

QUOTATION

For

**Comprehensive Annual Maintenance Contract of Air Ventilation System & Exhaust System
Installed at Sai Prasadalya of Shri Saibaba Sansthan Trust, Shirdi.**

Period - One Year



SHRI SAIBABA SANSTHAN TRUST, SHIRDI
POST – SHIRDI, TAL – RAHATA, DIST – AHMEDNAGAR,
PIN – 423 109, (M.S.)
PHONE : 02423 - 25824,25
Mail Id – mechanical@sai.org.in
WEBSITE - <http://www.shrisaibabasansthan.org.in>



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NOTIFICATION

Shri Saiababa Sansthan Trust, Shirdi is inviting quotation from reputed companies, dealer, registered contractor and manufacturer who have adequate financial source and experience fulfilling the prescribed minimum qualifying criterial for the following work.

1)	Name of Work	Comprehensive Annual Maintenance Contract of Air Ventilation System & Exhaust System Installed at Sai Prasadalya of Shri Saibaba Sansthan Trust, Shirdi.
2)	Period	12 Months
3)	Earnest Money Deposit (EMD)	Ra. 5,000/- by DD
5)	Quotation document is available for downloading on the website	www.sai.org.in
6)	Quotation submitted End date	09/01/2023 upto 5.00 p.m.

Shri Saibaba Sansthan Trust, Shirdi reserves the right to reject any or all tenders without assigning any reason thereof.

(Rahul Jadhav)
Chief Executive Officer
Shri Saibaba Sansthan Trust Shirdi



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Check list of documents to be submitted with the quotation and the general information to the contractor for submission of quotation (Technical Bid)

The following document should be attached as per quotation schedule duly self attested by the tenderer.

Sr.No.	Brief Details of document required
1.	Copy of Valid registration certification of Shop Act/ Company /Firm etc.
2.	Copy of Registration / Clearance Certificate under Goods & Service Tax act (GST)
3.	Copy of the average annual turnover certificate of last 3 financial years issued by Chartered Accountant. The average annual turnover of the Agency shall not be less than Rupees 10 lakhs in the last three financial years.(2019-20, 2020-21, 2021-22)
4.	Copy of Undertaking Certificate
5.	Details of Contractor as per annexure -V

Documents mentioned in the above check list shall be attached with quotation procedure along with minimum qualifying criteria document.



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TERMS & CONDITIONS

1. The Chief Executive Officer, Shri Saibaba Sansthan Trust, Shirdi,(competent authority of the institute) shall have the right to reject all or any of the offers, accept more than one offer, and assign part of the job.
2. The Contract may be considered for extension by mutual consent and for such further period as may be agreed upon subject to approval of the competent authority in the institute / council.
3. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason(s), to honour the contract, the earnest money / performance security deposit would be forfeited.
4. The outer cleaning of the Air Ventilation System & Exhaust Systems and accessories will be done once in a month.
5. The contract shall be effective from the date of acceptance of the contract by the firm.
6. It shall be the responsibility of the firm to make all the **Air Ventilation System & Exhaust System** work satisfactorily throughout the contract period and also to hand over the systems in the institute / council in working condition on the expiry of the contract.
7. The firm will provide genuine parts of **Air Ventilation System & Exhaust System** and in case of replacement of parts is needed; the parts shall be the same make. In the event of their non availability, good quality parts should be used under intimation to this office.
8. Any reported fault would be taken up by the CAMC engineers within 24 hours. As far as possible, the repair would be carried out on-site itself; however, in case the equipment is taken to the workshop, the firm would provide, a stand-by for the same.
9. No advance payment in any case would be made. However payment will be made on quarterly basis after the submission of user satisfactory reports alongwith the bill of each quarter.



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10. To avoid interruption in the official work at the institute / council, standby **Air Ventilation System & Exhaust System** should be made available with in a day.
11. As the contract shall be comprehensive, hence, if the firm wishes to inspect the equipments, the same may be done between 10.00 a.m. to 4.00 pm before 10 days to submission of goutation date.
12. During the contract period, if it is, found that the firm is not adhering to the terms & conditions of the contract, contract would be terminated without any notice and performance security would be forfeited.

