

MORMUGAO PORT AUTHORITY
ENGINEERING MECHANICAL DEPARTMENT

Quotation no.: CME/XEN(F)/F-26/1/2023

QUOTATION FOR

**"Bi-monthly Non Comprehensive Maintenance Contract of 500KVA
, 320KVA & 300 KVA DG Set installed at MPA Administrative Office and
B.No.10 respectively for the period 01/04/2023 to 31/03/2025"**

Due at 15.00 Hrs. on 13/04/2023

Website: www.mptgoa.gov.in

MORMUGAO PORT AUTHORITY
ENGINEERING MECHANICAL DEPARTMENT

Quotations are invited in a sealed cover from reputed firms duly super scribed as **QUOTATION FOR "Bi-monthly Non Comprehensive Maintenance Contract of 500KVA , 320KVA & 300 KVA DG Set installed at MPA Administrative Office and B.No.10 respectively for the period 01/04/2023 to 31/03/2025"**

Details about Quotation:

Quotation invited by	CHIEF MECHANICAL ENGINEER, MORMUGAO PORT AUTHORITY
Quotation No.	Quotation no.: CME/XEN(F)/F-26/1/2023
Name of Work	Bi-monthly Non Comprehensive Maintenance Contract of 500KVA , 320KVA & 300 KVA DG Set installed at MPA Administrative Office and B.No.10 respectively for the period 01/04/2023 to 31/03/2025
Commencement Period	The work shall be commenced 7 Days from the date of issue of Purchase Order.
Payment terms	100% payment shall be made within 30 days after satisfactory completion of work on producing invoice complete in all respects. The contractor shall furnish their bank account number, PAN card, MICR number. Name of the Branch along with Bill for arranging payment made through E.C.S. by the Port Authority.
Bid Validity	90 Days from the date of opening of the quotation.
Date of submission of bids	13/4/2023 till 15:00 Hrs
Date of Opening of bids	13/4/2023 at 15:30 Hrs
Address for communication and submission of bid	"Executive Engineer (F)" Engineering Mechanical Dept., Mormugao Port Authority-Administrative Office, Mormugao, Goa – 403804.
Contact Details	Phone: 0832-2594573, 9552540386 Email: xen.f.mptgoa@gmail.com
Website	<u>www.mptgoa.gov.in</u>

CHIEF MECHANICAL ENGINEER
MORMUGAO PORT AUTHORITY

TECHNICAL SPECIFICATION

1.0. GENERAL

Mormugao Port Authority invites the quotation for the work of "**Bi-monthly Non Comprehensive Maintenance Contract of 500KVA , 320KVA & 300 KVA DG Set installed at MPA Administrative Office and B.No.10 respectively for the period 01/04/2023 to 31/03/2025**".

2.0. SCOPE OF WORK:

For Bi-monthly Non Comprehensive Maintenance Contract of 500 KVA Caterpillar / 320KVA & 300KVA Greaves engine.

During each visit under this contract, the following work will be carried out by the Service representative, as required according to the working of the engine.

1. Drain the lube oil from the sump as per the recommendation in the operation and instruction manual.
2. Renew lube oil filter element as required.
3. Refill the sump with new lube oil and prime the lubricating system if required.
4. Checking and tightening as required any external bolts.
5. Replacing fuel filter element as per the recommended procedure.
6. Checking and correcting the tightening of all hoses and clamps.
7. Checking and adjusting belt tensions or replace the belts as required.
8. Checking and adjusting tappet clearance as required.
9. Checking and tightening engine bearer cap screws.
10. Carryout air cleaner maintenance as required.
11. Checking and recording engine performance parameters
12. Checking and correcting external leakages.
13. Checking EPU for proper functioning
14. To carryout schedule maintenance as per Maintenance checklist of the engine
15. All required spares & lubricants, shall be supplied by the Port, if available with Port.
16. Special tools required if any will be carried by the Service Engineer.

