



**Meghalaya
Information Technology Society**

NIC Building, Secretariat Hill, Shillong 793 001

No.MITS.04/2021/126

Dated Shillong the 17th October, 2023

SHORT NOTICE INVITING QUOTATION

Sealed quotations are invited from experienced Firms/Dealers/Bidders of Meghalaya for providing Preventive Maintenance (Quarterly Periodic Servicing) of the DG sets of Meghalaya State Data Center (MSDC) for a period of 3 (three) years. Details are available at the website <https://ditmeghalaya.gov.in>. Quotations should reach the undersigned on or before **3.00 PM of 09.11.2023** and will be opened on the same day at **3.45 PM** in presence of the bidders.

Sd/-
(K. L. Nongbri)
Joint Secretary to the Govt. of Meghalaya
Information Technology & Communications Department
&
Member Secretary
Meghalaya IT Society

Memo No.MITS.04/2021/126-A

Dated Shillong the 17th October, 2023

Copy forwarded to:

1. The Director, Information and Public Relations, Govt. of Meghalaya with a request to publish the '**Short Notice Inviting Quotation**' in one issue of Khasi, Garo and English local daily on **18th October, 2023** positively.

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A.SCOPE OF WORK

Engine maintenance schedule & mandatory checks for 'B' check

Schedule:

- Every 3 months

Lubrication System:

- Check Oil Level
- Change Lubrication Oil
- Change Lube Oil Filter

Cooling System:

- Check Coolant level in Radiator & Recovery Bottle and replace/top up accordingly
- If required, fill Premix Coolant at the Rate of 9 Lit/min.
- Check Belt condition
- Check Fan Hub & Fan Drive arrangement
- Any visible coolant leakages to be arrested

Fuel System:

- Check fuel Strainer
- Clean Breather on Fuel Tank
- Drain Sediments from Fuel Water Separator
- Change Fuel Filter & Fuel Water Separator
- Drain sediments from Fuel Tank
- Checking for any fuel leakage and arresting them.

Air System:

- Check Vacuum Indicator for Air Restriction (Red Band)
- Check sealings & condition of Air Filter
- Clean Air Filter in reverse direction, using dry air with max 0.5 kg/sqcm pressure

Other Checks & Engine Testing

- Check for leaks & rectify if required
- Run Engine & Record, all Parameters
- Check Battery condition
- Clean Battery Leads
- Secure all connectors in Engine Electrical system
- Checking of the wiring system for any loose and dry connections
- Checking for proper functioning of sensors and safety controls in terms of checking the connections and terminals and visual inspections.
- Checking for proper condition of Hoses and Clamps.
- General Inspection/Tightening of all cables and accessories

B. TERMS AND CONDITIONS:

1. Rate quoted the item in the quotation should be written clearly both in figures and in words any overwriting should be duly attested.
2. Quotation should be addressed to the undersigned by designation, sealed envelope containing the tender must be super scribed by words “**Quotation for Preventive Maintenance of 3 (three) DG sets for MSDC**” and be sent the office of the Member Secretary, Meghalaya Information Technology Society, Meghalaya, Shillong.
3. Preventive Maintenance should be for 4 (four) times in a year (quarterly).
4. Record of maintenance, failure and corrective actions taken, shall be jointly kept by both Customer and the Vendor.
5. The firms/bidders should have a functional service center and support team at Shillong.
6. The firms/bidders should have past experience of such servicing works for DG to be substantiated by document proof.
7. The firms/bidders should check and confirms the as-is condition of the DG sets before submission of the quotations.
8. The Firms/bidders should be the authorized dealers/partners with OEMs
9. MITS will not entertain for any request of increase of price after received of the quotation. If such cases arise, the firm/bidder has to bear the additional cost incurred from their side.
10. For any clarification, firms/bidders are requested to contact to
 - a. Email: nongbrik@gmail.com , robert.tariang@nic.in, shelter.war@nic.in
 - b. Phone: 9436993844/ 9856050830

C. SUBMISSION OF QUOTATION

Quotation should be submitted in two separate envelopes for-

- a. Technical Documents (as prescribed at Annexure-B)
- b. Financial Quote

D. PAYMENT TERMS:

The successful bidder to submit bills at the end of each quarter for necessary payment (Service Reports are to be duly verified by the DCO-SDC - that the preventive maintenance work for a particular quarter is completed)

E. VALIDITY:

This contract will be in effect for a period of 3 (three) years w.e.f. the date of issuing of work order.

F. TERMINATION:

Each party has got right to terminate this contract by giving written notice of not less than 30 days. This work order shall become null and void if above DG set is shifted from original location to elsewhere without consent of the Contractor.

G. FORCE MAJEURE:

Neither party will be held liable for delays or other failure to perform its obligations which are due to any factor or event outside its reasonable control. Such factors or events dispute, civil commotion, fire or other accident, governmental act or regulation, embargo, not, armed conflict, war, terrorism (Including any threat of not, armed conflict, war and terrorism), act of God, Court order, inclement weather, natural catastrophe, epidemic, respondent non-cooperation, virus/hacker attack, delay or interruption in public communication service, and utility outage.

H. GOVERNING LAWS AND JURISDICTION

a. Any dispute or complaint should be addressed in the first instance to the persons mentioned in the work order.

b. All Disputes arising out of this agreement shall be subject to Jurisdiction of the High Court of Meghalaya only.

I. Location:

Meghalaya State Data Center

Information Technology & Communication Department

Government of Meghalaya

Behind NIC Building, Secretariat Hills – IGP Shillong

Meghalaya

Annexure-A

Details of the 3 (three) numbers of Diesel Generator:

Sl. No	Particulars
1	Diesel Generator 1 - Jackson - JSP 200 200KVA/160KW
2	Diesel Generator 2 - Jackson - JSP 201 200KVA/160KW
3	Diesel Generator 3 - Jackson - JSP 202 200KVA/160KW

Annexure-B

Sl. No	Descriptions	(Yes/No) Supporting Document to be attached	Remarks
1	The firms/bidders should have support team in Shillong with experienced service engineers.		
2	Past experience of such servicing works for DG to be substantiated by document proof.		
3	The firms/bidders should check and confirms the As-Is condition of the DG sets before submission of the quotations		
4	Firms/bidders should be the authorized dealers/partners with OEMs		
5	Confirm that the set Terms and Condition and Scope of Work is agreed		

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