

**MAKHANLAL CHATURVEDI NATIONAL UNIVERSITY
OF JOURNALISM AND COMMUNICATION,
BHOPAL-462044**



LIMITED TENDER/QUOTATION DOCUMENT

FOR

Comprehensive Annual Maintenance Contract For Three Nos. Of

DIESEL GENERATOR SETS OF 500 KVA EACH

Make : GREAVES COTTON LTD.

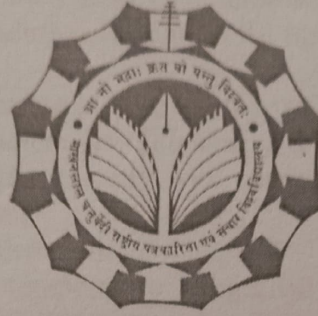
AND

One No. of

DIESEL GENERATOR SETS OF 125 KVA

Make: CUMMINS INDIA LTD.

**MAKHANLAL CHATURVEDI NATIONAL UNIVERSITY
OF JOURNALISM AND COMMUNICATION,
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START DATE OF SUBMISSION : 23/09/2025

LAST DATE OF SUBMISSION: 30/09/2025 सांय 3:30 बजे तक

<u>Name of The Item/Job</u>	<u>Item Description</u>	<u>Qty. Unit</u>
Comprehensive AMC	Comprehensive AMC For 500 KVA Diesel Generator Sets With AMF Panel(Diesel Engine, Alternator & Generator Set Control Panel) Installed Bisankhedi Campus, Infront of M.P. Shooting Academy, Bhopal-462044. Make : GREAVES COTTON LTD	Three Nos.
	Comprehensive AMC For 125 KVA Diesel Generator Sets With AMF Panel(Diesel Engine, Alternator & Generator Set Control Panel) Installed B-38, Vikash Bhavan Campus, Press Complex, M.P.Nagar Make: CUMMINS INDIA LTD.	One No.

**Registrar
MCNUJC**

DETAILS OF WORK/JOB DESCRIPTION

The detail of works includes:

A. The Tenderer shall carry out the following works during Annual Maintenance Contract period along with the servicing of the Diesel Generator Sets:

1. General check up & preventive maintenance and to fill up preventive check up schedule for each machine.
 - a) Check lube oil level and conditioning of lube oil, top up/refill if required.
 - b) The oil filters shall be replaced whenever oil is changed.
 - c) The air filters shall be cleaned periodically with compressed air, check batteries and top up the distilled water if required.
 - d) Check functioning of changing alternator.
 - e) Engine safety viz. high water temperature gauge, oil pressure gauge, oil temperature gauge, high speed gauge, Hose Pipe, Nozzle, Pump, Radiator, Bearing, Automatic Voltage Regulator, Alternator, Rotter Key, Switches, Wires, Batteries, Vacuum Indicator, Rain Cap, etc. shall be checked for their functions and repaired/ replaced if required.
 - f) Coolant level and conditioning of coolant shall be checked and refilled if required.
 - g) Check fan and alternator drive belts and tightened if required.
 - h) The governor shall be checked and tuned for proper functioning.
 - i) Check for leaks if any and shall be rectified.
 - j) Weather proof Coating Maintenance of the DG sets.
 - k) Check reports shall be submitted every month/every breakdown calls.
 - l) The digital display of DG sets should be maintained Functional all Time.
2. Checking and servicing of engine for smooth running, its unusual sound and color/Level of smoke and exhaust and set it right in case of deviations as per Pollution Control Board National/State Guideline.
3. Checking and repairing and leakage of fuel, lubricating oil and coolant.
4. Cleaning and changing of Air filters as per requirement.
5. Setting of Valves tappets whenever required.
6. Checking and repairing of accessories drive, Turbo Charger and crankshaft endplay whenever required.
7. Checking of alignment and alignment of Engine and Alternator as per requirement.
8. Checking of throttle control and its setting.
9. Checking of instrument of instrument panel including replacement as and when required.
10. Checking of rotating diodes assembly in brushless alternator including replacement as and when required.
11. Checking of wiring system and repairing/replacement as and when required.
12. Repair and Maintenance of Relays including contractors in control panel.
13. Checking of battery terminal and de-sulphation.
14. Diagnosis of faults in engine and Alternator and its rectification.
15. Break down calls to be attended on priority within 6 hrs.
16. Providing a spare AVR, Self Starter and accessories, free of charge, if the repair/overhaul/replacement are expected to be taken in more than two days.
17. Checking/repair/adjustment/replacement/servicing shall be carried under AMC except cost of component/parts to be replaced due to wear and tear.

