

## **Eastern Coalfields Limited**

(A Subsidiary of Coal India Limited)

Office of the Chief General Manager

Rajmahal Group of Mines, PO. Lalmatia Colliery – 814165, Distt. Godda (Jharkhand)

Ref No. ECL/RJML /SYSTEM/2011-2012/**145**

Date: 19/02/2012

### **CORRIGENDUM**

The sale of tender document ,submission and opening of offers for NIT No: ECL/RJML/SYSTEM/AC/11-12/114 dated 08.02.2012 **for Comprehensive maintenance and operation for one year of the Ducted Packed Air-conditioning System** for Rajmahal Computer Center is extended as follows:-

- |   |   |                               |
|---|---|-------------------------------|
| 1. Sale of Tender document                | : | From 07.03.2012 to 14.03.2012 |
| 2. Date and time for submission of Tender | : | 15.03.2012 upto 1:00 PM (IST) |
| 3. Date and time of opening of Tender     | : | 15.03.2012 at 04:30 PM (IST)  |

All other terms and condition will remain the same.

Officer-In-charge (System)  
Rajmahal Area

#### Distribution:

1. Chief General Manager I/c., Rajmahal GOM
2. CVO,ECL HQ ,Sanctoria
3. Area Finance Manager, Rajmahal Area
4. Dy. GM (E&M), Rajmahal Area
5. General Manager (System), ECL HQ, Sanctoria.
6. Chief Cashier,Rajmahal Area
7. Notice Board

**TENDER DOCUMENT**

Ref No. ECL/RJML /SYSTEM/AC/11-12/114

Date: 08/02/2012

Sealed tenders, in two parts are invited on behalf of Chief General Manager (I/C), Rajmahal Area, ECL, from the reputed Manufacturers / Authorised Dealers/ Authorised Service Providers for the 'Ducted Packaged Air-conditioning System' having experience in executing similar type of work/s in CIL and/or its subsidiaries/ Govt./Public Sector Undertaking / reputed organizations; for the work as mentioned below:

Name of work:

Comprehensive Maintenance and operation for one year of the following Ducted Packaged Air-conditioning System.

Sl	Description of the Ac System	Quantity
1	Ducted Packaged Air Conditioner – Capacity: 10Te, Model: PWC1021, Make: Blue Star	5 Nos.
2	Ducted Packaged Air Conditioner – Capacity: 5Te, Model: PWC511, Make: Blue Star	2 Nos.

Approved for Sale to:

(Name & Address) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Demand Draft/Cash Receipt No. \_\_\_\_\_

Signature of the authorised  
person with seal  
RAJMAHAL AREA, ECL

## **CONTENTS**

	SUBJECT	PAGE
SECTION – I	NOTICE INVITING TENDER	3
SECTION – II	INSTRUCTIONS TO BIDDERS	5
SECTION – III	TERMS & CONDITIONS	8
SECTION – IV	SCOPE OF WORK	12
SCHEDULE – I	TECHNO-COMMERCIAL BID	13
SCHEDULE – II	FINANCIAL BID	14

## SECTION I

### NOTICE INVITING TENDER

Ref No. ECL/RJML /SYSTEM/AC/11-12/114

Date: 08/02/2012

Sealed tenders, in two parts are invited on behalf of Chief General Manager (I/C), Rajmahal Area, ECL, from the reputed Manufacturers / Authorised Dealers/ Authorised Service Providers for the 'Ducted Packaged Air-conditioning System' having experience in executing similar type of work/s in CIL and/or its subsidiaries/ Govt./Public Sector Undertaking / reputed organizations; for the work as mentioned below:

Name of work:

Comprehensive Maintenance and operation for one year of the following Ducted Packaged Air-conditioning System.

Sl	Description of the Ac System	Quantity	Estimated Cost (Rs.)	Earnest Money (Rs.)
1	Ducted Packaged Air Conditioner – Capacity: 10Te, Model: PWC1021, Make: Blue Star	5 Nos.	3.56 Lakhs	3,560
2	Ducted Packaged Air Conditioner – Capacity: 5Te, Model: PWC511, Make: Blue Star	2 Nos.		

