



SOUTH ASIAN UNIVERSITY

Rajpur Road, Maidan Garhi

New Delhi – 110 068

www.sau.int

SAU / 9 / 17 / 2023 / 097

Date: 19.04.2023

NOTICE INVITING LIMITED TENDER

NIT No: > 39 / SAU / NIT / 2023

Sealed, item rate quotations are invited on behalf of the Registrar, SAU, New Delhi, from the general water suppliers through tankers, so as to reach this office on or before 26.04.2023 up to 3.00 P.M in the sealed envelope. The quotations shall be opened on the same day at 3.30 P.M. in the presence of the intending bidders.

Name of work: Comprehensive A.M.C of Split type Air conditioning units & water coolers at South Asian University, Rajpur Road, Maidan Garhi, New Delhi 110068

SCHEDULE OF QUANTITIES A & B

S No:	Description of item	Qty/rate/amount etc
1	AS ATTACHED IN QUOTATION DOCUMENTS	
	Rate in words (Rs _____)	
		Plus applicable taxes

Encl: Terms & conditions

To

19/04/2023
 Assistant Director (Infra)

1/9



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TERMS AND CONDITIONS

(NIT No: > 39 / SAU / NIT / 2023)

Sub: Comprehensive A.M.C of Split type Air conditioning units & water coolers at South Asian University, Rajpur Road, Maidan Garhi, New Delhi 110068

1. The bidder must visit SAU campus, Rajpur road, Maidangarhi, New Delhi 110068 & acquaint himself with the area, its surroundings and the location of the equipments before quoting the rates.
2. The tender may be downloaded from the website of SAU i.e www.sau.int. The duly filled, signed & stamped tender needs to be submitted in the sealed envelope, on or before 26 April 2023 at 3.00PM. The tenders will be opened on same day at 3.30 PM in presence of intending bidders.
3. The receipt of the work order should be acknowledged immediately by signing the duplicate copy of the work order as a token of acknowledgement.
4. This contract shall be valid for a period of one year starting from the placement of order. No escalation of any kind is payable. The contract may be extended with mutual consent of the contractor & SAU.
5. **GST >>** SAU has to get the reimbursement of GST. To facilitate the same the contractor has to provide following information. The bidder should have registered with GST department and has to mention the GST registration no: on all invoices raised for the goods and services supplied. SAU has been allotted **UIN: 0717 UNO 00175 UNQ**. The invoice raised should be in conformity with the various provisions of respective GST Acts and should include the following-
 - > Name, address and GSTIN of the supplier;
 - > Invoice Number;
 - > Date of issue
 - > Name, address UIN of the recipient;
 - > HSN code of goods or Accounting Code of services (SAC)
 - > Description of goods or services;
 - > Quantity in case of goods and unit or Unique Quantity Code thereof;
 - > Total value of supply of goods or services or both;
 - > Taxable value of supply of goods or services or both considering discount or abatement, if any;
 - > Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
 - > Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax, Union territory Tax or cess);
 - > Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
 - > Address of delivery where the same is different from the place of supply;
 - > Signature or digital signature of the supplier or his authorized representative:
6. The agency shall submit self attested copy of GST registration certificate, PAN card along with the bid.
7. All pages must be signed and stamped as a token of acceptance of the quotation.



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219



AD (1)



