

**COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR SMOOTH  
FUNCTIONING OF WINDOW, SPLIT, TOWER A.CS, WATER COOLERS,  
DESERT COOLERS, GEYSERS AND CENTRALIZED A.C. PLANT  
AT CCS NIAM , KOTA ROAD, BAMABALA, JAIPUR, RAJASTHAN**

## **TENDER DOCUMENT**

YEAR – 2010  
Rs. 300/-

Last date for submission of tender document upto: 06/09/2010 –2:30 PM  
Date of opening of bid: : 06/09/2010 – 3:00 PM

**CHOUHARY CHARAN SINGH  
NATIONAL INSTITUTE OF AGRICULTURAL MARKETING  
KOTA ROAD, BAMBALA  
NEAR SANGANER JAIPUR – 302 033  
PHONE No. 0141 – 2795111, 2795104**

# TECHNICAL BID

**CCS NATIONAL INSTITUTE OF AGRICULTURAL MARKETING**  
**Kota Road, Bambala, Jaipur – 302 033, Rajasthan**  
**Ph:0141-2795111, 2795104**

## Notice Inviting Tender

**Name of Work: Comprehensive Annual Maintenance Contract for Smooth Functioning of Window, Split, Tower A.Cs, Water Coolers, Desert Coolers, Geysers and Centralized A.C. Plant At CCS NIAM , Kota Road, Bamabala, Jaipur, Rajasthan**

1. Wax sealed Tenders on behalf of Director General , CCS NIAM are invited in two bid system i.e. “Technical +EMD” and Financial separately for the above work. Contractors who have successfully carried out three similar AMC works for maintaining not less than 30 AC units in each case in the last three years. The bidder should have successfully completed all similar AMC contract awarded to them by any Govt./ Public Sector organizations/Autonomous bodies etc. during the last year. Kindly attach successful completion certificate of all respective departments. The bidder must fulfill these criteria otherwise bid shall be regretted out rightly.
2. Tenders should be on the specified form (Non-transferable) which may be obtained from the CCS NIAM, Jaipur **during office hours upto 06/09/2010 on payment of Rs. 300/-** (Rupees Three hundred only) by demand draft of a scheduled bank drawn in favour of Director General, CCS NIAM or in cash. Tender document maybe downloaded from the NIAM website i.e. [www.ccsniam.gov.in](http://www.ccsniam.gov.in)
3. Tenders should be submitted in **double sealed covers** super-scribed with the name of the work, date and time of opening written both on the inner and outer envelopes. They will be **received upto 2:30 P.M. on 06/09/2010** and **bids** will be **opened at 3.00 PM** on the same day in the presence of bidders if any. Tenders should be dropped in the tender box before the closing date and time indicated.
4. The earnest money amounting to **Rs. 20,000/-** (Rupees twenty thousand only) as demand draft or pay order of a schedule bank and drawn in favour of Director General, CCS NIAM, Jaipur should accompany the tender in the envelope of technical bid. Tenders received without earnest money will be invalid.
5. The employer does not bind himself to accept the lowest or any tender and Director General, CCS NIAM, Jaipur reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
6. Canvassing in connection with the tenders is prohibited and the tenders submitted by the contractor who resorts to canvassing are liable for rejection.

8. Tender submitted shall remain valid for 60 days from the date of opening for the purpose of acceptance and award of work, validity beyond 60 days from the date of opening shall be by mutual consent.
9. The tenderer shall quote rates both in figures and words. He shall also workout the amount for each item of work and write in both figures and words (In Annexure III). On check if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the higher rate of the two shall be considered.
10. The tenderer should see all the units installed in different locations physically.
11. Before tendering, the tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility of the site, nature and extent of ground, working condition of site and locality including stacking of materials, installations of tools and plants (T&P) etc., conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the Employer in any circumstances.
12. Earnest money will be forfeited if the contractor fails to commence the work as per letter of award.
13. Except writing rates and amounts, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders.

