



Tata Institute of Fundamental Research
टाटा मूलभूत अनुसंधान संस्थान

Survey No. 36/P, Gopanpally Village,
Serilingampally Mandal, Ranga Reddy District,
Hyderabad 500107. Phone: +91 (0)40 2020 – 3020
Email: purchasegroup@tifrh.res.in

Tender Ref. No. TIFR/PD/CF18-16/180114

Date: 30-05-2018

To,

Annual Maintenance Contract for “Operation and Maintenance of HVAC installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107.

Sealed tenders are invited for AMC for the aforesaid works from contractors having similar work experience in reputed Research Institutions, Universities, Central Government/Public Sector Undertaking, Private Laboratories, Multinational Companies, etc. Interested contractors and who are satisfying prequalification criteria stipulated by TIFR-TCIS shall only submit their bids. For further details and any clarification on the tender you may please contact Administrative Officer (Purchase), TIFR-Hyderabad, Survey No. 36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad 500107.

Last date for submission of the tender is 21-06-2018 upto 13.00 Hrs.

Note: All future corrigendum/addendum will be published in TIFR Hyderabad website only. All prospective bidders are requested to visit our website regularly for any such updates/Corrigendum/Addendum.

**ADMINISTRATIVE OFFICER
(PURCHASE SECTION)
TIFR HYDERABAD**

(Signature of the Contractor with Company Seal)



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Public Tender No.	TIFR/PD/CF18-16/180114 (Two Part Public Tender)
Published on	31-05-2018
Tender Fees	Rs. 500/- (Non-refundable) in the form of D.D. in favour of "TIFR Centre for Interdisciplinary Sciences", payable at Hyderabad to be enclosed with the Technical Bid (Volume - I).
Earnest Money Deposit (EMD)	Rs. 54,000/- in the form of D.D. in favour of "TIFR Centre for Interdisciplinary Sciences", payable at Hyderabad to be enclosed with the Technical Bid (Volume - I).
Estimated Cost	Rs. 27 Lakhs
Last Date for Submission of Bid	21-06-2018 upto 13.00 Hrs.
Date of Opening Bids(Volume I)	21-06-2018 at 15.00 Hrs.

Both Technical Bid (Volume I) and Price Bid (Volume II) to be submitted within the due date and time in separate envelopes and marked on top as Volume I and Volume II. These two sealed envelopes should be further put in one Master Envelope super scribed with the Tender Ref. No., Due Date in Bold Letters addressed to the Purchase Officer, Tata Institute of Fundamental Research, Plot No.36/P, Gopanpally Village, Serilingampally Mandal, Ranga Reddy District. Hyderabad-500 107, Telangana, India. The sealed master envelop has to be delivered by hand/courier at the security Gate Office of TIFR Hyderabad on or before 13.00 hrs. on the due date specified. The technical bid (Volume I) will be opened in the presence of attending tenderers at 15.00 hrs. on the due date at Purchase Section, TIFR, Hyderabad. Tenders submitted after 13.00 hrs. on due date will not be considered.

**ADMINISTRATIVE OFFICER
(PURCHASE SECTION)
TIFR HYDERABAD**

(Signature of the Contractor with Company Seal)

TENDER DOCUMENT

Annual Maintenance Contract (AMC) for “Operation and Maintenance of HVAC installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107.

NAME OF THE TENDERER: -----

ADDRESS: -----

Last date of submission of the tender: On or before 21-06-2018 upto 13:00 Hrs.



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TECHNICAL BID

VOLUME-I

Annual Maintenance Contract (AMC) for “Operation and Maintenance of HVAC installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107.



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Annual Maintenance Contract (AMC) for “Operation and Maintenance of HVAC installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107.

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Annual Maintenance Contract (AMC) for “Operation and Maintenance of HVAC including chillers and VRV/VRF systems on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107.

Notice Inviting Tender

Applications are invited in the prescribed format for AMC for Annual Maintenance Contract for “Operation and Maintenance of HVAC installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107.

The Contractors who are having their office at Hyderabad and registered/empanelled with Premier Research Institutes, Universities, IITs, Research Laboratories, Central/State Govt./ Govt. Undertakings Institutes, etc. having experience in executing similar nature of works may apply in the prescribed form as given Annexure-I & II. The Eligibility Criteria, Scope of Work, General Terms & Conditions and special conditions of contract are given in Annexure-III, IV, V& VI respectively.

Bidders may download the document from TIFR-Hyderabad website (www.tifrh.res.in). Completed applications duly filled in Annexures and **Earnest Money Deposit (EMD) of Rs. 54,000/- in the form of D.D. in favour of "TIFR Centre for Interdisciplinary Sciences", payable at Hyderabad and receipt of tender cost of Rs 500/- in the form of D.D. in favour of "TIFR Centre for Interdisciplinary Sciences", payable at Hyderabad to be enclosed with the Technical Bid (Volume - I)** shall be enclosed in a Sealed cover- 1 and the same shall contain the following document duly signed by tenderer:

- a. Forwarding letter (Annexure-I) on letterhead of the firm/contractor.
- b. Application Form (Annexure-II).
- c. Copy of eligibility criteria (Annexure-III).
- d. Copy of scope of work (Annexure – IV).
- e. Copy of general terms and conditions (Annexure – V).
- f. Copy of special conditions of contract (Annexure-VI)
- g. Copies of certificates from clients regarding satisfactory performance and duration of services rendered. Original certificates are required to be produced for verification as and when needed.
- h. Copies of Balance Sheet and Profit & Loss Account statement for last 3 years ending March 31, 2018 (Latest 3 Years).

- i. Copy of registration certificate(s).
 - i. Registrar of firms
 - ii. Central/State Labour license
 - iii. EPF
 - iv. ESI
 - v. GST
 - vi. PAN

The total AMOUNT as per the format (Annexure VII) duly signed shall be enclosed in a sealed envelope marked as cover -2 (Price Bid).

Both the covers 1 & 2 should be enclosed in cover – 3 superscripting “Annual Maintenance Contract for “Operation and Maintenance of HVAC installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107 and shall be addressed to the Administrative Officer(Purchase), TIFR-Hyderabad, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107 on or before 13.00 Hrs. on 21-06-2018.

Bidders shall note that Cover-1[containing Technical Bid Volume-I (ie Pre-qualification Bid)] shall be opened at 15.00 hrs on the same day. The date and time of opening the Cover-2 [Price Bid-Volume II] of the techno commercially pre-qualified vendors would be intimated separately. The price bids (Cover-2) of the techno commercially prequalified vendors will only be considered for the opening and further processing.

Tender not accompanied EMD and Tender Fee Receipt shall be summarily rejected. EMD shall not bear any interest and this amount shall be forfeited in the event of refusal or delay on the part of the tenderer to sign and execute the contract, in case his tender is accepted. The EMD of unsuccessful bidders shall be returned after finalization of tender. The cost of tender is non-refundable. The EMD of the successful bidder shall be adjusted in security deposit.

