



माखनलाल चतुर्वेदी राष्ट्रीय पत्रकारिता एवं संचार विश्वविद्यालय

माखनपुरम परिसर, बिसनखेडी, शूटिंग अकादमी के सामने, भोपाल

वर्ष 2026-2027

विश्वविद्यालय बिसनखेडी परिसर के पावर सब-स्टेशन में स्थापित पावर ट्रांसफार्मर एवं
प्रोटेक्शन संयंत्रों के संधारण हेतु निविदा सूचना

विश्वविद्यालय के बिसनखेडी परिसर के पावर सब-स्टेशन में स्थापित पावर ट्रांसफार्मर एवं प्रोटेक्शन संयंत्रों के संधारण/सुधार कार्य हेतु दरें आमंत्रित की जाती हैं। इच्छुक पात्र निविदाकर्ता राशि रुपये 1,000/- + 18% GST = 1,180/- का बैंक ड्राफ्ट जो कुलसचिव, माखनलाल चतुर्वेदी राष्ट्रीय पत्रकारिता एवं संचार विश्वविद्यालय, भोपाल के पक्ष में देय हो, देकर विश्वविद्यालय के संधारण शाखा से निविदा फार्म कार्यालयीन समय में प्राप्त कर सकते हैं या विश्वविद्यालय की वेबसाइट www.mcu.ac.in से डाउनलोड कर जमा कर सकते हैं। निविदा जमा करने की अंतिम तिथि, दिनांक 23.07.2026 अपरान्ह 3:00 बजे तक है। प्राप्त निविदाओं को उसी दिनांक सांय 3:30 बजे निविदाकारों के समक्ष खोला जाएगा। निविदाकर्ता निविदा जमा करने से पूर्व पावर ट्रांसफार्मर एवं प्रोटेक्शन संयंत्रों का निरीक्षण भी स्वयं के स्तर से कर सकते हैं।

कुलसचिव

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



NOTICE INVITING QUOTATION

FOR

**Repair, Maintenance, Servicing, Oil Filtration and testing of 1600KVA,
33/0.4 KV Power Transformer & Its Protection Equipment.**

START DATE OF SUBMISSION: 08.07.2026

LAST DATE OF SUBMISSION : 23.07.2026

**Registrar
MCNUJC**

INSTRUCTIONS FOR BIDDERS/बोलीदाताओं के लिए निर्देश		
1.	Scope of Repair & Maintenance Work:	
	a	Bidders are encouraged to inspect and assess the site and its surroundings before submitting their bids, ensuring they fully understand the nature of the ground and sub-soil (to the extent practicable), the site's layout, access routes, and any accommodation requirements. In addition, bidders should gather all necessary information regarding risks, contingencies, and other factors that may impact their bids. It will be assumed that bidders have complete knowledge of the site, whether they choose to inspect it or not, and no additional charges will be permitted based on any misunderstandings or lack of information.
	b	It will be imperative on each bidder to fully acquaint himself with the site conditions and factors which would have any effect on the performance of the contract and / or the cost.
	c	The Spares & Accessories shall be supplied as per the Bill of Quantity and Specifications mentioned in ANNEXURE-I .
	d	Where ISI certification marked Spares & Accessories are available in market, procurement should generally be limited to goods with those or equivalent marking only.
	e	After the supply of Spares & Accessories as mentioned in the ANNEXURE-I , the bidder must execute its repair at the designated location(s). No extra cost shall be paid for this reason.
	f	The given work can be done on-site or off-site and the test for transformers should be done by NABL certified testing kit and all the test reports should be issued by NABL accredited laboratory only
	g	Oil filtration and testing work should also be done.
	h	Opening the transformer and checking it should be done in the presence of a MCNUJC engineer.
	i	The Work mention in the bill of quotation in ANNEXURE-I is tentative. Whatever repair/change of part is done by the bidder shall be paid accordingly.
2.	Delivery of Supplies & Installation:	
	a	The purchaser is interested in complete delivery of Spares & Accessories along with Repair & Maintenance by bidder within stipulated time limit.

