMD of unsuccessful bidders will be released (without interest) within 30 days of award of contract to the successful bidder. The EMD of the successful bidder, after acceptance of tender and signing of contract, will be released after he/she furnishes the security deposit as prescribed in the terms

- and conditions. In case, the successful bidder backs out and/or fails, the amount of EMD shall be forfeited by the competent authority.
- 1.12 The sealed tenders should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.
 - 1.13 Sealed tenders should be either deposited or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non delivery/ non-receipt of tenders. Tenders sent by FAX or e-mail will not be considered.
 - 1.14 The tender should remain valid for 60 days from the last date of its submission. in exceptional circumstances, the Tendering Authority may solicit the Bidders consent to an extension of the period of validity. Such request and response thereto shall be made in writing.
 - 1.15 In case the successful bidder backs out of the contract midstream, without explicit consent of the Resident Commissioner, the security deposit will stand forfeited.
 - 1.16 After opening of the bids and verifying the EMD, the bids shall be scrutinized and evaluated by the competent authority/committee with reference to parameters specified in the tender documents.
 - 1.17 The authority/committee will scrutinize the bids based on eligibility criteria and other compliance. The bidders shall be required to submit self attested copies of the relevant documents in support of the documentary evidences of being considered during the evaluation. The bidder qualified in all or more categories as per eligibility criteria will be considered. Decision of the Resident Commissioner, Chhattisgarh Bhawan, New Delhi will be final in this regard and binding on the bidders.
 - 1.18 No bidder shall contact this office on any matter relating to its bid. From time of opening of bids to the time the contract is awarded. For any additional

information, the competent authority reserves the right as whether such additional information should be considered or otherwise.

- 1.19 Any efforts by a Bidder to influence this office in its decision on bid evaluation, bid comparison or contract award may result in disqualification of the Bidder's bid and also forfeiture of its EMD.
- 1.20 Resident Commissioner, Chhattisgarh Bhawan, New Delhi reserves the right to accept or reject any tender without assigning any reason thereof.
- 1.21 Resident Commissioner, Chhattisgarh Bhawan, New Delhi reserves the right to terminated the order in case of violence of the terms and conditions or non-fulfilment of the essential requirement.
- 1.22 Resident Commissioner, Chhattisgarh Bhawan, New Delhi reserves the right to cancel the order without assigning any reason whatsoever at any stage.
- 1.23 Resident Commissioner, Chhattisgarh Bhawan, New Delhi reserves the right to disqualify the contractor for a suitable period who habitually failed to take the services. This office also reserves the right to blacklist a bidder for suitable period in case he/she fails to honour his/her bid without sufficient and reasonable grounds.

Approved by Resident Commissioner


Deputy Director (Finance)
Chhattisgarh Government
Chhattisgarh Bhawan, New Delhi

2. Terms and Conditions

- 2.1 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/vender will result in rejection of their tenders.
- 2.2 The firm/Company must submit the copies of GST/PAN Number etc.
- 2.3 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.
- 2.4 An "Earnest Money Deposit (EMD)" to the tune of **Rs. 10,000/- (Rupees ten thousand only)** in the form of crossed Demand Draft Drawn in favour of "**Resident Commissioner, Chhattisgarh Bhawan, New Delhi**" shall be submitted.
- 2.5 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.
- 2.6 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.
- 2.7 The contract is terminable after giving three months notice in writing with reason from either side in normal course.
- 2.8 At least 4 periodical maintenance service or more depending upon necessity may be conducted during entire contract period. All consumable/non-

consumable material required for preventive maintenance service shall be arranged by the vendor at his own cost, except cost of lubricant and service filter only.

- 2.9 All complaints related to working of DG Set or other fixtures shall be attended immediately on receipt of the complaint (s) 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.
- 2.10 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 item(s) & cost thereon, to be used during the service shall be submitted alongwith each invoice. Any major part (s), if replaced during the contract for any reason shall be same make & model and faulty part, after replacement by new one shall be handed over to this office for record purpose.
- 2.11 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 and reinstallation of original part(s). If for any reason, the vender is not able to attend the open market and 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.
- 2.12 Payment shall be made at the end of each quarter proportionately after rendering satisfactory services at this end.
- 2.13 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 or any other reason, will be decided by the competent authority of this office.

