

**TENDER FOR AMC OF WINDOW/SPLIT/DUCT AIR CONDITIONERS  
INSTALLED AT BRANCHES UNDER NADIAD DIVISION AND DIVISIONAL  
OFFICE OF LIC OF INIDA, NADIAD.**

**LIFE INSURANCE CORPORATION OF INDIA**

**DIVISIONAL OFFICE,**

**PIJ ROAD,**

**NADIAD-387002**

Website: <http://www.licindia.in>

Ref. NDO/OS/AC/2024

Dated: 11/09/2024

M/s.  
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Sub:- AMC of window/split/Duct Air Conditioner installed at Branches under Nadiad DO (**ANAND, Nadiad Branches , Godhra ) and Nadiad Divisional Office**, LIC Of India, Nadiad-387002

Sir,

Sealed tenders are invited on behalf of the Life Insurance corporation Of India for the work of Annual Maintenance of window/split/Duct air conditioners installed at Branches under Nadiad DO and Nadiad Divisional Office, LIC Of India, Nadiad from the experienced agencies in the relevant category of work and who have carried out similar works with Govt. departments/PSU's/MNC's and also from the reputed AC manufacturers or their authorized dealers as per the requirements and details enclosed. The copy of the proof for having carried out similar works in the last financial years should be enclosed with the tender. Tender format can be obtained from office of LIC Of India, Divisional Office, Pij Road, Nadiad or can also be downloaded from our website [www.licindia.in](http://www.licindia.in)

There shall be no extension of the deadline of submission of the complete tenders along with E.M.D. and all other required formalities. LIC Of India, Nadiad shall have the authority to cancel the tender process if LIC Of India, Nadiad does not find a suitable tender. LIC Of India, Nadiad shall have the right to call for fresh tender in these circumstances, where in prior tenderers shall have the right to participate in the fresh process.

Tender documents in respect of the above mentioned works containing 21 Nos. of pages as detailed on page 4 (Index) are forwarded herewith. **Please note that tender is to be delivered in the office of the LIC Of India, Divisional Office, Pij Road, Nadiad 387002 up to 15.00 PM on 01/10/2024.**

The above letter shall form part of the **CONTRACT** and must be signed and returned along with the tender documents.

Yours faithfully

  
Manager OS

Signature of the Contractor with stamp



Life Insurance Corporation of India.

Divisional Office,

Pij Road, Nadiad 387002

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# Life Insurance Corporation of India.

Divisional Office,

Pij Road, Nadiad 387002

## NOTICE INVITING TENDER

LIC Of India, Divisional Office, Pij Road, Nadiad invites sealed tender in Two bid system (Technical & Financial bid in two separate envelopes) for the work of Annual Maintenance of window/split/Duct air conditioners installed at ANAND, Nadiad, Godhra, ) and Nadiad Divisional Office, from the experienced agencies in the relevant category of work and who have carried out similar works with Govt. departments/PSUs/MNCs and also from the reputed AC manufacturers or their authorized dealers as per the requirements and details enclosed.

The details are as summarized below:-

a	Name of Work:	Annual Maintenance of window/split/Duct air conditioners installed at ANAND, Nadiad, Godhra,) and Nadiad Divisional Office
b	Pre-Qualification requirement (PQR) of bidders	Eligibility criteria for the issue of the Tender document are as under: - A) Reputed AC manufacturers or their authorized dealers as per the requirements or their authorized Service providers/contractors/experienced agencies for providing AMC's for air conditioners. B) Should have well established servicing facility.. C) Experience of successfully carried out the similar kind of Air Conditioning AMC work within the last five years. LIC of India reserve the right to call for documentary proof, if required.
c	Sale of tender document	The blank tender document can be collected in person from the office of LIC Of India, Divisional Office, Pij Road, Nadiad <b>up to 27<sup>th</sup> September,2024</b> (except Saturday & Sunday & public holidays) between 10.30 am to 4.30 pm. Alternatively the tender form can be downloaded from our web site <a href="http://www.licindia.in">www.licindia.in</a> from 17 <sup>th</sup> , September,2024 to 27 <sup>th</sup> September,2024
d	Cost of Tender Document	The tender document can be collected against payment Rs. 500/- (Rupees Five Hundred only) (Nonrefundable) by way of demand draft/Banker's cheque/ , in favor of "LIC OF INDIA." payable at NADIAD.