TERMS AND CONDITIONS:

1. The service engineer will execute 1 visit every 2 months (Bi-monthly) for a period of 2 year (i.e. 6 visits per year) from 01/04/2023 to 31/03/2025 consisting of 12 visits and GST extra as applicable for 500 KVA Caterpillar make /320KVA/300KVA Greaves make D.G. Set installed at MPA Administrative Office and B.No.10 respectively.
2. During Non Comprehensive Maintenance Contract period, in case of breakdown/repairs/spares replacement taking more than one day, the same should be attended without any additional cost. Work will be carried out

under the Technical guidance supervision of Contractor Representative whereas labor for carrying out /during the work/breakdown will be provided by Port free of charge.

3. Port has the right to terminate the contract can be terminated by giving one month notice anytime without giving any reasons.
4. After each maintenance visit, invoice, service reports duly signed and stamped by authorized person and also EPF & ESIC challans should be submitted to this office in duplicate.
5. Work Experience: Contractor should have sufficient experience in carrying out maintenance of DG sets of 500/320/300 KVA and above respectively. Necessary document/work order in support should be submitted by contractor.
6. Contractor should have regd. office in Goa and in case of breakdowns/notice should be able to attend the work/breakdown within 24 hrs. from the time of call/notice.
7. All PPE should be wear by representatives attending maintenance and all necessary safety precautions to be taken while carrying out Maintenance related works.
8. The Gate entry pass shall be on Chargeable basis as per scale of rates.
9. Payment terms:

Payment along with applicable GST will be released within 30 days from the date of receipt of undisputed bills in duplicate, and with all supporting documents such as ESI, EPF if applicable after each visit. GST number shall be invariably indicated on all invoices.

3.0 Minimum Eligibility Criteria:

3.1.1 FINANCIAL CRITERIA

The Bidder should have an Average Annual financial turnover of **at least Rs. 40,000/-** (Rupees forty thousand only), for the three financial years i.e. 2019-20, 2020-21, 2021-22.

In case of Micro and Small Enterprises (MSME bidders), the Average Annual Financial Turnover shall be **at least Rs. 20,000/-** (Rupees twenty thousand only), subject to production of certificate issued by MSME authorities.

Note: Documentary evidence duly self-attested viz. auditor's certificates, balance sheet / profit and loss statement for the three years i.e. 2019-20, 2020-21, 2021-22 shall be submitted along with the Bid.

3.1.2 TECHNICAL CRITERIA

- (i) The Bidder shall have successfully completed one Similar Work during last 7 (Seven) years ending last day of month previous to the one in which quotations are invited should be either of the following:-

Three similar completed works each costing not less than **Rs. 53,000/-**, excluding GST

OR

Two similar completed works each costing not less than **Rs. 66,250/-**, excluding GST.

OR

One similar completed work costing not less than **Rs. 1,06,000/-**, excluding GST.

- (ii) In support of this, the Bidder shall submit Self-attested photo copies of LOA / work order / Agreements showing the awarded contract value for "similar works" and satisfactory Completion Certificates issued by the Client, indicating the date of Completion and completed Contract Value failing which the work shall not be considered for evaluation. Also, the bidders are required to submit TDS certificates pertaining to the referred completed work. In case the Bidder has carried out and completed the works for MPA, then the work order may be furnished along with the duly filled in price schedule, the Completion certificate and TDS certificate need not be furnished.

PI Note: The Bidders shall enclose the copy of the work order and successful completion certificates.

Similar works means "**The bidder should have experience in Maintenance/repairs of Diesel Generators of capacity 300 KVA and above in any State/Central Govt./PSU's or any reputed organization**"

SCHEDULE – 'B'

4.0 GENERAL TERMS AND CONDITIONS

4.1 Validity:

The validity period for the offer shall be **90 days** from the date of opening of the quotation.

4.2 Price:

The offered rates shall be inclusive of all taxes and duties. GST/Service Tax shall be paid as applicable. If, any new tax will be imposed by State/ Central Govt. and same will be reimbursed on producing documentary proof.

4.3 Commencement Period:

The work shall be commenced with 7 days from the date of issue of Purchase Order.

