



APPAREL EXPORT PROMOTION COUNCIL

e-NIQ DOCUMENT

FOR

**Comprehensive Annual Maintenance Contract of HVAC systems installed in
Apparel House, Gurugram (Technical Bid Only)**

Date of Advertising of NIQ	17.06.2025
Date of pre bid inspection of site (for site inspection please contact at 9868207280)	Any working day between 10 am to 4 pm with prior appointment
Last Date for submission of e-quotation at tender@aepecindia.com	08.07.2025
Date of opening of technical bid at 3pm	09.07.2025



e-NOTICE INVITING QUOTATION

Work: Comprehensive Annual Maintenance Contract of HVAC systems installed in Apparel House, Gurugram.

Apparel Export Promotion Council (AEPC) invites online bids (Technical only) from well experienced/reputed agencies for providing Comprehensive Annual Maintenance of HVAC system installed in Apparel House of an initial period of one year and may be further extended for another one year subject to satisfactory performance of the firm by mutual consent

The e-quotations should be submitted in the prescribed format as detailed in **Annexure-I** along with company/firm profile at [**tender@aepecindia.com**](mailto:tender@aepecindia.com) latest by 5.00 P.M. on 08.07.2025.

Quotations received to any other mail id shall be liable to be rejected by the Purchase Committee.

1. SCOPE OF WORK:

The technical specifications of the HVAC Plant at Apparel House is given in **Annexure-II**

The agency would provide maintenance of the HVAC systems 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 Time Schedule. The complete scope of work in details is listed in **Annexure- III**.

In addition to the above, the above firm will submit a list of spares of the HVAC and its cost with the financial bid itself (whenever sought from technically qualified bidders). However, the bids will be evaluated solely on the basis of rates quoted for the CAMC. The Council will pay for the spare parts replacement (if any) which are not included in the CAMC as per the rates provided by the firm which will be firm during the period of contract.

The bidder shall be deemed to have inspected the site before hand and taken into account all relevant factors pertaining to the quantity, size and fixtures at site, in the preparation and submission of the bid/quotation.



2. Eligibility Criteria

- (i) A registered Firm/Company (under applicable Act) having experience of at least five years in providing maintenance and repair services of Chillers (350 Tr. Or above) in Central Government/State Government Department/Institution, including Public Sector Companies/ Undertaking/Autonomous bodies, Multi-National Companies/ Private institutions.
- (ii) The agency should have sufficient and trained manpower.(list to be enclosed)
- (iii) The agency should have at least two valid clients/organizations whose maintenance contracts have been renewed in the recent past two years. Documentary proof is to be submitted.
- (iv) The agency should have average annual turnover of Rs. 50,00,000/-, (Rupees fifty lakhs only) or more for each of the preceding three financial years i.e. 2022-23,2023-24,2024-25.
- (v) The agency should furnish a certificate to the effect that it has not been blacklisted by any Government, Ministry, Department, PSU etc.

All above eligibility criteria shall be supported by relevant documentary proof.

3. Evaluation Criteria

The bids received will be opened in this office in the presence of the Purchase Committee members and any bidders who wish to be present. **The financial bids of only those bidders who fulfil in technical bids criteria, will be sought.** The Lowest Financial Bid (L1) satisfying all the eligibility criteria shall be awarded the work order. The decision of the AEPC shall be final and binding on all.

The financial bids shall be called only from technically qualified bidders and the bids shall be sought at a later specified date.

4. EARNEST MONEY DEPOSIT

- (a) The Earnest Money of Rs. 20,000/- (Rupees Twenty Thousand only) to be transfer electronically through RTGS/NEFT as per Bank details given below:

Bank & Branch	Indian Overseas Bank Sec-44, Gurugram, Haryana
IFSC	IOBA0001804
SB Account No.	180401000020000
Account holder name	Apparel Export Promotion Council



- (b) Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) are exempted from EMD upon submission of valid Registration Certificate from MSME Department. Any other criteria for exemption of EMD shall also be entertained subject to furnishing of relevant document of exemption.
 - (c) It may be noted that any Bid without Earnest Money or proper exemption document is liable to be rejected at the discretion of AEPC.
 - (d) The EMDs of the unsuccessful bidders will be refunded by way of RTGS/NEFT without any interest within 30 days.
5. The quotes shall remain valid for a period of 6 months from the date of submission of bid.

