

**THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY,
CHENNAI 600 032.**

**Comprehensive Annual Maintenance Contract for
20KVA, 63KVA, 100KVA, 125 KVA, 160KVA, 250 KVA (2 Nos.,)
Diesel Generator sets and AMF panel / Control panel available in the
University premises**

Ref. No. SI(3)/18908/2025

THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY,
No. 69 ANNA SALAI, GUINDY, CHENNAI 600 032.

Name of the work	Comprehensive Annual Maintenance Contract for 20KVA, 63KVA, 100KVA, 125 KVA, 160KVA, 250 KVA (2 Nos.,) Diesel Generator sets and AMF panel / control panel available in the University premises
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TERMS AND CONDITIONS FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR (20KVA, 63KVA, 100KVA, 125 KVA, 160KVA, 250 KVA (2 NOS.,) DIESEL GENERATOR SETS AND AMF PANEL / CONTROL PANEL WHICH ARE AVAILABLE IN THE PREMISES OF THE TAMILNADU DR.M.G.R MEDICAL UNIVERSITY NO.69, ANNA SALAI, GUINDY, CHENNAI – 600 032.

1. DUE DATE AND TIME:

1. Sealed Quotation are invited by the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, No. 69 Anna Salai, Guindy, Chennai – 600 032 from the reputed Power Distribution Firms for the contract.
2. The sealed quotation should reach the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, No. 69 Anna Salai, Guindy, Chennai – 600 032 on or **before 03.12.2025 by 2.00 P.M.**
3. Quotation received after the due date and time will be summarily rejected

2. MODE OF DESPATCH OF QUOTATIONS AND SUPERSCRIPION:

1. The sealed Quotation cover should be superscribed as "Quotation for Comprehensive Annual Maintenance Contract for 20KVA, 63KVA, 100KVA, 125 KVA, 160KVA, 250 KVA (2 Nos.,) Diesel Generator sets and AMF panel / Control panel which are available in the University Premises" Due on 03.12.2025 by 2.00 P.M..
2. The sealed Quotation should be addressed to the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, No. 69 Anna Salai, Guindy, Chennai – 600 032 by designation and should be sent only in a sealed cover by Registered Post / or in person / or by courier.
3. Quotation submitted by Facsimile (Fax) or by Electronic mail will not be accepted
4. Quotation received in ordinary covers without seal will not be considered.
5. Quotation without superscription and seal will not be considered and be summarily rejected.
6. If the Quotation are sent by post / courier, it should be ensured that the cover is intact without any damage or loss at the time of reaching the destination. The Tamil Nadu Dr. M.G.R. Medical University, Chennai is not responsible for accidental opening of the Quotation and for the delay on account of Postal / Courier Services.
7. Late submission of Quotation shall not be accepted.
8. Quotation schedule will be issued to the eligible Power Distribution Firm.

3. EARNEST MONEY DEPOSIT AND COST OF QUOTATION SCHEDULE:-

1. Each Quotation should be accompanied by an Earnest Money Deposit to the value of **1%** of the quoted price for maintenance of 20KVA, 63KVA, 100KVA, 125 KVA, 160KVA, 250 KVA (2 Nos.,) Diesel Generator sets and AMF panel / control panel available in the University by way of RTGS / NEFT through online in favour of "The Registrar, The Tamil Nadu Dr. M.G.R. Medical University", Chennai. The details are furnished below:-

Bank	Indian Overseas Bank
Account No	167901000000666
IFSC Code	IOBA0001679
Branch	Tamil Nadu Dr. M.G.R. Medical University Branch

2. Quotation without Earnest Money Deposit will be summarily rejected.
3. The Earnest Money Deposit of all unsuccessful tenderers shall be refunded without any interest after decisions regarding award of contract is taken.
4. The EMD shall be forfeited in case the successful bidder withdraws subsequently or the details furnished are found to be incorrect or false during the selection process. No interest shall be paid on the Earnest Money Deposit (EMD) of the successful bidder and same will be returned on submission of Security Deposit / signing of the agreement.
5. The firm who are registered with micro small medium enterprises (MSME) / National small industries corporation (NSIC), Small Scale Industries (SSI) are exempted to submit EMD only (copy of registration must be provide along with technical bid) other conditions eligibility will remains as per other conditions of the tender / No other relaxation shall be allowe.

4. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION

1. a) The contractor should have satisfactorily completed three similar AMC of Diesel Generator works during the last two years each costing not less than 40% of the present estimated cost i.e. **Rs. 55,000/-** in Central Government/ State Govt. / PSUs / Private Organizations of repute.

(or)

- b) Two similar AMC of Diesel Generator works during last two years each costing not less than 50% of the present estimated cost i.e. **Rs.55,000/-** in Central Government/ State Govt. / PSUs / Private Organizations of repute;

(or)

- c) One similar AMC of Diesel Generator work during last two years each costing not less than 80% of the present estimated cost i.e. **Rs.55,000/-** in Central Government/ State Govt. / PSUs / Private Organizations of repute.

[Mode of Proof: Copy of Purchase Order / Contract agreement proving 'Award of Work'/ Copy of Completion Certificate/ Final Invoice/ Letter indicating return of Security Deposit for proving satisfactory 'Completion of Work'].

- d) The contractor shall fill in the required details in **Annexure- I**.

2. The contractor should have a valid Registration Certificate issued by the Competent Authority for establishment of business.
3. The contractor should have average Comprehensive Annual turnover of **Rs.1,50,000/-** during the last three financial years (i.e. 2021-22, 2022-23 and 2023-24)
4. Copy of Income Tax Returns for the last three years (i.e. 2021-22, 2022-23 and 2023-24) **[Mode of Proof: Copy of Profit & Loss Account of the company for each of the 3 years authenticated by a Chartered Accountant].**
5. Insurance and safety aspects of the persons deployed by your firm at the Tamil Nadu Dr. M.G.R. Medical University, Chennai to be taken care by the firm.
6. The firm desirous of participating to this Quotation should have its registered office in Chennai.
7. The firm must have a valid PAN Number, GST Registration No, Sales Tax Registration Certificate
8. All firms who participate in tender process while submitting their quotations shall give a undertaking (as per Annexure III) to the effect that they have not been banned /blacklisted by any authority/Ministry/Dept. in the past. If the firm has been banned /Blacklisted by any authority/Ministry/Department of Government of India, the same should be mentioned in the bid.
9. The firm should fulfill the requirement in the Technical Bid, then only the commercial bid only be opened.

5. OPENING OF TENDER

1. Quotation will be opened **on 03.12.2025 by 2.00 P.M** by the Registrar, Tamil Nadu Dr. M.G.R. Medical University (or) any other officer authorized by her on behalf of the Tamil Nadu Dr. M.G.R. Medical University in the presence of contractor at the Tamil Nadu Dr. M.G.R. Medical University, Chennai. In case it is not possible to open the bids on the stipulated dates due to unavoidable circumstances, the next date of opening will be duly informed.
2. The valid Quotation shall be scrutinized by the Tamil Nadu Dr. M.G.R. Medical University, Chennai to short list the eligible bidders.

6. AGREEMENT

1. The Successful firm shall execute an agreement for the fulfilment of contract in the INR 200/- Non Judicial stamp paper within fifteen days from the date of acceptance of the Quotation. The model form of agreement will be issued separately.
2. The incidental expenses for the execution of Agreement shall be borne by the successful firm.
3. The conditions stipulated in the form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to be right of the University and to recover any consequential loss from the successful firm.

7. SECURITY DEPOSIT:

1. The successful firm will be required to remit the Security Deposit equivalent to 5 % (five) percent of the value of the work order within fifteen days from the date of receipt of communication intimating the acceptance of the Quotations by the way of E-Payment. No interest shall be paid on the Security Deposit.
2. If the accepted firm fails to remit the Security Deposit within the said period, the Earnest Money Deposit remitted by the firm will be forfeited to The Tamil Nadu Dr. M.G.R. Medical University and the quotation will be held void.
3. The Security Deposit will be forfeited in the event of withdrawal of contract by the firm before the expiry of the contract period or in the event of termination of the contract attributable to the unsatisfactory performance of the contract or for violation of any of the terms and conditions of the contract.
4. The Security Deposit shall be refunded to the selected firm on successful completion of contract period, subject to the condition that the firm has rendered service to the entire satisfaction of the Tamil Nadu Dr. M.G.R. Medical University, Chennai without any complaint from the user departments.
5. If the firm fails to fulfill the same, the maintenance contract will be carried out by the University by engaging third party and the expenses incurred therefor will be recovered / adjusted from the Security Deposit amount and the balance if any shall alone is refundable.
6. Work order will be released after execution of the above agreement by the successful firm and after the remittance of Security Deposit.