18. The firm should undertake to arrange genuine spares of the Diesel engine, alternator and AMF panel as and when required within two working days.
19. The Tenderer's service engineer shall visit the site for attending the generator sets not less than twelve times during the contract period (minimum once in a month) and shall inspect the generator set thoroughly. Each visit shall take place during 1st week of each month.
20. The Tenderer's service engineer shall visit once in month for checking of electrical side viz., alternator, AMF Control panel, if any.
21. The engine shall be run on no load or at available load, and should be checked for any leakage and abnormal noise. If any such abnormality noticed shall be diagnosed and remedial action shall be taken.
22. Supply & Replacement of Following parts during B check service at approved rate list of OEM (every 300 hrs.of engine operation /6 months whichever is earlier/when required)(a) fuel filter, (b) lubricant filter, (c) By pass filter, (d) coolant, (e) engine oil,(f)air filter (refer clause 18 & 19)
23. Checking of Battery specific gravity every month and the acid level once in Three months and top and With distilled water if required. (Applicable for lead acid Battery only). Output voltage check and Condition check to be carried out in SMF type battery.
24. Checking & charging alternator output voltage with respect to specifications.
25. To check the conditions of Diodes/rotating rectifier assembly once in six month/as and when required.
26. Checking of all electrical connections for their proper tightness including charging alternators and Battery clamps.
27. Replacement of all filters, refilling of engine oils, checking of all nuts and bolts tightness correction of Engine alternator alignment in case of complete Genset contract and replacement of rubber Insert/block if broken to be carried out.

TERMS AND CONDITIONS

Note: Bidders must submit the following primary information/documents within their quotation. Bidders will have to indicate the following particulars together with documentary proof otherwise Their offer will be rejected.

(a) Firm's Trade License / Company Registration No. (b) GST Regn No. (c) Firms IT PAN No. (d) Income Tax last Return Copy (e) Firms Bank A/c details (Account Number, Account Name, Bank with Branch Name & Address, IFSC, Code MICR code) (f) Certificate of Authorisation From GREAVES COTTON LTD And CUMMINS INDIA LTD Regarding Authentic service of DG sets.

1. Bidders are requested to quote rate (s) against each unit separately per unit(s) only in the recognized Accounting units. Otherwise quotation will not be accepted.
2. Bidders should quote rate on FOR/Free Delivery at Makhanlal Chaturvedi National University Of Journalism and Communication, Bisankhedi, Infront of Madhya Pradesh State Shooting Academy, Bhopal, Madhya Pradesh-462044, inclusive of all charges otherwise give the estimated cost of packing, forwarding, insurance and freight by Rail/Road/Post as the case may be.
3. Bidders must indicate if their rate is inclusive of GST and other taxes payable.
4. Quotation should be submitted to the office of the Registrar, Makhanlal Chaturvedi National University Of Journalism and Communication, Bhopal along with the required documents, within closing date in sealed envelope, super scribed with "Tender for AMC of DG Set". Quotation received after the closing date and time will not be entertained and any revision in the price will render and bid invalid. Quotation should indicate clearly the period of validity, preferably no less than three months.
5. Performance security 5% (value of contract) which will remain valid for a period of 1 year beyond the date of completion of all contractual obligations of the AMC.
6. In case of an offer for items having multiple options, you should clearly indicate item-specific prices. Please quote separate item wise rates, when quotation has been asked for so. Please note that no tax will be paid, if necessary tax registration information is not furnished. Income tax etc. at source may be deducted from your dues, if payable.
7. Bids will be evaluated after equated comparison of offers upon calculating all tax/duty/cess/surcharge/discount/packing/transportation costs, other charges with price and non compliance of technical and commercial terms will render a bid liable for rejection.
8. MCNUJC is not bound to accept the lowest rate or any other offer and the acceptance of the offer is entirely at his discretion.
9. The period of contract is for one year from the date of receipt of order. However the performance of the firm/bidder will be reviewed at the end of year if the performance is found satisfactory then the AMC contract will be considered for continuation of quarterly/half yearly/yearly otherwise it will be terminated.
10. The rates quoted should remain valid for three months from the last date of submission of tender.
11. If situation arises, Vice Chancellor, MCNUJC reserves the right to alter/modify or reject the tender at any stage without assigning any reasons thereof and is not bound to accept the lowest tender. Canvassing in any form, direct or indirect, on any part of tendered will render the tender liable for rejection/cancellation.
12. Any dispute unless resolved amicable shall be settled by a court of law having jurisdiction over Bhopal.
13. The MCNUJC may require in its order for supplies/works, the execution of performance bank and/or laying liquidated damages at the applicable rates in deserving cases. The stores will be subject to approval upon inspection by the MCNUJC authorities.

