

Quotation

For

**Comprehensive Annual Maintenance Contract
For Samadhi Mandir Central A.C. Plant
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 - 258500, FAX : 02423 – 258870
WEBSITE - <http://www.shrisaibabasansthan.org.in>**



SHRI SAIBABA SANSTHAN TRUST, SHIRDI
POST. SHIRDI, PIN.423 109
TAL. RAHATA, DIST. A.NAGAR
Phone No. : 02423 – 258824, 25
E-Mail: mechanical@sai.org.in

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 For Samadhi Mandir Central A.C. Plant 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 tender 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 work experience Certificate. (The bidder should have satisfactory at least single work of similar nature costing minimum Rs. 3,00,000/- during the last three financial work. The bidder should submit the certified copies of work completion certificates issued by the client.) |
| 4. | 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) |
| 5. | Copy of Undertaking Certificate as per annexure V |
| 6. | Details of Contractor as per annexure -VI |

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



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TERMS & CONDITIONS

1. The Chief Executive Officer, Shri Saibaba Sansthan Trust, Shirdi, Tal – Rahata, Dist – Ahmednagar (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 deposited would be forfeited.
4. Here quoting lowest rates will not amount to commitment for award of contract.
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 **Central AHU with Condensing Units & Other Units** 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 **Central AHU with Condensing Units & Other Units** 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-b for the same.
9. No advance payment if any case would be made. However, payment will be made on quarterly basis after the submission of user satisfactory reports along with the bill of each quarter.
10. As the contract shall be comprehensive, hence, if the firm wishes to inspect the equipment's, the same may be done between 10.00 a.m. to 4.00 pm before 10 days to submission of quotation.
11. 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 may notice and performance security would be forfeited.
12. **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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GENERAL CONDITIONS

1.0 Scope of Maintenance :

Maintenance of the **Central AHU with Condensing Units & Other Units** 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 behaviour with occupants.
- 3.2 The firm shall remove such workers from the site whose behaviour is found improper. Chief Executive Officer's decision should be final.
- 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 equipment's.
- 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.



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- 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 himself 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 equipment's 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.
- 3.13 A complaint book as per annexure II Shall be kept up to 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 excluding of all type of taxes.
- 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.



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5.00 **Warranty:**

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

- 5.1 Contract Period - **One year from date of work order or as per Sansthan decision**
- 5.2 Breakdown response time – within 8 hours
- 5.3 All the spares & accessories (including electrical panel parts, contractor) required to maintain the **Central AHU with Condensing Units & Other Units** in good working condition will be supplied by contractor 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.

6.0 **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.

7.0 **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 II

1. **Contract Period**

This contract will be effective for one year from date of work order

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. **Force Majeure**

The **Appointed Service Dealer** is not liable in whatsoever manner to the **Sansthan** in the event of any delay in performance of any of its obligations under this agreement due to conditions constituting force majeure which shall include but not limited to strikes, lockouts, breakdown of communication etc.

4. **Jurisdiction**

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

5. **Spares**

Spares will be supplied free of cost on the location as per requirement and situation

6. **Price**

- a) Prices are exclusive of GST & and will remain firm till completion of contract period.
- b) **Original Spares** required for maintenance to be supplied by appointed service dealer free of cost on the location as per requirement.
- c) This is the Comprehensive Annual Maintenance Contract for Samadhi mandir central AC Plant.

7 **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.



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ANNEXURE III

SCOPE OF WORK

Routine Inspection / Maintenance subject to availability of Shutdown

Monthly Central AHU with Condensing Units & Other Units:

- Maintenance of blowers
- Inspection of Motor Bearing
- Rewinding of Motor winding if required
- Servicing of valves
- Inspection of Level Indicator
- Cleaning of Filters
- Cleaning of Eliminators
- Cleaning of Louvers
- Cleaning of Blower
- Cleaning of condensing Coil and evaporator Coil.

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

Monthly Routine Inspection of Central AHU with Condensing Units & Other Units

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



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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.
- 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 blowers, belts, fans with brand-new.
- Duct repairing, welding, fabrication, sheets. etc.
- Fan Motor winding / motor, Compressor replacement
- Electrical parts (starter, relay, fuses, contactor etc.) replacement.

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 For Samadhi Mandir Central A.C. Plant Of Shri Saibaba Sansthan Trust, Shirdi. as per the quoted rates and in all respect in accordance with the conditions applicable.

Nature of work:- Comprehensive Annual Maintenance Contract For Samadhi Mandir Central A.C. Plant 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 - VI

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. | |
| 7. | Bank Details (For RTGS) | |
| | a) Bank Name | |
| | b) Branch Address | |
| | c) Account Number | |
| | d) Type of Account (Current / Savings) | |



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B.O.Q.

Nature of Work - Comprehensive Annual Maintenance Contract for Samadhi Mandir & Premises
Central A.C. Plant of Shri Saibaba Sansthan Trust, Shirdi.

| Sr. No. | Description of Work | Qty | Unit | Rate | Total |
|----------|------------------------|-----|------|------|-------|
| 1 | AHU | | | | |
| 1.01 | 4000 CFM | 3 | Nos | | |
| 1.02 | 7000 CFM | 5 | Nos | | |
| 1.03 | 8000 CFM | 1 | Nos | | |
| 2 | Condensing Unit | | | | |
| 2.01 | 5.5 Tr 4000 CFM | 6 | Nos | | |
| 2.02 | 5.5 Tr 7000 CFM | 15 | Nos | | |
| 2.03 | 5.5 Tr 8000 CFM | 4 | Nos | | |
| 3 | Panel | | | | |
| 3.01 | 4000 CFM | 3 | Nos | | |
| 3.02 | 7000 CFM | 5 | Nos | | |
| 3.03 | 8000 CFM | 1 | Nos | | |
| | Total | | | | |

In Word -----

Agency/Contractor