

# NATIONAL INSTITUTE OF FASHION TECHNOLOGY KANNUR



## Quotation for Annual Maintenance Contract for Air Condition Machines

No.NIFT/KNR/Maintenance/AC/2018

Dt.17.05.2018

Form issued  
to \_\_\_\_\_

### Time schedule for quotation process:

<b>Date of publication of quotation</b>	<b>17.05.2018</b>
<b>Last date for receipt of duly filled in quotations</b>	<b>30.05.2018 up to 12.00 Hours</b>
<b>Date and time of the opening tenders</b>	<b>15.00 Hours on 30.05.2018</b>

**Note: This document contains 09 pages and bidders are requested to sign on all the pages. The ANNEXURE I should be sealed by the bidder in separate covers duly super scribed & both these sealed covers are to be put in a bigger cover which should also be sealed & duly super scribed as "Quotation for Annual Maintenance Contract for Air Condition Machines"**

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**National Institute of Fashion Technology, (Ministry of Textiles, Govt. of India)  
NIFT CAMPUS, Mangattuparamba, Dharmasala, Kannur– 670 562.**

Phone: 91-497- 2784781 -83, Fax no. 91 80 2784785. Web: [www.nift.ac.in/kannur](http://www.nift.ac.in/kannur)

## **Quotation for annual maintenance contract for air condition machines**

Closed bids are invited for Annual Maintenance Service for Air Condition (A/C) Machines fitted in different departments of NIFT Kannur Campus. Format of application is also given. The last date of receiving the quotation is on **30<sup>th</sup> May 2018, 12.00 hours**. The bids will be opened on **30<sup>th</sup> May 2018, 15.00 hours** at Administrative Office. For more details visit Engineering section, NIFT Campus in working hours from **09.30 hours to 17.00 hours from Monday to Friday**.

Interested Agency who have GST registration may participate and submit the best quote in the Annexure – I and submit the same by post/ courier / by hand, so has to reach National Institute of Fashion Technology, NIFT campus, Mangattuparamba, Kannur 670562 on or before 30.05.2018, 12.00 hours.

### **I. Terms and Conditions**

1. The contract is for a period of 12 months from the date this agreement and the contractor shall bound to carry out routine maintenance services of all the Air-Conditioning units in the appended list during the period of contract.
2. During the contract period the contractor shall bound to attend breakdown service of Air-Conditioners, if any within a period of 24 hours of intimation through telephone/ mobile phone/ Email by the Engineer Section or any other person authorized by the Principal in this behalf
3. Charges in connection with the replacement of spare parts and compressor shall be paid extra on production of valid invoice through which the purchase is affected and an essentiality certificate from the department/section/person in-charge of the Air-Conditioning unit.
4. Before performing the routine/ breakdown service, the Contractor should take due permission from the concerned section in charge/ HOD of the department and demonstrate the working of the Air-Conditioning units to such person after the servicing.
5. While performing the routine / breakdown service, the contractor shall take due consent from the authorized person before making any replacement of parts/ major systems.
6. Up on completion of the routine service or breakdown service the Contractor shall enter the details of work done, parts replaced if any and specific remarks if any with date in the maintenance register and get it endorsed by the person in charge of the Air-Conditioning units concerned.
7. Payment will be made quarterly basis on the quoted amount on successful servicing of every quarter which needs to certify by the in charge section/ Engineer section.
8. During the routine/ breakdown service of Air-Conditioners, the Contractor should take sufficient measures for the safety of the technicians and workers engaged by him in such maintenance activities and the Contractor himself only shall be responsible for any loss or damage caused to him or the people deputed by him in this regard.
9. During the course of service of the Air-Conditioners any damages or losses that may occur to the Air-Conditioning units or any other equipments or assets of NIFT Kannur due to careless/ improper handling or faulty/ improper adjustments, the Contractor shall be responsible for the same and he will be bound to compensate for the losses suffered to the institute in that respect.