Cost of the Tender Document: Rs. 260/-.

Last date of sale of tender document: 07.03.2012

Last Date of submission of Tender: 08.03.2011 upto 1:00 p.m. (IST) at Rajmahal Area, ECL.

Date and time of opening of Tender(Techno-Commercial Bid): 08.03.2012 at 4:30 p.m. (IST) at Rajmahal Area, ECL.

- 1) Tender Documents can be purchased from the Chief Cashier, Rajmahal Area, ECL, during office hours on all working days.
- 2) Tender document can also be downloaded from our web site [www.easterncoal.gov.in](http://www.easterncoal.gov.in) as well as Government Portal [www.tenders.gov.in](http://www.tenders.gov.in). The Bid submitted against tender document downloaded from the above web site shall be considered valid only when accompanied by a "Demand Draft" drawn in favor of "Eastern Coal fields Limited – a/c Rajmahal Project" payable at State Bank of India, RCMP Branch (Code 7265) or UCO Bank, Lalmatia Branch (Code 1294) towards the cost of the tender document indicated in NIT. Tenderers shall be solely responsible for the correctness of the downloaded tender documents. Submission of incomplete downloaded tender document will be rejected.
- 3) The Authorised Dealers/ Authorised Service Providers for the Ducted Packaged Air-conditioning System should have direct valid authorization from the manufacturers of Ducted Packaged Air-conditioning System. Such direct valid authorization certificates should be submitted with this tender.
- 4) Bidders are required to deposit the requisite amount of Earnest Money as indicated above in the form of Demand Draft drawn in favor of "Eastern Coalfields Limited – a/c Rajmahal Project" payable at State Bank of India, RCMP Branch (Code 7265) or UCO Bank, Lalmatia Branch (Code 1294). No adjustment of Earnest Money deposit will be allowed with any previous dues/claim.
- 5) Tenders will be submitted in two parts i.e. 'Techno-Commercial Bid' and 'Financial Bid', each in separate sealed envelopes super scribed with the Tender ref no, name of the work and "Techno-Commercial Bid" or "Financial Bid". Techno-Commercial Bid will contain the Earnest Money Deposit and techno-

commercial details. Financial Bid will contain price bid only. The two sealed envelopes are to be put under another single cover duly sealed while submitting the tender and clearly mentioning that the sealed cover contains Techno-Commercial Bid and Financial Bid for the particular Tender Ref no.

- 6) Techno-Commercial Bid will be opened in the presence of the attending bidders or their authorised representatives. Financial Bid will be opened only in respect of such bidders, as found in conformity with the requirements as detailed in the Techno-commercial bid for which separate intimation will be given. The tendered offer should be valid for 10(Ten) days from the date of opening of Techno-commercial Bid.
- 7) ECL reserves the right, without assigning any reason whatsoever, to accept or reject any bid fully or partially and to annul the bidding process and reject all bids at any time prior to award of the contract, without any obligation to inform the affected bidder/bidders of the grounds of ECL's action.
- 8) Tender Document is not transferable.

For and on behalf of  
Rajmahal Area, ECL

In-Charge(System)/Area Computer Centre  
Rajmahal Area, ECL

Distribution:

1. Chief General Manager I/c., Rajmahal GOM
2. CVO,ECL HQ ,Sanctoria
3. Area Finance Manager, Rajmahal Area
4. Dy GM (E&M), Rajmahal Area
5. General Manager (System), ECL HQ, Sanctoria.
6. Chief Cashier,Rajmahal Area
7. Notice Board

## SECTION - II

### INSTRUCTION TO BIDDERS

#### **2.1.1 Content of Bidding Documents**

2.1.2 The goods and services required, bidding procedures and contract terms are prescribed in the bidding documents. In addition to the Notice Inviting Tender, the Bidding Documents include:

- A) Terms & Conditions
- B) Scope of Works
- C) Techno-Commercial Bid
- D) Financial bid form

2.2 The Bidder is expected to examine all instructions, forms terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of their offer.

