



# NAME OF WORKS

## 1. Annual Maintenance Contract (AMC) of 160 kVA Greave Cotton Make DG set at CSIR-NEIST, Naharlagun, AP

### CONTENTS

Sl No	Description	Pages
1	Contents	1
2	Notice Inviting Tenders	
3	Abstract of cost	
4	Schedule of quantities	
5 (A)	Condition of Contract for works	
	i) In English	

---

Note: Tenderer should confirm that they have received all the above papers. All the documents issued to be returned duly signed by the tenderer while submitting the offer.

TENDER ISSUED TO : M/s .....  
.....  
.....

Telephone no: \_\_\_\_\_ (IF ANY)

RRL Receipt No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_

SIGNATURE OF THE OFFICER ISSUING TENDER



**CSIR-NORTH EAST INSTITUTE OF SCIENCE & TECHNOLOGY: JORHAT  
COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH**

**NIT/ELECT/BLIT-AMC/2015 dtd 21.07.2015**

Sealed item rate tenders are invited for the works mentioned below from the authorized/reputed dealers of Greave Cotton Diesel Engine or reputed diesel generator repairing shop or manufacturer or from those who have successfully carried out similar works for Government Institutes/organizations.

The tender paper can be purchased in person from the office of the In-charge, Electrical Section and may also be downloaded from NEIST website [www.neist.res.in](http://www.neist.res.in). The interested parties fulfilling the above points are advised to enclose a separate demand draft / pay order as tender paper cost as mentioned below in favour of 'The Director, North East Institute of Science and Technology, Jorhat-785006 and payable at SBI, RRL Branch Jorhat, (Bank Code : 005604) if he/she uses downloaded form.

Sl No	Name of work	Earnest money ₹s	Minimum ₹o. of visit	Cost of tender ₹s	Time of contract	Date of issue	Last Date of submission
1	AMC of 160 kVA 3 phase 4 wire Greave cotton make Diesel Generator set at CSIR-NEIST, Naharlagun, AP	2% of quoted amount	One visit in a month and as per need	150.00	5 years	From 27.07.2015 to 07.08.2015	10.08.2015 (13.00 Hrs)

ADMINISTRATIVE OFFICER

## **General Terms & Conditions of Contract :**

1. The tenderers are required to produce proof of fulfilling conditions mentioned herein under, along with the attested copies. Certificate and Credentials, complete to the In-Charge, Electrical Section, CSIR-N.E.I.S.T. Jorhat to get issue of Tender Paper on payment as mentioned above in cash (non-refundable). Sale of Tenders shall be stopped two days before the date of opening of tenders. (Issue of tender paper will be from 27-07-2015 to 07-08-2015).
2. Tenders should be submitted in double sealed covers superscripted with the name of the work date and time of opening written both on the inner and outer envelopes. They will be received up to 1:00 p.m. on 10-08-2015 and will be opened at 2:30. p.m. on the same day in the office of AO, CSIR-North East Institute of Science & Technology, Jorhat,. Tenders should be dropped in the tender box kept at the Security Office, CSIR-N.E.I.S.T. Gate No. 2 before the closing date and time indicated. Tenders may be sent by Registered post or Speed post addressed to AO, CSIR-North East Institute of Science & Technology, Jorhat-785006 in case the Tenders are sent by post. Tenderers are to ensure that the tenders are received well in advance before the closing time and date indicated. CSIR-NEIST shall not be responsible for any postal delays.
3. The Earnest money, amount mentioned above drawn by demand draft or pay order of a schedule bank in favour of the Director, North East Institute of Science & Technology, Jorhat, payable to SBI, RRL Branch (Code-005604) Jorhat should accompany the tender. Tenders received without earnest money will be invalid. The Employer does not bind himself to accept the lowest or any tender and reserves the right of accepting the whole or any part of the tender.
4. Canvassing in connection with the tenders is prohibited and the tenders submitted by contractor who resort to canvassing are liable for rejection.
5. The tenderers are not permitted to submit their tenders for works in concerned CSIR unit where a relative of the tenderer is posted in the grade between Controller of Administration and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and whose relatives are as mentioned above.

NOTE: A person shall be deemed to be a relative of another if, and only if, (a) they are members of Hindu undivided family; or (b) they are husband and wife; or (c) the one is related to the other in the following manner: Father, Mother (including Step mother), Son (including step son), Son's wife, Daughter (including step daughter), Father, Son's son, Son's son's wife, Son's daughter, son's Daughter's husband, Daughter's husband, Daughter's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), wife, sister (including step sister). Sister's husband.

6. Tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 90 days from the date of opening shall be by mutual consent.
7. The tenderer shall quote rates both in figures and words. He shall also work out the amount for each item of work and write in both figures and words. On check if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed.
  - (i) When there is difference between the rates in figures and in words, the rates which correspond to the amounts worked out by the tenderer shall be taken as correct.
  - (ii) When the amount of an item is not worked out by the tenderer or it does not correspond with the rate written either in figures or in words, the rate quoted by the tenderer in words shall be taken as correct.
  - (iii) When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount.
8. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the condition with regard to accessibility of site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools and plants (T & P) etc., conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the Employer in any circumstances.
9. Earnest money will be forfeited if the contractor fails to commence the work as per award of work.

10. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate the same should be brought out separately in the covering letter and submitted along with the tender.
11. The Employer does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tendered shall be bound to perform the same at the rates quoted.

**ADDITIONAL CONDITIONS:**

1. No payment shall be made to the contractor for any damage caused by rainfall, floods or any other natural cause whatsoever during the execution of work. The damage to work will be made good by the contractor at his own cost and no claim on this account shall be entertained
2. All materials used shall be as per specifications and ISI marked wherever applicable. ISI marking referred relates to latest BIS code as published by Bureau of Indian Standards up to 30 days before the date of opening the tender along with applicable warranty of the materials whenever applicable (especially while overhauling requiring costing parts)
3. The contractor should go through the conditions of contract before filling up the tender
4. The Contractors are to submit the time schedule / Bar chart for completing the job.
5. In case of overhauling is necessary, overhauling materials cost will be paid as per actuals. Firm to quote for labour charges only.
6. No advance payment will be made to the contractors and the payment would be released as quarterly/half yearly basis after AMC.
7. Any conditional tender would be summarily rejected.
8. The contract may be terminated at any time giving one month previous notice.
9. All legal cases will be settled under the Jorhat jurisdiction.



**CSIR-NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY:**  
**JORHAT**  
*(Council of Scientific and Industrial Research)*

**Name of Work :** AMC of 160 kVA Greave Cotton Diesel Generator set at CSIR-NEIST,  
Naharlagun, AP

ABSTRACT OF COST

Amount from Page No.....

Rs.....

Total Amount Rs.....

(Rupees.....)

Signature of the Tenderer

**CSIR-NORTH-EAST INSTITUTE OF SCIENCE AND TECHNOLOGY:  
JORHAT**  
*(Council of Scientific and Industrial Research)*

**Name of Work : AMC of 160 kVA Greave Cotton Diesel Generator set at CSIR-NEIST,  
Naharlagun, AP**

**DETAILS OF THE FIRM**

- 1 Name of the Contractor/Firm :.....
- 2 . Registration No.....
- 3 Valid upto.....
- 4 Licence No. Issued by Labour Deptt.....
- 5 Valid upto.....
6. Earnest Money Deposited Vide.....No.....  
of.....
- 7 Experience
  - (a)
  - (b)
  - (c)
  - (d)

Signature of Contractor