



सत्यमेव जयते
NO.1(2)/S

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□□□□□□□□ □□□□□□□□ / DOORDARSHAN KENDRA
□□□□□□□□□□ / HYDERABAD – 500 013



सत्यम शिवम सुन्दरम

NO.1(2)/S TORES/HYD/AMC/2020-21/6

Date:05.11.2020

Limited Tender Enquiry

ANNUAL MAINTENANCE AND SERVICE CONTRACT OF CENTRALIZED AIRCONDITIONING PLANTS OF DOORDARSHAN KENDRA, HYDERABAD.

Tenders are invited under two bid system for One Year AMC for CENTRALIZED AIRCONDITIONING PLANTS of Doordarshan Kendra, Hyderabad from reputed Companies.

S.No.	Tender Ref. No.	Description of Work	Qty (No.)
1	No.1(2)/ STORES/ HYD/AMC/2020 -21/6	AMC for CENTRALIZED AIRCONDITIONING PLANTS at Doordarshan Kendra, Hyderabad from reputed Companies for one year.	1 job

NOTE: Vendors can visit the Site for inspection before submitting the Bids between 10am and 5pm on any working day.

1. The Dy. Director General (E), Doordarshan Kendra, Hyderabad will **open the Technical Bid at 3.30 pm on: 23-11-2020**
2. The office inviting tender shall have the right of rejecting all or any of the tender and will not be bound to accept the lowest tender.
3. The rates quoted should include Taxes & other levies also.
4. The quotation for Technical bid & Financial bid should be sealed separately and both should be kept in one sealed cover addressed to the Dy. Director General (E), Doordarshan Kendra, Ramanthapur, Hyderabad -500013.
5. The cover should be super scribed with the following.
 - a) Material/work for which quotations are enclosed.
 - b) Reference to letter enquiry.
 - c) Due date of opening quotation.

Details in this regard are in Annexure - I ,II,III,IV (enclosed).

Yours faithfully,

Sd/-
(M. SOBHA DEVI)
ASSISTANT DIRECTOR (E)
For DEPUTY DIRECTOR GENERAL (E)

General Rules and Regulations for Annual Maintenance Contract
Terms and Conditions

1. This form will state the work to be carried out, as well the date for submitting and opening of tender and the time allowed for carrying out the work . Copies of the specification, drawing and any other documents required in connection with the work for the purpose of identification by the Deputy Director General (E), will also be opened for instruction by the contractors at the office of the Deputy Director General (E), Doordarshan Kendra, Hyderabad-500 013 during the Office hours on working days (Monday to Friday).
2. Successful firm will have to deposit an amount of 5% of the quoted amount as a Security Deposit, within seven days from the date of intimation failing which this offer will be cancelled. The Security Deposit will be retained by the Kendra till the end of the contract period and will be returned on satisfactory completion of the work.
3. The technical bids only will be opened first. Commercial Bids of the Firms which are found to adhere to meet all the requirements as specified in the Technical Bid will alone be opened on a subsequent date which will be communicated at the appropriate time.
4. All the firms should produce satisfactory proof of sufficient experience and Competence in maintaining similar Air-conditioning units belonging to other Central/State Government or other similar reputed organization. He should be fully equipped with tools for the job. He should produce necessary evidence that he had been carrying out the maintenance, service, work for the past 3 years in other institutions, preferably in Hyderabad along with the copy of the work order etc.
- 5
 - a) Should have permanent full fledged service set up at Hyderabad with the Staff along with Mobile Phone connection to contact the concerned person immediately wherever he is. The address of the Service centre at Hyderabad should be clearly provided in the Technical bid by the Tenderer. Any change in address & contact no. should be intimated to us without fail.
 - b) Should have a full fledged stores with ready stock of all essential and genuine spares required for the Air-conditioning units at his service centre, Hyderabad and should be able to provide any genuine spares required immediately without effecting the A/C's operation. **Refrigerant gas (R22) should be in the scope of AMC and the cost of any other spares will be borne by Kendra separately. The scope of AMC should also include costs for all type of labour and instruments involved in carrying out the maintenance work as indicated in the scope of work in Annexure- III.**
 - c) **The Firm should provide a documentary proof regarding the availability of Original Spares along with the sources of supply may be indicated by the firm submitting the tender in their technical bid.**

- d) Should have complete tools and equipment at the Service centre, Hyderabad required for maintenance of Air-conditioning plants such as Vacuum pump, refrigerant cylinder, Nitrogen Cylinder. Arc welding and gas welding set, AHU coil servicing pump. Documentary proof requesting the availability of original and genuine spares along with the sources of supply may be indicated by the firm submitting the tenders in their technical bid.
6. As soon as the service call received from Doordarshan Kendra, Hyderabad, the firm should Send Engineer or Technician to diagnose the trouble, if any, in the working of the plants and set right the plant immediately.
 7. The quotation by a firm must be signed separately by each partner thereof or in the event of absence of any partner, it must be signed on behalf by a person holding power of Attorney authorizing him to do so, such power of Attorney to be produced with the tender and it must be disclosed that the firm is duly registered under Indian partnership Act.
 8. Any firm which submits a Quotation must fill up the usual printed form supplied stating the sum of money for which he is willing to undertake the work only one sum shall be named for a period of one year. Firms, which propose any alteration in the work specified in the said form of Quotation or in the time allowed for carrying out the work, or any other condition of any sort will be liable to rejection.
 9. The successful firm will have to sign a contract form before the commencement of the work wherein they will be undertaking to adhere to the Terms and Conditions applicable as per the contract.
 10. One nodal Officer of the Kendra will be supervising and coordinating with the Firm for all the works to be done as well as with the Engineering Stores for release of payment from time to time. The successful bidder will have to maintain a log book of all the works being carried out which will be counter signed by the Nodal officer. A service report should also be provided to the Kendra after each work/visit.
 11. The plants can be inspected on any working day between 0800 and 1800 hours with the prior appointment from the Nodal Officer who will be nominated for the purpose. The firms must thoroughly inspect the Systems and furnish their quotes in “as is where is” condition without stipulating any preconditions.
 12. This Kendra will strictly adhere to the date and timings specified in the form for the purpose of issue/receipt of tenders as well as opening of the same. No relaxation will be given to any Firm in this regard.
 13. This Office reserves the right to accept or reject any tender at any point of time during the processing without assigning any reason whatsoever.

