

Rs.1000/-

**Rajiv Gandhi National Institute of Youth Development**  
 Ministry of Youth Affairs & Sports, Government of India  
 Sriperumbudur – 602 105, Tamil Nadu.  
*Phone: (091)044 - 27162741, 27162705 Fax: (091)044 – 27163227*  
*Website: [www.rgniwd.gov.in](http://www.rgniwd.gov.in)*

No. RGNIYD/Admin/Tender/AC&amp;Electrical/2016

Dated: 05.12.2016

**TENDER DOCUMENT FOR MAINTENANCE OF AIR CONDITIONERS, CHILLING UNITS,  
 ELECTRICAL INSTALATIONS, DIESEL GENERATOR SETS in RGNIYD CAMPUS**

The E.M.D at value shall be deposited in the shape of Demand Draft.

1. Closing Date & Time of submission of Tender Form: **As per the eProcure system**
2. Date & Time of opening of Technical Bid: **As per the eProcure system**
3. Date and Time of Price Bidding: **As per the eProcure system**

**Note: 1. This tender document contains 21 pages and bidders are requested to sign on all the pages.**

**2. This tender document can also be downloaded from the website – [www.rgniwd.gov.in](http://www.rgniwd.gov.in)**

**3. Kindly write on the sealed envelope “Tender for the maintenance of air conditioners, chilling units, electrical installations, diesel generator sets”.**

**4. Kindly submit Technical Bid and Financial Bid in two separate sealed envelopes.**

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I accept the above Terms & Conditions

(Full Signature of the Contractor)

**TERMS & CONDITIONS FOR MAINTENANCE OF AIR CONDITIONERS, CHILLING UNITS, ELECTRICAL INSTALATIONS, DIESEL GENERATOR SETS at RGNIYD Campus, Sriperumbudur.**

1. Tender shall be submitted in official tender form only. If submitted in any other form the same shall summarily be rejected.
2. Tenders received without prescribed Earnest Money shall not be considered.
3. The schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer. Any modifications / alterations of the schedule considered necessary by the tenderer should be in the separate letter accompanying the tender.
4. No paper shall be detached from the tender.
5. The name and address of the tenderer shall be clearly written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict compliance with the instructions laid down herein; otherwise the tender is liable to be ignored.
6. The tender is liable to be ignored if complete information is not given there-in, or if the particulars and date (if any) asked for in the schedule to the tender are not filled in.
7. Individual signing the tender or other documents connected with the tender must specify whether he signs as
  - i) Sole proprietor of the concern or constituted attorney of such sole proprietor.
  - ii) A partner of the firm if it is a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firms. Director or Principal Officer duly authorized by the Board of Directors of the company.
  - iii) In case of (ii) a copy of the Partnership Agreement or General Power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly shown or affirmed by all the partners admitting execution of the partnership agreement or the General Power of Attorney should be furnished. The copy of the certificate of registration of firm should be attached along with the tender papers. In case of partnership firm, where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm. In case of (iii) the person signing the tender should be authorized by a resolution attested by the Principal Officer should be attached.
8. The Technical Bid & Financial Bid submitted in separate sealed envelopes (i.e. Envelope-I is Technical Bid and Envelop-II is Financial Bid) should be addressed to the Director, RGNIYD, Sriperumbudur 602 105 and be deposited in the ***Tender Box available at Administration Section, RGNIYD, Sriperumbudur before 16.00 hrs on 27.12.2016. The tenders will be***

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***opened on the same day at 16.30hrs*** in the presence of such of the tenderers who may wish to be present, either by themselves or through their authorized representatives.

