

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
GOREGAON (EAST), MUMBAI**

QUOTATION DOCUMENT FOR

**Comprehensive AMC of Split AC units, Cassette type AC units and water coolers
at IGIDR campus**

Indira Gandhi Institute of Development Research

Gen. A. K. Vaidya Marg, Film City Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400 065.
TEL: 022 2841 6200/562. TELE/FAX: 022 28416399.

GENERAL INSTRUCTIONS TO BIDDER

Name of the work: Comprehensive AMC of Split AC units, Cassette type AC units and water coolers at IGIDR.

Sealed Quotation in duplicate should be addressed to Shri. Jai Mohan Pandit, The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 (By name) and superscripted ~“**Quotation for Comprehensive AMC of Split AC units, Cassette type AC units and water coolers**”.

at Indira Gandhi Institute of Development Research, Gen. A.K.Vaidya Marg, Santosh Nagar, Goregaon (E) Mumbai-40065.

1. The quotation shall be submitted in a sealed envelope duly filled signed and stamped on each page. The sealed envelope should be dropped in the tender box at the administration office. The quotations will be received up to 2.00 PM on 28th Feb. 2018 and will be opened on the day and venue which will be communicated to the bidders. The bidders shall choose to remain present at the time if they so desire.
2. Applicant has to deposit Earnest Money of Rs. 16000/-(Rupees Sixteen Thousand only) in the form of Demand Draft/Pay order drawn in favor of Registrar, Indira Gandhi Institute of Development Research, Mumbai. Bank guarantee is also accepted. The EMD shall be enclosed in a sealed separate envelope and submitted along with the tender documents.
3. Deposited quotations will be opened at 3:00 PM on the same date at the office of Shri. Jai Mohan Pandit, Registrar Indira Gandhi Institute of Development Research, Goregaon, Mumbai, or any other officer designated for this purpose by him in the presence of the bidders or their representatives should they choose to be present.
4. Quotation shall remain valid for acceptance by the Institute for a period of Three months from the date of opening of the quotation which period may be extended by mutual agreement and the tender shall not cancel or withdraw the tender during this period.
5. The quotation must use only the forms/formats issued by the Institute to fill in the rates. Any addition/alteration in the text of the Quotation form made by the bidder shall not be valid and shall be treated as null and void.
6. The quotation must be filled in English and all entries must be made by hand and written in ink. If any of the documents is missing or unsigned, the quotation may be considered invalid by the Institute in its discretion.
7. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the tender must be attested by initials of the bidder. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the

quotation void at the Institute's option. No advice whatsoever especially on any change in rate specifications after the opening of the tender will be entertained.

8. Each Page of the quotation documents should be signed by the person or persons submitting the quotation in token of his/their having acquainted himself/themselves with the General Conditions of contract etc. as laid down. Any quotation with any of the documents not so signed will be rejected.

9. Quotation documents in duplicate, supported by prescribed annexure; EMD & Prequalification documents and financial bid shall be placed in separate sealed envelopes each marked as "Envelope-1: EMD & Prequalification documents" and "Envelope-2: Financial bid" respectively. All envelopes shall be submitted together in another sealed envelope.

10. The quotation submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract or by a person holding the power of attorney in the case of a company. Otherwise the Quotation may be rejected by the Institute.

11. The Indira Gandhi Institute of Development reserves the right to postpone and/or extend the date of receipt/opening rates/quotations or to withdraw the same, without assigning any reason thereof.

12. Quotations will be considered only from recognized bonafide contractors in the trade concerned and who are satisfying the minimum prescribed qualifications. Each quotation shall contain a list of large works of a like nature he has executed giving details as to their magnitude and cost, the proportion of work done by the Contractor in it and the time within which the works were completed.

13. The bidder should strictly comply with the provisions of contract labour (Regulation and Abolition Act 1970) Act and Maharashtra Government Rules 1971 made there under. Workers should get the payment in accordance with the minimum wages Act and shall indemnify the institute for any default or breach of these legislations.

14. The bidder should strictly follow the basic safety precautions while doing the work at site and wears personal protective equipments (PPE). In case of any accident due to non-functioning/malfunctioning of the safety devices, the criminal liability will solely rest with the bidder.

15. Payment Terms:

Payment will be made on monthly basis after successful completion of services on receipt of the bill along with the service reports.

Scope of Work

Bill of Quantity:

1. Split AC's	253 nos.
2. Cassette type AC's	02 nos.
3. Water coolers	21 nos.

Capacity of the AC units:

1. 1 TR Split AC's	18 nos.
2. 1.5 TR Split AC's	159 nos.
3. 2.0 TR Split AC's	76 nos.
4. 2.0 TR cassette type AC's	02 nos.

Scope of Work for comprehensive AMC of Split AC units, Cassette type AC's and water coolers:

1. The servicing should be carried out every month and proper record of the same should be maintained with the signatures of the IGIDR persons concerned.
2. The routine servicing should cover the following activities:
 - A) Checking the supply voltage and power plug of the indoor unit.
 - B) Checking the condition of the compressor like the gas pressure, motor bushings, electrical connection and foundation of the compressor.
 - C) Cleaning of condenser fan, air filter, evaporator etc.
 - D) Oiling wherever necessary in outdoor as well as indoor unit.
 - E) Checking cooling efficiency.
3. The CAMC includes replacement of defective/worn out parts with new genuine parts related electronic cards, filters, insulation material if required, compressor, evaporator, condenser etc.
4. Breakdown calls should be attended on priority and there should be no additional charges for such breakdown calls.
5. The outdoor unit of each AC unit must be washed properly once in a week. Overhauling of AC unit at least once in a year at free of cost. The daily activities should be recorded in a log book (or history card) by the technicians.
6. Whenever any AC unit is taken out of the institute for maintenance, the substitute AC unit should be provided by the contractor without any charges towards transportation.
7. The water cooler should be cleaned thoroughly once in a week and attend the breakdown calls on priority.
8. The contractor should always maintain the gas cylinder at the institute with sufficient gas in it.

9. The contractor should take all the required/necessary precautions and observe all the necessary safety measures during the progress of work and to cause the least inconvenience to the occupants.
10. The contractor is supposed to depute **three AC technicians** in the institute from Monday to Saturday with timings from 9.30am to 5.30pm to look after the maintenance and servicing of the work as mentioned above and also arrange to attend the complaints on holidays if required. However timings may vary as per the activities or schedule of the library.

- **Pre-qualification documents to be submitted by Bidder:**

- a) Copy of Registration of Firm or Certificate of Incorporation.
- b) Copy of Registration of PF, ESIC, GST and Labour License etc.
- c) Copy of Audited Balance sheets for last 03 years. Company's worth should be positive.
- d) Copy of Work orders executed/completed by the contractors preferably for the educational institutes.
 - a) 3 similar works of value not less than Rs.3,20,000 with capacity of AC's 160 TR
Or
 - b) 2 similar works of value not less than Rs. 4,80,000 with capacity of AC's 240 TR
Or
 - c) 1 similar work of value not less than Rs. 6,40,000 with capacity of AC's 320 TR
- e) List of clients and copy of certificate of appreciation if any.

Financial Bid:

Sl. No.	Description	Qty. (Nos.)	Rate Per/Unit Month(Rs.)	Annual Rate/Unit (Rs.)	Total Annual Rate(Rs.)
1	Split Type AC units	253			
2	Cassette Type AC units	2			
3	Water Coolers	21			

Sub Total Amount:

Applicable GST@---:

Grand Total:

Amount In words:

Note: Above quoted rate is inclusive of all.