



भारतीय प्रबंध संस्थान इंदौर

INDIAN INSTITUTE OF MANAGEMENT INDORE

प्रबंध शिखर, राउ-पीथमपुर रोड, इंदौर- ४५३५५६ (म.प्र.), भारत

दूरभाष: ०७३१-२४३९ ६२०/४४७/६१९

Prabandh Shikhar, Rau-Pithampur Road, Indore - 453556 (M.P.), India

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Tender Notice No.: IIMI/Project/10/2017/44

File No.358

Technical cum Commercial Bid

Name of Work:

“Comprehensive Maintenance & Daily running / Operation of Central Air-conditioning plant (Dunham-Bush Make Screw Type Water Chillers 2x250TR Capacity), including air handling units, and their associated equipments at IIM Indore”

Certified that the NIT Document contains 23 pages

INDIAN INSTITUTE OF MANAGEMENT INDORE

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INDIAN INSTITUTE OF MANAGEMENT INDORE

Prabandh Shikhar, Rau-Pithampur Road, Indore - 453 556 (M.P.), India

Dated: July 05, 2017

NOTICE INVITING TENDER

Ref: Tender Notice No. IIMI/Project/10/2017/44 File No. 358

IIM Indore invites item rate tender under two bid system (Part-I Earnest Money and Technical bid & Part-II Financial bid) from the original equipment manufacturer or their authorised service provider / contractors who fulfill the criteria of the eligibility for the under mentioned work. Schedule of item & quantity is attached as annexure -1 to this notice.

The tender is also e-published on Central Public Procurement Portal under url: <https://eprocure.gov.in/epublish/app> and IIM Indore website under the URL <http://www.iimidr.ac.in/tenders/>

Part “A” : NIT Details

1	NIT No.: IIMI/Project/10/2017/44 File No. 358	
2	Name of Work	“Comprehensive Maintenance & Daily Running / Operation of Central Air-conditioning plant (Dunham-Bush Make Screw Type Water Chillers 2x250TR Capacity), including air handling units, and their associated equipments at IIM Indore”
3	Estimated Cost Put to Tender	Rs. 15,00,000/-
4	Earnest Money Deposit (Rs.)	Rs. 30,000/- by e-payment through electronic mode or DD or bankers cheque.
5	Tender Processing Fee (Rs.)	Rs. 1,000/- by e-payment through electronic mode or DD or bankers cheque. (Non-Refundable)
6	Contract period	01 (ONE) Year
7	Pre-Bid Meeting	At 3.00PM on July 17, 2017 at Project Department, Admin Building, IIM Indore
8	Last date & time of receipt of tender	Upto 04:30 PM on July 20, 2017

9	Date & Time of opening of technical bid	3:30PM on July 21, 2017 in the Office of the Chief Engineer, Administrative Block, IIM Indore M.P. -453556
10	Date and Time of opening of financial bid of qualified bidders	Will be notified at a later date
11	Performance Guarantee	5% of tendered value on acceptance of bid and will be returned 1 month after completion

Part “B”: Tender Requirements

1. Criteria of eligibility for submission of bid documents:

In order to fulfill eligibility for acceptance, the following criteria will be followed. The original equipment manufacturer or their authorised service provider / contractors are required to submit relevant verifiable and self-attested documents.

a. Performance / Work Experience

The bidder must have experience of successfully completed works of maintenance of **Central Air-conditioning plant** during the last 5 years ending last day of the month previous to the one in which applications are invited. *The works completed upto previous day of last date of submission of tenders shall also be considered.*

Three similar completed works costing not less than the amount equal to 6.0 Lakhs,

OR

Two similar completed works, costing not less than the amount equal to 9.0 Lakhs

OR

One similar completed work of aggregate cost not less than the amount equal to 12.0 Lakhs

Similar work shall mean: Maintenance & Operation of Central Air-conditioning plant (Chiller model).

Certificates of work experience (Completion Certificates) and other documents as specified in the tender document shall be submitted.

b. Annual Financial Turnover: Should have had average annual financial turnover at least 15 Lacs during last three years ending March 31, 2016. (Copy of balance sheet or certificate from chartered accountant to be submitted)

- c. Should have valid bank solvency of minimum Rs. 15 Lakhs
- d. **Certificates:** (copy of certificates to be submitted)
 - i. Latest IT returns for FY 13-14, 14-15 and 15-16
 - ii. PAN (Permanent Account Number)
 - iii. GST (Goods & Service Tax) Registration Certificate
 - iv. Certificate of registration of firm/company
 - v. Aadhar card copy of the authorized officer of the company who will be signing agreement etc.

