

ENQUIRY For AIR CONDITIONERS AND WATER COOLERS

ABVIITM Gwalior invites sealed bids/Offer in the proforma as per Annexure I&IV, from the eligible & interested agencies for Annual Maintenance Contract for Split & window Air Conditioners and water coolers whose detailed tender documents are given separately below:-

ENQUIRY For AIR CONDITIONERS

ABVIITM Gwalior invites sealed bids/Offer in the proforma as per Annexure I, from the eligible & interested agencies for Annual Maintenance Contract for **Split & Window Air Conditioners and water coolers** whose detailed tender documents are given separately below:-

| S.No. | Description/Specification | Make | Quantity | Remarks |
|-------|---------------------------|-------------------------|----------|---|
| 1 | AMC FOR AIR CONDITIONERS | As per details attached | 256 | Quotations are invited on per unit basis/per AC |

| Sr. No. | Types of Air Conditioners | MAKE | Quantity* (Nos.) |
|---------|---------------------------|-------------------|------------------|
| 1 | Window ACs | Voltas,LG,Carrier | 135 |
| 2 | Split Type ACs | Voltas,LG,Carrier | 121 |

Scope Of Work:- The tentative quantity of various type/make of split AC is as under:-

*The Quantities may vary depending on addition/deletion of AC Units/ water coolers during the course of contract.

The services shall include providing all manpower, tools and plants like ladder, stools, spanners, testing equipments and replacement of defective spare parts, such as replacing of chiller pipes, outlet pipes etc. including consumables at any height/any floors as and where required, and as directed by ABVIITM Gwalior authorities.

1. Preventive Maintenance Services(PMS)Monthly:

The monthly services include:

- a) Cleaning of air filters, indoor unit grills & filters through air blower.
- b) Cleaning of the indoor unit body by wiping out the dust etc. with wet cloth.

2. Preventive Maintenance Services (PMS) Quarterly:

2.1 Every machine shall be serviced at least once every quarter. A record of such

services duly acknowledged by the person using the machine or in his absence, in charge of the location of the AC shall be maintained.

2.2 Quarterly PMS shall include at least the following services:

- a) Replacement of filter if found damaged/unusable.
- b) Checking selectors witch, thermostat, relays, remote control etc.
- c) Checking motor bushings.
- d) Checking ground connections.
- e) Cleaning of blower and condenser fan.
- f) Cleaning the evaporator & condenser coils.
- g) Checking and tightening of nuts & bolts.
- h) Oiling the motors.
- i) Checking of the backup electrical power outlet/ MCB.
- j) Checking of the drive motors and fans.
- k) Over hauling of the AC, with chemical washing process.
- l) Checking cooling efficiency.
- m) Checking Firmness of the Supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of the air conditioners etc.
- n) Replacement of any component of air conditioners (Outdoor and indoor units, inlet and outlet Pipelines, electrical connections etc.) found defective after the above checks and tests.
- o) Charging of Refrigerant Gas during the period of Contract if need arises.

3. **Annual Maintenance Services:**

The scope of work shall include all checks and tests as detailed under routine maintenance services. In addition annual maintenance services shall also include:

- a) Cleaning the condenser and evaporator coils with suitable detergent/chemical solution and flushing with high-pressure jet of water.
- b) Greasing of blower motors and all moving parts.

The above activities must be carried out within 15 (fifteen) days from the date of award of the contract or before commencement of the summer season.

4. **Break-down Services (BDS):**

On call AMC services shall include attending to any complaint any time of the year, on receipt of verbal/written complaint from coordinating officer of ABVIITM Gwalior. A record of the break-down calls attended duly acknowledged by the occupant or user of the AC & in his absence by the person in charge of the location of the AC, shall be maintained & displayed on the "Maintenance Card" kept with the AC & also copy of the same in records of the person in charge.

Ordinarily a complaint must be attended within 4 hours whenever no change of part is involved, however, in case of requirement of change of spare part, the complaint may be attended within 48 hours of its receipt.

