



TENDER FOR

CAMC OF HVAC SYSTEM

AT

“APPAREL HOUSE”

SECTOR-44, INSTITUTIONAL AREA,

GURUGRAM-122003, HARYANA



APPAREL EXPORT PROMOTION COUNCIL

(Sponsored by Ministry of Textiles, Government of India)

Sector-44, Institutional Area, Gurugram-122003

Website; www.aepcindia.com Telephone: 0124-2708000-8004



Apparel Export Promotion Council
Apparel House, Gurugram

Tender Notice

AEPC/HO/AHM/2018/67

Dated the 9th March, 2018

Name of work: Comprehensive Annual Maintenance Contract of HVAC system (Trane)

Apparel Export Promotion Council (AEPC) invites sealed tenders in two bid system (Technical and Financial) from well experienced/reputed agencies for providing Comprehensive Annual Maintenance of HVAC system installed in Apparel House for a period of initially **Two years** extendable for one year subject to satisfactory performance of the firm and by mutual consent. More than one tender from same owners shall be rejected.

2. The firms may download the tender document from the AEPC website www.aepcindia.com.

3. The firms are requested in their own interest to inspect the site of work before quoting their rates.

4. The tender forms (Technical bid (**Annexure-I**) and Financial/Commercial bid (**Annexure-II**) completed in all respect should be sent in a sealed cover and subscribed as "**Tender form for CAMC of HVAC System**" and should be submitted to Director (AHM), Apparel Export Promotion Council, Apparel House, Sector-44, Institutional Area, Gurugram-122003, Haryana latest by **5.00 pm on 9th April, 2018.**

5. The technical bid of the tenderers shall be opened by the tender committee of the Council. The financial bid of only those bidders who qualify in Technical bid shall be opened.

Location of work: Apparel Export Promotion Council
Apparel House, Sector-44, Institutional Area,
Gurgaon-122003, Haryana

Period of Contract: Initially for **Two years** which may be extended for One year subject to satisfactory performance to the satisfaction of the Council.

Bid earnest money: **Rs.50, 000/-** in the form of Demand Draft from any Scheduled Bank in favour of the Apparel Export Promotion Council, payable at Gurgaon along with tender document.

Final decision: The AEPC has the right to accept or reject any bid in whole or part or reject it entirely without assigning/specifying any reason there for. In case of any dispute whatsoever, the Secretary General, AEPC or anyone authorized by him will be arbitrator and his decision shall be final and binding on both parties.

6. **SCOPE OF WORK:**

The technical specifications of the HVAC Plant at Apparel House are given in **Annexure III.**

During the terms of contract the firm will provide such maintenance and services Quarterly (once in three months) which includes but not limited to:

- a. Annual maintenance
- b. Preventive maintenance
- c. Emergency repair services
- d. Detailed reports and Analysis submission of Chillers, Pumps, AHUs, FCUs, Cooling Tower and Electrical Panel within the stipulated response and Time Schedule. The price of replaced spares will however be borne by the Council subject to firm rates initially declared by the agency. The complete scope of work in details is listed in **Annexure-IV.**

In addition to above, the firm will submit a list of **spares** of the HVAC (Trane) and its cost with the financial bid itself. However the bids will be evaluated solely on the basis of rates quoted for the CAMC. The Council will pay for the replaced spare parts as per rates provided by the firm which will be firm during the period of contract.

7. ELIGIBILITY:

- i) A reputed and Registered Firm/Company having experience of at least five years in maintenance and repairs of Chillers (350 Tr.-Trane) in Central Government/State Government Department/Institution, including Public Sector Companies/ Undertaking/Autonomous bodies), Multi National Companies/ Private institutions.
- ii) The firm should have sufficient qualified and trained manpower with at least two clients/ organizations. Documentary proof is to be submitted along with Tender document.
- iii) Should have average annual turnover of **Rs. 50 lakhs (Rupees Fifty lakhs only)** or more for the preceding three financial years i.e. 2014-15, 2015-16 and 2016-17.
- iv) The firm shall comply with all the statutory provisions as laid down under various Laws/Act/Rules like Employees Provident Fund, ESI, Service Tax, and other Laws/Acts/Rules in force from time to time at its own cost. In case of violation of such statutory provisions under Laws and/or any other law applicable, by the firm, there will not be any liability on the part of the Council.
- v) The firm should have various kinds of equipments, tools etc as required for maintenance of HVAC plants.
- vi) **The firm should furnish a certificate to the effect that it has not been blacklisted by any of its previous organization.**