e	Earnest Money Deposit along with tender	Rs.5, 000/- (Rupees Five Thousand only) in the form of demand draft in favor of "LIC OF INDIA." payable at NADIAD shall be submitted along with Technical Bid of the tender while submitting the tender.
f	Last date of submission of tender	The complete tender in a bigger envelope, containing two small envelopes, in which one envelope containing Technical bid having PQR documents & EMD and Second envelope containing Financial bid, shall be submitted by <b>1<sup>st</sup> October, 2024</b> up to 15:00 hours at LIC Of India, Divisional Office, Pij Road, Nadiad
g	Date of opening of Technical Bid ( envelope-1)	The first envelope containing PQR documents and EMD will be opened on at <b>04<sup>th</sup> October, 2024 12:30 pm</b> at LIC Of India, Divisional Office, Pij Road, Nadiad
h	Date of opening of Financial Bid ( envelope-2)	The date for opening of second envelope containing financial bid will be intimated to the qualified bidders.

**Note:**

1. The tenders shall be super scribed with Tender for AMC of Window ,split , Duct Air Conditioners installed at (ANAND, Nadiad, Godhra, ) and Nadiad Divisional Office to be submitted in office by 3 P.M on **01/10/2024** to be opened on the next working day at 12.30 P.M. Any bid submitted after 3 P.M. on **01/10/2024** shall not be considered by LIC OF INDIA.

The Earnest Money in the form of Demand Draft/Pay Order valid for minimum three months from date of publishing of tender on LIC of India website, payable in favour of LIC OF INDIA, ". The GST No. & copy of PAN card of the firm shall be enclosed with the tender. No Cheque are acceptable. Quotations without EMD will be summarily rejected.

2. The tender shall be completed in all respect and should be signed by the Authorized Signatory of Tenderer on all the pages and duly signed all pages of tender shall be placed with Technical Bid. Also the company stamp shall be placed under the signature of person on each and every page of tender document.

3. All the columns of the tender shall be duly, properly and exhaustively filled in. The rates and units shall not be overwritten. The rates shall always be both in figures and words.

4. While applying for the tender document, the intending tenderers shall furnish proof of, experience certificates, works completed/awarded, valid work contract tax /GST No./ VAT/TIN as applicable. Photocopies of the completion certificates/award letters should be submitted along with the tender. Completion certificate issued by the reputed organization / MNC shall also be accepted. In case of certificates issued by the private party, copies of TDS should also be enclosed.

5. Technical bids without Earnest Money will be summarily rejected. Earnest Money Deposit of the unsuccessful bidders will be returned to them after completion of the tendering process.
7. The Tender should be signed on each page, dated and witnessed in all places provided for in the documents; all other papers should be initialed. The Technical bid of the bidders will be opened at 12.30 P.M. on **04/10/2024** and financial bid of the technically qualified bidders only will be opened on a later date. All technically qualified bidders will be intimated accordingly for the same.
8. The person, signing the tender on behalf of company/firm or on behalf of another person shall attach with tender a certified copy of power of attorney/proper authority on a non-judicial stamp paper of requisite value duly executed in his favour by such person, company/firm and must state specifically that he has authority to sign such tenders for and on behalf of such person or company/firm as the case may be, and in all matters pertaining to the contract.
9. The bidders having valid registered with NSIC, DIC or Udyog Aadhar shall be exempted from the submission of EMD/Tender cost. However, in case the said registered contractor become L-1, he will have to deposit the security deposit after award of the work. The copy of the said certificate shall also be enclosed with the tender document for availing the benefits.
10. The tenderer must confirm their acceptance of the terms and conditions mentioned herein and the enclosed documents. Each page of the original quotation document should be signed and returned back and this will form a part of the contract.
11. Complete tender document available on our website [www.licindia.in](http://www.licindia.in)
12. All the communication with respect to the tender shall be addressed to:  
  
Life Insurance Corporation of India.  
  
Divisional Office,  
  
Pij Road, Nadiad 387002

## **INSTRUCTION TO THE TENDERERS**

Tender notice for AMC of window/split/Duct air conditioners installed at ANAND Branches, Nadiad Branches , Godhra, ) and Nadiad Divisional Office with following terms and conditions:-

### **1. General Conditions:-**

1.1 Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.

1.2 The approximate numbers of split/window/duct ACs to be covered under AMC are 55. However, the exact nos./quantity may increase or decrease at the time of issuing of work order/during the contract period.

