



ASSAM UNIVERSITY: SILCHAR
NOTICE INVITING TENDER

Assam University, Silchar, invites sealed tender with a validity period of 180 (one eighty) days from the date of receipt of tender in prescribed format available in the Engineering Section of Assam University, Silchar from the Govt. Registered Electrical contractors of APWD/CPWD/MES/PSU/APDCL of appropriate class and category having valid registration for the work as mentioned below:-

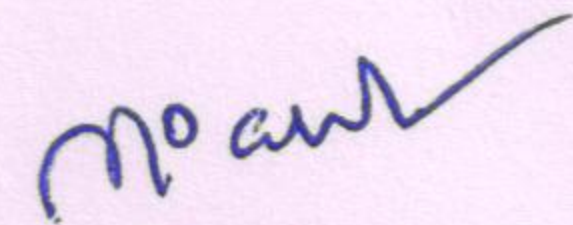
Name of Work	Estimated Cost	EMD	Cost of Tender Paper	Last date of submission of Tender	Due date and time for opening of sealed tender Paper
Comprehensive Annual Maintenance Contract services of Air Conditioner units, at Assam University, Silchar	₹ 8,78,760/-	₹ 17,600/-	₹ 500/-	20.06.2016 upto 2.00pm	20.06.2016 at 3.00pm

The eligible Contractor who are financially sound and proficient in the similar nature of works are to quote their rate in item wise basis, rate should be inclusive of all taxes & incidental charges. Self attested copy of (i) Valid registration certificate (ii) VAT Registration (iii) PAN Card (Where PAN of the deductee is not available, Tax at higher of the prescribed rate or 20% will be deducted on all transactions) (iv) Work experience & other eligibility criteria as detailed in the tender document duly signed are to be enclosed with the tender without which the tender will not be accepted.

The interested bidder may examine the nature of work available in Engineering Section and visit the site to satisfy themselves about the scope of the work before submitting the tender. The duly filled in tenders can be submitted by hand in the Tender Box at Engineering Section, Administrative Building, Assam University, Silchar on 20.06.2016 upto 2.00pm. Tenders will be opened on 20.06.2016 at 3.00pm in presence of the tenderers or their authorized representatives.

The detail NIT may be obtained from the Engineering Section, Assam University, Silchar on all working days from 06.06.2016 to 20.06.2016 upto 12.00 noon by submitting necessary application fees in Cash at the cash counter of the University and Tender document can also be downloaded from University web site www.aus.ac.in for which non refundable tender fees of Rs 500/- per tender payable in DD (Drawn in favour of Assam University, Silchar) to be enclosed as application fees along with tender document. If the office remains close for any reason, the tender will be received/opened on next working day at same time and place. The contractor will have to pay AGST and other Taxes as per Govt. Notification prevailing in the state.

The University does not bind itself to accept lowest tender and reserves the right to reject any or all the tenders received by recording clear, logical reasons. Canvassing in any form will be a disqualification for submission of the tender including submission of tender to the university in future.



Executive Engineer

No. AU/ENGG/MAINT/ELECT/53/2014/PART - I

Date: 06.06.2016
Assam University, Silchar

Copy to:-

1. P.S. to V.C. for kind information of the Hon'ble Vice-Chancellor.
2. P.S. to Finance Officer, AUS, for information of Finance Officer.
3. P.S. to Registrar, AUS, for kind information of Registrar.
4. The Director Computer Centre, AUS, for information & with a request to upload the aforesaid notice in University website
5. Notice Board.
6. File.


Section Officer (Engg)



PRICE BID

TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE
CONTRACT SERVICES OF AIRCONDITIONER UNITS, AT
ASSAM UNIVERSITY, SILCHAR.



ASSAM UNIVERSITY, SILCHAR

(A Central University Established by an Act of Parliament)

Silchar-788011, Assam, India.

Certified that this Price Bid contains (6) pages including the cover page.



PART -A.ESTIMATE FOR COMPREHENSIVE ANNUAL MAINTENANCE OF AIR CONDITIONER, ASSAM UNIVERSITY, SILCHAR.

Sl No	Description Of Item	Unit Of Material	Quantity	Unit Rate	Amount
A	Comprehensive Annual Maintenance Charge for Air conditioner window type.				
i	0.75 TR.	nos.	0		
ii	1.0 TR.	nos.	15		
iii	1.5 TR.	nos.	0		
B	Comprehensive Annual Maintenance Charge for Air conditioner Split type				
i	1.0 TR.	nos.	14		
ii	1.5 TR.	nos.	89		
iii	2.0 TR.	nos.	1		
iv	3.0 TR.	nos.	0		
C	Comprehensive Annual Maintenance of 5.5 TR. Split Air Conditioner	nos.	6		

SUB TOTAL (A)=

(Amount in words)=Rs.....

Signature of the Bidder(with seal)



PART B. Estimate for Supply & Fitting, Fixing of Spares for repairing of Air conditioner units installed in Assam University, Silchar.

