

# TENDER DOCUMENT

FOR

OPERATION RUNNING &  
COMPREHENSIVE MAINTENANCE  
CONTRACT OF AIR CONDITIONED  
PLANT AND HOT WATER GENERATOR

AT

PUNJAB TECHNICAL UNIVERSITY CAMPUS

TECHNICAL BID

PART - I

PUNJAB TECHNICAL UNIVERSITY  
JALANDHAR-KAPURTHALA HIGHWAY  
PUNJAB

*Verified by us*

① *[Signature]*  
*[Signature]*

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③ *[Signature]* 5/6/13 -

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### **PART – II:**

**FINANCIAL BID (One Page)**

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**PUNJAB TECHNICAL UNIVERSITY**  
**JALANDHAR-KAPURTHALA HIGHWAY**  
**(PUNJAB)**  
(Established By Punjab Government)

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**NOTICE INVITING TENDER**

- 1.0 Sealed tenders are invited from reputed agencies under 'Two Packet System' (Technical Bid -- Un-priced & Financial Bid -- Priced) on behalf of Punjab Technical University hereinafter referred as PTU for the following services at PTU campus at Jalandhar-Kapurthala Highway, Punjab:-

Sr. No.	Name of Work	Earnest Money	Period of Service
1.	Operation Running & Comprehensive Maintenance Contract of Air Conditioned Plant at PTU campus at Jalandhar-Kapurthala Highway, Punjab for a period of three year.	Rs. 1.25 Lacs	36 Months

**Initially the work will be awarded for 1 year and will extended for further 2 years after reviewing the performance.**

- 2.0 The tender document can be obtained from 10.00 AM to 04.00 PM on all working days from 29/06/13 to 23/07/13 from the office of 'The Registrar, Punjab Technical University, Jalandhar-Kapurthala Highway, Punjab on payment of Rs. 500/- (Rupees Five Hundred only) (non-refundable) in cash or demand draft/pay order drawn in favour of 'The Registrar, Punjab Technical University payable at Jalandhar towards the cost of one tender document. Tender document can also be downloaded from PTU's website [www.ptu.ac.in](http://www.ptu.ac.in) and in such a case; the bidder shall deposit the cost of tender documents alongwith submission of the tender, failing which his tender shall not be opened. The cost of tender documents in this case shall be deposited in the form of demand draft/pay order and submitted in the envelope containing Earnest Money Deposit (EMD). The bidders are advised not to make any corrections, additions, alterations in the downloaded tender documents. In case, any corrections, additions, alterations are made in the downloaded tender documents, such tender shall not be considered.
- 3.0 The Earnest Money for an amount as specified above shall be deposited in the form of demand draft/pay order drawn in favour of 'The Registrar, Punjab Technical University payable at Jalandhar.
- 4.0 **Eligibility Criteria:**

Eligibility Criteria of the bidders shall be assessed based upon the "Qualifying Criteria" forming part of the tender documents.

- 5.0 PTU may issue addendum(s)/corrigendum(s) to the tender documents. In such case, the addendum(s)/corrigendum(s) shall be issued and placed on PTU's website atleast three days in advance of date fixed for opening of tender. The bidders who have downloaded the tender documents from website must visit the website and ensure that such addendum(s)/corrigendum(s) (if any) is also downloaded by them. Such addendum(s)/corrigendum(s) (if any) shall also be submitted, duly stamped and signed, alongwith the submission of the tenders. Any tender submitted without addendum(s)/corrigendum(s) (if any) is liable to be rejected.
- 6.0 The tender documents shall be submitted in two separate sealed packets viz. Packet-I containing Technical Bid and Packet-II containing Financial Bid. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in "Technical Bid". Bill of Quantities with rates duly filled in are to be submitted in "Financial Bid".
- 7.0 Completed tender documents in two packets viz. Packet-I and Packet-II shall be sealed separately in envelopes super-scribing as Packet-I (Technical Bid) and Packet-II (Financial Bid) along with the name of the work. These two sealed envelopes and the envelop (super-scribing "Earnest Money and cost of tender documents for the work" containing the Earnest Money and cost of tender documents) in the form as prescribed in the tender documents shall further be sealed in a larger envelope super-scribing the name of the work as stated above (alongwith date and time of opening of tenders) and should be deposited in the tender box at the following address:
- THE REGISTRAR,  
PUNJAB TECHNICAL UNIVERSITY  
JALANDHAR-KAPURTHALA HIGHWAY  
PUNJAB**
- Before **12:00** hours of **23/07/13** Tenders (Technical Bids only) shall be opened at **12:30** hours on the same day in the presence of the tenderers or their authorised representatives intending to attend the opening. After evaluation of the technical bids, the financial bids of only those agencies who fulfill the eligibility criteria specified in the tender documents shall also be opened on the same day at 16:00 hours. The decision of PTU regarding evaluation/fulfillment of eligibility criteria shall be final and binding. Any tender received later than the time and date of opening of Technical bids shall be rejected and returned to the tenderer unopened.
- 8.0 In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened on the next working day.
- 9.0 Tender shall be submitted as per "Instructions for Filling The Tenders" forming a part of the tender document.
- 10.0 Any tender received without Earnest Money & the cost of tender document in the form as specified in tender documents shall not be considered and shall be summarily rejected.

