

All Empanelled Vendors

Dear Sir

INVITATION OF QUOTATION FOR PLANT OPERATION & PREVENTIVE MAINTENANCE & COMPREHENSIVE MAINTENANCE OF CENTRAL AIR CONDITIONING AND MECHANICAL VENTILATION SYSTEM FROM 01 MAY 2020 TO 31 MARCH 2023

Jammu & Kashmir Regional Office, Jammu, proposes for Provision of Manpower for Plant Operation & Preventive Maintenance and Comprehensive Maintenance of Central Air Conditioning and Mechanical Ventilation System at NABARD's Office Premises in Jammu for the period from 01 May 2020 to 31 March 2023.

2. We invite competitive sealed quotations for the captioned work and request you to forward your quotations as per the scope of work and terms and conditions in **Annexure-1** and other particulars as per **Annexure-2**, latest by **3.00 p.m. on 21.04.2020**. The quotation should be in a sealed cover, super-scribed "**Maintenance of AC Plant at NABARD, JKRO, Jammu**" addressed to the Chief General Manager, NABARD, Jammu & Kashmir Regional Office, NABARD Tower, Near Saraswati Dham, Railway Road, Jammu-180012.

Yours faithfully

Sd/-

(Guriqbal Singh)

Deputy General Manager

Encl-Annexure-1 and 2

Annexure-1

TERMS & CONDITIONS OF THE CONTRACT

1. MANPOWER, WAGES, ETC.

(a) The Contractor should ensure to comply with all the provisions of Labour Act / State / Central Govt. agreed procedures. The Contractor shall be solely responsible for compliance to provisions of various labour and industrial laws and all statutory obligations such as minimum wages as per Central Govt. rules, allowances, compensations, EPF, Bonus, gratuity, ESIC, etc. relating to workers provided to the Bank. The Bank shall have no liability in this regard.

(b) The Contractor shall ensure to get the Police verification for all the manpower deployed by them and the contractor should ensure that the manpower deputed should bear good moral character.

(c) All personnel provided by the Contractor will be on the payrolls of the Contractor / Company.

(d) That the Contractor will not sublet the contract or permit any third party to perform any of the work or services agreed to without prior permission from NABARD.

(e) The Contractor shall ensure the availability of a substitute in case the person provided in the shift is absent. The Contractor should arrange for replacing his workmen to give weekly off to his workmen as per the labour rules.

2. SAFETY, SECURITY, ETC.

(a) That NABARD shall not be liable for any compensation in case of any injury / death caused to any other Contractor's employees while performing / discharging their duties / visiting Bank's premises for inspection or otherwise.

(b) The contractor shall alone be fully responsible for safety and security & insurance or life insurance of their personnel who is working on the operation and maintenance works. In no case, safety norms shall be violated. The contractor should also be responsible to comply with statutory requirements including fire safety regulations.

(c) The Contractor agrees that its personnel shall comply with security regulations in effect from time to time at Bank's premises. The Contractor should issue a valid Company Identity cards to all their staff personnel who will be providing services under this contract.

(d) All personnel of Contractor may be subjected to a thorough physical checking while coming and leaving the office premises. Those persons so deputed will sign in the Register for arrival and departure at the site.

3. PAYMENT TERMS

(a) Payment of AMC shall be made on monthly basis and quarterly basis once the bills are submitted on completion of work subject to satisfactory services. The payment frequency is explained in detail in scope of work. There would be no increase in rates payable to the Contractor during the Contract period.

(b) NABARD shall reserve the right to deduct the pro-rata charges for the absence of any Staff member of the Contractor.

(c) In case of any lapse on contractor's part in proper maintenance of Central Air Conditioning System, NABARD has got right to deduct the pro-rata charges for the period.

(d) The Contractor shall be responsible for any loss due to theft/ pilferage/ damage of NABARD Property when such losses caused due to negligence or carelessness or any fault on the part of the Contractor or any of his employees and also liable to pay to NABARD such amount of loss as may be assessed.

(e) The Contractor shall be responsible to pay rates and wages to his employees and observe hours of work and conditions of employment as per existing rules under the Minimum Wages Act. The contractor shall be responsible and will ensure that the workmen are paid wages, which are not lower than the minimum wages prescribed by the Central/ State Government, and shall be responsible for proper maintenance of all registers, records and accounts so far as the same relate to compliance of any statutory provisions/ obligations.

(f) The contractor shall accept and bear full and exclusive liability for the payment of any or all taxes now in force or hereinafter imposed increased or revised from time to time by the Central/ State Govt. or any authority with respect to or covered by wages, salary or other compensation paid or payable to persons employed by him.

(g) The contractor shall be responsible for all the claims of his employees and the employees shall not make any claim whatsoever against the Bank. The contractor's workmen shall not have any right whatsoever for absorption in the Bank.

(h) The contractor shall be responsible for payment of their wages and dues to their employees and he shall be liable for any liability arising out of violation of any law, local or central. It will be the responsibility of the contractor to ensure that NABARD's directions are carried out by the persons employed by him.

(i) The contractor shall indemnify the Bank against any penalties/ claims for any default on his part.

(j) The contractor should fully comply with all applicable laws and rules and regulations relating to the Provident Funds Act including the payment of provide fund contribution. Payment of Bonus Act.

Workmen Compensation Act, and / or such of the Acts or laws or regulations passed by any Central/ State Governments, Employees State Insurance Corporation. Municipal Authority including TDS as per the IT Act.

(k) The contractor shall provide weekly off/ holidays to his workmen as per labour laws but it shall be his responsibility to ensure uninterrupted services to the Bank on all days.

(l) If during the currency of the contract any Government notification prohibits engagement of the contract labour for the purpose for which the contractor has been engaged, the contract will come to an end forthwith and no compensation will be paid to the contractor.

(m) The contractor shall be responsible for liquidating damages on failure of breach of the terms and conditions of the contract.

4. CONSUMABLES & TOOLS:

(a) All tools & tackles, manpower, transportation and other resources required for executing the job shall be in the scope of the contractor. No extra charges will be paid by the bank regarding tools & tackles, manpower, transportation etc.

b) Spares of compressor, control panel card, Software etc. which may be required during maintenance of the system will have to be supplied by the contractor.

5. TERMINATION OF THE CONTRACT

NABARD can terminate the agreement by giving 30 days notice in writing. However, the Contractor can terminate the agreement by giving 90 days notice in writing to the Bank.

6. FORCE MAJEURE

Neither party shall be liable for delay in performing obligations if the delay or failure is due to any of the following force majeure i.e. Act of God or any Government Act, fire, earthquake, explosion, strikes/ Bandh, civil commotion or anything beyond the control of either party. The party shall use all reasonable endeavours to minimize any such delay.

7. BUSINESS TERMINATION

(a) In the event that the contractor shall close conducting business in the normal course or wind up, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or shall avail itself or become subject to any proceeding under any Act or statute of any country or state relating to insolvency or protection of rights of creditors, then this agreement shall terminate and be of no further force and effect.

(b) If the Bank does not avail of certain service(s) mentioned in the Scope of work, then the Bank shall not pay for that/those service(s). The Bank shall have the right, during performance of the maintenance contract to change the scope and/or technical character of the maintenance contract.

SCOPE OF WORK



I) Plant Operation & Preventive Maintenance of Central Air Conditioning and Mechanical Ventilation System:

A. Schedule of Work:

Operation of Central Air Conditioning and Mechanical Ventilation System of 360 TR capacity with all equipment such as Air Handling Units (AHUs), Cooling Towers, Condensers & chilled water pumps related to AC plant and any type of equipment related to maintain inside temperatures with the chilled water produced by Central A. C. plant.

B. Operation contract:

a) Operation Timings:

Single shift starting from **8.45 AM to 5.45 PM** daily from **Monday to Friday** (05 days in a week). The contractor shall arrange to operate the AC plants as per above timings. For this purpose, the contractor shall deploy **02 persons** in **single shift** as under:

- i. One qualified Diploma holder in Mechanical Engineering with 3 years' experience or ITI qualified in Mech/AC trade with 06 years' experience for overall supervision and operation of the AC plants in single shift.
- ii. One ITI qualified in ITI (Electrical) trade with 03 years' experience

Working knowledge of computers is essential for both the persons having qualification in Mechanical Engineering or Mechanical or Electrical trade. The contractor shall also provide stand by arrangement so that if regular person is on leave then another person with same qualifications will be deputed.

The bank reserve the right to instruct the contractor for replacements of any or all the deployed persons at any point of time without assigning any reasons thereof which the contractor will be bound to comply with.

b) Operational & Maintenance staff:

Skilled workers : 02 person

c) Scope of Operation:

- i. Switching on and switching off of the entire AC system as required
- ii. Logging all the operating parameters on hourly basis
- iii. Taking temperature readings in all the areas once every two hours



- iv. Cleaning of air filters as and when required
- v. Cleaning of chillers, pumps and AHUS daily
- vi. Checking and reporting of abnormal operation immediately
- vii. Lubricating the bearings as and when required
- viii. Attending to minor problems like belt tensioning, correcting valve spindles, leakages, etc.
- ix. Checking free flow of AHU drain every day.
- x. Checking and reporting on the compressor oil conditions on weekly basis
- xi. Attending to field electrical problems
- xii. Any other work assigned by the employer

d) Penalty clause:

- i. Pro-rata deductions will be made from the monthly bills payable to the contractor for absence of staff
- ii. Pro-rata deductions will be made for any lapse of services.

e) General Instructions:

The contractor is liable to insure all his workmen.

f) Payment mode:

- i. The contractor will have to submit bill on **monthly basis** every month and will be paid subject to penalty clause stated above and satisfactory services.
- ii. Pro-rata payments will be made for extra hours of working on Saturdays with prior approval from Department of Premises, Security and Procurement, NABARD, J&K Regional Office, Jammu.
- ii. The contractor has to ensure the payment of minimum wages to the operators.

II) **Comprehensive Maintenance of Central Air Conditioning and Mechanical Ventilation System**

A. Scope of Work:

- i. Checking the functioning of Chilling units/Pumps/Cooling towers/Hot Water Generator/AHUs.
- ii. Checking of compressor oil level.
- iii. Yearly inspection of condenser tubes for fouling and descaling of condenser tubes to be carried out, if found necessary.
- iv. Checking of all operating pressures and temperatures of the Chilling Unit.
- v. Check lock bolts and chiller vibrations.
- vi. Repairing/overhauling the components of the equipments at site/workshop, including replacement of worn out parts as and when necessary.
- vii. Check all seals, glands for leaks in the pumps.
- viii. Check the alignment and condition of all rubber couplings between pumps and drive motors.
- ix. Review daily operating log maintained by department's operating personnel.
- x. Checking of Microprocessor control panel of the chilling units for all its operating and safety controls.
- xi. Checking of all electrical controls, motor terminals and components of the electrical panel and replacement of the same, if required.
- xii. Checking of filters of the AHUs.
- xiii. Inspecting belts, adjusting of tension and replacing worn out belts as may be required in case applicable.
- xiv. Repairing of equipment such as compressor, condenser, chiller, motor as and when necessary.
- xv. Checking the entire system for overall healthy condition of the plant.

xvi. This shall include the preventive and break-down maintenance of the following equipment:



- 1) Water cooled screw chilling units (60 TR) – 3 nos.
- 2) Condenser water pumps – 3 nos.
- 3) Chilled water pumps – 3 nos.
- 4) Hot water pumps – 3 nos.
- 5) Cooling Towers (80 TR) – 3 nos.
- 6) Hot Water Generators (18 KW) – 3 nos.
- 7) Air Handling Units (AHUs)
 - i. 11500 CFM – 2 nos.
 - ii. 7000 CFM – 2 nos.
 - iii. 5500 CFM – 1 no.
- 8) FCUs, Cassette Units and Pan Humidifiers.
- 9) Main Electrical Panel – 1 no.
- 10) AHU Sub-panels – 5 no.

B) Exclusions:

- i. Any kind of masonry, structural and carpentry works.
- ii. Painting of plant and associated equipment.
- iii. Repairs to or replacement of electrical installation like cabling, switch boards, isolators, panels, strip heaters, ammeters, voltmeters and other such instruments external to the equipment.
- iv. Failure or deterioration of any equipment or parts due to atmospheric conditions/corrosive atmosphere.
- v. Transportation of equipment.