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New Delhi – 110 068

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8. **Disputes:** In case of any disputes, differences or objections connected with or arising out of the works awarded with this work order or the meaning or operation of any part of the terms, the matter shall be referred for arbitration to any officer appointed by the President of the South Asian University and his decision shall be final and binding.
9. Quoted rates shall be valid for 90 days for acceptance of SAU. The rates shall be inclusive of Transportation loading, unloading & handling charges and nothing extra will be paid.
10. Any kind of discrepancy whatsoever in the quotation shall be pointed out at least 7 days earlier than opening of the quotation on a separate letter.
11. **SCOPE OF WORK (Equipment details as per Annexure- I below)**
 - A) **AIR CONDITIONING**
 1. Replacement of all moving parts including compressor, which requires repair / replacement due to normal wear and tear during the contract.
 2. Dehydration & gas charging (Either top up or Full Charge).
 3. All types of testing to identify the faults.
 4. Replacement of parts, capacitors, contactor, controller & repair of motors, PCB's etc.
 5. Reputed / branded items shall be provided during replacements after obtaining approval of the university representative.
 6. Change of air filters / heating elements etc.
 7. Deputing qualified technicians for the works including helpers etc. If required manpower has to be increased as per requirement to attend breakdown calls or routine servicing.
 8. Any spare parts supplied by the department will be fitted free of cost (indigenous or imported).
 9. The first dry / wet servicing will be carried out within two month after award of work depending upon condition of the AC unit.
 10. The inventory for the Air Conditioners is enclosed along with make, model, capacity & date of purchase. (Annexure-1)
 11. Replacement of damaged or worn out insulation of the refrigerant piping or drain piping.
 12. Minimum 2 services (dry or wet) depending on condition & usage of the AC units shall be provided in one calendar year.
 13. Small welding works for various supports inside the unit shall be inclusive. If not possible same shall be replaced free of cost.



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3/9



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B) DRINKING WATER COOLERS

1. Replacement of all moving parts including compressor, which requires repair / replacement due to normal wear and tear during the contract.
2. Dehydration & gas charging (Either top up or Full Charge).
3. Any type of fault in sensor.
4. Replacement of parts, controller, contactor, capacitor, SS taps, repair of motors, etc.
5. Reputed / branded items shall be provided during replacements after obtaining approval of the university representative.
6. Deputing qualified technicians for the works including helpers etc. If required manpower has to be increased as per requirement to attend breakdown calls or routine servicing.
7. Any spare parts supplied by the department will be fitted free of cost (indigenous or imported).
8. Cleaning of water coolers to be done once every month and report be submitted.
9. A separate service register shall be maintained by the contractor in which all the entries in respect water coolers shall be made & got certified by SAU.
10. The inventory for the water coolers is enclosed along with make, model & capacity. (Annexure-1)
11. Minimum 2 services (dry or wet) depending on condition shall be provided in one calendar year.
12. Small welding works for various supports inside the unit shall be inclusive. If not possible same shall be replaced free of cost.

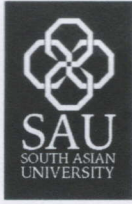
SPECIAL CONDITIONS

1. Work shall be executed according to CPWD GCC 2020 maintenance works, CPWD maintenance manual 2019 (available free of cost at www.cpwd.gov.in). The bidder may also obtain the address of the outlets from the CPWD website or Engineer-in-Charge.
2. The Contractor has to carry out repair maintenance of specified machines/equipment specified in this document which are installed at the permanent campus of the university at Maidaangarhi, New Delhi.
3. The contractor shall be solely responsible for safety & security and general well being of his men working on the site. Special care shall be taken while working at height. The university in no way be responsible for any accident or mishappening on the university work site or any injury caused to any worker of the contractor during the course of his work in the university premises.
4. The work shall be asked to be done in laboratories where costly equipment's are installed. The technician / helper have to work carefully in these areas and any damage to university infrastructure should be recovered from the bills of the contractor.



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5. This contract and the annual maintenance / repairs hereby are non-transferable under any circumstances whatsoever.
6. The payment will be made after completion of each quarter upon submitting the bill along with satisfactory reports from the user on the basis of satisfactory services provided on actual basis. No advance payment shall be made. The service registers needs to be properly maintained with records & signatures and submit while submitting the bills.
7. SAU reserves the right to terminate the contract any time by giving 01 (one) month notice without assigning any reasons thereof. The contractor may withdraw his services by giving at least three months notice to the university.
8. The contractor shall be responsible for maintaining office decorum and good behavior and character of the staff engaged by him.
9. All types of tools, ladders, testing equipment, measuring equipment, safety harness and any other material shall be arranged by the agency for attending the equipments under AMC contract whether in breakdown or routine servicing. Proper nut bolts, rawl plugs, screws, PVC gitti, fastners, clamps etc shall also be arranged for the purpose free of cost.
10. The loading, unloading of any material required for repairs of equipment at SAU and bringing the material upto the work location shall be responsibility of the contractor.
11. The lowest total of both the SOQ's i.e SOQ-A & SOQ-B shall be considered to decide on the lowest bidder. SAU reserves the right to negotiate with the L-1 bidder on the rates in SOQ-B upto the limit of reasonable market rates.

