



# The Institution of Engineers (India)<sup>278</sup>

AN ISO 9001 : 2015 CERTIFIED ORGANISATION  
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)  
8 Gokhale Road, Kolkata-700 020

*A Century of Service to the Nation*

## **NOTICE INVITING TENDER**

SP/278

Dated: 31.05.2024

### Comprehensive onsite Annual Maintenance Contract of Air Conditioner Machines at IEI HQ

Sealed Tender in Single Stage two Envelope bid system is invited for Comprehensive onsite Annual Maintenance Contract (AMC) of Air Conditioner Machines at IEI HQ.


The tender document is to be downloaded from the website of the Institution ([www.ieindia.org](http://www.ieindia.org)).

The sealed tender is to be submitted in prescribed format duly stamped and signed and dated on each page of the tender document as their unconditional acceptance to the terms prescribed by the Institution. Details/supporting documents wherever applicable, if attached with the tender should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.

The tender shall be in two parts viz. **Technical Part - (Envelope - 'A')** and **Financial bids (Envelope 'B')** (Envelope 'A' and 'B' with the content shall be clearly marked on the top of the envelopes separately). **Technical Part (Envelope - 'A')** shall comprise of compliance documents against Qualification Requirement, GST Registration certificate, company profile and other documents in support of technical capability. The Technical bid should not contain any financial indication, violation of which will invite disqualification. **Financial bid** shall comprise of quoted price only in the format provided with the tender document in **Envelope - 'B'**. Both Envelope - A & B shall be put in a third envelope, sealed and submitted within the prescribed date & time and with signature of the tender applicant over it.

The sealed tender duly superscribed, "Tender for Comprehensive Annual Maintenance Contract (AMC) of Air Conditioner Machines at IEI HQ". with Tender No. should be addressed to Deputy Director (Administration) sent at the Institution's address either by registered post/speed post/or by hand. Postal / couriered tender must reach to this office within stipulated date & time i.e., upto 16.00 hrs of 10.06.2024.

Tenders received after the stipulated date and time shall not be entertained. The Institution shall not be liable for any postal delays what so ever and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason and any correspondence.

  
Deputy Director (NT/IT & Admn)

## The scope of work for Annual Maintenance Contract (AMC) typically includes but not limited to the following:

- 1. Attend of Daily Call:** The Technician(s) shall report to the House Supervisor at 09:30 AM daily and stay till 06:00 PM. Technicians shall attend call(s) as informed by House Supervisor.
- 2. Scheduled Inspections:** Regular inspections of the air conditioning system to assess its overall condition and performance. These inspections are usually conducted at predetermined intervals, such as monthly, quarterly, or semi-annually.
- 3. Cleaning and Maintenance:** Cleaning of air filters, coils, condensate drains, and other components to remove dust, dirt, and debris that can hinder the system's efficiency and airflow. Lubrication of moving parts such as motors, fans, and bearings to reduce friction and wear.
- 4. Refrigerant Checks:** Checking refrigerant levels and ensuring proper refrigerant charge according to manufacturer specifications. Addressing any leaks and recharging refrigerant as necessary to maintain optimal cooling performance.
- 5. Electrical Checks:** Inspection of electrical connections, wiring, and components to identify any loose connections, worn-out parts, or signs of overheating. Tightening connections, replacing damaged wiring, and addressing any electrical issues to prevent potential breakdowns or safety hazards.
- 6. Performance Testing:** Conducting performance tests to evaluate the system's cooling capacity, airflow, temperature differentials, and overall efficiency. Adjusting settings and making necessary adjustments to optimize performance and energy consumption.
- 7. Calibration:** Calibrating thermostats, sensors, and other control devices to ensure accurate temperature control and consistent operation of the AC system.
- 8. Filter Cleaning/Replacement:** Cleaning/Replacement of air filters at regular intervals to maintain indoor air quality and prevent the buildup of contaminants that can affect system performance and occupant health.
- 9. Condenser and Evaporator Coil Cleaning:** Cleaning of condenser and evaporator coils to remove dirt, grime, and debris that can obstruct heat transfer and reduce cooling efficiency. This may involve using specialized cleaning agents and equipment to ensure thorough cleaning without damaging the coils.
- 10. Drainage System Inspection:** Checking condensate drains and pans for clogs or blockages that can cause water damage or mold growth. Clearing obstructions and ensuring proper drainage to prevent water accumulation and microbial growth.
- 11. Documentation:** Maintaining detailed records of maintenance activities performed, including inspection findings, repairs, replacements, and recommendations for future maintenance or upgrades. Providing maintenance reports to the customer for transparency and accountability. One register must be maintained for record of all service/repairing work.
- 12. Emergency Response:** In case of any critical problem arise in crucial area, like server room/EPABX room, vendor shall send technician immediately even after office hours and holidays.