1.3 The service provider shall provide direct service and shall not employ Sub- Contractors.

1.3 The Agencies can inspect the site and equipments with the AC Technician after taking prior approval between 10am to 5 pm on all working days. No extra shall be payable for non-awareness of the site/equipments conditions and constraints.

1.4 Sealed offers are invited for the Annual Maintenance contract of different make and capacities of window/split, ductable ACs as per the bill of quantity enclosed at annexure-A.

1.5 Corrections, if any in the tender must be attested by the tenderer.

1.6 LIC of India reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.

1.7 Late tenders will not be considered and shall be rejected.

1.8 The rates quoted should be on FIRM & FIXED basis.

### **2. Earnest Money Deposit (EMD)**

2.1 The tender should be accompanied with an earnest money deposit of Rs.5,000/- in the form of account payee demand draft in favour of LIC OF INDIA payable at NADIAD. No Cheques are acceptable.

2.2 Tenders received without prescribed earnest money shall not be considered.

### **3. Eligibility conditions**

3.1 Bidder should have experience in the service / maintenance of Air-Conditioners (Window, Split, Invertor Type and Ductable.

3.2 Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing/has provided AMC of Window & Split AC and Ductable ACs covered in the tender.



3.3 Service providers should furnish PAN, Service provider must have GST Registration & other statutory requirements if any as applicable.

3.4 The agency/firm should not have been blacklisted by any Govt. Office.

3.5 Self attested copy of documentary proof as required above must be furnished along with technical bid Part-I and in case the required information and documents with the technical bid are not furnished, the tender shall be rejected.

The Tender is consisting of two parts:

**PART I- TECHNICAL BID**

**PART II- FINANCIAL BID**

4. The technical bids will be opened first. In selecting technically suitable parties, the decision of LIC of India will be final and binding. Financial bids of only those tenderers who qualify in the technical bid will be opened. Intimation will be sent to through email/telephone/letter those tenderers who qualify in the technical bid. No correspondence in this regard will be entertained.

5. Bids prepared by the tenderer shall contain all requisite information along with self attested supporting documents as per details in Technical Bid Part I.

6. The bigger envelope must be super scribed Tender for Annual Maintenance Contract of window/Split/Duct air conditioners installed at LIC Of India.

The two envelopes inside the bigger envelope must be super scribed as:

**i. TENDERER NAME & SIGNATURE WITH SEAL**

ii. Envelope No-1: The said envelope is for technical bid & shall be super scribed as Tender for Annual Maintenance of window/split/Duct air conditioners installed at LIC Of India , Technical Bid".

iii. Envelope No-2: The said envelope is for Financial bid & shall be super scribed as Tender for Annual Maintenance of window/split/Duct air conditioners installed at LIC Of India , Financial Bid".

The tender must be placed in a properly sealed bigger envelope addressed to Sr. Divisional Manager-LIC Of India, Pij Road, Nadiad and the said bigger envelope shall contain two sealed envelopes containing Technical & Financial bids.

7. The tenders (Technical Bid only) will be opened at LIC Of India on **04/10/2024** at 12.30 Hours (12.30 pm). The Tenderer or their authorized representative (One person only) may be present at the time of opening of the tender.



## 8. Submission of Tenders:

The tender shall be submitted in sealed envelopes super scribed as Tender for AMC of Window/Split/Duct Air Conditioners installed at LIC Of India addressed to the Sr. Divisional Manager-LIC Of India, Pij Road, Nadiad and same has to be deposited before 3.00 P.M. on **01/10/2024**. The tenders shall be opened on **04/10/2024** at 12.30 P.M. in LIC Of India office, Nadiad in the presence of such of the tenderers who may wish to be present, either by themselves or through their authorized representatives. The authorized representatives shall be allowed to participate in the process only upon furnishing the proper authorization from the tenderer with proper photo identification.

## 9. Performance Security: **SECURITY DEPOSIT:**

On selection, the agency shall be required to deposit 10% of the total cost of work as Security deposit and the same will be refunded after successful completion of the period of AMC as specified in the work order.

The EMD of the rest of bidders will be refunded after award of the contract. Security deposit of the above work will be retained by the corporation and the same will be refunded after successful completion of the period of AMC as specified.

10. Nothing extra shall be paid on account of any discrepancy in nomenclature of items. The Tenderer shall seek clarifications if any before submitting the tender.

11. While submitting the tender, any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender are liable to be rejected.

12. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender.

