



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड़, केरल, भारत
ICAR - CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
KASARAGOD - 671 124 KERALA, INDIA



An ISO 9001:2015 Certified Institute

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F.No. 29(1)AC/2018-Stores

Date 11.11.2020

E-TENDER NOTICE

ICAR-CPCRI Kasaragod, Kerala invites **ONLINE bids for the Annual Maintenance of Contract of Air Conditioners at CPCRI, Kasaragod.**

Prospective Bidders may download the Tender Document from <http://cpcri.icar.gov.in/www.eprocure.gov.in>. Bidders are advised to go through the instructions provided at 'Instructions for online Bid Submission' and submit duly filled bids online on the website www.eprocure.gov.in as per the schedule given in the document; alongwith an **EMD of Rs. 3370/- (Rupees three thousand three hundred & seventy only)** may be remitted as per the Annexure-II, by Demand Draft in favour of ICAR Unit, CPCRI payable at Kasaragod. The last date for submission of online e- tender is on **03.12.2020**

DIRECTOR

ANNEXURE-I

TENDER SCHEDULE

Tender No:F.No. 29(1)AC/2018-Stores

Name of the Institute	ICAR-Central Plantation Crops Research Institute, Kasaragod, Kerala State
Place of Work	ICAR-Central Plantation Crops Research Institute, Kasaragod, State
Date of Release of Tender	11.11.2020
Last Date & Time of Submission of bids	03.12.2020 at 15:00 Hrs
Date & Time of opening of bids	04.12.2020 at 15:30 Hrs
Place of opening of bids	ICAR-Central Plantation Crops Research Institute, Kasaragod, Kerala State
EMD	Rs.3370/-
CPCRI , Kasaragod ,GST No.	32AAAGC0777K1ZK
Terms & conditions	Annexure IV

Instruction for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: www.eprocure.gov.in.

REGISTRATION:

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (url: <https://eprocure.gov.in/eprocure/app>) by clicking on the link 'Click here to Enroll'. Enrolment on the CPP Portal is free of charge.

As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse.

Bidder then logs into the site through the secured login by entering their user ID / password and the password of the DSC / e Token.

SEARCHING FOR TENDER DOCUMENTS:

There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / E-mail in case there is any corrigendum issued to the tender document.

The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100dpi with black and white option.

To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'My Space' area available to them to upload such documents. These documents may be directly submitted from the 'My Space' area while submitting a bid, and need not be uploaded repeatedly. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

Bidder has to select the payment option as 'offline' to pay the tender fee / EMD as applicable and enter details of the instrument(s).

Financial bids to be submitted in XLS format.

The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission,

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

ASSISTANCE TO BIDDERS:

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the Tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24*7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

GENERAL INSTRUCTIONS TO THE BIDDERS:

- The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'. Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderers for the e- Submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

Annexure II: INVITATION FOR BIDS (IFB)

1. ICAR-Central Plantation Crops Research Institute, Kasaragod Kerala is the premier Research Institution with the mandate of conducting research on Plantations Crops in the country and functioning under the administrative control of Indian Council of Agricultural Research, Ministry of Agriculture & Farmers Welfare, Government of India. ICAR-CPCRI invites `ONLINE` bids from eligible bidders for **the Annual Maintenance of Contract of Air Conditioners at CPCRI, Kasaragod.**

2. Contact information:

ICAR-Central Plantation Crops Research Institute, Kudlu PO, Kasaragod-671124, Kerala India, Tel No.: EPABX: 0091-04994 232893-95 E-mail: director.cpcri@icar.gov.in, directorcpcri@gmail.com

3. Two bid System – Online submission through <https://www.eprocure.gov.in/eprocure/app> : The single bid system will be followed for this tender. In this system, bidder must submit their offer - online in one single mode.

