Subject:- Repair of compressors of HVAC of Carrier make and Annual Maintenance of Central Air Condition Unit installed at FDA Bhawan.

FSSAI invites sealed bids from reputed, experienced, qualified and eligible firms for repair and maintenance of compressor of HVAC system (155TR) of carrier make installed at FDA Bhawan, Kotla Road, New Delhi.

Interested parties/ firms may submit their tender in a sealed cover supersubscribe “Tender for Repair and AMC of HAVC 155TR AC Unit” to Director (Administration ) Food Safety Standards Authority of India, FDA Bhawan, Kotla Road, New Delhi- 110 002 on or before 1st March, 2012.

Tender document can be downloaded from the website www.fssai.gov.in

FSSAI reserve the right to accept or reject any tender or part thereof or all the tenders without assigning any reason thereof.

(R. K. Saxena)
Deputy Director
REPAIRS OF COMPRESSORS OF HVAC OF CARRIER MAKE & COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR SMOOTH FUNCTIONING OF A.C. PLANT INSTALLED IN THE BASEMENT OF FDA BHAWAN, KOTLA ROAD, NEW DELHI-110002

TENDER DOCUMENT

COST OF TENDER DOCUMENT: - Rs. 250/-

Last date for submission of tender document upto 01.03.2012
Date of opening of bid: 01.03.2012- 4:00 PM

FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA, 3RD FLOOR, FDA BHawan, KOTLA ROAD, NEW DELHI- 110002
Notice inviting bid for repair of compressors of HVAC of Carrier work, maintenance of the Centralised Air Conditioning unit installed at FDA Bhawan, New Delhi.

Sealed item rates/bids as detailed blow are invited for the under mentioned work on behalf of Food Safety and Standards Authority of India, upto 3:00 p.m. on the date indicated below from the eligible contractors and specialized firms having adequate past experience of the works of similar nature and magnitude as indicated. The quotation shall be opened on the same day at 3:00 p.m. in the office in the presence of the bidders or their authorized representatives who may like to attend. Bids received after the prescribed time and date shall not be considered. The details of the Air Conditioning Plant installed in FDA Bhawan are given in Annexure –A.

2. Name of the work as well as details about tender document are given below;

   1. A) Repair of 3 Nos. compressor’s of HVAC of Carrier Make.
      B) Comprehensive AMC of AC plant installed at FDA Bhawan

   2. Cost of tender = Rs. 250/-

   3. Earnest Money Deposit = Rs. 50,000/-

   4. Last date of receipt of tender = 01.03.2012

   5. Date & Time of opening of tender = 4:00 pm 01.03.2012

3. The earnest money as indicated above is to be deposited by the tenderers/ quotationers along with the tender bid by a bank draft in favour of Sr. Account Office, FSSAI.

4. The firm who downloads the tender documents from the FSSAI’s website shall have to submit the cost of tender documents alongwith earnest money in the form of separate Demand Drafts for the required amount of Rs. 250/- from a scheduled bank alongside the attested copies of Registration, Sales Tax Clearances Certificate, PAN as partnership deed, experience certificate as prescribed in the tender document in one envelope marked as “A” and written as supportive documents. Bids/Tender documents in another envelop marked as “B” written on the same as “Quotation/tender documents”. These both envelopes shall be placed in a bigger envelope on which name of work shall written. All these envelopes are to be sealed individually. The quotation/tender documents of the agency who fulfils the eligibility criteria specified above shall be opened.
5. The bid/tender documents shall be in two parts in separate envelopes marked as Technical Bid and Financial bid separately. Both envelopes sealed separately by wax and put up in another bigger envelop marked as “B” as detailed above.

6. FSSAI reserve the right to accept or reject any tender or part thereof or all the tenders without assigning any reasons thereof.

Tender may also be seen at our website [www.fssai.gov.in](http://www.fssai.gov.in)

(R. K. Saxena)
Deputy Director(GA)
Technical Bid

FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA
3rd FLOOR, FDA BHAWAN, KOTLA ROAD,
NEW DELHI-110 002
Notice Inviting Tender

Name of work: Repair of compressor’s of HVAC as well as Comprehensive Annual Maintenance Contract for smooth functioning of Centralized A.C. Plant, Kotla Road, New Delhi – 110 002

1. Wax sealed Tenders on behalf of FSSAI are invited in two bid system i.e. “Technical + EMD “ and Financial Bid separately for the above work. Contractors who have successfully carried out three similar AMC works for maintaining for not less than three years.