2. Mode of payment of Tender processing fee and EMD:

- i) Bidders may deposit the Tender Processing Fee and EMD through NEFT or RTGS. Details for the same are as below:

Name of beneficiary : Indian Institute of Management Indore
Address : Rau-Pithampur Road, Indore -453556, M.P.
Account No. : 53018623445
Name of the Bank : State Bank of India
Address of the bank : IIM Indore Campus
IFSC Code : SBIN0030525

- ii) EMD can also be furnished in DD / Bankers cheque etc. drawn in favor of 'Indian Institute of Management Indore' payable at 'Indore'.

Bidders will have to attach Payment details towards cost of tender processing fee & EMD during the submission of tender and the same will be accepted only on verification & confirmation by the Institute. Any delay in credit will not be entertained by the Institute.

3. The Tender is required to be submitted in two sealed cover comprising of the following:

Cover-I: Technical Bid

- i) EMD & Tender Fee details
- ii) Documents as mentioned above in the "Criteria of eligibility for submission of bid documents"

Cover-II: Financial Bid

- i) Financial Bid (in the format given at Annexure-1)

Both covers should be kept in one main sealed cover super scribed as "IIMI/Project/10/2017/44 File No. 358: Comprehensive Maintenance & Daily

Running / Operation of Central Air-conditioning plant (Dunham-Bush Make Screw Type Water Chillers 2x250TR Capacity), including air handling units, and their associated equipments at IIM Indore”

4. The tenderer has to drop the cover sealed in above manner in the Tender Box kept at the ‘Project Department, IIM Indore, Administrative Block, Rau- Pithampur Road, Indore -453556 M.P.’ on or before the due date & time positively. The tender shall not be accepted beyond the stipulated date and time under any circumstances whatsoever. Any delay happened in the transition is at the risk of the tenderer and IIM Indore will not be responsible. Time of arrival of the person to drop tender will be reckoned as that is recorded in the entry pass issued at the gate if they fail to reach the office by 4:30PM.
5. EMD of unsuccessful bidders shall be returned after award of the contract / order to the successful bidder. No interest will be paid on the EMD.

Part “C”: Other Terms & Conditions

1. The bid submitted shall become invalid and tender processing fee shall not be refunded if:
 - (i) If the bidder is found ineligible.
 - (ii) If the documents submitted by the successful bidder does not match with the originals before the award of work.
2. The competent authority on behalf of the Director IIM Indore does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
3. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection.
4. The competent authority on behalf of the Director, IIM Indore reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted or split the work between two parties or among more parties as deemed fit.
5. *The bid for the works shall remain open for acceptance for a period of ninety (90) days.* If any bidders withdraws his bid before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to the department, then the IIM Indore shall, without prejudice to any other right or remedy, be at liberty to forfeit full amount of the said earnest money as aforesaid. Further the bidders shall not be allowed to participate in the rebidding process of the work.

6. IF ANY INFORMATION FURNISHED by the applicant is found to be incorrect at a later stage, they shall be liable to be debarred from tendering/ taking up works in IIM INDORE.
7. **TAXES :**
 - i) This works comes under Works contract. Works contract Tax/MPVAT or other as applicable shall be deducted from each bill paid to the contractor.
 - ii) The contractor should get registered under GST (Goods & Service Tax) or any other tax as applicable as per the extent order on the subject work and same shall be paid by the contractor to concerned department and the same should be considered in his quoted rates. Contractor will be responsible to abide by GST as and when rolled out by the Govt. at their own risk & cost.
 - iii) Labour Welfare cess @ 1 % of gross value of work done shall be recovered from each bill paid to the contractor.
 - iv) Income Tax and cess as applicable shall be deducted from each bill paid to the contractor.
 - v) Contractor should be registered under EPF & ESIC and as per law, shall pay EPF & ESIC of contract workers to concerned Department from time to time.
 - vi) Any other taxes/cess as per government directives shall be deducted from each bill paid to the contractor from time to time or as per rule in case of manufacturer.
8. The specifications, Terms & Conditions, other regulations which are not herein mentioned will be guided by relevant CPWD / IS /Other Central Govt./state Govt. norms, OEM standards applicable for IIM Indore & the decision in this regard will be guided by the decision of the respective authority of IIM Indore which shall be final and binding to the contractor.
9. The party whose tender has been accepted has to execute an agreement on non-judicial stamp paper immediately after work order is issued.
10. Performance guarantee in the form BG or FDR or DD @ 5% of tendered amount has to be furnished within 10 days of issue of LOA.
11. If called for, originals of the document submitted shall be produced.
12. General condition of contract (GCC) of CPWD will be applicable to the extent relevant to the job.

