



EMBASSY OF INDIA

545-547, Merchant Street

Post Box No. 751

Yangon, Myanmar

Tel: (951) 391219, 243972, 388412

Fax: (951)254086, 250164, 388414

Email: www.embassyofindiayangon.in

No. YAN/ADM/872/01/2022

Dated, 27 April, 2022

NOTICE INVITING TENDER (NIT)

Embassy of India, Yangon invites sealed tenders from registered reputed firms / service agencies for Annual Maintenance Contract (AMC) for servicing and maintenance of two Diesel Generator Sets at the India Centre, 654-666, Merchant Street, Pabedan Township, Yangon, Myanmar. (Both the Generator Sets are new and installed only about one year back)

2. Tender documents will be available on website <https://embassyofindiayangon.gov.in/> and www.eprocure.gov.in. Any query may be addressed to Second Secretary (Administration), Tel: +95-01-251206 or admn.yangon@mea.gov.in.

Date of publishing NIT	:	27 April 2022
Date of site inspection	:	04-05 May 2022 (1000-1200 hrs.)
Last date of submission of Tender	:	9 May 2022 (1200 hrs.)
Opening of Technical Bid	:	9 May 2022 (1500 hrs.)
Opening of Financial Bid	:	10 May 2022 (1500 hrs.)

3. The interested firms / service agencies must submit the bids in two separate sealed covers.

a) The first sealed cover superscribed as “Technical Bid” should contain details of technical capabilities of the firm (with documentary evidence i.e. firm registration, license, experience with other offices/organizations) (as per Annexure I).

b) The second envelope superscribed “Financial Bid” should contain only “rates” for Annual Maintenance Contract (as per Annexure II).

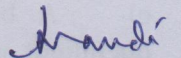
c) Both sealed covers, should be placed in the main sealed envelope superscribed “Tender for AMC of Two Diesel Generator Sets” addressed to the Head of Chancery, Embassy of India, 545-547, Merchant Street, Yangon, Myanmar and must reach on or before **May 9, 2022 (1200 hrs.)**. Bids may be submitted physically or by courier / post at the aforementioned address so as to reach on or before the prescribed date and time. The Embassy will not be responsible for any postal delay.

d) Tenders in which Technical Bid and Financial Bid is submitted in same envelope will summarily be rejected.

e) A bid sent through Fax or email will not be accepted. Please note that the tender document will not be accepted after the expiry of stipulated date and time for the purpose.

f) The rates should be quoted on annual basis. The applicable taxes and duties are to be mentioned separately.

4. The interested firms / service agencies may send their representatives to inspect the Generator sets on any working day between **04.05.2022** to **05.05.2022** (1000 hrs to 1200 hrs) at India Centre, 654-666, Merchant Street, Yangon by contacting Embassy of India, Yangon (Contact No. +95-9250139313)
5. Penalty: The firm shall attend any breakdown within 24 hours failing which penalty for non-performance @0.5% per week of delay subject to a maximum of 10% of the AMC amount will be imposed. The service is to be provided on Saturday / Sunday / holidays also.
6. Payments: The payment will be made in advance for every six months starting from signing of the contract through bank transfer. The successful bidder has to submit invoice / bill (with bank details) for first six months from the date of agreement as per contract rate. Payment shall be made within fifteen (15) working days from the date of the submission of invoice.
7. Earnest Money Deposit (EMD): **No EMD** is required for tender. However, a declaration has to be signed by the firms as per Annexure III.
8. Invitation of tender does not bind the Embassy to select any agency for the contract.
9. The contractor / agency shall be responsible for all statutory / labour regulations applicable to the persons deputed for the maintenance work. Embassy will not be responsible for any kind of safety and security of the deployed persons of the firm for repair / maintenance of the Generator Sets. The firm shall be responsible for all acts of commission, omission on the parts of its personnel deployed and it shall take such preventive measures and precautions as may be deemed necessary for the safety of the personnel / property / materials which contained in above mentioned premises.
10. All bidders are requested to read and understand the terms and conditions of the contract before submitting their bids. The bidder cannot put their terms and conditions in the bid.
11. For any queries/clarifications, e-mail may be sent to: adm.n.yangon@mea.gov.in
12. The bidder or any authorized representative, may attend the bid opening on the date and time specified.
13. The Embassy reserves the right to amend any of the terms and conditions contained in the tender document or can reject any or all bids without giving any notice or assigning any reason thereof. The decision of Embassy in this regard will be final and binding upon all the bidders.
14. The successful bidder has to sign an agreement with Embassy containing the terms and conditions of this tender.
15. **The companies, which had already applied in response to Embassy's NIT published on 31 March 2022 for above AMC, need not apply again. Their applications will also be dealt with for this NIT.**