14. MCNUJC or its authority if found any product unsuitable the same be replaced free of cost to the MCNUJC.
15. Bidders will have to submit Bills/Invoices to this office in triplicate duly pre-receipted and supported by the relevant delivery documents for audit and payment direct to you or to acceptance of supplies /jobs completed.
16. No insurance charges are allowed unless otherwise specified and agreed to by us. In the absence of any specific instructions, it will be the responsibility of the supplier to ensure a consignment against transit risk at his own expense if he so desires.
17. Incomplete tenders and tenders received after the due date of submission due to postal / courier delay will not be considered.
18. The Firm should undertake to arrange genuine spares of Diesel engine, alternator and AMF panel as and when require within two working days.
19. The payments will be made quarterly basis after providing satisfactory service during the period of AMC and on submission of service report along with bills in triplicate form.
20. Each page of this limited tender/quotation document shall be submitted duly signed and stamped by the Tenderer.
21. Please state if the items are available Ex-stock and if not, state the period required by you for arranging delivery from other station in India. No packing & forwarding charges are admissible for the offer from local firms and the items are to be delivered inside the MCNUJC premises free of charge. Also indicate the required Delivery/completion Time. Usual Guarantee/ warranty Coverage for stores(for one year or like) should indicated clearly.
22. **The Tenderer should be a manufacturer or dealers/service centers of Renowned Brands of Greaves Cotton Ltd and Cummins India Ltd. Dg sets and should have preferably at least five years work experience to undertake similar type of works and details of the clients/organizations served should be enclosed with the tender. The tenderer should have his office/ registered service centre in Bhopal (M.P.).**
23. Firms are advised to visit the site physically prior participating in the tender for the assessment of actual quantum of work, working condition of DG sets and life expectancy of the spares and parts in all working days from to from 10 am to 6 pm on all working days.
24. All the consumable items for the DG sets like lubricants (Engine Oil, Lubricating Oil etc.) shall be replaced every six months from the last date of service DG set/as and when required.
25. Replace minor parts (i.e. Hoses and filters etc.), sub-assemblies as and when required.
26. Attend emergency calls on priority(usually same day). However, if the engineer is required or any particular date and time, it would be the responsibility of the customer to intimate the contractor in advance.
27. Major overhauling/top overhauling/PT Pump & injector calibration / replacement of major parts/Rewinding of Alternator or repairs or breakdown of the DG set, Engine Panel / PCC, Alternator Engine, the alignment, Alternator bearing greasing will be covered in AMC.
28. Supply of parts required for emergency are to be replaced on priority.
29. Train the customer's representative on Operation and maintenance of DG Set.
30. Black listed Firms/Company will not allow to participate in this Tender.
31. This constitutes a comprehensive maintenance contract and includes all parts of the Diesel Generators.
32. All service request/calls for repair work must be attended within 24 hours of the complaint being lodged with the AMC Provider. There should be adequate number of Telephone lines for lodging of service requests. If the AMC Provider firm failed to attend the calls within 24 hours, this university reserves the right to get the work done by other firms and deduct such expenses from the AMC charges. In the Case of exceptional and repeated delays, poor