SI No	Description Of Item	Unit Of Material	Per Uint Rate(Rs)	Estimated Quantity	Total Amount(Rs)
A	Spares for 0.75/1.0/1.5 TR Window AC including supply and fitting fixing complete as directed				
1	Fan motor	nos.		3	
2	Gas charging with fresh F-22 refrigerent	nos.		5	
3	Running capacitor	nos.		5	
4	Starting capacitor	nos.		5	
5	Starting Realy	nos.		1	
6	Air Filter	nos.		1	
7	Power circuit plate (PCB)	nos.		3	
8	Fan-capacitor	nos.		5	
B	Spares for 1.0/1.5/2.0/3.0 TR Split AC including supply and fitting fixing complete as directed				
1	Blower motor	nos.		2	
2	Starting Relay	nos.		5	
3	Air Filter	nos.		1	
4	PCB	nos.		15	
5	Thermal sensor	nos.		1	
6	Display	nos.		3	
7	Remote	nos.		1	
8	Fan motor	nos.		5	
9	Swing motor	nos.		2	
10	Sensor for Split AC	nos.		1	
11	Copper Filter (Stainer)	nos.		1	
12	Capillary per foot	nos.		1	



13	Gas charging with fresh F-22 refrigerent				
i	1.0 TR.	nos.		2	
ii	1.5 TR.	nos.		10	
iii	2.0 TR.	nos.		1	
14	Compressor (Rotary/Hermatic)				
i	1.0 TR.	nos.		1	
ii	1.5 TR.	nos.		2	
iii	2.0 TR.	nos.		1	
15	Capacitor-25 MFD to 50 MFD	nos.		5	
16	Capacitor-51 MFD to 100 MFD	nos.		5	
17	Capacitor-6 MFD	nos.		5	
18	Capacitor-4 MFD	nos.		5	
19	Fan capacitor	nos.		5	
20	Copper pipe				
i	Copper pipe per feet-1/4"	per feet		5	
ii	Copper pipe per feet-3/8"	per feet		5	
iii	Copper pipe per feet-1/2"	per feet		5	
iv	Copper pipe per feet-5/8"	per feet		5	
21	Valve size				
22	Insulation for copper pipe cable per feet	nos.		20	
23	Drain Hose for split Ac	per feet		10	
C	Supplying and fitting and fixing complete as directed by dept.	nos.			
1	5KVA , Single phase(140-280)V, auto cut , digital display , wall mounted Voltage Stabilizer (V Guard/Venus/ISI make)	nos.		2	



2	4KVA , Single phase(140-280)V, auto cut , digital display , wall mounted Voltage Stabilizer (V Guard/Venu /ISI make)	nos.		2	
3	Supplying including fitting fixing of 25 A power Unit suitable for supplying power to 2 ton Air conditioner unit including providing and fixing 4 module modular base, cover plate & modular GI Box, 25 A starter (2 M),25 A socket (2 M), 25 A plug with indicator complete as directed by the deptt.(Havells/cabtree/L&T/Legr and make)	nos.		5	
SUB TOTAL (B)=					

TOTAL = SUB TOTAL (A) + SUB TOTAL (B)=

(Amount in words)=Rs.....

Signature of the Bidder(with seal)

Signature of the Bidder:-

Name of the Bidder:-

Postal Address:-

E-mail & phone:-



TECHNICAL BID

TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE
CONTRACT SERVICES OF AIRCONDITIONER UNITS, AT ASSAM
UNIVERSITY, SILCHAR.



ASSAM UNIVERSITY, SILCHAR

(A Central University Established by an Act of Parliament)

Silchar-788011, Assam, India.

Certified that this Technical Bid contains (25) pages including the cover page.



APPLICATION FORM FOR TENDER

UNDERTAKING

I / We have read and understood the instructions and the terms and conditions contained in the application form. I / We do hereby declare that the information furnished in the application and in the supplementary sheets is correct to the best of my/our knowledge and belief.

Name (in Block Letter):

Designation:

Complete Postal Address:

E-mail:

Phone No.:

Mobile No.:

Place:

Date:

Signature of Applicant:

Seal of Office:

To

The Executive Engineer

Assam University, Silchar

Silchar – 788 011.



ASSAM UNIVERSITY, SILCHAR

(A Central University Constituted under Act. XIII of 1989)
Silchar – 788011, Assam, India.

No. AU/ENGG/MAINT/ELECT/53/2014/PART - I

Date:06.06.2016

NIT/ TENDER PAPER

Name of work: COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT SERVICES OF AIRCONDITIONER UNITS.

- **Cost of Tender Paper: Rs.500/-**
- **Estimated Cost: Rs. 8, 78,760/-**
- **Earnest Money: Rs. 17,600/-**
- **Date for pre bid meeting & site Survey: 06.06.2016 to 13.06.2016**
- **Last date of submission of tender paper: 20.06.2016 up to 2.00 P.M.**
- **Date and Time of Opening Bid : 20.06.2016 at 3.00 P.M.**

CONTENTS

- ❖ SECTION-1 : Notice Inviting Tender & Tender Condition.
- ❖ SECTION-2 : Proforma Of Submission Of Quotation.
- ❖ SECTION-3 : Scope & Terms and conditions of Comprehensive Annual Maintenance Contract Services.
- ❖ SECTION-4 : General Rules and Directions.
- ❖ SECTION-5 : Terms & Conditions Governing the Tender and Execution of Contract Thereof.