9. The E.M.D at the quoted value shall be deposited in the shape of Demand Draft. In favour of ***Director, RGNIYD payable at Sriperumbudur.*** The Earnest Money Deposit of the successful Tender shall be liable to be forfeited if he/she does not fulfil any of the following conditions:
  - (i) An Agreement is signed by him/her in the prescribed form within 1 week of the receipt of letter awarding the contract.
  - (ii) The agency is liable to obtain necessary permission or approval for engaging the labour for maintenance of air conditioners, chilling units, electrical installations, diesel generator sets from the competent authority at their own cost.
  - (iii) The maintenance of air conditioners, chilling units, electrical installations, diesel generator sets will commence from 1 Week of signing the agreement. Which will be intimated in the letter of award of the contract or as decided by the competent authority.
10. The bids should be valid in the case of all the tenders for at least 4 months from the date of opening of the tender and if any tenderer withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited.
11. Corrections, if any must be attested.
12. Tenders will not be received after the specified time.
13. In case of any accident to the personnel employed by the agency during the 24 Hours the agency alone is liable to pay workmen's compensation and any other statutory dues or payments and the RGNIYD is not liable for any payment of such kind.
14. The contractor shall be responsible for engaging adequately trained manpower required for providing good maintenance of air conditioners, chilling units, electrical installations, diesel generator sets in RGNIYD.
15. The agency should deploy energetic and experienced maintenance personnel between the age group of 20-40 and preferably Tamil speakers. If any person is not suited to the duty, the maintenance of air conditioners, chilling units, electrical installations, diesel generator sets must replace such person immediately.
16. The employees of the contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty.
17. The contractor will, prior to the commencement of the operation of contract, make available to RGNIYD, the particulars of all the employees who will be employed, such particulars inter-alia should include age, date of birth and permanent address of the employees should be enclosed.
18. The Contractor shall be responsible for the payment of Wages and Allowances as per latest Minimum Wages Rates based on Tamil Nadu Minimum Wages Act/Government of India Minimum Wages Act whichever higher and all statutory dues to the persons employed by him for providing maintenance of air conditioners, chilling units, electrical installations, diesel generator set. The Contractor shall be further responsible for proper discipline of the employees engaged by him and their work besides observing other obligations. No child labourers shall be permitted by RGNIYD under this contract. Further the contractor shall be

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responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event there is any violation of any contractual or statutory obligation regarding the personnel / labour the contractor shall be responsible and liable for the same. Further, in the event any claim, action or suit is instituted against RGNIYD, the Contractor shall be required to reimburse to RGNIYD any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. RGNIYD shall also have the right to deduct these amounts from the payment due to the Contractor while settling the payments.

- 19 The maintenance of air conditioners, chilling units, electrical installations, diesel generator sets Contract shall remain valid for a period of One Year from the day of commencements and it may be renewed on mutually acceptable terms and conditions, further period required. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, RGNIYD may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. RGNIYD's decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.
- 20 The Contractor shall be liable with regard to compliance of all the laws regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws both Central & State in force in the State of Tamil Nadu including registrations with Provident Fund, Employees State Insurance, T.N. Sales Tax, Municipal Registrations etc., copies of all such statutory registrations shall be enclosed to the tender.
- 21 The Contractor shall be responsible to maintain the equipment and other articles supplied by the RGNIYD in good condition. In case of any damage, he shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Contractor him-self.
22. RGNIYD shall in no way be responsible for any default with regard to any statutory obligation and the Contractor will indemnify RGNIYD in case of any damage or liability, which may arise on account of action of contractor.
23. Services to be provided by contractor are indicated in the *scope of work in (vide Page NO: 9)*.
24. Dispute, if any, arising out of the maintenance of air conditioners, chilling units, electrical installations, diesel generator sets, contract shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the Director, RGNIYD at Sriperumbudur as per the provisions of the Indian Arbitration and Conciliation Act,1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charges simply on the award amounts, or amounts payable to either party.
25. Tender shall be accompanied by the relevant documents including the following:-
  - (i) Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing / has provided maintenance of air conditioners, chilling units, electrical installations, diesel generator sets.
  - (ii) Work-plan indicating the requirement of staff and the deployment pattern of staff proposed and other details for the efficient satisfactory performance of the contract.