8. PAYMENT OF COST

1. For doing the work indicated in **SCOPE OF SERVICES**, the tenderer will be paid according to the finally accepted "**Commercial Bid (Annexure – II)**". The payment will be made on half yearly billing basis.
2. The rates given in the "**Commercial Bid (Annexure – II)**" will be binding on both the parties and no change in the rates will be permissible during currency of the contract except the conditions as laid down in below. It is expressly understood that the tenderer has considered every possible fluctuation in the rates of material and general conditions and other possibilities of each and every kind before quoting the rates. No claims on this account shall be entertained.
3. The contractor shall have to perform all the services provided for in this contract and shall be paid at the rates quoted by him and accepted by the Tamil Nadu Dr. M.G.R. Medical University, No. 69 Anna Salai, Guindy, Chennai, subject to the terms and conditions of this contract. In the absence of an agreement being reached on the rates for such additional services will not confer a right upon the contractor to refuse to carry out or render such services.
4. Payment will be made only for the Diesel Generators serviced during the period. A certificate from the Junior Engineer (Electrical) certifying the details of Diesel Generator sets serviced by the contractor shall be enclosed along with the invoice.
5. The Contractor is responsible for the payment of Minimum Wages (under Central Act) to the personnel deployed by it. In respect of workers deployed under the AMC contract, the Contractor shall be solely and exclusively responsible for compliance to all statutory provisions under the Labour Laws and there is NO

employer employee relationship between the Tamil Nadu Dr. M.G.R. Medical University, No. 69 Anna Salai, Guindy, Chennai and the workers deployed by the Contractor.

6. The payment for the last half yearly shall be made to the selected Contractor only after completion of handing over of all Diesel Generator sets in working condition to the successor-service contractor and after receipt of taken over note from the successor- contractor.

9. PENALTY FOR NON-FULFILLMENT OF QUOTATION:

The contractor has to attend the break down calls within 6 hours after reporting failure.

In the case of delay in attending to the complaints, penalty at the following rates will be levied:-

- i) Delay of 6- 24 hours @ Rs500/ per complain/day
- ii) Delay in excess of 24 hours @ Rs1000/- per complain /day up to 48 hours
- iii) Delay in excess of 48 hours – Rs2000/- per complain /day

The period will be reckoned from the time of lodging the complaint by telephone/SMS/letter, etc.

10. FORFEITURE OF EARNEST MONEY DEPOSIT

If the accepted firm fails to act according to the quotation conditions or backs out after his quotation has been accepted, his E.M.D. will be forfeited to The Tamil Nadu Dr. M.G.R. Medical University, Chennai.

11. ASSIGNING OF QUOTATION IN WHOLE OR IN PART:

The contractor shall not sublet, transfer or assign the contract or any part thereof. In case the contractor contravenes this condition, the Tamil Nadu Dr. M.G.R. Medical University, Chennai shall be entitled to place the contract elsewhere at the cost and risk of the contractor and all expenses borne on this account shall be recovered from contractor.

12. SCOPE OF SERVICES

The maintenance includes Periodic Servicing Schedule i.e. preventive maintenance/regular services of the Diesel Generators (DG) AMF panel or Control panel and Breakdown Repairing Service i.e. repairing works to be executed on event of DG AMF panel or Control panel breakdown due to faults and damaged parts. The bidder shall maintain all the accessories mentioned in the schedule for keeping the Diesel Generators in perfect working order and condition at all the times during the period of the AMC, also the Contractor shall have to attend to any unscheduled call for corrective and maintenance services that may eventually lead to DG breakdown, appropriate steps to be taken in time to set right the full functioning of the DG set as per the directions of the department. During execution of the DG repair maintenance works only OEM (Original Equipment Manufacturer) / Equivalent branded parts and spares are to be used by the bidder.