GENERAL CONDITIONS

1.0 **Scope of Maintenance :**

Maintenance of the **Air Ventilation System & Exhaust System** are kept in healthy and clean condition, specific details of maintenance activities required with regard to each service are detailed under sections pertaining to that service.

2.0 **Tools & Plants :**

All tools & plants required for carrying out various tasks relevant to operation & maintenance have to be arranged by agency at its own cost.

3.0 **Commercial :**

- 3.1 The workers engaged by firm should maintain proper discipline and good behavior with occupants.
- 3.2 The firm shall remove such workers from the site whose behavior is found improper. Chief Executive Officer's decision should be final.



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- 3.3 Any damage to the installation (s) / building during the maintenance staff shall be responsibility of firm and replaced / rectified without any extra cost.
- 3.4 The agency will provide the workers with necessary testing & safety equipments.
- 3.5 Any accident or damage during maintenance / operation will be the responsibility of the agency and department and Sansthan will not entertain any claim, compensation penalty etc. on this account or an account of observance of any other requirement of law relevant to his work.
- 3.6 Agency has to observe all the labour rules and regulations in force.
- 3.7 Dismantled materials shall be returned to the department except those items for which the replacement supplied by the agency.
- 3.8 The department reserves the right to carry out any work at the risk and cost of the agency, If the agency fails to perform any duty as per the contract.
- 3.9 The contractor are advised to inspect the site before quoting and must obtain at its own expense all the information necessary to work and inspect the site and acquaint him self with all the local conditions, mean of access to work and nature of work etc. No Claims shall be entertained on these accounts.
- 3.10 The department reserves the right to terminate the contract by giving show cause notice of one month duration at any time during the currency of the contract.
- 3.11 The contractor has to keep all the electro-mechanical equipments and site neat and clean to avoid any accident and or fire hazards.
- 3.12 Firm should have rounded the clock contract telephone number. In case of emergency contractor and authorized engineer / supervisor shall be available at site on short notice from engineer-in-earliest.



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3.13 A complaint book as per annexure II Shall be kept upto date by the firm and the same shall be available for checking and verification.

3.14 After the contract period is over the installation has to be duly handed over to the department. The contractor shall be responsible for any discrepancies vis-à-vis, the status of installation at the start of work plus any modification carried out during the currency of the contract.

3.15 The rate to be quoted must be full and final exclusive of GST.

3.16 The staff engaged by the firm shall bear I – card only.

4.0 Monthly Report :

The Contractor shall submit monthly reports on 1st day of every month for maintenance carried out in last month

The contractor shall maintain a maintenance register in which a record of any daily / weekly / fortnight / monthly quarterly / annual maintenance activities carried out including replacement / repair of any item with quantity for each service shall be maintained.

5.00 Warranty :

One year warranty for all replaced parts including filters from the date of installation.

5.1 Contract Period - **One year or as per Sansthan decision**

5.2 **Penalty** :- If Breakdown call not attended or failed to attend within 24 hours of first call made contractor will liable for penalty after 24 hours from the time of information and amount Rs. 500/- per day will be deducted from the bill of CAMC as a penalty.



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5.3 All the spares & accessories required to maintain the **Air Ventilation System & Exhaust System** Units in good working condition will be supplied by contractor / e-tenderer at no extra cost.

5.4 Contractor will attend all the breakdown calls & when required apart from above routine maintenance.

5.5 In case, the material is found to be faulty, substandard etc. contractor will be liable to replace the same.

6.00 **Terms of payment :**

Quarterly payment shall be made after completion of maintenance period, with each bill, a certification from the contractor that maintenance has been carried out properly any testing etc. required during the period have been performed. This certificate shall be countersigned by the A.C. Supervisor / Technician of Sansthan of Mechanical Dept.

