



Date: 23.06.2025

E-III-SERCoAMC(DGS)/1/2023-E-III

To,
M/s Garuda Power Private Limited,
Joka Industrial Plaza,
65, Diamond Harbour Road,
P.S. Haridevpur, P.O.: Joka,
Kolkata – 700 104(W.B.).

Subject: Tender document for Comprehensive Annual Maintenance Contract of 02 Nos. 200 KVA Diesel Engines of Diesel Generator Sets installed at DGCI&S, Kolkata.

Madam/Sir,

Directorate General of Commercial Intelligence and Statistics (DGCI&S), Kolkata, invites your firm to participate in a PAC tender for the Comprehensive Annual Maintenance Contract of 02 Nos. 200 KVA Diesel Engines of Diesel Generator Sets at our premises.

Details of tender are as follows:

1. **Scope of Work:** Comprehensive Annual Maintenance Contract of 02 Nos. 200 KVA Diesel Engines of Diesel Generator Sets installed at DGCI&S, Kolkata.
2. **Bid Submission date & time :** 07.07.2025 at 02:30 PM
3. **Bid opening date & time :** 07.07.2025 at 03:00 PM or immediately upon receipt of offer.
4. **Submission Address:** Directorate General of Commercial Intelligence and Statistics, 565, Anandapur, plot – 22, Sector – I, Kolkata – 700107.

You are requested to submit your tender in a sealed envelope to the address mentioned above on or before the bid submission deadline. Bid received after the deadline will not be considered.

The PAC tender document is enclosed herewith for your reference. Please ensure compliance with the terms and conditions outlined in the document.

Enclosure: PAC Tender Document

वा. जा. सां. म. नि.

D.G.C.I. & S

कोलकाता

Kolkata

कपी रा०

Issue No. SP 240

दिनांक

Date 23.06.25

हस्ताक्षर

Signature J.N. Sharm

(Ramesh Singh)

Asst. Director & Head of Office

रमेश सिंह/Ramesh Singh

सहायक निदेशक/एच.ओ.ओ

Asst. Director/H.O.O

वा. जा. सां. म. नि./DGCI & S

भारत सरकार/Govt. of India

कोलकाता/Kolkata-107

आई.एस.ओ. ISO-9001:2008 प्रमाणित संगठन / Certified Organisation

दूरभाष / Phone : 2443 4055, 2443 4056, 2443 4058, फैक्स / Fax : (DG) : 033-2443 4051, (MU) : 033-2443 4083

वेबसाइट / Website : www.dgciskol.nic.in

**GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
DIRECTORATE GENERAL OF COMMERCIAL
INTELLIGENCE & STATISTICS
VANIJYA TATHYA SADAN
565 – ANANDAPUR, SECTOR-I, PLOT NO.22
KOLKATA – 700 107.**

**PAC BASED TENDER DOCUMENT FOR
COMPREHENSIVE ANNUAL MAINTENANCE
CONTRACT OF 02 NOS.
200 KVA DIESEL ENGINES OF DIESEL GENERATOR
SETS
INSTALLED AT DGCIS, KOLKATA**

Bid publishing date : 23.06.2025

End of Bid Submission date & time : 07.07.2025 @ 02:30 PM

**Bid Opening date & time : 07.07.2025 @ 03:00 PM
or immediately upon receipt of offer.**

SCOPE OF WORK

The tenderer shall check and render preventive maintenance service to the equipment every month i.e., 12(twelve) times in a year during the currency of the contract. The tenderer will also attend/arrange to attend all normal breakdowns, if any, on a call basis.

Detailed Scope of work:

The following are the type of preventive services which will be considered.

01. General:

1.1 Scheduled Scope

- B & C checks maintenance at per maintenance norms.
- Additional Preventive Maintenance Visits to be conducted twice in every quarter over and above the mandatory 01(one) visit per month.

1.2. General Engine Performance Checks:

- Diagnosis of faults and taking corrective action.

1.3. Maintenance of the log books for visits made, work done, updating of next preventive maintenance checks, visit, dates, hours and due on etc.