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- (iii) Certificates in support of all statutory registrations.
26. On termination of the agreement, the contractor will hand over all the equipment's / articles as supplied by the RGNIYD in good working condition back to RGNIYD.
  27. The Maintenance should be carried out so as all the AC units, electrical installations, to work 24X7. The requirement of staff: Supervisor for AC Plant & Ele. Installation-1, AC Mechanic cum Plant Operator- 1, AC Mechanic cum Plant Helper-1, Electricians- 3, Electrical Helper-3. The No. of staff may vary according to needs. *For better understanding/assessment of the exact requirement of personnel for the work, tenderer shall visit the RGNIYD campus between 10 a.m. – 5 p.m. on any working day before submitting the quotes. The tenderer may contact the Engineer in this regard (Mob.No.90031 40841).*
  28. Care must be taken to ensure while carrying out the work so that no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the contractor at his cost, failing which the same will be got done at RGNIYD at contractor risk and cost. The decision of the Designated Officer of RGNIYD shall be final and binding on the contractor.
  29. If any theft or loss of property is reported by any Department / Section due to the negligence or improper action of any trespass of unauthorized persons, the maintenance contractor shall be responsible and the RGNIYD shall have the right to recover damages from the payment dues & the Security Deposit of the agency.
  30. All work shall be carried out with due regard and to the convenience of RGNIYD. The orders of the concerned authority shall be strictly observed.
  31. The Contractor will work in close co-operation and co-ordination with other agencies working at site.
  32. The Contractor has to deploy and work during holidays late hours and Sundays as well according to the requirement and convenience of RGNIYD and the occupants, while ensuring weekly offs of his / her employees as per statutory requirements.
  33. All the material to be used shall be got approved by the RGNIYD without any cost before starting the work.
  34. The Contractor shall be fully responsible about the conduct of his employees and shall ensure that their behaviour with the students, residents, supervisors, officers and staff of RGNIYD is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the person concerned and engage a new one within (48) hours of intimation. The decision of the RGNIYD in this regard shall be final and binding on the contractor.
  35. All statutory obligations under various laws from time to time will have to be met by the contractor for which payment shall be made to him during the contractual period as per latest Minimum Wages Rates based on Tamil Nadu Minimum Wages Act & other statutes in force or rate notified by Government of India whichever is higher.
  36. The contractor shall at all times indemnify and keep indemnified the Principal Employer the Head of the Office and its Officers, Servants and students for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury

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or death of / or property and or the servants or agents of the contractor any and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act

/ Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act and / or their Industrial Legislation from time to time in force.

37. The payment shall be released on monthly basis after satisfactory completion of the job and for the work actually done on submission of bills in duplicate by the contractor. The bills should be accompanied by same certificate as RGNIYD may prescribe from time to time. Income Tax (TDS) as applicable at prevailing rate will be deducted at source. Payments will be made within 30 days of the submission of any bill. However, in the event there is any query, objection or dispute with regard to any bill or a part thereof, the contractor shall not be entitled to any interest to be paid for late payment till such time that the query, objection or dispute is resolved. In the event of failure in maintaining the Maintenance Service on any day up to the desired standard in part or full, the contractor is liable to be penalized @Rs.1000/- (Rupees One thousand only) per day which shall be recovered from the bills or otherwise deducted out of security deposit. For purpose of imposing penalty, the decision of Director / Registrar will be final and binding on the contractor and shall not be subject to dispute or arbitration.
38. RGNIYD will not provide any mode of transport in respect of men or material required for the contract.
39. The payment of wages shall be disbursed by the contractor to his workmen before 5th of every succeeding month subject to the condition that the contractor shall submit the requisite documents towards EPF/ESI recovery, wages slip etc., No amount shall be deducted from the wages of the workmen by way of commission of any sort.
40. The contractor shall deposit in the shape of DD at a sum of Rs. equal to 5% of the quoted value as Security Deposit with RGNIYD. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any of the Contractor to RGNIYD. The EMD of successful tenderer will be converted as security deposit and the EMD of unsuccessful tenderers will be refunded within one week after finalization of contract.
41. The said EMD submitted by the contractor along with the bid shall be forfeited if he does not fulfil any of following conditions:
  - (i) This agreement is to be signed by him in the prescribed form within one week of the receipt of letter awarding the contract.
  - (ii) The maintenance of air conditioners, chilling units, electrical installations, diesel generator sets is to be commenced within 1 week of the receipt of the letter awarding the contract.
42. The workmen employed by the contractor shall be directly supervised and controlled by the Contractor and shall have no relation whatsoever with Rajiv Gandhi National Institute of Youth Development. RGNIYD shall have power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not