13. Conditional Tenders would not be accepted, and are liable to be rejected.

14. The Tenderer agrees that the rates submitted shall remain valid for acceptance **for a period of 01 year.**

15. The contract is initially for a period of 12 months from the date of its award and can be extended for further period of one/two year on mutual consent on the same rates, terms and conditions. The period of AMC can be extended for another one year based :

a.) On satisfactory performance of the contractor of AMC of previous year.

b.) On mutual agreement/contract.

16. The tenderers must thoroughly inspect the systems and furnish their quotes

17. The financial bids of the participants which are found to meet all the requirements as specified in the Technical Bid will alone be opened on a date which will be communicated at the appropriate time. Only the authorized representative of the firms will be present during the opening of technical and financial bids.

18. After opening of technical bids, if necessary a technical team may inspect the infrastructure of the firm for verification and further action.

19. Complete tender document available on our website [www.licindia.in](http://www.licindia.in)

20. In the event of any dispute the legal matter shall be subjected to the jurisdiction of NADIAD Court only.

21. All the communication with respect to the tender shall be addressed to:

Sr. Divisional Manager ,

LIC Of India, "Jeevan Prakash "

Pij Road, Nadiad-387002

We hereby confirm our acceptance to the instructions (S.No-1 to 21 above) as given above.

SIGNATURE OF THE CONTRACTOR

## **GENERAL CONDITIONS OF CONTRACT**

1. Corporation shall mean LIC Of India, Divisional Office, Nadiad and shall include their legal representatives, successors and permitted assigns.
2. The bids should be valid for at least 04 months from the date of opening of the tender. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract.
3. The contractor or his representative should not remove, disturb, and dislocate the existing equipment and its parts from its positions until and unless it is authorized by the Engineer in Charge.
4. The entire installation should be intact at any time of inspection as was handed over to him at the time of initial taking over of its maintenance and operation. Care shall also be taken not to damage installation by improper handling.
5. The Contractor shall inspect and examine the Site and its surrounding and shall satisfy himself before submitting his tender as to the nature of the Site, the quantities and nature of works and material necessary for the providing the services.
6. The Contractor shall be deemed to have satisfied himself before tendering as to the Correctness and sufficiency of his tender for the works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall except as otherwise provided, cover all his obligations under the contract and all matters and things necessary for the proper completion and maintenance of the Works.

## **7. TAKING OVER AIR CONDITIONERS FOR AMC CONTRACT**

All air-conditioners shall be taken from the department on "as and where installed " basis in running condition.

The contractor shall ensure that all Air conditioners are in proper working conditions at the time of taking over.

After completion of the contract, contractor shall hand over the system in perfect running condition (complete in all respects as per inventory) to the department.

## **8. Commencement of Work**

The Contractor is required to start the work within 10 days from the date of award / date of communication of acceptance of the tender. In case it is found that the work has not been taken up within ten days from the date of acceptance of the tender or issue of the work order, LIC Of India may cancel the work order and forfeit the Security Deposit, deposited along with tender without any reference to the Contractor.



## **9. DURATION OF CONTRACT :**

The contract would be initially for a period of 12 months from the date of commencement of work. It can be extended further period of one year on the same terms and conditions, if both parties desire/agree.

## **10. Renewal of the contract**

After expiry of the AMC of 12 months, the agency/contractor may be required to provide AMC services for subsequent year also which can be extended further on satisfactory performance of the previous year of the contract .

11. The rates of AMC shall be inclusive of all taxes, duties octroi, works contract tax, cartage loading, sales tax, turnover tax and any other statutory taxes and service tax complete in all respects, valid for a period of one year from the date of award of contract.

12. The tenderer shall quote the rates in the enclosed BOQ of window/split/Duct AC in annexure A.

## **PAYMENT TERMS AND CONDITIONS:**

The payment to the agency will be made on quarterly basis at the end of each quarter against invoice with PAN number, raised by the agency and based on past performance. TDS, Service Tax, WCT and any other tax as applicable as per prevailing rates will be deducted before making the payment. Quarter shall mean three months.

The maintenance charges quoted by the agency per item is on yearly basis inclusive of all taxes and levies applicable. No escalation of prices shall be permitted on any ground.

The AMC payment will be released quarterly at the end of each quarter on production of bill and service reports duly signed by the Officer (OS) or any other authorized staff of the works Branch/Division of LIC Of India

This is the sole responsibility of the contractor to submit the service reports of scheduled / breakdown service report at the time of submission of bill.