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**General Terms & Conditions:**

- ❖ The AMC covers overhauling routine Service and Breakdown Service including free replacement of all spare parts like fan motors, compressors, cooling coils, condenser coils, Capacitors, PCB, charging of gas/refrigerant, metal parts /plastic components, front panel, filter, outer wrapper/casing and painting replacement of sheet shall be borne by the Vendor. Remote control should be out of the scope of AMC.
- ❖ The bidder should have access to genuine spare parts and necessary tools and equipment. Minimum two nos. Split and one Window AC must be kept at IEI HQ as stand by to meet emergency situation.
- ❖ The bidder should depute two experienced technicians and they shall report daily to House Supervisor during the office hours, may need to report duty even in holiday/beyond office hours as per the need of IEI.
- ❖ The break down machines will be taken to your workshop to repair and will be returned back within 10 days to IEI. The machine(s) taken out for necessary repair, will have to be replaced with a suitable machine(s). Carrying cost borne by the vendor.
- ❖ If case breakdown machine have not repaired within 24 hours, a penalty of **Rs.500** per day will be charged for each machine until the repair is completed.
- ❖ The Air conditioners will be serviced/repared only by the Vendor personnel/their dealers/authorized contractors, failing which IEI will get the Air conditioners serviced/repared by any other agency and the amount thus charged will be adjusted with the AMC Bills.
- ❖ Any loss or damage of IEI property caused by your workmen will be recovered from you.
- ❖ Vendor must compliance with safety regulations and standards.
- ❖ IEI reserves the right to cancel the existing order giving one month notice without assigning any reason whatsoever. In any disputes, the decision of IEI is final and binding.

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**Contract Period**

The AMC will be valid for a period of **12 months** from the date of date of placement of Work Order. Moreover, the contract can be renewed based on the performance of the vendor, the rate during renewal shall be mutually

**Payment Terms**

1. Payments will be made on a quarterly basis upon submission of invoices.
2. Any additional repairs or replacements will be charged separately, subject to prior approval.

**Annexure****List of Air-Conditioning Machines Annexure A :**

Detailed list of all air-conditioning units covered under the AMC, including make, model, location, and capacity.

Name :  
 Designation :  
 Signature :  
 Company Name :  
 Address :  
 Phone No. :  
 E-mail :  
 Date :

**Seal & Signature of the Bidder**

**PART - A**

**TECHNICAL BID**

**Qualification of Bidder**

1. Company profile to be submitted by the bidder.
2. The bidder must be a registered company and certificate(copy) to be submitted.
3. The bidder should have a minimum of 5 years of experience in maintaining air-conditioning systems. In support of the experience, related document must be submitted.
4. Two work order having work value above 1 lacs in a single order for last two years otherwise performance satisfactory certificate for last two years from Government/Autonomous bodies/PSU/Reputed Private Organisation to be submitted.
5. The company should have at least Rs. 5.00 Lakh Annual Turnover, in last three financial years. Related documents must be submitted.
6. The company should have adequate physical infrastructure to support AMC project like in-house Test and Repair Centre at Kolkata. This may be inspected by IEI authorities in case if needed.
7. GST Registration Certificate to be submitted.
8. Copy of PAN card of the bidder to be submitted.

