



No. Estate/Elect/220/2023

Date: 03/10/2023

To,  
SVNIT Website

**Sub.:** Enquiry for "Routine maintenance of 500 kVA Schneider make ONAN type transformer" at SVPB Guest House, SVNIT, Surat.

You are requested to quote your rates for Routine maintenance of 500 kVA Schneider make ONAN type transformer at SVPB Guest House, SVNIT, Surat listed overleaf. The quotations may be sent to the undersigned in a sealed envelope and superscripted as Quotation with reference to Enquiry No.: **Estate/Elect/220/2023, dated: 03/10/2023** for "Electrical & Communication System, Estate & Store Section." Your quotation should reach the undersigned on or before **16/10/2023 at 5:00 PM addressed to The Director, Establishment Section, Administrative Building, S. V. National Institute of Technology, Ichchhanath, Surat – 395 007, Gujarat.**

The quotations should be furnished with the following information.

- (1) Attested copy of the valid Registration Certificate of GST & PAN.
- (2) Attested copy of the valid Registration Certificate of Registered Contractor.
- (3) Routine maintenance of 500 kVA Schneider make ONAN type transformer is for the period of 45 days from the date of issue of confirmed order.
- (4) The rates specified in the quotation are for Routine maintenance of 500 kVA Schneider make ONAN type transformer on F.O.R. Institute basis.
- (5) GST and any additional charges should be clearly specified in the quotations at the concessional rates allowed to educational institutions as per the relevant notification of the Government.
- (6) The period of validity of the quotation should be at least 60 Days. Offer subject to prior sale may please be avoided.
- (7) Payment shall be made within a period of thirty days from the date of satisfactory completion of the work & submission of bills and official procedure from account section of the institute.
- (8) Offered quotation may be rejected if any ambiguity is found.
- (9) The Director reserves the right to accept offer, which are not strictly in conforming to the specifications but otherwise, found suitable. If offer do not comply with specifications or found in non-working condition, the same is to be taken from the institute, at the cost and responsibility of the supplier.
- (10) Routine maintenance of 500 kVA Schneider make ONAN type transformer include replacement of parts/materials and general services to keep them, in healthy & sound working condition in the SVNIT campus, Surat.
- (11) The agency is advised to have a site visit, inspect the transformer before submitting the quotation and complete details of Water Purification Systems.
- (12) **SCOPE OF WORK:**
  - a) They must check all parts thoroughly & quote accordingly to Service, Repair, and Maintenance of the specified items. The specified items must Service, Repair and be handed over in fully functional condition during & after completion of contract period
  - b) After Maintenance, service report shall be maintained for transformer and submitted to Engineer-In-Charge. If required items may be added.
  - c) Service Provider should depute trained and technically competent service engineer / engineers at SVNIT premises to ensure proper upkeep of equipment and quick resolution of fault during the maintenance period.
  - d) Service Provider should ensure availability of suitable instruments / tools for their service engineer to examine and repair the systems. Any cleaning solution or chemical required also to be made available to service engineer.
  - e) Service provider shall maintain the confidentiality of any information related to the systems under contract. Service provider will be required to take appropriate actions in respect of personnel engaged to ensure the obligations of non-use and non-disclosure of confidential information.

**(12) PRIORITY:**

It is mandatory to give priority in maintenance activity to restore the equipment to normal service.

**(13) WORK SCHEDULE:**

All service work provided in the contract are to be performed during normal working hours i.e., between 9:00 a.m. to 6:00 p.m. on normal working days.

**(14) GENERAL TERMS & CONDITIONS OF THE CONTRACT:**

- a) It is the responsibility of the agency to make necessary arrangement for conveyance / transportation of men and materials of the agency throughout the contract period to reach work spot.
- b) The agency shall insure him and all his staff against accidents for the duration of the contract period as his cost. They shall follow necessary safety practices during maintenance work. The purchaser will not be responsible for any type of injury including death caused to the agencies personal during the work.
- c) All the tools, general handling equipments, etc. required for maintenance work of transformer shall be brought by the service provider themselves. The agency shall duly endorse the list of his items, tools, equipments etc. enter at SVNIT main security gate, which are being brought inside for maintenance of the transformer.
- d) Maintenance shall be carried out according to the instructions of Engineer-in-Charge.
- e) The agency's staff must wear personnel protective equipment such as helmets, cotton uniform, safety belts, shoes, safety goggles etc.
- f) Director, SVNIT reserves the right to withdraw and/or to cancel the contract in case of failure to provide service or services are not found satisfactory.
- g) The services contract is non-transferable or sublet.
- h) In case of any dispute, it will be subject to Surat jurisdiction only.
- i) The agency must furnish duly filled and signed copy of the contract charges as mentioned in the below format with applicable taxes along with offer without fail.