10. If the Contractor fails to comply with or violate any terms and conditions of this agreement, he shall bound to forfeit to the entire Security Deposit and the contract become automatically seized with immediate effect. The Contractor will have no claims what so ever on the Institute.
11. The spare parts used for replacement shall be procured from the authorized dealer/ service center of same make/ quality as installed in new air Conditioner with warranty or guarantee as per manufacturer. The original bills/ vouchers of purchase of spare parts are attached with the Quarterly payment claims as a proof of it's genuinely.
12. All dismantled/ replaced spare parts to be deposited with the in charge/ Engineer section/ authorized representative of NIFT Kannur and details be entered in the register (demolition/ dismantled register) & signed by the both parties.
13. All the spares/consumables required and used for attending these services would be purchased from the original suppliers (as per the make of ACs) and would be brought to site in original packing.
14. A log book shall be maintained for the servicing and repairs carried out and should get signed from the NIFT Engineer in charge.
15. The qualified bidder should execute an agreement in stamp paper of Rs 200/-within 7days of work order issued.
16. The service provider shall maintain services logbook/ file containing copy of the cards duly signed by the users and countersigned by NIFT Kannur official.
17. In case of continued non-performance and inability to meet service requirements, this office shall reserve the right to terminate the contract after giving 15 days' notice in writing.
18. It will be the sole responsibility of the Contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:
  - Employment of Children Act
  - ii. Workmen Compensation Act
  - iii. Employment of Labour /Contract Labour Act
  - iv. Industrial Employment Act
  - v. Contract Labour Abolition and Regulation Act 1970
  - vi. Minimum Wages Act
  - vii. Employee Provident Fund Act
  - viii. Any other act or legislation which may govern the nature of the contract.
  - Any liability arising on NIFT Kannur shall be deducted from the bill soft he Contractor and if the full amount is not recovered then the same shall be recovered from the security deposit of the Contractor. There would be no liabilities towards the workers of the Contractor by NIFT Kannur.
19. NIFT Kannur, through its officers, reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portion soft he same carried out departmentally or otherwise and such alterations and variations shall not violate this contract.
20. In the event of the Contractor failing to execute the work under contract in whole or in part an alternative arrangement will be made by NIFT Kannur, at the risk and cost of the contractor besides any suitable fine/ penalty.

21. The Contractor shall be liable to pay compensation for any loss and damage caused to the property of NIFT Kannur or its students by the Contractor or his workers. The Contractor shall personally be responsible for the conduct of his staff and in case of any complaint against any staff; Contractor will be under obligation to change the worker when instructed by authority. The contractor shall observe all the laws and will be responsible for any prosecution or liability arising from breach of any of those laws. NIFT Kannur will not hold any responsibility with regard to staff on the role of the contractor what so ever.
22. The Contractor and his staff shall follow the rules and regulations of the Institute in force and Instructions issued from time to time. NIFT Kannur will be free to take action against the Contractor for violating the same.
23. Units taken out of the office premises for the service at workshop shall be returned at the earliest & in any case, within a week time or reason for delay should be submitted in written.
24. **Dress Code:** The workers/supervisors should be properly dressed (preferably uniforms with company's logo) to be identified separately.
25. **Identity card:** The contract or must issue identity card to his workers/ supervisors and submit police verification certificate for all work men engaged by him along with supervisors to NIFT.
26. Any action on the part of the tenderer to influence any officer of the institute or canvassing in any form shall make the tender liable for rejection.
27. The contract will be for a period of one year initially, which can be extended further on satisfactory performance of the previous year of the contract as per NIFT Policy (maximum 3 years).
28. NIFT Kannur extend the contract to such further period(s), as it may deem proper, having regard to the quality and manner of the contractor's performance. However, it shall be with consent / written request by the contractor in this regard.
29. The quantities indicated are purely tentative and likely to vary on either side up to any limit. Time is the essence of this contract. In case the contractor fails to adhere to the time schedule, NIFT Kannur shall have the absolute right to take up the work at the contractor's risk and cost and recover any and all such expenses from the amounts due to the contractor including Security Deposit. The Institute shall have right to impose a penalty commensurate with the fault and if any, shall be deducted from the bill.
30. All letters posted to the contractor on the address given by him will be considered to have been delivered in time.
31. If at any stage, it is found that the work is not being executed as per detailed specifications and special conditions as per contract, it will be the duty of the Contractor to remove all such works from the worksite and make them good. The entire costs incurred shall be borne by the Contractor. The detailed specifications, special conditions are part of this contract.
32. In case it is found at later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Contractor shall remain liable to pay compensation to the Centre for inferior works as determined by the Centre and in case all payments have been made to the Contractor for this work, this amount will be deducted from any sum due to the Contractor on any other work within the Centre.

33. Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made on this part. The Contractor shall indemnify the Institute from any claims arising out of accidents, disabilities of any nature or death arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor.
34. Providing a technician team, as & when required for repairing/ overhauling the units at site or in contractor's workshop (if required) including transportation etc. No extra payment shall be entertained for such services. If the repairing requires more time then contractor shall take out the defective AC & repair the same within a week.

**35. Break-down Services (BDS):**

- On call AMC services shall include attending to any complaint any time of the year, on receipt of verbal/ written complaint from coordinating officer of NIFT Kannur. Attended duly acknowledged by the occupant or user of the AC & in his absence by the person in charge of the location of the AC, shall be maintained & displayed on the "Maintenance Card" kept with the AC & also copy of the same in records of the person in charge.
- Ordinarily a complaint must be attended within 4 hours whenever no change of part is involved, however, in case of requirement of change of spare part, the complaint may be attended within 48 hours of its receipt. Thereafter, under both the cases the delay in attending complaint shall attract a levy of compensation at the rate of Rs.300/- per day& per AC subject to a maximum of Rs.1500/- against the complaint. Thus after 5 days NIFT Kannur shall have the right to get the complaint rectified on his own through any other agency and the amount shall be recovered from the concerned agency.

**36. SECURITY DEPOSIT:**

- The Contractor shall furnish a Security Deposit in the form of Demand Draft for 10% of the total Contract value of one year. This Security Deposit should be furnished within 7 days of the issue of the contract order. This Security Deposit will not bear any interest. The Security Deposit will be refunded 60 days after satisfactory completion of the contract.
  - The whole amount of the security deposit will be liable to forfeiture in the event of the contractor not being able to continue the contract for the entire duration of the contract at the same rates, terms and conditions. 6.4 If any theft or loss of property is reported by any department / section due to the negligence or improper action of any trespass of unauthorized persons, the security agency shall be responsible and the NIFT shall have the right to recover damages from the payment dues & the security deposit of the agency
37. A maintenance schedule mutually agreed upon will be prepared before commencement of the AMC.
38. Any delay beyond the agreed schedule will attract penalty of 1% of Rate Contract value per day of delay or part there of subject to maximum deduction of 10%of the Rate Contract value

## II. Scope of Work:

- A. The brief scope of work shall be comprehensive maintenance of all the Split AC units installed at all over the campus (Details will be provided at the time of executing contract). The scope shall include all spare parts, refrigerant gas; etc. required for smooth operation of all the ACs installed at all the given locations.
- B. The contractor shall have to perform preventive maintenance of all the ACs every month throughout the year for all the installed ACs. The contractor will also attend all breakdown calls informed to him within the prescribed time limit and all effort is to be made to attend the breakdown calls at the earliest possible time. There will be no limit to number of breakdown calls and the contractor will attend all calls as and when required.
- C. The contractor shall be providing all the related services including supply of materials and is responsible for maintaining the air-conditioners in good and healthy condition. The contractor shall be required to provide all-round services wherever required for all the equipment's.
- D. The scope also includes de-installing, shifting and re-installing/commissioning from one station to another as and when required.
- E. The contractor shall carry out preventive maintenance on monthly and quarterly basis. Preventive maintenance shall be carried out for all the air conditioners (split) installed at all over the campus.
- F. Scope includes the all variants in form of company/capacity.
  - 1.5T (Split) - 29 Nos.
  - 2.0T (Split) - 30 Nos.
- G. Preventive Maintenance Services (PMS) shall carry out on regular intervals for all the air conditioners. Installed at all the stations as given
- H. The monthly/Quarterly services include:
  - ✓ Cleaning of air filters, indoor unit grills & filters through air blower.
  - ✓ Cleaning of the indoor unit body by wiping out the dust etc. with wet cloth
  - ✓ Preventive Maintenance shall carry out for all the air conditioners. Installed at all the stations as given Preventive Maintenance shall include but not limited to the following services/ activities:
  - ✓ Inspect and Cleaning of filters as per unit maintenance manual – all material required will be provided by the contractor
  - ✓ Cleaning with scrub and soapy water of the complete air conditioner
  - ✓ Cleaning of chilling and condenser coil with water jet spray
  - ✓ Check & adjust thermostat
  - ✓ Check all controls and electrical wiring and connections