7.0 **Material for work :**

Sansthan will not provide any instrument, welding material, gas material, labour, crane, vehicle, accommodation for labour, required for work. The Contractor / Fabricator shall make his own arrangements for procuring all the materials required for the execution of the above work and store the same at site at his own cost.

8.0 **Responsibility :**

Sansthan will not responsible for any type of accident occurred while carrying out the work by Contractor. Contractor is full responsible for that & for the same; Compensation will not be paid by Sansthan at any how cost.



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ANNEXURE I

1. **Contract Period**

This contract will be effective for one year. Sansthan reserve the right to extend the contract period by three month with mutual consent.

2. **Termination**

Sansthan reserves the right to terminate the contract by giving notice of one month duration at any time during period of contract.

3. **Jurisdiction**

ALL DISPUTES ARISING OUT OF THIS AGREEMENT SHALL BE SUBJECT TO JURISDICTION OF RAHATA & KOPARGAON COURT ONLY.

4. **Price**

- a) Prices are exclusive of GST & and will remain firm till completion of contract period.
- b) Prices are F.O.R. Shirdi. Prices are inclusive of freight & insurance.
- c) **Original Spares** required for maintenance to be supplied by appointed service dealer free of cost on the location as per requirement.
- d) This is the Comprehensive Annual Maintenance Contract for Air ventilation & Exhaust System .

5. It is agreed that all other agreed terms and conditions shall be as contained in the attached documents forming an integral part of this agreement including those mentioned here in above.



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ANNEXURE II

SCOPE OF WORK

Routine Inspection / Maintenance subject to availability of Shutdown

Monthly Air Ventilation System & Exhaust System. :

- Maintenance of blowers
- Inspection of Motor Bearing
- Rewinding of Motor winding if required
- Servicing of valves
- Servicing of Pumps
- Inspection of Level Indicator
- Servicing of Nozzles
- Cleaning of Filters
- Cleaning of Eliminators
- Cleaning of Louvers
- Cleaning of Blower

Routine Inspection / Maintenance Yearly

- Tightness of Pulley grub screw & grub screw on Blower
- Alignment of Motor Pulley
- Bearing Lubrication
- Tightness of grub screw on impeller hub.
- Duct insulation (Indoor and outdoor) repairing or change if necessary
- Cleaning of indoor duct with chemical



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Monthly Routine Inspection of Air Ventilation System & Exhaust System

- Visual observations for any abnormality / deteriorations of equipments.
- Measurement of Temperature at various locations.
- Submission of reports.

Emergency Break down Maintenance & Repair (In the scope of CAMC & included in costing)

- Opening of sections.
- Submission of report with recommendations.
- Replacement of spares / Repair of any worn out part including electrical panel.
- Submission of a report of the work done and recommendation.
- The resolution time shall be 24 to 48 hrs. for all Major break down subject to availability of spares
- Replacement of blower, belts, fans with brandnew.
- Duct repairing, welding, fabrication, sheets. etc.
- Motor winding / motor replacement
- Electrical parts (starter, relay, fuses, etch.) replacement.



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ANNEXURE – III

Comprehensive Annual Maintenance Contract of Air Ventilation System & Exhaust System

PART – I SCOPE OF MAINTENANCE

1. Keep all the units in clean & healthy working condition.
2. Keep Plant healthy working condition.
3. Attending day-to-day faults promptly.

PART – II TASK TO BE PERFORMED WITHIN 7 DAYS

Inspect all units for proper electrical connection and installation etc. Any short coming to be recorded and brought to notice of the head of Mechanical Department. The system shall be brought to healthy condition within 15 days (in phased manner) after award of work for efficient trouble free operation if the firm is successful in the bid.

PART – III PERIODICAL MAINTENANCE

1. Clean the machines – fortnight
2. Checking the performance of all equipments – quarterly
3. Checking of electrical connections – quarterly.

PART –IV MONTHLY MAINTENANCE

1. Checking working of isolation valves on suction & discharge line.
2. Checking & clean drain piping of each unit.
3. Checking & rectify the day-to-day problems, if any on machine side.
4. Cleaning of air filters at periodic intervals with water.
5. Lubricating of moving parts with appropriate lubricant.
6. Periodic inspection of safety of operating controls.
7. Periodic inspection of refrigerant quantity of determines leaks in system.
8. Checking vibrations being developed in system due to any reasons.

PART V - DUCT CLEANING WITH CLEANING MACHINE

Duct cleaning (Indoor and outdoor, innerside) with duct cleaning machine of all air handling units once in contract period.

PART VII - SPECIAL CONDITIONS RELEVANT TO PARTICULARS JOB / PARTICULAR SITE.

Service card / report / register shall be maintained by the agency as desired by the department.



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The Tentative Technical data of Air Ventilation System & Exhaust System Installed in Shri Sai Prasadalya of Shri Saibaba Sansthan Trust, Shirdi.

(For Information Only)

Sr. No.	Description	Unit	Place / Section					Total
			Boondi Making	Ladoo Making	Main Kitchen	Poori Making	Chapati Making	
1.	Air Washier							
	32000 CFM	Nos.	1					1
	31000 CFM	Nos.			2			2
	30000 CFM	Nos.					2	2
	21500 CFM	Nos.		2				2
	18000 CFM	Nos.				1		1
2.	Exhaust Fan							
	36000 CFM	Nos.	1					1
	30000 CFM	Nos.			2			2
	15000 CFM	Nos.			1			1
	22500 CFM	Nos.		2				2
	22200 CFM	Nos.					3	3
	20000 CFM	Nos.				1		1
3.	Panel							
	Kichen No. 1	Nos.	1					1
	Kichen No. 2	Nos.		1				1
	Kichen No. 3	Nos.			1			1
	Kichen No. 4	Nos.				1		1
	Kichen No. 5	Nos.					1	1



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Make of equipments used for the Air Ventilation System & Exhaust System

Annexure – ‘A’

Boondi & Lodu Making Section

Sr. No.	Description	AHU No. 1	AHU No. 2	AHU No. 3
1.	Model No.	FLHU – 300	FLHU – 240	FLHU – 240
2.	Serial No.	FL-8011-1	FL-8011-2	FL-8011-6
3.	Air Quality (CFM)	32000	21500	21500
4.	St. Pressure in mm wg.	75	75	75
5.	Fan Model	BDB 1000T	BDB 900T	BDB 900T
6.	Motor Rating in Kw/Pole	18.5/4	11/4	11/4
7.	Fan Pulley	300 x 4B	300 x 3B	300 x 3B
8.	Motor Pully	155 x 4B	161 x 3B	161 x 3B

Annexure – ‘B’

Main Kitchen Section

Sr. No.	Description	AHU No. 1	AHU No. 2	AHU No. 3
1.	Model No.	FLHU – 300	FLHU – 350	FLHU – 350
2.	Serial No.	200810094	FL-8011-3	FL-8011-3
3.	Air Quality (CFM)	30000	31000	31000
4.	St. Pressure in mm wg.	75	75	75
5.	Fan Model	BDB 1000T	BDB 100T	BDB 100T
6.	Motor Rating in Kw/Pole	18.5/4	18.5/4	18.5/4
7.	Fan Pulley	315 x 4B	300 x 4B	300 x 4B
8.	Motor Pully	159 x 4B	153 x 4B	153 x 4B



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Make of equipments used for the Air Ventilation System & Exhaust System

Annexure – ‘C’

Poori Making Section

Sr. No.	Description	AHU No. 1
1.	Model No.	FLHU-180
2.	Serial No.	FL-8011-4
3.	Air Quality (CFM)	18000
4.	St. Pressure in mm wg.	75
5.	Fan Model	BDB 800T
6.	Motor Rating in Kw/Pole	11/4
7.	Fan Pulley	265 x 3B
8.	Motor Pully	164 x 3B

Annexure – ‘D’