Important Dates:

- 1 . Last date for receipt of quotations/tenders/offers : **22/1/2019 16:30**
- 2 . Opening Date of quotations/tenders/offers : **23/1/2019 11:30**

Eligibility:-

1. Tenderer Should have a valid GSTIN Number, EPF, ESI and Nagar Nigam Shop Act registration.
2. The Tenderer must have experience of having successfully completed similar nature of works during last 7 (seven) years ending 31.03.2018) Eligibility criteria should be either of the following :-
 - A.) Similar completed works criteria(Similar works means the similar scope of work as specified above)
 - (i) Three similar works each costing not less than the amount (Equal to 40% of your bidding cost)
 - (ii) Two similar works each costing not less than the amount (Equal to 50% of your bidding cost)
 - (iii) One similar works each costing not less than the amount (Equal to 80% of your bidding cost)
 - B.)Average financial turn over of his firm during the last 3 (three) financial years, ending 31st March 2018 Should be not less than 50% of your bidding cost.
3. Tenderer Should Have to submit a **Non Refundable Earnest money** Amounting to **Rs 5000/-** which have to be deposited in the form Demand Draft from scheduled Indian Bank/ Nationalized Bank payable at **Gwalior(M.P.)** in favor of **Director ABV-IITM**. No tender shall be considered unless accompanied by the requisite Earnest Money.

Important Note:

1. Quotations/Tenders/Offers shall be in a sealed cover with following superscription.
“OFFER/QUOTATIONS FOR AMC OF AIR CONDITIONERS and WATER COOLERS” and Address it to “THE REGISTRAR,ABVIITM MORENA LINK ROAD,GWALIOR(M.P.)”
2. Offers without valid GSTIN will not be considered for evaluation.
3. GST Shall be paid as applicable at the time of billing.
- 4.**Compressor have been excluded from the AMC but the accessories associated with the changing of compressor have been included in the AMC. However compressor can be changed on requirement and its payment will be done separate apart from the AMC amount but its bill should be raised along with the AMC bill.**

Terms & Conditions:-

- 1.)The initial servicing of the system have to be started within 15 days from the date of commencement of the contract.
- 2.)The agency will be responsible for proper and consistently good functioning of the Air Conditioner system installed in the campus.
- 3.)The AMC tenderer will depute a regular qualified technician for attending complaints on day to day basis (if any). He may also be called on Holidays, if it is considered necessary for urgent repair etc. The time for rectification of defect shall not exceed 48 hours in any case.
- 4.)The old parts which are replaced must be return to the central store.
- 5.)The servicing and maintenance shall be carried out without disturbing the normal functioning of the office.

History Sheet/Service Book :- The history sheet of servicing/breakdown repairing of each and every unit shall be maintained. The copy of report shall be submitted along with the bill subsequent to the servicing activity.

The cleaning/ minor repair of stabilizers shall be covered under the AMC contract.

Replacement of materials/spares:- The materials and spares used for replacement should be of standard manufacturers and of genuine quality. The item should be got approved by our department personnel before using them in machines.

Time Period:- Time period for the work is 1 year from the date of award of work, which shall be extendable for a period of one more year at the same rate, terms and conditions only if the services of the vendor are found satisfactory during the normal period of contract.

Place of delivery/service:- Place of delivery/service shall be ABVIITM Gwalior Campus, hired premises in Gwalior unless otherwise specified. No additional freight or any other charges would be payable towards transportation or shifting of units from one place to another.

Validity : The rates offered shall be valid for a period of 90 days from the date fixed for receipt of tender/quotation.

Prices/Offers : The price shall be quoted per Unit basis exclusive of Taxes and duties.GST Shall be paid as applicable at the time of billing.

Terms of Payment: Payment will be made on quarterly basis after completion of the quarter.

