



परमाणु ऊर्जा शिक्षण संस्था
(परमाणु ऊर्जा विभाग का स्वायत्त निकाय, भारत सरकार)
ATOMIC ENERGY EDUCATION SOCIETY
(An Autonomous Body under Department of Atomic Energy, Govt. of India)

AEES/PC&GA/ CAMC/AC/2021-2022/1256

9th December, 2021

Reg. AID

**Last date for receipt of quotation:
29.12.2021 upto 1600 hours.**

M/s. _____

To

**Sub: Comprehensive Annual Maintenance Contract of Air Conditioners of
Central Office, ASTER Cottage, ASTER Studio, Mumbai**
Sirs,

For and on behalf of Atomic Energy Education Society, sealed quotations are invited from reputed, qualified, experienced, technically & financially sound agencies for Comprehensive Annual Maintenance Contract of Air Conditioners of Central Office, ASTER Cottage, ASTER Studio, Anushaktinagar, Mumbai – 400 094 as per the annexures given below:

- | | | |
|--|---|----------------|
| 1. Terms and conditions | : | Annexure – I |
| 2. Details of Window Air Conditioners & Split Air Conditioners | : | Annexure – II |
| 3. Scope of work | : | Annexure - III |
| 4. Format for Quotation | : | Annexure-IV |

Please note that separate sealed quotation should be on your printed letter head as per the format provided to you at Annexure IV. IT should be clear and without ambiguity. Overwriting is not permissible. Any incomplete offer or offer with insufficient details will not be considered. Quotation sent by mail/telephone will not be considered. Sealed quotation shall reach us on or before 29.12.2021 upto 1600 hours. Late or delayed quotations will not be accepted.

The quotations for maintenance of Air Conditioners may be submitted in a sealed cover superscribing "Quotation for Comprehensive Annual Maintenance Contract of Air Conditioners".

Yours faithfully

hmy
9/12/21
(Meena H Hingorani)
ADMO III

TERMS AND CONDITIONS

1.	Price Basis	Rates of service charges quoted shall remain firm during the currency of the contract.				
2.	Periodicity of servicing	The contract will cover routine servicing of each Air Conditioner once in every 3 months other than attending to the specific complaints with respect to their working. Preventive maintenance of Air Conditioners shall be carried out during the first week of every quarterly period. All the equipments which are covered in the contract shall be inspected and tested at the time of Preventive Maintenance				
3.	Period of Contract	The contract shall remain in force and shall be valid for a period of one year				
4.	Termination of the contract	While the contract is intended to be valid for a period of one year, AEES reserves the right to terminate the contract by giving 1 (one) month's advance notice.				
5.	Extension of contract	AEES reserves the right to extend the duration of the contract at the same rates, terms and conditions with the consent of the Contractor.				
6.	Emergency Call	Emergency/Breakdown call from the user department should be attended within 24 working hours of receipt of the intimation at no extra cost.				
7.	Response Time / Guaranteed Repairs	One of the Company's Engineers shall attend to the fault within 6 hrs of receipt of the complaint. The fault shall be rectified within 6 hrs of arrival of Company's Engineer/representative. In any case, the complaint shall be attended within 24 working hours of receipt of the call so as to make Air Conditioners in perfectly working condition.				
8.	Penalty	<div>In case of the guaranteed repair time not being adhered to, the following penalty will be levied:</div> <table><tr><td>8.1</td><td>Beyond 24 working hours and up to 48 working hours, the penalty leviable will be 2% of the value of the AMC of the respective equipments.</td></tr><tr><td>8.2</td><td>Beyond 48 working hours, the penalty enviable will be 4% with all other conditions remaining identical as at 8.1 above.</td></tr></table>	8.1	Beyond 24 working hours and up to 48 working hours, the penalty leviable will be 2% of the value of the AMC of the respective equipments.	8.2	Beyond 48 working hours, the penalty enviable will be 4% with all other conditions remaining identical as at 8.1 above.
8.1	Beyond 24 working hours and up to 48 working hours, the penalty leviable will be 2% of the value of the AMC of the respective equipments.					
8.2	Beyond 48 working hours, the penalty enviable will be 4% with all other conditions remaining identical as at 8.1 above.					
9.	Scope of work	Scope of work shall be as per Annexure III enclosed.				
10.	Payment	<div>No advance payment will be made. The payment will be made on quarterly basis i.e. every three months (post servicing). In case any service is missed, the proportionate maintenance charges will be deducted from the payment. The payment will be made on production of the following documents</div> <div>1. Bill in triplicate</div>				