- 11.0 PTU reserves the right to cancel the tenders or postpone the tender and to accept/reject any or all tenders without assigning any reasons thereof.
- 12.0 Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. EMD of such tenderer shall be forfeited. The decision of PTU in this regard shall be final and binding.
- 13.0 The validity of the offer shall be 90 days after the date of opening of the tender. If any bidder withdraws his tender within the validity period or makes any modifications in terms and conditions of the tender and/or rates after submission of tender which are not acceptable to PTU or does not start the work within stipulated period from the date of issue of letter of acceptance, then PTU shall without prejudice to any other right or remedy, be at liberty to forfeit the earnest money deposited by the bidder. In case of forfeiture of EMD, the tenderer shall be debarred from bidding in case of re-invitation of the tenders.
- 14.0 The transfer of tender documents purchased by one intending tenderer to another tenderer is not admissible. Tenderer can submit tenders only on the documents purchased/downloaded from PTU's website.

Registrar  
Punjab Technical University

## **QUALIFYING CRITERIA:**

The tenderers fulfilling all the following shall be considered as qualified for opening of financial bids:

1. The tenderers should possess the experience of having successfully completed similar works during the last five years (ending last day of the previous month to the one in which tenders are invited) which should be any of the following:-
  - i. Three similar works completed each costing not less than Rs.20Lacs.
  - ii. Two similar completed works each costing not less than Rs.30Lacs.
  - iii. One similar completed works costing not less than Rs.40Lacs.

Similar works means "Operation running and Comprehensive Maintenance Contract of Air Conditioning Plant and Hot Water Generator."

2. The agency should meet anyone of the following two criteria in respect of the financial turnover in constructions works:

Minimum turnover in anyone of the last 5 financial year – 50 Lacs.

OR

Minimum average annual turnover in the last 5 financial year – 25 Lacs.

The financial turnover shall be judged from annual reports and/or profit and loss account statement duly signed by the chartered Accountant. The bidders should submit these reports for the financial years 2012-13, 2011-12, 2010-11, 2009-2010 & 2008-09 along with bids. The bidders may submit a certificate from Chartered Accountant showing the annual turnovers where audited Annual report is not available (for 2012-13 or 2011-12 only).

3. The bidders should not have been blacklisted or debarred from bidding or declare as a non-performer by any Govt./Semi Govt./Autonomous body. The bidders shall submit an affidavit duly attested by Notary that they have not been blacklisted or debarred from bidding or declare as a non-performer by any Govt./Semi Govt./Autonomous body.
4. The bidders should have the following registrations/documents:
  - i. Provident fund Registration.
  - ii. VAT Registration
  - iii. Service Tax Registration
  - iv. Valid PAN in the same name of the bidder.

In case, any agency is not having the above registrations indicating at S. No. i, ii and iii, the agency shall submit an undertaking that he will get the same in case the work is awarded to him.

**Enclosed self attested copies of the above registration certificates.**

## INSTRUCTIONS FOR FILLING THE TENDER

1. The following documents will complete a set of tender documents :

### **Part I (Technical bid):**

- Notice Inviting Tender
- Instructions for filling the tender
- Conditions to the contract

### **Part II (Financial bid):**

- Price Bid

The tender documents shall form part of the agreement.

2. A bidder in the capacity of Individual or Sole Proprietor, Partnership firm, or Company can participate in the tender and the bidder must forward attested copies of the constitution of its firm such as partnership deed, Memorandum & Articles of Association, etc. along with photocopy copy of the Power of Attorney duly attested by Notary Public. However, original power of attorney shall be presented for scrutiny as and when required by the employer.
3. The work is proposed to be executed under the following relationship.
  - a) **Client/Employer** Punjab Technical University,  
Jalandhar-Kapurthala Road,  
Punjab.
  - b) **Officer/Officer  
In Charge** Officer authorized by Client/ Employer to  
act on his behalf for the purpose of  
operating this contract.
  - b) **Contractor** The successful tenderer to whom the work  
is awarded shall become the contractor for  
the execution of this work.
4. Throughout these bidding documents, the terms "bid" and "tender" and their derivatives ("bidder"/ "tenderer"), "bid/tendered", "bidding"/ "tendering", etc.) are synonymous. Day means calendar day. Singular also means plural.
5. Tenderer may carefully note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. In addition the EMD of such tenderer shall be forfeited. The decision of Employer in this respect shall be final and binding.

