

# छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर

Ref. No.: C.S.J.M.U./ Engg.(Elec.)/ 309 /2014

Date : 07.07.2014


## प्रकाशनार्थ

 **छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर**  
सी.एस.जे.एम.यू./ इजी(विद्युत)/309/2014 दिनांक: 07.07.2014

**अल्पकालिक निविदा सूचना**

विश्वविद्यालय के ए.सी., वाटर कूलर, ए.सी. प्लान्ट, विद्युत सब-स्टेशन के अनुरक्षण/परिचालन एवं विद्युत सामग्री क्रय हेतु सक्षम फर्मों से अलग-अलग मुहरबन्द निविदा दिनांक: 14.07.2014 को अपराह्न 2.00 बजे तक सम्पत्ति अधिकारी, सी.एस.जे.एम. विश्वविद्यालय, कानपुर के कक्ष में रखे टेण्डर बॉक्स में आमंत्रित की जाती हैं। निविदा प्रपत्र एवं विस्तृत विवरण वि0वि0 की वेबसाइट [www.kanpuruniversity.org](http://www.kanpuruniversity.org) पर उपलब्ध हैं।

(सय्यद वकार हुसैन)  
कुलसचिव

  
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**CHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR**Tender No - C.S.J.M.U. / Engg (Elef) / 309 / 2014Date:- 07.07.14**Instruction to the tender:-**

1. **Name of work-** Annual Maintenance of Air Conditioners and water coolers.
2. **Earnest money to be submitted-**The Bidder shall deposit the Earnest money amount Rs.50, 000.00 in the shape of FDR /demand draft/Banker chq, in favor of "**Finance Officer, CSJM University**" payable at Kanpur.
3. **List of document (Self attested Xerox copy ) to be submitted necessarily with tender:-**
  - Authorized service dealer/ service provider certificate of Air Conditioner.

OR

Certificate of enlistment with PWD/CPWD or any other Government/Semi-Government organization.

- The firm must provide evidences of adequate & relevant work experience in Government / Semi-Government organization.
  - Service tax number of the firm.
  - Tin number of the firm.
  - Pan card number of the owner/proprietor.
  - EPF number of the firm.
4. **Tender Cost:-** Tender forms along with terms and conditions can be obtained from cash counter of university Up to 14.07.14 on payment Rs.500.00. Receipt of tender cost must be enclosed with the Technical Bid. Alternatively forms can be downloaded from university website: [www.kanpuruniversity.org](http://www.kanpuruniversity.org). Downloaded forms must be submitted with a Demand draft of Rs.500.00 in favor of "Finance Officer, C.S.J.M University, Kanpur" payable at Kanpur.
  5. Tenderers are advised to go through the instructions carefully and furnish complete information along with their tender offer, failing which their offer may not be considered at all. Tenders shall be received in two separate parts each shall be in separate sealed covers as hereunder:-
    - TENDER BID PART I :- Part I shall contain the earnest money Rs50,000.00 in the shape of Bank draft/Banker chq./ FDR & Self attested copies of item listed in 3&4 above. The sealed cover containing this part of the tender bid shall be superscribed, **Tender bid part-I (Technical)**
    - TENDER BID PART II: - Part II shall be contain tender schedule rates only. The sealed cover containing this part of the tender bid shall be superscribed, **Tender bid part-II (Commercial)**
  6. TENDER BIDS PART I&II: - Part I & II shall be put in one big envelope duly sealed and marked as "Tender for annual maintenance of air conditioners and water coolers."
  7. The tenders shall be received up to 02:00 PM on 14.07.14 in the office of Estate officer, CSJM University, Kanpur. The tenders will be publicly opened in meeting hall of administrative building at 03:00 PM presence/absence the tenderer on the same day.
  8. If the scheduled date of tender opening is holiday due to any reason the tenders shall be received and opened on next working day at the same time and place.
  9. The rates should be quoted in the form of schedule of quantities of tender document.
  10. Work and site can be seen in the CSJM University campus on any working day.

## TERMS & CONDITIONS

1. The quantities mentioned in this tender are and shall be deemed to only approximate. The split /window air conditioners and water cooler are 1 to 16 years old and their condition shall be taken in to consideration before quoting. However machines shall be handed over to the contractor in working condition only.
2. The successful tender will have to execute an agreement with the university.
3. The tender document once submitted will not be returned back.
4. Conditional offers shall not be entertained in any case.
5. The rates quoted should be inclusive of all taxes. University will not pay any taxes separately. The TDS as per norms of U.P. State Government / Government of India shall be deducted from the bills of the contractors at the prescribed rates.
6. Payment will be on quarterly basis after satisfactory job work.
7. All the air conditioners, water cooler under comprehensive AMC, will be for one year from the date of start of AMC. This period may be extended with mutual consent of both the parties for further next two years on yearly basis.
8. Complaints shall be attended preferably on the same day but necessarily on the next working day. If any complaint remains pending for more than two days, penalty shall be recovered on the basis of logbook record at the rate of Rs.100.00 per day per complaint/ default. The amount of penalty shall be recovered from contractor bill, Contractor shall be required to keep material of approved brand and other spare parts in ready stock for immediate replacement. In case any unit can not be repaired for any reason beyond control a stand by unit of suitable size must be made available by the firm with in 24 hours.
9. The firm will depute the service of 03 mechanics and 03 helpers at the disposal of the university exclusively for this work, who shall report to the university Jr. Engineer (Elect) of air conditioner water coolers on all working day.
10. Work and site can be seen in the university campus on any working day.
11. The contractor will arrange for temporary stores at the site of work at his own cost.
12. The water cooler, air conditioners shall be maintained for preventive maintenance and also shall be attended on "as and when required basis". Replacement of all spare parts including compressor, blower, condenser, fan moter, cooling coil, remote, printed circuit board refrigerant and damaged Kenny, insulation with pipe etc. are included in the scope of work. The work is therefore for comprehensive maintenance including service and components.
13. In case of compressor replacement the firm will provide a brand new sealed packed compressor of equivalent rating and reputed make. Guarantee/Warranty card must be deposited with in the University. The old defective compressor can be taken by the firm. No extra payment will be made for the replacement of the compressor.
14. All machines shall be given 3 (three) dry and 1(one) wet service in a year, cleaning of all parts by blowing air, cleaning of air filters, oiling the blower motor and testing for normal operation.
15. All machines shall be wet cleaned once in year to clean the cooling coil, condenser coil by using acid, lubrication of fan motor etc. painting the machine and replacing the air filters shall also be carried out during the
16. Split / Window air conditioners/water cooler having problem like " less cooling due to gas shortage" or " defective compressor" etc. (of which repairing at site in not possible) shall be taken to the workshop and returned duly repaired by next working day.

