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M/s.....  
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Sub:- Non-Comprehensive Annual Maintenance Contract (AMC) for Air Circuit Breakers installed in L.T.panels at sub-station, NSIC HO Complex, Okhla Industrial Estate, New Delhi-110020

Sir,

You are requested to submit your most competitive offer in a sealed envelope for the work of Non-Comprehensive AMC for Air Circuit Breaker installed in L.T.panels at NSIC Office Complex, New Delhi for a period of one year as mentioned in **schedule of items, quantities & price (Annexure-A)** and as per terms and conditions mentioned below:-

**Terms & Conditions:-**

**1. Scope of work**

Servicing/overhauling of Air Circuit Breakers (ACBs) four times in a year after 03 months or as per site requirement to keep them in good condition, which includes the following works:-

- 1.1 Cleaning and assembling of front cover, push button, locking latches etc.
- 1.2 Cleaning and assembling of arc chute cover and cover and terminal shield.
- 1.3 Cleaning and assembling of chassis.
- 1.4 Cleaning and tightening of every point of auxiliary and control unit connection block.
- 1.5 Cleaning, greasing and assembling of hand pullout System, racking mechanism of chassis and function position indicators.
- 1.6 Cleanings, checking and assembling of arc chute.

- 1.7 Physical inspection of main contact.
  - 1.8 Physical inspection and setting of contact gap & pull rod.
  - 1.9 Inspection, cleaning and setting of tripping releases.
  - 1.10 Cleaning, checking/testing and assembling of tripping Coil/  
closing coil.
  - 1.11 Cleaning and assembling of electrical spring charging motor.
  - 1.12 Cleaning, greasing and assembling of mechanical charging  
system.
  - 1.13 Cleaning, greasing and assembling of jaw contacts.
  - 1.14 Testing the closing time, tripping time and springtime as per standards.
  - 1.15 Checking and measuring the closing coil resistance, trip coil resistance  
and Contact resistance.
  - 1.16 Lubricating the inner mechanism roller and other linkage and knife.
  - 1.17 Applying petroleum jelly on cluster contact.
  - 1.18 Cleaning of all components of ACBs should be done with petrol  
and Contacts with CRC as per standard.
  - 1.19 Final testing of the circuit breaker for its electrical/mechanical functions.
2. Any complaint of ACBs has to be attended free of cost within a specific period of time given by Engineer in charge or his authorized representative. Spare parts would be provided by NSIC.
  3. The breakdown maintenance or repair work has to be carried out free of cost with materials within a specific period of time given by Engineer-in-charge or his authorized representative. The field service reports shall be submitted by the service engineer, for the fault attended & remedial action taken & suggestion /advices if any.
  4. The damaged/rusted or not working components has to be replaced free of cost with new one. Spare parts would be provided by NSIC.
  4. Providing all types of tools to carryout the work in time.
  5. Providing the cleaning materials like petrol, CRC, Collin, cloths, etc.

6. Routine inspections and checking of ACBs as per Standard of Company has to be carried out on quarterly basis and reports have to be submitted accordingly.
7. The contract of work does not include free repair to damages caused by Calamities, fire, accident, vandalism, negligence, mishandling, misuse or tempering.
8. All the work has to be carried out without hampering the utilities of premises.

### **Other terms and Conditions of the Contract**

- 3.1 The corporation reserves the right to accept or reject any or all quotations without assigning any reasons.
- 3.2 The offer/tender should be accompanied by a crossed Demand Draft/ Pay order for Rs.5,000/- (Rs. Five Thousand only) payable to the NSIC Ltd, New Delhi as Earnest Money Deposit (EMD) without which quotation will not be accepted. The EMD will not carry any interest. EMD of unsuccessful tenderers will be returned once the work is awarded. EMD of success tenderer will be kept as security deposit and will be refunded after successful completion of contract period of one year. Parties registered with MSME/NSIC under the Govt. Purchase Scheme, shall be exempted for deposition the EMD.
- 3.3 You are requested to quote the your most competitive rate in schedule of items given at Annexure "A".
- 3.4 The rate must be stated for each item separately both in words discrepancy between the price quoted in word and figures, the rate quoted in words would be treated as final.
- 3.5 The validity of the quotation should be 120 days from the last date of the submission of tenders.
- 3.6 Before quoting the rate contractor may visit the site to judge the conditions of existing ACBs.
- 3.7 Incomplete and unsigned quotations are liable to be rejected.