## **Security Deposit:**

Total security deposit shall be 10 % of the accepted tender cost and shall be deposited by the contractor within ten (10) days of receipt of the letter of intent/notification of acceptance of the tender by him. All compensation or other sums of money payable by the contractor under the terms of this Contract or any other Contract or any other account whatsoever may be deducted from the security deposit.

**Refund of Security deposit:** Security deposit refundable without interest to the Contractor shall be refunded to the Contractor after AMC period of 12 months has been completed satisfactorily.

Security Deposit will be forfeited in the event of the contract offered in full or in part not being fulfilled by the Tenderer/Contractor.

**Labour:-**

a) The Contractor shall indemnify and keep indemnified the Corporation against:

i) Any claim arising out of third party loss/ damage to life or property caused by/ during execution of the work.

ii) Any claim arising out of loss/ damage to the workmen engaged by the contractor during execution of the work.

**Income Tax/WCT/VAT**

Income tax including surcharge if any, at the prevailing rate shall be deducted from the Contractor's bills as per the provision of Income Tax Act. The Contractor shall ascertain from the concerned commercial tax department regarding the applicability of Works Contract Tax / VAT/TIN. Necessary deductions will be made from the contractor's bill as applicable.

**REVIEW OF CONTRACT:**

The performance of the firm shall be reviewed in every quarter and if the performance is not found satisfactorily, the contract will be terminated by giving on 15 days notice.

**Tool and Plants:**

The required tools and plants for carrying out the work shall have to be arranged by the Contractor at his cost and no tools will be arranged

by LIC Of India at site.

  
Manager (OS)

SIGNATURE OF THE CONTRACTOR



Life Insurance Corporation of India.

Divisional Office,

Pij Road, Nadiad 387002

(Undertaking from Tenderer)

To,

The Sr. Divisional Manager,

LIC Of India, Jeevan Prakash

Pij Road,

Nadiad.

Sir,

Name of work :	Annual Maintenance of window/split/Duct air conditioners installed at ANAND, Nadiad, Godhra, , ANAND) and Nadiad Divisional Office
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Dear Sir,

HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS

Notice Inviting Tender

Instruction to the Tenderer

General Conditions of Contract

Format & Requirement for submitting Technical Bid

Format & Requirement for submitting Financial Bid

Technical Specifications of items for which tender issued

I/We \_\_\_\_\_ do hereby submit tender for Annual Maintenance Contract of the window/split/Duct air conditioners installed at at ANAND, Nadiad, Godhra, ANAND) and Nadiad Divisional Office, as per the quoted rate and in all respects in accordance with the conditions applicable.



I/We enclose herewith a Bank Draft /Pay Order for Rs. 5, 000/- as Earnest money. I am aware that the Earnest Money will not bear any interest.

If this tender is accepted, I/We agree to abide by and fulfill all the terms and provisions in the tender documents and agree to enter into an agreement with all the conditions that may be stipulated by the LIC Of India or in default there of pay to the LIC Of India the sum of money mentioned in the said condition without prejudice to any other right of the LIC Of India.

I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully followed the instructions and I/We have understood the existing system of supply in the LIC Of India, including the scope and nature of duties expected from the Tenderer.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the LIC Of India based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said contract, agreements, stipulations, restrictions and conditions.

Any notice required to be served on me/us shall be sufficiently served on me/us by post (registered or ordinary) or courier or left at my/our address furnished herein.

I/We fully understand the terms and condition of the contract to be entered into between me/us and the Corporation and the written agreement shall be foundation of the rights of both the parties and the contract shall not be deemed to be completed until an agreement has been signed by me/us and the LIC Of India.

Date this \_\_\_\_\_ day of \_\_\_\_\_ 2024

Name of the Tenderer/s:

Seal:

Authorized Signatory:

With complete address, phone/fax numbers

Life Insurance Corporation of India.

Divisional Office,

Pij Road, Nadiad 387002

DECLARATION

(To be given by Tenderer at the time of submission of complete tender)

Name of work:

Annual Maintenance of window/split/Duct air conditioners installed at ANAND, Nadiad, Godhra, ANAND) and Nadiad Divisional Office.

I/We have read the Tender documents and related matters carefully and diligently and that I/We have submitted the tender after having studied, understood and accepted the full implications of the agreement.

The requirements of the tender agreement as stated above will be fulfilled by me/us to the satisfaction of the LIC Of India, Nadiad.