		<p>2. Service Report duly signed by the consignee</p> <p>3. Pre stamped receipt.</p> <p>4. Copy of PAN</p> <p>5. GST Registration No.</p> <p>6. Bank Details</p> <p>a) Name of the Bank b) Branch</p> <p>c) Branch Code d) IFSC Code</p> <p>e) Account Number f) Account Holder's Name</p>
11.	Bill	The bill addressed to the Accounts Officer, AEES (paying authority) should be submitted to the Administrative Officer III, AEES, Western Sector, Anushaktinagar, Mumbai – 400 094.
12.	Security Deposit	The Security Deposit equal to 3% of the Contract Order value in the form of Demand Draft of Nationalized Bank shall be collected from the successful Contractor within one month of receipt of the work order. The same shall be released on the successful completion of the contract. In case of unsatisfactory performance, the Security Deposit will be forfeited.
13.	Service Report	<p>Upon completion of quarterly servicing, Service Report shall be submitted to the consignee once in every three months.</p> <p>Consignee : Administrative Officer III</p> <p> Atomic Energy Education Society,</p> <p> AECS-6, Western Sector, Anushaktinagar,</p> <p> Mumbai – 400 094.</p>
14.	Settlement of Disputes / claims etc.	Any dispute arising out of this contract shall be settled by the sole arbitration of the CAO / Secretary, AEES or by some other person appointed by him whose decision shall be final and binding on the parties under the contract.
15.	Validity of rates	60 days from the date of opening the quotation.
16.	Taxes	Taxes, if applicable will be deducted from the bill.
17.	Safety aspect	The workmen employed by the company should be adequately insured and in case of any accident to workmen during work in our premises, AEES will not be liable for any claim on this account.
18.	Functioning	The machines should function as effectively as possible after each servicing.
19.	Service	Attendance for service calls should be got acknowledged by ADMO III in the Atomic Energy Education Society, Anushaktinagar, Mumbai – 400 094 between 1000 hours to 1800 hours during the working day of the Central Office, AEES, Mumbai. A copy of such acknowledgement is to be attached along with the bill. The contractor shall maintain service and card/call report for the Air Conditioners duly countersigned by ADMO III . Attendance for service call of Air conditioners installed at ASTER Studio and ASTER Cottage should be got acknowledged by ASTER In-charge/Principal & Head, Academic Unit, AEES.
20.	Any maintenance call shall be attended to by the contractor/his representative without delay.	

21.	Any downward revision in the rate of maintenance charges for the Air Conditioners during the period of contract should be communicated immediately. In case any dispute arises between the user and the maintenance agency, the decision taken by the competent authority, AEES will be final and binding on the maintenance agency.
22.	The firm should make their own arrangements for visiting these locations for attending to maintenance calls, faults and preventive maintenance and no conveyance will be provided by AEES for this purpose.
23.	The maintenance agency should be in the field of Air Conditioners maintenance for at least two years. The list of major clients may be supplied alongwith the company profile.
24.	The maintenance agency should have fully equipped Repair Center at Mumbai.
25.	The competent authority in AEES reserves the right to reject any or all the quotations without assigning any reason. The quotations finally accepted if any, need not necessarily be the lowest ones.
26.	<u>Revision of Maintenance charges:</u> The maintenance charges shall not be subject to any change during the period of contract (except downward revision as stated at Sr.No.21 above). AEES reserves the right to upgrade systems/exclude from AMC with the knowledge of Agency.
27.	<u>Force Majeure:</u> A Force Majeure (FM) means extraordinary events or circumstance beyond human control such as an event described as an act of God (like a natural calamity) or events such as a war, strike, riots, crimes (but not including negligence or wrong-doing, predictable/seasonal rain and any other events specifically excluded in the clause). An FM clause in the contract frees both parties from contractual liability or obligations when prevented by such event from fulfilling their obligations under the contract. The FM clause does not excuse the firm's non-performance entirely, but only suspends it for the duration of the FM. The firm has to give notice of FM as soon as it occurs and it cannot be claimed ex-post-facto.
28.	The following documents may also be submitted alongwith the quotation <ul style="list-style-type: none"> a. GST Registration No. b. PAN No. c. Income Tax Clearance Certificate (copy of last one year) d. Copy of Registration Certificate - In case, registered with DPS, DAE, any other Govt. or State Govt. Body / Organization for the contract of AMC of Air Conditioners.