13. Any dispute is subject to the jurisdiction of Civil Court Indore.
14. This work covers Running, operating and Maintenance of Central Air-conditioning plant (Dunham-Bush Make Screw Type Water Chillers 2x250TR Capacity) on day to day basis including air handling units, and their associated equipments at IIM Indore and other associated works as per the schedule of quantity provided in the financial bid.
15. The work shall be executed as per CPWD general specifications for Civil & electrical works with upto date amendments as per relevant IS and as per directions of Engineer-in-Charge. These additional specifications are to be read in conjunction with above. However, nothing extra shall be paid on account of these additional specifications & conditions as the same are to be read along with schedule of quantities for the work.
16. The Tenderer should in his own interest visit the site and familiarize himself with the site conditions before tendering.
17. No T&P shall be issued by the IIM Indore and nothing extra shall be paid on account of this.
18. Employer reserves the right to alter the mode of selection, accept or reject any or all bids without assigning any reason thereof.
19. Necessary clarification required by the IIM Indore shall have to be furnished by the Tenderer within the time given by the IIM Indore for the same. The Tenderer will have to depute his representative to discuss with the officer(s) of the IIM Indore as and when so desired. In case, in the opinion of the IIM Indore a Tenderer is taking undue long time in furnishing the desired clarifications, his bid will be rejected without making any reference.
20. The Tenderer will have to fill up their rates only in the price bid in BoQ format. Tenders in which the price bids are given in any other format are liable to be rejected.
21. A tenderer will also not be allowed to withdraw or modify any condition at a time after the technical bids have been accepted and the decision to open the price bid has been taken by the IIM Indore.
22. The IIM Indore reserves the right to reject any or all the price bids and call for fresh prices/ tenders as the case may be without assigning any reason.

23. **Terms of Payment:**

Payments shall be released as per General Conditions of contract and the following conditions. All interim payments shall have deductions towards advances and other contract conditions. No advance payment will be made.

- The Contractor shall bill for 1/4th of the accepted annual amount every quarter on completion of the service of that quarter and the payment shall be

made within 30 days from the date of submission of bill.

- If the work carried out by the contractor is not satisfactory, IIM Indore shall hold such bill/s till satisfactory services are provided.
- Any amount due from the contractor to IIM Indore will be recovered from his quarterly bill
- 1st Payment will be made only on submission of Performance Security Guarantee equal to 5% of the awarded value by the successful Contractor, signing of the agreement etc.

24. Performance Guarantee:

The tender shall guarantee among other things, the following:

- (a) Quality, strength and performance of the materials used.
- (b) Safe mechanical and stress on all parts under all specified conditions of operation.
- (c) Satisfactory operation & stability during the DLP period.

The contractor whose bid is accepted will be required to furnish performance guarantee of 5% (Five Percent) of the bid amount within Ten days of issue of LOI. This guarantee may be in the form of Banker's cheque of any nationalized bank/Demand Draft of any nationalized bank/ Fixed Deposit Receipts or Guarantee Bonds of any nationalized Bank or the State Bank of India in accordance with the prescribed form in CPWD manual. In case the contractor fails to deposit the said performance guarantee within the period as indicated above, including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor. The earnest money deposited along with bid shall be returned after receiving the aforesaid performance guarantee.

Refund of performance guarantee: The performance guarantee shall be refunded to the contractor one month after the completion of the work and recording of the completion certificate as above.

- 24. COMPLIANCE WITH REGULATIONS AND INDIAN STANDARDS:** All works shall be carried out in accordance with relevant regulation, both statutory and those specified by the Indian Standards related to the works covered by these specifications.
- 25. INDEMNITY:** The successful tenderer/bidder shall at all times indemnify the IIM Indore, consequent on this works contract. The successful tenderer/bidder shall be liable, in accordance with the Indian Law and Regulations for any accident occurring due to any cause and the IIM Indore shall not be responsible for any accident or damage incurred or claims arising there from during the contract period under the supervision of the successful tenderer/bidder in so far as the latter is responsible.
- 26. Mobilization advance:** No mobilization advance shall be paid for this work.

AGREEMENT

THIS AGREEMENT made at Indore on the _____ day of _____ 2017 between Indian Institute of Management Indore Rau- Pithampur Road, Indore (hereinafter called "The IIM INDORE" which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns) of the one part AND _____ (herein after called "The Contractor" which expression shall, unless repugnant to the context or meaning thereof, include its successors and permitted assigns) of the other part.

WHEREAS

The IIM INDORE is desirous of carrying out the "NIT No. IIMI/Project/10/2017/44, File No. 358 for the work of **"Comprehensive Maintenance & Daily Running / Operation of Central Air-conditioning plant (Dunham-Bush Make Screw Type Water Chillers 2x250TR Capacity), including air handling units, and their associated equipments at IIM Indore"**.