#### **14. Performance Security**

- (i) The Vendor should furnish performance security to CCSNIAM, Jaipur for an amount of 10% of the **contract** price valid up to 12 months from the date of implementation of AMC Contract, in the Performance Security Form prescribed by CCS NIAM, Jaipur (Annexure-11). The first payment will be released subject to the production of this document.
- (ii) Failure of the successful Bidder to comply with the requirement of above shall constitute sufficient grounds for the annulment of the award in which event NISCAIR may make the award to the next evaluated bidder or call for new bids.
- (iii) The proceeds of the performance security shall be payable to CCS NIAM, Jaipur as compensation resulting from the Vendor's failures to complete its obligation under the contract.
- (iv) The Earnest Money can be adjusted against the Performance Security Deposit, to be furnished by the successful Tenderer.
- (v) The Performance Security Deposit would be refunded after the successful completion of AMC and no interest would be paid.

15. **Acceptance Certificate**

The Vendor will test all the systems offered to him by CCS NIAM for AMC and give his acceptance to provide services under AMC based on their proper functioning

16. **Nodal Group**

A nodal group of CCS NIAM employees will be formed to supervise the AMC services provided under this AMC contract.

(i) The quality of Services will be reviewed after every 3 months and payment will be made only when the services are found to be satisfactory as per the terms and conditions of this contract.

(ii) If at any stage, the service of the firm to whom the contract is awarded, is found not satisfactory, The Director General , CCS NIAM , reserves the right to terminate the contract with IMMEDIATE effect without assigning any reasons.

17. **Payment Conditions**

(a) Payment will be made only after 3 months, i.e. on quarterly basis.

(b) Payment of each quarter will be made after ensuring that AMC services have been satisfactory during the period.

## **18. Scope of Work:**

### **1.0 Work to be done**

Periodic servicing of window/split type air-conditioners and water coolers to ensure their proper functioning without break down as per the periodicity given in the periodicity schedule. Following work is Included in the annual maintenance contract of window/split type air-conditioners and water coolers:

#### **1.1 Window/split type air-conditioners:**

Contract shall include the periodic servicing of A.Cs and attending the breakdown calls including 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, providing and replacement of compressor with manufacturer -T@, --repaired one, painting of machine including cover using synthetic enamel paint of suitable colour etc. to ensure that ACs function in proper way. AMC does not includes: supplying of coils, grill, body cover , blower motor. Rest all the parts are included in AMC.

#### **1.2 Water coolers:**

Servicing of water coolers as per schedule, including supplying and fixing of any material (free of cost) needed for keeping the water coolers in functioning state all the time, work includes supplying and charging of refrigerant, any consumable component viz. capacitor, relay, thermostat. Water tap, drain component if any, wiring (including supplying of wire), supplying and replacing the compressor with manufacturer repaired one.

### **2.0 Time schedule and periodicity of work for window/split type AC and water coolers**

#### **2.1 Work to be carried out monthly:**

- (a) Cleaning of filters of all the air conditioners to conserve the energy and checking of current drawn by each AC to know the healthy condition.
- (b) Cleaning of water tank of all the water coolers under the contract and checking for their proper functioning and submitting the report.

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

## **2.2 Work to be carried out on quarterly:**

All works to be carried out as carried out in monthly schedule above and

- (a) Oiling of blower motor and ensuring that it is not abnormally heated up and working OK.
- (b) Checking of thermostat limits for proper temperature control, in case found defective to be replaced with new one.
- (c) Tightening of all electrical connections.
- (c) For water coolers work is to be done as per Its maintenance manual and it Is to be ensured that water coolers are functioning

## **2.3 Works to be carried out yearly-**

- (a) All the works to be carried out as carried out in quarterly schedule above, and
- (b) Painting of each AC in complete including cover of the machine with synthetic enamel paint of suitable colour as required minor repair of body and cover if needed to be done.
- (c) Washing and cleaning : The contractor shall clean and wash any particular unit if required, one or more times.

**Note :** If for the above maintenance, any or all material, tools, plants, instruments, etc. needed are to be arranged by the contractor at his own cost. Institute, will not provide anything to the contractor including consumable or non- consumable parts.

**2.4** Ist quarterly servicing to be done soon after award of the work and as per condition of award letter, but to be completed within 15 days of effectiveness of the award letter. During the Ist servicing minor repairing of body and cover and painting is to be done. After that painting is to be done on 4th quarterly servicing only.

**2.5.** For the ACs and water coolers, which are found defective, only item rates as agreed will be paid to the contractor. No payment of servicing, washing, etc. will be paid upon, since the machines will be under AMC immediately after replacing the defective component, etc if any.

**2.6** The contractor will handover all the A.Cs and water coolers in satisfactory running condition after completion of the contract.