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- have any claim against RGNIYD for regularization of services by virtue of being employed at RGNIYD against any temporary or permanent posts at RGNIYD.
43. The work executed shall be to the satisfaction of the Director / Registrar of RGNIYD., Sriperumbudur.
  44. The contractor shall ensure that either he himself or his representative is available for proper Administration and supervision of the works with the directions of RGNIYD.
  45. The contractor undertakes to deposit EPF, ESI, Service Tax and other dues within the stipulated time as required by law and comply with all other provisions. The agency should give EPF, ESI Cards immediately and shall submit EPF, ESI & Service Tax Challans relating to the previous month to the Indenting Office exclusively along with its bill for the current month and Form-10 and Form-5 shall be filed regularly with PF authorities.
  46. RGNIYD shall in no way be responsible for any default with regard to any statutory obligations and the contractor will indemnify RGNIYD in case of any loss or damage or liability, which may arise on account of action of the contractor.
  47. The contractor shall be responsible for the payment of wages and allowances as per latest Minimum Wages Rates based on Tamil Nadu/ Government of India Minimum Wages Act whichever is higher and all statutory dues to the persons employed by him for providing the services. The contractor shall be further responsible for proper discipline of the employees engaged by him and their work, besides observing other obligations.
  48. The Director, RGNIYD, Sriperumbudur reserves the right to award contract for the above Services either to one agency or more than one agency. He also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest. In case L-1 is more than one, then the past performance of the Tenderer will be the criteria for selection and it would be at the discretion of the Service Contract Committee, as constituted by Director, RGNIYD, and Sriperumbudur. The recommendations of the Committee and the decision of RGNIYD, Sriperumbudur shall be final in all respects and will be acceptable/ admissible to all the tenderers.
  49. The Tender will be based on latest Minimum Wages Rates based on Tamil Nadu/ Government of India Minimum Wages Act whichever is higher, towards the remuneration of the labour.
    - i. The number of supervisors and total number of AC machine, Electrician and helper required is as per the requirement plan and the deployment methodology suggested.
    - ii. The contractor should quote service charges separately in Schedule A in terms of % over the basis rates of daily wages.
    - iii. The payment shall be made with reference to be actual number of Supervisor, and/ required on actual basis

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## **SCOPE OF WORK**

### **AREA IN WHICH SERVICES TO BE PROVIDED BY THE MAINTENANCE OF AIR CONDITIONERS (WINDOW/SPLIT AC's), CHILLING UNITS, ELECTRICAL INSTALLATIONS, DIESEL GENERATOR**

Rendering continuous maintenance of air conditioners, chilling units, electrical installations, diesel Generator sets in RGNIYD, Sriperumbudur as per the area indicated below: All Buildings- Hostels, Resource Centre (Comprising Library, Materials and Audio Visual Wings), Guest houses, Academic Departments, Class rooms, Laboratories, Academic blocks, Administration block, Accounts Department, Auditorium complex, Seminar Hall & Conference Hall, Library, Exhibition centre & gallery, National Youth Resource Centre Buildings, Open Common areas, sporting areas, New Library complex, Canteen, Street Lights, High Tension Power areas, Transformers, Pump & Pump Rooms contained therein and the open premises of RGNIYD and in other areas identified from time to time.

1. The contractor will provide the following services to RGNIYD in the premises of RGNIYD Campus as mentioned above on every day.
2. The defect & maintenance shall be attended immediately without delay & without affecting the day to day function of the RGNIYD.
3. *The rate quoted by the O & M Contractor is exclusive of the cost of all spares for the proper maintenance of Split/Window AC's and exclusive of the cost of spares required for replacement in chiller plants, electrical installations, Diesel generators which will be provided by RGNIYD or at the rate quoted by the contractor under Schedule B*
4. *The O & M contractor has to engage on daily basis, 1 supervisor, 1 A/c Mechanic cum plant operator, 1 Helper for A/C mechanic, 3 Electricians ( on shift basis), and 3 Electrical helpers. The agency has to service and maintain the Split/window AC's, Chiller Units etc., as per the time schedule given below:*
  - a) *Split/ Window AC,s ; Cleaning the filter, Outdoor Unit set., once in a month.*
  - b) *Routine running and checking of Chiller Unit for Auditorium once in 15 days.*
  - c) *Replacement of Split/Window AC's Spares etc., within 24 hours supported by the supply bill.*
  - d) *Attention of Electrical defects switching on/off the 30/82.5/100 KV Diesel Generator immediately after shout down by TANGEDCO without affecting working in the office.*
  - e) *Proper log box should be maintained by the O& M contractor getting the signature of the users, after attending the defects/ Repairs.*
  - f) *Payment will be made only after submission of the log sheets and wages statements with EPF/ESI recovery.*
5. *Engagement of labour is as per clause. 27 and if needed additional labour has to be arranged by the agency.*

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## **OPERATION AND MAINTANANCE OF ACs AND CENTRAL AIR CONDITIONERS, CHILLING UNITS**

### **i) Maintenance of split/Window AC's**

The plant/Air conditioners shall be taken over by the Contractor after recording the total number of plant and equipment's and Air Conditions in each location and their make, model, running condition etc.

*The same shall be maintained and run by the Contractor during the contract period providing all required inputs including servicing, labour for replacing all spares and defective Components such as capacitor, condenser, sensor, circuit board, compressor cylinders, insulation wrapping of copper pipes, gas filling, welding of pipes and all other spares for all types of split AC's & Window AC's. The rates include all the labour charges for removing defective split/window AC's, installation of new AC's/ outdoor units and all other works connected in the maintenance of split/window AC's.*

Supply cost of the defective spare parts under schedule B will be made towards the replacement in Split/Window AC's.

- However operation if schedule B in optional and RGNIYD has the right to supply the spare parts from their store stock whatever required.
- Petty works such as welding, lugs, wire/fuse connections etc., to be done by the contractor & the cost of the same are covered by the service charges under schedule A.

### **ii) MAINTANANCE OF CENTRAL AIR CONDITIONERS, CHILLING UNITS.**

The O&M contractor has to maintain the central air conditioners, chilling units effectively without any break down.

In case of any major breakdown, the O&M contractor shall immediately arrange additional labour/technician for attending the repairs in the chiller plants, generator sets & major electrical installations. Diesel & Engine oil / Transformer oil required for running the plants /generator sets will be supplied by RGNIYD.

*Materials/ Spares required for chilling central air conditioners, chilling units, Diesel generators, electrical installations will be provided by RGNIYD.*

After completion of maintenance period, the same shall be handed over back to RGNIYD in the good working condition.

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**iii) OPERATION AND MAINTENANCE OF ELECTRICAL INSTALLATIONS  
SUB – STATIONS, PUMPING SYSTEMS AND DG SETS etc.**

*Note: The agency has to maintain all the Electrical installation including VCB/OCB Panels, Main panel switches, Fuses, Electrical wiring, Room lighting, Street lighting, Fans, Pumps and all other electrical items available in the Campus. It is the responsibility of the agency to attend the Break down/Defects immediately without causing inconvenience to the Day to Day working of the administration by engaging additional manpower / 'C' Licence holder etc.,*

*The Service Charge quoted by the agency is inclusive of all the above labour requirements. No extra cost towards the engagement of Highly Skilled/ 'C' Licence technician for the attention to attention repair work in VCB/OCB Panels etc., will be paid by the RGNIYD.*

All the above plant and equipment's etc. Shall be taken over after recording the complete details of make, date of manufacture etc. including their running conditions.

During the contract period, the same shall be operated and maintained by the Contractor including supply of all spares, materials, labour, T&P etc. The maintenance and operation shall meet all the requirements of the concerned statutory authorities. *Electrical materials such as new switches, sockets, MCBS, main switches, cables, and wires service/repairs to fans replacement of fused bulbs, pumps and all other electrical materials only will be provided by RGNIYD.* At the end of the Contract period, the equipment's/system shall be handed over back to RGNIYD in the good working condition.

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**NOTE:**

All breakdown/faults shall be attended to immediately and rectified promptly. Only genuine/original spares parts shall be used while carrying out the maintenance Work.

Any major repair involving overhaul of engine, rewinding of motors, replacement of major components etc. other than those mentioned in and shall be paid for on actuals. However, if the repairs/replacement arises out of negligence of the Contractor or his staff, the same shall be carried out by the Contractor at his own cost. Prior approval of the Engineer is to be obtained for any such major repair/replacement.

The Contractor shall depute qualified and experienced staff for running and maintenance of the air conditioners, chilling units, electrical installations, diesel generator sets

The Contractor shall follow all instructions conveyed to him by the concerned RGNIYD Officials regarding maintenance of the above. The Contractor shall maintain the registers for complaint registrations Annexure I & II and the extract shall be attached with every monthly bill.

Labour force required for maintenance work

<b>Particular</b>	<b>Number</b>
<b>Supervisor for AC Plant &amp; Ele. Installation</b>	<b>1(Working on Sunday &amp; Holiday as per requirement)</b>
<b>AC Mechanic cum Plant Operator</b>	<b>1</b>
<b>AC Mechanic cum Plant Helper</b>	<b>1</b>
<b>Electricians</b>	<b>3 (To be engaged in 3 shift)</b>
<b>Electrical Helper</b>	<b>3</b>
<b>Remarks, If any</b>	

*The Supervisor shall preferably be a 'C' License holder (or) Diploma holder sufficiently knowledgeable for supervising break down in the main panel board apart from minor maintenance work.*

- 1 The contractor will liaise with the designated officer of RGNIYD and report every month to the designated officers, who are authorized to make check on day activities of the contractor. The contractor shall extend full cooperation and provide necessary information

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- on maintenance of air conditioners, chilling units, electrical installations, and diesel generator sets problems to the designated officers from time to time.
- 2 Supervisor and workers should be young and energetic preferably below 40 years of age with good physique.
  - 3 In case of any damage to any fixtures, fittings, equipment etc., the contractor shall be responsible to carry out the repairs without any delay and avoid any interruption in service. Cost of repairs etc. shall be borne by the contractor himself. In case of any loss, theft or damage, contractor shall replace lost, broken or damaged items, of the same quality at his own cost and expense failing which cost & expense involved will be adjusted against the amount due to contractor otherwise. The decision of RGNIYD about the extent of loss, theft, damage in this context shall be final and binding on the contractor.
  - 4 The contractor shall be responsible for all the fixture and fitting provided by RGNIYD.
  - 5 If the contractor considers it necessary to bring his own additional material as being necessary for the smooth running of the maintenance services at RGNIYD, which shall be brought by the contractor at his own cost.
  - 6 The contractor shall be responsible for engaging adequate manpower required for providing good maintenance service in RGNIYD.
  - 7 The contractor will, prior to the commencement of the operation of contract, make available to RGNIYD the particulars of all the employees who will be employed, such particulars inter-alia should include age, date of birth and permanent address of the employees.
  - 8 The employees of the contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty.
  - 9 The work shall be undertaken in close co-operation and co-ordination with the other agencies working at site.
  - 10 The contractor shall not tap any fire hydrant / water point for obtaining water for his work without obtaining prior approval of the officer concerned.
  - 11 **All work shall be carried out with due regard to the convenience of the RGNIYD. The order of the concerned authority shall be strictly observed. No extra cost shall be paid on this account.**
  - 12 **The contractor has to deploy manpower for maintenance on late hours as well according to the requirements of RGNIYD for which no extra will be paid. Claiming of order one will not be entertained at any cost.**
  - 13 Contractor shall verify character, antecedents of maintenance personnel employee before deployment in RGNIYD campus and furnish names of the personnel deployed with photographs local address and permanent address for record by RGNIYD and shall notify any change in address.
  - 14 Supervisor / workers will not be changed by contractor so frequently until and unless so warranted.
  - 15 Sub-contracting of the contract shall not be permitted.

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- 16 Disputes if any, arising out of the maintenance services contract shall be settled by mutual discussion or through the channel of arbitration, with jurisdiction at Sriperumbudur.
- 17 The contractor will not charge the additional payment to provide the maintenance services on Holiday, Sunday and Odd hours during RGNIYD functions.
- 18 The tenderer may be required to coordinate and liaise with local authorities as E.B of Sriperumbudur etc., in connection with maintenance services as per requirements of prevailing legislation on such matters, as called for.
- 19 The maintenance operations will be monitored by the committee appointed by the Director, RGNIYD, Sriperumbudur.
- 20 The contractor will liaise with the designated officers of RGNIYD and report to him every month to make checks on day to day activities of the maintenance of air conditioners, chilling units, electrical installations, diesel generator sets. The contractor shall extend full cooperation to the designated officer from time to time. If RGNIYD is not fully satisfied with the services of the contractor, RGNIYD shall be at full liberty to call for fresh tender at the expiry of the present agreement.
- 21 The contractor will arrange for weekly rounds to verify the outturn of the agency on that week with the staff nominated by RGNIYD. The outcome of the rounds shall be enclosed with the monthly claim bill, without which the bill will not be considered.
- 22 The A.C equipment chiller plants, Electrical installations, D.G sets, street lights installation listed out and taken over by the agency. The equipment's shall be maintained in good condition, and the same shall be handed over to RGNIYD on working condition.
- 23 The responsible of the contractor to procure and use all tools & plants at his own cost RGNIYD will not supply any hand tools and plants.
- 24 The contractor has to provide Merger, Volt meter, Hand Glouse, Safety Shoes, Helmet, Uniform, Check lamp etc., at his own cost.