- services, fault, break down, etc, this office reserves the right to deduct such costs as deemed to be necessary by way of damages and may also cancel the AMC unilaterally.
33. On the expiry of the contract, the firm will hand over the DGs in perfect working condition after rectifying the defects etc., if any. In the case of the failure of the firm to comply with this condition, the defects will be got rectified by the university and the expenses so incurred will be charged to the firm's account.
 34. To attend service call other than mandatory Monthly Service call, as and when Required must be attend within same day from the time of call registered.
 35. B & C checks maintenance at per maintenance Norms.
 36. Bidder is required to undertake any essential services for smooth functioning of the DG sets must be ensured.
 37. Annual Maintenance Contract will be inclusive of all the Items/Components of the DG sets.
 38. the Firm/bidder shall be required to co-operate with other agencies/specialists, if hired by the MCNUJC for any other similar works.
 39. The Firm/bidder shall strictly comply with all labour laws and such other statutory laws in relation to the services to be provided and personnel engaged by the Firm/bidder and shall be solely responsible for all acts of the said personnel so enrolled. Child labour should not be engaged by the Firm/bidder.
 40. Maintenance of Registers- The Firm/bidder shall also maintain the records/registers as required by the local authorities/Government from time to time and should produce the same for inspection of the Institute whenever desired by them. The contractor is required to comply with all acts of Government relating to labour and the rules and regulations made there under from time to time and submit all particulars and statements required to be furnished to the labour authorities.
 41. Diesel Generator shall be tagged indicating the date of servicing, spare parts replaced, if any, etc and signed by the technician who have attended servicing work.
 42. All spare parts must be replaced if damaged/not functioning under Comprehensive AMC. However, in case of sudden breakdown of any Air DG Set, complaints need to be attended immediately and ensure proper running of DG at all times.
 43. The work shall be carried out in such a way that no inconvenience is caused to the employees of the university during working hours. The premises should be kept neat and clean daily after work.
 44. The DGs will be kept in working condition at all times during the currency of the contract.
 45. In the case of repair/replacement of parts in the DGs, only genuine spare parts, conforming to the relevant Indian Standards, will be used. Parts should be verified by the concerned Officer of the Agency before repair/replacement.
 46. In case of replacement of any part, warranty and test report document need to be submitted to Maintenance Cell.
 47. Only qualified and experience engineers/technicians/mechanics helpers, whose character and antecedents have already been verified, will be deputed to attend the work.
 48. The firm shall be solely responsible for any negligent acts of their personnel and shall indemnity Institute against any loss or damage to its property or injury to its employees due to such acts.
 49. Institute shall not be a party to any dispute between the firm and the personnel deployed by them.
 50. If the calls are not attended within 03 working hour and the services are not attend within same day or next day, penalty for not attending calls/services will be charged/deducted from the bills of the firm by University Rs 500.00 per day from the specified time considering the earlier period of non-compliance.

PROFORMA FOR SUBMISSION OF TENDER

(Shall be submitted by the bidder in their letter head)

PART A

1. Name of bidder (Firms/Company) :

2. Address of the bidder (Firms/Company):

3. Authorized Person for Tender :

4. Telephone / Mobile No. :

5. E-mail address :

6. GST Registration No. :

7. PAN No. :

8. Essential Qualification/ Experience of :

The bidder (Preferably five years for
Execution of Similar type of work). List
Of clients served in last five years
(Please attach sheet).

Sl. No.	Client Name	Order no. & Date	Description Of Work	Time Period

10. Job description & other terms and

Conditions are acceptable : Yes/No

13. Any other information :

14. Other terms and conditions (if any) :

15. All terms and condition of this tender are accepted by firm and this tender will govern
under the tender terms and condition.

Signature of Bidder
With name and office seal

PART B

- 1.Total cost of AMC (Comprehensive) for 3
DG Sets of 500 KVA (GST amount should
Be shown separately) :
2. Total cost of AMC (Comprehensive) for 1
DG Sets of 125 KVA (GST amount should
Be shown separately) :

Grand Total(Inclusive of all Taxes) :

Signature of Bidder
With name and office seal