

## परमाणु ऊर्जा शिक्षण संस्था

(परमाण् ऊर्जा विभाग का स्वायत्त निकाय, भारत सरकार)

ATOMIC ENERGY EDUCATION SOCIETY

(An Autonomous Body under Department of Atomic Energy, Govt. of India)

RegiALD

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

December, 2021

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

M/s.		

To

Sirs,

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

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

Format for Quotation

Annexure-IV

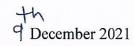
Please note that separate sealed quotation should be on your printed letter head as per the format provided to you at Annexure IV. IT should be clear and without ambiguity. Overwriting is not permissible. Any incomplete offer or offer with insufficient details will not be considered. Quotation sent by 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

(Meena H Hingorani)

ADMO III

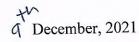


### TERMS AND CONDITIONS

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	<ul> <li>In case of the guaranteed repair time not being adhered to, the following penalty will be levied:</li> <li>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.</li> <li>8.2 Beyond 48 working hours, the penalty enviable will be 4% with all other conditions remaining identical as at 8.1 above.</li> </ul>
9.	Scope of work	Scope of work shall be as per Annexure III enclosed.
10.	Payment	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  1. Bill in triplicate

		2. Service Report duly signed by the consignee
		3. Pre stamped receipt.
		4. Copy of PAN
		5. GST Registration No.
		6. Bank Details
		a) Name of the Bank b) Branch
		a) Branch Code d) IFSC Code
		a) Account Number f) Account Holder's Name
11	D:II	to the Accounts Officer, AEES (paying)
11.	Bill	should be submitted to the Administrative Officer III,
		A FEG. Western Sector Anishaktinagar, Wullibai - 400 071.
10	Security Deposit	Denosit agual to 3% of the Contract Order value in
12.	Security Deposit	a of Domand Draft of Nationalized Bank Shan be concern
		c 11 meaniful Contractor within one month of receipt of the
		The same shall be released on the succession
		completion of the contract. In case of unsatisfactory performance,
		a composit will be fortested.
	Demost	There completion of quarterly servicing, Service Report shall be
13.	Service Report	submitted to the consignee once in every three months.
		Consignee : Administrative Officer III
		Atomic Energy Education Society,
		AECS-6, Western Sector, Anushaktinagar,
		Mumbai – 400 094.
	Settlement of	Any dispute arising out of this contract shall be settled by the sole
14.		1: Line of the CAO / Secretary, AEES or by some outer person
	Disputes / claims	appointed by him whose decision shall be final and binding on the
	etc.	parties under the contract.
15	Validity of rates	60 days from the date of opening the quotation.
15.		is a line blo will be deducted from the bill.
16.		and a second by the company should be adequated.
17.	Safety aspect	. 1 in case of any accident to Working work in our
		. A DDC will not be liable for any claim on this account.
10	. Functioning	The machines should function as effectively as possible after each
18	. Functioning	i i i a
10	). Service	Attendance for service calls should be got acknowledged by
19	Service	the Atomic Energy Education Society
		Mumbai 400 094 between 1000 nours to 100
		1 · 11 - working day of the Cellular Office, 1222
		of such acknowledgement is to be attached the
		The contractor shall maillain scryle and
		a dia Conditionere duly collinersiglied by ADMO
		for complete call of Air conditioners instance at 122
		Guatic and ASTER Cottage should be got acknowledged
		A GEED In charge/Principal & Head, Academic Ont, Albert
-	Any maintenan	ace call shall be attended to by the contractor/his representative with
2		
2	20. Any maintenan delay.	Studio and ASTER Cottage should be got acknowledged ASTER In-charge/Principal & Head, Academic Unit, AEES.  The contractor/his representative without the contractor of the co

Any downward revision in the rate of maintenance charges for the Air Conditioners during 21. 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. The firm should make their own arrangements for visiting these locations for attending to 22. maintenance calls, faults and preventive maintenance and no conveyance will be provided by AEES for this purpose. The maintenance agency should be in the field of Air Conditioners maintenance for at least 23. two years. The list of major clients may be supplied alongwith the company profile. The maintenance agency should have fully equipped Repair Center at Mumbai. 24. The competent authority in AEES reserves the right to reject any or all the quotations 25. without assigning any reason. The quotations finally accepted if any, need not necessarily be the lowest ones. Revision of Maintenance charges: The maintenance charges shall not be subject to any 26. change during the period of contract (except downward revision as stated at Sr.No.21 AEES reserves the right to upgrade systems/exclude from AMC with the knowledge of Agency. Force Majeure: A Force Majeure (FM) means extraordinary events or circumstance 27. 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. The following documents may also be submitted alongwith the quotation 28. 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.	. Place of work Location		तल Floor	मेक Make	क्षमता Capacity	मात्रा (नग) Quantity in (Nos.)	
<b>No.</b> 01		Academic Unit (Window	1 <sup>st</sup> Floor	VOLTAS (VERTIS)	1.5 ton	01	
	Atomic Energy	AC) Office of HAU	1 <sup>st</sup> Floor	HITACHI	1.5 ton	01	
	Education		1 <sup>st</sup> Floor	HITACHI	1.5 ton	01	
	Society, AECS-	Office of Deputy HAU Server Room	1 <sup>st</sup> Floor	VOLTAS	1.5 ton	02	
	6, Western	Conference Room	1 <sup>st</sup> Floor	HITACHI	1.5 ton	04	
	Anushaktinagar, C Mumbai – 400	Office of Treasurer	2 <sup>nd</sup> Floor	HITACHI	2.0 ton	01	
		Office of AO III	Gr floor	HITACHI	2.0 ton	01	
	054.	कुलTotal				11Nos.	
02	ASTER Cottage Annex Building, AECS-4, Anushaktinagar, Mumbai – 400	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	AECS-4, Anushaktinagar, Mumbai – 400	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	
		Total				09 Nos	
		কুল Total Grand Total		+		29 Nos	

### Annexure –III to TE No. AEES/PC&GA/CAMC/AC/2021-2022 $\lambda^{\nu}$ December, 2021

#### SCOPE OF WORK

Servicing the entire equipment quarterly and keep records in job card

Attend any type of complaint within 24 working hours and keep records in complaint register.