The rates quoted shall be valid for 180 days from the date of submission of tender. The rate for providing the maintenance services shall be quoted as per the enclosed format (Annexure VII).

If any information furnished by the applicant is found to be incorrect at a later date, the bidder shall liable to be debarred from tendering / taking up the work in TIFR-Hyderabad. The TIFR- Hyderabad reserves the right to verify the particulars furnished by the applicant independently.

The TIFR-Hyderabad reserves the right to reject any application without assigning any reason and to restrict the list to any number deemed suitable by it, if too many applications are received satisfying the basic pre-qualification criteria.

**ADMINISTRATIVE OFFICER
(PURCHASE SECTION)
TIFR, HYDERABAD**

(Signature of the Contractor with Company Seal)

Forwarding Letter

(To be submitted on firm/contractor's letterhead along with Part – I Technical Bid)

No.....

Date:

To
ADMINISTRATIVE OFFICER (PURCHASE),
TIFR-Hyderabad,
Survey No. FReTB, Survey No. 36/P, Gopanpally Village,
Serilingampally Mandal,
Ranga Reddy District, Hyderabad 500107.

Dear Sir,

Annual Maintenance Contract for “Operation and Maintenance of HVAC installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107

With reference to your Notice for AMC for 24X7 basis operation and maintenance of HVAC installations, I am / we are pleased to offer myself / ourselves for undertaking above work in your esteemed organization. In submission of this offer, we confirm that

- i) We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements.
- ii) We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.
- iii) Business has never been banned by Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government.
- iv) We have submitted all the supporting documents and furnished the relevant details as per prescribed format.
- v) The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.

Yours faithfully,

(Signature of the authorized person
of the firm/contractor with office seal)

(Signature of the Contractor with Company Seal)



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Annexure – II

Application Form

PART-1 (BASIC INFORMATION)

Annual Maintenance Contract for “Operation and Maintenance of HVAC installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107.

1	Name of the Contractor / Firm / Organization / Company.	
2	Official Address for Correspondence with Telephone & Mobile Nos.	
3	Correspondence address at Hyderabad with contact person’s name, telephone number, mobile number etc. (The company should have office and service facilities at Hyderabad)	
4	Type of Firm / Organization, whether proprietorship, partnership or private limited company etc.	
5	Year of establishment	
6	Name of the Proprietor / Partners / Directors in Organization	a) b) c) d)
7	a) Details of Registration (Firm, Company etc) i. Registering Authority ii. Date iii. Number b) Details of Labour license i. Registering Authority ii. Reg No.	To be filled by the vendors

(Signature of the Contractor with Company Seal)

	iii. Date of issue. iv. Date of expiry.	
8	a) Details of Income Tax Permanent Account Number. b) Details of TIN No. c) Details of EPF No. d) Details of ESI No. e) Details of GST No. (enclose a copy of the certificate competent Authority)	To be filled by the vendors
9	Annual average turnover of the contractor during last 3 years ending March 31, 2018 should be at least Rs. 23 Lakhs (Latest 3 Years). The Annual turnover format is given at Page No. 13 and should be duly signed and stamped by the CA on the letterhead.	
10	Whether registered / empanelled with any of the Govt., Semi Govt., MES, IIT, NIT, IISc, Govt. Undertaking, Public Sectors etc. as approved contractors and if so, furnish details.	
11	Whether any technical personnel are employed with the Firm / Organization and if so, give details of their experience, qualification	
12	If involved in any litigation earlier with any organization. If so, please submit the details.	
13	Any civil suits pending in any of the works executed. If so, furnish details.	

Signature of the Contractor / Authorized person on behalf of the Firm / Organization

PART-II

EXPERIENCE

Annual Maintenance Contract for “Operation and Maintenance of HVAC installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107.

A) List of similar works / contracts being executed presently by the contractor / Firm / Organization

Sr. No.	Name of the work	Name & Address of the Company for whom the work was executed	Nature / Type of the work	Name, Address & mobile/phone No. of Officer / Person under whom the work was carried out	Work Order No and Date	Estimated value of the work (Rs.)	Duration of the Contract with commencement and expected date of completion	Remarks
1								
2								
3								
4								
5								

Note: Copies of the work orders should be enclosed

(Signature of the Contractor with Company Seal)

B) List of similar works / contracts executed by the contractor / Firm / Organization During the last 7 years prior to last month ending to the date of application issued.

Sr. No.	Name of the work	Name & Address of the Company for whom the work was executed	Nature / Type of the work	Name, Address & mobile/phone No. of Officer / Person under whom the work was carried out	Value of the work executed (Rs)	Duration of the Contract with commencement and completion date
1						
2						
3						
4						
5						

Note: Copies of the work orders and performance certificate should be enclosed

(Signature of the contractor / Authorized person on behalf of the Firm / Organization)

(Signature of the Contractor with Company Seal)

C) Audited Annual Turnover for the last 3 years

S.No.	Financial/ Accounting Year	Profit (Rs.)	Loss (Rs.)	Annual Turnover (in INR)
1.				
2.				
3.				

Authorized Signatory with Seal

Note:

The Audited Annual Turnover (Latest 3 Years) should be certified by Chartered Accountant (CA) as per the format given above duly signed and stamped by the CA on their letterhead.



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Annexure-III

Annual Maintenance Contract for “Operation and Maintenance of HVAC installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107.

Pre-qualification criteria

1. The contractor should have at least 5 years of experience in providing Operation & Maintenance of HVAC installations including chillers and VRV/VRF systems as mentioned in ‘Scope of Work’.
2. The contractor should have carried out qualifying works stipulated in large premises of Research Institutions, Laboratories, Universities, IIT/IISc, Govt. Organizations, Institutions, multinational companies etc.
3. Annual average turnover of the contractor during last 3 years ending March 31, 2018 should be at least Rs. 23 Lakhs (Latest 3 Years). The Annual turnover format is given at Page No. 13 and should be duly signed and stamped by the CA on the letterhead.
4. The applicant should submit the Latest Solvency certificate of an amount not less than minimum Rs. 11 Lakhs issued by a national bank within the last (six months).
5. Only AMC/Maintenance contracts (entire one year period) will be considered for evaluation (Installation/execution of HVAC work shall not be considered). The contractor should have successfully completed similar works (ie. Operation and Maintenance of HVAC installations including chillers and VRV/VRF systems) during 7 years (ie. till the last date of month previous to the date of application issued) as under:
 - a. Three similar completed work each costing not less than Rs. 11 Lakhs per annum.

Or
 - b. Two similar completed work each costing not less than Rs. 17 Lakhs per annum.

Or
 - c. One similar completed work costing not less than Rs.22 Lakhs per annum.