Online - Envelope No. 1: two bid submission conditions/documents and rate: (PDF format only)

a. Scan copy of Demand draft towards **Earnest Money Deposit of Rs. 3370/- (Rupees three thousand three hundred & seventy only)** drawn in favour of ICAR Unit CPCRI, Kasaragod. (The original DD for Earnest Money Deposit of Rs.3370/-must reach physically at 10.30 AM on the due date of submission of tender to the Incharge (Stores) at CPCRI, Kasaragod, Kerala 671124.**If exemption is applicable the exemption certificate document to be reached physically as indicated above for acceptance of the physical documents.**

c. Technical bid details (in PDF format)

i	Self attested copy of valid pan card .
ii	Self attested copy of GST registration certificate.
iii	Copy of DD as EMD. If exemption applicable certificate viz... MSME/NSIC etc. to be attached for the proof of such exemption.
iv	Self signed copy of Duly filled annexure I, & II
v	Complete technical specification of the Compressors to be provided.
Vi	The company/firm must have experience in similar contract in Central/State Govt. Offices/PSU/autonomous bodies or other reputed organizations for a period of at least TWO years.(Self Attested Proof of experience should be provided, failing which the quotation will liable to be rejected).
vii	Turnover certificate issued by the CA
viii.	Copy of the performance certificate issued by different Central/State Govt. organization for under taking such type of work/contract.
IX	Income tax certificates for the financial year 2018-19 issued by the appropriate authority.

g. The Technical Bid along with detailed terms and conditions, complete in all respects with proper seal and signature of authorized person with name, designation, email id and contact no.

Envelop No.2 'Financial Bid' (In XLS format) in the item wise BOQ only.

Note: ICAR-CPCRI, Kasaragod reserves the right to reject the bid if any of the above listed document(s) is/are not submitted.

4. Last date for submission of bids on **03.12.2020** at **15:00 Hrs** at ICAR –Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India, Tel No.: EPABX: 0091- 04994-232893-95 E mail: director.cpcri@icar.gov.in/directorcpcri@gmail.com
5. Technical bids will be opened - online on **04.12.2020 , 15:30 Hrs at:** ICAR – Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India, Tel No.: EPABX: 0091- 04994-232893-95 E mail: director.cpcri@icar.gov.in/directorcpcri@gmail.com

The bid must be submitted on-line alongwith the documents at 'c' (i to viii) above.. The Tender EMD must be submitted in person or through post/ courier(ICAR-CPCRI shall not be responsible for any postal delays or any other reason for not submitting the EMD in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.

In case bidder requires any clarifications / information, they may contact **ICAR-CPCRI, KASARAGOD**

Tel. No. 04994-232893-895 & Extn. 379

1. Locations for the Maintenance Service

The entire service as described in Schedule of Requirements must be undertaken at ICAR – Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India

2. Order Placements:

The supply Order shall be released by: **Director, ICAR-CPCRI KASARAGOD, KUDLU (PO), KASARAGOD – 671124, Kerala, India**

The payments shall be released by: **Director, ICAR-CPCRI KASARAGOD, KUDLU (PO), KASARAGOD – 671124, Kerala, India**

3. Eligibility Criteria:

- a. The bidder should have executed similar type of orders with other Central / State /PSU/Govt.Organization for a period of at least two years.
- b. The bidders should submit the required documents / financial instruments as stipulated inAnnexure – I.
- c. The bidder must not be blacklisted by ICAR-CPCRI, Kasaragod or any otherEducational/R&D/Govt. organizations. A certificate or undertaking to this effect must be submitted.

Note: The bidders should provide sufficient documentary evidence to support the eligibility criteria. ICAR-CPCRI, Kasaragod reserves the right to reject any bid not fulfilling the eligibility criteria.

4. Amendment to Bidding Documents

4.1 At any time prior to the deadline for submission of bids, ICAR-CPCRI, Kasaragod may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.

4.2 The amendments to the tender documents, if any, will be notified by release of Corrigendum Notice in print media / website. The amendments/ modifications will be binding on the bidders.

4.3 ICAR-CPCRI, Kasaragod at its discretion may extend the deadline for the submission of bids if it thinks necessary to do so or if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into consideration the amendments while preparing their bids.

5 .Earnest Money Deposit (EMD)

- The Earnest Money Deposit (EMD)/MSME/NSIC etc. as per Annexure-II must be reach physically at 10.30 AM on the DUE DATE of submission of the online bid.
- The bid submitted without EMD/MSME/NSIC etc. shall stand rejected. No interest shall be payable on EMD.
- The EMD will be returned to the bidder(s) whose offer is not accepted, within 30 days from the date of opening of Technical bid(s). In case of the bidder whose offer is accepted, the EMD will be refunded after getting the Performance Security.