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.

New Capacitor also should be metallic tin explosion proof (Epcos / Keltron or

approved make) are only accepted.

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.

Gas charging with pressure testing, flushing, leaks testing, and all processes

including refrigerant & Nitrogen gases etc.

Repairing of electrical circuit.

Repairing of fan motor h.

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

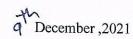
Painting of casing one time in 12 months period including supports j.

Cleaning of condenser by water jet 2 times in 12 months period. k.

Check complaint register regularly and act accordingly. 1.

Additional man power may depute if servicing is not completed during each quarter.

Opening & closing of connecting pipe line holes are in the scope of bidders. n.



# MAINTENANCE SCHEDULE FOR WINDOW TYPE AIR-CONDITIONERS

Sr. No.	Maintenance Activity	Quarterly	Half- yearly	Yearly
1.0	Check Grill Temperature	V	yearry	
2.0	Filter Cleaning	1		
3.0	Cleaning of Cooling Coil	1		
4.0	Clean Condenser Coil (quarterly by air blower & by water jet half yearly)	7	<b>√</b>	
5.0	Lubricate Fan Motor	<b>√</b>	,	
6.0	Check Compressor Current	1		
7.0	Check Compressor & its mounting		<b>√</b>	
8.0	Check Electrical Circuit & accessories/ PCB etc.	V		
9.0	Check Remote Control (Hand Set)	1	3	
10.0	Check Vibration	<b>√</b>		
11.0	Check Sound level	<b>√</b>		
12.0	Clean Outer Casing	<b>V</b>		
13.0	General Cleaning & Services	<b>√</b>		
14.0	Overhauling & painting	√		$\sqrt{}$
15.0	Checking of Swing Motor (if available)	<b>√</b>		

# Annexure –III (b) to No. AEES/PC&GA/CAMC/AC/2021-2022

# MAINTENANCE SCHEDULE FOR SPLIT AIR-CONDITIONERS

Sr. No	Maintenance Activity	Quarterly	Half-	Yearly
1.0	Check Grill Temperature	1	yearly	
2.0	Filter Cleaning	1		
3.0	Cleaning of Cooling Coil	1		
4.0	Cleaning of Drain Line	<b>√</b>		
5.0	Blower & Blower Louvers & Motor	V		
6.0	Swing Motor	7		
7.0	Check electrical PCB	<b>V</b>		· .
8.0	Check Remote Control (Hand Set)	<b>√</b>	,	
9.0	Check Compressor Current	<b>V</b>		
10.0	Clean Condenser Coil (quarterly by air blower & by water jet half yearly)	7	7	
11.0	Check Compressor & its mounting		7	
12.0	Check Electrical Circuit & accessories	<b>√</b>		
13.0	Check Fan Motor & Fan Blade	√		
14.0	Check Vibration	√		
15.0	Check Sound level	<b>V</b>		
16.0	Cleaning Outer Casing	V		5
17.0	Fan Motor oiling	<b>√</b>	v v	
18.0	General Cleaning & Services	<b>√</b>		
19.0	Overhauling & painting			

# Annexure IV to TE No. AEES/PC&GA/CAMC/AC/2021-2022



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	for quarterly servicimg (3 x 7)	Total amount for 4 service (8 x 9)	
1	2	. 3	4	5	(	7		9	10	
	Split Air Conditioners (1.5 ton)	21 Nos.					4			
	Split Air Conditioners (1.0 ton)	05 Nos.					4			
2	Split Air Conditioners (2.0 ton)	02 Nos.					4			
3	Window Air Conditioners (1.5 ton)	01 No					4			
3							कुल योग	Grand Tota		
	विधिमान्यता/Validity : 60 दिन/day								हां/नही	
	जीएसटी पंजीकरण सं. GST Registraton No.									
	पैन नं. PAN No.	4	0 -		200	मंजीक्रमा ग	प्राणापत्र क	) प्रति	हां/नह	
	पैन नं. PAN No. डीपीएस, प.ऊ.वि. या अन्य सरकारी संस्था के साथ पंजीकृत होने की स्थिति में पंजीकरण प्रमाणपत्र की ग्रुति								YES/NC	
	Copy of Registration Certificate,	Copy of Registration Certificate, if any registered with DPS, DAE or any other Govt.								
	समरुप कार्य हेतु एएमसी (प्रतिलिपि	सलाग्नत)							YES/NO	
	AMC for similar job (copy enclosed)									
	कोई अन्य सूचना / Any other information									
	संविदा की अवधि / Period of contract : 1 वर्ष / year						Attache			
									/Not	
	and a second second	00							attache	
	Certificate of GST Registrati	UII							Attach	
									/Not attach	
	Copy of PAN Card हमारे द्वारा उद्घृत दर वाटर कूलर्स, वाटर प्यूरिफायर्स एवं एयर कंडीशनर्स के स्थिति की सर्वेक्षण/सत्यापन के बाद									
	हमारे द्वारा उद्घृत दर वाटर कूलस का है।	, वाटर प्यूा <sup>,</sup>	रफायस एव	५५१ क	91317111 4	Air Candikin	nore.		हां/न	
	का है । The rate quoted by us is after	survey/vei	ifying the	conditio	ns of the	AIF CONGICION	1015.		YES/N	