Poori Making Section

Sr. No.	Description	AHU No. 1
1.	Model No.	FLHU-300
2.	Serial No.	200810093
3.	Air Quality (CFM)	30000
4.	St. Pressure in mm wg.	75
5.	Fan Model	BDB 1000T
6.	Motor Rating in Kw/Pole	18.5/4
7.	Fan Pulley	315 x 4B
8.	Motor Pully	159 x 4B

MAINTENANCE SERVICES

Timing	Maintenance Hours	Nature of support services
During all days	24 hours	Service Contractor should provide qualified staff. (Minimum one person per day is required)



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Annaxure - IV
UNDERTAKING BY THE CONTRACTOR

Date :

To,
Chief Executive Officer,
Shri Saibaba Sansthan Trust, Shirdi.

Dear Sir,

I/We.....do here by tender for providing Comprehensive Annual Maintenance Contract of Air Ventilation System & Exhaust System Installed at Sai Prasadalaya as per the quoted rates and in all respect in accordance with the conditions applicable.

Nature of work:- Tender for providing Comprehensive Annual Maintenance Contract of Air conditioner Installed in All Department of Shri Saibaba Sansthan Trust, Shirdi

I/We have paid an amount of Rs. 5,000/- through DD towards EMD. I/We are aware that the EMD will not bear any interest. Should my/our tender is accepted, I/we agree to pay 5 % of contract value towards security deposit for the due fulfilment of the contract.

If this tender is accepted, I/We agree to abide by and fulfil all the terms and conditions of the contract or in default pay thereof the Commercial Tax Department the sum of money mentioned in the said contract without prejudice to any other right of the Commercial Tax Department.

I/We hereby distinctly and expressly declare and acknowledge that before submission of this tender; I/We have carefully followed the instructions and I/We have made examination of contract documents.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the Commercial Taxes Department based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said contract, agreements, stipulations, restrictions and conditions.

Any notice required to be served on me/us shall be sufficiently served on me/us by post (registered or ordinary) or courier or left at my/our address given herein.

I/We fully understand the terms and conditions of the contract to be entered into between me/us and the Commercial Taxes Department and the written agreement shall be the foundation of the rights of both the parties and the contract shall not be deemed to be complete until an agreement has been signed by me/us and the Commercial Tax Department.

Dated this....day of.....2022

Agency/Contractor



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ANNEXURE – V
DETAILS OF CONTRACTOR

Sr. No.	Particulars	Details
1.	Name of Company / Firm / Agency	
2.	Name of Proprietor / Director of Company / Firm / Agency	
3.	Full Address of Reg. Office	
4.	Telephone No.	
5.	E-mail Address	
6.	GST No. (Attach Copy)	
7.	Bank Details (For RTGS)	
	a) Bank Name	
	b) Branch Address	
	c) Account Number	
	d) Type of Account (Current / Savings)	



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BOQ

Nature of Work - Comprehensive Annual Maintenance Contract of Air Ventilation System & Exhaust System in Sai Prasadalya of Shri Saibaba Sansthan Trust, Shirdi.

Sr. No.	Description of Work	Qty	Unit	Rate	Total
1	Supply of Filters for Air Washer (Each 10 Micron)				
2.	Air Washer				
2.01	32000 CFM	1	Nos		
2.02	31000 CFM	2	Nos		
2.03	30000 CFM	2	Nos		
2.04	21500 CFM	2	Nos		
2.05	18000 CFM	1	Nos		
3	Exhaust System				
3.01	36000 CFM	1	Nos		
3.02	30000 CFM	2	Nos		
3.03	15000 CFM	1	Nos		
3.04	22500 CFM	2	Nos		
3.05	22200 CFM	3	Nos		
3.06	20000 CFM	1	Nos		
4	Electric Control Panel				
4.01	Kichen No. 1				
4.02	Kichen No. 2				
4.03	Kichen No. 3				
4.04	Kichen No. 4				
4.05	Kichen No. 5				
Total Amount :-					

In Word -----

Agency/Contractor