(Sankar Nandi)
Head of Chancery

1.0 QUALIFYING CRITERIA:

1.1. The agency should be in Generator maintenance business and should have been provided services and annual maintenance of generator to reputed customers like Embassies, UN offices, NGOs and big corporate / business houses in Myanmar. The agency should submit documentary evidence.

1.2 The agency should be connected by Fax, e-mail and mobile telephone facilities.

1.3 The company should be registered with relevant Myanmar Government authorities as is required under the local regulations for tax and other purposes.

2.0. SCOPE OF WORK:

2.1. Trouble Free operation of the following two generator sets including its appurtenances:

- a) 330 KV A Cummins Generator - one
- b) 275 KV A Cummins Generator - one

2.2. The tender is for comprehensive Annual Maintenance Contract (AMC) for DG sets at India Centre. Workmanship will be provided by the Contractor

2.3 Bi-monthly (once in two-month period) / wherever required service of the generator sets including its appurtenances. Besides, the Chief Engineer of the Firm shall inspect all generator sets once in every three-month period. In addition, the technician will visit India Centre twice a month for routine check up of the generator sets.

2.4 Routine checks, maintenance, cleaning and replacement, whenever necessary including the following indicative items :

- i) Fan Belt Tension
- ii) Alternator Belt
- iii) Oil Filters
- iv) Water Filters
- v) Air Filters
- vi) Engine Oil
- vii) Drainage, flushing and refilling of radiators
- viii) Coolant level
- ix) Steam Washing of Radiators
- x) Safety Devices ensuring strict functional and security compliance
- xi) Control systems, ATS and switch gears
- xii) All Gauges
- xiii) Battery testing and checking
- xiv) Coolant testing, refilling and replacing
- xv) Generator phase changes maintenance
- xvi) Exhaust system and ventilation maintenance
- xvii) Software and system maintenance
- xviii) Cable connections, breakers, heat and loading checking maintenance
- xix) Any other items mentioned in the Generator manual.
- xx) Checking of Generator operation functionality, testing and maintenance
- xxi) May please note that above is an indicative only. In brief the scope of work is proper trouble free maintenance of the sets including its all appurtenances / ventilation etc. so that it run smoothly and trouble free.

2.5 In respect of DG sets, all materials / spare parts required for breakdown or for such other required work is to be executed on cost of material basis, which is to be borne by Embassy of India, Yangon. All spare parts / materials to be replaced with faulty parts should be genuine and of same make and type as installed. The firm / contractor has to keep all equipment well maintained and in optimal working condition for the work so as to give proper output at all times.

2.6 The AMC will initially be for a period of 2 (two) years, after which the AMC may be extended for a period of another two years, on year to year basis (in total not more than four years) depending on the performance of the contractor and at same terms and conditions & rate. However, either side can terminate the contract by giving three months' notice. In case of premature termination, the firm will refund the proportionate amount from advance for the period services not rendered.

2.7 The routine maintenance and periodical maintenance of the generator sets and all the relevant electrical equipments are to be carried out. Necessary preventive maintenance, breakdowns if any, is to be attended immediately on call basis (through mobile phone) with experienced and qualified personnel. The company / firm is required to maintain logbooks, maintenance schedule charts which can be put up to the client for inspection on demand.