	b	The material shall be inspected on receipt at site and the bidder shall be responsible for any damage during the transit of Spares & Accessories.
	c	The insurance cover including insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery shall be obtained by the bidder by his own name and not in the name of purchases.
	d	The transformer may have to be moved from the site.If the transformer or any part of it breaks or gets damaged during transportation, the bidder will be responsible for the same.
3.	Warranty & After Sales Services:	
	a	The bidder shall offer on-site a comprehensive warranty of Good/Items for 01 (One) years from the date of successful completion of work at MCNUJC Bhopal & shall cover each and every part of the goods including parts having limited life etc. The purchaser is not liable to pay any extra charges on any account during the warranty period.
	b	The bidder shall ensure to render after sales services during the warranty period to the satisfaction of purchaser.
4.	Eligibility Criteria:	
	a	Bidder should have registered with appropriate Authority and have GST Number.
	b	Bidder should have a minimum annual turnover of double of tender value in the last three years. CA Certification in this regard is to be submitted.
	c	Bidder should both have GST Number & Income PAN.
	d	Bidder should have valid A Class Electrical Contractor Certificate Which issueFrom M.P. Licensing Board (Electrical), Government of Madhya Pradesh.
	e	Bidder must have experience in similar nature of work/any Electrical work like Sub-station installation or any other Electrical work which have Transformer Oil testing work or transformer testing work included at least same value or more, during last three years. The bidder/ OEM should have experience in successfully Supply/execution/ executing work of similar nature during last 03 (three) years of any Central/State Government Organizations, PSU's, Government Research Institutes or Public Listed Companies in India. (Bidder must submit a copy of PO/Work Completion Certificate from the Client in following manner.

		1. One similar work costing not less than 4.00 Lakh or 2. Two similar works costing not less than 3.00 Lakh or 3. Three similar works costing not less than 2.00 Lakh.
	f	Bidder should have experience in repairing power transformers for rating 1.6 MVA or more. Attach the related documents.
	g	Bidder should have experience in Repair & Maintenance in Public sector/Private sector/Hospitals, which should be supported by copy of Experience Certificates/Performance certificate/work orders issued by the competent authority of the concerned institutes, issued within last 05 years.
5.	Price Bid	
	a)	The Prices should be quoted in Indian Rupees only as per Annexure-II
	b)	The bidder shall consider all costs including unloading at the location of purchase cartage etc. for giving delivery of material at site(s) before quoting the rates. In this regard claim whatsoever shall not be entertained.
	c)	The bidders are advised not to indicate any separate discount. Discount, if any should be merged with the quoted unit prices.
	d)	The price quoted in the price bid shall be firm but subject to change in rate of applicable taxes if any.
	e)	The Bidder should avoid the use of vague terms such as "Extra as applicable". Such offers should be treated as non-responsive.
6.	Bid Submission	
		The tender must be placed in a properly sealed envelope super-scribed "Repair, Servicing, Filtration of oil and testing of Power Transformer and Its Protection equipment at MCNUJC Bhopal." with tender inquiry number and its due date addressed to The Registrar, Makhanlal Chaturvedi National University Of Journalism & Communication, Bhopal- 462044 and must reach the office of Maintenance Section, Makhanlal Chaturvedi National University Of Journalism & Communication, Bhopal- 462044 by 23.07.2026 up to 03:00PM . The sealed Envelope should consist of followings:
	a)	INSTRUCTION TO BIDDERS duly signed and accepted.
	b)	ANNEXURE-I duly signed and accepted.
	c)	Copy of Certificate of Registration of Company/ Firm/ Agency

	d)	Copy of valid GST Number & PAN both.
	e)	Certificate mentioning Turnover for the last three years.
	f)	Copy of valid A Class Electrical Contractor Certificate Which issue From M.P. Licensing Board (Electrical), Government of Madhya Pradesh.
	g)	Copy (s) of P.O./ W.O. & work completion certificate in respect of similar nature of work during the last three years.
	h)	The bidder would have to quote the prices for the total scope of work item wise in the ANNEXURE-II. Partial quote is liable to be rejected.
7.	Evaluation of Bid	
	The University shall evaluate all the items together or separately depending upon the nature of items of circumstance and compare the quotations determined to be substantially responsive i.e. which:	
	a)	Are properly signed.
	b)	Confirm the eligibility criteria of the vendor.
	c)	Confirm the terms & conditions, and technical specifications.
8.	Validity of Tender:	
	a)	The tender shall be valid for a period of 60 days from the date of opening of the bid of tender. Terms and financial details submitted in the bid shall be treated as firm during the 60-day period.
	b)	In exceptional circumstances, prior to the expiry of the bid validity period, the purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.
9.	Notification of Award:	
	a)	Prior to the expiry of the period of bid validity, the purchaser shall notify the successful bidder, in writing, that its bid has been accepted. The notification letter shall specify the sum that the purchaser will pay to the bidder in consideration of Repair, Servicing, Filtration of oil and testing of Power Transformer and Its Protection equipment Filtration at MCNUJC, Bhopal.
10.	Penalty Clause:	
	a)	The bidder shall indicate the period within which the ordered quantity will be supplied along with Installation & Commissioning of Equipment. The bidder shall note that in case bidder fails to do so within the period of