2. Tenders should be in the specified form (Non –transferable) which may be obtained from the FSSAI during office hours upto on payment o Rs. 250/- (Rupees two hundred fifty only) by demand draft of a scheduled bank drawn in favour of Senior Account Officer, FSSAI. Tender document may be downloaded from the website of FSSAI.

3. Tenders should be submitted in double ‘Sealed Covers’ super-scribed with the name of the work, date and time of opening written both on the inner and outer envelopes. These will be received upto 3:00 p.m and bids will be opened at 4:00 pm on the same day (01.03.2012) in the presence of bidders. Tenders should be dropped in the tender box before the closing date and time indicated. (Rates are to be quoted separately for each unit such as for repairs of AC unit AHU etc. and for Annual Maintenance of AC Unit). AHU, Chilling tower etc.

4. The earnest money amounting to Rs. 50 ,000/- (Rupees Fifty Thousand only) as demand draft or pay order of a schedule bank and drawn in favour of Sr. Account Officer, FSSAI should accompany the tender document in the envelope of technical bid. Tenders received without earnest money will be invalid and will be out rightly rejected.

5. The FSSAI reserves the right to accept or reject any tender or part thereof or all tenders without assigning any reasons thereof.

6. Canvassing in connection with the tenders is prohibited and the tenders submitted by the contractor who resorts to canvassing are liable for rejection.

7. The tenderer shall quote rates both in figures and words. He shall also workout the amount for each item of work and write in both figures and works (In Annexure E). On check if there are differences between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the higher rate of the two shall be considered.

8. The tenderer should see and thoroughly inspect the AC Plant and all the air handling units including other related machines and accessories at each floor installed in FDA Bhawan, New Delhi.
9. Before tendering the tenderer shall inspect the site to fully acquaint himself about the condition in regard to accessibility of the site, nature and extent of ground, working condition of site and locality including stakeing of materials, installations of tools and plants (T&P) etc. conditions affecting accommodations and movement of labour etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the FSSAI in any circumstances.

10. FSSAI reserves the right to forfeit the earnest money if the contractor fails to commence the work within stipulated time.

12. Except writing rates and amounts, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Conditional tender shall not be accepted

13. Performance Security:

   (i) The Contractor should furnish a performance security to FSSAI, New Delhi of an amount of 10% of the contract price including repairs valid up to 12 months from the date of award of Contract. The first payment will be released subject to the production of this document. The contractor has also given the functional warranty of the unit repaired for minimum period of 12 months from the date of completion of work.

   (ii) Failure of the successful bidder to comply with the requirement of above shall constitute sufficient grounds for the annulment of the award in which event FSSAI may make the award to the next evaluated bidder or call for new bids.

   (iii) The proceeds of the performance security shall be payable to FSSAI, New Delhi as compensation resulting from the Vendor’s failures to complete its obligation under the contract.

   (iv) The earnest money can be adjusted against the performance security deposit, to be furnished by the successful tenderer.

   (v) The performance security deposit would be refunded after the successful completion of AMC and no interest would be paid.

   (vi) Attached a copy of Service tax, Pan, ST No. any other relevant document.

   (vii) List of firms/organiser under which the firm has completed at least 5 similar type of work.


   The contractor will test all the systems offered to him by FSSAI for repair & AMC and give his acceptance to provide services under AMC based on their proper functioning.
15. **Supervision & certificate of satisfactory work**

Designated authority of FSSAI will supervise the AMC services provided under the contract.

i) If at any stage, the service of the firm to whom the contract is awarded, is not found satisfactory, the Dir (Admn), FSSAI reserves the right to terminate the contract with IMMEDIATE effect without assigning any reasons.

ii) The quality of Services will be reviewed on monthly basis and payment will be made only when the services are found satisfactory as per the terms and conditions of this contract. In case contractor fails to provide the required standard for the AC unit and also fail to maintain the adequate and required temperature during the summer seasons, necessary penalty can be imposed and payment will be deducted on pro rata basis.

16. **Payment Conditions**

a) Payment will be made only after completion of one month, i.e. on monthly basis.

b) Payment of each month will be made after ensuring that AMC services have been satisfactory during the period.

c) Payment in respect of repairs of items shall be made after receipt satisfaction Certificate from the concerned department after checking the operation.

