



MORMUGAO PORT TRUST
ENGINEERING (MECHANICAL) DEPARTMENT

CME/XEN(E)/HL/W-66/2020/01

03 .02.2020

To,

1. RAVI REFRIGERATION CO.
10, NEW STAR MANSION,
SAS MARG, JACOB CIRCLE, MAHALAXMI,
MUMBAI-400011

2. RANE TRADING CO.
7/8 KUDALESHWAR PRASAD COMPLEX'
OPP POST OFFICE KUDAL,
SINDHUDURG-416520

3. EROS COOL CARE,
4, SAS MARG, SATRASTA,
MUMBAI-400011

4. MAHALAXMI COOLING SYSTEM,
SANGAM NAGAR, B.K. KANGRALI,
BELGAUM-590010.

5. SPP COOLING SOLUTION,
D-702 MARS VASANT GALAXY,
BANGUR NAGAR
GOREGAON WEST,
MUMBAI-400104.

Sir,

Sub: - Enquiry No. CME/XEN(E)/HL/W-66/2020/01 due on 17.02.2020

You are requested to kindly furnish your quotation for the following work in the following format:-

Sr. No	Description	Qty	Unit	Rate per unit (Rs.)	GST %	Total Amount (Rs.)
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. 10.04.2020 to 09.04.2022 as per the scope of work at Annexure-I	128	nos			

(In Words-
Rupees _____

_____ only)

- Note:** 1. The offered rates shall be exclusive of GST.
2. Evaluation will be done on Basic Price.

Date:

Signature:

Place:

Name:

Address:

Office Seal of firm

TERMS & CONDITIONS

1. **CAMC PERIOD:** 10.04.2020 to 09.04.2022 and same will be extended for further period of one year with mutual consent with existing rate and terms & conditions
2. **SCOPE OF WORK:** Work has to be carried out as per the Annexure-I. The equipments may be inspected during working hour's i.e 9.00 hrs to 17.00 hrs prior to opening date to understand the scope of work.
3. **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
4. **GATE PASS:** Necessary Entry Permits shall be obtained by the Contractor at their own cost with the approval of Caretaker of Guest House.
5. **SECURITY DEPOSIT** The contractor within 30 days from the date of LOA, shall furnish a DD from Nationalized/Scheduled Banks in favour of the Financial Advisor & Chief Accounts Officer, MPT, payable at Vasco, Goa, towards Security Deposit. The Security deposit shall consist of two parts:
 - a) The DD equivalent to 5% of the contract value rounded off to nearest 100 rupees, shall be submitted within 30 days of issue of Letter of Acceptance.
 - b) The balance 5% shall be recovered as Retention Money from the running bills thereafter, the total of 10% (DD 5% and 5 % Retention money) shall be returned after completion of Guarantee period of 2 years.
6. The Trust will not be responsible for any loss or damage of the men/materials/tools/plants engaged by the firm during the work at site or transportation. The Contractor shall take utmost care during the execution of the work, if any damage to Port property, the cost of the damage shall be deducted from the Contractor's bill as the case may be or recovered from the Contractor by the Board as deemed fit.
7. 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.
8. Under any circumstances, if the work is abandoned by the contractor for whatever reasons, the same shall be executed for successful commissioning through an external agency to be

engaged by the Port at the risk and cost of the contractor. The expenditure incurred by the Port in this regards shall be recovered from the monies due to the contractor / security deposit or as deemed fit by the Board.

9. 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.

10. 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.

11. 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.

12. 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.

Kindly furnish your offer in sealed cover marked "CME/XEN(E)/HL/W-66/2020/01 due on 17.02.2020", which shall be opened on **17.02.2020 at 11.30 hrs**. The cover (offer) should reach CME/XEN(E-HL)/ E-cell section, first floor, A.O. Building latest by 11.00 hrs on the due date.

Phone: 0832-2594216/4244

Executive Engineer (E-HL)

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.