

**Punjab State e-Governance society**  
**O/o Directorate of Governance Reforms, Punjab**  
**Plot No.-D 241, Industrial Area, Phase -8B, Sector-74 Mohali-160062**  
**(website: [www.dgrpunjab.gov.in](http://www.dgrpunjab.gov.in))**

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**Mob. No. : 9592444269**

**NOTICE INVITING QUOTATION FOR AMC OF TRANSFORMER, HT & LT PANEL**

PSeGS invites sealed Financial Quotations along with EMD from reputed agencies / companies in the field for “Non comprehensive annual Maintenance Contract (AMC) of LT Panel” for 2 years extendable for another one year on request & satisfactory performance. As per details below:

Earnest Money Deposit (EMD)	Rs. 5000/- in favor of Member Secretary PSeGS payable at Mohali.
Last date and time for submission of quotation	28.02.2020
Address for communication & submission for quotation documents and opening of technical quotation	Punjab State e-Governance society O/o Directorate of Governance Reforms, PunjabPlot No.-D 241, Industrial Area, Phase -8B, Sector-74 Mohali-160062

**Scope of Work**

The scope of work includes:

- a. Maintenance, repairs and upkeep of following transformers,panels and equipment:

<b>TRANSFORMER(Servicing twice a year )</b>			
<b>630 KVA</b>		<b>ONE</b>	
<b>1000 KVA</b>		<b>ONE</b>	
<b>Panel Details</b>			
<b>Sr. No.</b>	<b>Type of Panel/Quantity</b>	<b>Make &amp; Model</b>	<b>Items</b>
1	HT panel 1 / (01) Univac NX	Crompton Greaves	CT Primary current 200 Amp, VCB 630 Amp. 4 pole.
2	HT panel 2 / (01) Univac NX	Crompton Greaves	CT Primary current 60 Amp, VCB 630 Amp. 4 pole.
3	HT panel 3 / (01) Univac NX	Crompton Greaves	CT Primary current 150 Amp, VCB 800 Amp. 4 pole
4	LT panel 1 / (01)	DSPL	ACB 800 Amp, Change over switch 1000,630KVA. 4 pole.
5	LT panel 2 / (01)	DSPL	ACB 800 Amp, 4 pole.
6	LT panel 3 / (01)	DSPL	ACB 800 Amp, 4 pole.

7	LT panel 4 / (01)	DSPL	MCCB 100 Amp, (20 Nos.) 4 pole, 200 Amp. (4 Nos.) 4 pole. 630Amp. (2 Nos.) 4 pole, All Bus Bar.
8	LT panel 5 / (01)	DSPL	ACB 630 Amp, (1 Nos.) 4 pole. 100Amp. (12 Nos.) 4 pole All Bus Bar.

- b. Break Down calls unlimited break down calls on as required basis. The break down calls will cover 24X7 breakdown call within 4 hours of the time of complaint.
- c. Schedule calls at least 4 (four) scheduled calls as per the program for regular preventive maintenance.
- d. A complaint escalation matrix to be provided by vendor.
- e. Quarterly maintenance schedule to include following:
  - i. Cleaning of panel
  - ii. Tightening of all CONTROL and POWER CONNECTION
  - iii. Checking of door operating mechanism and interlocking of all MCCB's
  - iv. Verification of Auxiliary supply
  - v. Verification of ventilator fans and filters
  - vi. Monitoring of temperature of joints of bus bar of all the panels quarterly.
  - vii. The lugs and thimbles will be in the vendor scope.
- f. Yearly Schedule:
  - i. ACB Servicing as per the standards
  - ii. Tightening of ACB hardware
  - iii. Checking and tightening of bus Bar
  - iv. Checking and tightening of all CONTROL and POWER CONNECTION
  - v. Servicing of Panels
  - vi. Testing of Power Factor Capacitor
  - vii. Testing of Power Contactor
  - viii. Testing of APFCR relay
  - ix. Relays testing and tripping mechanism check
  - x. Checking of MCCB's
  - xi. Annual Planned shutdown Maintenance of all the panels which include every component checking/replacement.
  - xii. Yearly calibration of all the Relays to be done by vendor and certificate to be given to us.