6. A bidder shall submit only one bid in the capacity of an Individual or Sole Proprietor, Partnership firm, or Company. Violation of this condition is liable to disqualify the tenders in which such bidder has participated and EMD of all such tenderers shall stand forfeited.
7. The bidder shall bear all costs associated with the preparation and submission of the bid and the Employer will in no case be responsible or liable for these costs regardless of the conduct or the outcome of the bidding process.
8. The bidder is expected to examine all instructions, terms, conditions, forms, specifications and other information in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidders' risk and may result in rejection of his bid.
9. The bidder must obtain for itself on its own responsibility and its own cost all the information including risks, contingencies & other circumstances in execution of the work. It shall also carefully read and understand all its obligations & liabilities given in tender documents.
10. The bidder is advised to visit and examine the site where the work is to be executed and its surroundings or other areas as deemed fit by the bidder and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and execution of the contract. The cost of visiting the site and collecting relevant data shall be at the bidder's own expenses. It is a condition of the tender that the tenderer is deemed to have visited the site and satisfied himself with all the conditions prevailing including any difficulties for executing the work.
11. At any time prior to the deadline for submission of bids, Employer may for any reason whether at its own initiative or in response to any request by any prospective bidder amend the bidding documents by issuing Corrigendum, which shall be part of the Tender documents. The amendment shall be advised to all the prospective bidders.
12. The bid prepared by the bidder and all documents related to the bid shall be written in English.
13. All the pages of the tender documents and Bill of Quantities submitted by tenderer shall be signed and stamped by the tenderer or his representative holding the Power of Attorney.
14. While filling up the rates in the Bill of Quantities, tenderer shall ensure that there is no discrepancy in the rates mentioned in figures and words. In case of any discrepancy, the unit rate mentioned in the words shall be taken as final and binding.
15. The tenderer must fill and submit the prices as per instructions given in Bill of Quantities. He shall not make any addition or alteration in the tender documents. The requisite details should be filled in by the tenderer wherever required in the documents. Incomplete tender or tender not submitted as per instructions is liable to be rejected.



16. The tenderer should clearly read and understand all the terms and conditions, specifications etc. mentioned in the original tender documents. If the tenderer has any observations or he intends to stipulate some deviations to the tender conditions the same may be indicated in his forwarding letter along with the tender. It may be noted that the cost of deviation(s) shall be added to the quoted cost for the purpose of evaluation of the bid.
17. Tenderers are advised not to make any corrections, additions or alterations in the original tender documents. If tenderer makes any correction in his own entries the same shall be initialed and stamped by him. If this condition is not complied with, tender is liable to be rejected.
18. The Earnest Money of the unsuccessful tenderers shall be discharged and returned within seven days from the date of issue of Letter of Acceptance. The Earnest Money Deposit of the successful tenderer shall be retained towards retention money if any and further deduction of retention money from the bills shall commence after adjusting this EMD amount.
19. The tender shall remain valid for the period of 90 days, as indicated in "Notice Inviting Tender" after the date of the opening of the tender. If the Tenderer gives validity period less than that fixed/prescribed by Employer, the tender shall be liable to be rejected. Notwithstanding the above clause, Employer may solicit the tenderer's consent to an extension of the validity period of the tender. The request and the response shall be made in writing.
20. The tender duly filled must be received by Employer at the addresses specified not later than the date and time mentioned in the "Notice Inviting Tender". A tender received later than the deadline prescribed for opening of tender by Employer is liable to be rejected. Tenders brought to the office of Employer later than the deadline prescribed but before the opening time mentioned in the bidding document shall be declared as delayed tenders and may be considered by Employer and decided on its merits. The decision of the Employer shall be final and binding. Any tender received after opening of the tender shall be rejected and returned unopened to the tenderer.
21. The tenders shall be submitted on or before the due date and time with all the relevant documents as mentioned in Notice Inviting Tender and the following:
  - a) Forwarding letter (if any) of the tenderer alongwith tender Document.
  - b) Documents as per checklist (given in the Annexure).
  - c) Earnest Money Deposit & cost of tender document.
  - d) The Bill of Quantities with prices quoted.