DETAILS OF AIR CONDITIONERS

क्र.सं. Sr. No.	कार्य स्थल Place of work	स्थान Location	तल Floor	मेक Make	क्षमता Capacity	मात्रा (नग) Quantity in (Nos.)
01	Central Office, Atomic Energy Education Society, AECS- 6, Western Sector, Anushaktinagar, Mumbai – 400 094.	Academic Unit (Window AC)	1 st Floor	VOLTAS (VERTIS)	1.5 ton	01
		Office of HAU	1 st Floor	HITACHI	1.5 ton	01
		Office of Deputy HAU	1 st Floor	HITACHI	1.5 ton	01
		Server Room	1 st Floor	VOLTAS	1.5 ton	02
		Conference Room	1 st Floor	HITACHI	1.5 ton	04
		Office of Treasurer	2 nd Floor	HITACHI	2.0 ton	01
		Office of AO III	Gr floor	HITACHI	2.0 ton	01
		कुल Total				11Nos.
02	ASTER Cottage Annex Building, AECS-4, Anushaktinagar, Mumbai – 400 094	Conference Room, ASTER Cottage	Gr.Floor	ONIDA	1.5 ton	01
		Guest Room	Gr.Floor	ONIDA	1.5 ton	04
		Guest Room	Gr.Floor	HITACHI	1.0 ton	04
		कुल Total				09 Nos.
03	Aster Studio AECS-4, Anushaktinagar, Mumbai – 400 094.	HUB Room	Gr. Floor	ONIDA	1.5 ton	02
		HUB Room	Gr. Floor	DAIKIN	1.5 ton	06
		HUB Room	Gr. Floor	HITACHI	1.0 ton	01
		कुल Total				09 Nos.
		Grand Total				29 Nos.

SCOPE OF WORK

- a. Servicing the entire equipment quarterly and keep records in job card
- b. Attend any type of complaint within 24 working hours and keep records in complaint register.
- c. **New compressor to be supplied & installed in place of defective compressor. No old / repair items are accepted. Only new compressor is accepted and it valid for all type of room air conditioners.**
- d. **New Capacitor also should be metallic tin explosion proof (Epcos / Keltron or approved make) are only accepted.**
- e. Repairing Cooling & condenser coil are in the scope of bidders, beyond repairing condition i.e. replacement condition are not in the scope of bidders. Outer casing & base tray replacement are not in bidder scope. If replaced, the cost of item will be paid separately.
- f. Gas charging with pressure testing, flushing, leaks testing, and all processes including refrigerant & Nitrogen gases etc.
- g. Repairing of electrical circuit.
- h. Repairing of fan motor
- i. Once the equipments handed over to the contractor in good condition, the contractor should be maintain the same condition throughout the AMC period. In this period contractor should take proper care of these equipments and kept them in working condition. During breakdown / non working condition, contractor should repair/replacement of defective spare by repair or replacing them as soon as possible and back the unit in working condition. At the end of the contract, the contractor should hand over the equipments to the department in good working condition
- j. Painting of casing one time in 12 months period including supports
- k. Cleaning of condenser by water jet 2 times in 12 months period.
- l. Check complaint register regularly and act accordingly.
- m. Additional man power may depute if servicing is not completed during each quarter.
- n. Opening & closing of connecting pipe line holes are in the scope of bidders.