TERMS AND CONDITIONS

Location of Work	Apparel House, Apparel Export Promotion Council,, Sector 44, Institutional Area, Gurugram 122003
CAMC Period	This contract shall be valid for a period of one year from the date of awarding the contract and may be extended for another one year on satisfactory performance of agency and mutual agreement.
Earnest money with Tender Document	Rs.20,000/-(Twenty Thousand only) in the form of electronic payment transfer only or furnishing of valid exemption certificate/document.
Final decision	The A.E.P.C. has the right to accept any bid in whole or part or reject it entirely without assigning any reason thereof. In case of any disputes whatsoever, Secretary General AEPC shall be the sole arbitrator and shall be in accordance with The Arbitration and Conciliation Act, 2015, as amended

1. The bid should be submitted on firm's letter head as per the prescribed format along with address, telephone number, GST no. etc.
2. The rate (whenever sought for technically qualified bidders) should be mentioned clearly in words in the financial bid
3. Bids should be submitted in the prescribed formats only. The bids submitted in any other format will not be accepted.
4. The agency should have the necessary tools, tackles and equipment required for maintenance of the HVAC systems.
5. The contract can be terminated by this office at any time without assigning any reason, if the work/product of the agency is not found satisfactorily. In this connection, the decision of Secretary General AEPC shall be final and binding on the agency.
6. After expiry of last date, no Quotes/bids will be entertained.
7. The Agency with unsatisfactory record during previous contracts shall not be considered.
8. **Bids (Technical/ Financial) of defaulter firms/agencies will not be considered in any case.**



9. Payment Terms: -

Payment shall be made on quarterly basis upon submission of service reports duly signed by AHM department of AEPC and on receipt of invoice / bill.

10. Arbitration:

AEPC has the right to accept or reject any quotation in whole or part or reject it entirely without assigning / specifying any reason thereof. In the event of any dispute or difference arising between the AEPC and agency out of or relating to or in respect of the contract, the same shall be referred to the arbitration of the Secretary General AEPC who shall be the sole arbitrator and in accordance with The Arbitration and Conciliation Act, 2015, as amended. The arbitrator shall give reason for the award which shall be final and binding between the AEPC and Supplier. The venue of such arbitration shall be at Apparel House, Gurugram, Haryana.

Further, the Courts at Gurugram, shall have jurisdiction to try and or entertain any matter of disputes arising out of and or relating to and or in connection with the contract and shall be governed by Indian Law.

Manoj Kumar

Jt. Director

Apparel Export Promotion Council



Annexure -I

TECHNICAL BID

S.No.	Particulars	Self-attested copy			
1	Earnest Money deposit (EMD) (MSME registered vendors exempt subject to furnishing of MSME registration document). Any other agencies exempt from paying EMD shall be required to furnish the relevant document under the applicable Clause	Rs. 20,000/- transfer through RTGS/NEFT vide UTR No. : _____ Dated: _____			
2	Name of the Company / firm with complete address				
3	Name & Designation of Contact Person Mobile No (s) of the Contact Person e-mail address				
4	Valid MSME Registration Status (Registered or not Registered)	If Registered, MSME Registration no. (Scanned Copy of Registration Certificate to be enclosed)			
5	Volume of Business done during the last three F.Y. along-with copies of ITR for the last three F.Y. is mandatory.	Financial Turnover	2022-23	2023-24	2024-25
6	Self-attested copy of GST registration	Yes / No			
7	Purchase Orders / Invoice of supplying in Govt. Office / Govt. Undertaking Office / Private Office etc.	Yes / No			
8	List of manpower with qualification and duration of service enclosed	Yes / No			
9	Self-Certification that the company is not blacklisted by any Govt, Ministry, PSU etc	Yes / No			
10	Bank details for refund of Earnest Money Deposit (EMD), in case of unsuccessful bidder	Name of Bank: _____ Branch: _____ Account holder Name: _____ Account No. : _____ IFSC Code: _____			

Signature of Authorized Signatory
NAME OF THE AGENCY WITH SEAL



Annexure –II

Apparel Export Promotion Council

AEPC/HO/AHM/2025/67

TECHNICAL 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				
1	Primary Motor	ABB	15 HP	4
2	Primary Pump	Manflow Centrifugal	15 HP	4
3	Secondary Motor	ABB	30 HP	2
4	Secondary Pump	Bell and Gossett	30 HP	2
5	Secondary Pump	Bell and Gossett	40 HP	2
6	Secondary Pump	Bell and Gossett	40 HP	2
Condenser Pumps				
1	Condenser	Kirloskar	50 HP	5
2	Condenser Pump	Maxflow	50 HP	5
Air Handling Unit				
1	AHU	Crompton Greaves	7.5 HP	14
2	AHU	Crompton Greaves	5 HP	6
3	AHU	Crompton Greaves	15 HP	2
4	AHU	Crompton Greaves	10 HP	5
5	AHU	Crompton Greaves	20 HP	6
Chiller				
1	Chiller- screw type	Trane	350 Tr	4
Cooling Tower				
1	Cooling Tower	Paharpur	350 Tr capacity, fan blade 2134 mm. dia	4



Annexure-III

Apparel Export Promotion Council **AEPC/HO/AHM/2025/67**

A. SCOPE OF WORK:

1) GENERAL

- To maintain central air conditioning plant throughout the year (365 days).
- To visit & check the machine every month.
- To check/ replace/ rectify all electrical control related to air conditioning plant as and when required
- 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

- 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, lamps, contactors etc. timely.
- To check the electrical circuits of air conditionings plants & rectify the same as and when necessary.

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

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

1-2 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
- Re-metalising 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.