8. LIABILITIES:

- i) The firm shall be under liability to compensate for any damages (direct or indirect) caused to the HVAC plant and other equipments due to negligence on their part.
- ii) The firm shall be under liability to compensate for any consequential damages resulting from delay in providing service as per agreement.
- iii) The firm shall intimate in advance about the visit of their engineers and the work will be undertaken only during working days of the Council except in case of any emergency work.

9. TERMS AND CONDITIONS:

- i) Period of Contract: This contract shall be valid for a period of **Two years** from the date of awarding the contract and may be extended for **One year** subject to satisfactory performance and mutual agreement.
- ii) Price: The quoted rates shall be firm and fixed for a period of **Two years** from the date of awarding of the contract. Rates quoted shall be inclusive of all and excluding GST fulfilling all laws, rules requirement and statutory obligations required under minimum wages act, workmen's compensation act and other labour laws in force from time to time.
- iii) Termination of Contract: Apparel Export Promotion Council reserves the right to **Terminate** the contract **without** assigning any reason whatsoever.
- iv) Payment: Payment shall be made to firm on quarterly basis after satisfactory completion of service on receipt of bill complete in all respect duly signed for actual services performed by staff as per scope of work mentioned in the contract. In case of delay in payment the firm should be financially sound so that the work does not suffer. No interest shall be paid for delayed payment.
- v) Workmen employed: The service contractor shall be responsible for all labour laws and statutory requirement, insurances, medical treatment to any illness, injury in or outside premises etc pertaining to his employees and shall be entirely responsible against any claim on this account.
- vi) Restrictions: The staff deployed should be soft spoken and possess a good character. No staff deployed by the firm should smoke, drink alcohol, chew pan, gutka etc. within the Apparel House premises. Non compliance may lead to suitable penalty/termination of contract.
- vii) Certification of bills: All bills to be certified by the authorized officer of employer and rechecked by the officials of the AEPC before release of payment.
- viii) Performance security: **Performance security of an amount of 10%** of the total value of the contract will be submitted in the form of Bank Guarantee or FDR favouring Apparel Export Promotion Council issued by the Nationalised Bank within a week after award of the contract. The performance security shall be kept valid till the expiry of the contract and shall be released after the satisfactory completion of the contract.
- ix) Sub contract: The contract as a whole or part thereof is **Non-Transferable**.

10. ARBITRATION:

Except where otherwise provided for in the contract all questions and disputes whatsoever in any way arising out of or relating to the contract and terms and conditions concerning the contract shall be referred to the sole arbitration of the Secretary General, Apparel Export Promotion Council or to the sole arbitration of some other person appointed by Secretary General. The venue of arbitration shall be at AEPC Head Office, Gurugram, Haryana. The award of the arbitrator shall be final, conclusive and binding on both the parties to this contract.

11. BID SUBMISSION:

Duly completed bid documents should be submitted before the due date (**on or before 09.04.2018 by 5:00 pm**) in the manner described as under:-

Every paper of the tender should be signed by the owner or authorized signatory of tenderer with seal of Agency/Firm/company. The tenderer should sign all papers as having read and understood the terms and conditions contained in the tender document and submit the same along with requisite information. The tenderer would fill up the technical information in **Annexure-I** which may be put in a sealed cover, clearly marking it as "Technical Bid". The technical bid / tender should be accompanied by an Earnest Money Deposit "EMD" of Rs. **50,000/-** in the form of a Demand Draft from any scheduled bank in favour of Apparel Export Promotion Council payable at Gurgaon. In no case, cheques and /or cash will be accepted. **The tender received without EMD or incomplete in any respect shall be summarily rejected and no tenderer shall have any right to represent.** The Earnest Money Deposit of the successful bidder shall be adjusted towards Performance Security if the offer is accepted by the Competent Authority. No interest shall be paid by the Council on Earnest Money. EMD will be released on receipt of Performance Guarantee.