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**RAJIV GANDHI NATIONAL INSTITUTE OF YOUTH DEVELOPMENT-  
SRIPERUMBUDUR**

**TECHNICAL BID FOR MAINTENANCE OF AIR CONDITIONERS,**

**1 Name of the Tenderer's firm :**

**2 Office Address :**

**3 Telephone No. :**

**4 Fax No. :**

**5 E-mail Address :**

**6 Name & Design. Of authorized  
: Representative**

**7 Type of Firm :** Private Ltd/ Public Ltd/ Cooperative/ NGO / PSU/(Please tick and enclose copy of Memorandum / Articles of Association /Certificate of Incorporation)\_\_\_\_\_enclosed.(Please Specify)

**8 Registration Certificate (Pl. enclose photo copies)**

**i** E.P.F. Regn.No.

**ii** E.S.I. Regn.No.

**iii** Service Tax Regn.No.

**iv** Labour License (Central) Regn.No

**v** PAN CARD / GIR No.

**9 Annual Turnover for the last three years:**

Name of the Year	Turn Over In Rupees
2013-14	
2014-15	
2015-16	

I accept the above Terms & Conditions

(Full Signature of the Contractor)

Please enclose copies of ITR/audited balance sheet and P & L A/c / etc.,

..... enclosed (Please Specify).

10.10 Earnest Money Deposit of Rs.37,500/- (*Rupees: Thirty seven thousand five hundred Only*) is enclosed vide D.D. No. & Date: \_\_\_\_\_, Bank \_\_\_\_\_,

Drawn on:.....

11. Details of experience of similar works in Government / Public Sector undertaking / Registered Societies / Universities / Research Institutions / Educational Institutions / IT Industries as per the attached format (**Please use separate sheet**).

12(Pl. submit copies of evidence i.e. Work Orders, corresponding satisfactory job, completion certificates from clients specifying value and period of work order to be enclosed) (Pl. specifies).

Year	Name of the Employer & Address with Telephone Nos.	Type of Institution / Industry	Details of Experience, similar works Period of Contract with dates of Commencement and termination covering last 3 years	Total No. of Supervisors	Total No. of Cleaners	Remarks

**13Validity:** The Tender shall be valid for a period of at least four calendar months from the date of opening of the tenders for the purpose of evaluation of tender. However, the rates quoted in the tender should be valid for the period of contract of one year.

**NOTE:-**

- (i) To be deposited along with Tender Document in separate sealed cover-I super scribed as ***“Technical Bid”***.
- (ii) All the supporting documents should be enclosed along with this bid. If not enclosed the bid will not be considered.

**Signature of Authorized person of the Firm/Agency with stamp**

I accept the above Terms & Conditions

(Full Signature of the Contractor)

**RAJIV GANDHI NATIONAL INSTITUTE OF YOUTH DEVELOPMENT,  
SRIPERUMBUDUR**

**FINANCIAL BID FOR MAINTENANCE OF AIR CONDITIONERS,**

**To be deposited in Separate sealed cover-II superscribed as Financial Bid in the Tender Box kept in Administration Section, RGNIYD, Sriperumbudur on or before 27.12.2016, 16:00hrs**

The contractor has to quote in terms of (+) of (-) percentage ever to rates for schedule A & schedule B. As the operation of Schedule B is optional and is at the discussion of RGNIYD, finalisation of Tender is purely based only on the service charges (in terms of %) for schedule A quoted by the contractor.

- a) Number of Man Power required per day :\_As given under Scope of Work and as per Clause no 27

Supervisor: 01 Nos(General Shift),, AC Mechanic cum plant operator – 01 Nos (General Shift), AC Mechanic cum Plant Helper – 01 nos (General Shift), Electricians and Electrical Helper each 1 no on shift basis, Number may vary as per the requirement.

- b) The company should quote for service charges separately in terms of (+)or(-) percentage for the basic rates of Labour including Service Tax etc.,
- c) Payment towards Leave Salary, Bonus and etc., should be met by the contractor only. RGNIYD has no liability towards the above.
- d) The payment shall be made with reference to the actual Nos. of Manpower deployed / required on actual basis.
- e) The contractor has to arrange for proper Uniform, Shoe, etc., for their labours.
- d) My / Our quote is as detailed below:

I accept the above Terms & Conditions

(Full Signature of the Contractor)



**Schedule - A**

<b>Particular</b>	<b>Basic Minimum Wages Rs.</b>	<b>ESI @ 4.75% on Basic Rs.</b>	<b>PF @ 13.36% on Basic Rs.</b>	<b>Total Amount Rs.</b>	<b>Service charges per month Rs.</b>	<b>Grand Total Rs.</b>
Supervisor for AC Plant & Ele. Installation	495.00					
AC Mechanic cum Plant Operator	456.00					
AC Mechanic cum Plant Helper	414.00					
Electricians	456.00					
Electrical Helper	414.00					
Remarks, If any						

**Add Service Charge (+) or (-) percentage over the basic rate (+).....% or (-).....%.**

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(Full Signature of the Contractor)

**Schedule - B**

Item for operation during the AMC period for replacement of defective spare parts.