- The successful bidder, on award of contract / order, must send the contract/ order acceptance in writing, within 7 days of award of contract/ order, failing which the EMD will be forfeited and the order will be cancelled.

6. Submission of Bids- Online (Technical Bid in PDF format and Financial Bid in XIS format) only.

The Bid documents shall be neatly arranged. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

7. Deadline for Submission of Bids – Online Only.

7.1 Bids must be received by ICAR-CPCRI before the due date and time at the Portal specified in the e-tender document.

7.2 ICAR-CPCRI may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified in the Portal/Media.

8 Late Bids

ICAR-CPCRI shall not be responsible and liable for the delay in receiving the online bid and physical documents for whatsoever reason.

9 Bid Opening & Evaluation of Bids

9.1 The technical bids will be evaluated in two steps.

- The bids will be examined based on eligibility criteria stipulated at to shortlist the eligible bidders.

- The technical bids of only the short listed eligible bidders shall be evaluated based on technical specifications stipulated .

9.2 The bidders whose technical bid is found to meet both the requirements as specified above will qualify for opening of the financial bid and will be informed about the date and time of the opening of the Financial bid.

9.3 The duly constituted Tender Evaluation Committee (TEC) shall evaluate the bids.

10. Comparison of Financial Bids

10.1 Only the short-listed bids from the Technical bid evaluation shall be considered for Financial bid comparison.

10.2 The Financial bids will be evaluated on the basis of prices quoted. The supply order will be awarded to lowest evaluated bidder.

11. Award of Supply order

11.1 ICAR-CPCRI, Kasaragod shall award the supply order to the eligible bidder whose Financial bid has been accepted and determined as the lowest evaluated Financial bid based on the Grand Total calculated of all items etc. of the Financial Bids.

11.2 If more than one bidder happens to quote the same lowest price, ICAR-CPCRI, Kasaragod reserves the right to decide the criteria and further process for awarding the contract, decision of ICAR-CPCRI, Kasaragod shall be final for awarding the contract.

LIQUIDATED DAMAGE CLAUSE:

The buyer shall have the right to levy liquidated damages at a percentage not exceeding 2% per each week or part thereof in respect of supplies so delayed delivery.

The Director, CPCRI, Kasaragod reserves the right to reject any or all E - Tenders in whole or in part without assigning any reasons thereof. The decision of Director shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

Annexure IV

Terms and Conditions

A. General Terms:

1. The company/firm must have experience in similar contract in Central/State Govt. Offices/PSU/autonomous bodies or other reputed organizations for a period of at least **TWO years**. (Proof of experience should be enclosed failing which the quotation will liable to be rejected).
2. The firm shall depute trained and qualified personnel to service the ac units and arrange for cleaning, checking all the parts whenever such services are necessary for satisfactory working of AC units.
3. The contractor shall inform office at least three days before preventive maintenance (PM), for making arrangement for easy access to each unit.
4. The service personnel are allowed to do the service during week days from 10.00 AM to 4.00 PM except for emergency / breakdown services. In case of emergency / breakdown services to be done before / after office hours and holidays separate permission may be sought.
5. The contractor shall be required to attend the breakdown calls of ACs within 24hrs period of time after the complaint has been reported to them.
6. For not attending a breakdown call in 24 hours after being informed to the contractor, recovery for the same shall be affected from the bill @ Rs.100/- per unit / day.
7. At the time of ending of contract, all ACs should be handed over in proper running condition with report else deduction shall be made from the firm's bill.
8. Bidders are advised to visit the site of AC installation before quoting the price. The cost of visiting the site and collection of information for the purpose of bid shall be to the bidders account.
9. The contract is initially for a period of 1 (ONE) year from the date of its award and can be extended on mutual consent on same rate, terms and conditions.
10. The contractor will submit the report of all their visits of preventive maintenance and breakdown calls duly signed from the concerned section to the Electrical Maintenance section. The contractor shall keep this record throughout the contract period and shall submit the same whenever asked by the OIC (Electrical Maintenance).
11. No advance payment will be made to the contractor.
12. The quantity put in the schedule is tentative and may vary subject to the inclusion/exclusion arising out of expiry of machine warranty / condemnation / major failures etc. in each quarter during the currency of contract, and billing will be according to the working number of ACs.