The Works are to be executed as per the schedules mentioned in tender document, drawings and specifications describing the works to be done.

The Contractor has agreed to execute the said works subject to the provisions hereinafter contained and subject also to General Conditions of Contract, Special conditions of contract, Safety Code, Model Rules for the protection of health and Sanitary arrangements for workers, Specifications, Preambles and Schedule of Quantities and installation schedule (all of which are hereinafter collectively referred to as the 'said tender conditions') and strictly in accordance with the Scope of work annexed hereto at or for the respective rates set out in the Schedule of Quantities amounting to the sum as there under arrived at or such other sums as shall become payable there under (hereinafter referred to as the said tendered amount).

NOW IT IS HEREBY AGREED AS FOLLOWS: -

1. In consideration of the said tendered amount to be paid by The IIM INDORE to the Contractor at the time and in the manner set forth in the said tender conditions and in accordance with the Schedule of Payments to execute and complete the work shown upon the said Drawings strictly in accordance with the specifications and Schedule of Quantities.
2. The said tender conditions, scope of work and the annexures hereto shall be read and considered as forming part of this contract and the parties hereto

shall respectfully abide by to the said conditions and perform the agreement on their part respectively contained in the said conditions.

3. The approved drawings if any, notice inviting tenders technical specification etc. shall also form the basis of this contract.
4. This contract is a Lump sum Contract and to be carried out and to be paid for according to the Schedule of Payments at the rates contained in the Schedule of Quantities.
5. The contract herein contained shall comprise not only the works mentioned above but all subsidiary works connected therewith within the same site as may be ordered to be done from time to time by the said Engineer In charge for the time being, even if such work may not be shown on the said Drawings or described in the said Specifications and Schedule of Quantities.
6. The IIM INDORE reserves to themselves the right of altering the specifications and the nature of the work by adding to or omitting from the scope of work any item of work or portions of the same without prejudice to this contract.
7. Time shall be considered as the essence of this contract and the Contractor hereby agrees to commence the work within 10 days from the date of work order or from the date of handing over of the site, as provided for in the said terms and conditions, whichever is later, and shall complete the entire work within the specified period, subject nevertheless the provisions for extension of time as may be agreed to by the IIM INDORE and as contained in the said conditions.
8. All payments by the IIM INDORE under this contract shall be made only at Indore.
9. All disputes arising out of or in any way connected with this contract shall be deemed to have arisen at Indore and courts in Indore only shall have jurisdiction to determine the same.
10. That the contract and several parts of this contract have been read by the contractor and fully understood by him. The contractor shall not be entitled for payment beyond tendered quantities unless ordered specifically by written instructions of Director IIM INDORE.
11. This contract shall be signed in duplicate, the original whereof shall be kept in

the custody of the IIM INDORE, and the duplicate with the Contractor.

IN WITNESS WHEREOF the IIM INDORE has set his hands hereunto and two duplicates hereof through his duly authorized official and the Contractor has caused these presents and two duplicates hereof under his common seal by his duly authorized representative at the place and on the date month and year first herein above written.

SIGNED, SEALED AND DELIVERED by IIM INDORE, by the hand of

Signature:
Name:
Designation:

IN THE PRESENCE OF

(1) Signature:
Name:
Address:

(2) Signature:
Name:
Address:

SIGNED, SEALED AND DELIVERED BY the Contractor M/s. _____
_____.

Signature:
Name:
Designation:

IN THE PRESENCE OF

(1) Signature:
Name:
Address:

(2) Signature:
Name:
Address:

TECHINICAL SPECIFICATION

1.0 Scope of work for maintenance:

A. Preventive Maintenance

Monthly:

1. Routine inspection and maintenance works of all the plants to be done every Monday and Thursdays.
2. All safety and indicating devices to be checked up.
3. Current & Voltage measurements for all the plants in full load.
4. Routine inspection and maintenance of all electrical items like Switches / Cables etc.
5. Cleaning of all the AHUs.
6. Cleaning of air filters and replacement whenever required.
7. Inspection of belts and adjustment / replacements if required.
8. Checking of AHU fan motor, Impeller, Impeller housing, shaft, bearing and replacement if required.
9. Recording various readings and calculating tonnage of plants, calculating the cooling tower efficiency.
10. Cleaning the cooling towers - this work to be undertaken after the transmission in the night.
11. Check up for possible leakages in the refrigeration system.
12. Checking of electrical panels.
13. Checking of cooling tower nozzles, sprinklers, cooling tower motors/fans and servicing/ replacement if required.