02. Lube system

2.1. Engine Oil Replacement in B & C Checks.

2.2. Checking for proper functioning of sensors and safety controls in terms of checking the connections and terminals and visual inspections.

03. Air System and Exhaust

3.1. Cleaning of air filters and changing them if required.

3.2. Checking for proper condition of Hoses and Clamps.

3.3. Checking for proper condition of vacuum Indicator.

3.4. Checking of any Exhaust leakages.

3.5. Checking visually the exhaust smoke (Level/color).

3.6. Checking of Rain Caps.

04. Cooling system

4.1. Checking and adjustment of belt tension – fan and water pump belt.

4.2. Checking of coolant concentration and top up if required.

4.3. Checking of radiator cap/Raw Water Strainer Where Provision is available.

4.4. Checking the condition of Hoses and Clamps.

4.5. Checking for the proper functioning of sensors and safety controls by checking the connections and terminals and visual inspection.

4.6. Any visible coolant leakages to be arrested by providing any hoses/clamps/other part as required.

05. Fuel System

5.1. Checking of the condition of Hoses and Clamps.

5.2. Checking for any fuel leakage and arresting them.

5.3. Checking of the fuel tank Breather.

- 5.4. Draining of water from water separator fuel tank (as applicable).
 - 5.5. Checking of fuel level indicators.
- 06. Engine controls and starting System**
- 6.1. Checking the condition of the battery for sulphocation, tightness of connections and voltages.
 - 6.2. Checking of wire connections and proper functioning of self-starter.
 - 6.3. Checking of wire connections and proper function of charging alternator/charger.
 - 6.4. Checking for proper functioning of the instruments on the dash board/PCC.
- 07. Base Alternator**
- 7.1. General cleaning of alternator with a hand blower once in a year.
 - 7.2. Checking of the wiring system for any loose and dry connections.
 - 7.3. AVR- Adjustment and Tightening of terminals.
- 08. AMF Panel**
- 8.1. Checking Battery Charger.
 - 8.2. Checking the wiring, proper functioning of the meters and selector switches.
- 09. Standard Panel**
- 9.1. General Inspection/Tightening of all cables and accessories.
- 10. Comprehensive Maintenance Spare List:**
- 1. FILTER FUEL
 - 2. FILTER COOLANT
 - 3. ELEMENT LUB OIL FILTER
 - 4. ELEMENT AIR CLEANER
 - 5. ELEMENT AIR CLEANER
 - 6. INHIBITOR CORROSION
 - 7. SENSOR PRESSUR
 - 8. SENSOR TEMPERATURE
 - 9. BELT V RIBBED
 - 10. HOSE HUMP
 - 11. CLAMP T BOLT
 - 12. THERMOSTAT
 - 13. HOSE ELBOE
 - 14. CLAMP HOSE
 - 15. SWITCH MAGNETIC
 - 16. SWITCH KEY
 - 17. LUBE OIL
 - 18. BATTERY
 - 19. TIMER
 - 20. INDICATING LAMP
 - 21. RELAY
 - 22. VMR
 - 23. LUGS
 - 24. FUSE

General Terms and Conditions :