17. **Scope of work**

17.1 **Repairing of compressor’s of HVAC.**

(i) Repair of compressor’s include rewinding supply of Internal Filter, External filter, Drier core, compressor oil and refrigerant dismentating, reassembling testing & commissioning of chillers.

(ii) The contractor is advised to visit and inspect the unit installed in FDA Bhawan to assess the requirement of repair of the AC Plant. He should quote the cost of repair separately detailing the aspect of repair. The successful bidder is required to first repair the AC Plant as well as Air Handling units and other related accessories if required and make the plant 100% functional and operational. The contractor should also required to give guarantee for the repair for a period not less than nine months.

AMC of AC Plant including AHU will start on expiry of the guarantee period.
17.2 Maintenance Contract for AC Plant

a) The contractor shall employ only competent, skilled, qualified and trained men with adequate experience for operation and maintenance of AC Plant besides operation of Generator. The contractor has to provide all necessary safety equipments (Safety shoes, helmets, etc.) as considered adequate FSSAI for the persons employed on the site and maintain in a condition suitable for immediate use and the contractor should take adequate steps to ensure proper use of equipment by those concerned.

b) The contractor shall be responsible for maintenance and operation for main chilling plants, ducting, AHU’s and blowers tunnels for proper maintenance of desired environmental conditions in the individual rooms.

c) Contractor will run the boiler for maintenance of temperature and humidity as and when required.

d) The Agency contractor will be strictly responsible to the true intent of the Operation and Maintenance of system in regard to workmanship and the diligent execution of the work.

e) The contract must strictly ensure the proper quality of work by deploying suitable technically qualified persons. A log book should be maintained for the purpose and contractor must obtain the signature of the officer in charge in FSSAI daily in respect of individual works undertaken.

f) All material and consumable and spares required will be reimbursed on actual or alternatively FSSAI may procure materials directly through suppliers. The old parts will be handed over to the Authority. Material request will be raised in advance with prior approval from FSSAI. The contractor shall, if required to maintain inventories, shall make efforts to reduce inventory levels.

g) Annual maintenance contract would be entered in to by FSSAI only in case of critical equipments and spares required will be governed by the nature of maintenance contract.

h) The contractor shall give or provide all necessary constant and whole time superintendence during the execution of the work.

i) No claim shall be entertained on account of increasing price of labour due to any cause whatsoever, if therein is any loss to the Food Authority Property or material supplies to the contractor due to negligence of the contractor or his work the same will be recovered from him.

j) In case of any accident to his worker, he will be solely responsible for the loss and medical cost and other liability.
k) The contractor will be responsible for the safe storage of the material issued to him. Any pilferage by him or his worker will be recovered from him and will also be debarred carrying out any work in the Authority in future.

17.2.1 Time schedule and periodicity of work of the AC plant during AMC.

17.2.1 Work to be carried out monthly:

(a) Cleaning of filters of all the units of air conditioning plant to conserve the energy and checking of current drawn by AC to know the healthy condition.

(b) Servicing of the boiler, Air Handling Units, pump and motors, cooling towers, compressor etc. under the contract and checking for their proper functioning and submitting the report on fortnightly basis.

Note: Repairing/Correction etc. should be done immediately if on inspection any defect is found.

17.2.2 Work to be carried out on quarterly:

All works to be carried out as carried out in monthly schedule above and

(a) Oiling of blower motor and other parts of the AC Plant and all the air handling units ensuring that it is not abnormally heated up and walls remains working condition.

(b) Checking of thermostat limits for proper temperature control, in case found defective to be replaced with new one.

(c) Tightening of all electrical connections.

17.2.3 Works to be carried out yearly:

(a) All the works to be carried out as carried out in monthly as well as quarterly schedule above, and

(b) Painting of AC unit, Chilling tower and pipe line etc. in complete including cover of the machine with synthetic enamel paint of suitable colour as required minor repair of body and over if needed to be done.

(c) Washing and cleaning: The contractor shall clean and wash any particular unit if required, one or more times.

Note: If for the above maintenance, any or all material, tools plants, instruments, etc. needed are to be arranged by the contractor at his own cost. FSSAI, will not provide anything to the contractor including consumable or non-consumable parts.

17.2.4 Service of the AC Plant including chilling tower and other accessories and AHU etc. is to be done soon after award of the work and as per condition of award letter, but to be completed within 30 days of effectiveness of the award letter. During the 1st servicing minor
repaireing of body and cover and painting is to be done. After that painting is to be done on 4th quarterly servicing accordingly.