22. Tenders will be opened at the addresses mentioned in "Notice Inviting Tender" in presence of tenderers or authorised representatives of tenderers who wish to attend the opening of tenders. Tenderers or their authorised representatives who are present shall sign register in evidence of their attendance. Tenderer's name, presence or absence of requisite Earnest Money, total cost of work quoted or any other details as Employer may consider appropriate will be announced and recorded at the time of bid opening.
23. To assist the examination, evaluation and comparison of the tenders, Employer may at his discretion ask the tenderers for any clarifications as considered essential. All such correspondence shall be in writing and no change in price or substance of the tender shall be sought or permitted. The above clarification for submission of the details shall form part of the tender and shall be binding on tenderer.
24. The Employer shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the bids are generally in order.
25. Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or subtotal price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the rate in words shall prevail.
26. Prior to the detailed evaluation, Employer shall determine whether each bid is of acceptable quality, is generally complete and is substantially responsive to the bidding documents. For purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions and specifications of the bidding documents without material deviations, objections, conditionality or reservation. A material deviation, objections, conditionality or reservation is one;
  - i) That affects in any substantial way the scope, quality or performance of the contract.
  - ii) That limits in any substantial way, inconsistent with the bidding documents, the Employers' rights or the successful Bidder's obligations under the contracts; or
  - iii) Whose rectification would unfairly affect the competitive position of other Bidders who are presenting substantially responsive bids.

If a bid is not substantially responsive, it shall be rejected by the Employer.

27. In case of tenders containing any conditions or deviations or reservations about contents of tender document, Employer may ask for withdrawal of such conditions/deviations/reservations. If the tenderer does not withdraw such conditions/deviations/ reservations, the tender shall be treated as non responsive. Employer's decision regarding responsiveness or non-responsiveness of a tender shall be final and binding.

28. Tenders, bids, which are determined as substantially responsive, shall be evaluated. The tenderer must submit all necessary authentic data with necessary supporting certificates of the various items of evaluation criteria failing which his tender is liable to be rejected.
29. The Employer/Officer reserve the right to negotiate the offer submitted by the tenderer to withdraw certain conditions or to bring down the rates to a reasonable level. The tenderer must note that during negotiations of rates of items of BOQ can only be reduced and not increased by the tenderer. In case the tenderer introduces any new condition or increases rates of any item of BOQ, his negotiated offer is liable to be rejected and the original offer shall remain valid and binding on him. The tenderer should clearly read and understand all the terms and conditions, specifications etc. mentioned in the original tender documents. If the tenderer has any observations or he intends to stipulate some deviations to the tender conditions the same may be indicated in his forwarding letter along with the tender. It may be noted that the cost of deviation(s) shall be added to the quoted cost for the purpose of evaluation of the bid.
30. No tenderer is permitted to canvass to Employer on any matter relating to this tender. Any tenderer found doing so may be disqualified and his bid may be rejected.
31. Employer/Officer reserves the right to accept, split, divide, negotiate, cancel or reject any tender or to annul and reject all tenders at any time prior to the award of the contract without incurring any liability to the affected tenderers or any obligation to inform affected tenderer, the grounds of such action.
32. If the tenderer, as individual or as a partner of partnership firm, expires after the submission of his tender but before award of work, the Employer/Officer shall deem such tender as invalid.
33. Employer/Officer shall notify the successful tenderer in writing by a Registered Letter/Courier/Speed Post or per bearer that his tender has been accepted.

**CHECK LIST FOR**

**LIST OF DOCUMENTS TO BE ATTACHED WITH THE TENDER**

- 1.0 Documents as indicated in the Eligibility Criteria.
- 2.0 Earnest Money Deposit of requisite amount in prescribed as per NIT.
- 3.0 Original Power of Attorney of the person signing the tender documents or photocopy duly attested by Notary Public.
- 4.0 Demand Draft / Pay Order towards the cost of tender documents in case tender documents are downloaded from Ircon's web site.
- 5.0 Complete Tender Document (Packet-I) duly stamped and signed by the bidders on each page.
- 6.0 Financial Bid (Packet-II) with rates duly filled in, stamped and signed on each page by the bidders.
- 7.0 Corrigendum (s), if any, duly stamped and signed by the bidders on each page.

## CONDITIONS OF CONTRACT

### 1.0 DEFINITIONS

In the Contract, as herein after defined, the following word expressions shall have the meanings hereby assigned to them, except where the context requires otherwise.