2.8 Companies that are not agreeable to terms and conditions of the tender need not apply. No change or violation of aforementioned terms and conditions is permissible once the bid is accepted by the Embassy.

2.9 Break Down Maintenance :

The vendor shall also undertake to provide a comprehensive breakdown service within 24 hours of reporting whereby qualified technicians shall attend to each breakdown as soon as practicable after a breakdown is reported and carry out immediate remedial work in shortest possible time according to the nature of the breakdown. Any faulty equipment or components shall be quickly replaced. The company will provide two dedicated mobile phone numbers and one email address for this purpose.

3.0 INSTRUCTIONS TO BIDDERS :

3.1 Applicant companies are required to fill in all the details asked for in Technical Bid document (Annexure I), Financial Bid Document (Annexure II) and declaration by firm (Annexure III).

3.2 All pages of the tender documents should bear the signature and seal of the authorized representatives of the applicant companies.

3.3 Validity of the tender should be for minimum of 180 days.

4.0. PERFORMANCE GUARANTEE (PG):

4.1 The successful bidder shall be obliged to deposit an amount equivalent to 5% of the value of contract as Performance Guarantee (PG) in the form of cash or Bank Guarantee. The PG shall remain valid for a period of 60 days beyond the completion of all contractual obligations of the bidder. PG will be refunded 2 months after the contract period or extended contract period. The deposited PG amount will not fetch any interest.

4.2 In case, during the contract period, the services of the agency are not found satisfactory, PG shall be forfeited.

TECHNICAL BID

Sl. No.	Particulars	Details to be filled by the Agency
1	Name of the contractor / firm / company	
2	Contact Details: (i) Registered Postal Address (ii) Mobile Phone No. (iii) Telephone No. (iv) Fax No. (v) Email Address	
3	Details of contact person to whom all references shall be made regarding tender: (i) Name: (ii) Email Address (iii) Mobile No.	
4	License / Registration (Certificate attached)	Yes / No
5	Experience in doing such business with any Embassy/ Govt. body, big corporate / business houses. (attach list of clients & proof)	List & proof attached. Yes / No
6	The company should sign and stamp each page of the tender documents. Is it done?	Yes / No
7	No of qualified Engineers / technicians in the company	
8	Annual Turnover in last two years	
9	Has the company made any loss in the last two years	Yes / No
10	Have you signed the Declaration (Annexure-III)	Yes / NO

UNDERTAKING

I, the undersigned, certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them. The rates quoted by me are valid and binding upon for the entire period of contract.

I hereby undertake to render the service as per directions given in the tender documents.

Date:

Signature of the Bidder / Authorized Signatory

Place:

Full Name:

Designation:

(Office seal of the Firm)

FINANCIAL BID

1. Name of the firm / company / agency:

2. Quotation for Annual Maintenance Contract for maintenance of Diesel Generator Sets at India Centre of Embassy of India, Yangon (565-566, Merchant Street, Yangon)

Particulars	Price in USD (in words and numbers) for one year
Lump sum annual cost for AMC of two Generators a) 330 KVA Cummins Generator – one b) 275 KVA Cummins Generator – one	
Taxes, if any	
Total	

Date:

Place:

Signature of the Bidder/ Authorized Signatory

Full Name:

Designation:

(Office seal of the Bidder)

Bid Security Declaration Form

(To be printed on letter head of applicant company)

To:
The Head of Chancery
Embassy of India
Yangon

Sub: Bid Security declaration

Ref: 1. Tender No. YAN/ADM/872/01/2022 dated 27 April, 2022
2. Our Application No.dated.....

Dear Sir / Madam,

I,(Name & designation of the authorized Signatory), on behalf of M/s.
.....(Name & Address of the company/firm/agency), am duly authorized to sign the tender document and to enter into a contract, if awarded. I also declare if the bid is withdrawn and / or modified by any firm during period of validity, my firm will be suspended / blacklisted for a period of two years by Embassy of India, Yangon from the due date of the tender.

(Signature of Authorized Signatory)

Name:

Designation:

Name of Company / Firm/Agency:

Seal: