

Sealed Quotations are invited for award of Annual Maintenance Contract for Comprehensive Maintenance of 61 Number Air Conditioners (Split/Window Air Conditioners) as listed below for a period of Two (02) Years.

1. DETAILS OF EQUIPMENT

Sl. No	Equipment Description	Capacity (Ton)	Make	Quantity
1	Split Air-Conditioners	1.5	Videocon	27
2	Split Air-Conditioners	2.0	Videocon	02
3	Split Air-Conditioners	1.5	L.G.	03
4	Split Air-Conditioners	2.0	L.G.	03
5	Split Air-Conditioners	1.5	Voltas	01
6	Window Air-Conditioner	2.0	Voltas	01
7	Hi-Wall Split A/C	1.5	Blue Star	15
8	Cassette Split A/C	2.0	Voltas	01
9	Tower Type Split A/C	2.0	Carrier Midea	08

2. SCOPE OF WORK

- 2.1 All materials (i.e., Compressor, Thermostat, Relay, OLP, Fan Motors, Timers, PCB Heaters, Temperature sensors, Evaporators, Condensers, Refrigerant charging, Driers, Capillaries, Blowers, Fan Blade, Control Box (PCB), Magnetron, Electrical Switches, Transformers (Internal), Diodes, Capacitors, Wire harness) which may become necessary as a result of fair wear and tear during the AMC period are to be supplied by you without any extra cost and properly installed / commissioned.
- 2.2 During the period of comprehensive maintenance period the firm will have to depute a qualified engineer for all the works in connection with Maintenance Work and no sub- contracting is allowed.
- 2.3 The Service Engineer has to attend once in a month for filter cleaning (Air filter in case of A/Cs). The quarterly servicing should include leak testing and arresting, cleaning of filters, condensers, blower fan, electrical contacts, starter, temperature setting, checking refrigerant and refilling if required and cleaning of the unit. The Service Engineer is also required to attend all allied / related repair works to split / window AC which are under AMC.

- 2.4 The breakdown call/complaints shall be attended free of charge immediately.
- 2.5 The replacing of the compressor shall be carried out only with the new compressor supplied by OEM. No repairing of compressor is allowed under any circumstances. Confirmation to this effect needs to be produced for Compressor changing.
- 2.6 The spares should be genuine and original. Any other make should be used only after getting approval of the Competent Authority.
- 2.7 The time for completing of any break down work on any unit will be one week (inclusive of Saturday, Sunday and public holidays). Failure to do so will entitle proportionate deduction in the bill in respect of the total period.
- 2.8 No Air-conditioner will be taken out by the Contractor to the Workshop without prior approval/permission of the competent Authority. In that case, the firm will provide stand by arrangement without any extra cost.
- 2.9 The materials used in the AMC shall be guaranteed for a period of 12 (Twelve) months from the date of completion of such AMC.
- 2.10 The bidder before quoting shall inspect the equipment on any working day from 10AM to 5PM.

3. **TERMS AND CONDITIONS**

- 3.1 The firms should have an experience of Two (2) years in maintenance of various types of Air-Conditioner/Split Air-Conditioners and other related works with a minimum yearly turnover of Rs.5.00 lakhs. A list of clients should be enclosed along with the proper documentary proof.
- 3.2 The firm must possess the requisite Certificate of Incorporation of the firm / Labour Contract / Income Tax and Allied Statutory Authorities.
- 3.3 The period of Comprehensive Annual Maintenance of the Equipment shall be for a period of Two (02) Years from the date of final acceptance of the quotation and placement of Order unless terminated earlier by the University on the basis of poor performance or violation of terms of the contract.
- 3.4 The quotation must be submitted in the Pro-forma given as per Annexure-1 to this document.
- 3.5 The quoted amount shall include all the taxes applicable.
- 3.6 The rate quoted shall include the transportation cost of the unit from University Campus to service station and back as and when required

- 3.7 The firms must submit the following documents along with the quotation.
- a) Documentary proof of 2 years' experience and financial turnover of Rs.5.00 lakhs.
 - b) Documentary proof of PAN Card
 - c) Proof of income Tax Assessment for previous two years
 - d) Documentary proof of Service Tax Registration issued by the concerned Department.
 - e) Documentary proof of VAT Registration issued by the concerned department.
- 3.8 Agreement shall be entered in to by the lowest quoted agency on Rs.100 non-judicial stamp paper for the Annual Maintenance Contract and cost of the stamp paper shall be borne by the agency.
- 3.9 The University reserves the right to summarily terminate the contract at any time without assigning any reason. In this connection the decision of the University shall be final and binding on the contractor.
- 3.10 The accepted value towards Annual Maintenance would be paid on quarterly basis after successful completion of the satisfactory service during the quarter of service.
- 3.11 Security deposit equivalent to 10% of the final accepted value shall be retained from the quarterly instalments towards due performance of the contract and will be returned after expiry of the AMC period.
- 3.12 Income Tax will be deducted at source at the applicable rate from time to time.
- 3.13 The quotations received without complying with any of the above is liable for rejection without assigning any reasons.

The sealed quotation complete in all respect duly Superscribed as "Quotation for Comprehensive Annual Maintenance Contract for Split/Window Air Conditioners" with Quotation Reference and due date. The Quotation addressed to the Director, Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam-530 005 must be reached on or before 1500 Hrs. of **15 February 2016**. The Quotation received will be opened on the same day.

Encl.: Annexure-1

**Quotation for Comprehensive Annual Maintenance Contract
For Air- Conditioners**

- 1 Name of the Firm / Agency : _____
2. Address : _____

3. Phone Number : _____
Fax Number /E mail : _____
4. PAN Number : _____
(Copy to be enclosed)
5. Service Tax Registration No. : _____
(Copy to be enclosed)
6. VAT Registration No. : _____
(Copy to be enclosed)

Sl. No.	Equipment / Description	Capacity (in Tons)	Make	Qty. (Nos.)	Rate per each Unit For Two Years	Total for All Units for Two Years
1.	Split Air-Conditioner	1.5	Videocon	27		
2.	Split Air-Conditioner	2.0	Videocon	02		
3.	Split Air-Conditioner	1.5	L.G.	03		
4.	Split Air-Conditioner	2.0	L.G.	03		
5.	Split Air-Conditioner	1.5	Voltas	01		
6.	Window Air Conditioner	2.0	Voltas	01		
7.	Hi-Wall Split Air Conditioner	1.5	Blue Star	15		
8.	Cassette Split Air Conditioner	2.0	Voltas	01		
9.	Tower Type Split Air Conditioner	2.0	Carrier Midea	08		
Total				61		
Taxes on Total, if any (indicate percentage)				%		
Grand Total in Figures (With Taxes)						
Grand Total in Words (With Taxes)						

Note: The type of tax may be indicated

Place : _____

Date : _____

Signature of Authorized
Person with Seal