- a) **"Client or Principal Employer or Employer or Owner"** means the Punjab Technical University, Jalandhar-Kapurthala Road, Punjab.
- b) **"The Vice Chancellor (VC)"** means the Vice Chancellor of Punjab Technical University.
- c) **"The Registrar"** means the Registrar of Punjab Technical University.
- d) **"Officer or Officer in Charge"** means the person/Agency appointed by Punjab Technical University for operation of this contract.
- e) **"Officer's Representative"** means any official nominated from time to time by the Officer to act on his behalf.
- f) **"Contractor"** means the individual, firm, Company, Corporation, Joint Venture, or Consortium whether incorporated or not, who enters into the Contract with the Employer/Officer, and shall include its heirs, executors, administrators, successors, legal representatives, as the case may be.
- g) **"Contractor's Representative"** shall mean the person responsible for execution of the contract who shall be so declared by the Contractor and who shall be authorised under a duly executed power of attorney to comply the instructions and to use, receive materials issued by the Officer to the Contractor for works. He shall be capable of taking responsibility for proper execution of works.
- h) **"Sub-Contractor"** means the individual, firm, Company, Corporation, Joint Venture or Consortium, having direct Contract with the Contractor and to whom any part of the work has been sublet by the Contractor and shall include his heirs, his executors, administrators, successors, legal representatives, as the case may be.
- i) **"Other Contractors"** means the individual, firm, Company, Corporation, Joint Venture or Consortium employed by or having a Contract directly or indirectly with the Client/Employer/Officer other than the Contractor.
- j) **"Tenderer or Bidder"** means the individual, firm, Company, Corporation, Joint Venture or Consortium submitting a bid/tender.

- k) **"Scheduled Bank"** means a bank included in the second schedule to the Reserve Bank of India Act, 1934, or modification thereto.
- l) **"Contract"** shall mean and include the Agreement or Letter of Acceptance, the accepted Bill of Quantities and Rates, the Conditions of Contract, Instructions to the Tenderers and other Tender Documents.
- m) **"Tender or Bid"** means the offer (Technical and/or Financial) made by individual, firm, Company, corporation, Joint Venture or Consortium for the execution of the works.
- n) **"Specifications"** means the specifications referred to in the Contract and any modification thereof or addition thereto, or as may from time to time be furnished or approved in writing by the Officer.
- o) **"Drawings"** means the Drawings annexed to the Contract or referred in it and shall include any modifications of such Drawings and further Drawings as may be issued or approved by the Officer.
- p) **"Bill of Quantities (BOQ)"** means list of items of work, their quantities and rates.
- q) **"Original Contract Value"** means the sum stated in the letter of Acceptance/Contract Agreement.
- r) **"Contract Value"** means the original contract value subject to the adjustments in accordance with the provisions of the Contract.
- s) **"Site"** means the land and/or other places on, under, in or through which the works are to be carried out, and any other lands or places provided by the Client/Employer/Officer for the purpose of the Contract.
- t) **"Material/s"** means all equipment, components, fittings and other materials including raw materials, which form part of the permanent works.
- u) **"Test"** means such tests as prescribed in the Contract or by the Officer or Officer's Representatives, whether performed by the Contractor or by the Officer or his Representative, or any agency approved by the Officer.
- v) **"Approval or Approved"** means approval in writing including subsequent written confirmation of previous verbal approval.
- w) **"Letter of Acceptance"** means the letter from the Employer or the Officer to the Contractor, conveying acceptance of the Tender.
- x) **"Month"** means the Gregorian calendar month.

- y) **"Day"** means the calendar day.
- z) **"Time"** expressed by hours of the clock shall be according to the Indian Standard time.
- z-i) **"Tender Date"** means closing date fixed for receipt of tenders as per notice inviting tender or extended by subsequent notification.
- z-ii) **"Rupees"** (or Rs. in abbreviation) shall mean Rupees in Indian currency.

## **2.0 HEADING AND MARGINAL NOTES**

**2.1** The top heading and marginal notes given in the tender or Contract documents are solely for the purpose of facilitating reference and shall not be deemed to be part thereof and shall not be taken into consideration in the interpretation or consideration thereof.

### **2.2 Notices, consents, Approvals, Certificates and Determination.**

Wherever in the Contract provision is made for giving or issue of any notice, consent, approval certificate or determination, it shall be in writing and the words notify, certify or determine shall be construed accordingly.

## **3.0 SINGULAR, PLURAL AND GENERAL**

Words importing the singular only also include the plural and vice versa where the context requires. Similarly, words importing masculine gender also include the feminine gender.

## **4.0 COMMUNICATION AND LANGUAGE OF CONTRACT**

### **4.1 Communication to be in writing**

All notices, communications, references and complaints by either party to the Contract shall be in writing in English, Punjabi or Hindi. Communication from only authorised representative of the Contractor shall be entertained.

### **4.2 Language of Contract**

The Contract document shall be drawn up in English.

## **5.0 LAWS GOVERNING THE CONTRACT**

The Contract shall be governed by the laws in force in India.

## 6.0 CONTRACTOR'S UNDERSTANDING

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 stated in the Bill of Quantities, all of which shall except in so far as it is otherwise provided in the Contract, cover all his obligations under the Contract and all matters and things necessary for the proper execution, completion and maintenance of works.

## 7.0 Scope of Work:

Punjab Technical University has constructed its Administrative Building at Jalandhar-Kapurthala Road, Punjab having a total constructed area of about 24749 Sqm. in two blocks. One block is having basement, ground floor and seven floors and the second block is having ground floor and three floors. Floor-wise area of the building is as under:

Floor	G+7 Block		G+3 Block	Core area/ Service area in between wings/blocks	Total
	Wing-A (Jal. Side)	Wing-B (Kpt. Side)			
Basement	820	886	--	322	2028
Ground Floor	955	886	1205	592	3638
First Floor	886	886	1205	592	3569
Second Floor	886	886	1205	592	3569
Third Floor	886	886	1205	592	3569
Fourth Floor	886	886	--	322	2094
Fifth Floor	886	886	--	322	2094
Sixth Floor	886	886	--	322	2094
Seventh Floor	886	886	--	322	2094
<b>TOTAL</b>					<b>24749</b>

*All areas are in Square metres.*



## DETAILS OF AIR CONDITIONING SYSTEM

### List of Equipment & Location

Sr. No.	Equipment	Make	Model	Capacity	Qty (nos.)	Location	Remarks
01	Chiller-1	Climaveneta (Made in Italy)	FOCS3 602/BS	200 TR	3	Plant Room	03Nos.(One is Stand by)
02	Chiller-2	Climaveneta	HPAT 0904/H TS	55 TR	1	Terrace of Wing 'C'	This plant is only for 1 <sup>st</sup> floor of G+3(1No.)
03	Primary Chilled Water Pump	Maxflow	RB80-20	1824 LPM 12 MTR Head	4	Plant Room	One pump is stand by
04	Zonal Chilled Water Pump	Max-flow	RB65-26	547 LPM 24 MTR Head	2	Terrace of Wing 'C'	One is Stand by
05	Secondary Chilled Water Pump	Bell & Gosset	SE1510 Series	2736 LPM 22 MTR Head	3	Plant Room	One is Stand by
06	Control Panel with 3 VFDs 1DPT and PLC with duly downloaded soft ware for secondary chilled water pump set capacity 2736 LPM.	Danfoss		2736 LPM	1	Plant Room	
07	Hot Water Generator	Rapid Cool	Not mentioned	400KW	1	Plant Room	Heat the water up to 55°C
08	Air Handling Unit	Saiver	3734/0 2B/05 A/02A/ 02C/03 /04A/0 1A/03 A/01B/ 06	2720 CMH	1	Ground Floor	

Sr. No.	Equipment	Make	Model	Capacity	Qty (nos.)	Location	Remarks
08	-	Saiver		3400 CMH	1	Ground Floor	-
-	-	Saiver		8500 CMH	2	Ground Floor	-
-	-	Saiver		10200 CMH	1	Ground Floor	-
-	-	Saiver		8500 CMH	2	First Floor	-
-	-	Saiver		13600 CMH	4	First Floor	-
-	-	Saiver		17000 CMH	1	First Floor	-
-	-	Saiver		8500 CMH	1	Second Floor	-
-	-	Saiver		11900 CMH	1	Second Floor	-
-	-	Saiver		13600 CMH	4	Second Floor	-
-	-	Saiver		17000 CMH	1	Second Floor	-
-	-	Saiver		8500 CMH	1	Third Floor	-
-	-	Saiver		11900 CMH	1	Third Floor	-
-	-	Saiver		13600 CMH	4	Third Floor	-
-	-	Saiver		17000 CMH	1	Third Floor	-
-	-	Saiver		11900 CMH	2	Fourth Floor	-
-	-	Saiver		13600 CMH	2	Fourth Floor	-
-	-	Saiver		10200 CMH	1	Fifth Floor	-
-	-	Saiver		11900 CMH	1	Fifth Floor	-
-	-	Saiver		13600 CMH	1	Fifth Floor	-
-	-	Saiver		17000 CMH	1	Fifth Floor	-

