

**NOTICE INVITING TENDER**

**Subject : Comprehensive annual maintenance contract of Window/Split/Cassette / Tower Type Airconditioners installed at SCOPE Office Premises at SCOPE Complex, 7-Lodhi Road, New Delhi-110003.**

1. Online e- tenders are invited by General Manager (Tech. & HR), SCOPE on behalf of Constituents of SCOPE Complex, Lodi Road, New Delhi – 110 003 for the subject work as per the details given below:-
  - 1.1 Name of the work : Comprehensive annual maintenance contract of Window/Split/Cassette/Tower Type Airconditioners installed at SCOPE Office Premises at SCOPE Complex, 7-Lodhi Road, New Delhi-110003.
  - 1.2 Estimated Cost : **Rs. 2,58,900.00 Per Annum (plus GST @18%)**
  - 1.3 Earnest Money : **Rs.6110.00**
  - 1.4 Time for completion : **Two years from the date of issuance of LOA.**
  - 1.5 Tender Processing Fee : **Rs.590.00**
  - 1.6 Cost of tender : **Rs 560.00**
  - 1.7 Commencement of download E –Bid : 13.03.2023 from 10.00 A.M.
  - 1.8 Last date of downloading of E- Bid : 20.03.2023 upto 12.30 P.M.
  - 1.9 Last Date of E – Bid Submission : 20.03.2023 upto 3.00 P.M.
  - 2.0 Last date of submission of hard copy of EMD & Tender Cost : 20.03.2023 upto 3.00 P.M.
  - 2.1 Tender opening Date & Time (Technical) : 20.03.2023 at 3.30 P.M.
  - 2.2 Tender opening Date & Time (Financial) : To be intimated later
  - 2.3 Bidders have to download the Bid documents from the e-procurement portal i.e. **www.tenderwizard.com/SCOPE** after registering themselves on portal and submit e-bids after payment of Bid Processing Fee & Bid documents fee before last date & time of downloading the e-bids online (**For E-Tendering support:- 8799753401, 080-45811365**). Bidder can also view the NIT, SCOPE of work on **www.scopeonline.in**.




- 2.4 Bids shall be submitted through e-bidding mode only. No other mode of Bid submission shall be accepted.
3. Tender document shall be accepted only from reputed specialized contractors who are working with CPWD/PWD/MES/Railway/PSUs/Autonomous Bodies/SCOPE who fulfill following pre-qualification criteria & showing their original documents in this regard:
- 3.1 Proof of having successfully completed works during last five years ending last day of month previous to the one in which application are invited.
- Three similar completed comprehensive AMC of Window/Split/Cassette/ductable ACs value not less than 40% of the estimated cost put to tender.
- OR
- Two similar completed comprehensive AMC of Window/Split/Cassette/ductable ACs value not less than 60% of the estimated cost put to tender.
- OR
- One similar completed comprehensive AMC of Window/Split/Cassette/ductable ACs value not less than 80% of the estimated cost put to tender.
- 3.2 The Tenderer must be registered under ESI, PF, GST & income tax act and should have PAN No. Copies of registration papers along with details need to be furnished latest ESI & PF deposit with challan authority is also needed.
- 3.3 Average annual financial turn over on AC works should be at least 1.5 times of the estimated cost during the immediate last 3 consecutive financial year and Balance sheet for previous three years with ITR.
- 3.5 Copies of similar works executed / in hand for multi-storeyed office building & industry during last three years alongwith work order & clients performance certificate.
- 3.6 All the above certificate / documents shall be submitted by the firm duly signed & self attested subject to verification with original documents
- 3.7 **Hard copy of "Form of Tender" alongwith complete tender documents duly signed & stamped must submitted during submission of tender through e-portal.**
4. The tender shall be submitted through only portal i.e., [www.tenderwizard.com/SCOPE](http://www.tenderwizard.com/SCOPE)
5. Tenders are invited to submit their offers strictly based on the layout, design parameters, specific requirements, terms & conditions and specifications given in the tender document and instruction to bidder.

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6. Earnest Money & Cost of Tender mentioned above should be paid by crossed Demand Draft / Pay order from any Nationalized / Scheduled Bank in favour of **"SCOPE Complex MMO Account"**. Tenders without Earnest Money Deposit will be summarily rejected and the representative of such tenderers will not be allowed to attend tender opening.
7. SCOPE reserve the right to reject any or all tenders without assigning any reasons.

  
**General Manager (Tech. & HR)**

## SCOPE OF WORK

- 1 The Contractor must visit the site before quoting and fully satisfy himself of the site condition and Scope of work includes ensuring the entire Window/Splits/Cassette/Tower Air-conditioners/Water Coolers in perfect working condition at all times during the contract, whether the same are actually used or not.
- 2 The airconditioners shall be maintained in operational condition by the contractor for the contract period providing all required inputs including all manpower for repairing etc.
- 3 Every airconditioner shall be serviced once in every quarter. A record of such services, duly acknowledged by the Engineer-Incharge of airconditioners shall be maintained.

Quarterly Preventive Maintenance service of all Window/Splits/Cassette/Tower Airconditioners/Water Coolers include the following:

Overhauling, cleaning, washing, servicing with chemical washing process and as & when required basis.

Cleaning of Blower and condenser fan and other part of AC.

Checking & tightening of electrical connection of complete AC including input & output.

Checking of motor installed with indoor/outdoor unit.

Checking of cooling efficiency, ampere, refrigerant pressure/top up etc.

Checking of Voltage stabilizers.

Replacement of filter, if found defective.

However air filters of the ACs shall be cleaned in every 15 days and whenever is required.

4. Comprehensive AMC of Airconditioners includes the repair/replacement of any defective part like compressor, condenser coil, evaporator coil, fan motor of indoor/outdoor, air filters, capacitor, PCB, electrical parts, capillary, refrigerant charging, nitrogen testing, stabilizer painting, tinkering, thermostate, relay, SPP, contactor, drain pipe, wire/cables, insulation, copper pipe and any other parts required to put the AC in operation, No extra cost will be paid on this account.
5. The defective compressor should not be cut open and repaired, instead the defective compressor should be replaced with factory sealed compressor. The compressor shall be checked for its proper functioning.
6. No consumables or any other spares shall be supplied by Scope-free of cost.





7. The airconditioners shall be taken over by the contractor after recording the total number of airconditioners etc, the same shall be maintained and run by the contractor for the contract period.
8. The contractor will use only genuine spare parts whatsoever required for replacement for proper maintenance and satisfactory performance of the units including required gas.
9. Penalty will be recovered in quarterly bills of AMC as per the following in case of non-satisfactory services provided under AMC, Rs.500/-per unit per day if the unit is not rectified within the same day of reporting of complaint for minor complaints and within 48hrs for major complaints like motor repair, PCB repair, compressor change.
10. The replacement of components shall be as per manufacturers instructions and as per the decision of Engineer-Incharge.
11. The compressor if found defective due to any reason the same is to be replaced. Replacement shall be obtained from manufacturer of their authorized dealer only.
12. Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made on this part. The Contractor shall indemnify the Institute from any claims arising out of accidents, disabilities of any nature or death arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor
13. All dismantled/replaced spare parts to be deposited with the authorized representative of SCOPE and details be entered in the register (demolition/dismantled register) & signed by the both parties.
14. If it is observed at any stage that the quality of work is not satisfactory, the contract/work order as a whole will be terminated and security deposit will be forfeited. The Contractor will have no claims whatsoever on the Institute.

  
**General Manager (Tech. & HR)**