Payment shall be made upon submission of following documents:

- i) Supplier's Invoice
- ii) Copy of the "Maintenance Cards" signed by the user & countersigned by the person in charge of the section/subsection of the institute.
- iii) Copy of Work Performance Certificate which clearly indicates that the "Work under this Quarter period is Satisfactory and Recommended for payment please" duly signed by concerned department/personnel.

Institute's Obligations:-

- The Institute shall not be responsible for any loss, breakage or theft of Contractor's material for which he has to make his own arrangements for storage.
- The Institute shall not pay any compensation in respect of any injury or death caused to the workers of the Contractor. It will be the sole responsibility of the Contractor.

- The Institute will not charge any amount from the Contractor for water or / and electricity for carrying out work.

Quantity : The Quantities may vary depending on addition/deletion of AC Units/ water coolers during the course of contract. Any Extra Item/Work beyond the scope of the work should not be done without prior approval from the competent authority of the institute.

Guarantee/Warantee: All parts should be of genuine company. Major supplies of parts are to be guaranteed against any manufacturing defects.

Penalty : If the university feels that any of the Air Conditioner system, under this contract was not properly maintained / serviced by the agency or does not function during any period a reasonable deduction from the bills will be made.

Quality : If the materials supplied are found to be substandard, the materials will be rejected and action will be taken as per conditions of purchase order. Materials should be supplied of best quality in accordance with the specification duly indicating IS Code, Make , Brand etc.

Security Deposit : The 10 % of the Awarded cost shall be deducted from the Quaterly Bills as SECURITY DEPOSIT and it shall be refunded three months after the successful Completion of AMC period .

- No interest shall be payable on security deposit.
- The security deposit shall be forfeited as a compensation for any loss resulting from the failure to perform the obligations under the contract or in the event of termination of the contract or in any event as the ABVIITM thinks fit and proper.

I/We hereby declare and affirm that I/We have read and understood the terms and condition of the contract.

Sign of bidder:-_____

Date: - _____

Name of the bidder:-_____

Firm's Name:-_____

Annexure-I:Financial bid (Schedule of quantity)

| Sr. No | Description of Items | Qty. | Unit | Rate Excluding GST (Per Nos.) | GST % with Amount | Total Amount in Rs. |
|--------|---|------|------|----------------------------------|-------------------|---------------------|
| | Carry out the monthly, quarterly and annual maintenance of AIR CONDITIONERS of ant make & capacity as under & all as specified & stipulated as directed by ABVIIIITM Gwalior authorized and complete with all materials (except the compressor) & Labour. | | | | | |
| 1 | Air Conditioners | 01 | Nos | | | |
| 1 | Compressor | 01 | Nos | | | |
| | | | | Total Amount in Rs. | | |

Note:- The above quoted price should be in per One unit. Detailed qty can be seen on tender documents.

Sign of bidder: - _____

Date: - _____

Name of bidder: - _____

Firm's Name: - _____

Tel: - _____

ENQUIRY for Water Coolers

ABVIITM Gwalior invites sealed bids/Offer in the proforma as per Annexure IV, from the eligible & interested agencies for Annual Maintenance Contract for Water Coolers on the

| S.No. | Description/Specification | Make | Quantity | Remarks |
|-------|-------------------------------------|-------------------------|----------|---|
| 1 | COMPREHENSIVE AMC FOR WATER COOLERS | As per details attached | 40 | Quotations are invited on per unit basis/per Water Cooler |

following terms & conditions

Scope Of Work:- Servicing, repair installation, reinstallation and testing of water coolers at the place of installation or in the local premises at ABVIITM Gwalior (M.P.) Following are the total quantities for Water Coolers installed in the institute :-

| S.No. | Types of Machines | Make | Quantity* | Remarks |
|-------|-------------------|--|-----------|---------|
| 1 | WATER COOLERS | Voltas,Bluestar,Aqua Guard,Shri Ram Usha | 40 | |

*The Quantities may vary depending on addition/deletion of AC Units/ water coolers during the course of contract.