Quarterly:

1. Cleaning of AHU cooling coils
2. Lubrication of bearings of motors and other machinery
3. Tightening of V-Belts.
4. Cleaning of Pot Strainers in water circuit.
5. Checking of safety control and switches / replacement if required.
6. Calibration of meters and gauges / replacement if required.
7. De-scaling of condensers
8. Cleaning of contact switches, checking of relays, timer etc./replacement if required.
9. Cleaning of AHU outlet like diffusers, grills etc.
10. Replacement of controls like transducers, sensors, microprocessor controls, oil etc if required.

Annual:

1. Overall maintenance of all the plants and electrical systems.

2. Cleaning of micro Vee filters.
3. Cleaning of cooling coils.

In addition to the above agency will have to perform the preventive maintenance of the system as per the checklist detailed hereunder:

Overall System:

1. All starters contacts checked.
2. Checked cable for over heating & Termination of tightness
3. Leak Test
4. Heater Operation
5. Liquid line sight glass
6. Vapour injection sight glass
7. Oil return sight Glass comp. 1 (Screw type)
8. Oil return Glass comp. 2 (Screw type)
9. Oil return Glass comp. 3 (Screw type)
10. Oil return Glass comp. 4 (Screw type)
11. Oil balancing sight Glass comp. 1 (Screw type)
12. Oil balancing sight Glass comp. 2 (Screw type)
13. Oil balancing sight Glass comp. 3 (Screw type)
14. Oil balancing sight Glass comp. 4 (Screw type)
15. Comp. oil level comp. 1, 2, 3 & 4
16. Chiller Level (Screw type)
17. Load / Unload Mechanism checked
18. Calibration of sensor
19. Verifying set point setting
20. Verifying all safety devices
21. Controls & electrical starter contacts
22. Compressor for overheating / liquid slugging
23. Compressor & refrigerant piping for sign of excessive vibration & abnormal noise
24. Flow switch operation
25. Compressor rotation after stopping (for reverse rotation)
26. Condition of liquid level indicator
27. Check busbar & cable for loose termination
28. Check electrical switchboard for sign of carbon deposits, pitting of contacts
29. Check switches, indication lamp
30. Check starter & interlocking

Air Handling Unit:

1. Air Handling Unit
2. Fan coil units
3. Clean air filters
4. Clean Blower wheels

5. Clean / Comb. AHU Fines
6. Clean condensate tray / flushing of drain pipe
7. Clean units
8. Check Electrical controls
9. Check Electrical Starters & clean contactors
10. Check Cable terminal for sign of overheating of cables
11. Check fan belt tension & alignment
12. Check fan sleeve & pulleys
13. Check & lubricate & greasing motor bearing & shaft bearing.

Cooling Tower:

1. Clean cooling tower sump. Basin
2. Check for excessive spray (water) loss
3. Run & check for undue vibration & noise
4. Clean / remove algae and other sludge from all surfaces
5. Check the cooling tower sump for leakage
6. Check if all the louvers are in position
7. Check for structure stability
8. Ensure the terminal box is dry
9. Check fan blades & their fasteners
10. Check the sprinkler RPM & record if (if applicable)

Water Pumps (Chilled water & Condenser water):

1. Pumps chilled water
2. Pumps condenser water
3. Clean water pump
4. Clean strainer & flush drain pipe
5. Check & lubricate motor bearing & pump bearing
6. Check pump for sign to over heating
7. Check pump for excessive vibration & abnormal noise
8. Check pump for excessive water leakage, Tighten or replace gland packing (Mech. Seal)
9. Check suction & discharge pressure.

Refrigeration Readings:

1. Suction pressure in PSI
2. Discharge pressure in PSI
3. Vapour Injection pressure in PSI
4. Suction line Temperature in °F.
5. Discharge line Temperature in °F.
6. Liquid line Temperature in °F.
7. Discharge Super Heat of Comp.
8. Suction Super Heat of Comp.

9. Liquid Sub Cooling in °F.
10. Cooler Approach in °F.
11. Condenser Approach in °F.
12. Target Cap in °F.
13. Full Load Cap. Comp in °F.

Electrical Readings:

1. Volts R/Y/B in V.
2. Voltage Unbalance in %.
3. Comp. Current 1 (R/Y/B) in Amp.
4. Comp. Current 2 (R/Y/B) in Amp.
5. Comp. Current 3 (R/Y/B) in Amp.
6. Comp. Current 4 (R/Y/B) in Amp.
7. Current Unbalance of Comp. 1,2,3,4 in %.
8. KW / FLKW Comp. No. 1 in KW
9. KW / FLKW Comp. No. 2 in KW
10. KW / FLKW Comp. No. 3 in KW
11. KW / FLKW Comp. No. 4 in KW

Water Readings:

1. CHW Ent. Temp. / Lvg. Temp. in °F.
2. CHW Ent. Pressure /Lvg. Pressure in PSI.
3. Cooling Tower Temp. Ent. / Lvg. in PSI.
4. Cond. Ent. Temp. in °F.
5. Cond. Lvg. Temp. in °F.