6. The contractor should have experienced manpower to carry out AMC and operation of HVAC system services as specified in the tender:
 - a. Highly Skilled HVAC Supervisor should be “Minimum Diploma in HVAC/Mechanical Engineer having minimum 5 years of experience in maintaining and operation of HVAC system ” OR “ITI Air Conditioning/Mechanical Trade Holder having minimum 10 years of experience in maintaining and operation of HVAC system”
 - b. Skilled HVAC Worker should be ITI Air Conditioning/Mechanical Trade Holder having with minimum 5 years of experience in maintaining and operation of HVAC system
7. The contractor should have office in Hyderabad.
8. The contractor should have valid registration with all Statutory Authorities such as Registrar of firms, Central/State Labour Dept, ESI, PF, GST, PAN etc.
9. The track record of the contractor should be clean and he should not have any involvement in any illegal activities or frauds.
10. The contractor should submit documentary evidence in support of fulfilling eligibility criteria mentioned above.



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Annexure-IV

Annual Maintenance Contract for “Operation and Maintenance of HVAC installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107.

Scope of work:

The Contractor shall attend to all the works 24X7 basis and post One Highly Skilled HVAC Supervisor and One Skilled HVAC worker in all the 3 Shifts (ie. from 6:00 am to 2:00 pm, 2:00 pm to 10:00 pm and 10:00 pm to 6:00 am). The contractor shall provide minimum one-day duty off once in a week for the employees working in shifts and shall provide relievers for the employees on off duty / sick / leave. However, in case of exigencies, the contractor shall provide services beyond above mentioned hours.

The TIFR- Hyderabad shall not permit double shift for any staff employed by the contractor.

Note: Bidders are advised to visit the site for verification of complete system.

The major HVAC Central Plant & VRV/VRF system items / equipment to be maintained by the contractor are as under:

Sr. No.	Description	Quantity
1.	Air cooled Package Chillers -250TR	3 Sets
2.	Centralized Programmable Logic control system(BMS)	1 Set
3.	Primary chilled water pumps (750GPM)	3 Sets
4.	Following Secondary chilled water pumps	
4.1	800GPM	4 Sets
4.2	150 GPM	4 Sets
5	Following Double skin air handling units	
5.1	45TR 15000 CFM at 75mm static	4 Sets
5.2	40TR 15000 CFM at 75mm static	4 Sets
5.3	40TR 14000 CFM at 75mm static	4 Sets
5.4	10TR 4000 CFM at 35mm static	1 Set
5.5	7.5TR 3000 CFM at 35mm static	1 Set

(Signature of the Contractor with Company Seal)

6	Ductable Fan Coil Units(4TR 1200 CFM at 20mm static)	4 Sets
7.	Chilled water cassette type Fan coil unit	8 Sets
8.	Decorative type single skin chilled water fan coil units 3TR	8 Sets
9.	Chilled water piping	As at FReTB
10	GI sheet metal ducting	As at FReTB
11.	54Hp VRV/VRF system (R410A)	4 No.s
12.	Following VRV/VRF false ceiling mounted DX ductable AC units	
12.1	6.5TR (2000 CFM)	4 No.s
12.2	4.1TR (1050 CFM)	4 No.s
12.3	3.3 TR (910 CFM)	10 No.s
12.4	3.3 TR (2000 CFM)	2 No.s
13.	Following VRV/VRF Hi wall decorative type indoor AC units	
13.1	2.1 TR	10 No.s
13.2	1.65 TR	40 No.s
14.	Refrigerant Piping, Thermal insulation, valves, fittings, blowers, expansion tank, grills, diffusers, dampers, gauges, strip heaters, filters etc	As at FReTB
15.	Other miscellaneous HVAC systems equipment & HVAC works	As at FReTB

DETAILS OF WORK:

Daily operation / monitoring, scheduled annual preventive / routine & predictive maintenance, breakdown maintenance including repair of entire existing HVAC Central Plant system in the campus working on chilled water and VRV/VRF system. The Central plant system has air cooled screw chillers, Centralized programmable logic control system, Primary chilled water pumps, secondary chilled water pumps, Double skin air handling units, Ductable fan coil units, chilled water supply & return lines, AHU / FCU, air supply & return ducts, grills, diffusers, dampers, control & protection system. Work shall be carried out by continuous deployment of competent, experienced & trained staff members at site. This is a continuous mode operation & maintenance. All emergencies at all times to be attended without fail.

All fabrication works, repairs, servicing of machines / equipments / parts therein (or arrangement for the same) within the purview (entire AC system) of this contract, shall have to be carried out by the contractor within specified time.

If the contractor fails to carry out the assigned or entrusted work, the department shall get the work done by engaging any other agency and twice the cost incurred shall be recovered from the AMC contractor.

The entire existing AC system (working on chilled water) is covered under the scope of this AMC. Any additions and alterations made in the system (whether by the contractor or by

any other agency or by TIFR-Hyderabad), up to an extent of 10% of existing installed AHU & FCU capacities are covered under the scope of this contract for operation & maintenance.

WORK TO BE DONE ON EVERY DAILY BASIS.

1. The reading of the suction and discharging pressure, oil pressure, oil and gas level, suction and discharging pressure of pumps, voltmeter & Ammeters etc shall be checked and recorded in the LOG BOOK (provided by the firm/agency /contractor) on shift basis. Necessary action is to be taken if the reading is not normal.
2. To check all electrical motors and their bearing for abnormal noise/heating and to take necessary action if found abnormal
3. To check water level in the makeup water tank on terrace and check functioning of float valve. See proper function of the circulation pumps.
4. To drain out water and clean the AC plat room/Heat Exchangers/AHU's etc as and when required/scheduled
5. The inside ambient conditions i.e. DB, WB, & RH of all the AHU's shall be recorded on hourly basis. Filters of the AHU's/fresh air inlet etc. is to be cleaned regularly as per schedule.
6. The temperature of each room shall be measured for any corrective action and these are to be recorded in LOG BOOK
7. To keep machine rooms equipments such as chilling plant area. AHU's exhausts neat and clean including their room floor, wall ceiling etc in an orderly manner.
8. Check for any complaints that are reported and trouble shoot them immediately.
9. AC system of the important & critical facilities are to be continuously monitored and corrective actions are to be taken immediately so as not to affect the facility concerned
10. If any important activities like seminars / lectures / meetings / interviews are planned in the campus, concerned AC system has to be inspected and normal functioning of AC system is to be ensured.
11. Adjustments in the system to achieve required temperature & RH level as required by the user. Release of air locks / blocks in the system.
12. Reporting of day's work and progress to concerned Engineer-in-charge.
13. Inspection of HVAC electrical panels.
14. Monitoring of BMS system
15. Monitoring of Freezers & Refrigerators on hourly basis.
16. Any other work required for the equipment for proper functioning

B. WORK TO BE DONE ON WEEKLY BASIS:

1. To check refrigerant system
2. To clean all the strainers and the filters
3. To check the alignment/looseness of all the belt driven equipment and rectify if required
4. Filters of AHU's/fresh Air inlet etc. are to be cleaned regularly as per service maintenance schedule.