**(15) SPECIAL TERMS & CONDITIONS OF THE CONTRACT:**

- a) Service provider shall have experience in repair and maintenance services of transformer.
- b) The maintenance includes repairing, maintenance & general services of the various equipment and/or replacement of any items necessary for keeping the systems in active working condition and free from any defects/disturbance and on any unscheduled call for corrective and maintenance services.
- c) The SVNIT shall provide details of Systems Location, Brief Problems of Machine (if any), to enable the service provider to prepare the maintenance work.
- d) Service Provider, as per need and requirement of the contract fulfilment, shall ensure appropriate deployment of the manpower.
- e) Repair should be conducted as per standard accepted guidelines. The parts/components/sub-assemblies used for repair/replacement by the service provider will be of same make and functional capability as originally available in the systems. All types of spares, consumables and accessories shall be available with the service provider for equipment's covered under the contract.
- f) The new parts when to be fitted is to be verified before fitting to equipment's. The removed part is to be handed over to SVNIT. In case service provider notice any part is missing same to be brought to notice of SVNIT or otherwise responsibility shall be of service provider.
- g) Service provider shall ensure that only original parts of same make/brand are used for replacement.
- h) Immediately on award of the service contract, the service provider would give a report regarding taking over of the transformer. It shall be the responsibility of the service provider to make the transformer work satisfactorily throughout the contract period, also to hand over the transformer to SVNIT in working condition on expiry of the contract.
- i) All the consumable articles / parts such as material required for cleaning, repairs and maintenance will be provided by the service provider at no extra charge to SVNIT. The spares and accessories shall be of standard quality. The spares and accessories shall be compatible with system and according to specification provided by the manufacturer and with best quality.
- j) The maintenance shall be carried out primarily at the premises as specified in the service order, during office hours. In case, the Service Provider feels that the equipment cannot

be repaired at site, they should carry and deliver the equipment back at their own cost and risk to get it repaired promptly. While taking out the equipment, permission to be obtained from the SVNIT (Engineer In-charge).

- k) In case the Service Provider fails in adhering to the maintenance requirements, and SVNIT made alternative arrangements for the servicing/maintenance, then Service Provider would reimburse the cost of such arrangements.
- l) A maintenance report shall be submitted by the service provider to the SVNIT (Engineer-In-Charge).
- m) System up time: Service provider shall ensure that systems are maintained and in case of any reported fault shall be repaired without any delay.
- n) Service provider shall be responsible for ensuring that the resources employed for carrying out the servicing and repair shall conduct themselves appropriately in the premises of SVNIT.
- o) The service provider shall provide proper identification cards and uniform etc. so that the only authorized service persons are attending to the servicing and repair work. The details of resources who shall be used for carrying out work should be informed in advance to maximum extent possible.
- p) The resources used by service provider to carry out maintenance shall be on rolls of service provider and shall have no claim whatsoever for any benefits from the SVNIT. Service provider shall be responsible for complying with any applicable minimum wages and other statutory compliances. In case of any accident during delivery / supply of stores / service / work leading to injuries/damages to human being/equipment, or loss of life the bidder shall be fully responsible for settling all claims and indemnify the department against any claim arising out of such accident.

Sr. No.	Item Description	Qty.	Unit	Rate Rs. Ps.	Total Rs. Ps.
1	New Transformer Oil as per IS Grade	915	Ltr.		
2	500 kVA Transformer Testing Work with Test Certificate Including Cable Connection and Disconnection Work	01	Job		
3	500 kVA Transformer New Oil Top Up and Filtration Work with Test Certificate	01	Job		
4	500 kVA Transformer Oil Leakage and General Maintenance Work a) Checking of HT/LT cable box and change of oil leakage seal b) Checking and tightness of radiator oil seal gasket c) General outer inspection of transformer body d) resolution of oil leakage if found e) Tightness of nut bolts of different parts f) Checking proper work of MOG etc. g) Silica gel h) Cleaning of transformers etc.	01	Job		
5	Shifting of filtered oil from guest house to substation 1 (Approx. distance 1.5 km)	01	Job		
<b>Total Amount...</b>					
<b>GST ...</b>					
<b>Total Amount Including GST...</b>					

**Note:**

1. Quotation must be provided on the firms/company's letter pad.
2. Also fill this enquiry and Sign each page by authorized signatory along with firms/company's seal/stamp.

Yours faithfully,

**Sd/-  
FOR, DIRECTOR**