17.2.5 The contractor will hand-over all the AC Plant as well as AHUs and other accessories etc. in satisfactory running condition after completion of the contract.

18 Terms of maintenance of Air Conditioning Unit and Air Handling Unit (Comprehensive maintenance with parts)

(i) The firm shall first repair the compressor’s of HVAC and chilling tower and thereafter AMC will start.

(ii) All the component required for replacement will be of manufacturer’s make (Branded) or of equivalent quality. Contractor will not be allowed to use any sub-standard parts and components. The same are to be shown to the concerned officer of FSSAI before replacement.

(iii) The breakdown maintenance call shall have to be attended to within two hours and the machine will have to be set functional within twenty-four hours failing which the firm has to arrange for the alternative system till it is repaired.

(iv) In case, if the above condition (iii) is not complied with, a penalty @ Rs. 100/- per hour will be levied on the contractor. The amount of penalty will be recovered from Bank Guarantee/performance security given by the firm or from subsequent month’s bill.

(v) In case, any part of the AC Plant or AHU needs to be replaced it will be replaced with new ones or with manufacturer repaired parts. No cut weld/locally repaired part or shortcut method will be accepted as replacement. The contractor should use standard and branded parts for repairs and replacement.

All systems will have to be overhauled once in a year and painted. The contractor shall maintain a check list, log book of the AC Unit and submit a forthnightly report to the Deputy Director.

19 The bidders are required to give details about their maintenance infrastructure facilities including address of local service entries in Annexure “C” alongwith the bid document.

20. The statement of technical service offered by the bidder are to be given in the Annexure “D” alongwith the bid.

21. The financial bid in the separate envelop is to be given in the Annexure “E” alongwith the bid.
22. **Opening of Bids**

22.1 At the time of opening of the tender on the scheduled date, only the main envelop as well as envelop marked ‘A’ shall be opened to insure that necessary documents for bidding as well as separate demand drafts from any scheduled bank (i) for the cost of tender document (ii) EMD amount been provided by the bidder.

22.2 FSSAI reserve the right to open the envelop marked as ‘B’ according to its convenience. But in the first instance envelop marked as Technical bid will be opened and will be evaluated by a committee constituted for the said purpose. Envelop marked as Financial bid will be opened later on by a committee constituted for the purpose only in respect of those bidders, who has been cleared at the time of technical evaluation. Presence of the bidders or their representative at the time of opening technical or financial bid is not necessary.

23. **Special Terms & Condition**

1. The contractor shall take over the repairs of compressors of AC Plant in all respect from the deptt. and will be responsible for its safety/working & maintenance for a year.

2. The contractor shall be responsible for any damage caused to the chiller plants, compressor, boiler, cooling towers, pump, motors electrical/control panels and contractors etc. etc. due to mishandling or due to negligence on the part of operator.

3. The contractor has to arrange all Tools & Parts required for the successful maintenance of equipments/plants.

4. The contractor shall maintain log book for the visits of its personnel, maintain a register which will be checked by an authorised person regularly.

5. The contractor shall be responsible for giving all required facilities to its staff, who comes to attend the call. The department shall have the right to check log book to determine as to how many visits have been made by the personnel of the firm. During summer season, contractor has to make arrangement to deploy one of his certified and qualified Experts/technician to check and also to ensure that appropriate temperature is maintained in the building (at all floors), who will also maintain a record accordingly.

6. The work shall be carried out in accordance with specifications required to be maintained in Carrier AC Plant and to the entire satisfaction of the FSSAI.

7. On expiry of contract, the complete installation shall be handed over to department by the contractor in working order with genuine parts.

8. Department reserves the right to cancel the AMC at any time without assigning any reason.

9. In case of any dispute, the decision of the FSSAI will be final and the contractor has not right to move to any Arbitration/Court.
10. Proper records of complaint received and attended shall be maintained by the contractor. All complaint is to be attended to promptly and any delay shall be viewed as lapse on the part of the contractor which may attract a penalty.

11. The contractor(s) shall be liable for any breach, non-performance or delay in carrying out any obligation contained in the maintenance contract for which @ Rs. 500/- per day for the chiller plant and air handling units shall be charged and the same will be deducted from the performance guarantee money with FSSAI or the subsequent month’s bill and job may be carried out through some other source at the expenses of the contractor. However, in case of break down clause 18 Sub clause (IV) shall become active.

-------------------XXXXX-------------------
## Annexure – A

Details of the air conditioning plant

1. **Make** : Carrier
2. **Machine modal** : 30 HCX1155A-03 nos.
3. **Air handling units** : 10 nos.
4. **Boiler** : 02 nos.
5. **Pump & motors** : 06 nos.
6. **Cooling towers** : 02 nos.
7. **Electrical panel** : As available
8. **Control panels** : As available
Annexure – B

Scope of work:

In addition to what have been stated in para 17 of the Technical bid, the work shall also include the following. The contractor/bidder will have to provide the services for the Screw chiller as under:

A. Monthly inspection (Preventive Maintenance) 11 times in a year:
   1. To visit & check the operating parameters of the chillers every month.
   2. To review the previous months operating log records and alarm history.
   3. To inspect the unit for any unusual vibration, noise etc.
   4. To carry out the descaling of the condenser, to a maximum of once in six months if required. A proper action plan be submitted for the entire unit.
   5. To check for a sign of refrigerant leakage and rectifying the same.
   6. To check the operation of the expansion values, once every six month.
   7. To check the proper functioning of microprocessor and take control test.
   8. To check/calibrate the flow switch for proper functioning.
   9. To check the antifreeze and carrying out the setting of the same.
  10. To check the LP/HP cut out switches ad to replace the same, if found defective.
  11. All the breakdowns including the compressor failure, if any shall be attended to in this scheme.
  12. To clean the electrical panel of the chiller every quarter with air blower.

B. Annual Inspection:
   1. To provide and replace internal oil filters, as & when required during the contract period.
   2. To provide and replace refrigerant driers, as & when required during the contract period.
   3. To inspect the oil quality and replacing the same, if required.
   4. To operate the machines for 08 hours (Maximum) and adjust the controls for the optimum operation.
   5. To clean all the contactors during the annual visit.

C. Specially included:
   1. Repair/Rewinding of the compressor motor, if required.
   2. Repairing of the leakages except pertaining to the heat exchange.
   3. To attend to the complaints as and when called for
   4. To provide any spare covered under the scope of our offer.

D. AMC of the plant will commence from the date on which the warrantee of repairs is over.
**Annexure- C**

Maintenance infrastructure facilities including addresses of the local service centres.

<table>
<thead>
<tr>
<th>Location</th>
<th>Address of the Service Centre</th>
<th>Name of the contact person with Telephone No. Fax No. and E-mail</th>
<th>Total NO. of qualified Service Engineers</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Signature of the Bidder

Name:
Annexure – D

Statement of Technical Services
For comprehensive maintenance contract with parts

Dear Sir,
Following are the Technical details of the services offered under the contract.

<table>
<thead>
<tr>
<th>S. NO.</th>
<th>Item</th>
<th>Component covered under AMC</th>
<th>*component Not covered under AMC</th>
<th>** Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Air conditioning Plant/chiller plant</td>
<td>As mentioned in Annexure A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>AHU at each floor</td>
<td>-do-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Repair of chiller tower with AHU</td>
<td>-do-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Signature of the bidder)

Name : 
Place : 
Date : 
Seal : 

* Components not mentioned in this column will be presumed to be covered under AMC

**Mention deviations, if any, from the terms of contract.
Financial Bid

Food safety and standards authority of India

3rd floor, FDA Bhawan, Kolta Road,

New Delhi- 110 002
Name of work: Comprehensive Annual Maintenance Contract for smooth functioning of AC Plant installed in FDA Bhawan, Kotla Road, New Delhi- 110 002

Abstract

<table>
<thead>
<tr>
<th>S. NO.</th>
<th>Description of item</th>
<th>Amount in words</th>
<th>Amount in figures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Repair of AC compressors of HVAC with detailed description of repairs/renovation/replacement including chilling tower and other accessories.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>AMC of centralized AC units of FDA Bhavan including AHU and other related accessories.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Rs.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of bidder

Address and seal of firm if any

Place & Date:

Company seal:

Note:

1. Prices to be quoted in Indian Rupees only in both figures & words.
2. Any cutting etc. shall be duly circled & signed by the bidder failing which Financial bid may be rejected.
3. Vendor should quote all inclusive priced including all taxes and duties etc. for successful execution of the contract.
4. Payment will be release after deducting TDS and penalty, if any.