Brief Description :- The scope and nature of services to be provided by the contractor shall include scheduled preventive maintenance services which cover periodic and break down servicing, along with replacement of defective spare parts, including compressor and other consumables, if required during the contract period. The rate quoted for services shall also include the charges for routine maintenance service which shall include at least the following services:

Checking and servicing of the Water Cooler two times in a year & de-scaling of units if required, which includes:

1. Checking operation of controls of Water Coolers etc.
2. Checking Firmness of supporting arrangement for the compressor, casing and fixing of water coolers etc. Anti-rusting Painting of the MS portion prone to rusting.
3. Replacement of any component of water coolers found defective free of cost after the above checks and tests.
4. Cleaning the condenser and evaporator coils with suitable detergent /chemical solution and flushing with high pressure jet of water.
5. Greasing of blower motors and all moving parts.
6. Cleaning of water coolers on weekly basis.
7. **Compressor have been excluded from the AMC but the accessories associated with the changing of compressor have been included in the AMC. However compressor can be changed on requirement and its payment will be done separate apart from the AMC amount but its bill should be raised along with the AMC bill.**

Important Dates:

1 . Last date for receipt of quotations/tenders/offers : **22/1/2019 16:30**

2 . Opening Date of quotations/tenders/offers : **23/1/2019 11:30**

Eligibility:-

4. Tenderer Should have a valid GSTIN Number, ESI, EPF registration and Nagar Nigam Shop Act registration.
5. The Tenderer must have experience of having successfully completed similar nature of works during last 7 (seven) years ending 31.03.2018) Eligibility criteria should be either of the following :-
 - C.) Similar completed works criteria(Similar works means the similar scope of work as specified above)
 - (iv) Three similar works each costing not less than the amount (Equal to 40% of your bidding cost)
 - (v) Two similar works each costing not less than the amount (Equal to 50% of your bidding cost)
 - (vi) One similar works each costing not less than the amount (Equal to 80% of your bidding cost)
 - D.) Average financial turn over of his firm during the last 3 (three) financial years, ending 31st March 2018 Should be not less than 50% of your bidding cost.
6. Tenderer Should Have to submit a **Non Refundable Earnest money** Amounting to **Rs 5000/-** which have to be deposited in the form Demand Draft from scheduled Indian Bank/ Nationalized Bank payable at **Gwalior(M.P.)** in favor of **Director ABV-IITM**. No tender shall be considered unless accompanied by the requisite Earnest Money.

Important Note:

1. Quotations/Tenders/Offers shall be in a sealed cover with following superscription.
“OFFER/QUOTATIONS FOR COMPREHENSIVE AMC OF WATER COOLERS” and Address it to “THE REGISTRAR,ABVIITM MORENA LINK ROAD,GWALIOR(M.P.)”
2. Offers without valid GSTIN will not be considered for evaluation.
3. GST Shall be paid as applicable at the time of billing.
4. **Compressor have been excluded from the AMC but the accessories associated with the changing of compressor have been included in the AMC. However compressor can be changed on requirement and its payment will be done separate apart from the AMC amount but its bill should be raised along with the AMC bill.**

Terms & Conditions:-

- 1.)The initial servicing of the system have to be completed within 20 days from the date of commencement of the contract.
- 2.)The agency will be responsible for proper and consistently good functioning of the Water cooler system installed in the campus.
- 3.)The AMC tenderer will depute a regular qualified technician for attending complaints on day to day basis (if any). He may also be called on Holidays, if it is considered necessary for urgent repair etc. The time for rectification of defect shall not exceed 48 hours in any case.
- 4.)The old parts which are replaced must be return to the central store.
- 5.)The servicing and maintenance shall be carried out without disturbing the normal functioning of the office, The water coolers shall be cleaned on weekly basis and record thereof shall be maintained.

History Sheet/Service Book :- The history sheet of servicing/breakdown repairing of each and every unit shall be maintained. The copy of report shall be submitted along with the bill subsequent to the servicing activity.

