



# COTTON UNIVERSITY

Panbazar, Guwahati, Assam-781001

[www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in) :: 0361-2733530 :: [registrar@ccsu.ac.in](mailto:registrar@ccsu.ac.in)

Ref. No. CU/EC/2018/39/

Date:

## Re-NIT-01 of 2018-19

Sealed tenders in two bid system are invited from vendors with proper experience for comprehensive annual maintenance contract of air conditioners.

Last date of submission of sealed tenders to the undersigned is 21<sup>st</sup> August, 2018 up-to 2:00 PM. Those who have participated in the NIT No -1 of 2018-19, need not to deposit the tender fee. For details please visit [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in). Any corrigendum/addendum to this NIT will be uploaded in the website. Bidders are requested to visit the website regularly.

*Delu*  
Registrar 11/8/18  
*al*

Memo No.: CU/EC/2018/39/ 6530 - 34

Date: 2/7/18

Copy for information to:

1. PS to Vice Chancellor, CU
2. Director, DIPR, GoA with a request to publish the above advertisement (softcopy enclosed) in immediate one issue of The Assam Tribune and The Amar Asom, and submit the bills in triplicate for release of payment
3. Finance Officer, CU
4. System Manager, CU to upload this notice in the University website.
5. Office File

*Delu*  
Registrar 11/8/18  
*al*

# Cotton University

Panbazar, Guwahati-781001, Assam, India

[www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in)

Phone: 0361-2733530: Fax: 0361-2733502



अप्रमत्तेन वेद्ध्यम्

## Comprehensive Annual Maintenance Contract of Air Conditioners

Date of issue of tender: - 02.08.2018

Last Date of submission of tender: - 21.08.2018 up-to 14.00hrs

## Detailed tender notice

Sealed tenders in two bid system (technical and price bid) are invited from vendors with proper experience who fulfil the eligibility criteria provided below for comprehensive annual maintenance contract of air conditioners in Cotton University

### **1. General Terms and Conditions:**

The suppliers should meet the following minimum terms and conditions and criteria:-

- 1.1. There will be **tender application fee (non-refundable)** of an amount of **Rs. 500.00 (Rupees Five hundred only)**. The above mentioned fee can be deposited through **ICICI Bank Challan – FEE CODE 011** which can be downloaded from the official website **www.cottonuniversity.ac.in**. Those who already have participated in the NIT No -1 of 2018-19 dated 05/06/2018 need not to deposit the tender fee if they wish to participate in this tender.
- 1.2. The tender document can be downloaded from the university's website and the counter foil of the challan (original) must be enclosed in the tender failing to this the tender will summarily be rejected.
- 1.3. Successful vendor will have to deposit a security money (refundable) of an amount (not less than 20,000/-) to be fixed by the authority based on the total yearly volume of order.
- 1.4. The tender documents must be submitted in **two separate envelopes** titled:
  - (i) **'Technical Bid'**, containing all relevant documents in support of their technical credentials, and
  - (ii) **'Price Bid'**, containing the duly filled in relevant columns of Annexure "A" as per the prescribed format.
- 1.5. **The above two sealed envelopes mentioned in 1.4 for Technical Bid and Price Bid** should be put together in one big sealed envelope clearly super-scribed on the top of the big envelope as **"APPLICATION FOR Comprehensive AMC of ACs"** and submitted to **The Registrar, Cotton University, Panbazar, Guwahati-781001 up to 2 P.M. of 21<sup>st</sup> of August 2018.**
- 1.6. All relevant **trade registration certificates** applicable to **Guwahati jurisdiction** must be furnished.
- 1.7. The tendering party must submit copy of **PAN Card**.
- 1.8. The tendering party must submit applicable **tax registration certificate**.
- 1.9. The tendering party must submit copies of **EPF registration, ESIC registration and Labour License**.
- 1.10. The tendering party must submit work experience of similar nature and must have executed AMC work of ACs in Govt./Universities/ Semi Govt. sectors only. Work order and completion certificate shall be enclosed.
- 1.11. The bidder must be manufacturer/authorised dealer/authorised service dealer of reputed air-conditioning company. Necessary document in support of these criteria shall be enclosed.
- 1.12. The AMC shall be for a period of 1 (One) year, which is extendable on yearly basis up-to maximum five years at the discretion of the University. The decision regarding extension shall be based on performance of the firm in the preceding year.
- 1.13. The **price bid** will be **considered only after having qualified** in the **technical bid evaluation**.
- 1.14. **Non-conformity** of any of the terms and conditions along with non-submission of any of the documents mentioned above **will disqualify** the applicant and **price bid will not be considered**.

- 1.15. Cotton University (CU) reserves the right to accept, consider or reject any or all of the applications without assigning any reason thereof. The decision of CU in respect of scrutiny and selection of parties will be intimated by the office and shall be final. All disputes in this connection shall be settled in **Kamrup Metropolitan district jurisdiction** only.
- 1.16. For any clarification, please contact at **0361-2601104** during office hours.
- 1.17. Office establishment of vendors nearby to the office of Cotton University will get priority for selection of vendors.
- 1.18. Payment shall be released on quarterly basis against submission of bill after completion of every quarter.