5. To check water inside the makeup tank for hardness/dirty and fill with soft water if required
6. Clean of grills and diffusers.
7. Entire AHU room to be thoroughly cleaned with vacuum cleaner & to be made clean & dust free.
8. Check alignment of pumps, motors and rectify if required

C. WORK TO BE DONE ON MONTHLY BASIS :

1. To check the gland /seal, coupling of pumps.
2. To check the solenoid valve, safety controls mechanical, Electrical/ Electronics and inter-locking of the various equipments.
3. To check all AHU ducts/insulation/proper positioning/damage and rectifying the same where ever required.
4. Checking the performance of AHUs.

D. WORK TO BE DONE AFTER EVERY THREE MONTH.

1. To check and lubricant (if required) the bearing of the pumps/motors and keep the proper record.
2. The check the foundation bolts of the pumps / motors and to take the necessary action if required.
3. Check the quantity of Air flow from various out lets in each room/ Area as per drawings and do adjustment of dampers etc as and when required
4. Check the performance of each equipment of HVAC plant for proper functioning
5. All the equipments/installations shall always be kept in good and trouble free operating conditions.
6. All the required record for break-downs/repairs and maintenance etc. shall be maintained in the form of history books and logbooks etc. as per directions.
7. All the maintenance works shall be carried out in accordance with the manufacturer's specifications and instructions of the engineer in charge.
8. Inspect connection for any water leaks in the coil and connection. Check the tightness of hose, fittings & tighten if necessary. There should not be any flooding of water from the AHU.
9. Check and clean drain pan, condensate drain pipe and floor drains to ensure no choking and flooding.
10. Cleaning of cooling coils, fins and filters, air & water flow, release of air lock etc.
11. Inspect the conditions of the thermometers and pressure gauges for proper function.
12. Check for proper operation of the associated measuring, control and safety device like thermostat, humidistat, 3 way actuating valves etc. Reset if required.
13. Check, report and rectify, if any abnormal noise / vibration is observed.
14. Check and re-tighten any loose bolts and nuts in proper sequence.
15. Check the fan belts for proper tension, and replace if necessary, and examine the fans for correct alignment, lubricate the bearing as required.
16. Check heater bank condition and rectify if any problem exists.
17. Inspect the condition of insulation materials and rectify if necessary.
18. Clean the water strainer of chilled water system

19. Recording the values of settings & temperature & RH levels maintained in each lab / facility / area.

20. Necessary documentation

WORK TO BE DONE YEARLY

1. Perform quarterly services
2. Overall servicing of the unit, cleaning, reduction of noise level, checking of mechanical assemblies, foam insulators over the pipes.
3. De-scaling of copper tubes of the cooling coil (the water circuit) by suitable means as per manufacturer's recommendation and general standards. Procedural details for this work are enclosed.
4. Parameter checking before & after servicing
5. Air flow checking & adjustment / balancing, if required
6. Checking of IR value for motor and heater banks.
7. Checking and calibration of temperature and pressure gauges on supply & return chilled water lines and replacement of the same if required.
8. Checking of unit efficiency, total capacity delivery of the unit & bringing it to optimum performance level, air flow and water temperature measurements on supply & return ends, maintaining the lab temperature and temperature & RH adjustments.
9. General checking of electrical switchgears controls etc. All electrical system should be checked through competent persons as per relevant Indian Standard and as per electricity Act 1910.
10. Cleaning of ducting system having diffusers, grills, dampers etc.
11. Necessary documentation of parameters (before & after servicing work) and submission of checklist.

TOOLS & PLANTS

All the general & special tools for daily operation, tackles , chain pully blocks etc., required for proper maintenance and repairs/break down etc, shall be arranged by the contractor at his own cost and issued to the staff deployed by him for this work.

Following calibrated, well maintained instruments should always be available at site;

1. Clamp multimeter - 4 No
2. Anemometer - 3 No
3. Digital thermo meters & one RH meter - 4 No + 1 No
4. One mercury thermometer

Following tools should always be available at site;

1. Two sets of all sizes double end open spanner
2. Two nos. adjustable wrenches each.
3. Three set of allen keys (2 set metric & 1 set inch)
4. Screw driver set (normal & star) - 3 set
5. Hack saw cutting sets with spare blades - 2 sets
6. Suitable bearing puller - 2 No
7. Vacuum & blow air cleaner - 2 No
8. Water pump, 1 ph. 1HP

No work shall be partially or fully stopped for want of personnel or tools or instruments. If such an event occurs, the fine will be levied.

Log book and complaint books, all stationery like registers, sheets, markers, pens and pencils etc. will be supplied by the contractor and no extra payment for these shall be made. Log book format must be approved by TIFR Engineer- in- charge.

MAINTENANCE OF CHILLED WATER OPERATED AC SYSTEM

Daily Operation / routine monitoring, scheduled preventive maintenance (servicing), breakdown maintenance of all the Air-conditioning system in the campus working on chilled water suppl. The system has Air handling units (AHU), Fan coil units (FCU), with necessary electrical power and controls, air distribution system with air-ducts, dampers, grills, diffusers, chilled water lines, drain system etc. installed and working at various labs & facilities.

Round the clock Chiller operation 3X250TR air cooled screw chillers & 154TR VRV/VRF system in the campus.

DE-SCALING & CLEANING OF COOLING COILS & FINS:

It is a once in a year activity. The work procedure is as following.

- Ensure that the power supply of the unit should be disconnected / switched off and caution board to be fixed at the main isolation of power supply.
- Take pre-service system running parameter readings (Air flow, DB, WB temp. readings, electrical parameters etc.)
- Ensure that main valves (ball valves of the unit) should be in closed condition.
- Arrange to cover & ensure that water should not fall on electrical control box, , pressure gauges, etc. Failure to cover electrical control box, and other electrical circuits where water fall on such item may lead to serious injury / death / damage to the equipment accessories etc., for which contractor is solely responsible.
- Loosen the hose clips and remove the connections from the cooling coil.
- Prepare the chemical mixture & keep it ready in a container / tank. Circulate it through the cooling coil for specified time as recommended by the manufacturer. (Note: Contractor should arrange for container / tank etc.,)
- After circulation of chemical mixture through the cooling coil, flush out the coil using fresh water before connecting the hose connections.
- Coil fins should be cleaned using fins cleaning chemical, brush & should be cleaned to remove the sediments & dust particles of the entire coil.
- Should ensure there should not be any folding of coil fins which may result in improper flow of air through the coil.
- Should ensure that always air should be passed through the coil, any bypass of airflow should be attended immediately and rectified.
- Ensure that cooling coil filters is in good / clean condition, if the filter is choked, the same should be cleaned and fixed.
- Reconnect all the systems & take the post service running parameter readings.
- After completing the work, it should be ensured that the entire unit & the surrounding area are cleaned thoroughly.