## **Pre-qualification Criteria**

The agencies/companies who fulfill the pre-qualification criteria mentioned below will only be considered for opening of financial quotation:

Sr.No.	Particulars	Document (s) to Annex
1	Company/firm Should be in existence for last three years.	Certified copy of registration certificate.
2	Company/firm should have average turnover of 50 lacs. In similar field in previous three financial years ending on 31.03.2019.	CA certified copy of turnover from annual maintenance contacts.
3	Company/firm should have experience of similar work in Government/Public sector undertaking/MNC/ Corporate Sector etc. During last three (03) years.	Certified copies of work orders/Experience certificate etc. on the letter head of the client/customer.
4	Company/firm should have valid PAN, GST registration.	Certified copy of each document
5	Company/firm should not have been barred/blacklisted for taking up similar work in any organization.	A Certification to this effect on the letter pad.
6	Earnest Money Deposit(EMD)	Rs. 5000/- in the form of Demand Draft in favor of member secretary, PSeGS Payable at mohali

## **Award of work**

Those who meet the pre-qualification criteria as above will be considered for opening of financial quotation. The agency quoting the lowest rate for AMC shall be considered for award of work. PSeGS does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

## **Financial Quotation**

Interested agencies may submit financial quotation as per enclosed format (Annexure-“A”), duly authenticated and stamped. Bidder may inspect the site before quoting the rates. The financial quotation should contain all relevant price information. The quotation form must be filled in completely, without any errors, erasures or alterations. The Financial quotation should not contradict the technical offer in any way.

## **Payment Terms**

Quarterly bill by the 7<sup>th</sup> day of next month shall be raised for 25% of the total contract value plus GST tax/other taxes, as applicable. Payment shall be released within 15 days of raising bill.

## **Performance Guarantee**

Selected company will be required to deposit performance guarantee @ 5% of the work value which shall be in the form of DD/FDR in favor of the Member Secretary PSeGS.

## **How to submit**

The interested agencies may submit their proposal along with the above mentioned documents by subscribing the envelope “Non Comprehensive Annual Maintenance Contract (AMC) of transformer, LT Panel” enclosing separate sealed envelopes marked as Pre-qualification bid and financial quotation , so as to reach Punjab State e-Governance society Plot No.-D 241, Industrial Area, Phase -8B, Sector-74 Mohali-160062 by 28.02.2020

**Member Secretary  
PSeGS**

## Technical Bid Performa

- A). Name of the bidder (Firm):- \_\_\_\_\_
- B). Name of the representative: - \_\_\_\_\_
- C). Address of the bidder: - \_\_\_\_\_
- D). Land line Tel Nos of the bidder: - \_\_\_\_\_
- E). Mobile Nos of the bidder: - \_\_\_\_\_
- F). Email of the bidder: - \_\_\_\_\_
- G). Registration No. of the Firm & date: - \_\_\_\_\_

(Please enclose the copy of registration):- \_\_\_\_\_

- H). GST No: - \_\_\_\_\_ (Punjab only)
- I). PAN No: - \_\_\_\_\_
- J). Experience: - Details of similar works :-

(Please submit certificates from the authorities, Please add additional pages/sheets if required)

- 1
- 2
- 3
- 4
- 5

- L). Details of maintenance facility (Define Location, area):-
- M). DETAILS OF EMD(DEMAND DRAFT NO., BANK, DATE ETC.):-

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(DD IN FAVOR OF MEMBER SECRETARY, PSEGS, PAYABLE AT MOHALI)

- N). DETAILS OF TURN OVER(CA CERTIFICATE TO BE ATTACHED)

2016-17

2017-18

2018-19

O). Self certificate regarding blacklisted.

Declaration:-

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated. I am aware that the tender without EMD will be rejected.

Sign of bidder:- \_\_\_\_\_

Date: - \_\_\_\_\_

Name of the bidder:- \_\_\_\_\_

Firm's Name:- \_\_\_\_\_

**Annexure-“A”**

**Format of Financial Quotation for Non Comprehensive Annual Maintenance Contract (AMC) for HT & LT Panel**

<b>Sr. No.</b>	<b>Description</b>	<b>Rate</b>	<b>Amount (All inclusive Rupees)</b>
1	Non Comprehensive AMC of transformer		
2	Non Comprehensive annual maintenance Contract (AMC) for LT panel as per the details provided in the tender document under “Scope of work”		
TOTAL(TOTAL PRICE WILL BE CONSIDERED FOR LOWEST QUOTATION AND BOTH WORK WILL BE ALLOTTED TO ONE PARTY)			

We agree to carry out the work at the rate quoted above for the duration of 2 years extendable for another one year on mutual consent. We understand that PSeGS is not bound to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

(Name and Signature of Authorized Signatory with Seal)

**Date:**

**(Signature )**