2.3 **Clarification of Bidding Documents:** A prospective Bidder requiring any clarification of the Bidding Document may contact the office of the Chief General Manager (I/C), Rajmahal Area, Computer Centre /ECL in person.

#### **2.4 Amendment of Bidding Documents**

2.4.1 Any amendment if incorporated by ECL for any reason will be notified in news papers and website as mentioned in Section - I.

2.4.2 In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bid, the ECL may, at its discretion, extend the deadline for submission of bids.

2.5 **Documents Comprising the Bid:** The bid prepared by the bidder shall comprise the following components:

2.5.1 Requisite EMD, Proof of requisite experience etc.

2.5.2 Compliance and unconditional acceptance of Terms and conditions of the tender document.

2.5.3 Compliance of the Scope of works.

2.5.4 A price schedule completed in accordance with the Format enclosed in the bidding documents.

#### **2.6 Bid Prices**

2.6.1 The bidder shall indicate on the appropriate price schedule attached to these documents the prices of the services it proposes under the contract.

2.6.2 Bidders shall quote their prices in the price schedule for each item separately, on a single responsibility basis in the following manner:

2.6.2.1 The price quoted should separately specify the Charges.

2.6.2.2 As regards the Indian Income Tax, Surcharge on Income Tax and any other Corporate Tax, the ECL shall not bear any tax liability whatsoever. The Bidder shall be liable and responsible for payment of such tax if attracted under the provisions of the law. Tax deduction at source as applicable will be made as per existing rules.

2.6.2.3 The charges quoted should be firm and uniform till the end of the total contract period. No escalation will be allowed under any circumstances.

2.6.2.4 All taxes, duties etc. by State or Central Authorities, if payable should be mentioned separately.

2.7 **Bid Currencies:** All prices shall be in Indian Rupees only.

2.8 **Documents establishing Bidder's Eligibility and Qualifications:** The Bidder shall furnish documentary evidence of the Bidder's qualifications to perform the contract to ECL's satisfaction.

## 2.9 Language of Bid:

The bid prepared by the bidder and all correspondences and documents relating to the bid exchanged by the bidder and the ECL shall be written in the English language. Any printed literature furnished by the bidder written in another language must be accompanied by an English translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English translation shall govern.

## 2.10 Earnest Money Deposit (EMD).

(TO BE ENCLOSED IN INNER ENVELOPE OF TECHNO-COMMERCIAL BID)

2.10.1 The bidder shall furnish, as part of its bid, EMD of Rs. 3,560/-.

2.10.2 The EMD shall be in the form of an A/C Payee Demand Draft drawn in favor of "Eastern Coalfields Limited – a/c Rajmahal Project" payable at State Bank of India, RCMP Branch (Code 7265) or UCO Bank, Lalmatia Branch (Code 1294).

2.10.3 The ECL will reject any bid as non-responsive without the required EMD.

2.10.4 Unsuccessful Bidder's EMD will be refunded (without interest) after finalization of the tender and placement of the order.

2.10.5 The EMD may be forfeited:

- A) if a bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- B) in case of the successful bidder, if the bidder fails to execute the contract.

2.10.6 The EMD of the successful bidder will be retained as security deposit and will be released (without interest) after successful execution of the contract.

2.10.7 No interest shall be payable by the ECL on the EMD.

## 2.11 Period of Validity of Bids:

2.12.1 Bids shall remain valid for 10(Ten) days from the date of opening of Techno-commercial Bid.

## 2.13 Format and signing of Bid:

2.13.1 One set of documents should contain the Techno-Commercial bid, marked "TECHNO-COMMERCIAL BID" and the Financial Bid should contain the financial bid marked "FINANCIAL BID". Each set should contain one original and 1 copy and marked accordingly. Nothing containing any reference to prices should appear in the Techno-Commercial Bid. The Financial Bid should contain only the charges for the maintenance and operation of the items specified in the Techno-Commercial Bid.