NOTE:

- a. Any accidents occurred due to negligence / inexperience during work is purely the responsibility of the contractor
- b. Contractor should also ensure that water should not come inside the lab while executing the work.
- c. Prior approval should be obtained from Engineer-in-Charge for the chemical / solution being used for de-scaling. The chemical shall be recommended by manufacturer.
- d. Arrangement of pump, chemical tank, a small power distribution board with back up protection of MCB/Fuse/ELCB required for operation of motors pump sets is the responsibility of the contractor without extra cost

It is fully the responsibility of the contractor to deploy qualified staff with hands on experience, relevant License/permits to handle electrical, Air conditioning works. They should be fully conversant with relevant Indian Standards and should follow electrical & Industrial safety norms / practices.

Contractor should provide Uniforms, Shoes, safety & protection gear, Identity Cards, working tools etc. to the staff deployed, at no extra cost.

Contractor will ensure consistency of work and work force, correct trouble shooting, good workmanship, follow all safety procedures and will make all necessary efforts to maintain healthy environment and reliable services.

Any air-conditioning work / exigency of TIFR-Hyderabad, even if it is not specifically mentioned in this document shall be carried out by the deployed staff at no extra cost.

If any of the staff member appointed by Contractor is found to be 'not competent', he has to be replaced by a right person within a stipulated time as given by Engineer In charge, TIFR-Hyderabad.

All the relevant documents pertaining to staff deployed, like copies of job appointment order with the contractor, address proof, photocopy of ID card etc. and any other details as sought shall be provided to TIFR-Hyderabad, by the contractor under his responsibility for the correctness.

Wages of the staff deployed should not be less than as that mentioned in Minimum Wage Act applicable to the respective category/experience, as on date. The ESI, PF, gratuity, bonus etc., labour law, other rules & norms requirement as found required for contracts of this nature should be met. The same details shall be submitted along with tender bid.

In no case, the contractor or his/her employees shall claim job / employment with TIFR-Hyderabad. No transport facility shall be provided for the contractors employees by TIFR-Hyderabad.

In case of delay, repetition of work, noncompliance, and inadequate staff etc. fine will be imposed as per the fine clause mentioned.

Safety aspects in work places have to be followed as per relevant standards & codes. Any accident or damage to death will be treated as negligence & it is purely the responsibility of contractor. TIFR- Hyderabad is not responsible for any accidents or damages to death. Safety of all the staff under this contract is the sole responsibility of the contractor.

Contractor is responsible for the behavior & conduct of his workmen and hence they should be properly educated and controlled.

‘PENALITY’ CLAUSE :

The Availability & functioning of AC system is very essential and critical. Non-availability may result many tangible & non tangible losses in research work, equipments, animals, tissues etc.

Hence all the work routine, servicing, breakdown maintenance has to be carried out in accordance with all standards and statutory norms with minimum time and maximum accuracy to ensure maximum availability. Failure in meeting the above requirements will attract the ‘fine’ clause as below.

Contractor should depute experienced personnel to carry out maintenance work both low & high side in such a way that the repetition of the problem should be avoided.

- a) **Absenteeism:** No absenteeism shall be allowed. In case of absence of any staff in the agreed staff pattern, fine will be imposed at one and half times the rate for the day the staff remains absent.
- b) **Non-Compliance of work:** In the event of failure of compliance of awarded work in stipulated time fine will be imposed as per double of actual expenditure incurred in attending the same by other agency.

TIFR-Hyderabad / concerned engineer will be authorized to deduct amount from the contractor bill or security deposit or initiate any other action as found suitable.

Contractor must visit the site, understand the site condition, type of work involved, quantum of work etc., for carrying out works, before quoting.

General

1. All the removed materials for routine maintenance works should be brought to the office for accountability and a separate register needs to be maintained showing all received/used electrical consumables supplied by the TIFR- Hyderabad. No materials should be left anywhere in the campus.
2. All tools and machinery required for routine works, preventive maintenance etc., shall be provided by the contractor.
3. All breakdown calls/complaints received during normal working hours should be attended to as early as possible. No complaints should be left unattended and not be postponed to next day.

4. Any damage is caused to any equipment or items available at the office premises due to negligence of the contractor's work force shall be entirely on contractor, the amount so involved on this account shall be deducted from the payment due to contractor.

5. Documents to be maintained by the contractor :-
 - i. log book of daily events
 - ii. Complaints registers
 - iii. Planning and scheduling of preventive maintenance
 - iv. Reports of preventive maintenance done
 - v. Daily breakdown maintenance/status reports
 - vi. Reports of testing/checking done
 - vii. Reports of modification done
 - viii. Attendance sheet.
 - ix. Details of plant record book
 - x. Material Replacement / Maintenance Record.

Date:

**(Name & signature of the contractor
with office seal)**



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Annexure - V

General Terms & Conditions

1. The AMC contract will be awarded for a period of one year which may be extended on same terms and conditions in second year based on the satisfactory completion of the previous year, the contract may be extended for the 3rd year on the same terms & conditions based on satisfactory completion in previous 1st and 2nd year contract. However, service charges / administrative charges quoted by the contract should be same as quoted in first years' contract.
2. The contractor shall provide the maintenance services as given in 'Scope of Work' to the satisfaction of the TIFR-Hyderabad. The performance of the contractor shall be reviewed on monthly basis and in case the services are not found to be satisfactory, the contract shall be terminated even before the expiry of contract period by giving one month's notice. However, the contract is liable for immediate termination on violation of any of the provisions by the contractor. The TIFR- Hyderabad may also terminate the contract in the instance of insolvency or bankruptcy of the contractor or change of ownership of the business of the contractor. The TIFR- Hyderabad shall not pay any compensation for early termination. The security deposit/performance bank guarantee submitted under the contract shall be liable to be forfeited and shall be absolutely at the disposal of TIFR Hyderabad.
3. All the bidders/contractors should provide Company Authorization Letter duly signed and stamped by Authority to participate in the Pre Bid Meeting, Technical bid opening and Financial bid opening etc.
4. If the contractor fails to execute the maintenance works as detailed in 'Scope of Work' within stipulated time, the TIFR- Hyderabad will be at liberty to execute the works through an alternate source and the charges so incurred shall be recovered from the contractor.
5. The contractor shall permit the TIFR- Hyderabad to hold or deduct the amount from bill for non-performance or part performance or failure to discharge obligations under this contract.
6. Security Deposit: The successful tenderer will have to submit Security Deposit @ 10% of the total work order value in the form of account payee demand draft/bank

(Signature of the Contractor with Company Seal)