1. **Site Visit:** The Tenderer may at his discretion visit this Directorate prior to bidding to fully understand the scope of work involved.
2. **Servicing Outlet:** The Tenderer must maintain a servicing outlet within West Bengal.
3. **Non-Blacklisted Certificate:** A certificate confirming that the Tenderer is not blacklisted in the last 03 Financial Years must be submitted.
4. **Assignment Restrictions:** The Tenderer shall not transfer, assign, pledge, or subcontract its rights and liabilities under this contract without prior written consent from the Directorate.
5. **Document Authenticity:** The Tenderer is bound by the details provided in the tender submission. Any provision of false information may result in legal action and potential termination of the contract.
6. **Contract Awarding:** The contract will be awarded based on the submission of the required documentation and compliance with the terms.
7. **Service Report:** A detailed service report confirming the successful service of each month must be submitted by the Tenderer after each preventive maintenance service and the payment shall be made based on the same.
8. **Contract Termination:** The Directorate reserves the right to terminate the contract at any time with one month's written notice, and its decision shall be final and binding.
9. **Contract Duration:** The contract duration would be 12 months, tentatively scheduled from 01.08.2025 to 31.07.2026.
10. **No Extra Payments:** No additional payments will be made for natural calamities or unforeseen circumstances, except as permitted under this contract.
11. **Work Location:** All work must be conducted on-site; any external work will require written permission from the head of the office.
12. **Tools & Equipment:** No tools or equipment will be supplied by the DGCI&S.
13. **Response Time:** The Tenderer must address any emergency service requests within 06 hours.
14. **Coordination:** A designated coordinator from the Tenderer must be appointed to facilitate effective communication.
15. **Liability of Vendor:** The Tenderer shall be liable for any damage or loss caused by breakdowns, accidents, or other unforeseen circumstances.
16. **Conduct of Personnel:** Any acts of misconduct, indiscipline, or incompetence by the Tenderer's personnel must be addressed promptly by the Bidder.
17. **No Employee Claims:** Personnel deployed by the Tenderer will not be entitled to any benefits or privileges of Directorate employees during or after the contract period. The Directorate shall not be responsible for any damage or loss caused to the personnel deployed by the tenderer.

18. **Dispute Resolution:** The decision of the Head of Department will be final in the event of disputes arising from this contract.
19. **Statutory Compliance:** The Tenderer must maintain all statutory registers and comply with applicable laws.
20. The bidder must mandatorily submit OEM authorization certificate along-with the bid.
21. The bidder must have ISO 9001-2015 certification.
22. The period of contract will be valid for one year, which may be extended for a further 03 months with the consent of both parties.
23. During the continuance of AMC, if the machine becomes obsolete/unserviceable, the contract will be terminated in that month itself in which the machine becomes obsolete/unserviceable. Payment will be made on a pro-rata basis (proportionately).
24. In the event of breakdown or failure in the machine after servicing, the representative of the Tenderer must visit this Directorate as and when intimated and attend to it forthwith without any extra charges.
25. If the contracting party fails to attend the breakdown within 24 hours after communication by this Directorate telephonically and/or in writing, the Directorate reserves the right to get the work done from other service agencies and recover the cost thereof from the AMC or as decided by the competent authority. The bidder must provide an escalation matrix of telephone numbers for service support.
26. During the course of servicing or repairing, this Directorate shall not be liable for any damage or loss, direct, indirect, or consequential, to any person or property/procurement of the Servicing Agency as a result of operation/breakdown or accident of this machine or any other circumstances beyond the control of this Directorate.
27. In case the person employed by the successful Company/Firm/Agency commits any act of omission/commission that amounts to misconduct/indiscipline/incompetence, the successful Company/Firm/Agency shall to take appropriate disciplinary action against such persons, including their removal from the site of work, if required.
28. It will be the responsibility of the service-providing Company/Firm/Agency to meet transportation, food, medical, and any other requirements in respect of the persons deployed in this Directorate, and this Directorate will have no liabilities in this regard.

Payment Terms:

- No advance payments will be made.
- Payment will be processed on a quarterly basis upon submission and acceptance of the service report for each preventive maintenance period.

Tax Compliance: The Tenderer is responsible for all applicable taxes and levies.

Additional Terms and Conditions:

PERFORMANCE SECURITY:

A performance security amount of 3% is required from the successful bidder immediately after being awarded the contract. This must be provided in the form of a Demand Draft/Pay Order drawn in favor of the Director General, DGCIS, Kolkata, payable at Kolkata, or a Bank Guarantee issued by a reputed bank, or a Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated in favor of the Director General, DGCIS, Kolkata, valid for 60 days beyond the expiration of the contract period.

Instructions for Tender Submission:

1. The bid must be submitted in the prescribed formats (Annexure I, II, & Declaration) enclosed with this tender notice, along with any other required documentation. Tenders submitted in any other manner will not be considered.
2. The bidder must mandatorily submit OEM authorization certificate along-with the bid.