2.13.2 Each page of the original and all Xerox copies of the bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. Written power-of-attorney accompanying the Bid shall indicate the letter of authorization. The person or person(s) signing the bid shall sign all pages of the bid, except for non-amended printed literature.

## 2.14 Sealing and marking of Bids:

2.14.1 All the envelopes shall be sealed and addressed to the ECL at the following address:

In-Charge(System)  
Rajmahal Area, Eastern Coalfields Limited,  
P.O. Bara Simra, Distt. Godda (Jharkhand)-814165

2.14.2 The inner and outer envelopes shall indicate the name and address of the Bidder.

2.14.3 Both the envelopes marked as "TECHNO-COMMERCIAL BID" and "FINANCIAL BID" shall be under one single sealed cover indicating the name and address of the bidder, name of the work, tender notice no., and contents of the cover.

**2.15 Last date for submission of Bids:**

2.15.1 The ECL may, at its discretion, extend this deadline for the submission of bids by amending the Bid documents in which case all rights and obligations of the ECL and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**2.16 Clarification of Bids:**

To assist in the examination, evaluation and comparison of bids the ECL may, at its discretion, ask the Bidder in writing for clarification of its bid which will be binding on the bidder.

**2.17 ECL's Right to Accept Any Bid & Reject Any or all Bids:**

The ECL reserves the right, without assigning any reason whatsoever, to accept or reject any bid fully or partly and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the ECL's action.

**2.18 Notification of Award:**

2.18.1 The ECL will notify the successful Bidder in writing or by cable or FAX to be confirmed in writing, that its bid has been accepted in Part or Full.

## SECTION - III

### TERMS & CONDITIONS

#### 3.1 Definitions

- 3.1.1 In this contract, the following terms shall be interpreted as indicated.
- a) "The Contract" means the agreement entered into between the ECL and the successful Bidder.
  - b) The "Air-conditioning System" means the ducted packaged air-conditioning machines, pumps, motors, cooling towers, electrical panels, etc.
  - c) "The Contract Price" means the price payable to the successful Bidder under the Contract for the full and proper performance of its contractual obligations;
  - d) "ECL" means the Organization receiving the goods and services on rental basis including maintenance.
  - e) "Bidder" means the firm providing the Goods and services under this contract; bidder will also mean the "Supplier" of the goods and services under this contract.
- 3.1.2 Use of Contract Documents & Information: The bidder shall not, without ECL's prior written consent, disclose the content or any provision thereof or make use of any bid document or information enumerated therein except for the purpose of performing the contract.
- 3.1.3 Transportation: Where the bidder is required under contract to deliver the goods to the destination specified, transportation of goods shall be arranged for & paid by the bidder.
- 3.2 **Contract Amendment:** No variation or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
- 3.3 **Price Fall Clause:** In the event of accepting lower prices for providing similar type of services to CIL (Coal India Limited) or any subsidiary company of CIL, before placement of order, the lower prices will be applicable for ECL orders also. The vendor must intimate ECL of the lower price as soon as they submit their acceptance of lower prices. In the event of non-intimation by the vendor, and if it comes to ECL's notice at a later date then the whole service for the whole period of the order will be calculated on the lower price and will be adjusted against the due charges. If the amount so calculated were greater than the balance charges, the difference is to be deposited by the vendor before end of the contract.
- 3.4 **Subcontracts:** No part of the contract shall be sublet to a third party without the permission of ECL in writing. Notwithstanding any permission granted in writing to the successful bidder to sublet any part of the contract the successful bidder shall be solely responsible for the execution of the entire contract.
- 3.5 **Taxes and Duties:** Bidders will be entirely responsible for all taxes, stamp duties, fees, etc. borne by them in connection with delivery of goods at site including taxes and levies to be charged in connection with local transportation and incidental services and supervision of installation and commissioning.
- 3.6 The Authorised Dealers/ Authorised Service Providers for the Ducted Packaged Air-conditioning System should have direct valid authorization from the manufacturers of Ducted Packaged Air-conditioning System. Such direct valid authorization certificates should be submitted with this tender.
- Experience of the bidder** - Bidder must have experience in executing similar type of work/s in previous 4 years in CIL and/ or its subsidiaries/ Govt./ Public Sector Undertaking/ Reputed Organization and having experience in similar nature of work. follows.

Three similar completed works each costing not less than the amount equal to 40% of the estimated cost.

Or

Two similar completed works each costing not less than the amount equal to 50% of the estimated cost.

Or

One similar completed work costing not less than the amount equal to 80% of the estimated cost.

The order copies to be submitted by the bidder in support of the above experience must be in the name of the bidder only.

- 3.7 The bidders will quote for all the items to be covered in the contract. Partial bid will be rejected summarily.
- 3.8 The maintenance charges should cover comprehensive maintenance services, which is inclusive of repairs and replacement of defective parts as mentioned in scope of work to keep the equipment in proper working order.
- 3.9 There will be no other financial liabilities on the part of ECL for above maintenance services.
- 3.10 The successful bidder should post at their own cost adequate experienced manpower at site with sufficient spares to maintain and operate the "AIR-CONDITIONING SYSTEM".
- 3.11 The total "AIR-CONDITIONING SYSTEM" will remain operational round-the-clock throughout the year. Therefore, the down time will be calculated on actual hour basis.
- 3.12 The contractor will do the comprehensive maintenance as mentioned in scope of work.
- 3.13 The contractor will arrange to operate the Air-conditioning system round-the-clock.
- 3.14 The breakdown call will be attended immediately during office hours and within two hours of receipt of information/ telephone call beyond office hours.
- 3.15 **Period of the contract** – The period of the contract for Comprehensive Maintenance and Operation of Ducted Centralized Packaged Air-Conditioning System at Mines Dispatch Building, Rajmahal Project shall remain valid for a period of one year from the date of inception of the contract covered under this tender. However, Eastern Coalfields Limited shall reserve right to reduce/extend the period of the contract wholly or partly depending upon the performance of the contractor for this contract only.
- 3.16 **Uptime Calculation** – The air-conditioning system covered under this tender shall be made available round the clock through out the year. The Uptime for each and individual machine will be calculated on monthly basis using the following formula.  
$$\% \text{ Uptime} = \frac{(TCH - DT)}{TCH} * 100$$
- Where,  
TCH – Total clock hours in a month  
DT – Total Down time in a month
- 3.17 **Uptime Guarantee** – The bidder should confirm the uptime guarantee for the packaged AC system covered under this tender not less than 95%.
- 3.18 **Penalty** – If the availability of the packaged AC system falls below 95% due to breakdown of the system and/or non-availability of operating personal, then i) penalty will be imposed @ 2% of the total contract value per year for every percentage drop in availability below the guaranteed uptime and/or ii) ECL will rectify the breakdown and/or depute manpower to operate the system by its own people or by third party and the cost of such will be charged to the contractor and will be deducted from their bills.
- 3.19 **Inspection of spares** – The spares, which will be supplied by the contractor for maintenance of the system, will be inspected by the representative of ECL in front of the contractor before its usage.

- 3.20 **Access to Site of operation** – The authorized representatives of the contractor will be given access to the site for maintenance and operation of the ducted packaged AC system covered under this tender.
- 3.21 **Accommodation** – Accommodation may be provided to the authorized personnel of the contractor deputed for the work covered under the contract in the company's quarter. In that case cost of standard rent will be charged as per company rule.
- 3.22 **Payment Terms** –
- Payment shall be made on quarterly basis at the end of each quarter. Payment will be released only after clearance against labours payment from Personnel department, Rajmahal Area within 21 days after receipt of the bills.
  - Each bill submitted to accounts department should be cleared from Personnel Department, Rajmahal Area
- 3.23 **Paying Authority:** Area Finance Manager, Rajmahal Area, ECL.
- 3.24 **Force Majeure** – Neither the contractor nor Eastern Coalfields Limited shall be responsible or liable for any failure or delay on its part to fulfill or perform of the terms or obligations under the contract, if such failure or delay by any factor or event beyond any control of either of them viz. Strikes, lockouts, fire, earthquake, wars, insurrections, riots, civil commotion, government action, licenses, embargoes, natural calamities, outbreak of hostilities.
- 3.25 **DISCREPANCIES AND ADJUSTMENT THEREOF:**  
Any difference detected in the tender/tenders submitted, resulting from:
- Discrepancy between description in words and figures, the rate, which corresponds to the words quoted by the supplier, shall be taken as correct.
  - Discrepancy in the amount quoted by the supplier due to calculation mistake or the unit rate and quantity, the unit rate shall be regarded as firm and amount corrected.
  - Discrepancy in totaling or carrying forwards in the amount quoted by the supplier shall be corrected.
  - The tendered sum so corrected and altered shall be submitted for the sum originally tendered and considered for acceptance instead of the original sum quoted by the bidder along with other tender/s. Rounding-off the nearest Rupees should be done in the final summary of the amount instead of in totals of various sections of the schedule of quantities.
- 3.26 **SUSPENSION, CANCELLATION AND FORECLOSURE OF THE CONTRACT:**
- 3.26.1 The company (ECL) shall, in addition to other remedial steps to be taken as provided in the conditions of the contract including maintenance, be entitled to cancel the contract in full or in part, if the contractor:
- Commits default/breach in complying with any of the terms and conditions of the contract including maintenance and does not remedy it or fails to take effective steps for the remedy to the satisfaction of the officer in charge of the Air-conditioning system or his authorised person. Or
  - Shall offer or give or agree to give to any person in service of the company or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for act or acts of favor in relation to the obtaining or execution of this contract for the company. Or
  - Obtain a contract with the company as a result of ring tendering or other non-bonafide methods of competitive tendering. Or
  - Transfers, subjects, assigns the entire work or any portion thereof without the prior approval in writing from ECL or its authorized representative.

ECL or its authorised representative may by giving a written notice, cancel the whole rental contract including maintenance or portion of it in default.

3.26.2 The contract shall stand terminated under the following circumstances:

- If the successful bidder/contractor is under liquidation either by a resolution passed by the company or by an order of court, not being a voluntary liquidation proceedings for the purpose of amalgamation or re-organisation, or a receiver or manager is appointed by the court on the application by the debenture holders of the company, if any. Or
- If the bidder shall suffer an execution being laid on his/their goods, estates and allow it to be continued for a period of 21 days or more.

3.27 **Notices:**

For the purpose of all the notices, the following shall be the address of the ECL and the Bidder respectively.

ECL:

In-Charge(System)  
Rajmahal Area, Eastern Coalfields Limited,  
P.O. Bara Simra, Distt. Godda (Jharkhand)-814165

Successful Bidder:

(to be filled in at the time of contract signature)

3.28 **Bidder's Obligations:**

- 3.28.1 The successful bidder is obliged to work closely with the ECL staff, act within its own authority and abide by Directives issued by the ECL on implementation activities.
- 3.28.2 The successful Bidder will abide by the safety measures prevalent in India and will free the ECL from all demands or responsibilities arising from accidents/loss of life, the cause of which is the Bidder's negligence. The Bidder will pay all indemnities arising from such incidents and will not hold the ECL responsible or obligated.
- 3.28.3 The Bidder is responsible for managing the activities of its personnel or subcontracted personnel and will hold itself responsible for any misdemeanors.
- 3.28.4 The Bidder will treat as confidential all data and information about the ECL, obtained in the execution of its responsibilities in strict confidence and will not reveal such information to any other party without the prior written approval of the ECL.

3.29 **Site Visit:**

3.29.1 The Bidder's representative may inspect the site i.e. Rajmahal Area of ECL before submitting the offers for maintenance and operation of the "Air-conditioning System".