B. Breakdown Maintenance:

The agency has to attend to the unscheduled service calls as and when required for locating the faults and rectify the same immediately.

C. General Conditions:

1. No additional payment will be made for transportation of equipment from the IIM Campus, Indore to the agencies ware house or delivery of the materials to the IIM Campus, Indore at any point of time.
2. The works of urgent nature should be attended immediately whether it is office hours or holidays for which no additional charges will be payable. If the agency fails to maintain or to carry out the repairs of any defect to the satisfaction of the office, then the office, in order to keep the A/C Plants running will undertake the works of getting it done through outside agency and cost incurred thereby will be deducted from the agency bill.
3. All Compressors should be maintained in optimum condition. The compressors will be checked for proper functioning and defective spares will be replaced if

necessary. Consumables like oil will also be supplied by the agency as and when required.

4. Refrigerant gas will be provided as and when required for the system.
5. All such items should be original and no additional charges will be payable for these materials at any point of time.
6. The agency must ensure availability of the spares in their stock to handle any break-down without delay.
7. The agency shall make good all the losses occurred during servicing, overhauling, repairing and maintenance of plants.
8. It is essential that one technical person must be made available at IIM, Indore from 0800 hours to 1600 hours every day for effective co-ordination, fault analysis and trouble shooting.
9. The agency should submit weekly reports about work done under AMC to section head who in turn will consider them before certifying bills for payment.

D. Exclusions:

1. Every effort will be made by the Contractor in servicing condenser and chilled water pumps and if they go beyond repair due to ageing. They would be replaced by the IIM, Indore. However, the labour cost for replacement will be borne by the agency, under maintenance contract.
2. Works related to AHU sheet metal panels, base tray and thermal insulation - materials will be provided by IIM Indore, work to be carried out by the agency under AMC.
3. Works related to sheet metal panels, water piping, cooling tower uprights, fills, cooling tower PVC panels - materials will be supplied by IIM Indore and work will be done by the agency under AMC.
4. Works related to ducting, duct lining, false ceiling and masonry / steel structure works.
5. Replacement of valves in the cooling tower area, but effort should be made for servicing. The valves required for replacement will be supplied by the IIM, Indore and the work will be done by the agency under AMC.
6. Replacement of Micro Vee filters in AHU. If replacement is necessary, the Micro Vee filters will be supplied by the IIM, Indore and the work will be done by the agency under AMC.
7. Replacement of electrical cablings, incoming power supply switches.

2.0 Scope of work for Operation:

1. Starting and stopping of the system.
2. Routine operation of the system.
3. Taking all required readings regularly and maintaining the log book record.
4. All other routine inspections to ensure smooth running of the plants as well as those which are otherwise related, to satisfactory plant operations.
5. Check the water level in cooling Tower & Expansion Tank.
6. Taking of regular leak test with soap solution.

7. Isolate the system during breakdowns.
8. Weekly cleaning of AHU Filters, if required.
9. Checking of the heaters before starting of the plant.
10. Checking of the AHU valves / pumps for water leakages and tightening the gland packing if required.
11. Blow-down of the cooling towers, as required.
12. Operations of the chiller as per the load requirements and running philosophy.
13. Run time equalization of the installed units.

2.0 Special Conditions of Contract:

For Maintenance:

1. Details of schedule maintenance/break down shall be entered in the register/service slip & jointly signed by the agency's representative and IIM Indore representative and shall be carried out in the presence of IIM Indore representative.
2. The response time for any complaint calls shall not exceeds 06 hours. Beyond this penalty shall be imposed as per penalty clause.
3. Agency's mechanic/engineer shall reach to the site within 6 hour after lodging a complaint. Delay in reporting period shall be recorded and penalty shall be imposed at the rate of Rs. 100/- per hour after the prescribed 06 hours.
4. Agency will have to take necessary care and precaution to keep the chiller plant safe for use and in good working condition. Trained technical staff shall carry out maintenance work.
5. Parts or components of the chiller plant being maintained by contractor shall not be removed without prior approval and knowledge of IIM Indore representatives. Any part to be removed in the chiller plant for repair shall be done after approval of the nominated supervisor.
6. Any damage to IIM Indore property while carrying out periodical maintenance and attending complaints will be contractors' responsibility.
7. Agency shall not only attend the failure but also rectify the cause of failure after investigation.
8. Penalty imposed for late reporting, late replacement of defective parts and DN time of chiller plant shall be deducted from quarterly bill of the firm.
9. Payment: CMC bill shall be paid after every quarter. No advance payment will be paid.