## **2. Enclosures:**

Documents/testimonials which must be submitted **along with** the **technical bid** are as follows:-

- i) Copy of duly signed-in prescribed format of tender document. (pg. 1-7)
- ii) Copy of valid trade license of Guwahati jurisdiction.
- iii) Copy of applicable GST registration certificate.
- iv) Copy of IT returns acknowledgement for the last one year.
- v) Copy of profit & loss statement for last one year certified by Chartered Accountant.
- vi) Copy of EPF registration, ESIC registration, Labour license.
- vii) Copy of PAN card.
- viii) Copy of work experience of similar nature.
- ix) Copy of manufacturer/authorised dealer/authorised service dealer certificate.

Documents which must be submitted **along with** the **price bid** are as follows:-

- i) **A hard copy** duly filled-in Annexure "A" as per the prescribed format

## Annexure- A

### 3. Technical details:-

#### **A) Parts to be covered under the Comprehensive annual maintenance contract**

Sl. No.	Item
1	Compressors
2	Starting Capacitors
3	Running Capacitors
4	Relays
5	Thermostats
6	Fan Capacitors
7	Fan Motors
8	Selector switches
9	Contactors ( Power / Control)
10	Gas charging
11	Stabilizer
12	Rewinding of motors
13	Ball bearings of motors
14	Fan blades
15	Electronic Control Circuitries
16	Remote Control Units
17	Micro Swing Motors
18	Built – in Timer kit
19	Air-Filters
20	External Electronic / Analog time switches provided for timed running of A.C's
21	Outdoor unit mounting frames
22	Condenser Coils/Copper Tubes of indoor/outdoor units
23	Parts of indoor / Outdoor unit enclosures
24	Batteries in the remote control
25	Existing copper piping from indoor to outdoor

**B) Terms and conditions to be followed during servicing:**

- i) This comprehensive Contract includes replacement of faulty spares like Compressors, Starting Capacitors, Running Capacitors, Relays, Thermostats, Fan Capacitors, Fan Motors, Selector switches, Power Contactors, Control Contactors, External Time Switch Units provided for specific time running of A.C's, Stabilizers, Rewinding of motors, providing Ball bearing of motors, Fan blades, Electronic Control Circuitry, Remote Control units, etc at Contractor's cost including Gas charging and attending all complaints and breakdowns of all types of air-conditioners. The complete list of materials to be replaced covered under this AMC is provided in Part 3, Section-A of this tender.
- ii) Only original spare parts/quality approved by the University will be permitted to be used for the maintenance during the AMC Period.
- iii) Periodical preventive servicing has to be carried out once in three months for all the Air conditioners covered under AMC. During the quarterly servicing, the contractor should water service the AC unit including water washing of filter, drain tray and pipe cleaning, Evaporator brush cleaning, oiling/greasing of all Fans, checking of current consumption, checking of output performance, testing of Gas pressure if necessary, water washing of Condenser Coil, etc.
- iv) Complaints regarding the non-functioning of air-conditioners are to be attended within an hour from the time of reporting. In case of Minor technical problems same are to be rectified within 4 hour of diagnosing of complaint. In case of major technical problems, the same are to be rectified within 72 hours of reporting the complaint.
- v) Defective spares compressors / condensers are to be replaced with new compressors / condensers and repairing of the old compressors is not permitted. Whenever new compressors / condensers are used, the Contractor has to produce original invoice and Warranty Card of the new Compressor/ condenser at the discretion of the University. The compressor/ condenser being replaced should match with the original star rating of the air conditioner
- vi) All the Air-conditioners covered in this contract have to be maintained as per the standards of the original manufacturing company. The contractor has to repair /service/ maintain the air conditioners under the AMC in as is where is condition when handed over to them under AMC.
- vii) It is the primary duty of the successful contractor to ensure that all air-conditioners under the contract are in working condition including those in unmanned area such as Server Room, UPS Room etc.
- viii) Technicians should have competency certificate in Air-conditioning issued by recognized Government Agency and shall have proper experience of similar execution of works.
- ix) Exclusive Register for the University should be maintained for servicing of each ACs without which quarterly payment will be put on hold. Register should be counter signed by the competent authority of the University.
- x) Contractor should be adept in execution of AMC work for different make of ACs as University has various makes of ACs installed in the different premises.

**C) Approximate quantity and tonnage of ACs**

Sl. No	Particulars	Quantity
1	0.75 Ton Split AC	2
2	1.0 Ton Split AC	12
3	1.5 Ton Split AC	42
4	2.0 Ton Split AC	30
5	2.0 Ton Tower AC	4

N.B.:- The no of ACs covered under the Annual maintenance contract may vary and will be intimated in due course. The amount for the same will be paid in subsequent quarters.

**Application Format**

Name of the vendor:

Address:

GST Registration No:

PAN:

Signature with seal of the applicant



**Price bid**

Sl. No	Particulars	Rate in Rs./Year (inclusive of GST)	Quantity in Nos	Amount in Rs. (Inclusive of GST)
1	0.75 Ton Split AC		2	
	a. Compressor not under warranty			
2	1.0 Ton Split AC		10	
	a. Compressor under warranty			
	b. Compressor not under warranty			
3	1.5 Ton Split AC		39	
	a. Compressor under warranty			
	b. Compressor not under warranty			
4	2.0 Ton Split AC		30	
	a. Compressor under warranty			
5	2.0 Ton Tower AC		4	
	a. Compressor under warranty			
Grand Total in Rs.				

Date:

Place:

Signature of the contractor

Seal