

CHHATRAPATI SHAHU JE MAHARAJ UNIVERSITY, KANPUR

Ref.No.CSJM/AR (Admin)/166/2012

Date:-..11/07/2012

S.NO...1.

SHORT TERM TENDER NOTICE

Sealed tenders are invited for Annual comprehensive maintenance of Air Conditioners, water coolers and stabilizers up to 02:00 P.M of ...23/07/2012....Tender forms along with terms and conditions can be obtained from cash counter of university for Rs 500/- or should be downloaded from university website: www.kanpuruniversity.org. Downloaded forms as to be submitted with a Demand draft of Rs.500/- in favor of "Finance Officer, C.S.J.M University, Kanpur" payable at Kanpur. Tenders will be opened on23/07/2012..... at 03:00 P.M in presence / absence of tenderers or their representatives.


Registrar
C.S.J.M University, Kanpur

SPECIAL TERMS & CONDITIONS

1. The quantities mentioned in this tender are and shall be deemed to only approximate. The split / window air conditioners and water cooler are 1 to 16 years old and their condition shall be taken in to consideration before quoting. However machines shall be handed over to the contractor in working condition only.
2. Tender should qualify following criteria:-
 - (a) Authorized service dealer/ provide of Air Conditioner, water cooler and voltage Stabilizers

OR

Enlisted contractor of PWD / CPWD OR any other Government / semi- Government Organization.

 - (b) The firm must provide evidences of adequate work experience of same kind in Government / semi-Government organization
 - (c) Firm service tax no.
 - (d) Firm tin no.
 - (e) Pan card no. & Income Tax Return indicating annual turn over for last three years.
3. The rates quoted should be inclusive of all taxes. University will not pay any taxes separately. The tax as per norms of U.P. State Government / Government of India shall be deducted from the bills of the contractors at the prescribed rates.
4. Payment will be on quarterly basis after satisfactory job work.
5. Filled in Tender form should be accompanied with the earnest money Demand Draft/ FDR of Rs. 30000/- (Rs.Thirty thousand only) drawn in Favor of "Finance Officer, C.S.J.M. University, Kanpur" payable at Kanpur.
6. All the air conditioners, water cooler along with stabilizer under comprehensive AMC will be maintained for one year from the date of start of AMC. This period may be extended with mutual consent of both the parties for further next two year on yearly basic.


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7. Complaints shall be attended preferably on the same day but necessarily on the next working day. If any complaint remains pending for more than two days, penalty shall be recovered at the rate of Rs. 100/ day for each default. The amount of penalty shall be recovered from quarterly bills. Contractor shall be required to keep approved brand fan motors of all size of air conditioner, water cooler and other spare parts in ready stock for immediate replacement. In case any unit can not be repaired for any reason beyond control a stand by unit of suitable size must be made available by the firm with in 24 hours.
8. The firm will depute the service of 3 (three) mechanics and 3 (three) helpers at the disposal of the university exclusively for this work, who shall report to the university Jr. Engineer (Elect) of air conditioner water coolers on all working day.
9. Work and site can be seen in the university campus on any working day.
10. The water cooler, air conditioners shall be maintained for preventive maintenance and also shall be attended on "as and when required" basis. Replacement of all spare parts including compressor, blower, condenser, cooling coil, remote, printed circuit board refrigerant and damaged Kenny from insulation on pipe etc are included in the scope of work. The work is therefore for comprehensive maintenance including service and components. Defective compressor shall be replaced from approved make of manufacturers only by the bidders.
11. In case of stabilizer replacement, stabilizer of equivalent make and rating should be provided by the firm. Guarantee/ warranty card with due seal of the dealer/supplier must be deposited with the university. The defective non- repairable stabilizer can be taken by the firm. No extra payment will be made for the replaced stabilizer.
12. All machines shall be given 3 (three) dry and 1(one) wet service in a year for cleaning of all parts by blowing air, cleaning of air filters, oiling the blower motor and testing for normal operation.
13. All machines shall be wet cleaned once in year to clean the cooling coil, condenser coil by using acid, lubrication of fan motor etc. painting the machine and replacing the air filters shall also be carried out during the