Sl no	Spare parts	Unit	Rate
1	Capacitor for Compressor make keltron 45mfd	1 no	207.00
	Capacitor for Compressor make keltron 50mfd	1 no	234.00
	Capacitor for Compressor make keltron 60mfd	1 no	261.00
2	Fan Capacitor 2.5 mfd	1 no	27.00
	Fan Capacitor 3.0 mfd	1 no	32.00
	Fan Capacitor 4 mfd	1 no	41.00
	Fan Capacitor 5 mfd	1 no	45.00
	Fan Capacitor 6 mfd	1 no	63.00
3	Three phase contact coil 30A	1 NO	574.00
4	R22 Gas	1kg	675.00
5	Copper hose 5/8"	1 mtr	283.00
	Copper hose 1/2"	1 mtr	253.00
	Copper hose 3/8"	1 mtr	144.00
	Copper hose 1/4"	1 mtr	99.00
6	PCB Board 1.5 TR	1 NO	2160.00
	PCB Board 2.00 TR	1 NO	2340.00
7	Indoor Blower Motor 20 W	1NO	1440.00
	Indoor Blower Motor 25 W	1NO	1620.00
8	Outdoor fan motor	1NO	1620.00
9	Forum rapping 9mm thick for 5/8" pipe	1mtr	48.00
	Forum rapping 9mm thick 1/2" pipe	1mtr	35.00
	Forum rapping 9mm thick 3/8" pipe	1mtr	33.00
	Forum rapping 9mm thick 1/4" pipe	1mtr	25.00
10	Cotton roll insulation (for 4 mtr of Copper hose)	1 Roll	262.00
11	1.00 TR Compressor make Hitachi Highly model	1 NO	5580.00
12	1.50 TR Compressor make Hitachi Highly model	1 NO	6210.00
13	2.00 TR Compressor make Hitachi Highly model	1 NO	7020.00

Add (+) or (-) percentage for supply of material on overall basis. (+).....% or (-).....%.

The contractor should quote for their supply rates for the materials (spare parts) for payment in case of replacement, separately in terms of (+) or (-) percentage for the basic rates of materials tabulated above on overall basis.

Note:

1.0 Operation of this item is optional and payment will be made based on the rate quoted the agency on submission of the original receipts.

2.0 The defective spare parts returned to RGNIYD, after replacement with the new one. RGNIYD may give the spare parts if stock is available

I accept the above Terms & Conditions

(Full Signature of the Contractor)

**ANNEXURE-I**

Sl.No.	Description			Quantity
	Make	Type	Capacity	
1.	Voltas	Split	1.5	12
2.	Voltas	Split	2.0	17
3.	Voltas	Window	2.0	25
4.	Whirl Pool	Split	1.5	29
5.	Whirl Pool	Split	2.0	2
6.	Whirl Pool	Window	1.5	5
7.	Whirl Pool	Split	1.0	1
8.	Amtrex	Standing	2.0	1
9.	Daikan	Split	1.5	1
10.	LG	Split	1.5	4
11.	LG	Split	2.0	5
12.	AC Chilling Plants in Auditorium			1
13.	D.G Sets	Kirloskm	100 KVA	1
		Kirloskm	82.5 KVA	1
		Kirloskm	30 KVA	1
14.	All forms, Light fit-up and Street lights.			Fixed in the RGNIYD
15.	All Electrical Pumps			

Note:

Apart from the above, all other maintenance of additional AC's, electrical features electrical installations available within the campus added during the AMC period (or) as per the instructions of the Engineer in charge (or) consultant to be maintained.

I accept the above Terms & Conditions

(Full Signature of the Contractor)

**ANNEXURE-II**

**COMPLAINT REGISTRATION FORM**

**Date:**

**Time:**

**Nature of complaint:**

**Complainant** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Complaint attended.**

**Date :**

**Time:**

**From:**

**To:**

**Certified that the complaint has been satisfactorily attended.**

**Contractor**

**Complainant**

**Date:**

**To be submitted along with running bills.**

I accept the above Terms & Conditions

(Full Signature of the Contractor)

**ANNEXURE-III****COMPLAINT ATTENTION FORM**

<b>Sl. No</b>	<b>Date &amp; Time</b>	<b>Complainant</b>	<b>Nature of complaint</b>	<b>Complaint attended Date &amp; Time</b>	<b>Remarks</b>	<b>Signature of contractor</b>

I accept the above Terms & Conditions

(Full Signature of the Contractor)