A. PERIODIC SERVICING SCHEDULE:

1. Preventive Maintenance:

Number of Preventive Maintenance visit shall be monthly i.e. 12 Visits per annum and it includes the checking and ensuring proper functioning of followings as detailed below. As per this contract Diesel Generators AMF panel / control panel are to be maintained in proper running condition all the time. It is the responsibility of the Contractor to provide all running spares mentioned below under preventive maintenance servicing to ensure trouble free and continuous operation of the DG sets and AMF panel / Control panel. The spare includes:-

- (i) Diesel Oil Filter,
- (ii) Lub Oil Filter
- (iii) Filter Washer
- (iv) Radiator Cap
- (v) Radiator Hose
- (vi) Hose clip
- (vii) Fan belt
- (viii) Diesel Tube
- (ix) Banjo Bolt/Washer/union
- (x) Carbon brush/Holder
- (xi) Battery Terminal/Clip
- (xii) Diode with wire contact
- (xiii) Dynamo Terminal
- (xiv) Nozzle tube
- (xv) Oil seal
- (xvi) Oil meter tube
- (xvii) Head Gasket
- (xviii) All Diesel/lub oil/water tubes/hose
- (xix) All Packing kits
- (xx) Coolant oil
- (xxi) All Bolts & Nuts, Washers, Door hinges, lock set, etc.,

AMF / Control Panels

- (i) Conductors function testing
- (ii) Velocys function testing
- (iii) Control panel wiring tightness
- (iv) Panel Bus Bar tightness
- (v) Battery charging testing
- (vi) Panel timer
- (vii) Panel lock set
- (viii) AMF panel / control panel all spares are to be maintained, if any spares are fault occurred, the same has to be replaced by the bidder under CAMC.

The preventive maintenance servicing is to be carried out, to maintain the equipment in a proper operating condition. The service representative of the contractor shall visit and carry out preventive maintenance servicing of the DG sets and AMF panel / control panel which includes the functional checks and necessary adjustments. The following works will be carried out on planned basis by the contractor as per OEM specifications

1.1 Generator set:

- (i) Check the leaks if any
- (ii) Check the Engine oil Level, top up if required. (Engine Oil shall be supplied by Contractor as per OEM specification).
- (iii) Check the condition of oil filter, and replacement when it required based on the condition and performance or else it has to be replaced once in 6months.(Oil Filter has to be supplied by Contractor).
- (iv) Replace Engine oil once in 12(twelve) months, (Engine Oil shall be supplied by Contractor).
- (v) Check the bypass filter and clean it.(If available)
- (vi) Diesel oil filter.

1.2 Cooling System:

- (i) Check for water/coolant oil level & Leakage if any and top-up if required(water/coolant has to be supplied by Contractors per OEM specification).
- (ii) Clean the radiator with blower.
- (iii) Check all rubbers hose and clip for tightness and replace if found damaged.(rubbers hose and clip have to be supplied by Contractor)
- (iv) Check the belt condition and tension, replace if required(Belt has to be supplied by Contractor as per OEM specification)
- (v) Check cooling fan hub, drive pulley, water pump and tighten all the accessible bolts and nuts.
- (vi) Add coolant oil in the radiator once in six month.(Coolant oil has to be supplied by Contractor)

1.3 Air intake:

- (i) Check for air leakage in connection.
- (ii) Check the condition of air filter, and replacement when it required based on the condition and performance or else it has to be replace once in 6 months.(Air Filter has to be supplied by Contractor).

1.4 Fuel:

- (i) Check for any leakage.
- (ii) Check for fuel lines and connection.
- (iii) Check the fuel injection pump (PT Pump), Fuel injectors and Lube oil pump.
- (iv) Check the condition of fuel filter, and replacement when it required based on the condition and performance or else it has to be replaced once in 6 months.(Fuel Filter has to be supplied by Contractor as per OEM specification).

1.5 Exhaust:

- (i) Check for any leakage.
- (ii) Check for exhaust restriction.
- (iii) Check the condition of the exhaust pipes and asbestos rope.

1.6 Engine Related:

- (i) Tighten all mounting hardwares.
- (ii) Check the condition of coupling.
- (iii) Clean the engine and surroundings.
- (iv) Run the generator for half an hour and look for any unusual vibration/noise.

