



GOVERNMENT OF INDIA: MINISTRY OF FINANCE: DEPARTMENT OF REVENUE
NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS,

3/86 E, ATC ROAD, NEAR AMBIT IT PARK : I, II & III FLOORS,
AMBATTUR INDUSTRIAL ESTATE, CHENNAI-600058

Telephone: 044 - 26250157, 26250159

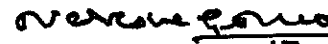
Fax: 044 - 26250155, 26250156

C.No. IX/4/10/2012

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Dated: 17.08.2016

NOTICE INVITING TENDER
AMC FOR UPKEEP OF DIESEL GENERATOR SET

1. The Additional Director General of NACEN, Chennai-58, invites offers under a single bid system in the prescribed tender/bid document from reputed firms for Annual Maintenance Contract for the upkeep of a Diesel Generator Set at our office premises at 3/86 E, ATC Road, Ambattur Industrial Estate, Near AMBIT IT Park, Chennai-600058. The DG set is of capacity 125 KVA. It is fitted with Ashok Leyland Engine and Kirloskar Alternator. The bidders may visit the above premises immediately to survey the Generator.
2. The following are detailed in the Annexure to this Notice:
 - (i) The specifications of work to be done for the setting up of the above work,
 - (ii) The format for quotation and
 - (iii) Qualification criteria to be met by the contractor and the statutory obligations to be complied with by the contractor
3. Your quotations/ bids are to be submitted only in the Format prescribed along with this notice, **in Sealed Covers**, in person / by registered post / speed post / courier so as to reach the above mentioned address on or before **3-00 PM on 29.08.2016 (Monday)**. The **name & phone number of the tendering company** and the words "**Tender Document for upkeep of Diesel Generator Set**" should also be inscribed boldly on the cover. Quotations / bids received beyond the stipulated time and date shall not be entertained.
4. The time and date of opening the tenders will be **3-30 PM on 29.08.2016 (Monday)**. All bidders or their competent representatives are invited to be present for the opening of the tenders.
5. The Department also reserves the right to reject any of the tender offers without assigning any reasons therefor. For any further enquiries, Shri V.P.Hari, Superintendent (Ph:9381025110) may be contacted


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(VASA SESHAGIRI RAO)
ADDITIONAL DIRECTOR GENERAL

ANNEXURE
DETAILS OF WORK TO BE DONE

- 1) A regular service and maintenance check should be conducted once in a month, by qualified personnel, without fail. In case where there is a sudden break down or any such emergency, qualified repair personnel should be deputed immediately, on all working days. If required, they will have to stay back after office hours to attend to any emergency work, for which no allowance of any kind will be paid.
- 2) The Maintenance contract shall cover labour charges alone. All consumables and parts that are to be replaced shall be billed separately and shall be paid for by this Academy.
- 3) Payment will be made after every quarter of regular services provided.
- 4) Other than the regular service, if repairs or replacement of parts are done, the payment will be on credit basis. A credit period of 10 to 20 days is required to make the payments.
- 5) During the period of the AMC, if the service provider opines that there is a necessity to replace / change any major part of the DG Set, NACEN retains the discretion to refer the matter to a suitable Chartered Engineer to get a third party opinion and the charges payable to the Engineer will be borne by NACEN.
- 6) Qualified personnel should maintain Log Registers of all calls attended / Pending issues / Periodical preventive checks conducted and details of all replacement of spares/parts/consumables. Every visit of the Service personnel should be recorded and connected service reports should be produced to the concerned officer for acknowledgment. Invoices / bills should be submitted along with connected service reports.
- 7) No component(s)/Spare(s)/other equipment shall be removed without informing the Superintendent/Inspector concerned. A written letter to the Superintendent and his consent is necessary for moving any parts out of the office, for which the service personnel shall maintain a separate log book showing the movement of the component(s) /Spare(s)/ other equipment and particulars regarding the replacements thereof.
- 8) If there is a major fault in the equipment which requires transporting the set out of the Academy's premises to the service provider's premises, all expenses in respect of moving the equipment shall be borne by this Academy.
- 9) During the course of providing the above services, care should be taken by the contractor to ensure that there is no damage to property belonging to NACEN. In case of such damage, the cost of the articles/equipment damaged shall be deducted from the Contractor's service charges.

FORMAT FOR QUOTATION

AMC FOR UPKEEP OF DIESEL GENERATOR SETS AT NACEN, CHENNAI

Sl.No.	Category	Amount in Rs.
1	AMC charges (for one year)	
2	All applicable Taxes	
	Total charges	

Signature of Authorised Signatory:

Name and seal of Company:

ELIGIBILITY CRITERIA TO BE MET AND THE CONTRACTUAL OBLIGATIONS TO BE COMPLIED WITH BY THE CONTRACTOR

1. The tender will be decided based on, among other things, the least amount quoted.
2. Preferably, the contractor should be registered with Service Tax, ESI and PF departments and should pay their Government dues promptly.
3. Along with the tender document, the contractor shall submit a copy of his PAN card/letter.
4. A list of the contractor's **current** clients with the contact person's name & phone number and a note on the contractor's previous experience/clients should also be attached. The eligibility of the contractor will depend on his reputation and credibility also.