## **20. Terms for Maintenance of Air Conditioners and Water Coolers (Comprehensive maintenance with parts)**

- (i) The firm shall, provide one technician for running the AC plant on daily basis.
- (ii) All the component required for replacement will be of manufacturer's make or of equivalent quality.

- (iii) The breakdown maintenance call shall have to be attended within four hours and the machine will have to be set functional within twenty-four hours failing which the firm has to arrange for the alternative system till it is repaired.
- (iv) In case, if the above condition (iii) is not complied with, a penalty @ Rs. 500/- per day per machine will be levied on the bidder/contractor. The amount of penalty will be recovered from Bank Guarantee/performance security given by the firm.
- (v) In case, if compressor needs to be replaced it will be replaced with new one or manufacturer repaired compressor. No cut weld/locally-repaired compressor will be accepted as replacement.

All systems will have to be overhauled once in a year and painted.

**TO UNDERSTAND THE COMPLETE WORK, CONTRACTOR MUST VISIT THE SITE (CCS NATIONAL INSTITUTE OF AGRICULTURAL MARKETING CAMPUS, JAIPUR) BEFORE QUOTING THE RATE .**

## ANNEXURE – I

MAINTENANCE INFRASTRUCTURE FACILITIES INCLUDING ADDRESSES OF THE LOCAL SERVICE CENTERS

<b>LOCATION</b>	<b>Address of the Service Center</b>	<b>Name of the Contact Person with Telephone No., Fax No. and E-mail</b>	<b>Total No. of qualified Service Engineers</b>	<b>Remarks</b>

**Signature of the Bidder**

Name:

**ANNEXURE-II**

**STATEMENT OF TECHNICAL SERVICES  
For Comprehensive maintenance contract with parts**

Dear Sir,

Following are the Technical details of the services offered under the contract.

<b>S. No.</b>	<b>Item</b>	<b>Component Covered under AMC as per clause No. 1.1 and 1.2</b>	<b>*Component Not Covered under AMC</b>	<b>**Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>I</b>	<b>Air Conditioner</b>	<b>All except those mentioned under column 4 of this table</b>		
<b>II</b>	<b>Water Cooler</b>	<b>All except those mentioned under column 4 of this table</b>		

(Signature of the bidder)

Name:

Place:

Date:

Seal

**\*Components not mentioned in this column will be presumed to be covered under AMC**

**\*\*Mention deviations, if any, from the terms of contract.**

**FINANCIAL BID**

ANNEXURE-III

**CCS NATIONAL INSTITUTE OF AGRICULTURAL MARKETING**  
**Kota Road, Bambala, Jaipur - 302 033, Rajasthan**  
**Ph:0141-2795111, 2795104**

**Name of work:** Comprehensive Annual Maintenance Contract for smooth functioning of Window, Split, Tower A.Cs, Water Coolers, Desert Coolers, Geysers and Centralized A.C Plant At CCS NIAM , Kota Road, Bamabala, Jaipur

**Abstract**

<b>Sl. No.</b>	<b>Description of item</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount in words</b>	<b>Amt. In figures</b>
<b>1</b>	AC Window Type 1.5 Tr	<b>Each</b>	72			
<b>2</b>	Window type 2.0 Tr	<b>Each</b>	16			
<b>3</b>	Split type 1.5 Tr	<b>Each</b>	21			
<b>4</b>	Split type 2.0 Tr	<b>Each</b>	05			
<b>5</b>	Split type 3.0 Tr	<b>Each</b>	21			
<b>6</b>	Tower AC 3.0 Tr	<b>Each</b>	12			
<b>7</b>	Water coolers	<b>Each</b>	08			
<b>8</b>	Desert Cooler	<b>Each</b>	70			
<b>9</b>	Geyser	<b>Each</b>	90			
<b>10</b>	Maintenance of Centralized AC plant alongwith one operator to be positioned	<b>Each</b>	01			
Total Rs						

Signature of bidder  
Address and seal of firm if any

Place & Date:

Company Seal:

NOTE:

1. Prices to be quoted in Indian Rupees only in both figures & words.
2. Any cutting etc. shall be duly circled & signed by the bidder failing which Financial bid may be rejected.
3. Vendor should quote all-inclusive priced including all taxes and duties etc. for Successful execution of the contract.
4. Payment will be released after deducting TDS @ 2.091% and penalty, if any.