Additional Conditions/Requirements:

1. The tender will be accepted by the competent authority in DGCIS according to the rules/instructions issued by the Government of India from time to time.
2. The Directorate reserves the right to cancel the tender or extend the date of opening of the tender without assigning any reasons.
3. In addition to its rights to terminate the contract due to the fault of the successful bidder, the Directorate reserves the right to cancel the contract in whole or in part after giving one month's notice to the contracting agency without providing reasons, and reserves the right to determine whether to pay the successful bidder for any part of the work that does not meet the Directorate's specifications and complete satisfaction.

Legal:

1. The successful company/firm/agency must maintain all statutory registers as required by law. These must be produced on demand to the concerned authority of this Directorate or any other legal authority.
2. Tax Deduction at Source (TDS) will be deducted as per the provisions of the Income Tax Department, as amended from time to time.
3. In case of breach of any terms and conditions of this contract, the Directorate reserves the right to terminate the contract after giving one month's notice to the contracting agency and may also forfeit the performance security.
4. All disputes shall be subject to the jurisdiction of courts in Kolkata.

(ANNEXURE-I)

Submission of Technical Bid:

1. Name of the Bidding Agency: _____
2. Contact Address: _____

3. Contact No./Details :
 Landline No. : _____
 Fax No. : _____
 Mobile No. : _____
 E-mail ID. : _____
 Website (if any): _____
4. PAN (Attached attested copy) _____
5. ISO 9001-2015 Certificate (Attached attested copy) _____
6. GST Registration No.
(Attached attested copy) _____
7. Document supporting servicing outlet in West Bengal _____
(Attach attested copy)
8. 02 years of past experience required for similar product/Services _____
(Attach attested copy)
9. Non-Bankruptcy undertaking (For last 03 F.Y) (Attach attested copy) :
10. Non-Blacklisted certificate (For last 03 F.Y) (Attach attested copy) :

11. Attach OEM Authorization Certificate of M/s. Cummins & Sales Services India:

12. Additional Information, if any

Enclosures to be submitted with the Bid:

Technical Bid (Annexure-I), Financial Bid (Annexure-II), and Declaration (Given format to be adopted/used by the bidder) must be duly signed and stamped on every page.

Date:

Name:

Place:

(Signature & Seal of Bidding Agency)

(ANNEXURE-II)

Financial Bid Specifications:

Sl. No.	Model	Description	Engine Serial No.	Capacity	Unit Rate (In Rs.)	GST (%)	Total
1.	6CTAA8.3G1	Diesel Engine of Diesel Generator Set	25761762	200 KVA			
2.	6CTAA8.3G1	Diesel Engine of Diesel Generator Set	25761772	200 KVA			

DECLARATION

I, _____ Son/Daughter/Wife
of _____, Proprietor/ Director/ authorized signatory of the
Company/firm/Agency, mentioned above, is competent to sign this declaration and execute
this tender document.

I have carefully read and understood all the terms and conditions of the tender and
accordingly accept all the mentioned terms & conditions. Further, I agree to provide services
as detailed in the Scope of Work mentioned in the said tender.

The information/documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that
furnishing of any false information/fabricated document would lead to rejection of my tender
at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized Person

Name:

Seal:

Date:

Place:



Date: 23.06.2025

PROPRIETARY ARTICLE CERTIFICATE

1. The the indented goods are manufactured by M/s. Cummins Sales and Services India Pvt. Limited and their authorized vendor is M/s Garuda Power Pvt. Limited, Kolkata.
2. No other Make or model is accepted for the following reasons:
 - (i) The existing Diesel Engines of Diesel Generator Sets are specifically manufactured by M/s. Cummins Sales and Services India Pvt. Limited.
 - (ii) M/s Garuda Power Pvt. Limited, Kolkata has been engaged for the annual maintenance of these diesel engines since 2014, ensuring that they have a comprehensive understanding of its operation and any potential issues.
3. Concurrence of finance wing to the proposal vide: N/A
4. Approval of Competent Authority: Dr. Bandana Sen, DG, Vide File No.E-III-SERCoAMC(DGS)/1/2023-E-III, Note#369, dated 23.06.2025.


(Ramesh Singh)

Asst. Director & Head of Office