The **Annexure-II** should consist of commercial bid should be put in another sealed cover clearly marking as "Commercial Bid". Both the sealed cover envelopes put in a single cover while submitting the proposal to this Council. Wherever, the prices are to be quoted should be written in figures and words as well. The financial/commercial bid of only those bidders will be opened shoes technical bid fulfills all the conditions contained in this tender document. The EMD of unsuccessful bidders shall be returned within 45 days after the expiry of period of bid and no interest would be paid thereon. The EMD of unsuccessful bidder shall be returned after awarding the contract to successful bidder. The EMD of successful bidder shall be returned after executing the agreement and depositing of Performance Security as stated above.

(J. S. Rana)
Joint Director (AHM)
Apparel Export Promotion Council
Gurugram-122003, Haryana
0124-2708000-8003

Apparel Export Promotion Council

AEPC/HO/AHM/2018/67

TECHNICAL BID

(Should be spiral bound and numbered)

- i) The tenderer should submit the Tender Form along with the following documents:
- Earnest money deposit (for Rs.50, 000/- (Rupees Fifty Thousand only).
 - The Earnest Money Deposit of the successful bidder shall be adjusted towards performance Security if offer is accepted by the competent Authority. The **Performance Security will be 10%** of the total cost of work in a contract period of 02 years. The agency has to deposit the performance security within 10 days after acceptance of award letter in the form of bank guarantee to AEPC. No interest shall be paid by the Council on Earnest Money. EMD will be released on receipt of Performance Guarantee.
 - Original notice Inviting Tender duly signed by the authorized signatory along with the seal of the Original terms and conditions of tender document duly signed by the authorized signatory on each page alongwith the seal of the firm.
- ii) The intending tenderer should also give the following documents along with the Tender Form:
- Valid Registration no. of the Firm/company (attach attested copy of the Certificate)
 - Valid PAN No. of the Company/firm (Attach attested copy of the PAN card)
 - Valid Employees EPF (Provident Fund) Account No. of the firm (attach attested copy of the certificate)
 - Valid ESI No. of the company/Firm (attach attested copy of the certificate)
 - Valid Service Tax registration no. (Attach attested copy of the certificate)
 - Five (05) Work orders and satisfactory performance certificates issued by senior level officer of clients.
 - Bank Account with Nationalized Bank.
- iii) The tenderer should have average annual turnover of **Rupees Fifty Lakhs** or more for providing maintenance and repair services of HVAC systems during the preceding three financial year's i.e. 2014-15, 2015-16 and 2016-17. The same is to be submitted in the following format:

Financial Year	Turnover in (Rs.) lakhs
2014-15	
2015-16	
2016-17	

- iv) The tenderer shall submit attested copy of audited Balance Sheet & Profit and Loss account of the company/firm for preceding three financial years i.e. 2014-2015, 2015-16 and 2016-17.
- vii) The details of similar work executed by the agency for institutions specified in Para 7(i) on page 2 for the last 5 years i.e. 2012-13, 2013-14, 2014-15, 2015-2016 and 2016-17 as per following format:-

S. No.	Name of Organisation & Address	Financial component	Nature of Work	Remarks

Declaration by the tenderer:

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of Tenderer with seal: _____

Name and Designation _____

Address: _____

Email: _____

Tel./Mob. No. _____

Date:

Technical conditions of the Tender:

- The agency should have sufficient experience manpower/workers.
- The agency should furnish Balance Sheet of the firm duly certified by CA for the last three years.
- The agency should have minimum five years experience in the field of providing HVAC repair and maintenance services.
- The agency should be covered under labour legislation such as ESI, EPF and GST etc.
- In case any agency furnished wrong/unlawful information/fake documents, its tender will be summarily rejected and no further correspondence shall be entertained on this account.
- The agency should furnish an undertaking on their letter head that they have never been black listed by any Government, Ministry, Department, PSU etc.