MAINTENANCE SCHEDULE FOR WINDOW TYPE AIR-CONDITIONERS

Sr. No.	Maintenance Activity	Quarterly	Half-yearly	Yearly
1.0	Check Grill Temperature	√		
2.0	Filter Cleaning	√		
3.0	Cleaning of Cooling Coil	√		
4.0	Clean Condenser Coil (quarterly by air blower & by water jet half yearly)	√	√	
5.0	Lubricate Fan Motor	√		
6.0	Check Compressor Current	√		
7.0	Check Compressor & its mounting		√	
8.0	Check Electrical Circuit & accessories/ PCB etc.	√		
9.0	Check Remote Control (Hand Set)	√		
10.0	Check Vibration	√		
11.0	Check Sound level	√		
12.0	Clean Outer Casing	√		
13.0	General Cleaning & Services	√		
14.0	Overhauling & painting	√		√
15.0	Checking of Swing Motor (if available)	√		

Annexure –III (b) to No. AEES/PC&GA/CAMC/AC/2021-2022⁴⁵⁶ th 9 November, 2021

MAINTENANCE SCHEDULE FOR SPLIT AIR-CONDITIONERS

Sr. No	Maintenance Activity	Quarterly	Half-yearly	Yearly
1.0	Check Grill Temperature	√		
2.0	Filter Cleaning	√		
3.0	Cleaning of Cooling Coil	√		
4.0	Cleaning of Drain Line	√		
5.0	Blower & Blower Louvers & Motor	√		
6.0	Swing Motor	√		
7.0	Check electrical PCB	√		
8.0	Check Remote Control (Hand Set)	√		
9.0	Check Compressor Current	√		
10.0	Clean Condenser Coil (quarterly by air blower & by water jet half yearly)	√	√	
11.0	Check Compressor & its mounting		√	
12.0	Check Electrical Circuit & accessories	√		
13.0	Check Fan Motor & Fan Blade	√		
14.0	Check Vibration	√		
15.0	Check Sound level	√		
16.0	Cleaning Outer Casing	√		
17.0	Fan Motor oiling	√		
18.0	General Cleaning & Services	√		
19.0	Overhauling & painting			√

Name of Work : Comprehensive Annual Maintenance Contract of Air Conditioners of Central Office, AEES, Mumbai

Sr. No.	Description	Quantity (Nos)	Rate for quarterly servicing per unit	GST @	Amount of GST	Total rate with GST per unit (4 + 6)	No. of Services	Total Rate for quarterly servicing (3 x 7)	Total amount for 4 service (8 x 9)	
		2	3	4	5	6	7	8	9	10
1	Split Air Conditioners (1.5 ton)	21 Nos.					4			
2	Split Air Conditioners (1.0 ton)	05 Nos.					4			
3	Split Air Conditioners (2.0 ton)	02 Nos.					4			
3	Window Air Conditioners (1.5 ton)	01 No					4			
कुल योग Grand Total										
विधिमान्यता/Validity : 60 दिन/days										हां/नहीं
										YES/NO
जीएसटी पंजीकरण सं. GST Registraton No.										
पैन नं. PAN No.										
डीपीएस, प.ऊ.वि. या अन्य सरकारी संस्था के साथ पंजीकृत होने की स्थिति में पंजीकरण प्रमाणपत्र की प्रति										हां/नहीं
Copy of Registration Certificate, if any registered with DPS, DAE or any other Govt.										YES/NO
समरूप कार्य हेतु एएमसी (प्रतिलिपि संलग्नित)										हां/नहीं
AMC for similar job (copy enclosed)										YES/NO
कोई अन्य सूचना / Any other information										
संविदा की अवधि / Period of contract : 1 वर्ष / year										
Certificate of GST Registration										Attached /Not attached
Copy of PAN Card										Attached /Not attached
हमारे द्वारा उद्धृत दर वाटर कूलर्स, वाटर प्यूरिफायर्स एवं एयर कंडीशनर्स के स्थिति की सर्वेक्षण/सत्यापन के बाद का है।										हां/नहीं
The rate quoted by us is after survey/verifying the conditions of the Air Conditioners.										YES/NO