4.4 Payment Terms:

- i. 100% payment shall be made within **30 days** after satisfactory completion of work on producing invoice complete in all respect after each visit.
- ii. The contractor shall furnish their bank account details for the payment through ECS by the Trust. A copy of the PAN card, Service Tax Registration no., EPF & ESI registration shall also be furnished. MICR number Name of the Branch along with Bill for arranging payment made through E.C.S. by the Trust.

4.5 Bid Security Declaration:

The Bidder is required to submit the Bid security declaration as attached at **Annexure 1**.

The tender not accompanied with Bid security declaration shall be summarily rejected.

4.6 Other terms and conditions

- i) All tools and tackles shall be arranged by the Contractor at their own cost.
- ii) The Bidders is advised to visit the site and get acquainted regarding the nature of the work involved at site conditions before quoting the rate.

iii) The technical specification Schedule 'A', General terms and condition at Schedule 'B' and Schedule of prices and quantities Schedule 'C' to be read in conjunction to ensure the actual supply and works involved.

iv) Necessary Entry passes shall be obtained by the Contractor at their own cost with the approval of Port Officials.

v) The Trust will not be responsible for any loss or damage of the men/materials/ tools/plants engaged by the firm during the work at site or transportation.

vi) The Contractor shall take utmost care during the execution of the work, if any damage to Port property, the cost of the damage shall be deducted from the Contractor's bill.

Address for communication and submission of bid: Executive Engineer (F),
2nd floor A.O. Bldg, Headland Sada, Engineering Mechanical Dept.,
Mormugao Port Trust, Mormugao, Goa – 403804. Phone: 0832-2594573

vii) Further amendments if any, visit our Website www.mptgoa.gov.in

Bid Security Declaration Form

Date: _____ Quotation no. : _____

To,
The Executive Engineer (F),
Office of Chief Mechanical Engineer,
Engineering Mechanical Dept.,
Mormugao Port Authority,
A.O. Bldg, Headland Sada,
Mormugao, Goa – 403804.

Sub : Quotation for "Bi-monthly Non Comprehensive Maintenance Contract of 500KVA , 320KVA & 300 KVA DG Set installed at MPA Administrative Office and B.No.10 respectively for the period 01/04/2023 to 31/03/2025"

I/We. The undersigned, declare that:

I/We understand that, according to tender conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with MPT for a period of one (1) year from the date of notification if I am I/We

- a. are in a breach of any obligation under the bid conditions,
- b. made misleading or false representations in the forms, statements and attachments submitted;
- c. If the bid is withdrawn or varied or modified in a manner not acceptable to the Employer during the validity or extended validity period duly agreed by the Bidder
- d. Any effort by the Bidder to influence the Employer on bid evaluation, bid comparison or contract award decision.
- e. Fail to commence the work on the specified date as per LOA/Work order.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of viz. (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed:

in the capacity of

Name:

Duly authorized to sign the bid for an on behalf of

Dated on _____ day of _____

Corporate Seal

SCHEDULE – 'C'**SCHEDULE OF PRICES AND QUANTITIES**

Sr. No.	Description	No. of engines for Non Comprehensive contract	Rate/Visit (Bi monthly) Rs.	No. of Visits	Total Amount for 12 Visits (Bimonthly) Rs.
1	Non Comprehensive Maintenance Contract Service Charges of 500 KVA Caterpillar Engine at MPA Administrative Office	01 no.		12 Nos.	
2	Non Comprehensive Maintenance Contract Service Charges of 320KVA Greaves Engine at B.No. 10	01 no.		12 Nos.	
3	Non Comprehensive Maintenance Contract Service Charges of 300KVA Greaves Engine at B.No. 10	01 no.		12 Nos.	
		Total			
(Rupees _____ only exclusive of GST)					

Date:**Signature:****Place:****Name:****Address:****Office Seal of firm:****Note:**

- a) Rates quoted shall be exclusive of GST, which shall be paid extra as applicable.
- b) Evaluation of Quotation will be carried out on individual DG Set basis ie. 500/320/300 KVA. The lowest offer (L1) for each of the categories shall be considered among all tenderers for award of work.