CHECK LIST OF DOCUMENTS

Check List:

1. OEM Certificate/ Authorised Dealers Certificate/ Valid Registration certificate of Central Govt. / State Govt./PSU : Yes/No
2. Certificate in respect to satisfactory completion of similar nature of works i.e. for COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT SERVICES OF AIRCONDITIONER UNITS/ SUPPLY INSTALLATION & COMMISSIONING WORKS OF AIRCONDITIONER UNITS under Central Govt./ State Govt. / Central Autonomous Bodies/ Central PSU. department during last 7(Seven) years ending 31.05.2016 , as per pro forma 3(a).
 - i. Three works costing not less than the amount equal to 40 % of estimated cost.
Or
 - ii. Two works costing not less than the amount equal to 60 % of estimated cost.
Or.
 - iii. One work costing not less than the amount equal to 80 % of estimated cost.
3. Financial Solvency certificate @ 40% or more of the estimated cost for each work , issued in the current financial year from any nationalised bank, as per pro forma 2(b). : Yes/No
4. Service Tax Registration No (Copy to the enclosed). : Yes/No
5. PAN /VAT/ TIN Details (Xerox copy self-attested) : Yes/No
6. Performance Security(5.00% of the Contract Value) : Yes/No
7. Site Survey Report for Air conditioner Units. : Yes/No

Signature of Agency / Contractor



SECTION -1

No. AU/ENGG/MAINT/ELECT/53/2014/PART - I

Date: 06.06.2016

NOTICE INVITING TENDER

Sealed Item rate tenders in two bid system valid for 180 days are invited from reputed service providers having requisite experience for Air conditioner maintenance service in Govt./PSU/ Central Autonomous Bodies, for the following works at Assam University, Silchar- "**COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT SERVICES OF AIRCONDITIONER UNITS, AT ASSAM UNIVERSITY, SILCHAR**". The NIT and detailed tender document can be downloaded from Assam University`s website www.aus.ac.in.

Last Date of submission of bid is 20.06.2016

**Sd/-
Executive Engineer**



TENDER CONDITIONS.

1. The Tenderer shall quote his rate as per NIT & the Terms and Conditions enclosed in the Tender document.
2. Completed tender documents should invariably be submitted along the cost of tender document in the form of Demand draft drawn in the favour of Assam University, Silchar, payable at Silchar.
3. **The Earnest Money Deposit (EMD) of Rs. 17,600/- (Rupees Seventeen Thousand Six Hundred) only** mentioned above is absolutely mandatory and shall be enclosed along with the tender in the form of **Bank Draft/ FDR /Call Deposit drawn in favour of the Assam University, Silchar** from a scheduled /nationalized bank only, failing which the tender will not be accepted.
4. **Mode of Submission of tender Document:**
 - A. **EMD to be sealed in Envelop No-1**
 - B. **Technical Bid along with cost of tender document in the form of D.D. is to be sealed in Envelop No-2**
 - C. **Price Bid is to be sealed in Envelop No-3**
 - D. **Envelop No-1,2&3 to be inserted in a single Envelop-4 , properly sealed and super scribing Name of Work, Closing Date & Name of Agency/Contractor on the cover of the Envelop-4**
 - E. **N.B Sealed Means: Sealing by Wax/Gum/Any Type of Adhesive Tape etc. but not pinned or stapled.**
5. Tenders should be valid for 180 days from the date of opening of the tenders and may have to be extended further if considered necessary by the University. No reasons will be assigned for extension and no withdrawal shall be allowed. If any tenderer withdraws his tender before the said period or issue of letter of acceptance, which-ever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the University, then the University shall, without prejudice to any other right or remedy, be at liberty to forfeit the said Earnest Money Deposit.
6. **The time allowed for completing the work will be the period under consideration for providing the AMC services.**
7. Tenderer are advised to inspect and examine the Air Conditioners placement at site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the risks, contingencies and other circumstances which may influence or affect their tender. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents and has made himself



aware of the scope and specifications of the work to be done and other factors having bearing on the execution of the work.

8. No Telex/ Tele fax/ Telegram/ E-mail of the Techno-Commercial and Price bids will be accepted. The University is not responsible for Postal. Courier delays. The parties have to ensure the receipt of bids well in time.
9. If the date of tender submission and opening happens to be unforeseen holiday, the same will be postponed to the next working day without any further intimation.
10. The University does not bind itself to accept lowest tender and reserves the right to reject any or all the tenders received by recording clear, logical reasons
11. **Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tender submitted by the contractors who resort to canvassing will be summarily rejected.**
12. The competent authority on behalf of the University 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.
13. This Notice Inviting Tender shall form a part of the contract document.
14. The successful tenderer/ contractor, on acceptance of his tender by the University, shall within 15 days from the stipulated date of start of the work sign the contract agreement in standard form consisting of the notice inviting tender, all the documents including additional conditions, specifications and drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
15. No materials will be supplied by the University.
16. The contractor shall obtain a valid license under the contract labour (R&A) Act, 1970, and the contract labour central rules 1971, before the commencement of the work, and continue to have a valid license until the completion of the work. The contractor shall also abide by the provisions of the Child Labour (Prohibition and Regulation) Act, 1986 and other labour laws. Any failure to fulfill this requirement shall attract the penal provisions of this contract arising out of the resultant no execution of the work. No labour below the age of fourteen years shall be employed on the work.
17. During Opening of tender only representative duly authorized by the agency / contractor will be allowed to be present.
18. All relevant documents submitted with the tender should be self attested (by the agency/ contractor) and on demand original copy must be produced failing which tender will not be considered.
19. Authenticity of signatory (contractor) of tender document will be verified before finalization of tender document.