**PART - B**  
**FINANCIAL BID**

**AMC Rate of 101 ACs**

Sl. No.	Description	Quantity	Rate (Rs.)	GST Rate	Total
1.	2.0 Ton Split Air conditioner	52			
2.	1.5 Ton Split Air conditioner	34			
3.	1.0 Ton Split Air conditioner	03			
4.	1.5 Ton Window air conditioners	12			
<b>TOTAL</b>					

<b>List of Air Conditioners at IEI HQ premises</b>						
<b>Sl No</b>	<b>Floor</b>	<b>Location</b>	<b>TAG</b>	<b>Type</b>	<b>Ton</b>	<b>Make</b>
1	9th	SDG's Suite (Hall)	9TH-1	Split	2	Voltas
2	9th	SDG's Suite(Hall)	9TH-2	Split	2	Voltas
3	9th	SDG's Suite(Dining)	9TH-3	Split	1.5	Voltas
4	9th	SDG's Suite(Bed room) RHS	9th-5	Split	2	Voltas
5	9th	SDG's Suite(Kids room)	9TH-1	Split	2	Voltas
6	9th	President's Suite (Bed Room)	9TH-6	Split	1.5	Voltas
7	9th	President's Suite (Dinning)	9TH-7	Split	2	Voltas
8	8th	VIP Guest House, Room no-1	8TH-1	Split	1.5	Logicool
9	8th	VIP Guest House, Room no-1	8TH-2	Split	1.5	Logicool
10	8th	VIP Guest House, Room no-2	8TH-3	Split	1.5	Logicool
11	8th	VIP Guest House, Room no-3	8TH-4	Split	1.5	Logicool
12	8th	VIP Guest House, Room no-4	8TH-5	Split	1.5	Logicool
13	8th	VIP Guest House, Room no-5	8TH-6	Split	1.5	Logicool
14	8th	VIP Guest House, Room no-6	8TH-7	Split	1.5	Logicool
15	8th	VIP Guest House, Dining Hall	8TH-8	Split	1.5	Logicool
16	8th	VIP Guest House, Dining Hall	8TH-9	Split	1.5	Logicool
17	7th	SDG's Chamber	7TH-1	Split	2	Voltas
18	7th	SDG's Chamber	7TH-2	Split	1.5	LG
19	7th	Mini Conference Room	7TH-3	Split	1.5	LG

20	7th	Mini Conference Room	7TH-4	Split	1.5	LG
21	7th	Secretariat	7TH-5	Split	1.5	LG
22	7th	President's Chamber	7TH-6	Split	2	Voltas
23	7th	Vice President's chamber	7TH-7	Window	1.5	Voltas
24	7th	Main Conference Room	7TH-8	Split	2	Hitachi
25	7th	Main Conference Room	7TH-9	Split	2	Hitachi
26	7th	International Cell	7TH-10	Window	1.5	Voltas
27	7th	Council Affairs Office	7TH-11	Window	1.5	Voltas
28	6th	D(F)'s Chamber	6TH-1	Split	1.5	Hitachi
29	6th	DD(F)'s Chamber	6TH-2	Split	2	Voltas
30	6th	Finance(Hall)	6TH-3	Split	2	voltas
31	6th	Finance(Hall)	6TH-4	Split	2	voltas
32	6th	Finance(Hall)	6TH-5	Split	2	voltas
33	6th	Finance(Hall)	6TH-7	Split	2	voltas
34	6th	Finance(Conference Room)	6TH-9	Window	1.5	Voltas
35	5th	D.D(T)'s Chamber	5TH-1	Split	1.5	Voltas
36	5th	A.D(T)'s Chamber	5TH-2	Split	1.5	Voltas
37	5th	Technical(Hall)	5TH-3	Split	2	Voltas
38	5th	Technical(Hall)	5TH-4	Split	2	Voltas
39	5th	Technical(Hall)	5TH-5	Split	2	Voltas
40	5th	Technical(Hall)	5TH-6	Split	2	Voltas