1.7 Maintenance schedule for Alternator:

- (i) Check the Electrical connections of the alternator.
- (ii) Measure and record generator winding resistance once in six months.
- (iii) Checking the condition of carbon brushes,if required to be replaced.(Carbon brushes have to be supplied by contractor).
- (iv) Check the wiring in the control panel.
- (v) Check the working of meters in control panel.
- (vi) Check the AVR.
- (vii) Check the battery for water level ,specific gravity and top-up if required with battery grade water.
- (viii) Put the battery on boost charge for one hour if voltage is found low.
- (ix) Run the generator with load and without load and record the following parameter.
 - a) Output AC Voltage / HZ
 - b) Load Current
 - c) RPM (Speed of the Engine)
 - d) Battery Voltage

1.8 The contractor shall carry out the following works during preventive maintenance contract period along with the servicing of the Diesel Generator sets.

- (i) Draining the lubricating oil from sumps, Lube oil cooler and cleaning lube oil strainer.
- (ii) Renew lubricating oil prime lubricating system.
- (iii) Carry out air cleaner maintenance.
- (iv) Check and adjust tappet clearance.
- (v) Check for irregularities i.e. abnormal speed, hot engine, engine knocking, high fuel consumption etc. Check and record engine performance parameters.
- (vi) Check the engine protection unit for proper functioning
- (vii) In section and maintenance of electric AMF/ manual control panel wiring etc.
- (viii) Any other related work required to keep the diesel engine driven generator sets in good running condition including proper working of hour meter.
- (ix) All welding & tinkering works.

The AMC contract includes monthly periodical checks for all DG units in addition to preventive maintenance servicing and breakdown checks as and when call upon by the University

- (x) All the controls checked to ensure to correct ON/OFF operation.
- (xi) Check the fuse carriers. The correct gauge fuses but re-wirable 400KA/100KA breaking capacity shall be provided wherever necessary. If resetting is required for MCB, they shall be checked and attended to.
- (xii) Necessary guidance will be given to the operators of this University for the proper maintenance of the Diesel Generator set.
- (xiii) University will maintain log book of operational maintenance.

B. BREAKDOWN MAINTENANCE:

- (i) This will include identifying and locating the fault(s) and carrying out the corrective and repair maintenance works necessary to set right the malfunctioning and to restore the complete system in operation and back to normal to the satisfaction of the Assistant Engineer (Electrical) /Junior Engineer (Electrical) of the University.
- (ii) The breakdown maintenance works shall include timely repair maintenance and replacement of spare parts which are faulty and can cause major engine failure and damage.
- (iii) Supply of OEM / Equivalent branded consumables and spares materials which may be needed during Execution & Completion of this work shall be arranged by the Contractor.
- (iv) The rates of the consumables and spare parts utilized during breakdown maintenance works shall be as per the latest OEM Spare Parts price list/Authorized dealer Invoice.
- (v) All the repair maintenance works to be executed on priority basis and any delay in execution shall be governed by delay penalty clause.

C. SERVICE REPORT:

Service Report shall be made for all visits and it shall contains

- (i) Location/ID of the Generators
- (ii) Date & Time of complaint
- (iii) Date & Time of attention.
- (iv) Name of Firms representative
- (v) Whether Preventive /Breakdown maintenance work
- (vi) Observation by Service Engineer.
- (vii) Status/Performance of the System— working or not working
- (viii) Recording the following parameters during routine service:
- (ix) Output Ac Voltage / HZ (frequency)
- (x) Load Current
- (xi) RPM (Speed of the Engine)
- (xii) Battery Voltage
- (xiii) Control Panel / AMF panel

D. SERVICE PROCEDURE:

1. One contact number and Email-id should be assigned for break down calls.
2. The maintenance service agency shall provide maintenance services through experienced staff
3. The contractor should arrange to paste a sticker which contains the following information:
 - a. Firm's Address with contact number.
 - b. Date of Last preventive maintenance.

13. DURATION OF CONTRACT:

The Comprehensive Annual maintenance contract will be valid for a period of one (01) year from the date of issue of work order/service order. However the contract further may be extended for next year on same terms and conditions if

the Contractor's performance is found satisfactory. The performance would be evaluated by the University authorities before renewal of contract. Scope of work and cost of such extension may be mutually decided.

14. ACCEPTANCE AND WITHDRAWAL:

1. The final acceptance of the quotation is entirely vested with the Registrar, The Tamil Nadu Dr. M.G.R. Medical University who reserves the right to accept or reject, any or all of the quotations without assigning any reason whatsoever. There is no obligation on the part of The Tamil Nadu Dr. M.G.R. Medical University to communicate with rejected quotations. After the acceptance of the quotation by The Tamil Nadu Dr. M.G.R. Medical University, the firm shall have no right to withdraw his quotation or claiming higher price.
2. Quotations with incomplete information will be summarily rejected.