For Operation:

10. Agency will have to deploy experienced and qualified operators. The qualification will be at par with the CPWD norms.
11. Three operators will be deployed from Monday to Sunday in 8 hours shift, the deployment of operators will be as per the institute's requirement /

convenience, the timings of deployment may be changed anytime, which has to be followed and no extra payment will be made on this account.

12. Agency will have to make necessary arrangements for weekly off as per labour law.
13. If any operator leaves the service, his substitute will be deployed at IIMI immediately. In case, if any operator is absent from his duties, the institute will not pay for it besides an amount of Rs 500/- will be deducted from the monthly bill per day per person till the time substitute is made available.
14. Payment: Payment will be made on monthly basis, after successful operation of that period. Agency have to furnish EPF deposition challen, ESIC deposition challen, monthly salary disbursement register, monthly attendance register along with the invoice for claiming payment.
15. Income tax and other applicable taxes shall be deducted at source as per rules.
16. All legal and other statutory responsibilities regarding securities of materials, labour, payments, accident, insurance and law suits during and after completion of work will be solely borne by the agency and IIM Indore shall not be responsible in any manner whatsoever.
17. If any damages are caused by the agency to the property of the IIM Indore, the same shall be recovered from the agency's bill / payments.
18. Dispute Resolution: All disputes arising out of or in any way connected with this contract shall be deemed to have arisen at Indore and decision of the Director Indian Institute of Management Indore shall be final and binding to all the parties.
19. The terms & conditions will be covered by CPWD manual and its amendment from time to time.
20. The operators reporting daily for running the system will have to work the attendance at the gate office and maintenance office while entry & leaving the campus.

3.0 Equipment Description:

Equipments included under the scope of the contract

1.	Model	VWCFX27L3K1C
2.	Make	Voltas Limited
3.	Capacity	250TR Chilled water A/C Plants
4.	Quantity	02 Nos.
5.	Cooling Tower	02 Nos.
6.	AHUs	36 Nos. catering to various buildings of IIM, Indore
7.	HVAC control panel	Incomer, Bus coupler, Starters, feeders and control the entire A/C systems from the control panel.
8.	Condenser Pump Motor	02 Nos.
9.	Primary Pump Motor	02 Nos.
10.	Secondary Pump Motor	04 Nos.

4.0 Term and Price:

1. The IIM Indore shall pay the Contractor the specified amount on quarterly basis after end of each quarter for the maintenance work & monthly basis for operation work performed during that period on presentation of an approved invoice by the agency. No advance payment will be made in any case. Taxes will be deducted from the bill as applicable.
2. The date of commencement of AMC shall be as per schedule mentioned under this contract regardless of the date of execution of this agreement.

5.0 Termination of Agreement:

1. Either party may terminate this Agreement at the end of the one (1) year term or subsequent term by giving the other party not less than sixty (60) days written notice.
2. The IIM Indore may also terminate this Agreement at any time upon thirty (30) days written notice to the agency due to the following reasons:
 - i. Unacceptable performance by the agency, which shall be determined in IIM Indore's sole and absolute discretion.

6.0 Contractor to comply with laws:

1. In the performance of this Contract, the agency shall abide by all existing laws, codes, rules and regulations set forth by all governmental units and authorities having competent jurisdiction over Contractor and/or the work performed by Contractor hereunder. Contractor shall also procure and pay any necessary permits or licenses pertaining to the work performed by Contractor pursuant to this Contract.
2. All repair, parts replacement or adjustments called for hereunder shall be performed in full compliance with specified laws, standards and codes set by the government with latest edition, including amendments thereto, and with applicable regulations of the state, city and/or local authorities. In case of conflict, the more stringent regulations will apply.

7.0 Warranty:

1. Agency warrants that the chiller plant maintenance services will be provided to the IIMI in accordance with the terms of this Contract and with prevailing industry standards for HVAC maintenance services. Contractor shall use its best efforts under the circumstances to remedy any delays, interruptions, omissions, mistakes, accidents or errors in such services and restore any service to compliance with the terms of this Contract.

2. At the completion of the maintenance contract, the chiller plant should worked another six month without any interruption. If any interruption occurs the agency will be responsible for such interruption.

8.0 Availability of Authorized Representative:

1. The contractor shall ensure availability of his authorized representative at Indore to receive emergency calls and take remedial actions. The representative should attend the call immediately to ensure the restoration of the services promptly. Delay in reporting period shall be recorded and penalty shall be imposed at the rate of Rs. 100/- per hour after the prescribed 06 hours and the amount of penalty shall be recovered from the quarterly bills, security Deposit or any other sum due to the contractor.
2. If any operator leaves the service, his substitute will be deployed at IIMI immediately. In case, if any operator is absent from his duties, the institute will not pay for it besides an amount of Rs 500/- will be deducted from the monthly bill.