		work completion indicated by the bidder in bid of this tender, penalty @0.50% of value of the order per week of delay would be levied subject to maximum 20 weeks. It means the bidder shall have the liability of delayed work to the maximum of 20 weeks after expiry of scheduled date of completion of work.
11.	Earnest Money Deposit:	
	a)	The EMD amount Rs. 25000/- shall be remitted through Bank DD In Favor of “Registrar, Makhanlal Chaturvedi National University Of Journalism & Communication, Bhopal”. The offers without EMD from the bidders shall be rejected.
	b)	The Purchaser shall not be liable for payment of any interest on EMD.
	c)	Any request by the bidders to consider their EMD already furnished by them to any of the other offices of the purchaser, for any other contract/ tender will not be considered as EMD for this tender.
	d)	The EMD will be returned to the unsuccessful bidders soon after the orders are placed on the successful bidder.
	e)	The EMD will be returned to a successful bidder after submitting the performance Bank Guarantee.
12.	Performance Guarantee:	
	a)	The Bidder shall, within Fifteen (15) days of the issuing of work order, provide a performance security for the due performance of the Contract in the equivalent to amount 5 (five)% of work order value with validity up to ninety (90) days beyond the Defect Liability Period i.e. warranty period 12 months (one Year) after work completion. The same as shall be extended by the Contractor time to time till ninety (90) days beyond the actual Defect Liability Period i.e. warranty period 12 months (one Year), as may be required under the Contract.
	b)	The performance security shall be in the Form of unconditional Bank Guarantee, it can be submitted in the form of DD of any scheduled Bank in favor of “Registrar, Makhanlal Chaturvedi National University Of Journalism & Communication, Bhopal”.
	c)	The DD will be released after the successful completion of Defect Liability.
13.	Terms of Payment:	

ANNEXURE-I

SN	Details of tentative Spares & Accessories to be replaced	Unit	Quantity
1	Dehydration, Filtration of transformer oil with portable dehydration machine to achieve dielectric strength above 50 KV including carrying out test of dielectric strength oil before and after dehydration complete as required. (All charges included like transportation of oil filtration machine labor charges etc.)	Liter	
2	Design, Supply, Installation, and Commissioning of Core Sheet Washing Equipment and Automated Packaging System. If required	Job	
3	Oven-based Heat Treatment Process for Transformer Core, Aimed at Moisture Evaporation and Enhancement of Insulation Properties. If required	Job	
4	Checking and testing of Bucholz relay connection and tripping command (excluding control cable).	Job	
5	Maintenance and testing of Magnetic Oil Gauge (MOG).	Job	
6	Maintenance and testing of Oil Temperature Indicator (OTI) and Winding Temperature Indicator (WTI).	Job	
7	Supplying and adding ISI marked dehydrated transformer oil to transformers, as required.	Liter	
8	Supplying & replacement of silica gel and suitable size breather, silica gel supplied with breather.	Job	
9	Labor Charge, Transporting, Loading and Unloading, Removing and Reinstallation of Transformer. If required	Job	
10	Supply and fix all good quality gaskets as replacement of existing gaskets of transformers on top cover, tank cover, radiator, drain tap etc. along with overhauling of transformer.	Job	
11	Following test performed through portable testing at site(NABL accredited test report required) a) Insulation Resistance Test b) Ratio Polarity Test c) Measurement of winding resistance d) Magnetic Balance Test e) vector group Test	Job	

	f) Tan delta test g) Magnetizing Current Test		
12	The following test was performed on transformer oil from NABL accredited LAB. a) BDV Test b) Dissolved Gas Analysis c) interfacial Tension (IFT) Test d) Acid Number (AN) Test. e) Water Content Test	Job	
13	Checking and Testing of input & output voltage of transformer and set tap changer setting.	Job	
14	Checking, testing and repairing of DC supply connection and tripping command of VCB, PTR, etc.	Job	
15	Maintenance and testing of VCB and CT as per IS Standard.	set	
16	Supplying & replacement of D.O. Set	Set	
17	Maintenance and testing of AB switch	Job	
18	Painting of yard area, PTR, CT, etc.	Job	
19	Supply and fix 33 KV Surge Arrestor (LA)	Job	
20	Checking and repairing of sub-station earthing	Job	
We confirm with our acceptance the technical specifications as given above. Date: BIDDER'S NAME & SIGNATURE WITH SEAL			