20. Tax at higher of prescribed rate or 20% will be deducted on all transactions liable to TDS, where the permanent Account Number (PAN) of the deductee is not available.
21. In case of any dispute, it would be referred to a sole Arbitrator to be appointed by the University authority. The decision of the sole Arbitrator will be final and binding to both the parties.
- 22. Performance Security/guarantee:**
- (a) The successful tenderer, shall deposit an amount equal to 5% of the tendered and accepted value of the work as performance guarantee in one of the following forms: _
- (i) Deposit at Call Receipt/Banker's Cheque/Demand Draft/Pay Order of a Scheduled Bank. (In case guarantee amount is less than Rs. 1,00,000/-)
- (ii) Government securities.
- (iii) Fixed Deposit Receipt (FDR) of a Scheduled Bank.
- (iv) An irrevocable bank guarantee bond of any scheduled bank or the State Bank of India in the prescribed form given in Annexure.
- (b) The time allowed for submission of the performance guarantee by the contractor shall be period ranging from 4 to 15 days of issue of the work .
- The performance guarantee shall be repayable after 3(three) month of the expiry / termination of the contract after deduction of penalty /other dues if any.
23. EMD of unsuccessful bidder shall be released within 02 (two) months after issue of work order to the successful bidders.
24. If the work is found not as per specification or abandoned by the executing contractor/agency, same will be cancelled and remaining work will be done through other contractor/agency at their cost & risk.
25. **Those bidders who accept the above terms and conditions, may submit their tender along with all relevant documents and a copy of above terms and conditions of the tender duly signed**

**Sd/
Executive Engineer**



PROFORMA – 3(a)

List of Similar nature of works executed during **preceding 7 years**

Sl. No	Name of work with brief particular thereof	Date of Commencement	Date of Completion as per work order	Actual date of completion	Contract Amount (Rs)	Name of client, contact with his complete address Phone No.

Add extra sheet if required

Sign of the company/Contractor

Date :

Note: Original or self-attested copies of work order & completion certificates from client shall be attached .



PROFORMA – 3 (b)

3. B List of ongoing works:-

Sl.No	Name of work with brief particular thereof	Date of commencement	Date of completion as per work order	Contract Amount (Rs)	Name of client , contact with his complete address and Phone No.

Add extra sheet if required.

Seal & Signature of the
company/Contractor

Date: Note : Original or self-attested copies of work order from client shall be attached.



PROFORMA – 3 (C)

4. Survey Report:-

Sl.No	Name of Building/Office of AUS	Room no and name.	Type and Make	Capacity (Tonn.)	Details of Repair/ replacement works	Cost of works(Rs.)	Remarks

Add extra sheet if required.

Seal & Signature of the
company/Contractor



TENDER

I/We have read and examined the notice inviting tender, schedule, specifications applicable, General Rules and Directions, Conditions of contract and special conditions , schedule of rate and other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work .

I/We hereby tender for the execution of the work specified for AU , Silchar within the time specified and in accordance in all respects with the specification, designs drawings and instructions in writing referred to in General Rule and Directions and in the conditions of contract and with such materials as are approved by the University Authority, and in respects in accordance with, such conditions so far as applicable .

I/We agree to keep the tender open for 180 days from the due date of submission thereof and not make any modifications in its terms and conditions.

A sum of **Rs.17,600/-** is hereby forwarded in FDR/ Call deposit in favour of Assam University, Silchar of scheduled Bank as earnest money. If I/We, fall to commence the work specified I/We agree that the A.U., Silchar or his authorized officer successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to therein and to carry out such deviations as may or orders, up to maximum of the percentage mentioned in the conditions of contract and those in excess of limit at the rates to be determined in accordance with the provision mentioned in the tender form.

I/We agree that should I/We fall to commence the work specified in the above memorandum, an amount equal to the amount of the earnest money mentioned in the form of the invitation of tender shall absolutely be forfeited to the Silchar and the same may be the option of the competent authority on behalf of the A.U. Silchar be recovered without prejudice to any other right or remedy available in law out of the deposit in so far as the same may extend in terms of the said bond and in the event of deficiency out of any other money due to me/ us under this contract or otherwise.

Date

Signature of Contractor

Postal Address & Tele No.



SECTION –3

SCOPE & TERMS AND CONDITIONS OF COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT SERVICES (AMC SERVICES).

SCOPE:

Scope of all inclusive annual maintenance services (AMC services) shall include providing routine maintenance services, pertaining to complaints as and when they occur in Window /Split Air conditioners and annual maintenance services. AMC services shall include providing all man power, labour, tools and tackles and replacement of defective spare parts, replacing chilling pipe, out let pipe etc including consumables. The rates quoted for the AMC services shall also include all taxes and duties as applicable and cost of transportation of freight, insurances etc also.

ROUTINE AMC SERVICES (ONCE IN 3 MONTHS)

Routine maintenance services shall include at least the following services:

- a) Cleaning / Replacement of filter.
- b) Checking operation of the controls of the air conditioners such as selector switch, thermostat, relays, remote control etc.
- c) Checking air flow through the supply air grill, return air grill, condenser.
- d) Checking operation of the voltage stabilizer and back up electrical power outlet/ MCB.
- e) Checking operation of the drive motors and fans.
- f) Checking air temperature at the following location :-

- I. Supply air grill
- II. Return air grill
- III. Inlet air condenser
- IV. Outlet air from the condenser

- g) Checking Firmness of the Supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of the air conditioners etc.
- h) 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.
- i) Charging of Refrigerant Gas during the period of Contract if need arises.
- j)The comprehensive maintenance service shall include repair and replacement of compressor , air filter and any other parts found defective in the contract period.
- k)Checking and rectifying minor electrical problems associated with power supply for air conditioner units, checking earthing connection for the units.

