

## QUOTATION

For

**Comprehensive Annual Maintenance Contract of Water Coolers Installed in all Premises of Shri Saibaba Sansthan Trust, Shirdi.**



**SHRI SAIBABA SANSTHAN TRUST, SHIRDI  
POST – SHIRDI, TAL – RAHATA, DIST – AHMEDNAGAR,  
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## TECHNICAL BID CONTENTS

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

The following document should be upload / attached as per tender schedule duly self attested by the tenderer

Sr.No.	Brief Details minimum Qualifying Criteria and of documents required
1.	Scanned copy of Valid registration certification of Shop Act/ Company /Firm etc.
2.	Scanned copy of Registration Certificate of GST.
3.	Scanned copy of Registration / Clearance Certificate under Goods & Service Tax act (GST)
4.	Scanned 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 20 lakhs in the last three financial years. (2019-20,2020-21,2021-22)
5.	Scanned copy of Undertaking Certificate (Annexure –II)
6.	Details of Contractor (Annexure –III)

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



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## **GENERAL CONDITIONS**

### **1.0 Scope of Maintenance :**

Maintenance of the **Water Coolers** 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 behaviour is found improper. The 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.
- 3.9 The tenderer 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.



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- 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 The rate to be quoted must be full and final including all type of taxes and duties.

**4.0 Increase / Decrease of tendered quantity :**

SANSTHAN reserves the right to extend the contract period by 3 months with mutual consent.

**5.0 Monthly Report :**

The Contractor shall submit monthly reports on 1<sup>st</sup> 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 / annual maintenance activities carried out including replacement / repair of any item with quantity for each service shall be maintained.

**6.00 Warranty :**

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

- 6.1 Contract Period – One Year (or as per Sansthan decision)
- 6.2 Breakdown response time – within 8 hours
- 6.3 **Penalty:-** If the breakdown call not attended or failed to attend within a hour from time of first call make, contractor / tenderer will liable for penalty after 8 hours from the item of information and amount of Rs. 500/- per day will be deducted from the bill of CAMC as a penalty.



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- 6.4 All the spares & accessories required to maintain the **Water Coolers** Units in good working condition will be supplied by contractor / tenderer at no extra cost.
- 6.5 Contractor / tenderer will attend all the breakdown calls & when required apart from above routine maintenance.
- 6.6 In case, the material is found to be faulty, substandard etc. contractor / tenderer will be liable to replace the same.

#### **7.0 Security Deposit:-**

The security deposit shall be 5% of contract sum. Successful bidder shall pay Security deposit by cash DD within 15 days from date of work order. Security deposit amount will be kept for contract period. No interest will be paid on amount.

In case of unsatisfactory performance during contract period or in case of major accident / loss / fire on account of negligence on part of the contractor, the contract shall be terminated and SD deposited shall be stand forfeited.

#### **8.00 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 Mechanical Dept.**

#### **9.0 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.

#### **10.0 Responsibility :**

Sansthan will not be 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 cost.



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11.0 In case violation of any terms and conditions on the part of the firm is noticed and / or the service are found unsatisfactory, performance security can be forfeited at the discretion of the competent authority. Further in case the complaint is not attended to promptly and within the specified time the work will be got done from other sources at the contractor's risk and cost. In this regard the decision of The Chief Executive Officer (the competent authority) shall be final and binding on he contractor.

### **12.0 Price**

- a) Prices are inclusive 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.

### **13.0 Jurisdiction**

All disputes arising out of this agreement shall be subject to jurisdiction of Rahata & Kopergaon court only.

14.0 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.



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## **ANNEXURE – I**

### **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 & washing condenser cooling coil with wire brush to improve the efficiency of condenser & compressor.
5. Draining of moisture control valve functioning.
6. Cleaning of air filters at periodic intervals with water.
7. Lubricating of moving parts with appropriate lubricant.
8. Periodic inspection of safety of operating controls.
9. Periodic inspection of refrigerant quantity of determines leaks in system.
10. Checking vibrations being developed in system due to any reasons.

### **PART VI - PART SCOPE OF WORK**

1. The contract being comprehensive in nature all material required for attending the fault and breakdown including repair or replacement of parts for restoration on service including compressor will be firm's responsibility. In case compressor / motor goes faulty and needs repair such compressor / motor shall only be replaced factory assembled and factory tested sealed compressor.





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2. All breakdown calls / complaints have to be attended by the firm with utmost promptness. If the contractor is found to be irregular or the work done by him is found to be unsatisfactory the additional cost involved in repairing, servicing **Water Coolers** will be recovered from his bills. The individual **Water Coolers** shall not be out of service beyond one week. Failure to do so shall invite penalty.

**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.

**MAINTENANCE SERVICES**

<b>Timing</b>	<b>Maintenance Hours</b>	<b>Nature of support services</b>
During General shifts on all days	10.00 a.m. to 18.00 p.m	Service Contractor should provide qualified staff. (Minimum two person per day is required)



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## **UNDERTAKING BY THE CONTRACTOR**

Date :

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

Dear Sir,

**Tender for providing Comprehensive Annual Maintenance Contract of Water Coolers Installed in All Department Premises of Shri Saibaba Sansthan Trust, Shirdi**  
I/We.....do here by tender for providing Comprehensive Annual Maintenance Contract of Water Coolers including all kinds of Routine Preventive & Corrective (Breakdown) Maintenance of water cooler 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 Water Coolers Installed in All Department Premises 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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**DETAILS OF CONTRACTOR**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
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.	GST No. (Attach Copy)	
6.	<b>Bank Details (For RTGS)</b>	
	a) Bank Name	
	b) Branch Address	
	c) Branch Code	
	d) Bank IFSC Code	
	e) Account Number	
	f) Type of Account (Current / Savings)	



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**Quotation Inviting Authority :** Chief Executive Officer, SHRI SAIBABA SANSTHAN TRUST, SHIRDI

**Nature of Work -** Comprehensive Annual Maintenance Contract of Water Cooler installed in All department Premises of Shri Saibaba Sansthan Trust, Shirdi.

<b>Sr. No.</b>	<b>Description of Work</b>	<b>Qty</b>	<b>Unit</b>	<b>With GST Rate</b>	<b>Total</b>
1	Water Coolers - 400 ltrs	30	Nos		
2	Water Coolers - 150 ltrs	23	Nos		
3	Water Coolers - 120 ltrs	04	Nos		
4	Water Coolers - 80 ltrs	104	Nos		
5	Water Coolers - 40 ltrs	4	Nos		
Total					

Agency / Contractor