GENERAL WORK CONDITIONS

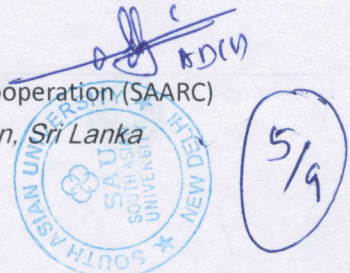
E-mail id on which complaints will be registered:

Contact phone number of the person

1. The Contract will not cover visits / replacement / repairing of parts and/or equipment under the following
 - a) Damage caused to the machines due to floods, fire, accident, riot, breakage, pest, misuse, improper or negligent use, mishandling, unauthorized alteration, modification or substitution of any part and/or the alteration, tempering etc. of the serial no. machine and / or any loss / damage caused due to due to abnormal voltage supply..
 - b) This service contract shall be entered into after due checking and verification of the equipment by the SAU & company's authorized representative jointly & certifying that the same is in good



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5/9



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working condition. During such verification if the equipment is found defective and needs repairing, then the same shall be got repaired and thereafter the contract in respect of the same shall be entered into.

2. One qualified Air Conditioning technician & one helper is to be provided once in 15 days throughout the contract period except Saturday, Sunday & holiday.
3. In addition a call back service shall be provided and the complaint shall be attended within 24-48 hrs of lodging the same. However, if the work / complaint is pending the same has to be attended even on holidays as well even if extra manpower is needed to be deputed. Nothing extra on this account is payable.
4. The agency shall provide through mail the details of the technician before sending them to site. Preferably no change in manpower shall be done.
5. Minor breakdowns like gas topup, leakage arrest in drain pipe, wiring faults, contactor, capacitor replacement etc shall be attended same day. A penalty of Rs 1500/- per day per AC / drinking water cooler shall be made if the same is not done in specified time.
6. Major breakdowns like full gas charge, compressor works, motor repair works, controller faults etc. shall be attended within 3 days. A penalty of Rs 2,500/- per day per AC / drinking water cooler shall be made if the same is not done in specified time.
7. Any damage to any existing installations during the execution of work shall be the responsibility of the contractor and the same shall be made good and nothing extra will be paid.
8. Any accident / electrocution caused due to negligence or during the course of normal work etc., shall be responsibility of the Contractor. The contractor shall be responsible for all compensation to the staff engaged by him.
9. The management also reserves the right to reduce / increase the scope. More equipments of same specification may be added if the same comes out of the warrantee period on pro-rata basis from the rates available in the work order. The unit may be removed from the order if it is to be discarded / removed from its place due to any reason. These shall be intimated to the agency in advance and payment will be deducted accordingly.
10. This contract does not cover the repair / replacement of plastic parts, electricity distribution boards, MCCB/ MCB/ ELCB, ancillary work such as ducting / masonry work, cabinet sheet metal panels, shifting of units in part or as a whole.

Assistant Director (Infra)