  
Registrar

17. Contractor will have to do routine check of air conditioners once every fortnight. It will be the contractor's responsibility to insure that the all AC and water cooler working condition & neat and clean at all times.
18. Complaints shall be received by the university engineer who shall issue the job orders to the contractors. The orders shall be returned to AC/ Water cooler unit on same day after the complaint is attended.
19. Subletting the work is strictly prohibited and also the operating staff shall maintain discipline and works ethics. However the university shall have the right to ask any of maintenance staff to leave the premises if in the opinion of the university the conduct of such an employees is not in the interest of the university.
20. The contractor shall have to pay the wages to workers as per the norms of U.P.Govt/ Government of India.
21. A list of all complaints and its day to day status shall be recorded in a logbook and this record shall be put up to the Engineer in charge on regular basis.
22. The qualification and experience of the staff shall be as under :-
  - (a) :- Mechanic - Skilled in the similar field
  - (b) :- Helper - Literate, preferably High School Pass.
23. Any referral dispute shall be referred to Vice Chancellor whose decision will be final.
24. 10% Security Amount of the tender value of annual comprehensive maintenance will be deposited by the successful bidder in the form of FDR in name Finance Officer, C.S.J.M. University, Kanpur.
25. The university does not pledge to accept the lowest or any other tender and reserves the right not to accept the whole or any portion of any tender as it may think fit without assigning any reason for non- acceptance or selection or reject all tenders without assigning reason thereof.
26. All air conditioner, water cooler, will be handed over to contractor on "AS IS WHERE IS" condition.
27. During the maintenance/service/overhauling of relative works within the contract period, if any accident occurs connecting to equipment/persons of contractor, it will be responsibility of the contractor. The contractor shall be bound to follow all working safety norms both mechanical and electrical.
28. The C.S.J.M University authority may short close / cancel the contract at any time in case of unsatisfactory performance or defect on the part of contractor or due to any administrative and unforeseen reason.
29. The contract cannot be short closed / cancelled by the contractor without permission of the University authority. Minimum 3 month advance intimation shall be given by the contractor for short closing / cancellation of the contract.

      
Registrar

**CHHATRPATI SHAHU JE MAHARAJ UNIVERSITY, KANPUR**  
**TECHNICAL BID**

Name And Address Of Firm.....

.....Telephone No.....

Service dealer certificate Details.....

Enlistment Details.....

Experience details.....

Service Tax Number:-..... Vat/ Tin No:-.....

EPF No..... Pan No.....

Details of Earnest Money Deposit:-

EMD Amount Rs.....Name & branch of Bank.....

Bankers Cheq/ D.D/FDR No.....Date.....

Details of Tender cost Deposit:-

Tender Cost Rs.....University Receipt / D.D No.....

Name & branch of Bank.....Date.....

I have read all the terms and condition and I pledge to abide by them.

Date & Signature of Tenderer (With Seal):-.....

Enclosures:-

  
Registrar  
C.S.J.M. University, Kanpur

**Note:-** The tenderer are required to enclosed all documents listed in point no. 3&4 of instructions list.



## FINANCIAL BID

SCHEDULE OF QUANTITY

**NAME OF WORK:** - AMC of Air Conditioner, water Cooler in campus at C.S.J.M. University,  
Kalyanpur, Kanpur.

**Part A -**

S.No.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
1	AMC of following capacity WAC - (a) Window AC 1.5 Ton (b) Window AC 2.0 Ton	64 Nos 153 Nos	each each		
Rs. In word :- (.....)				<b>Total Rs.</b>	

**Part B -**

S.No.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
1	AMC of following capacity SAC- (a) Split AC 1.5 Ton (b) Split AC 2.0 Ton (c) Split AC 2.8 Ton (d) Split AC 3.5 Ton	09 Nos 145Nos 01 No 03 Nos	each each each each		
Rs. In word :- (.....)				<b>Total Rs.</b>	

**Part C -**

S.No.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
1	AMC of Water Cooler 150 Ltr.	49 Nos	each		
Rs. In word :- (.....)				<b>Total Rs.</b>	

  
**Registrar**  
 C.S.J.M University, Kanpur