Apparel Export Promotion Council
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COMMERCIAL/FINANCIAL BID

A). PRICE QUOTE FOR MAINTENANCE WORKS

S.No.	Description of work	Qty	Unit	Amt.(INR) Per annum
1.A	All Inclusive Comprehensive Annual Maintenance for HVAC Systems comprising of 4x350 TR Chiller machines with 33 no's AHU. with electrical heating and fan section in basement and including pumps, ducting pipes, grills, diffusers, electrical panels, different type of measuring instruments, different type of valves and cables etc. complete as required Installed at Apparel House, Sector 44, Gurgaon	1	Job	

Grand Total excluding tax per month (Rs.) (in figures) _____

Grand total excluding tax per month (Rs.) (in words)

Signature of Tenderer _____
Name, Design. & address _____
Email _____
Tel/Mob Number _____

Note:

1. Agency who stands lowest in the financial bid will be awarded the work though not binding. Previous service record shall be counted for award of contract.

B). PRICE QUOTE FOR THE SPARE PARTS TO BE GIVEN SEPARATELY BY THE BIDDER IN THE FOLLOWING FORMAT

S. No	Spare Parts	Make	Unit rate
1	PVC fill sheets for Cooling Tower(6' X 4')		
2	PVC Nozzle flower for Cooling Tower		
3	Water flow switch		
4	VFD for condenser pumps 32kVA		
5	Mechanical Temperature sensor(upto 50°C)		
6	Mechanical Pressure gauge (upto 7kg/cm ²)		
7	Mechanical Pressure gauge (10 kg/cm ²)		
8	Balancing valve (10 inches)		
9	Balancing valve (8 inches)		
10	Refrigerant (R134)		

Note:

- a) **The quotation of spares/replacement parts would not count towards the comparison of the price bids.**
- b) The above quotation for spares may be negotiated and would remain firm during the period of contract.
- c) Tax, if any, should be shown separately.

Apparel Export Promotion Council

AEPC/HO/AHM/2018/67TECHNICAL SPECIFICATION

S.No	Equipment Name	Make	Rating	Quantity
Hot Water Generator				
1	Generator	KEPL	180 kW	2
2	Electrical Panel	Kirloskar	N.A	1
Chilled Water Pump				
3	Primary Motor	ABB	15 HP	4
4	Primary Pump	Manflow Centrifugal	15 HP	4
5	Secondary Motor	ABB	30 HP	2
6	Secondary Pump	Bell and Gossett	30 HP	2
7	Secondary Pump	Bell and Gossett	40 HP	2
8	Secondary Pump	Bell and Gossett	40 HP	2
Condenser Pumps				
9	Condenser	Kirloskar	50 HP	5
10	Condenser Pump	Maxflow	50 HP	5
Air Handling Unit				
11	AHU	Crompton Greaves	7.5 HP	14
12	AHU	Crompton Greaves	5 HP	6
13	AHU	Crompton Greaves	15 HP	2
14	AHU	Crompton Greaves	10 HP	5
15	AHU	Crompton Greaves	20 HP	6
Chiller				
16	Chiller- screw type	Trane	350 Tr	4
Cooling Tower				
17	Cooling Tower	Paharpur	350 Tr capacity, fan blade 2134 mm. dia	4

ANNUAL MAINTENANCE CONTRACT OF HVAC SYSTEM WITH MATERIAL

A) SCOPE OF WORK

1. GENERAL

- To maintain central air conditioning plant throughout the year.
- To visit & check the machine every month.
- To check/ replace/ rectify all electrical control related to air conditioning plant as and when necessary
- To replace the operation safeties in case of damage to the same.
- Vendor engineer/ technician will carry
- To attend all complaints within the response time
- To help maintain spare parts inventory required for smooth functioning of HVAC system.