9. MANPOWER ARRANGEMENT:

The tenderer if awarded the contract shall deploy the following manpower for operation and maintenance of plants:

a) Supervision:

The tenderer if awarded the contract, shall depute a Supervisor (Diploma holder in Mechanical/Refrigeration & AC having work experience of at least 2 years in the Air conditioning/Refrigeration field) who will be responsible for day to day planning of operation/maintenance/material and spares arrangement during regular shift / office hours and he shall co-ordinate with the IIM Indore representative to seek clarifications and instructions related to the work contracted to the tenderer.

b) For operation of plants:

- (i) 2 Nos. of ITI / NCVT / Equivalent in Refrigeration & Air conditioning qualified skilled operators with at least 1 yrs. relevant experience in the similar work.
- (ii) 1 Nos. semi-skilled operators during regular shift / office hours.
- (iii) 1 No. electrician having Diploma / ITI / NCVT in Electrical field with at least 1 yrs. relevant experience in the similar capacity plants during regular shift / office hours.

c) For maintenance of plant:

The operators for operation of the plants can be utilized for maintenance related activities if plants are not in the operations. But if winter shutdown maintenance /

maintenance schedule / situation demands additional manpower, then successful tenderer shall deploy following additional manpower for maintenance of plants:

- (i) 1 No. of Service mechanic qualified ITI /NCVT / Equivalent (Refrigeration &Air conditioning) with at least 5 yrs. relevant experience in the similar work
- (ii) 2 nos. semi-skilled mechanic/ helpers with enough experience in similar work.
- (iii) 1 No. electricians having Diploma/ ITI / NCVT I in Electrical field with at least 3 yrs.relevant experience in the similar capacity plants

d) Supervision:

- (i) On Regular Basis throughout the period of Contract

The tenderer if awarded the contract, shall identify a Senior Engineer / Senior Supervisor (having work experience in the similar field) who would regularly visit IIM Indore once in a month to inspect and supervise the work to be carried out under the contract. He shall liaise with the IIM Indore official to seek clarifications and instructions related to the work contracted to the tenderer.

- (ii) As and when required:

The tenderer, if awarded the contract, shall have to deploy, if warranted, a team of experienced mechanic/s and helper/s within a reasonable time to attend to the problems and arrange to solve the same by carrying out necessary repairs and replacement if any, to our satisfaction as per the contract.

Besides, the persons identified by the contractor for the work at IIM Indore shall be made available during this period and as and when required by IIM Officials.

e) Dress code for Operators:

All contractors' personnel must have to wear a particular dress (Sky blue shirt with Navy blue pant) with safety shoes and ID-card. Without observing dress code and without safety shoes and ID-card, a contractor's person will not be allowed to enter in the IIM Indore premises in any circumstances.

f) Contractors' personnel police verification details:

The contractor must have to submit police verification of character of all personnel deputed at IIM Indore. The contractor also must submit an attested copy of any one of the Govt. issued ID card (Voter card/ Driving License/ Passport/ Pan card/equivalent).

g) The contractor has to submit a copy of the qualification certificate of the person deployed issued by recognized Institution. Originals to be produced for verification. If at any stage it is found that a non-qualified person has been deployed, penalty as prescribed for absenteeism will be imposed. (@Rs. 500/- per day per person)

Indian Institute of Management Indore
Part- II: Financial Bid

Ref: Tender Notice No. IIMI/Project/10/2017/44 File No. 358

Name of Work: “Comprehensive Maintenance & Daily running / Operation of Central Air-conditioning plant (Dunham-Bush Make Screw Type Water Chillers 2x250TR Capacity), including air handling units, and their associated equipments at IIM Indore”

Sl. No.	Item Description	Units	Quantity	Total Amount	Total Amount in Words
1	<u>Operation for 1 Year:</u> Daily Running & Operation of Central Air-conditioning plant (Dunham-Bush Make Screw Type Water Chillers 2x250TR Capacity), including air handling units, and their associated equipments at IIM Indore as per specifications	Job	1		
2	<u>Comprehensive Maintenance :</u> Comprehensive Maintenance of Central Air-conditioning plant (Dunham-Bush Make Screw Type Water Chillers 2x250TR Capacity), including air handling units, and their associated equipments at IIM Indore as per specifications	Job	1		

Name, Signature, Designation & Seal _____

Date _____

Name of Bidder Firm _____

Contact Person _____

Contact Number _____

Email Address _____