13. The contractor shall bring all their required equipments / tools for servicing like ladder, vacuum pump, water pressure pumps, pressure gauge, multi meter, soldering iron, flaring tool etc. for service.

14. CPCRI or its staff cannot be held responsible for any accidents / injuries including electrical shock hazards during the indented service that may happen inside the office premises and KVK CPCRI Kasaragod at Chowki during contract period / extended period. The contractor has to take all the safety measures while using their own equipments and servicing of stabilizers and ACs. It will be the responsibility of the contractor to compensate the loss on account of injury to any person /property engaged by him. The contractor has to arrange necessary insurance coverage to the workmen deployed by him and shall arrange adequate safety measures.

15. Earnest Money Deposit: An Earnest Money of Rs 3370/- (Rupees three thousand three hundred & seventy only) is required to be deposited in the form of DD or Pay order in favor of "ICAR Unit, CPCRI Kasaragod" and payable at Kasaragod along with the quotation. The quotation received without Earnest Money will be summarily rejected. The Earnest Money will be refunded to the tenderers only after the work has been awarded to the successful tenderer. The earnest money will be forfeited incase the tenderer refuses the offer. No interest will be paid on earnest money.

16. Security Deposit: The successful tenderer will be required to deposit @ rate of 5% on the total value of award of work/services/supply as security money in the form of DD/Pay order drawn in favour of "ICAR Unit, CPCRI, Kasaragod" and payable at Kasaragod on the basis of the work/supply orders. The security money of the successful tenderer will be refunded (without any interest accrued thereon) after the expiry of the contract satisfactorily. However, if the services of the firm are not found satisfactory, or repeated complaints are received from users and the complaint is not attended within the stipulated time frame, then security deposit of the firm shall be liable to be forfeited.

17. All payments shall be made through electronic mode. The contractor can submit the bills with field service reports in 15 days after completing the services in all respects. The Bank details for making payment may be furnished as per proforma given at Annexure-I.

18. The rates quoted should be valid for minimum 90 days from the due date of receipt of quotation.

19. Where there is statutory requirement of for tax deduction at source, such deduction towards income tax as applicable will be made from the bills payable to the supplier at rates as notified from time to time.

20. Sealed quotation received after the stipulated date and time / incomplete quotations / unfilled columns / unsigned quotations are liable to be rejected. Representatives of tenderers may be present during the opening of the tender.

21. Tenders have to quote for all the items no piecemeal quote can be made.

22. The successful tender will be decided only on the rate **quoted for Item 1** in Annexure III - Schedule of Work. For scheduled items 2-4, the firm shall supply/do the job as per the quoted rates until the contract term expires/ during extended period on need basis.

23. While submitting the quotation the bidder will be deemed to have read, understood and accepted all the terms and conditions stated in this document and NO change whatsoever desired will be entertained later by the institute.

24. Payment will be released within 30 days from the date of submission of invoice.

25. If any repair has to be done at one's service centre, the same may be taken to the service centre after getting prior approval and gate pass from authorized ICAR-CPCRI official and the transportation charges will be under the scope of contractor.

26. The Director, ICAR-CPCRI, Kasaragod reserves the right to reject any or all the quotations in whole or part thereof without assigning any reason thereof.

27. Your sealed and completed quotation in all respects with all credentials of Experience, Authorisation, PAN, GST etc. superscribed as "Annual Maintenance Contract for Air Conditioners 2020-21" should reach this office in 7 days time.

B: Technical Terms : Job and Component Details.

1. Replacement of the following components / consumables are covered in the contract:

Running capacitor and fan motor capacitor, relay, connectors and pins, Over Load Protector, thermo stat switch, air filter, water collection tray, stabilizer, boards of split ACs, refrigerant pipe, armaflex tube insulation, electrical cable, interconnecting ribbon wires, stopper or any other minor parts not mentioned above, refrigerant for **topping up**, brazing of coils, zero gas testing and leak test, minor repairs like welding.

