

Sub: E- Tender for Comprehensive Annual Maintenance Contract of 2 Nos. of 150 TR Central AC Plant (Daikin Make Screw Type Chiller Machine) for Housing and Urban Development Corporation Ltd. (HUDCO), HUDCO Bhawan, Navarangpura, Ahmedabad.

Sir,

Housing and Urban Development Corporation Limited (HUDCO) is a PSU owned by Government of India under the administrative control of Ministry of Housing and Urban Affairs, Govt. of India.

We invite sealed quotations from reputed OEM of Daikin / Manufacture of Daikin / Authorised dealer of Daikin for **Comprehensive Annual Maintenance Contract of 2 Nos. of 150 TR Central AC Plant (Daikin Make Screw Type Chiller Machine) for Housing and Urban Development Corporation Ltd. (HUDCO), HUDCO Bhawan, Navarangpura, Ahmedabad for the period of one year. The terms and conditions for inviting quotation are as follows: -**

Scope of work:

1. Deploying adequate staff for daily operation of HVAC plant from 9.00 am to 7.00 pm or as per instructions
2. Checking of function of Safeties.
3. Checking the working of pressure gauges, replace the same if required.
4. Servicing of electrical panel.
5. Check oil level in the Compressor.
6. Check liquid sight glasses to determine if there is a refrigerant shortage.
7. Inspect the unit piping and coils for visible signs of leaks.
8. Inspect entire system for any unusual conditions such as noise, vibration etc.
9. Check the system operating pressure and temperatures to ensure proper operating conditions.
10. Compare the chilled water temperature at full load with the chilled water temperature control.
11. Inspect and adjust, if required, all safety controls.
12. Inspect all operating control and sequence of operating.
13. Review daily operating log maintained by the operating agency's personnel engaged by HUDCO and instruct operating engineer as required.
14. Report to HUDCO in writing on any detected deficiencies, and if requested, issue estimate to make repairs.
15. Check Superheat and Sub cooling in Evaporator and Condenser respectively.
16. Check the functionality of Chiller unit, evaporator and condenser coils.
17. Cleaning of condenser coils, if required, yearly.
18. Perform the periodic maintenance functions listed above.

19. Leak Test of the Machine, check all flanges for tightness and check refrigerant for oil content, if required.
 20. Tube Condition of Evaporator & Condenser. (If required Mechanical & Chemical cleaning)
 - 21. Replacement of faulty Component must be done with OEM component.**
 22. Changes the oil in oil sump if required after oil test, renews filter if required, and check oil temperature control.
 23. Inspect starter contacts, arc shield, transformer and motor terminals. Check connection in starter, tighten motor terminal control circuit terminals.
 24. Inspect and adjust to original specification all safety and operating controls including low temperature and high pressure cuts outs, motor protector, oil pressure control.
 25. Inspect condenser coils for fouling and cleaning of coils, if required.
 26. Check the overload by measuring the amperage, check anti-recycles timer and operation of electrical interlock and check voltage across the compressor terminal.
 27. Instruct operation engineer and review daily logs.
 28. Painting Pipeline of Plant whenever required.
 29. Repair of Cooling Tower oil seal.
 30. Repair of Cooling Tower Base.
 31. Repair / Replacement of Volt Meter / Amp Meter / Multifunction Meter approx. 9 pieces.
 32. Report to HUDCO in writing on any deficiencies and if requested, issue estimate to make repairs if it is beyond the scope of contract. Regular Treatment Program for Cooling Towers
1. Treatment by Biocide chemical @ 5 Kgs./ weekly or as per requirements
 2. Treatment by Bio dispersant chemical @400ml/ daily or as per requirements