2. CHILLERS

- To maintain Chillers throughout the year.
- To check the proper operation of expansion valves every year and set the same.
- To carry the proper functioning of microprocessor and perform the control test.
- To check / calibrate the proper functioning of flow switches.
- To check the antifreeze setting every quarter.
- To check LP / HP cut out switches & to replace the defective ones.
- To attend to all the break downs including compressor failure as per response time.
- To check the filter dryer core and changing of the same, if necessary.
- To clean the electrical panel quarterly, with air blower.
- Rewinding of the faulty fan motor and compressor motor.
- To check for any leakage of refrigerant and rectify/ repair the same.
- To change compressor oil and oil filters as per requirement.
- To descale the condenser of machine at least once a year or as per requirement.
- Checking of sensors, control valves, controls and cleaning of strainers.
- To calibrate control instruments - Transducers, sensors & motor current once a year.

3. PUMPS

- To maintain the pumps connecting to the system as per requirement.
- To replace damaged gland packing with new one as per the requirement.
- To replace bearing of Pumps and Motors, if necessary.
- To lubricate the bearings for pumps and motors from time to time.
- To clean the Strainer as and when required.
- To make proper alignment of the pump, if necessary.
- To replace the operation safeties in case of damage to the same.
- To check all the contactors of starters and decarburizing the fixed/moving contacts.

4. AIR HANDLING UNIT(AHU)

- To clean the filters of Air Handling Unit every month or as and when required.
- To clean the cooling coils every six months.
- To check the belt tension and replace the same, if necessary.
- To check and rectify the blower pulley and motor pulley alignment as required.
- To lubricate motor and blower shaft's bearings from time to time.
- To replace defective bearings of blower or motor.
- To replace/ repair defective control equipment such as thermometers, modulating motors, pressure gauges, valves, contactors.
- To clean the drain line every quarter.
- To check and repair the VFDs installed on the primary and secondary pumps.

5. FAN COIL UNITS

- To clean the filters of FCU on monthly basis or as and when required.
- To lubricate motor bearings.
- To check and rectify room thermostats.
- To clean " Y " strainer of the ball valves.
- Checking of all FCU dampers
- To check and rectify three way motorized modulating valves.
- To replace and rectify the damaged ball valves.
- To clean the drain pan & pipe as and when required.
- To replace and rectify defective motors of FCUs.

6. COOLING TOWER

- To clean the spray nozzles, if found choked.
- To clean the fins after every six month.
- To clean the spray chamber/tank every quarterly.
- To check and rectify the motor and blower alignment.
- To lubricate the motor and blower shaft bearing as and when required.
- To replace motor and blower bearings, if found defective.

7. ELECTRICAL PANEL

- To clean the electrical panel quarterly.
- To tighten the electrical components related to the air conditioning system once a month.
- To replace and rectify the defective electric components like fuses, indicating lamps, contactors etc. timely.
- To check the electrical circuits of air conditionings plant & rectify the same as and when necessary.

B. TIME SCHEDULE (RESPONSE TIME) FOR ATTENDING / COMPLETION OF FAULTS IN AC PLANT

i) Same Day

- Minor Mechanical/electrical defect in Chiller unit
- Changing of pump Glands
- Changing of Couplings/spider.
- Belt alignment of FCUs, AHUs and Air Washer
- Filter cleaning of AHUs, FCUs

1 or 2 Days

- Major electrical repair, Starters, Control Circuit repairs in Chiller Unit
- Changing of Bearings of Pumps/ motors
- Changing of motor
- Repairing of Damper

3-6 Days

- Blower Balancing
- Leakage Testing, gas charging & putting back in operation

6-8 days

- Faulty Compressor opening, fault correction and putting back in operation
- Rewinding of faulty motor
- Remetalising of shafts, sleeves etc
- Replacement of faulty VFDs

C. GENERAL INSTRUCTION

- Vendor engineer/ technician will carry all the required tools & tackles required at site.
- All the required safety procedures will be followed
- Vendor engineer/ technician will timely notify for the work to be taken up for maintenance of the machine to facilitate requisite shut down period.
- All spare parts/ consumable item like fuses, refrigerant, compressor oil, bearings, contacts, switches etc. will be supplied by the vendor.