1.1 Replacement brands –

1. Capacitor Epcos, Genteq (GE), Hills - Only Metal Jacketed capacitors allowed.
2. Fan Motor: GE or equivalent BIS approved brand.
3. Other components – branded items with ISI / BIS approved logos.
4. Refrigerant pipes - Shall be 100% copper.

Items other than the above brands have to be fixed as per the approval of concerned officer.

2. The following components are excluded and can be replaced in case of completely damaged condition to make the ACs function normally.

2.1 Condenser unit (**100% Copper Blue / Gold fin type to fight corrosion due to salty environmental conditions**).

2.2 Rotary Compressor unit: Approved replacement brands - Compressors: Hitachi / GE / Mitsubishi including their subsidiaries.

2.3 Heavily damaged body with enclosure parts.

2.4 Evaporator coils

2.5 PCBs of inverter ACs.

2.6 Condenser fan motor and blade.

2.7 Major / complete refrigerant gas charging that result due to a major leakage.

3. Condenser Replacement:

Contractor shall replace all condenser coils made of **100% Copper Blue / Gold fin type to fight corrosion due to salty environmental conditions**. Components made of Aluminium are not accepted.

4. Refrigerant Gas recharging: The contractor shall check complete gas channels in case of a major leakage with zero gas and do the necessary vacuuming / purging / leak test by following the standard operating procedures to arrest the leak completely by welding or by other approved means. It will be the responsibility of the contractor to refill the gas in case there is a complete or partial leakage of refrigerant incase the complaint repeats in 30 days. No additional payment will be made for repeated gas leakages during above specified period from the date of first refilling.

5. Service Schedule:

5.1 The scope and nature of services to be provided by the contractor shall include a scheduled preventive maintenance service and breakdown servicing along with replacement of defective spare parts.

5.2 All air conditioners will be required to be serviced quarterly (Preventive Maintenance - PM), ie. **FOUR** times during the period of contract in equal intervals in addition to any number of breakdown servicing that may be required at any point of time for proper upkeep and functioning of ACs.

5.3 Water service should be done during first and final service for both IDU and ODU.

5.4 Air Blower service during second and third service for both IDU and ODU.

6. Replaced parts should bear a **minimum warranty for 1 (ONE) year**.

7. Replaced / defective / faulty equipments will become the property of ICAR-CPCRI and the contractor shall hand over the same to the concerned official with label of location and date.

8. It will be the responsibility of the contractor to ensure that the compressor of each AC is checked for its normal functioning in all technical aspects and if any defect is found, the same has to be reported immediately. This may be replaced by following the official formalities and as per the rate being quoted.
9. After IDU servicing the firm shall take out the water collection tray and clean to avoid clogging.
10. **Completion Report:**
 - 9.1 Quarterly maintenance completion report duly authorized by the contractor shall be submitted recording that the equipment has been serviced satisfactorily as per the terms and conditions of the contract.
 - 9.2 Completion report shall be counter signed by the officer in charge.
11. The contractor has to complete the quarterly PM latest by third week of a month. PM should be done for both Indoor and outdoor units in a single stretch.
12. In case any AC (IDU/ODU or both) goes out of order, the repair shall be carried out onsite by the company. Only such work that cannot be executed in the office premises will be allowed to do in their workshop with prior permission from office / OIC (Electrical Maintenance). No extra charges for transportation will be payable.
13. During the preventive maintenance service, the contractor shall submit a report for each AC as per the Annexure II duly signed.
14. Only genuine and approved OEM spares shall be used.
15. For shifting and re installation of ACs, no extra charges will be paid. In case transportation is required, office will provide the same. Only gas filling charges and ODU stand cost can be claimed separately if required. **Contractor shall take utmost precautions to avoid gas leakage during the whole process.**
16. The contractor shall have enough inventories of materials like capacitors, relays for immediate replacement from his stock onsite to repair the faulty AC unit.
17. In case of replacement of any excluded spares as applicable those are not mentioned in this document, the firm has to obtain prior permission from stores before proceeding with repairs.
18. A detailed service report is required to be submitted in case of each breakdown calls indicating the cause and steps took for repairs.