- 3.8 The representative/engineer of the firm has to make a **quarterly mandatory visit** to check that all the equipments under AMC are working properly.
- 3.9 The Registration Number of the firm along with CST NO./ VAT No., allotted by the Sale Tax Authorities should be enclosed with the offer.
- 3.10 The contractor has to maintain a register for the periodical inspections, which have to be signed by officer in - charge of NSIC. The contractor should depute only qualified/experienced technicians for carrying out the preventive maintenance work.
- 3.11 The offer to be addressed to **The CGM (Works), NSIC Ltd, NSIC Bhawan, Okhla Industrial Estate, New Delhi-110020** and must reach on or before 4<sup>th</sup> November **2016 by 3.00 P.M.** The offers/tenders should be either placed in **the tender box** or may be sent **by post** at the aforementioned address on or before the above mentioned date and time.

#### **4.0 Tender Opening and Evaluation**

The tender/offers Envelope shall be opened by the Tender Opening Committee of NSIC on 4<sup>th</sup> November 2016 at 03.30 PM at NSIC Bhawan in the presence of tenderers or his representatives, who choose to attend the same.

#### **5. PAYMENT**

1. No payment in advance shall be considered.
2. Payment will be made on quarterly basis after satisfactory services certified by the engineer in charge. Quarter shall mean three months. No extra charges will be paid for attending the complaint.
3. The repair of equipments should be done as per schedule failing which NSIC reserves the right to get any other authorized party to service the ACB and the difference in cost if any in such cases will be recovered from the payable amount or from the EMD/ Security deposit of the bidder.
4. Statutory taxes like income tax, work contract tax/service tax etc. as applicable in the state shall be deducted from the payment.

5. **RESPONSIBILITIES & LIABILITIES**

- a. The deployment of proper service Engineer for carrying out the repair should be the responsibility of contractor.
- b. The contractor shall keep indemnify corporation against all actions, suits, claims, demands, costs or expense arising in the connection with injuries suffered by his workmen/service engineer.

6. **PRICE:**

The price shall be firm, inclusive of all cost of labour, taxes and duties etc. Nothing shall be paid extra on materials consumed by any account whatsoever.

6.0 **TIME PERIOD:**

The AMC shall be for one year and the corporation reserves the right to enter into AMC for another year on the same terms and conditions depending on the services rendered by the bidder. The AMC shall be in force for the period of one year form the date of award the work.

7.0 **REVIEW OF CONTRACT:**

The performance of the firm shall be reviewed in every quarter and if the performance is not found satisfactory, the contract will be terminated by giving on 15 days notice.

8.0 **PENALTY:**

Penalty @ Rs. 300/- per day shall be deducted from the payment if complaints are not attended within the given period of time or within 12 hrs. from the time of lodging the intimation. After carrying out the repair, the service personnel shall submit the service report.

9.0 **ENGINEER-IN-CHARGE:** DM/AM (Elect.Maint), works Division, NSIC Ltd, New Delhi will acts as Engineer-In-Charge.

Thanking you,

Yours truly

M.K. Gupta  
Manager (Works)

*Annexure-“A”*

<b>Schedule of items, quantities and price</b>					
<b>S. No.</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rates (Rs.)</b>	<b>Amount (Rs.)</b>
1.	Non-Comprehensive Annual Maintenance contract of air circuit breakers of having capacities 800A/1000A/1250A Installed in L.T.Panel, NSIC Office Complex, New Delhi as per scope of work. Make: - M-Pact, Siemens.	Nos	07		
2.	Non-Comprehensive Annual Maintenance contract of GE make air circuit breakers of having capacities 800/1000/1250 A Installed in L.T.Panel, NSIC Office Complex, New Delhi as per scope of work	Nos	02		
3.	Non-Comprehensive Annual Maintenance contract of Schenider make air circuit breakers of having capacities 1000/1250 A Installed in 500KVA DG Set AMF Panel at NSIC Office Complex, New Delhi as per scope of work	Nos	02		
4	Non-Comprehensive Annual Maintenance contract of ABB make air circuit breakers of having capacities 1000/1250 A Installed in AMF Panel at NSIC Office Complex, New Delhi as per scope of work	Nos	01		
	<b>Total</b>		<b>12 Nos</b>		

**Total in words: -**

**(Signature of authorized representative of tendered along with the stamp)**