- 2.14 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.
- 2.15 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 equipment/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 the House Manager for record purpose.
- 2.16 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 Resident Commissioner, Chhattisgarh Bhawan. 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 agents" servants of workmen.
- 2.17 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.

- 2.18 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.
- 2.19 The contract of the successful Firm/Company shall be continued upto a maximum period of three years without any enhancement in the contract value, if Firm/Company follows all aforesaid terms & condition and provides satisfactory services.
- 2.20 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 Department of Government Sector for a period of two years.
- 2.21 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.
- 2.22 The vendor, his sub-contractors, employees, and agents shall keep the facts coming to their knowledge during or in connection with performance of the COAMC as CONFIDENTIAL.

3. Payment details :

- 3.1 The CAMC payment shall be made only at the end of each quarter proportionately.
- 3.2 GST and any other taxes & duties on materials/services and components for the work or the work as a whole shall be payable by the vendor. This office will not be responsible for or entertain any claim whatsoever in this respect.

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ANNEXURE-1

Schedule of quantity for quoting the rates

S.No.	Description	Qty	Amount
1.	Comprehensive Annual Maintenance Charges of 250 KVA Kirloskar make D.G. Set installed at Chhattisgarh Bhawan	01	
2.	Comprehensive Annual Maintenance Charges of 250 KVA Kirloskar make D.G. Set installed at Chhattisgarh Sadan	01	
3.	Comprehensive Annual Maintenance Charges of 400 KVA Kirloskar make D.G. Set installed at Chhattisgarh Sadan	01	
	Total	03	
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Signature of bidder with seal

WITNESS

1) Signature:

Name:

Address:

2) Signature:

Name:

Address:

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ANNEXURE-2

Duly self attested copies with office seal of each required document (s) are to be submitted as stated below:

a) Details of the bidders

Name of authorized person :

Designation :

Contact No. :

E-mail ID :

Corresponding Address :

:

:

- b) Proof of submission of EMD **Yes/No**
- c) Copies of Original Registration Certificate. **Yes/No**
- d) Incorporation Certificate Registration of the company. **Yes/No**
- e) Audited financial statement for last three financial years. **Yes/No**
- f) Copy of proof having registered office/branch in Delhi with valid proof such as rent agreement/latest telephone bill copy/GST registration certificate/property tax receipt etc. **Yes/No**
- g) I/We certify that all terms and conditions of the bid/tender documents are acceptable to us.

Signature of authorized person

Name:

Designation:

Company Seal:

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ANNEXURE-3

Bank Details of NEFT/RTGS Payment

S.No.	Particulars	Description
1	Name of Bank	
2	Branch Name	
3	Branch Address	
4	Account Type	
5	Account No.	
6	Name of Account Holder (s)	
7	IFSC Code	

The bidder is requested to enclose copies of bank cancelled cheque for verification of details.

Signature of authorized person

Name:

Designation:

Company Seal:

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ANNEXURE-4

Non-Disclosure agreement

Tender Inviting AuthorityParticulars	Bidder/Contractor
Office of the Resident Commissioner, Government of Chhattisgarh, Floor Block-2, Plate-C, NBCC Office Complex East Kidwai Nagar, New Delhi-110023	

1. I/We, the undersigned certify that I/We have gone through the requirement and terms & conditions of the tender enquiry and undertake to comply with the same.
2. The rates quoted are final and binding upon us.
3. I/We give the rights to the competent authority of office of the Resident Commissioner, Chhattisgarh Bhawan, New Delhi to take appropriate action as deems fit in case, contravenes of any of directions or terms & contitions of the tender enquiry is observed against the firm or its representative (s) at any stage.
4. I/we hereby agree and undertake to maintain such information as confidential and undertake not to use any of part or the whole of such information.

Signature of authorized person

Name:

Designation:

Company Seal: