Sub.: Comprehensive annual maintenance contract of room air conditioners, package AC, water coolers and dehumidifiers (total 98 nos.) installed at PMD, BARC, Vashi Complex.

For & On behalf of President of India, sealed quotation are invited by the undersigned for the above said work to be carried out at PMD, BARC, Vashi Complex, Navi Mumbai - 400703. The scope of work is detailed below.

### Nature/Description of work

Comprehensive annual maintenance contract of room (split and window) air conditioners, package AC, water coolers and dehumidifiers (total 98 nos.) installed at PMD, BARC, Vashi Complex. As per attached annexure no. 1 & 2.

The sealed quotation covers super scribe nature of work and should be addressed to the following person and reach to him on or before the date and time mentioned. The quotation should be sent by speed post or registered post of Indian Postal Department

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Details</th>
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</thead>
<tbody>
<tr>
<td>R. K. Sahu</td>
<td></td>
</tr>
<tr>
<td>Technical Officer (E)</td>
<td>SMMS, Powder Metallurgy Division, BARC, Sector-20, Vashi Complex, Navi Mumbai – 400703</td>
</tr>
</tbody>
</table>

On or before September 14, 2020 at 1600 hrs.

Instruction to the tenderer:

- For further details of the work and site visit, party may contact to undersigned at below given contact no.

- The tenderer should write in words as well as figures, the rate(s) quoted by him. All correction must be attested by the dated initials of the tenderer.

- The tenderer may note that in case the work is awarded to him, he has to produce the police verification certificate for the employees to be deputed for the work inside the BARC/BRIT, Complex, Navi Mumbai.

- Income-Tax and surcharge on income-tax as applicable shall be deducted from the bill. The payment for the work done shall be paid by our Account Division only on satisfactory completion of the work.
• The tenderer must provide PAN No. and GST no. of the firm/company along with offer.

• Comprehensive maintenance contract is valid for one year. The same shall be reckoned from the date of issue of work order.

• The acceptance of the tender rests upon the undersigned with right to reject the tender without assigning any reason.

Thanking you,

D. S. Kurkure  
Head, SMM Section, PMD

(R. K. Sahu)  
Technical Officer (E)  
Tel: 2788 7174
Scope of work:
Powder Metallurgy Division, Vashi Complex, has 78 split air conditioners (1.5 - 2.0 TR), one package unit of 51 TR, 09 Water cooler (25-100 litre), one 5.5 TR package unit and 08 Dehumidifier (20 to 24 litre) located at various buildings of PMD, BARC. These units are to be covered under comprehensive annual maintenance contract to provide efficient and trouble free operation. The following service and maintenance activities shall be carried out by the qualified and experienced technicians deputed by vendor. Not less than two technicians shall come to the site on every visit for their quarterly servicing and other breakdown maintenance works. Annually, four services and all breakdowns on call shall be carried out for each units and machines to ensure healthy and smooth operation of system.

1. Quarterly Inspection & Maintenance
   1.1 Detailed inspection of all the Split A.C. Units, water coolers and package units.
   1.2 If any fault is observed, the same should be rectified at the earliest.
   1.3 Cleaning and washing of supply air HDPE filters of all split air conditioners.
   1.4 Cleaning of external body of indoor unit and outdoor unit.
   1.5 Cleaning of Condenser coils with water of all the Split A.C. Units and Water Coolers.
   1.6 Checking proper drainage of condensate water from indoor air conditioner units.
   1.7 Elimination of abnormal noise and vibration of the unit, if any exist.
   1.8 Cleaning of water tank of water cooler and checking function of its float valve.
   1.9 Checking supply air grill temperature and current consumption of each air conditioner unit and same will recorded in the log book provided by department.

2. Half Yearly Inspection & Maintenance
   2.1 Cleaning of Cooling coil and condenser coil with water pressure jet without damaging other parts and surrounding of air conditioner units.
   2.2 Checking healthiness of hermetic compressors and fan motors of air conditioners.
   2.3 Repairing and painting of rusted parts of external body of outdoor unit, if required.

3. Break Down Maintenance
   3.1 Any break down in split air conditioners, package unit and water coolers shall be attended within 48 hours of receiving complains.
   3.2 Any spares parts required at the time of breakdown or preventive maintenance work shall be arranged by the vendor.
   3.3 Supply of spares by vendor, in case of breakdown/preventive maintenance may include like capacitors, fan motors, hermetic compressor (1.5 to 2.0 TR), condensing & cooling coils, Freon -22 gas, electrical relay and contactors/ connectors etc. No spares shall be supplied by the department.
   3.4 Maintenance & service report card of each unit shall be maintained by the vendor and same shall be checked by Officer-in-charge.
   3.5 Vendors shall ensure that all air conditioners units, package units and water coolers are in healthy condition and ready for operation all time.

Note: Technicians should have ITI/ NCVT certificate of A.C. Mechanic trade and two year experience in relevant field. All required tools and spares shall be arranged by vendor. Vendors shall be provided only electrical and water supply free of charge from the department at the site.
Terms and conditions:

i) **Materials:** No free material will be provided to the party. All the materials required for the work will have to be provided by the bidder. All the materials should be of standard specifications available in the market and approved by the officer in-charge. The materials brought to the site should be got approved from the undersigned before use for the work.

ii) **Tools:** All the tools required for the work shall be arranged by party. Free electricity and water supply will be provided for the work.

iii) **Safety:** All the personnel of the contractor should take care of safety and follow the industrial safety regulation while working at site. Specific personnel protective equipment (PPE) required for the job will be provided by BARC as and when required. Any mishap occurring on the job due to unsafe work practice shall be vendor’s liability.

iv) **Security:** Police Verification Certificates (PVC) are required for supervisor and all workers employed by the contractor inside the BARC. Security instructions on entry of workers, working time etc. are to be followed strictly.

v) **Work completion:** The time allowed for completion of the job is three months. The same shall be reckoned from the date of issue of work-order. Party should engage skilled and semi-skilled workers for the work with adequate supervisory staff.

vi) **Payment:** No advance or part payment will be made. The payment shall be made only on satisfactory completion of the work and on production of bill, advance stamped receipt and guarantee/warranty certificate for material quality and workmanship on quarterly (three months) basis. The contract shall be valid for one year. Income Tax @2% or as applicable at the time of billing will be deducted from your bill.

vii) **Penalty for delay:** Any delay which is attributable to the contractor is liable for penalty @½% per week of the total value of the work-order subject to a ceiling of 10% of the total value.

viii) The contractor shall be wholly responsible for any labour related disputes and any injury to contractor’s worker during execution of the job.