41	5th	Technical(Hall)	5TH-7	Split	2	Voltas
42	4th	Membership(Hall)	4TH-2	Split	2	Voltas
43	4th	Membership(Hall)	4TH-3	Split	2	Voltas
44	4th	Membership(Hall)	4TH-4	Split	2	Voltas
45	4th	Membership(Hall)	4TH-5	Split	2	Voltas
46	4th	Membership(Hall)	4TH-6	Split	2	Voltas
47	4th	Membership(Conference)	4TH-7	Split	2	Voltas
48	4th	Membership	4TH-8	Split	2	Voltas
49	4th	HQ Co-op Society Office	4TH-9	Window	1.5	Voltas
50	4th	Canteen	4TH-10	Split	2	Voltas
51	4th	Club	4TH-11	Split	2	Voltas
52	4th	Club	4TH-12	Split	2	Voltas
53	4th	Club	4TH-13	Split	2	Voltas
54	4th	Club	4TH-14	Split	2	Voltas
55	4th	Club	4TH-15	Split	2	Voltas
56	4th	Club	4TH-16	Split	2	Voltas
57	3rd	D(EEA)'s Chamber	3RD-1	Split	2	Voltas
58	3rd	DD(EEA)'s Chamber (PM)	3RD-2	Split	1.5	Voltas
59	3rd	DD(EEA)'s Chamber (OLD)	3RD-3	Split	1	Voltas
60	3rd	Examination(Hall)	3RD-5	Split	2	Voltas
61	3rd	Examination(Hall)	3RD-6	Split	2	Voltas

62	3rd	Examination(Hall)	3RD-7	Split	2	Voltas
63	3rd	Examination(Hall)	3RD-8	Split	2	Voltas
64	3rd	Examination(Strong Room)	3RD-9	Split	2	Voltas
65	3rd	Examination(Strong Room)	3RD-10	Split	2	Voltas
66	2nd	Meeting Room Adjacent Area (LH)	2ND-2	Split	1.5	Voltas
67	2nd	Meeting Room Adjacent Area(RH)	2ND-3	Split	1.5	Voltas
68	2nd	D(A)'s Chamber	2ND-4	Split	2	Voltas
69	2nd	Administration(In-side Hall)	2ND-7	Split	2	Voltas
70	2nd	Receiving Cell (LHS)	2ND-8	Split	2	Voltas
71	2nd	Receiving Cell (RHS)	2ND-9	Split	2	Voltas
72	2nd	Stores & Purchase	2ND-10	Split	2	Voltas
73	2nd	Photocopy Room	2ND-13	Window	1.5	Voltas
74	1st	House Supervisor Chamber	1ST-1	Window	1.5	Voltas
75	1st	Hardware IT Room	1ST-2	Split	1.5	Voltas
76	1st	DD (IT)	1ST-3	Split	2	Voltas
77	1st	IT Meeting Room	1ST-4	Split	1.5	Voltas
78	1st	IT Section (Hall)	1ST-5	Split	1.5	Voltas
79	1st	IT Section (Hall)	9th-6	Split	2	Voltas
80	1st	IT Server Room (Printing Room)	1ST-7	Split	2	Voltas
81	1st	IT Server Room (LHS)	1ST-8	Split	2	Voltas
82	1st	IT Server Room(RHS)	1ST-9	Split	2	Voltas

83	Grd	Visitors Room (Cash)	GRD-1	Window	1.5	Voltas
84	Grd	EPABX Room	GRD-2	Window	1.5	voltas
85	Grd	Reception (Beside EPABX)	GRD-3	Split	2	voltas
86	Grd	Reception	GRD-4	Split	2	voltas
87	Grd	H S Quarter	GRD-5	Split	1.5	Voltas
88	Grd	R N M Library	R N M-1	Window	1.5	voltas
89	Grd	R N M Library	R N M-2	Window	1.5	Carrier
90	Grd	R N M Library	R N M-3	Split	1.5	voltas
91	Grd	R N M Library	R N M-4	Split	1.5	voltas
92	Grd	R N M Library	R N M-5	Split	1.5	voltas
93	Grd	R N M Library	R N M-6	Split	1.5	voltas
94	Grd	R N M Library	R N M-7	Split	1.5	voltas
95	Grd	R N M Library	R N M-8	Split	1.5	voltas
96	Annex Bldg.	Retiring Room (OLD) No.-1	OGH-1	Split	1	Voltas
97	Annex Bldg.	Retiring Room (OLD) No.-2	OGH-2	Split	1.5	Voltas
98	Annex Bldg.	Retiring Room (OLD) No.-3	OGH-3	Split	1.5	Voltas
99	Annex Bldg.	Retiring Room (OLD) No.-4	OGH-4	Split	1	Voltas
100	Annex Bldg.	Retiring Room (OLD) No.-5	OGH-5	Split	1.5	Carrier
101	Annex Bldg.	Retiring Room (OLD) No.-6	OGH-6	Window	1.5	Voltas