

**National Institute of Plant Genome Research**  
**Aruna Asaf Ali Marg, Near ICSSR, JNU Campus, New Delhi – 110067**  
**Phone: 26735161, 26735138 Fax: 26741658**

F. No. NIPGR/7/42(E)/Vol.III/

Dated: 05.11.2013

**NOTICE INVITING QUOTATIONS**

Sealed item rate quotations are invited on behalf of the Director, NIPGR, New Delhi, from approved & eligible contractors in respect of the following work, so as to reach his office on or before 20.11.2013 up to 3.00 P.M. The quotation shall be opened on the same day at 3.30 P.M. in presence of the intending quotationers.

**SCHEDULE OF QUANTITY**

**Name of Work:** A.M.C. of Split / Window type Air-conditioning units & water coolers installed at NIPGR Campus, New Delhi, during the year 2013 – 2014.

Sl. No.	Description	Qty.	UNIT	Rate (in Rs.)	Amount (in Rs.)
	As per enclosed Schedule of Quantity and Terms & Conditions				

**Encl.:** 1. Schedule of quantity.  
2. Annexure (A)  
3. Terms & conditions.

Administrative Officer

M/s \_\_\_\_\_

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Seal & Signature of Contractor

### SCHEDULE OF QUANTITY

**Name of work :** AMC of Split/window type air conditioning units & water Coolers installed at NIPGR Campus, New delhi during the year 2013-2014.

Sl. No.	Description	Unit	Qty.	Rates per month	Amount per month	No. of months	Amount per year
	<b>SPLIT A.C.</b>						
	Annual Maintenance Contract for servicing , repair & running maintenance of following 1.0 TR/ 1.5 TR, 2.0 T.R capacity Wall Split type / Window type A/C / Split Cassette type units of different makes comprising of floor / wall mounted condensing units including maintenance of Refrigerant piping work and all the scope of work specified below complete as required including repair of auto Electronic Controller/ Voltage stabilizer.						
A	SPLIT TYPE A/C UNIT						
1	1.0 TR	each	19			12	
2	1.5 TR	each	17			12	
3	2.0 TR	each	32			12	
B	WINDOW TYPE A/C						
1	1.5 TR	each	7			12	
C	SPLIT CASSETE A/C UNIT						
1	2.0 TR	each	2			12	
D	WATER COOLER	each	7			12	

**Total**

#### **B. LIST OF SPARES ( if & when required)**

S. No	Description	unit	Qnt	Rate	Acceptable Make
1	Compressor for Split A/C 1.0 TR	No	1		Kirloskar/ Hitachi/ Voltas/ Blue Star
2	Compressor for Split A/C 1.5 TR	No	1		-- do --
3	Compressor for Split A/C 2.0 TR	No	1		-- do --
4	Compressor for Window A/C 1.5 TR	No	1		-- do --
5	Compressor for Water Cooler	No	1		-- do --
6	Gas Charging in Split/window/water cooler	Kg	1		As per direction of E.I.C.
7	Running Capacitor for Split AC/Window AC/ Water cooler	No	1		Apcos/ Genco/ ISI mark
8	PTC Relay	No	1		L & T/ Siemens
9	Contactor	No	1		L & T/ Siemens
10	Accumulator	No	1		As per actual installation
11	Overload Relay	No	1		L & T/ Siemens
12	Capillary & Filter	No.	1		As per actual installation
13.	Rewinding of Motor	No.	1		As per direction of E.I.C.
14.	Dismantle & Re-installation / Shifting of A.C.	No.	1		As per direction of E.I.C.
15.	Repairing of remote PCB	No.	1		As per direction of E.I.C.

Seal & Signature of Contactor

Administrative Officer



### ANNEXURE (A)

**Name of work :** AMC of Split/window type air conditioning units & water Coolers installed at NIPGR Campus, New delhi during the year 2013-2014

Sl. No.	Description	Unit	Quantity
	<b>SPLIT A.C. 1.0 TR</b>		
1	Dr. Subhra Chakraborty	No.	1 -
2	Dr. Praveen Verma	No.	1
3	Dr. Sabhyata Bhatia	No.	1
4	DNA Sequencing room CIF GF	No.	1
5	Lab 201	No.	1
6	Lab 202	No.	1
7	Lab 203	No.	1
8	Lab 204	No.	1
9	Lab 205	No.	1
10	Engineering Section	No.	1
11	Dr. Sushil Kumar (Field Office)	No.	1
12	CIF Block SF (Office of PoE)	No.	1
13	Visitor's room (Lab FF)	No.	1
14	Visitor's room (Lab SF)	No.	1
15	Lab 202 Prof. A.K. Tyagi	No.	1
16	Server Room Hostel	No.	1
17	New Sequencing Machine-454, Dr. Debasis Chattopadhyay	No.	1
18	Dark Room, First Floor	No.	1
19	Lab 202	No.	1
			<b>19</b>
	<b>WINDOW A.C. 1.5 TR</b>		
1	BMS Room (AC Plant)	No.	1
2	DNA Sequencing room CIF GF	No.	1
3	Plant Growth Chamber (outside building)	No.	1
4	Plant Growth Chamber (outside building)	No.	1
5	Plant Growth Chamber (outside building)	No.	1
6	Rites Office	No.	2
			<b>7</b>
	<b>SPLIT A.C. 1.5 TR</b>		
1	Telephone Exchange	No.	1
2	DNA Sequencing room CIF GF	No.	1
3	Director's Committee Room	No.	1
4	Guest House	No.	1
5	Guest House	No.	1
6	Guest House	No.	1
7	Guest House	No.	1
8	Guest House	No.	1
9	CIF GF (Microscope Room)	No.	1
10	Proteomics Room Lab GF	No.	1
11	Growth Room of Dr. Mukesh Jain - Lab 201	No.	1
12	Growth Room of Dr. Manoj Majee - Lab 203	No.	2
13	Growth Room of Dr. Praveen Verma- Lab 101	No.	2
14	Growth Room of Dr. Debasis Chattopadhyay- Lab 103	No.	2
			<b>17</b>



	<b>SPLIT A.C. 2.0 TR</b>		
1	Lab 203 (Dr. Ashverya Laxmi)	No.	1
2	Radioisotope Room	No.	1
3	Radioisotope Room	No.	1
4	Director's Residence	No.	1
5	Engineering Section	No.	1
6	Engineering Section	No.	1
7	Lab No. 101 (Dr. Sudip Chattopadhyay)	No.	1
8	CIF Block FF Room	No.	1
9	LAB FF Cold Room	No.	1
10	LAB FF Cold Room	No.	1
11	LAB SF Cold Room	No.	1
12	LAB SF Cold Room*	No.	1
13	Shaker Room (CIF III) CIF GF	No.	1
14	CIF Block SF (Office of PoE)	No.	1
15	CIF Block SF (Office of PoE)	No.	1
16	Common Room, Hostel	No.	2
17	UPS Room	No.	1
18	Server Room	No.	2
19	Lab 104 Dr. Niranjana Chakraborty	No.	1
20	Growth Room of Dr. A. Laxmi	No.	1
21	Growth Room of Dr. M. Jain	No.	1
22	Growth Room of Dr. N. Chakraborty	No.	1
23	Lab 101 A	No.	1
24	Aradopsis Growth Room - GF for Dr. Alok Sinha	No.	2
25	Tissue Culture Lab for Dr. Alok Sinha	No.	1
26	Growth Room of Dr. Jitender Thakur	No.	2
27	Panel Room - Lab 202	No.	1
28	Server Room - Lab 202 standing A/C	No.	1
			<b>32</b>
	<b>CASSETTE TYPE SPLIT A.C., 2.0 TR</b>		
1	Lab-202 , Chickpea facility	No.	2
			<b>2</b>
	<b>Water Coolers</b>		
1	Ground Floor, First Floor & Second Floor Main Building	No.	3
2	First Floor, Second Floor & Third Floor of students hostel	No.	3
3	Mess Students Hostel	No.	1
			<b>7</b>

Seal & Signature of Contractor

Administrative Officer



## TERMS & CONDITIONS

- SUB.:** A.M.C. of split / window type Air-conditioning units & water coolers installed at NIPGR Campus, New Delhi, during the year 2013 – 2014.
1. The site of work is at NIPGR Campus, Aruna Asaf Ali Marg, New Delhi – 110067.
  2. The agency must visit the site before quoting the rates.
  3. The rates shall be inclusive of Transportation, loading, unloading & handling and nothing extra will be paid.
  4. The rates shall be inclusive of VAT, Service Tax, other taxes, octroi, etc., and nothing extra will be paid.
  5. No T&P will be issued by the department.
  6. The payment shall be made on quarterly basis. No advance payment will be made.
  7. The quotation must be accompanied with E.M.D. amounting to ₹ 7,450.00 (₹ Seven thousand four hundred & fifty only) by way of Demand Draft drawn in favour of “DIRECTOR, NIPGR”, New Delhi.
  8. Quotation not accompanied with E.M.D. will not be considered.
  9. E.M.D. must be submitted in a separate envelope which will be opened first.
  10. E.M.D. of the successful bidder shall be retained as Security Deposit. In addition, security deposit @ 10% (percent) will be deducted from each R/A bill.
  11. The security deposit will be returned after two month of completion of the contract period or payment of last bill, whichever is earlier.
  12. The department is at liberty to accept or cancel any or all quotation / work order without assigning any reason.
  13. A separate service booklet for NIPGR shall be maintained by the contractor in which all the entries in respect of A/C's shall be made & shall be got certified by the user of the A/C / Engineer-in-charge.
  14. The inventory for the A/C's is enclosed as per Annexure 'A'.
  15. Necessary deductions on account of income tax etc. shall be made as per prevailing rules.
  16. The contractor is responsible for the upkeep of the installation in perfect working condition, carrying out routine checkup and to attend any breakdown immediately.
  17. The agency shall have an office established in Delhi NCR region.
  18. The agency must be expertise in the field of maintenance of split / window A.C.
  19. If any complaint remains pending due to contractor's negligence or any other reason for which contractor is held responsible, recovery will be made as under.
    - a) The complaint should be attended within 24 hrs. from getting the complaint. Major & urgent complaints should be attended on the same day. If the contractor fails to attend the complaint, penalty @ ₹ 1500 per day per complaint shall be made.
    - b) In case of any A.C., water cooler remains unserviceable for more than 3 days, a recovery will be made @ ₹ 1,000 per day basis.
  20. The following work comes in the scope of the AMC :-
    - a) Attending of any number of break down calls during normal working hours.
    - b) Any spare parts supplied by the department will be fitted free of cost (indigenous or imported).
    - c) Any other service pertaining to the effective performance of the A/C unit.
    - d) In case the compressor goes out of order the same shall be replaced by the new compressor by the contractor after getting the approval of E.I.C. or his authorized representative. The decision of E.I.C in this matter shall be final & binding on contractor.
    - e) The items costing more than ₹ 2,000.00 (₹ Two Thousand only) not in the list of spares shall be issued by the department free of cost for replacement. However replacement of other miscellaneous material costing not more than ₹ 2,000.00 shall be arranged by contractor and replaced as & when required **after getting approval of the**



**E.I.C or his authorized representative.** The payment however shall be made on production of valid vouchers and justified amount as per prevailing market rates of the item shall be payable. Nothing extra on account of handling & transportation etc shall be paid. The decision of E.I.C in this matter shall be final & binding on contractor.

21. All kind of repairs shall be carried out within 48 hours from time of complaint lodged.
22. Shifting of A.C. unit from present location to another location is not covered under the scope of contract.
23. Preventive maintenance checks shall be carried out weekly and record of having checked shall be maintained and in case units are not checked Pro-rata recovery shall be made from the R.A. bills.
24. Servicing of complete unit with caustic soda shall be done during the winter season.
25. The first service shall be provided within a week after award of work. If not carried out, recovery @ ₹ 1500.00 per day shall be made.
26. Electricity and water will be supplied free of cost. The material for servicing like pipe, motor, etc., shall be arranged by the contractor & nothing extra shall be paid.
27. Any damage to any existing installations during the execution of work shall be the responsibility of the contractor and nothing extra will be paid
28. Any accident / electrocution caused due to negligence or during the course of normal work etc., shall be responsibility of the Contractor. The contractor shall be responsible for all compensation to the staff engaged by him.
29. All safety precautions shall be taken so as to avoid any accident or inconvenience to the members of staff.
30. The work shall be carried out to the satisfaction of the Engineer-In-Charge.
31. Following checks shall be carried out during the servicing / monthly check:
  - (a) Check for refrigerant leaks and proper refrigerant levels on the high and low pressure sides. Repair all leaks.
  - (b) Check condenser coil and clean if needed. Keep debris away from unit.
  - (c) Straighten any bent heat exchanger fins on condenser coil.
  - (d) Check suction pipe insulation and replace if needed.
  - (e) Lubricate fan motors and bearings. Replace worn bearings.
  - (f) Check fan blades for damage and clean if needed.
  - (g) Check all wiring, electrical connections, contactors, capacitors, relays, etc., for wear, cleanliness and proper operation.
  - (h) Visually inspect compressor and check amp draw.
  - (i) Check condensate drain and pan then advise of any discrepancies.
  - (j) Check expansion valve & coil temperatures, lubricate parts as needed.
  - (k) Check evaporator coil and advise if dirty or if it needs cleaning.
  - (l) Check the shape that the total system is in and advise client / customer of discrepancies.
32. PAN/TIN issued by the respective departments must be mentioned while quoting the rates.

PAN No.: \_\_\_\_\_

TIN No.: \_\_\_\_\_

Seal & Signature of Contractor

Administrative Officer