Signature of Tenderer:

Seal:

(Authorized Signatory):

(To be submitted along with the tender document)

Enclosures: (Details shall be given for the documents attached)

- 1.
- 2.
- 3.
- 4.
- 5.

# Life Insurance Corporation of India.

Divisional Office,

Pij Road, Nadiad 387002

## SCOPE OF WORK

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.** Routine maintenance service which shall include at least the following services:

1. AMC of Window/split AC and Duct AC shall include supply of all material spares, replacement /repairs of compressor from OEMs, gas charging, air filter, electrical parts, servicing, overhauling, greasing, starting relay, overload protector, wiring repairs, motor rewinding with bush and shaft, tapes including handling charges, blower motor/outdoor fan motor, digital scanner, piping, insulation and spares of outdoor/indoor units replacement etc., complete in all respects, for ensuring the desired levels of cooling.

2. There should not be loose cables, hanging boards, naked live cables etc. Proper earthing is must wherever it is required.

4. It shall be responsibility of the contractor to hand over the all AMC awarded AC units to LIC Of India in working condition at the expiry of the Contract period.

5. This Annual Maintenance Contract shall be a contract for different types/make/capacities of air-conditioners.

6. The air conditioners that are not serviceable by the agency / beyond economical repair due to obsolescence of technology or non-availability of parts / components / assemblies will be withdrawn from the maintenance contract. Withdrawal of such air conditioners shall be communicated to the agency and equivalent maintenance charges shall be deducted from the amount due to the agency. Preventive maintenance service would be carried out by the service provider regularly to keep the equipment running in a trouble free condition during the period of contract. Wash the filter of all the ACs every Quarter.

5. 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.

6. In case an AC is to be taken to the Service Station/Workshop for repairs etc. with the permission of the Officer in charge, the contractor will provide standby AC. LIC Of India will not pay any charges for standby AC and will not be responsible for any damage occurred in the standby AC.



7. Details of all minor/major, routine/preventive repair/maintenance job undertaken shall be entered into the service sheet.

Following work is included in the Annual Maintenance Contract of window/split/ductable type air-conditioners:

Besides periodic servicing of the ACs, contract shall include attending the breakdown calls, providing and fixing of any components of the machine (free of cost) viz. starting capacitor, running capacitor, thermostat, over load relay, selector switch, indicator, nuts, bolts, screws, motor capacitor, rewinding/repair of motor, repair/replacement of blower motor, brazing of coils if leaking, part wiring or complete wiring of AC (internally), supplying and charging of refrigerant gas, providing and replacement of compressor with new one or manufacturer repaired compressor (no cut weld/locally repaired compressor will be accepted as replacement), repairing of the insulation/pipes of split ACs, etc. to ensure that ACs function in proper way.

Split/window/ductable air conditioners

Time schedule and periodicity of work

**Work to be carried out Quarterly :**

The servicing and maintenance shall be carried out without disturbing the normal functioning of the office, The filters shall be cleaned on weekly basis and record thereof shall be maintained.

Note: - Repairing is to be done immediately if on inspection any defect is found.

**Quarterly Preventive Maintenance shall include the following:**

- # Checking motor bushes
- # Ground connections
- # Checking connections at the main plug
- # Cleaning of blower and condenser fan
- # Cleaning the evaporator and condenser coils
- # Cleaning the equipment
- # Checking and tightening nuts and bolts
- #Oiling the motor
- # Checking the cooling efficiency.
- #Overhauling of the AC with chemical washing process

However, the air filter of the Air-Conditioning Units shall be cleaned every month of the quarter.

**Break-down service (BDS):**

Breakdown calls shall be attended to immediately and a record of such service, duly acknowledged by the person in charge of the location of the air-conditioner, shall be maintained. Breakdown service will include replacement of genuine spares & Compressor and Gas filling at the cost of the service provider.

**ANNUAL MAINTENANCE SERVICES (ONCE A YEAR)**

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.
- c) Prevention of rusting of units.
- d) The ACs installed are of Carrier, Hitachi, Daiken, Voltas, LG, Logicool, Blue Star & other Brand. In off season there is during the lien period of winter the contractor shall attend all the Air conditioner units for major attentions and keep the equipment ready for use for the next summer.
- e) Checking operation of controls of the air- conditioners such as thermostat, relays, remote control etc.
- f) Checking air flow through the supply air grill, return air grill, condenser.
- g) Checking operation of the drive motors and fans
- h) Checking air temperature at supply air grill, return air grill, Inlet air condenser, outlet air from condenser
- i) Checking Firmness of supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of air-conditioners etc. Anti-rusting Painting of the MS portion prone to rusting
- j) Replacement of any component of air conditioners found defective after the above checks and tests.