ANNUAL MAINTENANCE SERVICES (ONCE IN 6 MONTHS)

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.

The above activities must be carried out within 15(fifteen) days from the date of award of the contract.

For details refer **Annexure-B**.

TERMS AND CONDITIONS:

1. AMC will be for a period of twelve month commencing from the date of the Agreement comes into force. This can be cancelled unilaterally by the Competent Authority of Assam university, Silchar (AUS), whenever the service is not found to be satisfactory or up to the mark. This institution also reserve the right to shift and reinstall any of the machines to any room and it will continue to be covered under AMC by the AMC provider. The contract may be renewed for further one year /less at a time at the discretion of the AUS authority based on satisfactory service provided by the agency.
2. The bidders may visit all the AC units detailed at Annexure-A on the specified dates and verify the units condition before quoting the rates for Comprehensive AMC services. They should submit a survey report as per format enclosed along with their bids. The quoted price should incorporate all required hardware and repairing cost for the proper functioning of the units considered under the contract only on the prescribed format.
AUS shall not entertain any excuse for the non performance of the units considered under the contract, failing which the penalty clause shall be applicable. The decision of the competent authority shall be final in this case.
3. At present 125 nos. of AC units of different reputed brands are considered details of which are placed at Annexure-A. The actual number of AC units under AMC services may either increase or decrease at the discretion of the authority.
The successful bidder shall be required to take additional units under the AMC contract as directed by the department and quoted rates of the successful bidders shall be applicable for all necessary repairing works and AMC services for the additional units considered under the AMC services.
4. The firms must have a similar experience of successfully undertaking the AMC of Air Conditioners or experienced in Supply, Installation & Commissioning of Air Conditioners in Government Organization/ Semi- Government Organization/ PSUs. List of such Clients and Quantum of AMC handled must invariably be enclosed with the technical bid.
5. The firms are required to forward the following details with the quotation:
 - a. List of Engineer/Electrician with valid electrical license /technical staff with requisite experience
 - b. List of Government Organizations to whom maintenance/installation works & services for ACs were provided during the last seven years with copies of orders & satisfactory completion certificate.



6. The rates accepted will remain firm and fixed during the period of the contract and AUS will not entertain any claim for the upward revision/increase of these rates or for payment of any additional charges on any ground whatsoever.
7. The units will be kept in working condition at all times during the period of the contract. The successful bidder is required to maintain records of preventive and corrective maintenance works and provide the same to the Engineering section on monthly basis.
8. In the case of repair/replacement of parts in the ACs, only genuine spare parts, conforming to the relevant Indian Standards (ISI marked) or as approved by the department, will be used. In the case of replacement of compressors, the warranty card, indicating Compressor No., make date of purchase, etc. will be deposited with AUS (Engineering Section). If this condition is not followed the AMC provider shall be liable for penalty double the cost of the item.
9. The firm will keep sufficient stock of essential spare parts at site for replacement of defective/worn out parts expeditiously.
10. If any AC is required to be taken away for repair etc. at the workshop for more than three days, a stand-by AC will be installed in lieu thereof.
11. The firm will be make arrangements for covering the empty spaces to avoid dust etc. when the AC unit are removed for repair/servicing, etc.
12. Only experience engineers/technicians/mechanics helpers, whose character and antecedents have already been verified, will be deputed to attend the work.
13. The firm shall be solely responsible for any negligent acts of their personnel and shall indemnify AUS against any loss or damage to its property or injury to its employees due to such acts.
14. AUS shall not be a party to any dispute between the firm and the personnel deployed by them.
15. In the case of delay in attending to the complaints, penalty at the following rates will be levied :-
 - (a) Delay of upto 24 hours - Rs.100 per unit/day
 - (b) Delay in excess of 24 hours and upto 72 hours - Rs.150 per unit/day
 - (c) Delay in excess of 72 hours - Rs. 200 per unit/day

The period will be reckoned from the time of lodging the complaint by telephone/fax/letter, etc.

16. The firm will be required to undertake preventive maintenance by checking all the Air Conditioners as per scope of works and confirm that the systems are in the best of the working conditions.
17. This constitutes a comprehensive maintenance contract and includes all parts of the machines including compressor, gas, mechanical parts etc. and also the AC power stabilizers connected to the Air Conditioners.
18. All service request/calls for repair work must be attended within 24 hours of the complaint being lodged with the AMC Provider. There should be adequate number of Telephone lines for



lodging of service requests. If the AMC Provider firm failed to attend the calls within 24 hours, this Department reserves the right to get the work done by other firms and deduct such expenses from the AMC charges. In the Case of exceptional and repeated delays, poor services, fault, break down, etc, this office reserves the right to deduct such costs as deemed to be necessary by way of damages and may also cancel the AMC unilaterally.