15. TERMINATION OF CONTRACT AGREEMENT:

1. In the event of unsatisfactory service or any failure at any time on the part of contractor to comply with the terms and provisions of this contract to the satisfaction of the Tamil Nadu Dr. M.G.R. Medical University, Chennai (who shall be the sole judge and whose decision shall be final), it shall be open to the Tamil Nadu Dr. M.G.R. Medical University, Chennai to terminate this contract by giving 30 days' notice to the contractor. In the event of such termination of the contract, the contractor shall pay back the proportionate amount of the maintenance charges to the Tamil Nadu Dr. M.G.R. Medical University, Chennai.
2. The Tamil Nadu Dr. M.G.R. Medical University, Chennai reserves the right to claim damages for non-fulfillment of contract.
3. Besides above, the Tamil Nadu Dr. M.G.R. Medical University, Chennai will be at liberty to terminate the agreement at any time without assigning any reason and without being liable for any loss or damage which the contractor may suffer by reason of such termination, by giving the contractor 60 days prior notice in writing of its intention to terminate the agreement. The contractor, however, shall have no right to terminate the agreement under any circumstances.
4. If at any time, the contractor becomes insolvent or files an application for insolvency or any creditor of his moves the court for adjudicating him as an insolvent or if he is convicted in the Court of Law, the Tamil Nadu Dr. M.G.R. Medical University, Chennai will have the absolute option of terminating the contact forthwith and he shall have no right for damage or compensation on his account.

16. DEATH OF CONTRACTOR:

No alteration by death, resignation, addition or otherwise for or to the contractor or the partners constituting the contractor's firm shall vitiate or affect this contract but the contractor's heir or heirs or partners of the firm for the time being shall be absolutely bound by the terms hereof in the same manner as if he/they had been the sole or original party/parties hereto.

17. ESCALATION CLAUSE:

Prices will remain fixed for entire contract period of _____ months. No deviation on account of increase in any price index will be admissible. However, any increase in statutory levies GST, service tax etc. payable under the contract will be reimbursed on documentary evidence.

18. MODIFICATION:

Any modification to the terms and conditions shall be made only with the mutual consent of both the parties to the agreement.

19. LEGAL JURISDICTION:

The Legal Jurisdiction shall be the Courts at Chennai only.

20. GENERAL:

The Firms while sending their quotation should enclose a copy of the conditions stipulated duly certified and attested by them in token of accepting the Quotation conditions that they understood and accepted them fully. Quotations received without the certified copy of the conditions shall be rejected summarily.

**THE REGISTRAR.
THE TAMIL NADU DR. M.G.R. MEDICAL UNIVERSITY,**

ANNEXURE: I
TECHNICAL BID

THE TAMILNADU DR.M.G.R. MEDICAL UNIVERSITY, CHENNAI 32

Profile of the Power Distribution Firm:

The Contractor should provide the following details;

Sl.No	Particular Required	Particulars to be correctly furnished by the Contractor.
1.	Name of the firm of the Contractor	
2.	Office Address:	
3.	Telephone No. / Mobile No & e mail No.	
4.	Status of the firm of Power Distribution Contractor a)Proprietorship b)Partnership c)Private limited d)Public limited	
5.	Date, month and year of establishment of business as an Power Distribution Contractor. (Xerox copy of the proof to be enclosed)	
6.	Name and Residential address of the proprietor of the Power Distribution Contractor with Telephone number.	
7.	Sales Tax, Registration number date, month and year of registration (Xerox copy of the Registration certificate to be enclosed)	
8.	To furnish the Xerox copy of Audited Comprehensive Annual accounts for the financial years 2021-2022, 2022-2023, 2023-2024, duly authenticated by a chartered Accountant showing the details of Comprehensive Annual Turnover exclusively in the Diesel Generator work should be furnished by the Firm.	
9.	To furnish the Xerox copy of the PAN card in the name of firm.	
10.	To furnish the Xerox copy of the current Sales Tax clearance certificate.	
11.	Whether the Power Distribution Contractor already had business transaction with the Tamil Nadu Dr. MGR Medical University. If so, furnish the details of the transactions.	
12.	To furnish the details of the maintenance of Diesel Generator work under taken in any Government/ Quasi/Autonomous Bodies and furnish the Xerox copy of the order.	

