

**Bid Documents Including Terms
and conditions For E-Tender(2 nd
Call) OPERATION &
MAINTAINANCE of 30KVA DIESEL
GENERATOR**

set at

**Chanchal SDH, R.N.RoyRH,
Harishchandrapur-RH, Manikchak-RH,
Gazole-RH, Bamongola-RH in the district
of Malda**

For the year 2015-16 to 2016-2017

**Department of Health & Family Welfare
Government of West Bengal
Office of The Chief Medical Officer of Health, Malda**



**GOVERNMENT OF WEST BENGAL
OFFICE OF THE CHIEF MEDICAL OFFICER OF HEALTH
MALDA**

NIT No. HFWD/CMOH-MLD/NIT-04(2nd Call)/2015-16 Dated, Malda, the 25/08/2015.

NOTICE INVITING TENDER(N.I.T)

In pursuance of order No-HF/O/MS/496/W-41/13 Dated-09-09-13 E.Tender(s) are invited from the resourceful Electrical Contractors having supervisory certificate of Competency in parts I,II,III,IV,VI(a), VI(b),VII(a), VII(b) and XI for Operation and Maintenance of 30 KVA 3 (three) phase & 50 cycles / sec air-cooled Diesel Generator set for the following hospitals against which the amount of earnest money is mentioned for the year 2015-16 & 2016-17

Sl.No	Name of work	Amount of earnest money
1	Operation & Maintenance of 30 KVA Diesel Generator set at Harishchandrapur R.H.	Rs. 10,000.00
2.	Operation & Maintenance of 30 KVA Diesel Generator set Chanchal S.D.Hospital.	Rs. 10,000.00
3	Operation & Maintenance of 30 KVA Diesel Generator set at Manikchak Rural Hospital.	Rs. 10,000.00
4.	Operation & Maintenance of at 30 KVA Diesel Generator set at Gazole Rural Hospital	Rs. 10,000.00
5	Operation & Maintenance of at 30 KVA Diesel Generator set at R.N.Roy Rural Hospital.	Rs. 10,000.00
6.	Operation & Maintenance of at 30 KVA Diesel Generator set at Bamongola Rural Hospital.	Rs. 10,000.00

submission of Earnest Money Deposit in sealed cover offline at Office of the CMOH, Malda in the form of Bank Draft/Bankers Cheque over Nationalized Bank in favour of the **Chief Medical Officer of Health, Malda.**

Intending bidders will submit online bid for each unit separately in form of Technical Bid & Financial Bid and Earnest money shall be deposited for each unit accordingly.

Tender papers (Technical bid) will be opened by the undersigned in presence of Boards Members and in presence of Tenderers/bidders who will be present at that time on **09.09.2015 at 10 a.m.** in the office chamber of the Chief Medical Officer of Health, Malda.

Successful Tenderer should have to be deposited necessary Security Money and Deed of Agreement/ Contract before execution of the works failing which his work order will be cancelled.

The e-tender shall be evaluated under the two-bid system, ie., through evaluation of technical and financial bids uploaded by the bidder online on the e-tender website of **<https://wbtenders.gov.in>**.

Contd.... 2

Earnest money liable to be forfeited as : (a) If the lowest of successful tenderer/bidder withdrawn his tender after opening the tender; (b) If successful tenderer(s) withdrawn his tender or fail to execute written agreement after the communication of acceptance of the tender or refuses the offer made by the contracting officer.

No rate preference will be given to any Co-operative Societies.

The undersigned reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.

**Chief Medical Officer of Health
Malda**

NIT No. HFWD/CMOH-MLD/NIT-04(2nd Call)/2015-16/1(71)

Dated, Malda, the 25/08/2015.

Copy forwarded for information and necessary action for wide circulation:

1. The Hon'ble Sabhadhipati, Malda Zilla Parisad, Malda.
2. The Chairman, English Bazar Municipality, Malda.
3. The Chairman, Old Malda Municipality, Malda.
4. The District Magistrate, Malda.
5. The Block Development Officer, Englishbazar Block, Malda.
6. The Executive Engineer, P.W.D., Electrical Division, Malda.
7. The Executive Engineer, P.H.E. Directorate, Malda Division.
8. The Principal, Malda Medical College & Hospital, Malda.
9. The M.S.V.P., Malda Medical College & Hospital, Malda.
10. 12) The Dy. Chief Medical Officer of Health, I /II /III, Malda.
- 13-15) The Asstt. Chief Medical Of Health, Sadar/ Chanchal Sub Division, Malda.
- 16-30) The Block Medical Officer of Health of All R.H./ BPHC.
- 31-65) The Medical Officer of All PHCs, Malda.
66. The Zonal Leprosy Officer, Malda.
67. The District Tuberculosis Officer, Malda.
68. The District Information & Cultural Officer, Malda.
69. The Accounts Officer, CMOH's office, Malda.
70. The Accounts Officer, Office of the M.S.V.P., Malda Medical College & Hospital, Malda.
71. The District Informatics Officer, NIC, Malda. He is requested to please upload matter in the website accordingly.

**Chief Medical Officer of Health
Malda.**

NIT No. HFWD/CMOH-MLD/NIT-04(2nd Call)/2015-16/1(71)/2(5)

Dated, Malda, the 25/08/2015.

Copy forwarded to:

1. The Director of Health Services, West Bengal, for favour of his kind information please. Fresh Tender Process have been invited as per G.O. No. HF/O/MS/496/W-41/13 Dated, 09.09.2013 of the O.S.D. & E.O. Deputy Secretary to the Govt. of West Bengal, M.S. Branch, Swasthya Bhawan, Kolkata- 91.
2. The Joint Director of Health Services, (P&D), West Bengal, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kolkata- 91 for favour of his kind information please.
3. The Joint Director of Health Services (PH & CD), West Bengal, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kolkata- 91 for favour of his kind information please.
4. The Deputy Director of Health Services (Admn.), West Bengal, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kolkata- 91 for favour of his kind information please.
5. The Deputy Director of Health Services (Hospital Admn.), West Bengal, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kolkata- 91 for favour of his kind information please.

**Chief Medical Officer of Health
Malda.**

Copy forwarded for information with a request for wide circulation through Website, to
NIT No. HFWD/CMOH-MLD/NIT-04(2nd Call)/2015-16/1(71)/2(5)/3(2)Dated, Malda, the 25/08/2015.

1. The District Informatics Officer, NIC, Malda at Collectorate Building.
 2. The System Coordinator, IT Cell, Dept. of Health & Family Welfare, Swasthya Bhavan, Kolkata
- Chief Medical Officer of Health
Malda.**

Section I : NOTICE INVITING TENDER (NIT)

1. The Chief Medical Officer of Health, Malda invites tenders from eligible and qualified bidders for
Maintenance of 30 KVA Diesel Generator set.

2. Date and Time Schedule of Tender:

Sl.No.	Particulars	Date & Time
1	Date of publishing N.I.T. & other Documents online	28.08.2015, 4 pm
2	Online documents download start date	28.08.2015 , 5 pm
3	Online documents download end date	14.09.2015 , 5 pm
4	Online Bid submission start date	28.08.2015 , 6 pm
5	Dates for submission of Earnest Money Deposit in sealed cover offline at Office of the CMOH, Malda	31.08.2015 to 11.09.2015, 11 am to 4 pm daily
6	Online Bid Submission closing date	14.09.2015 ,5 pm
7	Online Bid opening date for Technical Proposals	15.09.2015, 10 am
8	Date of online uploading list for Technically Qualified Bidders	To be notified later
9	Date of online opening of Financial Proposal	To be notified later

Terms and Conditions for O & M 30KVA Generator set.

3. The Tender should be addressed to the Chief Medical Officer of Health, Malda

Bidders may download tender enquiry documents from the websites <https://wbtenders.gov.in> & www.wbhealth.gov.in.

Any subsequent notice regarding this tender shall be uploaded on the website only.

4. In the event of any of the above mentioned dates being declared as a holiday for the MCH/ CMOH, the tenders will be opened on the next working day at the appointed time.

**Chief Medical Officer of Health
Malda**

Enclosures with mandatory annexure (Operation & Maintenance of 30 KVA D.G.Set)

Annexure – IVA - ... Information for bidders.

Annexure – IVB – Letter of Acceptance.

Annexure – IVC – Tender Form.

Annexure - IVD – Bank Guarantee.

Annexure – IVE – Agreement.

Annexure – IVF – Final letter of acceptance.

INFORMATION FOR BIDDERS

Quotations in sealed covers in Company's Letterhead are invited by the Chief Medical Officer of Health, Malda, P.O. Jhaljhalia, Dist. Malda, PIN- 732102, from resourceful contractors having electrical contractors license and supervisory certificate of competency in Parts I, II, III,IV, VI(a), VI(b),VII(a), VII(b) & XI besides Trade license & S.S.I registration certificate etc. for operation and maintenance of 30 KVA 3 phase & 50 cycles, sec air-cooled Diesel Generator Set of specifications attached herewith in the year 2015-2016 & 2016-17.

(name of the hospital with address)

The participants should have at least 3 years past experience in similar types of works under CPWD / State PWD / PHE /Govt. Hospitals or under any other autonomous body viz. Shipping Corporation / WBSEB/Bank / LIC / Zilla Parisad / Municipalities etc.

1. **Qualification of Participants:-** The participants should provide qualification which shall include-
 - (a) Contractor's enlistment with class and license supported by Supervisor's Certificate of Competency.
 - (b) Experience Certificates supported by technical details of the type of D.G.sets including capacity, Model No. capacity of alternator and duration of operation and maintenance from the authority concerned;
 - (c) Valid I.T ., PAN No., Professional Tax clearance Certificate up to date and Service Tax Registration Certificates, Trade license certificated up to date & balance sheet last 3 years are to be attached;
 - (d) Details of any current litigation or during the last three years in which the participants is / was involved, the parties concerned and particulars of dispute are to be mentioned separately, if any.
 - (e) List of tools and equipments available with the bidder for maintenance of D.G. set.

2. **Scope of work:-** The scope of works covers -
 - (a) All routine preventive and breakdown maintenance will have to be undertaken including daily operation as per requirement. At least one operator will have to be round the clock. The break down maintenance is to be undertaken with 48 hours from the receiving break-down call.
 - (b) The operators should have knowledge regarding entire electrical control system inside the D.G.room with change-over switch and other electrical gadgets provided in the panel boards;
 - (c) The contractor should supply free of cost the fuse wires for the control switches and HRC fuses of the generating station ;
 - (d) Regular checking of all meters, wires and cable connections of the D.G.set and panel boards;
 - (e) Keeping the D.G.set, panel boards and all its parts regularly clean and free from dust and dirt;
 - (f) Regularly have the Battery of the generator set serviced, topped up and functional effectively;
 - (g) Painting of the D.G.set including panels once in a year;
 - (h) Maintenance of the D.G.set at functional level will have to be carried out daily by the agency as per guidelines of the maintenance manual of the manufacturer;

Contd.. 2

- (i) The concerned contractor will supply fuel and Lubricant that will be reimbursed on monthly basis, on the basis of actual consumption as per log book.
- (j) The contractor will have to replace all defective parts in course of usual running except motor, coil, battery & bearing;
- (k) The contractor shall procure the parts to be replaced only from the authorized dealer of the manufacturer;
- (l) In case where major repair is required the parts to be procured and will be reimbursed only. The contractor will not claim any service charge for the same.
- (m) For overhauling and maintenance the D.G.set properly the contractor shall follow the Manufacturer's guidelines. For this purpose, the owner shall make available to the contractor the Manufacturer's manual, service manual, warranty manual and specifications manual of the set. The owner shall supply standard log books.
- (n) The contractor should keep and maintain two log books – one to be used for the even month and other for the odd months and shall faithfully record therein
 - (i) The hours of operation of the D.G.set;
 - (ii) Reading of the Ammeter, Voltmeter, Hour meter and Frequency meter of the set;
 - (iii) Consumption of fuel and lubricant;
 - (iv) Replacements of battery/ spare parts if any are to be faithfully recorded in the log book and to be authenticated by the head of the institution or his authorized representative.
- (o) Preventive maintenance materials which are to be supplied and fitted to the generator free of cost and added in day to day scope of work so that the machine shall run smoothly without any hindrance. The probable maintenance work including spares will be –**
 - . Changing /cleaning of element of Air Filter/Water filter.
 - . Changing /cleaning of Fuel filter.
 - . Changing /cleaning of element of Lubricating filter.
 - . Inspection and servicing of Led Acid battery.
 - . Inhibitor corrosion.
 - . Sensor Pressure.
 - . Belt Ribbed.
 - . Hose hump.
 - . Thermostat.
 - . Clamp belt.
 - . Hose Elbow.
 - . Clamp for hose.
 - . Clamp & nut Bolt if any.
 - . Key switch.

- (p) Preventive maintenance materials which are to be supplied and fitted to the Alternator and its associated Panel Board including Change Over System free of cost and added in day to day scope of work so that the machine shall run smoothly without any hindrance. The probable maintenance work including materials shall be;
- . Fuse wire / HRC fuse which ever may be in the panel board.
 - . Tightening of the Bush bar, switch Contacts, earthing Contacts etc. free from any loose created due to seasonal temperature.
 - . Testing of earth terminal both in Alternator and Panel and change over system.
 - . Testing of battery by Hygrometer.
 - . Greasing to battery lead and tightening of clamps of the battery lead etc.
- (q) Under the contract the agency will maintain D.G.set as per manufacturer maintenance instruction and schedule in every visit for preventive maintenance.
- (r) Engineer / Mechanic who has experienced for maintaining Generator will attend at least once in a month & for checking of alternator and panel board at least once in every three months.
- (s) Necessary spare parts required as mentioned above should be replaced while for visit for preventive maintenance and when required.
- (t) Necessary training and guidance should be given to the operator free of cost by the agency.
- (u) Every visit by the deputed Engineer/ Mechanic will give the service report stating detail job done duly signed by the B.M.O.H./ Superintendent as the case may be of the hospital. He should be mentioning the Generator Health of the Generator set as a whole.

Other than Preventive Maintenance

- . The agency will attend break down of Engine and alternator if any other than a visit per month when called for and should be set right.
- . In case of any major break down of the Engine any spares which are not included in the list to be replaced / will be supplied by the agency against supplementary order and payment.
- . In case of Major break down of Alternator, rotor Assembly and rewinding of alternator if to be done the necessary estimate should be placed to the authority for sanction and order.

** Technical and Financial bids are to be submitted separately. Technical bid will be assessed first and the financial bid for those bidders, who is qualified in assessment of technical bid, will be opened and assessed only.*

The Financial bid must reflect the cost of analysis.

- A. For “**Operation & Preventive Maintenance**” (once in month) Rs. / only per year.
- B. For attending 4(four) “**Breakdown**” Calls in a year @ per call X 4 calls Rs. / only per year.

Contd.. 4

In case of break down call exceeds 4 (four) calls in a year, payment will be made for extra breakdown call(s) @as mentioned at "B" above.

Evaluation of bids will be done on the cost of annual maintenance (A+B) only exclusive of taxes and other charges applicable.

Reimbursement of cost of fuel and Lubricants and Major spare parts will be done on submission of claim supported with valid challans, vouchers etc. by the contractor. Replacement of spare parts will be done after getting approval from the competent authority.

The quotations are to be submitted in sealed envelope, supers cribbing the name of Hospital/ B P H C / PHC indicating the date and time of opening, addressed to the Chief Medical Officer of Health, Malda, P.O. Jhaljhalia, Dist. Malda.

***** Separate Tender is to be submitted for each institution.**

Quotation must be valid for period not less than 60 (sixty) days from the date of opening. Information relating to evaluation of the quotation and recommendation for award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to successful participants is announced.