19. Details of Air Conditioners to be covered under AMC along with the location of installation are given in **Annexure-A**.
20. Merely submission of Quotation does not entitle the firm to forward its claim for awarding the AMC even if it has quoted the lowest rates. The AMC will be awarded to the eligible firm only after all the formalities as per the terms and conditions are complied with and valid documents are produced to the satisfaction of this office.
21. All quotations in the prescribed format should be submitted before the time and date fixed for the receipt of quotations. Quotations received after the stipulated time and date are liable to be rejected.
22. The bidder must ensure that the conditions laid down for submission of offers detailed below are correctly and completely fulfilled. The quotations found to be deficient in any respect shall be summarily rejected. Similarly, conditional offer and offers with terms and conditions inconsistent with those contained in this document shall be rejected.
23. It shall be the responsibility of the contracting firm to handover the machines in good working condition at the end of the contract period to the AUS , failing which the firm shall be liable to pay liquidated damage to the AUS as deemed fit by the competent authority.
24. The firm is required to depute technically and professionally competent personnel to provide the requisite performance service as and when required.
25. The AMC service provider is required to maintaining the servicing cards for each air conditioners units on which full signature of the person operating the machine shall be taken after each servicing.
26. Any failure on the part of the AMC service provider to maintain the machine satisfactorily and delay on the part of the firm to repair the defects / replace defective parts for any reason including non availability of the genuine spares /parts shall be deemed as a breach of terms and condition of this AMC and shall entail deduction of such amount of penalty as maintenance charge as may be decided by the competent authority.
27. Any of the above air conditioners may be withdrawn at any time during the period of contract; any Maintenance charges for such equipment will be payable at pro-rata basis. Similarly air conditioners can be added during the period of comprehensive AMC and maintenance charges will be paid pro-rata basis.
28. The maintenance service agency shall provide maintenance services through experienced staff (Engineers / Technicians of Mechanical / Air conditioner Branch). Names of at least 2 experienced technician with details of qualification and having more than 5 years of experience in the relevant field may be provided.
29. Agency is required to provide all defective / damage components to the Engineering Section after the replacement. The new parts / components / sub-assemblies used for repair / replacement by the contractor should be same and original make / equivalent or higher make & version and functional capability as originally available in the systems.
30. 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. The decision of Engineering section regarding non-availability and obsolescence of technology will be final. 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.
31. The contractor is also obliged to provide land line / mobile phones number to book the fault to call the Engineers.
 32. The contractor should indemnify the department , consequent on this works contract. The successful tenderer shall be liable , in accordance with the Indian Law and Regulation for any accident occurring due to any cause and the contractor shall be responsible for any accident or damage incurred or claim arising there from on the department during the period of execution of the works and also due to ancillary equipments under the supervision of the successful tenderer in so far as the later is responsible.
 33. NO AC units or parts thereof shall be taken out by the mechanic to the workshops .All works are to be carried out within the premises of the Institute. However , the works which cannot be done within the premises would be allowed to be done outside with written permission of the Engineering section and no extra charges shall be paid for this work.
 34. The bidders should have local office and servicing facilities.
 35. Any item executed for repairing works beyond the items in the spare item list shall be paid on the basis of valid price list bill etc as decided by the deptt.
 36. **Instruction for Price/Financial Bids:**
 - I. **Part A:** The bidder is required to quote rates for Comprehensive Annual Maintenance of the AC units listed in Annexure-A.
 - II. **Part B:** The bidder is required to quote rates for supply & installation of spare parts complete ,which shall be utilized for repairing of AC units installed in Assam University, excluding the units considered for Comprehensive Annual Maintenance of the AC units listed in Annexure-A.
 - III. The actual number of AC units/Spares parts considered may either increase or decrease at the discretion of the Assam University authority.



SECTION-4

GENERAL RULES AND DIRECTIONS

1. SUBMISSION OF TENDER

- (a) The General Conditions of Contract for Central PWD /APWD Works shall be the guiding principles for this work. Tenderer are advised to procure the same and familiarize themselves with the provisions of the above mentioned Conditions of Contract.
- (b) The University reserves the right to alter, modify any Tender Conditions, technical specifications etc., before tender opening and may seek fresh quotation depending upon necessity, and may even withdraw/ cancel the tender, without assigning any reason.
- (c) All amendments/ revisions to tender documents issued by the University, if any, must be signed and submitted along with the tender. The tenderer are advised to submit the tender based strictly on the terms and conditions and specifications contained in the tender documents, and not to stipulate any deviations.

2. (a) Tenders shall be prepared and submitted in sealed envelope super scribed as “**Tender No..... Dated:..... DUE FOR OPENING ON FOR THE WORK** “. The full name, Postal address, telegraphic address and telex/ telefax /telephone No. of the tenderer shall be written at the bottom left corner of the sealed envelope.

b) Insertion, postscript, addition and alteration shall not be recognized unless confirmed by the Tender’s signature.

In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney.

3. TENDERER TO INFORM HIMSELF FULLY:

The tenderer is required to carefully examine the technical specifications and other details relating to the work given in the Tender documents and fully inform himself as to all conditions and matters that may in any effect the work or the cost thereof. The tender shall be deemed to have himself independently obtained all necessary information for the purpose of preparing the tender and his tender as accepted shall be deemed to have taken into account all contingencies as may arise due to such information or lack of the same.