13.	Copy of the Electrical License as Electrical Maintenance Agency (or) Labour license with electricians in their roll having electrical license.						
14.	To furnish the copy of the average Comprehensive Annual turnover of _____ lakhs during the last three financial years						
15.	To furnish the Income Tax returns filed for the last three assessment years						
16.	No. of employees including Engineers working in the firm (To furnish the copy of latest previous month biometric report of the employee)						
17.	EMD Payment Particulars						
18.	List of Clients (Last three clients)						
	Sl. No	Name of the Client	Duration of Services			Remarks (if any)	Xerox copies of the following
			From	To	Total		Copy of Purchase Order / Contract agreement proving 'Award of Work'/ Copy of Completion Certificate/ Final Invoice/ Letter indicating return of Security Deposit for proving satisfactory 'Completion of Work'
19	Bidder should not be blacklisted / terminated by any Government organization / agency for unsatisfactory past performance, corrupt, fraudulent or any other unlawful or unethical business practices. An undertaking to this effect should be submitted as per Annexure 'III'.						

**FIRM
WITH SEAL OF THE ORGANISATION.**

PLACE:

DATE:

ANNEXURE: II

COMMERCIAL BID

THE TAMILNADU Dr.M.G.R. MEDICAL UNIVERSITY, CHENNAI 32

- 1 Name of the bidder (firm) :
- 2 Name of the representative :
- 3 Address of the bidder :
- 4 Land line Nos. of the bidder :
- 5 Mobile Nos. of the bidder :
- 6 Email of the bidder :
- 7 Bid Details :

S.No	Particulars	Qty	Basic Amount(in INR.) per annum	GST	Total Amount (in INR)
1	Kirloskar Green 250 KVA DG SET / Control panel	1			
2	Ashok Leyland 250 KVA DG SET / AMF panel	1			
3	Kirloskar Cummins Engine 160 KVA DG SET / control panel	1			
4	Ashok Leyland 125 KVA DG SET / AMF panel	1			
5	Kirloskar Green 100 KVA DG SET / AMF panel	1			
6	Kirloskar Green 63 KVA DG SET / AMF panel	1			
7	Ashok Leyland 20 KVA DG SET / control panel	1			
		Total			

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/ we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Proprietor / Partner / Chief Executive)

Name (in Capital Letter)

WITH SEAL OF THE ORGANIZATION.

PLACE:
DATE:

ANNEXURE – III

Comprehensive Annual Maintenance Contract for 20KVA, 63KVA, 100KVA, 125 KVA, 160KVA, 250 KVA (2 Nos.) Diesel Generator sets and AMF panel / Control panel available in the University premises

(To be executed & Attested by Public Notary / Executive Magistrate on Rs.200/- Stamp paper by the bidder)

DECLARATION REGARDING BLACKLISTING / DEBARRING FROM TAKING PART IN GOVT. TENDER BY THE TAMIL NADU Dr. M.G.R. MEDICAL UNIVERSITY / GOVT. DEPARTMENT(S).

I / We Proprietor / Partner (s) Director (s) of M/s. _____ hereby declare that the firm / company name M/s. _____ has not been blacklisted or debarred in the past by The Tamil Nadu Dr. M.G.R. Medical University or any other Government organization from taking part in Government tenders /quotations.

(Or)

I / We Proprietor / Partner (s) Director (s) of M/s. _____ hereby declare that the firm / company name M/s. _____ was blacklisted or debarred in the past by The Tamil Nadu Dr. M.G.R. Medical University Government organization from taking part in Government tenders/ quotations for a period of _____ years w.e.f _____.

The period is over on _____ and now the firm / company is entitled to take in Government tenders /quotations.

In case, if the above information is found false, I / We are fully aware that the tender / contract will be rejected / cancelled by the Tamil Nadu Dr. M.G.R. Medical University and shall be forfeited.

In addition to the above, the Tamil Nadu Dr. M.G.R. Medical University will not be responsible to pay the bills for any partially completed work.

Signature: _____ Name: _____

Capacity in which as signed: _____

Name & Address of the firm: _____

Place:

Seal of the firm should be affixed