Any quotations received by the Chief Medical Officer of Health after the deadline of submission will be rejected and will be returned unopened to the participant.

Owner will award contract to the participant whose quotation has been determined to be substantially responsive. The successful bidder will have to execute an agreement in non Judicial stamp paper of Rs. 50.00 (Rupees fifty) only along with a Bank Grantee in favour of owner of value of 10% of annual charges within 15 working days from the date of issue of the letter of acceptance. The Bank Grantee should be valid up to 3 (three) months beyond the expiry of the contract period.

The agreement shall be in force for a period of 1(one) year from the date of issue of final acceptance.

Acceptance of lowest or any quotation is not obligatory. The owner reserves the right to reject any or all quotations received, without assigning any reason whatsoever.

Endo: Specification of D.G.Set for which the bidder intends to submit quotation.

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LETTER OF ACCEPTANCE

To,

_____ (Name and address of the Contract)

Dear Sir,

This is to notify that your quotation dated for Operation and Maintenance of 30 KVA Diesel Generator Set (As per specification mentioned in the information for Bidders) at

(Name of the.....) is hereby accepted.

You are therefore, requested to furnish Bank Guarantee (as per enclosed format) for an amount equivalent to Rs. (Rupees) only and execute an agreement (as per format) on non-judicial stamp paper worth Rs. 50.00 (Rupees fifty) only within 15 (Fifteen) days from the date of issue of this letter, failing which this letter of acceptance will be treated as cancelled.

Yours faithfully

Chief Medical Officer of Health
Malda

TENDER FORM

To be submitted in duplicate for award of contract of operation & maintenance of 30 KVA Generator.

1. Name & Address of the Firm/Individual :
 - a) Registered Office :
 - b) Kolkata Office address with Phone (if any) :
 - c) Balance –sheet for last three financial years: :
 - d) Audit report for last three financial years :
 - e) Credential certificate for last three financial years :
 - f) Supervisory competence certificates possessed by the agency :
2. a) Is the Firm registered under the India Companies Act-1993, Companies Act 1 of 1956 or any : YES/NO
other Act In force? If so, furnish certified photo test copy of certificate of Registration .
 - b) In case of Limited companies furnish a copy of Memorandum articles of Association. :
 - c) In case of proprietorship /partnership firms name of Proprietors/ Partners'/ 1.
Directors with address.
3. Ownership status of the firm (W.B.Govt. other State Govt. / :
Central Govt. / Joint Sector/Co-operative/ SSI/Private.
4. Name /Post of the officer/ Address (Phone No) who should :
Be contracted by this office in case of any urgent problem
(with Phone No. if any)
5. Whether selected as a supplier in the last Tender, if so,
State the Firm No.
6. Please check and state whether you have submitted the following:
 - a) Forwarding letter : YES/NO
 - b) S.S.I. Registration Certificate copy with proof of up to date : YES/NO
Return submission.
 - c) Copy of last Income Tax Return : YES/NO
 - d) Trade License Certificate (Up to date) : YES/NO
 - e) Non-conviction certificate (Up to date) : YES/NO
 - f) Whether you were ever black listed by any public : YES/NO
Institution (if yes, state in details)

Cont...2.

ANNEXURE – IVC (2)

- g) Sales Tax Registration Certificate / Income Tax/ Professional Tax Certificate : YES/NO
 h) Balance sheet for last three financial years : : YES/NO
 i) Audit report for last three financial years: : YES/NO.
 j) Credential certificate for last three financial years : YES/NO.
 k) Earnest money of Rs. 10,000.00 deposited. : YES/NO.
 l) Bid Security submitted : YES/NO.
 m) If selected, Bank guarantee for Rs. 15,000.00 will be furnished. : YES/NO.
 n) Are all the pages of tender documents serially numbered? : YES/NO

1. Rate offered for operation cost per month. Rs. _____

2. (a) Rate offered for preventive maintenance cost per month Rs. _____

(b) Rate offered for attending 4(four) break down calls in a year @ per call X 4 calls Rs. _____

- In case of break down call exceeds 4(four) calls in a year, payment will be made for extra breakdown call(s) @ as mentioned at "B" above.

Full Signature of Tenderer with Official seal and address

BANK GUARANTEE
(Name of the Bank)
(Date)

To

..... (Name of owner)
..... (Address)

WHERE AS.....(Name & Address of Contractor) (Here in after called THE CONTRACTOR) has undertaken, in pursuant of LOA vide No.....Dt..... To execute the works of maintenance of Diesel Generator Set (of Specification as per LOA) Here in after called) THE CONTRACT'

AND WHERE AS it has been stipulated by you in the said contract that the contractor shall furnish Bank Guarantee by a recognized Bank for the sum specified there in as security for compliance with the obligation in accordance with the said contractor.

AND WHERE AS we have agreed to give the contractor such a Bank Guarantee. NOW THEREFORE we affirm that we are the guarantor and responsible to you, on behalf of the contractor, upto Rs..... (Rupees.....)(amount of bank guarantee), such sum payable in types and proportion of currencies in which the contract prize is payable, and we undertake to pay you upon your first written demand and without cavil and argument, any sum or sums within the limits of(amount of bank guarantee as aforesaid without your needing to prove or show ground or reasons for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We further agree that no change or addition to other modification of the terms of the contract or the works to be performed there under or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this Guarantee, and we here by waive notices of any such change, addition or modification.

(Signature of the Guarantor)

Annexure-V

This Agreement made thisday ofbetween the Government of West Bengal in the Health & Family Welfare Department, represented by the Chief Medical Officer of Health..... (District).....(Address), hereinafter called the Owner (Which expression shall unless excluded bu or repugnant to the context mean and include its successor-in- office and assigns) of the ONE PART. AND.....a Firm registered under the Indian Partnership Act 1932 and carrying on business at Represented by its parties for the time being Sri/Smt.....or M/S..... a, company within the meaning of the Companies Act 1956 or M/S , a Proprietorship Concern represented by Sri/Smt. and having its registered office at Herein after called the CONTRACTOR of the other part.

WHEREAS :

- 1) The Owner is the Owner of a Diesel Generator Set more fully described in the schedule "A" hereto.
- 2) The said Generator Set is covered by the Annual Maintenance Contract of the manufacturer till the warranty period which is twelve (12) months after the date of delivery and acceptance at final destination.
- 3) The Owner intends to install/installed the said Generator Set at District Hospital /Sub Divisional Hospital /State General Hospital/Rural Hospital/ Rural Hospital/ Block Primary Health Centre/ Primary Health Centre (hereinafter referred to as "the said establishment") for the purpose of providing electricity for use in the said establishment, as and when required.
- 4) The Contractor is a resourceful Electrical Contractor having SSC (Supervisory Certificate of Competence) in Parts I,II,III,IV, VI(a), VI(b), VII(a), VII(b) and XI and has adequate resources and more than 3 (three) year's experience in the work of maintaining such generator sets under the State PWD/CPWD/PHE Department /Government Hospitals and other autonomous institutions as evidenced by the certificates attached herewith and details in Schedule B hereto.
5. The Owners desires to entrust to the Contractor the job of Annual Maintenance Contract for routinely maintaining (both preventive and breakdown) the said Generator Set on the terms and conditions hereinafter contained.
6. The Contractor is willing to accept and undertake the said job on the said terms and conditions.

NOW THIS AGREEMENT witness and the parties hereto agree as follows;

- 1) This agreement shall be in force for a period of four months from _____ to _____ for satisfactory service, the period agreement may however may extend by mutual consent of the parties.
- 2) The contractor shall not assign or transfer his right and interest under this agreement to any other party.
- 3) The Owner agrees that during the subsistence of this agreement, the Owner will entrust and the Contractor agrees that he will undertake the job of annual maintenance contract of the manufacturer for routinely maintaining (Both preventive & Breakdown) the said Generator Set and the Panel Boards at the site where it is installed by the Owner with a view to providing electricity to meet the needs of the said establishment as and when required.
- 4) The contract may be terminated if the opinion off the Owner or his authorized engineer the performance is not satisfactory with respect of the annual maintenance of the Generator Set.
- 5) In course of execution of the said job, the Contractor shall undertake and be responsible for the satisfactory performance, of inter alia the following items of works:
 - i) Maintain the Generator Set routinely for preventive maintenance and as and when required by the Owner as per the instruction of the administrative head of the said establishment/ concerned Assistant Engineer / Sub-Assistant Engineer. In executing this job, the contractor shall

- a) Regularly check the entire electrical control system including all meters & wires and cables connections of the Diesel Generator Set.
 - b) Keep the Generator Set, Panel Boards and all its parts regularly cleaned and free from dirt and dust.
 - c) Paint the Generator Set and Panel Boards once a year.
 - d) Regularly have the battery of the Generator Set serviced, topped up and functional.
 - e) Keep and maintain a supply of fuse wires at the site for use in the Control Switches in case of a blowout or other emergency.
 - f) Provide at the Contractors cost the fuel and lubricants required for efficiently running the Generator Set, and at all times keep adequate stock so as never to run out of the same.
 - g) Supply the spare parts free of cost as mentioned in Annexure - IVA and also supply and fit major spare parts, after approval of the competent authority, the cost of which will be reimbursed.
- ii) Maintain the Set at functional level in a smooth manner, attend properly to all defects that may impede the operation of the set, attend to all the deficiencies that are brought out in the Inspection Report by the Owner's Engineers and replace all defective parts including overhauling in the course of usual operational maintenance excepting H R C Fuses as well as excepting such repairs as are covered by the Annual Maintenance Contract of the Manufacturer (within the stipulated period of warranty). The Contractor shall procure the parts for replacement only from the authorized dealers of the manufacturers. In maintaining the Generator Set, the Contractor shall follow the manufacturer's manual, service manual, warranty manual and specification manual of the Set.
- 6) Within 15 (fifteen) working days from the date of issue of the letter of Acceptance, the Contractor shall furnish a Bank Guarantee of an amount equivalent to 5% (five percent) of annual charges FOR MAINTENANCE IN FAVOUR OF THE Owner as Security Deposit for the performance of the contract by the Contractor. The Bank Guarantee should be valid for a period which is 3 (three) months beyond the expiry of the contract period. The said security shall be refunded only after the termination of this agreement and upon certified by the concerned Engineer of the Owner that the Generator Set had been left behind by the Contractor in good and working order with all parts intact, normal wear and tear being executed.
 - 7) Within 15 (fifteen) days after furnishing the Security Deposit in the form of Bank Guarantee, the Contractor shall commence its task under the agreement.
 - 8) The Contractor shall keep and maintain two log books — one to be used for the even months and the other for the odd months, and shall faithfully record therein (i) the hours of operation of the Generator Set, (ii) the reading of the Ammeter, the Voltmeter, Hour Meter and Frequency Meter of the Set, (iii) Consumption of fuel and lubricant and (iv) replacement of spare parts and overhauling (done beyond the stipulated period of warranty). The Contractor shall regularly get such recording certified by the administrative head of the concerned hospital or his authorized representative as well as by the concerned Engineer to the Owner. Further, the consumption of fuel and lubricant will be checked and verified by concerned Engineer of the Owner with reference to the manufacturer's manual. It is mutually agreed that the certified recording of such **log book** would form the basis on which the Contractors would be entitled to raise its bills upon the owner for payment as hereinafter stated.
 - 9) In consideration of the materials to be provided and service agreed to be rendered by the Contractor under this agreement, the Owner agrees to make the following payments to the Contractors:
 - a) A sum of Rs. ,..... per month as charge for routine maintenance, subject to satisfactory performance by the Contractor of this agreement, shall be paid monthly by the Owner on/ or before the twentieth day of every month commencing from the month following the month during which the Contractor commences operation. In the event of

- the Diesel Generator Set remaining inoperative for more than 48 hours without sufficient reason proportionate deduction will be made from the monthly charges;
- b) The payment of the contractor's bill raised under the various heads mentioned in Schedule "C" hereto on the basis of certified Log Book recording and duly supported, when necessary, by documentary evidence and where the bill amounts are not disputed, shall be made monthly by the Owner /or before the twentieth day of every month commencing from the month following the month which the Contractor commences operation.
- 10) Standard Log Book shall be supplied by the Owner.
- 11) This agreement shall be terminable on one month's prior notice in writing by either side.
- 12) Every dispute, difference or question which may at any time arise between the parties hereto or any person claiming under them, touching or arising out or in respect of this agreement or the subject matter thereof shall be referred to arbitration of the District Magistrate of the District in which the establishment is situated and his /her decision thereon shall be final and binding on both the parties.

Schedule "A"

Insert the technical details of the type of Generator Set including capacity, model No., Class, year of manufacture, capacity of alternator and other technical specifications to identify the particular Generator Set coupled with the alternator (the information is available with the head of the establishment where the D.G.Set has been delivered).

Schedule "B"

Insert the details of the License of the Contractor. The certificate may be typed here or an attested photocopy of the certificate to be placed in the scheduled.

Schedule- "C"

Insert the payment schedule i.e. The fixed monthly charge to be paid for (a) supply of fuel and lubricant, (b) routine maintenance. In the event off the D.G.Set remaining inoperative for more than 48 hours without sufficient reason,(a) proportionate deduction will made from the monthly charges. (b) Reimbursement of the actual cost of fuel and lubricant supported by valid challans, vouchers etc. (c) Reimbursement of the actual cost of major Spare parts replaced beyond the stipulated period of warranty supported by valid challans, vouchers, etc. the bill shall be submitted to the head of the establishment who, in turn will get the bill checked by the concerned Engineer with reference to the Log Book, Challans, vouchers etc. and forward it to the Owner for payment.

LETTER OF FINAL ACCEPTANCE

To,

..... (Name and address of the Contractor)

Dear Sir,

Pursuant to your furnishing the requisite Bank Guarantee and execution of the agreement in terms of your tender dated You are hereby instructed to proceed with the said works forthwith in accordance with the agreement.

Yours faithfully,

Chief Medical Officer of Health
Malda

Specification of D.G.Set for which the bidder intends to submit quotation/tender.

Rate to be quoted as per format. Both in figure and words

Sl. No.	Name of hospital	Specification of D.G.Sets	Preventive maintenance once in month.	Preventive maintenance per year.	Attending 4 (four) break down calls in a year @ per call X 4 calls.	Evaluation of bids will be done on the actual annual maintenance (A+B) only exclusive of taxes and other charges applicable.	Remarks.
1	2	3	4	5	6	7	8
1	Operation & Maintenance Diesel Generator set at Harishchandrapur R.H.	30 KVA					
	Operation & Maintenance Diesel Generator set Chanchal S.D.Hospital.	30 KVA					
	Operation & Maintenance Diesel Generator set at Manikchak Rural Hospital	30 KVA					
	Operation & Maintenance Diesel Generator set at Gazole Rural Hospital	30 KVA					
	Operation & Maintenance Diesel Generator set at R.N.Roy Rural Hospital.	30 KVA					
	Operation & Maintenance Diesel Generator set at Bamongola Rural Hospital, Malda.	30 KVA					

To be uploaded with digital signature of authorized personnel of Bidder

The page should be used for only financial bid

1. Rate offered for operation cost per month. Rs. _____
 2. (a) Rate offered for preventive maintenance cost per month Rs. _____
(b) Rate offered for attending 4(four) break down calls in a year @ per call X 4 calls Rs. _____
- In case of break down call exceeds 4(four) calls in a year, payment will be made for extra breakdown call(s) @ as mentioned at "B" above.

Full Signature of Tenderer with Official seal and address

**** To be uploaded with digital signature of authorized personnel of Bidder**