- guarantee from SBI or any one of the nationalized banks in an acceptable form. Security Deposit should remain valid for a period of sixteen months from the date of commencement of Contract and would be released only after one month from the date of satisfactory completion of the contract. Security deposit shall be refundable after expiry/termination of the contract. The deposit shall not bear any interest.
7. The contractor shall obtain at his own cost, any license or permission of any sort whatsoever (viz., labour license from Assistant Labour Commissioner (Central), Hyderabad and register with Employees' State Insurance
 8. Corporation and Office of the Regional Provident Fund Commissioner, Hyderabad, GST, Income Tax etc.) that may be required under various Acts from the Central/State Government Authorities for carrying out the said activity in the premises of the TIFR-Hyderabad and such Registrations and License for engagement of contract workers for such purpose should be obtained by the contractor within one month from the date of issue of work order.
 9. The contractor shall comply with the provisions of all Labour Laws, which are applicable to 'the Contractor' or his employees and shall be solely responsible for liabilities arising out of such compliance, non-compliance or implementation or non-implementation. The contractor will furnish proof of compliance of all Labour Laws requirements including obtaining licenses, filing of monthly/quarterly/annual returns and any other statutory requirement and furnish calculations and proof of payments made to all Government/Statutory Authorities under EPF, ESIC, Labour Welfare Fund Act, Payment of Bonus Act, etc. within time limit allowed under the respective Acts and all other statutory rules as amended from time to time. TIFR Hyderabad will not be responsible if the contractor is not satisfying any statutory compliances etc.
 10. The contractor shall indemnify the TIFR- Hyderabad from all liabilities arising out of any payment/ in respect of any claims made by the contractor's employees against the TIFR- Hyderabad under any statute/notification of the Government (Central/State) or statutory authority in respect of his employees.
 11. The contractor shall be responsible for maintenance of proper records as required under the provisions of various Labour Laws / Statutory Acts applicable to the contractor and contract employees such as attendance register, overtime register, advance register, register of deductions for damage & loss, register of fines, accident register etc. and produce them for inspection as and when demanded by TIFR- Hyderabad or any appropriate Labour authorities. The contractor shall also issue Form-XIV (employment card) to their personnel.
 12. The contractor shall make the payment to personnel engaged by him as per minimum wages notified by the Office of the Regional Labour Commissioner (Central), Hyderabad from time to time. The contractor shall satisfy the TIFR-

- Hyderabad showing adequate recorded proof that the minimum wages, ESI, contribution to provident fund as applicable are being paid to his personnel as required under various Statutory Acts notified by the Government from time to time. **The contractor shall disburse wages payable to his personnel only in the presence of an authorized officer of the TIFR- Hyderabad.**
13. The contractor shall provide weekly off / holidays to his personnel as per applicable laws/ labour laws but it will be his responsibility to ensure uninterrupted services on all days.
 14. The contractor shall ensure that the character and antecedents of the personnel engaged by him are duly verified before such engagement.
 15. The contractor shall submit the list of his personnel to be deployed at the TIFR- Hyderabad along with their personal details like name, age, date of birth, permanent address etc. for approval. The TIFR- Hyderabad has the right to advise the contractor to replace any of the personnel engaged by him who are found unsuitable; the contractor shall immediately replace such personnel. The contractor shall provide identity cards to his personnel.
 16. The contractor shall not employ any person who is prohibited by law from being employed. The personnel deployed by the contractor should not suffer from any infectious disease and should be able-bodied persons.
 17. The contractor shall ensure that none of his personnel report for duty in drunken state or consume drugs, prohibited substances, smoke, etc., while on duty.
 18. The contractor shall take necessary safety measures and he/she is solely responsible for the safety of personnel engaged by him. **The contractor shall provide appropriate uniform, shoes, gloves, accessories & tools that would ensure safety against insects & snakes, dogs and electrocution to all personnel and ensure their cleanliness and upkeep.**
 19. The TIFR- Hyderabad shall not be responsible for any accident/injury or loss of life of any of the persons engaged by the contractor that may take place while executing the contract. Any compensation or expenditure towards the treatment of such injury or loss of life shall be sole responsibility of the contractor. At his cost, the contractor shall obtain appropriate/adequate insurance policy to his personnel towards meeting the liability of compensation arising out of death, injury, disablement, etc. at work.
 20. The contractor shall abide by all the rules and regulations laid down by the TIFR- Hyderabad authorities from time to time.

21. The contractor or his personnel shall not any time do, cause or permit any nuisance at the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants/visitors at site or near the site of work.
22. The contractor shall be responsible for all acts done by the personnel engaged by him and for maintenance of proper discipline by his personnel at the premises of the TIFR- Hyderabad. Any act of indiscipline/misconduct/theft/pilferage on the part of any personnel engaged by the contractor resulting any loss to the TIFR- Hyderabad in kind or cash will be viewed seriously and the TIFR- Hyderabad shall have the right to levy damages or fine from the contractor and even terminate the contract forthwith.
23. Care must be taken to ensure while carrying out the work so that no laboratory equipment, fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the contractor, failing which the TIFR- Hyderabad will get them repaired/replaced at risk and cost of the contractor.
24. In the event, any damage is caused to the movable or immovable property of the TIFR- Hyderabad or to the property of employees of the TIFR- Hyderabad, the TIFR- Hyderabad reserves the right to compute the damage in terms of money and to deduct the money from the bill of the contractor or from the amount payable to the contractor by the TIFR- Hyderabad and the remaining amount, if any, by the way of civil damages.
25. The contract is for providing maintenance services and not for supply of Contract Labour. The workers employed by the contractor for providing the services shall be of his/their employees and not of the TIFR- Hyderabad.
26. The personnel engaged by the contractor shall not have any employee-employer or master-servant relationship with the TIFR- Hyderabad and they shall not have any claim whatsoever for employment in the TIFR- Hyderabad now or at a future date.
27. The contractor shall remove his personnel peacefully on expiry of contract or on termination of the contract.
28. The contractor shall not sub-contract the works unless permitted specifically by the TIFR- Hyderabad in writing.
29. The contractor shall submit the bills in the first week of every month along with monthly report for the works carried out in the previous month. The TIFR- Hyderabad shall pay AMC charges on monthly basis upon submission of bills by the contractor and certified by the concerned employee/official to the effect that the maintenance works have been carried out as per the contract. Applicable TDS will be deducted while making the payment.

30. The contractor should submit the wage bill/invoice for reimbursement as per details/table given below on his letter head latest by 10th of following month:-

- a. Bill No. _____ Date _____
 b. Name of the company:
 b. Contract for _____
 c. Award letter Number & Date:
 d. Date of commencement of the contract:
 e. Wage bill for the month _____ date _____

Sl. No.	Name of worker	Empl. Code No.	EPF NO.	ESI No.	@ Basic/ Minimum Wage. As per GOI (C)	No. of days Work ed.	Total Wage	Employee's contribution		Take home Salary	Employer's contribution		
								EPF 12%	ESI 1.75%		EPF 12%	EDLI 1.15 %	ESI 4.75 %

Note: Deduction Schedule showing the individual details of deductions of EPF and ESI should tally with the wage bill.