**Exclusion of contract**

The following Shall not be a part of this contract: -

1. Electronic remote control, All plastic components, Bottom Tray, Cabinet cover and shifting charges of window/split/ductable ACs.
2. Replacement of sheet metal part, front panel / grill, outer wrapper / casing.
3. Replacement of cooling and condenser coil.

4. Heating systems is not included.

5. Voltage stabilizers are not included.

**Cancellation of Contract**

In cases of poor workmanship and non-compliance of tender/agreement or services provided by the contractor are not found to be satisfactory, the contract shall be terminated by the department by giving 15 days notice even before the expiry of contract period and shall be forfeited the security deposit without assigning any reason what so ever.



## FINANCIAL BID

## BOQ for AMC of Window/ Split/ductable ACs

Sr.No	Details of A.C Units	Make	Unit	BRANCH	Qty	PURCHASE ON	Rate	Amount
<b>Window AC Units</b>								
1	1.5/2.0 Tr Window Air Conditioner	Voltas/ Blue Star/ Videocon/LG/Carrier/ Citi/Durant	Nos	NADIAD-1 NADIAD-II. ANAND-I ANAND-II	06 08 02 01	2017 2017 2018 2018		
<b>Split AC Units</b>								
2	1.0/1.5 Tr Split Air Conditioner	Voltas/ Blue Star/ Videocon/LG/Carrier/ Citi/Durant	Nos	NADIAD DO	09	2008/09		
	2.0 tr split Air Conditioner	Voltas/ Blue Star/ Videocon/LG/Carrier/ Citi/Durant	Nos	NADIAD DO NADIAD-1 NADIAD-II.	05 01 01	2017/23 2017 2014		
<b>Ductable AC Units</b>								
3	8.5 Tr	Voltas/ Blue Star/ Videocon/LG/Carrier/ Citi/Durant	Nos	NADIAD-1 NADIAD-II. GODHRA ANAND-I ANAND-II	01 01 04 04 05	2017 2017 2017 2018 2018		
	Total Amount Rs			TOTAL	48			
	GST							
	Net total Rs.							

Total Amount in words: \_\_\_\_\_

Seal &amp; Sign. Of the Agency

Date : \_\_\_\_\_

Note: The above AMC is for one year, the bidder shall quote rate for 01 year in above BOQ and the payment shall be made accordingly on quarterly basis as per actual.

**TECHNICAL BID (Annexure-I)**

Sr.No	Particulars	Yes/No	Details	Page No.
1	Name of the bidder (Firm)			
2	Name of the representative			
3	Address of the bidder			
4	Land line Tel Nos of the bidder			
5	Mobile Nos of the bidder			
6	Email of the bidder			
7	Tender Fee (enclosed)		a.) Name of the Bank _____ b) Amount ( ) _____ c.) Demand Draft No. _____ d.) Last Validity _____	
8	Earnest Money Deposit enclosed		a.) Name of the Bank _____ b) Amount ( ) _____ c.) Demand Draft No. _____ d.) Last Validity _____	
9	Registration No. of the Firm: - (Please enclose the copy of registration)			
10	GST No (Please enclose the copy)			
11	PAN No (Please enclose the copy)			
12	Head office or Branch Office in Nadiad/Ahmedabad/Vadodara			
13	Details of Income Tax Registration (Enclose Last 3 years Income Tax Return. (self certified)			
14	The bidder must have Experience of maintenance of Split/Cassette/ Tower/Window Air Conditioners of reputed brand/makes for at least last three years in the Government/ Semi Government/Government autonomous bodies/PSUs/ Institutes etc. The experience and capability must be supported through documents.			

	(Enclosed).			
15	The bidder should not have been blacklisted by any Government/ Semi, Government/Government autonomous bodies/PSUs/ Institute. A Notarized undertaking has to be given by the bidder			
16	Turnover Details The bidder should have average annual turnover of more than 05.00 lacs during the last three financial years i.e. FY 2021-22, 2022-23 & 2023-24 (Valid CA certificate to be enclosed)			
17	Declaration – I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in.			