1. SERVICE PROVIDER OBLIGATIONS:

1. Service provider may depute/engage a suitable team to visit the site before bidding if required to fully understand the job and ascertain the difficulties that may be encountered during execution of the work. The sites visits shall be entirely at service provider's own cost and expense.
2. Service Provider shall depute OEM Authorized Service Engineer/ technically competent service engineer / engineers along with skilled helpers at Buyer's premises to ensure proper upkeep of the Centralised Air Conditioning system and quick resolution of the fault during the AMC period.
3. The Service Provider shall be responsible to take all precautions to ensure safety of the depute/engage engineer/technician/ labours workers at work. The Service Provider will supply his labours / workers with safety equipment as per rules. The person engaged by service provider shall be given appropriate awareness on OH&S (Occupational Health and Safety), those personal who will carry out jobs affecting OH&S shall be properly trained and made competent for the job performed by them.
4. If service provider brings its own equipment to carryout of job inside the plant such equipment

shall be subject to hazard

5. identifications and risk assessment prior to commencement of During emergency situation which may be faced in the plant service provider personal should move to nearest emergency assembly points.
6. The service Provider shall not demolish, remove, or alter structures or Buyer facilities on the site without prior written approval of Buyer. The Service Provider shall clean/dispose of all the debris and other material accumulated due to servicing/ maintenance of the Centralised Air Conditioning System. The installation/ re-installation of Centralised Air Conditioning System NOT covered under the scope of the AMC.
7. During the routine servicing, the contractor should service centralised air conditioning system including water washing of filter, drain tray and pipe cleaning, Evaporator brush cleaning, oiling/greasing of all Fans/pumps, checking of current consumption, checking of output performance, testing of gas pressure, checking of fans, checking of fan motor and blades, water pump motor if necessary, water/chemical washing of Condenser Coil, checking of water level in chiller/cooling tower, water for boiler etc as applicable.
8. As and when required the service provider shall report to representative/nodal officer designated by buyer about performance of the Centralised Air Conditioning System.
9. The Service Provider shall undertake to arrange genuine spares parts of the Centralised Air Conditioning System as and when required
10. The Service Provider shall ensure availability of the spare parts in their stock. In case some of the major spares are not available with Service Provider, the same shall be arranged within seven days.
11. Service Provider shall maintain the confidentiality of any information related to the Centralised Air Conditioning System under AMC. Service Provider shall be required to take appropriate measure to maintain confidentiality obligations by its personnel engaged.
12. The AMC service shall be commenced maximum within 15 days (Two weeks) of award of contract.
13. Complaints regarding the non-functioning of air-conditioners/ heaters are to be attended within one day from time of reporting the complaint.
14. On award of the service order, the Service Provider would prepare a report regarding taking over of the Centralised Air Conditioning System before commencement of the AMC Service. It shall be the responsibility of the Service Provider to make the Centralised Air Conditioning System work satisfactorily throughout the contract period, also to hand over the Centralised Air Conditioning System to the department in working condition on expiry of the contract. Any damage to the Centralised Air Conditioning System in the contract period due to improper Maintenance practice to be rectified/ replaced by the Service Provider without any extra cost and expenses.
15. Service Provider shall maintain register indicating details of equipment being maintained and details of rooms/place where they are installed.

16. During AMC the Service Provider shall carry out () number of services per year as per contract.
17. During AMC the Service Provider shall also carry out one number of preventive maintenance (overhauling) services per year.
18. No work will be undertaken on closed holidays and beyond office hours on any day except by prior approval / direction of the Buyer.
19. Service Provider shall have facility to enable user department to register complaints either through telephone or by E-mail at user premises. Proper record of the complaints shall be maintained by the Service Provider/ Support Engineer/ call center for each consignee location/ User Premises.
20. Service Provider shall ensure availability of suitable instruments/tools for their service Engineer to examine and repair the Centralised Air Conditioning systems.
21. In case of Centralized outdoor air inlets, this will ensure no winds or rain are likely to enter from outdoor environment.
22. The log books & records will be maintained and AC reading for each floor to be taken every two hours from 10.00 A.M to 4.00 M.
23. Breakdown calls shall be attended free of of charge.
24. The preventive maintenance (overhauling) may cover the following as applicable :-
25. Apart from the overhauling, timely routine services are also to be carried out which shall cover the following works as applicable:-
26. Checking the cooling coil condition and cleaning with water / chemical.
27. Water/chemical cleaning of entire body and flush down any accumulated dirt / sludge from drain pipe and drain pan.
28. Tightening of all screws, fasteners.
29. Checking all the electrical parts and wiring and repair of such parts. Oiling of all the moving parts.

Additional Terms & Conditions:

1. Prospective contractor shall visit the site and acquaint himself with site condition, restriction in movement / security aspects, condition of Installation before quoting for the job. He should have adequate past experience of handling such jobs.
2. The workmen to be engaged for the work shall be qualified as per trade rules, specification / manual / trade practices with one year experience.
3. The contractor shall make alternate arrangement immediately if his regular staff does not turn up, in case of failure it will be got done by HUDCO at his risk and cost.
4. The contractor shall notify the name of the contact person and their phone number who may be contacted in case of emergency and such name and telephone number shall be displayed in plant room.
5. The staff on duty shall wear the uniform and possess the Identity Card issued by the contractor.
6. The contractor shall provide all required T & P to his staff and nothing shall be issued departmentally (HUDCO).
7. The contractor shall not take away any register maintained at site.
8. The contractor will be responsible to handover the installation in working condition at the time of concluding this arrangement.

9. Rates shall be inclusive of all taxes and levies nothing shall be paid extra.
10. This is purely the operation / upkeep contract for staff employed by the contractor will in no way lodge any claim with HUDCO for their service and HUDCO will not be responsible in respect of any claim on account of injury / accident to the staff employed.
11. The rates quoted should be mentioned clearly and separately as basic rate, Taxes and other charges if any as per the Financial Bid enclosed as **Annexure –II**.
12. The agency should be GST Registered and shall provide the proof of GST Registration Certificate. The bills raised for the services provided should be strictly in line with GST Act. **(Agency registration under Composite scheme of GST is not eligible to apply for tender)**
13. The agency should have regularly filed GST returns copy of latest GSTR(3B) filed to be enclosed. Any point of time during the period or contract HUDCO, has the right to terminate the contract without assigning any reason, if the GST rules are not complied with.
14. Agency should have an office in Ahmedabad.
15. The agency shall provide a copy of PAN card.
16. All taxes and levies should be clearly mentioned. No extra cost will be paid, if any.
17. The quotation should be submitted with an EMD of Rs.38000/- (Rupees Thirty Eight Thousand only) by Demand Draft drawn in favour of HUDCO payable at Ahmedabad, failing which quotation will not be considered. The Demand Draft of unsuccessful agency shall be returned without any interest.
18. In case of bidders who are registered with MSME, no EMD shall be payable and any other relaxations, as may be announced by the Govt. from time to time, shall be applicable to them subject to full compliance of other terms and conditions of the tender and contract. The bidder will have to submit the copy of registration (with MSME), certificate/document along with Technical Bid.
19. Demand Draft towards EMD of successful bidder shall be retained till the Security Deposit of same amount is remitted to HUDCO, Ahmedabad Bank Account through Digital Mode. The security deposit shall be refunded on satisfactory completion of contract of one year.
20. The Annual Maintenance Contract payment shall be made by way of e-payment mode on half yearly basis at the end of each half on satisfactory performance of the agency after deducting applicable taxes. **The payment will be made against the bill amount claimed by agency on the actual invoice of copies.**
21. Quotations should be submitted for whole work as detailed in the scope of work & financial bid and quotations submitted for part work will not be accepted.
22. Additional conditions on any account stipulated by bidders will not be accepted.
23. Copy of any three Work orders along with performance certificate issued by clients, copy of GST registration certificate, are to be enclosed in technical bid for qualification.
24. The technical bid (as per **Annexure-I** enclosed), financial bid (as per **Annexure -II** enclosed) and EMD should be in separate sealed covers and all three cover should be put together in one sealed envelope superscribed with words **“Comprehensive Annual Maintenance Contract of 2 Nos. of 150 TR Central AC Plant (Daikin Make Screw Type Chiller Machine) for Housing and Urban Development Corporation Ltd. (HUDCO), HUDCO Bhawan, Navarangpura, Ahmedabad”**.
25. Quotations can be sent by post or deposited in tender box available at our Office at the following address. In any case quotations should reach Ahmedabad Regional office on the above address on or before 3.00 pm on 07th May, 2024 and will be opened on the same day at 3.30 pm at our office premises, in the presence of bidders or their representatives available at that time.