**MakhanlalChaturvedi National University of Journalism and Communication,
Bhopal-462044**

Format for Submission of Bid Price/बोली मूल्य जमा करने का प्रारूप

To,

The Registrar

MCNUJC, Bhopal-462044

Ref: Tender No:

Date:

Subject: **Price Bid with reference to enquiry document dated .**

S. No.	Description of Repair & Maintenance	Unit	Qty.	Unit Price	Amount	GST	Total
1	2	3	4	5	6=4*5	7	8=6+7
1.	Maintenance of 1600 KVA 33/04 KV oil type Power Transformer						
1.1	Dehydration, Filtration of transformer oil with portable dehydration machine to achieve dielectric strength above 50 KV including carrying out test of dielectric strength oil before and after dehydration complete as required. (All charges included like transportation of oil filtration machine labor charges etc.)	Liter					
1.2	Design, Supply, Installation, and Commissioning of Core Sheet Washing Equipment and Automated Packaging System. If required	Job					
1.3	Oven-based Heat Treatment Process for Transformer Core, Aimed at Moisture Evaporation and Enhancement of Insulation Properties. If required	Job					
1.4	Checking and testing of Bucholz	Job					

	relay connection and tripping command (excluding control cable).						
1.5	Maintenance and testing of Magnetic Oil Gauge (MOG).	Job					
1.6	Maintenance and testing of Oil Temperature Indicator (OTI) and Winding Temperature Indicator (WTI).	Job					
1.7	Supplying and adding ISI marked dehydrated transformer oil to transformers, as required.	Liter					
1.8	Supplying & replacement of silica gel and suitable size breather, silica gel supplied with breather.	Job					
1.9	Labor Charge, Transporting, Loading and Unloading, Removing and Reinstallation of Transformer. If required	Job					
1.10	Supply and fix all good quality gaskets as replacement of existing gaskets of transformers on top cover, tank cover, radiator, drain tap etc. along with overhauling of transformer.	Job					
1.11	Following test performed through portable testing at site(NABL accredited test report required) a) Insulation Resistance Test b) Ratio Polarity Test c) Measurement of winding resistance d) Magnetic Balance Test e) vector group Test f) Tan delta test g) Magnetizing Current Test	Job					
1.12	The following test was performed on transformer oil from NABL	Job					

	accredited LAB. a) BDV Test b) Dissolved Gas Analysis c) interfacial Tension (IFT) Test d) Acid Number (AN) Test. e) Water Content Test f) Power Factor Test						
1.13	Checking and Testing of input & output voltage of transformer and set tap changer setting.	Job					
1.14	Checking, testing and repairing of DC supply connection and tripping command of VCB, PTR, etc.	Job					
1.15	Maintenance and testing of VCB and CTs per IS Standard.	Set					
1.16	Supplying & replacement of D.O. Set.	Set					
1.17	Maintenance and testing of AB switch.	Job					
1.18	Painting of yard area, PTR, CT, etc.	Job					
1.19	Supply and fix 33 KV Surge Arrestor (LA)	Job					
1.20	Checking and repairing of sub-station earthing	Job					
Total Goods & Service Tax							
						Total Rs	
In Words:							
a)	The price quoted above is inclusive of basic price, statutory levies and taxes, duties, transportation, incidental services (including Insurance, Loading/unloading, Packing & Forwarding charges etc.) at MCNUJC, Bhopal.						
b)	All the test certificates shall be provided by NABL accredited lab only.						
c)	Taxes are subject to change/ revision.						
d)	Offer price shall be valid for a period of 120 days from the date of opening of bid of this tender.						
e)	We will agree to offer services for on-site comprehensive warranty on the Goods/Items supplied through this tender for One (01) years.						