31. The contractor should provide mobile telephone on site for communicating 24 x 7 basis duty personnel.
32. The contractor shall execute the agreement related to this contract on stamp paper as per proforma prescribed by the TIFR- Hyderabad.
33. GST rule will be applicable with effect from 01.07.2017. The applicable TDS /other charges if any as per GST rule will be deducted as per new GST regime.
34. TIFR-Hyderabad GST NO: 36AAATT3951F2ZG.
35. The contractor shall pay the minimum monthly wages (Central) fixed by the Chief Labour Commissioner (Central), Delhi, Govt. of India, Ministry of Labour & Employment under the Minimum Wages Act as applicable in Hyderabad.
36. Enhancement in Administrative/Service charges, on any ground will not be entertained during the tenure of the contract.
37. The contract can be terminated on any of the following contingencies:
 a) On expiry of the contract period.

(Signature of the Contractor with Company Seal)

- b) By giving one month advance notice by TIFR on account of:
- i) Un Satisfactory performance of the contract (as per tender terms and conditions).
 - ii) Losses suffered by TIFR due to lapse on the part of the contractor/his Supervisor/workers.
 - iii) For committing breach by the contractor of any of the terms and conditions of Contract.
 - iv) On assigning the contractor or any part thereof or any benefit or interest therein or there under by the contractor to any third person for sub-contracting whole or part of the contract.
 - iv) On violation of any Labour laws as per Contract Labour (Regulation & Abolition) Act, 1970, as amended from time to time.
 - v) On contractors being declared insolvent by the competent Court of Law.
 - vi) The contractor provides unsatisfactory services.
38. During the notice period of termination of the contract in the contingencies contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.
39. It shall be the duty of the contractor to withdraw all the persons deployed by him on expiry/termination of the contract and will ensure that no person creates any disruption/hindrance or problems of whatsoever nature to TIFR.
40. Income Tax will be recovered from the contractor's monthly bill as per the Govt. of India's order and necessary TDS certificate will be issued to him as a proof of having deducted the tax.
41. All disputes arising from this contract in respect of personnel posted at TIFR concerning their wages or any other matter connected with their service conditions under relevant Labour Laws are solely and wholly the responsibility of the Contractor. The TIFR will be free from all encumbrances either from the Government or from any other sources.
42. TIFR Hyderabad GST NO is: 36AAATT3951F2ZG. GST rule will be applicable with effect from 01.07.2017 as per GST regime. The applicable TDS /other charges if any as per GST rule will be deducted.
43. The contractor should submit a valid GST Registration document / certificate etc.
44. The TIFR will reimburse Goods and Services Tax (GST), payable, if any on the bill by the contractor to the authorities concerned and it will be the responsibility of the contractor to pay such an amount only if he is liable to pay GST under the relevant Act/Rule/Orders of Govt. of India/State Govt.
45. That the contractor shall ensure that the persons so deployed do not allow any property of the TIFR to be taken out of the premises without a Gate Pass signed

by the designated officials of the Institute. As a safeguard against any dishonesty connivance and/or ulterior motive, the specimen signature of the officials designated and authorized to sign the gate pass will be intimated in writing to the contractor along with subsequent changes, if any. The Administrative Officer of TIFR shall take necessary steps to ensure compliance and necessary action in this respect.

46. All the bills should be submitted on his letter heads, duly signed and pre-receipted.

47. ARBITRATION

- A. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is especially provided under this agreement) the same shall be referred to the sole arbitration to Centre Director TIFR, Hyderabad or his nominee.
- B. The award of the arbitrator shall be final and binding on their parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the TIFR shall appoint another person to act as arbitrator in place of the outgoing arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
- C. The Arbitrator may give interim award(s) and/or directions, as may be required.
- D. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modifications are there of from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

Date:

(Name & signature of the contractor with office seal)



Tata Institute of Fundamental Research
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Email: purchasegroup@tifrh.res.in

Annexure - VI

SPECIAL CONDITIONS OF CONTRACT

1. Engagement terms of labour:

- i. The agreement between TIFR-Hyderabad and the contractor shall be purely on the basis of service agreement. The Contractor shall make his own arrangements for the engagement of the labour.
- ii. In respect of the engagement, employment, wages, transport, paying, feeding, housing and working conditions of labour and of all matters connected therewith, the contractor shall be solely responsible and liable.
- iii. During the continuance of the Contract, the contractor shall at all times be liable to obligations imposed on him by the provisions and requirements of any Central or State Statute ordinance or other law or any Regulation or Bye-law of any local or other duly constituted authority which may be applicable including any such law regulation or order passed or made or coming into force during the period of the Contract.
- iv. The Contractor shall comply with the provision of all labour legislation including the requirements of:
 - a) The payment of Wages Act
 - b) Owner's Liability Act
 - c) Workmen's Compensation Act
 - d) Contractor Labour (Regulation & Abolition) Act 1970 and Central Rules 1971
 - e) Apprentices Act 1961
 - f) Any other Act or enactment relating thereto and rules framed there under from time to time.
- v. The successful tenderer shall keep all mandatory records like PF, ESI, Bonus etc. of his employees deployed at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally Mandal, RR Dist, Hyderabad-76 as per requirement of the labour enforcement inspector from time to time.
- vi. The successful tenderer shall take necessary license from the Asst. Labour Commissioner and comply with the central Labour Act of 1970.

- vii. The successful tenderer shall have to take necessary insurance coverage for his workmen and keep TIFR- Hyderabad indemnified against risk. Copy of such insurance premium receipt shall be submitted to TIFR-Hyderabad before the release of first payment.

2. **Accidents:**

The contractor should ensure the work as per safety standards without accidents and it is the responsible of the contractor scope.

The Contractor shall within 24 hours of the occurrence of any accident or mishap at or about the Site or in connection with the execution of the work shall report such incident to TIFR- Hyderabad. The Contractor shall also report such accident to the competent authority whenever such report is required by law.

3. **Insurance:**

The contractor shall have to take necessary insurance coverage for workmen and keep TIFR Hyderabad against risk. Copy of the insurance premium should be submitted to TIFR Hyderabad before commencing the work. Contractor shall cover all the workmen and labourers deployed by him on this work under an adequate comprehensive contractor's all risk policy to insure workmen and third party insurance etc.

4. The work is to be carried out in occupied office and laboratory premises and hence the contract shall be governed by the rules of TIFR- Hyderabad regarding the working hours, supply & removal of materials etc. The contractor and their personnel shall not cause disturbance to the staff and research activities of TIFR- Hyderabad.
5. The contractor should make proper safety arrangements like safety belts and helmets, etc. for the persons working on site. Contractor shall provide individual identity card to each of his staff /worker as per the approval format. The identity card shall be carried and displayed by the person during his entire presence or working in the premises.