C) Penalty clause:

Pro-rata deductions will be made for any lapse of services.

D) Comprehensive maintenance charges:

- i. The contractor will have to submit the bill on quarterly basis and will be paid subject to penalty clause stated above and satisfactory services.
- ii. The contractor has to maintain a maintenance register during each visit mentioning what kind of job has been done during that visit. Contractor also has to provide maintenance report to NABARD.
- iii. The payment shall be made on quarterly basis only after the service provider schedules quarterly maintenance visit and submits the visit report.
- iv. The contractor shall depute a single person who will control this Annual maintenance work, so that bank can contact him for any kinds of problem of the all system.

ANNEXURE-2

The Chief General Manager
National Bank for Agriculture and Rural Development
Jammu & Kashmir Regional Office
NABARD Tower, Railhead Complex
Near Saraswati Dham
Railway Road, Jammu

Dear Sir,

QUOTATION FOR PLANT OPERATION & OPERATION & PREVENTIVE MAINTENANCE & COMPREHENSIVE MAINTENANCE OF CENTRAL AIR CONDITIONING AND MECHANICAL VENTILATION SYSTEM FROM 01 MAY 2020 TO 31 MARCH 2023

Please refer to your Letter Ref. No. NB.JKRO/DPSP/HVAC/2020-21 dated 07 April 2020 calling for Provision of Manpower for Plant Operation & Preventive Maintenance and Comprehensive Maintenance of Central Air Conditioning and Mechanical Ventilation System at NABARD's Office Premises in Jammu for the period from 01 May 2020 to 31 March 2023. Having examined the "Work Site" & "Scope of Work" by visiting the site and having acquired the requisite information in respect of the tender and having accepted the terms and conditions mentioned therein, we hereby offer to undertake the above work as specified in the said letter and quote our rates and furnish other required information in the prescribed proforma as per details below-

1.	Name and Address of the Agency	
2.	Contact Number & E-mail Id	
3.	Nature of ownership- Proprietorship, Partnership Firm or Private Limited Company	
4.	Details of Proprietor, Partners or Directors. Enclose ID proof of	

	Proprietor, Copy of Partnership Deed or Registration Certificate in case of a Private Limited Company.	
5.	Income Tax PAN No. (Attach Self Attested Photocopy)	
6.	GST Registration No. (Attach Self Attested Photocopy)	
7.	Details of Bank Account	
(i)	Name of the Account Holder	
(ii)	Name of the Bank	
(iii)	Branch Address	
(iv)	Type of Account (Current or Saving)	
(v)	IFS Code	
(vi)	Account No. (Attach Self Attested Photocopy of a Cancelled Cheque)	

SCHEDULE OF QUANTITIES (FINANCIAL BID)

Charges towards Plant Operation & Preventive Maintenance and Comprehensive Maintenance of Central Air Conditioning and Mechanical Ventilation System at NABARD's Office Premises in Jammu for the period from 01 May 2020 to 31 March 2023.

PREAMBLE to SCHEDULE OF QUANTITIES

- A. Quoted rates should be workable and reasonable and should include:
- i. Payment to all the contract workers engaged by contractor on site as per minimum wages as notified by Regional Labour Commissioner from time to time or as per minimum wage of Central Government whichever is higher.
 - ii. ESI & PF benefits (Employer's contribution towards ESI & PF).
 - iii. Any increase in minimum wages during the currency of the contract.
 - iv. Insurance (Both Workmen's Compensation and Contractor's All Risk policy).
 - v. Incidental expenses and all overheads and profits.

Sr. No.	Description of Work	Unit	Rate in Rs. (exclusive of GST)
1.	Monthly charges for Plant Operation & Preventive Maintenance of Central Air Conditioning System & Mechanical Ventilation per details given in the Terms & Conditions and Scope of Work (Annexure I). Total number of operators to be deployed- Two (02)	Lumpsum charges per month in Rs.	
2.	Quarterly charges for Comprehensive Maintenance of Central Air Conditioning System & Mechanical Ventilation per details given in the Terms & Conditions and Scope of Work (Annexure I).	Lumpsum charges per quarter in Rs.	

Signature of bidder with Seal and Date