- ✓ Check for noise and vibrations (both indoor & out Door units)
- ✓ Removing rubbish & dust accumulation from outdoor coil fins.
- ✓ Check voltage and ampere drawn by the ACs
- ✓ Visual inspect compressor
- ✓ Check capacitor
- ✓ Check refrigerant and top –up it required
- ✓ Check condensate drain and pan for proper flow of condensate water
- ✓ Overall check of the AC for any abnormal sound, vibration etc.
- ✓ Any abnormality observed during the preventive maintenance shall be attended promptly without any time delay within 24hours
- ✓ Replacement of filter if found damaged/ unusable.
- ✓ Checking select or switch, thermostat, relays, remote control etc.
- ✓ Checking motor bushings.
- ✓ Checking ground connections.
- ✓ Cleaning of blower and condenser fan.
- ✓ Cleaning the evaporator & condenser coils.
- ✓ Checking and tightening of nuts & bolts.
- ✓ Oiling the motors.
- ✓ Checking of the drive motors and fans.
- ✓ Over hauling of the AC, with chemical washing process.
- ✓ Checking cooling efficiency.
- ✓ Checking Firmness of the Supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of the air conditioners etc.,
- ✓ Greasing of blower motors and all moving parts
- ✓ Replacement of any component of air conditioners (Outdoor and indoor units, inlet and outlet Pipelines, electrical connections etc.) found defective after the above checks and tests.
- ✓ All replacements of failed compressors shall also carry a standard warranty as per general practice. Local and cut, open/ welded and repaired compressor shall not be accepted. The work of replacement of the compressor should be got done from the authorized dealer of the compressor manufacturer only
- ✓ All the overhauling and repair jobs carried out on the equipments shall be of good quality and up to the entire satisfaction of the officer/ Engineer in-charge.

**ANNEXURE I**

**1. 1.5 TON AIR CONDITIONER**

<b>Description of work</b>	<b>Rate quoted for per annum</b>	<b>Percentage of Tax</b>	<b>Total quoted for per annum (including all taxes)</b>
	<b>Per unit</b>	<b>Per unit</b>	
As Per Scope of Work As per list of AC available			
Total no of equipment's	Total Rate quoted for _____ ACs	Tax percentage	Total Rate quoted for _____ Ac. (including all taxes)
.....Numbers			
Discount If Any for lumbsum			
Grant Total			

Grand Total in figure .....

Rate for replacement of 1.5 tire condenser unit cost excluding taxes: Rs.....

Date:  
Place:

Signature of authorized person of the firm/  
agency with stamp



**2. 2 TON AIR CONDITIONER**

<b>Description of work</b>	<b>Rate quoted for per annum</b>	<b>Percentage of Tax</b>	<b>Total quoted for per annum (including all taxes)</b>
	<b>Per unit</b>	<b>Per unit</b>	
As Per Scope of Work As per list of AC available			
Total no of equipment's	Total Rate quoted for _____ ACs	Tax percentage	Total Rate quoted for _____ Ac. (including all taxes)
.....Numbers			
Discount If Any for lumbsum			
Grant Total			

Grand Total in figure .....

Rate for replacement of 2.0 tire condenser unit cost excluding taxes: Rs.....

Date:  
Place:

Signature of authorized person of the firm/  
agency with stamp