Date:

(Name & signature of the contractor with office seal)



Tata Institute of Fundamental Research

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APPENDIX TO FORM OF TENDER

a)	Minimum amount to third party insurance	The successful tenderer shall take “all risk policy” for the contract value and workmen compensation policy for the workers engaged in the work. The contractor shall indemnify the TIFR-TCIS for any loss or damage that occurs to persons or building or third party while executing the work. Third party liability in contractors all risk policy shall be minimum Rs. 2 lakh per person for any one accident or occurrence and 5.00 lakh in respect of damage to property for any one accident or occurrence. Note: These policies shall be valid till the completion of the work. If the contractor does not provide these policies, TIFR-TCIS reserves the right to take the above insurance policies themselves and recover the cost thereof from the bill of the contractor.
b)	Period of commencement	7 (Seven) days from the date of issue of letter of intent/work order or date of handing over of site, whichever is later.
c)	Period of Contract	12 months
d)	EMD to be deposited	Rs. 54,000/- in the form of D.D. in favour of "TIFR Centre for Interdisciplinary Sciences", payable at Hyderabad to be enclosed with the Technical Bid (Volume - I).
e)	Security Deposit	Security Deposit @ 10% of the Work Order value in the form of account payee demand draft/bank guarantee.

(Signature of the Contractor with Company Seal)



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TENDER DOCUMENT
PRICE BID

VOLUME-II

**Annual Maintenance Contract for “Operation and Maintenance of
HVAC installations on 24 x 7 basis” on all days at TIFR, FReTB,
Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR
Dist, Hyderabad-500107**

NAME OF THE TENDERER: -----

ADDRESS: -----

Last date of submission of the tender: On or before 21-06-2018 upto 13.00 hrs.



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Annexure-VII

Annual Maintenance Contract for “Operation and Maintenance of HVAC installations on 24 x 7 basis” on all days at TIFR, FReTB, Survey No. 36/P, Gopanpally(Village), Serilingampally(Mandal), RR Dist, Hyderabad-500107

PRICE BID

I. Wages stipulated by TIFR

S. No.	Payment Components	HVAC Supervisor (Highly Skilled) charges per month in Rs. (X)	HVAC Helper (Skilled) Charges per month in Rs. (Y)
1	Basic Wages	18018.00	16562.00
2	Variable Dearness Allowance	1014.00	936.00
3	Sub Total	19032.00	17498.00
4	Leave Wages @ 4.81% on Sr. No. 3	915.44	841.65
5	PF @ 13.15% on Sr. No. 3	2502.71	2300.99
6	ESI @ 4.75% on Sr. No. 3	904.02	831.16
7	Bonus @ 8.33% on Sr. No. 3	1585.37	1457.58
8	Total amount payable Sr. No. (3 to 7) including statutory payments per person	24939.53	22929.38
9	No. of employs deployed	3	3
10	Total minimum charges for proposed deployment in Rs. i.e. (Sr. No. 8 X Sr. No. 9)	74818.60	68788.14
11	Reliever Charges (D) in Rs. at 1/6 th of Sr. No. 10	12469.77	11464.69
12	Total Wages i.e. (Sr. No. 10+ Sr. No. 11)	87288.36	80252.83
13	Service Charges at..... percentage (%) of Sr. No. 12		
14	Total (i.e. Sr. No. 12 + Sr. No. 13)		
15	GST @18% on Sr. No. 14		
16	Grand Total (i.e. Sr. No. 14 + Sr. No. 15)		

(Signature of the Contractor with Company Seal)

II. Bid amount for deployment per annum

Sr. No.	Payment Components	Amount
1.	Total bid amount for deploying 3 No.s Highly skilled HVAC Supervisors per month inclusive of GST (X)	
2.	Total bid amount for deploying 3 No.s skilled HVAC Workers per month inclusive of GST (Y)	
3.	Final bid Amount per month $Z = (X) + (Y)$	
4.	Final bid Amount per annum = 12 X (Z)	
5.	Final bid Amount in Words	

NOTE:

- a. The Contractor shall attend to all the works 24X7 basis and post One Highly Skilled HVAC Supervisor and One Semi Skilled HVAC Helper in all the 3 Shifts (ie. from 6:00 am to 2:00 pm, 2:00 pm to 10:00 pm and 10:00 pm to 6:00 am) on all days during the entire contract period.
- b. The contractor shall provide minimum one-day duty off once in a week for the employees working in shifts and shall provide relievers for the employees on off duty / sick / leave. However, in case of exigencies, the contractor shall provide services beyond above mentioned hours.
- c. The TIFR- Hyderabad shall not permit double shift for any staff employed by the contractor.
- d. Highly Skilled HVAC Supervisor should be **“Minimum Diploma HVAC/Mechanical Engineer having minimum 5 years of experience in maintaining HVAC installation” OR “ITI HVAC/Mechanical Trade Holder having minimum 10 years of experience in maintaining HVAC installation”**
- e. Skilled HVAC Helper should be **ITI HVAC/Mechanical Trade Holder having minimum 5 years of experience in maintaining HVAC installation**
- f. The quoted rates shall be inclusive of **Minimum Wages payable as per Central Labour commission for the classification of skill set of manpower engaged**, all taxes, duties, insurance, works contract tax, sales tax, VAT etc. all inclusive.

(Signature of the Contractor with Company Seal)

- g. The contractor shall make the payment to personnel engaged by him as per minimum wages notified by Office of the Regional Labour Commissioner (Central) and any revision in the wages during the period of contract.
- h. The quoted rates shall be inclusive of all applicable statutory payments viz. Minimum Wages (**including revisions**), PF, ESI, Bonus and necessary risk policy for covering the comprehensive risk of all employees etc.
- i. The contractor shall provide minimum one-day duty off once in a week for the employees working in shifts and shall provide relievers for the employees on off duty / sick / leave.
- j. Conditional tenders shall be summarily rejected.
- k. The rates quoted above are as per the rates fixed by the Chief Labour Commissioner (Central) Delhi and as circulated by office of the RLC(Central) Vidyanagar, Hyderabad and is currently in force and is subject to revision from time to time by the Govt. However the rates will be revised and paid as and when notification to the change of minimum wage is issued by the authority.
- l. The contractors are advised to visit the site and thoroughly understand the nature and scope of work and be familiar with the site conditions before quoting.

I/We have examined the scope of work and terms & conditions of the tender for the said works. If this tender is accepted by TIFR- Hyderabad, I/We hereby agree to execute the works in accordance with terms and conditions of the tender.

Date:

Signature and Name of the authorized
person of the firm/contractor with office seal)