**Address: The Regional Chief
 HUDCO Regional Office,
 HUDCO Bhawan, 2nd Floor, Ishwar Bhuvan Road
 Navrangpura, Ahmedabad- 380009.**

26. Bidder, before submitting of quotations should clearly understand HUDCO's requirement and may visit Office premises for inspection of machines during working days (between 09:30 hrs to 18:00 hrs on Monday to Friday). No discussion shall be entertained after opening of technical bids
27. Quotations received late will not be considered and HUDCO Regional Office will not be responsible for any postal delay.
28. Regional Chief Ahmedabad, HUDCO is the final authority to accept or reject any or all the quotations without assigning any reason. No discussion / communication shall be entertained by HUDCO after selection of L1 party.
29. Supply / Work order shall be issued to the bidder, who has quoted lowest amount (L1).
30. In case of same rate quoted by bidders, the bidders having more working experience, shall be considered.
31. The contract can be terminated by HUDCO during the currency of the arrangement by serving one month notice without assigning any reasons. No claim or any compensation will however be entertained due to such termination of period prior to expiry and Noting will be paid extra on account of the above.
32. The successful bidder has to enter into an agreement with HUDCO on a stamp paper of Rs.300/- (Rupees three hundred only) with regard to the terms and conditions of Annual Maintenance Contract.
33. Any modification in the offer after the opening date will not be considered.
34. Bids should be complete in all respects and should fulfill all requirements or else it is liable to be rejected without assigning any reason & any communication. In addition, the bidder will be disqualified, if at any point of time it is found that information provided by him is incorrect and not complying with GST rules.
35. HUDCO reserves the right to seek any clarification or verification/ carryout of site inspection of any information supplied by the bidder and also seek additional information / documents during evaluation of technical bid.
36. The period of contract shall be for one year from the date of acceptance of terms and conditions and execution of contract agreement with an option of extension for one more year which will be decided by HUDCO at the end of first year.
37. Agency whose services were terminated by HUDCO, Ahmedabad Regional Office are not eligible for submission of bids for AMC.
38. All the matter of dispute arising out of this shall be subject to courts of Ahmedabad, jurisdiction only.
39. The notice inviting of quotation is also available on website at www.hudco.org & <http://eprocure.gov.in/>, <https://hudco.ewizard.in>
40. In case of any clarification required, the undersigned can be contacted at mobile no. 9227884424.

Thanking you,

Yours faithfully,

(Vimal Kumar Sharma)
Joint General Manager (Project)

Annexure - I

Tender for Comprehensive Annual Maintenance Contract of 2 Nos. of 150 TR Central AC Plant (Daikin Make Screw Type Chiller Machine) for Housing and Urban Development Corporation Ltd. (HUDCO), HUDCO Bhawan, Navarangpura, Ahmedabad for the period one year .

**Technical Bid
(To be submitted in separate sealed envelopes)**

Company Details			
1	Name of the Agency		
2	Registration Number		
3	Registered Address		
4	Name of Partners / Directors		
5	Bidder Type	Indian / Foreign	
6	City		
7	Postal Code		
8	Company's Establishment Year		
9	Company's Nature of Business		
10	Company's Legal Status	(Limited Company / Under Taking / Joint Venture / Partnership / Others)	
11	Company Category	MSME / Others	
Contact Details			
1	Title	Mr./ Mrs. / Ms./ Dr. / Shri	
2	Contact Name		
3	Correspondence Email		
4	Designation		
5	Phone Details	(LL)	(M)
Other Details			
1	No of years in existence (Establishment Certificate issued by local body / Professional Tax receipt / GST Registration / Certificate of Incorporation / Partnership Deed)		
2	List of corporate clients (copy of three work orders of three different firms are to be enclosed)	Nature	Period
3	Copy Valid Electrical Contractor License		

4	No. of Engineers	
5	Copy of OEM or Manufacture of Daikin Dealership Certificate or Authorised Dealership Certificate.	
6	GST Registration No. (Copy to be enclosed)	
7	Copy of Pan card (Copy to be enclosed)	
8	Bank Details : Name of Bank & Branch Address & Tele. No., Fax No Type of A/c & A/c. No. MICR code of Bank IFSC Code of Bank	
9	EMD Amount with details	
10	Any other information	

:

Date :

Signature :

Name of Authorized Person :

Name of Agency :

Seal

Financial bid

Tender for Comprehensive Annual Maintenance Contract of 2 Nos. of 150 TR Central AC Plant (Daikin Make Screw Type Chiller Machine) for Housing and Urban Development Corporation Ltd. (HUDCO), HUDCO Bhawan, Navarangpura, Ahmedabad for the period one year.

Sl. No.	Description of Item	Quantity	Rate per Unit	Unit	Amount (In Rs.)
1	Comprehensive Annual Maintenance of Higher Side i.e. Chiller Unit of Central Air Conditioning plant installed at HUDCO, Ahmedabad with details of equipment as under and as per terms & conditions attached (a) 150 TR Screw Type Chilling M/s unit – 2 Nos. (Chiller Model : PES1701DBRYV, Daikin Make)	12 Months		Per Month	
2	GST				
Total					

Date : Signature :

Name of Authorized Person :

Name of Agency :

Seal

ADDITIONAL INSTRUCTION TO BIDDERS /SUPPLIERS:

The tender shall be accepted only through online e-Tendering process and all details pertaining to the tender and guidelines for e-tendering are available on the website <https://hudco.ewizard.in> Intending contractors need to register themselves on the e-tendering website <https://hudco.ewizard.in> to get the USER ID and PASSWORD from M/s ITI Limited, Plot no. 495-496, Main Madhuban road, Shakarpur, Ganesh Nagar-II near Ambedkar Polytechnic, Delhi-110092 by paying required fee and completing the steps specified on above referred website. In case of any clarification vendors may visit our website <https://hudco.ewizard.in>

FOR GENERAL INFORMATION CONTACT ADDRESS: -

The Regional Chief

HUDCO Regional Office,

HUDCO Bhawan, 2nd Floor, Ishwar Bhuvan Road Navrangpura, Ahmedabad- 380009.

SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED SEPERATELY ON-LINE AT <https://hudco.ewizard.in> THE DATE OF SUBMISSION OF ON-LINE PRICE BID AND COMMERCIAL BID WILL BE AS PER TEDNER NOTICE.

Requirements of Vendor.

1. Computer connected with internet.
2. Registration with portal <https://hudco.ewizard.in> and submission of documents necessary to ITI Ltd. before e-tender.
3. Class-III digital certificate (signature+Encryption) in the name of the Company or individual of the vendor is mandatory (in the name of the Company who will be submitting the EMD & General Information). This may be obtained from any of the certifying authorities. Bids will not be recorded without Digital Signature.

Note: Please check the digital certificate. For more details, bidders may visit e-tendering portal and download the help manuals uploaded in the website.

Tenders shall be issued to the eligible contractors who fulfil the following criteria of eligibility and should have Class-III Digital Signature and registration with service provider M/s ITI Limited, Plot no. 495-496, Main Madhuban Road, Shakarpur, Ganesh Nagar –II near Ambedkar Polytechnic, Delhi- 110092.

Contact Person :-

Mr. Mrityunjay Mob: +91 8448288982 +91 E-mail-eprochelpdesk.54@gmail.com

Help Desk Cell No. 0091-11-496060

Email: helpdesk@ewizard.com