Contractor's seal & Signature



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6/9



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ANNEXURE - 1

LOCATION OF AC UNITS					
SI No:	Floor	Room No:	Split / Window / Casattee Capacity /(Spl/Wnd/Cst) Air Conditioner	Make	Purchase date
1	A6/001	Medical Center	2.0 / Spl	Hitachi	10.11.2017
2	A6/001	Medical Center	2.0 / Spl	Hitachi	10.11.2017
3	A6/001	Medical Center	2.0 / Spl	Hitachi	10.11.2017
4	A6/002	Medical Center	2.0 / Spl	Hitachi	10.11.2017
5	A6/002	Medical Center	2.0 / Spl	Hitachi	10.11.2017
6	A6/002	Medical Center	2.0 / Spl	Hitachi	10.11.2017
7	A1-GF	Maintenance office	2.0 / Spl	Hitachi	10.11.2017
8	A5 - GF	Hostel office	2.0 / Spl	Hitachi	10.11.2017
9	GF	Project Office	2.0 / Spl	Hitachi	10.06.2016
10	GF	Project Office	2.0 / Spl	Hitachi	10.06.2016
11	GF	Project Office	1.5 / Spl	Hitachi	23.05.2017
12	GF	Project Office	1.5 / Spl	Hitachi	23.05.2017
13	GF	Project Office	1.5 / Spl	Hitachi	23.05.2017
14	GF	Project Office	1.5 / Spl	Hitachi	23.05.2017
15	GF	Project Office	1.5 / Spl	Hitachi	23.05.2017
16	GF	Project Office	2.0 / Spl	Hitachi	23.05.2017
LIST OF WATER COOLERS					
S.No.		Make	Capacity storage / cooling capacity		
1	GF	A1 / A2 Hostel block	150 ltrs	Sidwal	30.03.2012
2	GF	A1 / A2 Hostel block	40 ltrs	Voltas	26.08.2010
3	GF	A4 / A5 Hostel block	150 ltrs	Sidwal	30.03.2012
4	GF	A4 / A5 Hostel block	80 ltrs	Voltas	26.08.2010
5	GF	Cafeteria LSES	150 ltrs	Sidwal	30.03.2012



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7/9



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SCHEDULE OF QUANTITIES- A

SI no:	Type of unit	Qty	Unit	Months	Rate / month / qty	Amount per year
					without taxes	
1	Comprehensive Annual Maintenance Contract for air conditioning units including routine servicing, repairing & breakdown of following capacity Cassette type / Split Type / Window type A.C. units of different makes comprising of Floor / Wall mounted condensing units including maintenance of Refrigerant piping work including all parts / machines / wiring / motors of indoor, outdoor units, voltage stabilizers or refrigerant piping etc complete as per the details below and terms & conditions in the tender.					
A	1.5 TR Split type AC unit	5	Each	12		
B	2.0 TR Split type AC unit	11	Each	12		
2	Comprehensive Annual Maintenance Contract for water coolers including routine servicing, repairing & breakdown including all parts / compressor / coils / SS taps / sensors / drain tray etc complete as per the details below and terms & conditions in the order.					
A	40/80 ltrs [VOLTAS Tushar]	1	Each	12		
B	150 / 150 ltrs [M/s Sidwal referigeration Limited]	3	Each	12		
C	20/40 ltrs [VOLTAS Tushar]	1	Each	12		
					TOTAL	
						plus applicable GST



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8/9



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SCHEDULE OF QUANTITIES - B

Name of Work: Comprehensive A.M.C of Split type Air conditioning units & water coolers at South Asian University, Rajpur Road, Maidan Garhi, New Delhi				
SI no:	Item description	Unit	Rate without GST	
			2.0TR split	1.5TR split
1	Labour / Installation charges of indoor AC unit from one place to another	Each		
2	Labour / Installation charges of outdoor AC unit from one place to another	Each		
3	Supply of Copper piping (supply & return) of suitable sizes as per the tonnage of unit	RM		
4	Supply of Electrical Wire of suitable size	RM		
5	Supply of PVC drain pipe hard / flexible	RM		
6	Supply of MS enamel painted outdoor wall / floor stand any type	Each		
7	Supply of New insulation of required thickness & dia (supply + return)	RM		
8	Supply of Outer covering of PVC (white colour) suitable size	RM		
9	Supply & refilling of full referigerant	Each		
10	Copper coil (Condenser or cooling, as per required size)	Each		
NET TOTAL				
Note: Applicable if the AC is shifted OR as required. Nothing extra shall be payable on account of labour charges for fixing below mentioned items.				



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9/9