PARTICULARS OF TENDER:

Last Date and Place of Tender Submission : Engineering Section, Assam University,
Silchar by **20.06.2016 (up to 2.00 P.M)**.

Date and Place of opening of Technical Bid : Engineering Section, Assam University,
Silchar on 20.06.2016 at **3.00 P.M**

Validity of tender: Tender shall remain valid for acceptance for a period of not less than **180 days** from the date of opening of tenders which may be required to be extended in public interest at the discretion of the University Authority.

CLARIFICATIONS:

The Tender Document issued is complete in all respect and no further clarifications are elaborated. However, in so far Technical Clarifications if any are concerned even though not binding on University can be ascertained from the University.

QUOTATION OF PRICE / RATES

This is Item Rate Tender, the tenderer shall state at what rate he will be willing to undertake the work. Rate should be quoted both in figure & words.

TRANSFER OF TENDER DOCUMENTS/ TENDERS:

Transfer of tender documents purchased by one tenderer to another is not permissible. Similarly transfer of tenders submitted by one tenderer to another is not permissible under any circumstances. The alteration of essence of tender once submitted is also not permissible.

LANGUAGE:

The Tender shall be submitted in English language only.

EARNEST MONEY DEPOSIT:

1. The tender must be accompanied by the Earnest Money Deposit pledged in favour of **Executive Engineer, Assam University, Silchar**, in the form of Demand Draft / FDR/Call Deposit as indicated in the Notice Inviting Tender. If the tenderer after submitting his tender resiles from his offer or modify the Terms and Conditions thereof in a manner not acceptable to the University, the Earnest Money will be forfeited. Tenders not accompanied by the earnest money deposit will not be considered and will be summarily rejected.



2. On Non-acceptance of tender, but in any case not earlier than the expiry date of the period for which the tender is kept open, the Earnest Money shall be discharged.
3. Should the Tender in question be withdrawn or cancelled by the University, which the University shall have the right to do at any time, Earnest Money will be discharged.
4. Should the successful tenderer fail or refuse to duly sign the contract within the period fixed by the University or fail/refuse to commence the work within the stipulated time, the Earnest Money shall be forfeited without prejudice to his being liable for any further loss or damage incurred in consequence by the University.

NO CLAIM FOR COMPENSATION FOR SUBMISSION OF TENDER:

The Tenderer whose tender is not accepted shall not be entitled to claim any costs, charges and expenses of any incidental to or incurred by him thorough or in connection with his submission of tender, even though the University may modify/ withdraw the Tender.

LOWEST TENDER NOT NECESSARILY TO BE ACCEPTED:

The University does not bind itself to accept lowest tender and reserves the right to reject any or all the tenders received by recording clear, logical reasons

TENDER EVALUATION:

The Tenders received and accepted will be evaluated to ascertain the best and lowest workable tender in the interest of the University, for the complete work covered under the technical specifications and documents.



SECTION – 5.

TERMS AND CONDITIONS GOVERNING THE TENDER AND EXECUTION OF CONTRACT THEREOF.

1. DEFINITIONS:

a) Unless otherwise required by the subject or context the terms herein below shall have the following meanings.

The **Contract** means the documents forming the tender and acceptance thereof and the formal agreement executed between the competent authority on behalf of Assam University and the Contract, together with the documents referred to therein including these conditions, the specifications, designs, drawings and instructions issued from time to time by the Registrar, Assam University and all the these documents taken together, shall be deemed to form one contract and shall be complementary to one another.

b) **Client** means Assam University acting through The Executive Engineer Assam University, Silchar.

c) The **Contractor** shall mean the individual, firm or company, whether incorporated or not, undertaking the works and shall include the legal personal representative of such individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assigns of such individual, firm or company,

d) The expression **works** or **work** shall, unless there be something either in the subject or context repugnant to such construction, be construed and taken to mean the works by or by virtue of the contract contracted to be executed whether temporary or permanent, and whether original, altered, substituted or additional.

e) The **site** shall mean the land/ or other places, on, into or through which work is to be executed under the contract or any adjacent land, path or street which may be allotted or used for the purpose of carrying out the contract.

f) **Tender Value** means the value of the entire work as stipulated in the letter of award.

g) Where the context so requires, words imparting the singular only also include the plural and vice versa. Any reference to masculine gender shall whenever required include feminine gender and vice versa.

h) As stated in Section III, Clause 1.1, the General Conditions of Contract for Central PWD Works shall be the guiding principles for this tender. The Clauses of Contract mentioned therein shall also be applicable herein and only those Clauses that need addition, emphasis and modification in context of this tender are enumerated below. Contractors are once again advised to familiarize themselves with the General Conditions of Contract for Central PWD Works.



2. SIGNING OF CONTRACT AGREEMENT

- i. On the tender being accepted by the Client, a formal contract may be signed and executed by and between the Client and the successful tenderer within a time to be fixed by the Client, which shall anyhow be within 15 days from the stipulated date of start of the work.
- ii. The contractor shall be furnished, free of cost one certified copy of the contract documents except standard specifications, Schedule of Rates and such other printed and published documents, together with all drawings as may be forming part of the tender papers. None of these documents shall be used for any purpose other than that of this contract.