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14. Split / window air conditioners/water cooler having problem like " less cooling due to gas shortage" or " defective compressor" etc. (of which repairing at site in not possible) shall be taken to the workshop and returned duly repaired by next working day.
15. Contractor will have to done routine check the working condition of air conditioners once every fortnight. It will be the contractor's responsibility to check the grills are clean at all times.
16. Complaints shall be received by the university engineer who shall issue the job orders to the contractors. The orders shall be returned to domestic AC/ Water cooler unit on same day after the complaint is attended.
17. University committee may visit the workshop to ascertain the maintenance facilities available with the firm.
18. The right to reject all or any of the tenders and to air conditioners, up the work relaxes any or all the above condition without assigning any reason is received with the Csjm University.
19. Subletting the work is strictly prohibited and also the operating staff shall maintain discipline and works ethics. However the university shall have the right to ask any of maintenance staff to leave the premises of in the opinion of the university the conduct of such an employ is not in the interest of the university.
20. The contractor shall have to pay the wages to mechanics & helpers as per U.P. Govt/ Government of India. notification approved by labour commissioner Ministry of labour from time to time and as per the norms.
21. A list of all complaints and its day to day status shall be recorded in a register and these records shall be put up to the Engineer in charge on regular basis.
22. The qualification and experience of the staff shall be as under :-
 - (a) :- Mechanic - Skilled in the similar field
 - (b) :- Helper - Literate preferable High School Pass.


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23. Dully filled tenders along with all document and catalogue in a sealed cover and the cover containing the words "Tender for Annual comprehensive maintenance of Air Conditioners and Water Cooler along with Stabilizers "shall be accepted in the office of Assistant Registrar (PP) CSJM University Kanpur till 2.0 pm dated ..~~23.07.2012~~..
24. University reserves the right to reject any or all the tenders in part or full without assigning any reason thereof.
25. Any referral dispute shall be referred to Vice Chancellor whose decision will be final.
26. 10% Security Amount of the tender value of annual comprehensive maintenance will be deposited by the successful bidder in the form of FDR in name Finance Officer Csjm University Kanpur.


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BILL OF QUANTITY

NAME OF WORK:- Annual comprehensive maintenance contract for split & window air conditioners, water collar, and automatic voltage stabilizers of following capacity installed in C.S.J.M. University area.

S.NO.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
1	Annual Comprehensive Maintenance of following air conditioner (a) Window ACs 1.5 Ton (b) Window ACs 2.0 Ton	64 153	Nos Nos		
2	AMC of split type air conditioner wall mounted of following capacity (a) Split ACs 1.5 Ton (b) Split ACs 2.0 Ton (c) Split ACs 2.8 Ton (d) Split ACs 3.5 Ton	09 145 01 03	Nos Nos Nos Nos		
3	AMC of water collar 150 Liters	49	Nos		
4	AMC of Automatic Voltage Stabilizers of 4 KVA/ 5 KVA	420	Nos		
			Total Rs.		

(Total Rs. In word.....)


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CHHATRAPATI SHAHU JE MAHARAJ UNIVERSITY, KANPUR

KALYANPUR, KANPUR

NAME AND ADDRESS OF FIRM.....

.....

.....

SERVICE TAX REGISTRATION NUMBER:-.....

VAT/ TIN/ PAN NO:-.....

TELEPHONE NO:-.....

DETAILS OF EARNEST MONEY DEPOSIT

BANKERS CHEQUE/ D.D NO.....Date.....

Amount.....

DETAILS OF TENDER FEE DEPOSIT:-.....

Receipt/ D.D No.....Date.....

Amount.....

I have read all the terms and condition and I pledge by them.

DATE & SIGNATURE OF TENDERE (WITH SEAL):-.....

ENCLOSURES:-

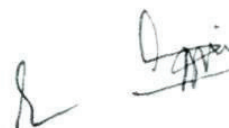
1.

2.

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4.

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Handwritten signatures and initials in black ink, located at the bottom right of the page.