



MORMUGAO PORT TRUST
ENGINEERING (MECHANICAL) DEPARTMENT
ELECTRICAL HEADLAND SECTION

CME/XEN(E-HL)/W-66/2021/

Date: .12.2021

Sub: Comprehensive Annual Maintenance Contract (CAMC) of Air Conditioner's at Trade Promotion Centre(TPC), Mumbai for a period of two years

Ref: Budgetary Quotation No. CME/XEN(E)/HL/ W-66/21/B1

Mormugao Port Trust intends to carry out regular maintenance /breakdown maintenance of 16 nos of 1.5 TR single split ACs installed at TPC, Mumbai, through Comprehensive Annual Maintenance Contract (CAMC). The CAMC shall be for two years and the Port reserves the right to enter into CAMC for further one year on the same terms and conditions depending on the services rendered by the bidder.

As such kindly furnish the budgetary quotation for the same (Scope of work enclosed as Annexure-I and Price Schedule enclosed as Annexure-II):-

Your budgetary quotation should reach to this office on 03.01.2022.

Thanking you,

Yours sincerely,

EXECUTIVE ENGINEER (E-HL)

1. SCOPE OF WORK

The CAMC entails maintenance of 16 nos of 1.5 TR single split ACs for a period of two years installed in various rooms and suites of Trade Promotion Centre, Mumbai.

PREVENTIVE & BREAKDOWN MAINTENANCE:

Contractor will be responsible for facilitating and co-ordination with caretaker of the Guest House for necessary shutdown for Preventive Maintenance and Break down maintenance as required. After carrying out the maintenance/breakdown visits, the reports have to be countersigned by the caretaker of TPC. The regular maintenance /breakdown maintenance has to be carried out to the complete satisfaction of the caretaker. The contractors bills must be accompanied with the duly signed reports of visits (By the contractor and caretaker), failing which, the payments will not be processed.

FREQUENCY OF MAINTENANCE:

Each of the units shall be serviced quarterly i.e Eight times during the service period of two years. The service reports shall be submitted to the Caretaker of TPC, Mumbai, within a week of the servicing. The Gap between two consecutive servicing of one unit should not exceed 3 months. The contractor has to attend all breakdowns if any, on call basis.

PREVENTIVE MAINTENANCE:

- i) Remove dust and clean the inside and outside units.
- ii) Clean the condenser coil with blower.
- iii) Clean the external grill/casing with soap water.
- iv) Check for any loose connections.
- v) Lubricate the motors, whenever necessary and carry out maintenance of compressor/fan motor.
- vi) Record suction and discharge pressure of split units.
- vii) Wet cleaning/de-scaling must be carried out at least twice a year.
- viii) Carry out Repairs/Maintenance of any other items/parts of the unit including unit bracket and casing.
- ix) The air conditioners should be painted once during the currency of the year.

BREAKDOWN MAINTENANCE:

Breakdown Maintenance service will include the following:-

- (a) Pressure testing of unit.
- (b) Vaccumizing of unit.
- (c) Gas charging of unit.
- (d) Repair or replacement of compressor, as the situation warrants.
- (e) Repair or replacement of fan blades, motors, bearing, etc.
- (f) Flushing of coil.
- (g) Repair or replacement of copper tubing,
- (h) Repair or replacement of condenser coil, evaporator coil, sheet metal parts, outer casing, fiber covers and mounting frames.

- (i) Repair or replacement of fuses, capacitor, PCBs, relays, thermostats, selector switch or any other part of the unit's starter.
- (j) Repair or replacement of filter, knob, remote controller unit, etc.
- (k) The contractor should maintain the AC in such a way that the room temperature is maintained.
- (l) The Contractor shall maintain complete spares of 1.5T split AC unit. The unit has to be repaired within 48 hrs, failing which a penalty of Rs. 500/- per day will be levied till it is repaired or replaced. The penalty amount as put by the caretaker would then be deducted from the bills of the contractor.
- (m) No unit or parts are to be cannibalized without knowledge and approval of the Caretaker. If the parts are to be replaced/changed, the parts should be new and of the same make/brand with same specifications and/or higher specifications of standard/registered make. The faulty parts arising out of replacement must be listed out serially in the breakdown report and they shall be the property of the contractor.

2.0 TERMS & CONDITIONS

1. **CAMC PERIOD:** 10.04.2022 to 09.04.2024 and same will be extended for further period of one year with mutual consent with existing rate and terms & conditions
2. **PAYMENT:** The service charges will be paid on quarterly Pro-rata basis after satisfactory completion of each quarter (3months) and submission of invoice (in Duplicate) and service report for the billed quarter. The contractor shall furnish their bank account number PAN card, MICR number Name of the Branch along with Bill for arranging payment made through E.C.S. by the Trust
3. **GATE PASS:** Necessary Entry Permits shall be obtained by the Contractor at their own cost with the approval of Caretaker of Guest House.
4. The Contractor must comply with the Safety aspects as governed by the relevant edition of Indian Electricity Rules and Industrial Safety., the contractor shall be responsible for overall safety.
5. **ADDITION & DELETIONS:** CME reserves the right to add or delete the above mentioned quantities of Air Conditioners by around 20% of the quantity during the currency of the contract and his decision is final and binding upon the contractor.
6. **WORKING CONDITION OF AIR CONDITIONERS:** On expiry of the contract, all the units covered under CAMC should be handed over to Port in good working condition.
7. **TERMINATION OF CONTRACT:** In exceptional circumstances when it is noticed that contract works are not progressing satisfactorily, the CME reserves the right to terminate the contract with issue of 14 days' notice to the Contractor.
8. **IDENTIFICATION OF SERVICE PERSONNEL:** The Contractor shall provide its service personnel with Company identification prominently displayed on their person to facilitate any security concerns and clear-cut demarcation of roles.

Annexure-II

PRICE SCHEDULE (BILL OF QUANTITIES)

NAME OF WORK: Comprehensive Annual Maintainance Contract (CAMC) of Air Conditioner's at Trade Promotion Centre(TPC), Mumbai for a period of two years

Sr. No.	Description	Unit	Qty.	Rate/Unit(Rs.)		GST %	Amount
				In Fig	In Words		
A	B	C	D	E	F	G	H=D x E
1	CAMC charges for quarterly maintenance of 16 nos split type 1.5TR AC Units installed at TPC Mumbai for the period of 2 years w.e.f. 10.04.2022 to 09.04.2024 as per the scope of work at Annexure-I	Nos.	128				
TOTAL							

(In words Rupees_____)

Note: The rates quoted shall be exclusive of GST. Applicable GST shall be paid extra as applicable.