14. A penalty of Rs.500/- per day will be deducted from the AMC bill in case any of the plant has undergone a breakdown for more than 7 days and the deduction will be made for the entire period of breakdown, beginning from the Ist day of break down. In case of poor performance in maintaining the units in optimum condition by the Firm, this Kendra will have the right to terminate the contract without any further notice.

15. Firm should comply with all terms & conditions as per tender document.

16. Last date of receipt of sealed tender is up to 03.00pm on 23-11-2020

17. The Dy. Director General (E), Doordarshan Kendra, Hyderabad will **open the Technical Bid at 3.30 pm on: 23-11-2020**

18. The quotation for Technical bid & Financial bid should be sealed separately and both should be kept in one sealed cover addressed to the Dy. Director General (E), Doordarshan Kendra, Ramanthapur, Hyderabad -500013.

19. The cover should be super scribed with the following.

- a) Material/work for which quotations are enclosed.
- b) Reference to letter enquiry.
- c) Due date of opening quotation.

Yours faithfully,
Sd/-

(M. SOBHA DEVI)
ASSISTANT DIRECTOR (E)
For DEPUTY DIRECTOR GENERAL (E)

Annexure-I

ELIGIBILITY CRITERIA FOR TECHNICAL BID

1. Firm should be registered.
2. Proof of full fledged service centre address with contact no. & email address.
3. Should have a minimum of 3 years experience in maintaining similar systems.
4. Firm should have OEM certificate for servicing.
5. Annual turnover should be more than 6 lakhs per year for the past 3 years.
6. Should submit GSTIN, PAN No& IT clearance for the past 3 years.
7. Should not be black listed by Prasar Bharati.
8. Documentary proof regarding the availability of Original Spares along with the sources of supply.
9. Compliance statement should be filled.
10. All the pages of tender document should be signed by bidder.

ANNEXURE-II

Compliance Statement

Sl.No.	Technical Specification	Compliance Yes/ No
1.	Have OEM certificate attached	
2.	Have permanent full fledged service set up at Hyderabad with contact Number.	
3.	Have sufficient experienced staff in relevant maintenance as per close 5 years (Engineers, Supervisor, Technicians and Electricians) at Hyderabad.	
4.	Have complete tools & equipments at the service centre, Hyderabad	
5.	Have ready stock of critical spares at service centre, Hyderabad.	
6.	Do you attach documentary proof for previous experience	
7.	Attached copies of Pan, GSTIN and Income Tax return	
8.	All the pages of tender document signed by bidder or not	

Signature
of the
Supplier
with Seal

SCOPE OF WORK

A. PREVENTIVE MAINTENANCE:

Weekly

1. Recording of temperatures in all the Technical areas in co-ordination with the Engineers of the Kendra.
2. All safety and indicating device of pressure gauge etc. to be checked up.
3. Current & Voltage measurement for all the plants in full load.
4. Routine inspection and maintenance of all electrical items like Switches /Cables etc.
5. Check up for possible leakage in the refrigeration system.

Monthly

1. Cleaning of all the AHUs
2. Cleaning of AIR filters /Micro filters
3. Recording various readings and calculating tonnage of plants
4. Inspection of belts and adjustment /replacement if required.
5. Checking of electrical panels for any abnormal

Quarterly

1. Cleaning the cooling towers-This work to be undertaken after the transmission in the night-(Quarterly or as & when required)
2. Cleaning Filter Coil
3. Lubrication of bearing of meters and other machinery
4. Cleaning of Pot Strainers in water circuit
5. Checking of speed control switchers
6. Calibration of meters and gauges
7. Cleaning of contactor switches etc.
8. Gland packing of Pumps.

Annual

1. Descaling all the condenser
2. Descaling all the AHU Coils
3. Overall maintenance works in complete
4. Overall maintenance of electrical system

The above schedule is suggestive only and if required the same works may be taken up as and when required in consultation with the concerned officials of the Kendra.

B. BREAKDOWN MAINTENANCE

1. The firm has to attend to the service calls as and when required for locating the faults and rectify the same immediately.
2. The works of urgent nature should be attended to immediately whether it is office hours or holidays for which no additional charges will be payable.
3. The Contract will remain valid for twelve months from the date of signing the Contract.
4. The firm should manage to supply all the spares and materials which are needed for the servicing and maintenance.

ANNEXURE-IV

AIRCONDITIONING COMPRESSORS

MAKE : VOLTAS

MODEL/TYPE : CS-DCUSC85

CAPACITY : 8.3 TONS

QUANTITY : 21Nos

AHU's : 4 Nos (Make Voltas)

PRICE BID TO BE SUBMITTED

S.No.	Description of service	Qty.	Rate in Rs.	Taxes in Rs	Total Amount in Rs.
1	Charges towards NCAMC for the centralized airconditioning plants Installed at Doordarshan Kendra,Hyderabad	1 Job			

(Total amount in words Rupees)

Signature of the bidder