Sr. No.	Equipment	Make	Model	Capacity	Qty (nos.)	Location	Remarks
-	-	Saiver	-	10200 CMH	1	Sixth Floor	
-	-	Saiver	-	11900 CMH	1	Sixth Floor	-
-	-	Saiver	-	13600 CMH	1	Sixth Floor	-
-	-	Saiver	-	17000 CMH	1	Sixth Floor	-
-	-	Saiver	-	6800 CMH	1	Seventh Floor	-
-	-	Saiver	-	11900 CMH	1	Seventh Floor	-
-	-	Saiver	-	17000 CMH	1	Seventh Floor	-
09	Main AC Panel	Anand Power	-	-	1	Plant Room	-
10	AC Panel for 55 TR Chiller	Anand Power	-	-	1	First Floor	-
11	AHUs Starter Panel	Anand Power	-	-	41	All AHUs Room	-
12	Control Console Panel	Anand Power	-	-	1	First Floor	-

## COMPREHENSIVE MAINTENANCE

1. Scope of comprehensive maintenance comprises all inclusive activities related with checks, repair, cleaning , servicing , replacement (preventive as well as corrective) of the entire installation as per list attached for its trouble free and satisfactory functioning round the clock and year round. It will cover adequate provision of complete range of infrastructure related with men, means and material required for maintenance of the installation. The objective of comprehensive annual maintenance contract is to keep the owner (PTU) totally free from the requirement of checking, repair and maintenance of the installation which will be carried out by the selected contractor who may be entrusted by with the assignment by PTU.
2. The contractor will keep the system updated all the time with regard to software, hardware and other electro-mechanical equipments and sensing /operating devices. He will maintain proper record (log book as well as print out) of daily status of the installation and also faults /troubles developed and remedial steps taken. He will also maintain a record of performance data and its analysis obtained from the print out and will predict any special action required on the part of owner (PTU) at any stage to keep the system healthy and updated. The agreed amount for the annual maintenance contract will cover all expenses related with around the clock deployment of technical personnel by the contractor for operation, running, comprehensive maintenance and provision of spares/consumables or any other material or components or equipments as a whole which may be required for rectification of any fault and for satisfactory functioning of the system.
3. The contractor will submit daily status of the installation to the Engineer-in-charge next morning and weekly, fortnightly and monthly within two days expiry of the week, fortnight or the month. Any restrictions received by the Engineer –in-charge will be immediately and fully complied with by the contractor without any delay.
4. The contractor will guarantee an uptime 99.99% for the system and will accordingly arrange and organize his team of personnel and stores of related spares /materials at site for immediately remedial action for in case of any problem or fault in the system . No short fall in the uptime will be permissible. However, in case of a non-working of the plant on account of the contractor for more than 30 minutes, penalty @ Rs.5000/per hour of shut down will be imposed. In case the plant remains off for more than two days on account of the contractor, penalty @5% of contract value will be imposed for each such delay.
5. For any planned shutdown for repair or maintenance, the contractor will obtain the prior permission of the Engineer-in –charge. For all preventive maintenance contractor will submit the monthly schedule to the Engineer-in-charge at least one week advance.
6. The contractor will deploy trained and experienced staff fully conversant with the functioning and design of installation covering software as well as electromechanical equipments and lay-out as detailed below.
  - a) Operator (ITI) - 02 nos.
  - b) Helper - 03 nos.
  - c) 01 Operator and Helper must be deputed for off day/Holidays to run the system

7. The contractor will be fully responsible for any consequential damages in case failure of the system.
8. Labour, repairs or replacement of system components shall be the responsibility of the contractor at no cost of PTU during this comprehensive AMC period.
9. All equipments that required repair /replacement shall be immediately serviced ,repaired or replaced as approved brand by Engineer-in-charge . All replacements, parts and labour shall be supply promptly and free of cost to PTU.
10. In case of any theft during the tenure of contract, the agency shall be fully responsible for the same and losses due to theft shall be recovered from the subsequent bill of the contractor.
11. In case damage to the property of PTU due to the negligence of the agency persons, manpower, the agency shall have to make good the losses suffered by PTU, Failing which the loss shall be recovered from the subsequent bill of the agency.

The above requirements from the basic structure of the scope and responsibility to be included in the contract agreement.

**TENTATIVE PERIOD OF RUNNING SYSTEM/YEAR**

Air Condition:	6 Months
Hot Water Generator:	3 -do-
Servicing Period:	3 -do-

**HOURS OF OPERATIONS OR PLANTS:**

Working Hours = 0800hrs to 1800hrs  
 Normally 5 day's week. But can be asked to run the system on off day /holiday with short notice by the officer-in-charge and even system may be asked to run late hours/holiday. No payment will be made for extra running.

**SCHEDULE OF CHECKS**

The contractor will prepare and submit his own detailed schedule covering precise description of the installations and various components and their maintenance requirements which will be finalized in consultation with Engineer-in-charge.

**8.0 PERFORMANCE SECURITY**

The bank guarantee shall be of the value of 5% (Five) of the awarded value of the work. This security shall be provided strictly as per the format forming part of the tender documents. Performance security shall be released on satisfactory completion of the work in all respect.

**8.1 SECURITY DEPOSIT**

The earnest money of the successful tenderer will be converted into security deposit. Additionally, an amount @3% of the running on-account bills/final bill will be deducted towards security till such time the total security deposit including earnest money

becomes 5% of the awarded value. This security deposit shall be release on satisfactory completion of defect liability period.

## **9.0 CONTRACT AGREEMENT**

The Contractor shall enter into and execute the Contract agreement in the form of agreement within 15 days from the date of issue of Letter of Acceptance. The stamp papers of the requisite value as per the prevailing laws shall be provided by the Contractor at his own cost. Original agreement shall be retained by the Employer/Officer and a certified copy shall be made available to the Contractor.

## **10.0 SUBCONTRACTING**

The Contractor shall not subcontract the whole of the works. Except where otherwise provided in the Contract, the Contractor shall not subcontract any part of the works without the prior consent of the Officer in writing. Any such consent shall not relieve the Contractor from any of his liability or obligation under the Contract and he shall be responsible for the acts, defaults and neglects of any subcontractor, his representative, servants or workmen as fully as if they were the acts, defaults or neglects of the Contractor.

- i. Provided that the Contractor shall not be required to obtain such consent for:-
  - a) The provision of labor, or
  - b) The purchase of materials which are in accordance with the specifications/standards specified in the Contract, or
  - c) The subcontracting of any part of the works for which the subcontractor is named in the contract.
  - d) The purchase of Plants and Equipment for execution of the works.
  - e) The hiring of Plants and Equipment for execution of the works.

Any breach of the above conditions shall entitle the Employer/Officer to rescind the contract.

## **11.0 PROVISIONS OF EFFICIENT AND COMPETENT STAFF**

The Contractor shall employ and keep on the works at all times efficient and competent staff to give necessary directives to his workers to see that they execute works in a safe and proper manner. The Contractor shall employ only such supervisors and workmen as are capable, careful, and skilled. The Officer shall be at liberty to object to and order the Contractor to remove forthwith from the works, any person employed by the Contractor in execution of works, who, in the opinion of the Officer, misconducts himself or is incompetent or negligent in the proper performance of his duties or whose employment is otherwise considered by the Officer to be undesirable and such person shall not be employed again in the works without the written permission of the Officer. Any person so removed from the works shall be replaced as soon as possible by a competent substitute.

12.0 The Contractor shall maintain absolute security with regard to all the matters that comes to his knowledge by virtue of this contract or otherwise.

### **13.0 COMMENCEMENT OF WORK**

The Contractor shall commence the works within a period of seven days from the date of issue of Letter of Acceptance.

### **14.0 INDEMNITY BY THE CONTRACTOR**

#### **i. Indemnity against all actions of Contractor**

The Contractor shall hold and save harmless and indemnify the Client/Employer/Officer and their employees, from all actions, suits, proceedings, loss, costs, damages, charges, claims and demands of every nature and description brought against or recovered from the Client/Employer/Officer and their employees by reason of any act or omission of the Contractor and/or his representative and/or his Employees and/or his sub-contractors in the execution of the works or in the guarding of the same. All the sums payable by Client/Employer/ Officer by way of compensation under any of these conditions, shall be recovered from the dues of the Contractor, without reference to the actual loss or damage sustained, and whether or not any damage shall have been sustained.

#### **ii. Indemnity against all Claims of Patent rights and Royalties**

The Contractor shall hold and save harmless and indemnify the Client/Employer/Officer, his officers and Employees from and against all claims and proceedings for or on account of infringement by the Contractor of copyright, any patent rights, design, trademark or name, secret process, patented or unpatented invention, articles or appliances manufactured or used for or in connection with the works and from and against all claims, proceedings, costs, damages, charges, and expenses whatsoever in respect thereof or in relation thereto. The Contractor shall pay all royalties, taxes, rent and other payments or compensation, if any, for getting the materials required for the works and due fulfillment of the contract and indemnify Client/Employer/Officer against any claims in this regard.

The Contractor shall, at his own expense, arrange for the safety provisions as required by any law in force, in respect of the labour employed directly or indirectly for performance of the works, and shall provide all facilities in connection therewith.

The responsibility for implementing the instructions/guidelines for working on National Holidays and Sundays shall be of the Contractor.