The cleaning/ minor repair of stabilizers shall be covered under the AMC contract.

Replacement of materials/spares:- The materials and spares used for replacement should be of standard manufacturers and of genuine quality. The item should be got approved by our department personnel before using them in machines.

Time Period:- Time period for the work is 1 year from the date of award of work, which shall be extendable for a period of one more year at the same rate, terms and conditions only if the services of the vendor are found satisfactory during the normal period of contract.

Place of delivery/service:- Place of delivery/service shall be ABVIITM Gwalior Campus, hired premises in Gwalior unless otherwise specified. No additional freight or any other charges would be payable towards transportation or shifting of units from one place to another.

Validity : The rates offered shall be valid for a period of 90 days from the date fixed for receipt of tender/quotation.

Prices/Offers : The price shall be quoted per Unit basis exclusive of Taxes and duties. GST Shall be paid as applicable at the time of billing.

Terms of Payment: Payment will be made on quarterly basis after completion of the quarter.

Payment shall be made upon submission of following documents:

- iv) Supplier's Invoice
- v) Copy of the "Maintenance Cards" signed by the user & countersigned by the person in charge of the section/subsection of the institute.
- vi) Copy of Work Performance Certificate which clearly indicates that the "Work under this Quarter period is Satisfactory and Recommended for payment please" duly signed by concerned department/personnel.

Institute's Obligations:-

- The Institute shall not be responsible for any loss, breakage or theft of Contractor's material for which he has to make his own arrangements for storage.
- The Institute shall not pay any compensation in respect of any injury or death caused to the workers of the Contractor. It will be the sole responsibility of the Contractor.
- The Institute will not charge any amount from the Contractor for water or / and electricity for carrying out work.

Quantity : The Quantities may vary depending on addition/deletion of Water Cooler Units/ water coolers during the course of contract. Any Extra Item/Work beyond the scope of the work should not be done without prior approval from the competent authority of the institute.

Guarantee/Warantee: All parts should be of genuine company. Major supplies of parts are to be guaranteed against any manufacturing defects.

Penalty : If the university feels that any of the filter & cooler system, under this contract was not properly maintained / serviced by the agency or does not function during any period a reasonable deduction from the bills will be made..

Quality : If the materials supplied are found to be substandard, the materials will be rejected and action will be taken as per conditions of purchase order. Materials should be made of best quality in accordance with the specification duly indicating IS Code, Make , Brand etc.

Security Deposit : The 10 % of the Awarded cost shall be deducted from the Quaterly Bills as SECURITY DEPOSIT and it shall be refunded three months after the successful Completion of AMC period .

- iii. No interest shall be payable on security deposit.
- iv. The security deposit shall be forfeited as a compensation for any loss resulting from the failure to perform the obligations under the contract or in the event of termination of the contract or in any event as the ABVIITM thinks fit and proper.

I/We hereby declare and affirm that I/We have read and understood the terms and condition of the contract.

Sign of bidder:-_____

Date: - _____

Name of the bidder:-_____

Firm's Name:-_____

Annexure-IV:Financial bid (Schedule of quantity)

| Sr. No | Description of Items | Qty. | Unit | Rate Excluding GST (Per Nos.) | GST % with Amount | Total Amount in Rs. |
|--------|--|------|------|----------------------------------|-------------------|------------------------|
| | Carry out the monthly, quarterly and annual maintenance of Water Coolers of ant make & capacity as under & all as specified & stipulated as directed by ABVIIIITM Gwalior authorized and complete with all materials (except the compressor) & Labour. | | | | | |
| 1 | Water Coolers AMC | 01 | Nos | | | |
| 2 | Compressor | 01 | Nos | | | |
| | | | | Total Amount in Rs. | | |

Note:- The above quoted price should be in per One unit. Detailed qty can be seen on tender documents.

Sign of bidder: - _____

Date: - _____

Name of bidder: - _____

Firm's Name: - _____

Tel: - _____