3.29.2 The expenses incurred on visiting the site would have to be borne by the bidder.

3.30 **IMPORTANT** – The Successful Bidder shall be fully responsible for the successful functioning and integrated operations of the system as a whole and the omission of any item/component in this document shall not be sufficient reason for non-performance of the system at a future date. The Bidder should therefore specify, justify and quote for any additional item/s, which he feels, are essential for the system functioning.

## **SECTION – IV**

### **SCOPE OF WORK**

- 4.1 Comprehensive maintenance of the Ducted Packaged AC Systems**
- 4.1.1 The Packaged Air-Conditioners, which will be covered under this work, are five nos. x 10 Te., Model – PWC1021, Make – Blue Star and two nos. x 5 Te., Model – PWC511, Make – Blue Star.
- 4.1.2 The contractor shall perform comprehensive maintenance of all the equipment including its accessories (mechanical and electrical) of the total packaged air-conditioning system. The maintenance shall include preventive and breakdown including replacement of spares including refrigerant, oil, etc. and consumables. However, the contract will not include to replace any major component/spares like compressor, cooling coil, condenser, cooling tower, blower motor, pump sets, electrical panel and replacement or de-scaling of water line but to repair the equipment/component if repairable free of cost.
- 4.1.3 The contract will perform Checking and servicing of the package unit once in every three months and will make 2 nos. additional visits.
- 4.1.4 The contractor shall attend to any breakdown call free of charges during the contract period. The contractor will attend the breakdown calls as mentioned in clause no. 3.13 in Section III.
- 4.1.5 The contractor shall arrange for routine de-scaling the condensers four times in a year in the interval of three months and additional de-scaling for three times during the year. The schedule for additional de-scaling will be fixed in consultation with Eastern Coalfields Limited.
- 4.1.6 The contractor shall arrange to overhaul the packaged units once in a year.
- 4.1.7 The contractor shall arrange to clean the Cooling Towers and all its accessories as and when required to supply clean water in the system.
- 4.2 Operation and routine maintenance of the Packaged AC Systems**
- 4.2.1 The contractor shall arrange to depute trained manpower for operation of the packaged AC systems round the clock.
- 4.2.2 The contractor shall arrange proper cleaning of the unit.
- 4.2.3 The contractor shall arrange cleaning of air filters and return air grills.
- 4.2.4 The contractor shall arrange checking fan belts, tightening, replacement, etc.
- 4.2.5 The contractor shall arrange checking of refrigerant and re-filling if required.
- 4.2.6 The contractor shall arrange interchanging of cooling towers / pumps after a regular interval.
- 4.2.7 The contractor shall arrange checking suction and discharge pressures.
- 4.2.8 The contractor shall arrange cleaning of cooling coils.
- 4.2.9 The contractor shall arrange cleaning motor, relay, etc.
- 4.2.10 The contractor shall arrange checking and performing lubrication of different parts.
- 4.2.11 The contractor shall arrange checking of thermostat, expansion valves, etc.
- 4.2.12 The contractor shall arrange monitoring of water supply.
- 4.2.13 The contractor shall arrange repairing of minor breakdowns.

## **SCHEDULE - I**

### TECHNO-COMMERCIAL BID

(THIS DOCUMENT SHOULD INCLUDE ALL THE FOLLOWING DOCUMENTS)

1. Bid Security (Earnest Money).
2. All the required documents in support of eligibility of participation in this tender.
3. Certified copies of Income Tax, Service Tax clearance / registration.
4. Compliance sheet for terms & conditions as mentioned in Section III.
5. Compliance for Scope of work as mentioned in Section IV.
6. Any other documents, other than price bid, required in this tender

## **SCHEDULE - II**

### FINANCIAL BID (PRICE SCHEDULE)

Sl No	Description	Charges in Rs. Per Year
1	Charges for Comprehensive maintenance of the Ducted Packaged Air-conditioning system as per scope of work .	
2	Charges for Operation of the Ducted Packaged Air-conditioning system as per scope of work. .2	

Applicable Taxes, if any (Please mention the rate or amount, which ever is applicable as per Govt. notifications)

Signature of Contractor  
Seal & Address.