3. SCOPE OF WORK

- i. The work to be carried out under the Contract shall, except as otherwise provided in these conditions, include all labour, materials, tools, plants, equipment and transport which may be required in preparation of and for and in the full and entire execution and completion of the works. The descriptions given in the Schedule of Quantities shall, unless otherwise stated, be held to include wastage on materials, carriage and cartage, carrying and return of empties, hoisting, setting, fitting and fixing in position and all other labours necessary in and for the full and entire execution and completion of the work as aforesaid in accordance with food practice and recognized principles.
- ii. 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 price bid 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.

4. DISCREPANCIES AND ADJUSTMENT OF ERRORS

- i. The several documents forming the Contract are to be taken as mutually explanatory of one another, detailed drawings being followed in preference to small scale drawing and figured dimensions in preference to scale and special conditions in preference to General Conditions.
- ii. If there are varying or conflicting provisions made in any one document forming part of the contract, the Registrar, Assam University shall be the deciding authority with regard to the intention/ interpretation of the document and his decision shall be final and binding on the contractor.
- iii. Any error in description, quantity or rate in Schedule of Quantities or any omission there from shall not vitiate the contract or release the Contractor from the execution of the whole or any part of the works comprised therein according to drawings and specifications or from any of his obligations under the contracts.



5. COMPLETION TIME:

The period of contract will be initially for a period of one year from the date of signing of formal agreement. The contract may be renewed for further one year /less at a time at the discretion of the AUS authority based on satisfactory service provided by the agency.

6. TERMS OF PAYMENT:

Subject to any deduction, which the client may be entitled to make under the Contract, all payments to contractor for the work would be made by Cheque / Demand Draft in favour of the contractor on **satisfactory completion report of Site (i/c) of the proposed work.**

7. SECURITY DEPOSIT :

10% Security Deposit will be retained by the University from the bill value, which shall be released after one year from the date of completion of the work. During this defect liability period, any defect(s) in the work done shall be rectified by the Contractor at his/her own cost and expenses, failing which the Security Deposit will be forfeited.

8. RELEASE OF SECURITY DEPOSIT:

Release of the security deposit will be done after 12 months of final acceptance of the work by the Assam University, Silchar

9. SUB CONTRACTING OF THE WORK:

The Contractor is not permitted to assign or transfer his/ their obligation or benefit under the contract either in full or in part to other individuals/ firms / agencies. However, under extreme circumstances where sub-contracting of part of the work is unavoidable, prior written permission of Client shall be taken by the Contractor.



ANNEXURE-A

AIR CONDITIONER UNITS CONSIDERED UNDER COMPREHENSIVE AMC SERVICES

Building/Office	Installed At	Window AC			Split AC					Total
		0.75 TR	1.5 TR	2.0 TR	1 TR	1.5 TR	2.0 TR	3.0 TR	5.5 TR	
Administrative Building	Vice Chancellor Office					17				17
	Registrar		2			2				4
	F.O		2			1				3
	PVC					2				2
	DR(SC/ST)					1				1
	DR(Academic)					1				1
	CDC					2				2
	IQAC		1			2				3
	PMG		6			2				8
	SM Ali					3				3
	IAO					1				1
	Room 104					1				1
	Room 111					1				1
	Room 108					1				1
	Room 107					1				1
	DDO		1							1
	EE					1				1
V.C Banglow						6				6
Exam Building	Server Room					2				2
	TDC Lab					2				2
	Others		1			3	1			5
Computer Center/Library	Server Room					7				7
	Advance IT Lab					2				2
	Basic IT Lab					5				5
	others					3				3
KC Guest House			2		14	2				18
International Guest House						9				9
B.C Paul Seminar Hall									6	6
Health Center						6				6
CIL						3				3
TOTAL		0	15	0	14	89	1	0	6	125

Note: The above quantity may vary after detailed site survey.



ANNEXURE-B
Scope of Works Under Annual Maintenance of Air Conditioners

Sl no	Item description	Service schedule
A	Wet Service of Air Conditioner Units	once in 6 months
B	Scheduled Preventive maintenance (PM)	once in 6 months
C	Cleaning of the Air Conditioners & all peripherals	once in 3 months
D	Cleaning of all the electrical contacts (associated with Air Conditioners)	once in 3 months
E	Oiling & greasing of mechanical parts .	once in 6 months
F	Gas charging with fresh F-22 refrigerent	as and when required
G	Carrying out pressure leak testing	once in 6 months
H	Overhauling of the Air Conditioner	once in 6 months
J	Minor repairing of electrical fitting associated with power supply of AC units	once in 6 months
1	Rewinding of burnt motors of Air Conditioners	as and when required
2	Fan blade	as and when required
3	Fan blower	as and when required
4	Air Filter	as and when required
5	Compressor (Rotary/Hermatic)	as and when required
6	Thermostate	as and when required
7	Sensor	as and when required
8	Power circuit plate (PCB)	as and when required
9	Relay	as and when required
10	Condenser	as and when required
11	Selector Switch with Knob	as and when required
12	Ventuary for Condenser side	as and when required
13	Medicated Filter	as and when required
14	Blower motor	as and when required
15	Starting Relay	as and when required
16	Thermal sensor	as and when required
17	Display	as and when required
18	Remote	as and when required
19	Swing motor	as and when required
20	Sensor for Split AC	as and when required
21	Copper Filter (Stainer)	as and when required
22	Fan capacitor	as and when required
23	Mounting bush for body blower motor	as and when required
24	Mounting bush for Compressor	as and when required
25	Starting Relay	as and when required