



No. Estate/Elect/45/2026

Date: 11/05/2026

To,

Sub.: Enquiry for **Procurement of Service for Routine Maintenance of ONAN Type Transformers Located at Various Substations in the SVNIT Campus, Surat.**

You are requested to quote your rates for the **Procurement of Service for Routine Maintenance of ONAN Type Transformers Located at Various Substations in the SVNIT Campus, Surat** as listed overleaf. The quotations may be sent to the undersigned in a sealed envelope and superscripted with "Quotation for **Enquiry No.: Estate/Elect/45/2026, dtd. 11/05/2026** for Electrical & Communication System, Estate & Store Section. Your quotation should reach the undersigned **on or before 25/05/2026 at 05:30 P.M.**, addressed to **The Dean (Planning & Development), Estate & Store Section, New Admin Building, Sardar Vallabhbhai National Institute of Technology (SVNIT), Ichchhanath, Surat, Gujarat.**

The quotations should be furnished in accordance with the following terms and conditions:

- 1 Copy of the valid Registration Certificate of GST & PAN.
- 2 Copy of valid Electrical Contractor License.
- 3 Copy of One Work Order / Work Completion Certificate related to transformer maintenance work.
- 4 The contractor must carry out a site visit before submitting the quotation, in order to assess the actual site conditions and requirements. A site visit certificate, duly signed by the concerned authority, must be uploaded / attached with the quotation as per the format provided in the Annexure-I.
- 5 The contractor must quote the rate against each item individually in the Schedule of Quantities. Failure to quote for any item may lead to rejection of the quotation.
- 6 The successful bidder shall furnish the test certificates and test reports after successful completion of the work. The test reports shall clearly indicate the details of the equipment used for testing, including equipment name, make, serial number, and valid calibration status/certificate.
- 7 The rates specified in the quotation are for Procurement of Service for Routine Maintenance of ONAN Type Transformers Located at Various Substations in the SVNIT Campus, Surat on a F.O.R. Institute basis.
- 8 GST and any additional charges such as transportation or any other convenience charges should be taken into consideration while quoting the offer.
- 9 The offered price F.O.R. SVNIT should be clearly specified at the concessional rates allowed to educational institutions as per the relevant notification of the Government.
- 10 The work order is for a period of 30 days from the date of issue of a confirmed order.
- 11 The period of validity of the quotation should be at least 30 Days. Offer subject to a prior sale may please be avoided.
- 12 Payment shall be made within a period of 30 days from the date of satisfactory completion of the work & submission of bills and official procedure from the account section of the institute.
- 13 All concessions available to an educational institution should also take into account while quoting.
- 14 An offered quotation may be rejected if any ambiguity is found.
- 15 The contractor has to take all safety precautions. In case of any accident during execution of work/supply 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.
- 16 The acceptance of inquiry will rest with the competent authority (The Director) who does not bind himself to accept the lowest one and reserves the right to accept or reject any or all the inquiry tenders without giving any reasons thereof.
- 17 The Director reserves the right to accept an offer, which is not strictly conform to the specifications but is otherwise, found suitable. If offers do not comply with standard specifications or are found in broken condition, the same is to be taken from the institute, at the cost and responsibility of the supplier.
- 18 The Engineer In-Charge or any other authorized person appointed by him will supervise, inspect and direct the execution of all work and contractor shall provide all necessary assistance to enable such supervision.
- 19 The contractor shall be responsible for providing all materials as per standard specifications, suitable to the site requirements, and as directed by the Engineer-in-Charge.
- 20 The contractor must immediately start and complete the work within 30 days after confirmation of Engineer In-Charge, any further delay may attract penalties as decided by the Engineer In-Charge.

- 21 The quantities mentioned in the Schedule of Quantities are estimated and indicative only, provided solely for reference purposes. These quantities are subject to variation - either increase or decrease, may or may not execute —based on the actual site requirements and as per the norms and instructions of the institute.
- 22 For non-schedule quantities, if such quantities are required based on site conditions, prior approval shall be obtained from the Institute.
- 23 The final bill shall be prepared strictly on the basis of actual quantity of work executed and actual consumption of materials/services as measured, recorded and certified by the Engineer In-Charge or his representative, irrespective of any estimates or schedule of quantities.
- 24 The contractor shall not be entitled to claim any compensation or revision of rates on account of such variations in quantity.
- 25 The rates/prices quoted by the contractor in the quotation shall be treated as firm and final and shall remain fixed for the entire contract period, irrespective of any other conditions, except where explicitly approved in writing by the competent authority.
- 26 If requested, the contractor must produce supporting documents for executed works/items at any stage. Failure to provide documents may result in exclusion of such items from the final bill.
- 27 No escalation in price shall be considered for any reason whatsoever during the contract period, including but not limited to fluctuations in market rates, fuel prices, transportation, or labor charges.
- 28 The contractor shall protect all materials delivered on site from weather damage, mishandling, or injury. The contractor will remain liable for all damages or losses caused due to negligence or omission of his staff, workers, or subcontractors, and all rectifications shall be at his own cost to the satisfaction of the Engineer In-Charge.

SCHEDULE OF WORK

Sr. No.	Name of the Equipment/ item(s)	Qty.	Unit	Rate With GST (Rs. Ps.)	Amount With GST (Rs. Ps.)
1	Supply & replacement of EHV grade transformer oil (conforming to IS 335) including filtration, dehydration & BDV testing to achieve >60kV.	100	Ltr.		
2	Testing of transformer including cable connection & disconnection work and providing necessary test certificate. Following tests should be completed:- a) LT & HT Insulation resistance (IR) value Along with Polarization Index (PI) for all Phase to Phase & Phase to Earth. b) Turns Ratio Test OR voltage ratio. c) Winding Resistance Test.	05	Job		
3	Filtration of existing oil & top-up to conservator level for transformer with required test reports.	05	Job		
4	Routine Maintenance work for Transformer including: a) Checking HT/LT cable boxes b) Radiator seal gasket tightness c) Body inspection d) Leakage resolution e) Nut/bolt tightening f) MOG check g) Silica gel replacement h) General cleaning.	05	Job		
Total Amount Including GST...					
Locations: Substation (New Admin) - Transformer, Substation-02 (Areva Make) Transformer, Substation-03 (Kriloskar make), Substation-04 (Kriloskar make), Substation-05(VoltAmp make)					

Total Amount Including GST in Words: _____

Yours faithfully,

(Sd/-)
Dean
(Planning & Development)

ANNEXURE
SITE VISIT CERTIFICATE

1.	Name of the Work:	:	
2.	Enquiry Reference No. and Date:	:	
3.	Tenure for Site Visit (as per tender / enquiry)	:	Before the last date of enquiry submission
4.	Actual site visit date & time:	:	
5.	Name of the firm / contractor:	:	
6.	Name of the concerned person OR Representative of the firm / contractor	:	

(PLEASE TICK)

I hereby verify that I have visited the site as per the date and time mentioned above. I confirm that I have understood the broad scope of work and items required for successful execution of the work. I will upload/submit this certificate with the other necessary enquiry documents while applying.

Signature of the firm/Contractor
With Stamp/Seal

Executive Engineer (Electrical)
Estate Section, SVNIT