Declaration

We have read, understood and accepted all the General (A) and Technical (B) terms and conditions stated in this document and declare to abide by them if contract order is received.

Place: Signature of Contractor.

Date: Name and Address with Seal and Contact no.

Annexure I – Contact and Bank Details of Contractor

Sl.No.	Particulars	Details
Contact Details		
1.	Complete Address of the firm with working contact nos.	
2	E-mail address	
3	PAN No.	
4	GST No.	
5	SSI Registration no. if any.	
6	GST / Tax exemption documents if any, details proof of attached.	
Bank Details		
1	Bank Name	
2	Branch Address	
3	Account No.	
4	Type of Account (Current/Saving)	
5	IFS Code	

Name of Authorised Signatory

Stamp and Signature

Annexure – II Report of Preventive Maintenance Done for Air Conditioners

1. Location of the Air Conditioner:
2. Brand and Capacity of the Air Conditioner:
3. Serial No. of IDU:
4. Serial No. of ODU:
5. Serial No. of Compressor and make:

Sl.No.	Maintenance Points	Work Undertaken (Yes/No)	Remarks
1	Check and clean condenser coil		
2	Check and clean drain pipe		
3	Check Capacitor for electrolyte leakage / corroded loose terminals		
4	Check and clean Air Filters IDU		
5	Check Fan motor		
6	Lubricate Fan motor / bearings		
7	Check Thermostat Condition		
8	Inspect and clean all electrical terminals / connectors / pins		
9	Check relay terminals		
10	Clean ODU (Air / Water service)		
11	Check remote functions – all keys		
12	Check Stabilizer Condition		
13	Check noise level of AC during operation		
14	Check ODU body condition		
Measured Values			
1	Compressor Running Current (A)		
2	Refrigerant pressure status (units)		

Detailed Report:

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Signature of Contractor with date

Signature of Maintenance Staff

ANNUAL MAINTENANCE CONTRACT OF AIR CONDITIONERS (Annexure III)

Sample Copy of BOQ

Name and address of the Bidder :

SL NO	TYPE	QTY	UNIT	RATE	AMOUNT (Inclusive of GST)
1	Annual Maintenance of 1.0 TR/1.5TR/2TR/2.5 TR Window /Split /Floor type Air Conditioner units comprising of periodical check, replacement of spares including labour charges , topping up of required refrigerant gas, cleaning of filters, servicing – Preventive Maintenance Four times in an year and breakdown services complete as required to make the unit functional. (Refer Terms and Conditions for details) Also Refer General Terms A22.	78	Nos.		
Items of Work those are to be done on Need Basis /As per requirement					
2	Complete Gas charging of Windows/split/floor type AC including vacuuming, purging testing and commissioning etc. as required during the period of contract including all labour charges				
2.1	1.0 TR	1	Job		
2.2	1.5 TR	1	Job		
2.3	2.0 TR	1	Job		
2.4	2.5 TR	1	Job		
	Supply and fixing new rotary compressor unit suitable for following capacity window/split/floor AC Unit complete with connections including leak testing, gas charging etc. as required throughout the period of contract including all labour charges (incase of compressor replacement) Refer Technical Terms.				
3.1	1.0TR	1	Job		
3.2	1.5 TR	1	Job		
3.3	2.0TR	1	Job		
3.4	2.5 TR	1	Job		
4	Supply and fixing copper condenser unit (anti corrosive-blue fins/gold fins) suitable for following capacity split / floor AC units complete with connections including leak testing, gas charging etc as required through out the period of contract including all labour charges (incase of condensor replacement).				
4.1	1.0TR	1	Job		
4.2	1.5 TR	1	Job		
4.3	2.0TR	1	Job		
4.4	2.5 TR	1	Job		

DECLARATION

I declare that I undertake the work as per the rate quoted, terms and conditions contained (A-General and B-Technical) in the tender document.

Place:

Signature of Contractor.

Date:

Name and Address with Seal and contact no.