



SOUTH ASIAN UNIVERSITY

Rajpur Road, Maidan Garhi
New Delhi – 110 068

www.sau.int

SAU / 9 / 17 / 2023 / 539

Date: 01.05.2025

NOTICE INVITING LIMITED TENDER

NIT No: > 48 / SAU / NIT / 2025

Sealed, item rate quotations are invited on behalf of the **Registrar, SAU**, New Delhi, from maintenance agencies for cooling equipment's viz AC units, water coolers etc., so as to reach this office on or before 12.05.2025 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 conditioning units & water coolers at South Asian University, Rajpur Road, Maidan Garhi, New Delhi 110068

SCHEDULE OF QUANTITIES - A

SI No:	Description of item	Unit	Qty	Rate	Amount
	AS PER S.O.Q – A attached				

Encl: 1) Terms & conditions

2) Annexure-1

3) S.O. A & B

Page (2-8)
(9)
(11,12)

Name of agency:

.....

.....

01/05/2025
Assistant Director (Infra)



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TERMS AND CONDITIONS

(NIT No: > 48 / SAU / NIT / 2025)

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

1. The quotation should be submitted by the bidder/agency **on or before 3.00 PM on 12.05.2025** at Engineering wing, 4th Floor, Engineering wing, Administration Building, Gate No. 2, South Asian University, Maidangarhi, New Delhi 110068.
2. **Eligibility criteria:** (Bidder to attach following in support)
 - a) The bidder should have completed at least one similar work of value Rs.1.40 Lacs during the last seven years ending on the previous day of last date of submission of bids in any government organization / reputed PSU / institution.
 - b) Certificate of enlistment under original works category in CPWD / MES / Railways / Telecom or any other Govt. agency in appropriate class if any.
 - c) The agency shall submit self-attested copy of GST registration certificate, PAN card along with the bid.
3. 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 12.05.2025 at 3.00PM in the Engineering wing at 4th floor, Administrative building SAU campus Maidan Garhi Delhi 110068. The tenders will be opened on same day at 3.30 PM in presence of intending bidders. Name of work and contact details of the bidder written clearly over it.
4. The receipt of the work order should be acknowledged immediately by signing the duplicate copy of the work order as a token of acknowledgement.
5. 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.
6. **Taxes:** The South Asian University is an Inter-Governmental Organization established by the SAARC (South Asian Association for Regional Co-operation) Nations and has been extended the Privileges and Immunities under Section 3" of the United Nations (Privileges and Immunities) Act, 1947 by the Government of India. The University is exempted from paying and collecting all Direct and Indirect Taxes in India. The contractor / agency therefore advised to settle his tax liability accordingly. In terms of Article 4(1) of the Agreement among SAARC Nations for establishment of South Asian University, "the (South Asian) University and its campuses and centres shall be exempted, in the state where they are located,



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from paying and from collecting all direct and indirect forms of taxes and duties for the establishment and operations of the University". In terms of Section-3 of the South Asian University Act 2008 (Act No. 8 of 2009) passed by the Parliament of the Republic of India, notwithstanding anything contrary contained in any other law, the provisions of the above referred Agreement among SAARC Nations for establishment of South Asian University shall have the force of law in India.

7. Goods and Services Tax (GST):

- a) SAU is entitled by Govt. of India for reimbursement of GST paid to the contractors to give effect to tax exemption status of the South Asian University for the work of its campus at Maidan Garhi, New Delhi.
 - b) As Goods and Services Tax (GST) is reimbursable to SAU, the Contractor shall mention UIN no; 0717UNO00175UNQ in all invoices raised to SAU. The invoice should be in conformity with the various provisions of respective GST Act.
 - c) The agency shall file GST returns in a timely manner so that the GST reimbursement claims of SAU are not being dishonoured. If this happens the amount will be deducted from the dues of the contractor.
8. All pages must be signed and stamped as a token of acceptance of the quotation.
 9. Quoted rates shall be valid for 90 days for acceptance of SAU.
 10. The work will be awarded to the lowest bidder, however University reserve its right to not accept it without assigning any reason to any bidder.
 11. 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.
 12. Water & electricity shall be allowed to use from nearest available source for execution of work. Drinking water shall be provided to team of agency, no deduction shall be made for these.
 13. The agency has to vacate and hand over the godown, storage space, if any provided by SAU, immediately after completion of the term contract.
 14. The Agency shall adhere to the rules, regulations and instructions given by SAU from time to time.
 15. **Earnest Money Deposit:-** EMD of Rs 8,700/- shall be deposited by the bidder as per the bank details mentioned below. The same shall be refunded without interest to the unsuccessful bidders after finalization of the tender / cancellation by SAU.

The bank details of the SAU for deposition of EMD is as below:

Beneficiary Name : South Asian University
Name of Bank : State Bank of India



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Bank Address : NIHFW, Munirka, New Delhi
Beneficiary A/C No. : 30796569318
IFSC Code/ RTGS No. : SBIN0001624
MICR Code : 110002056
PAN Number : Not Applicable in view of tax exemption.

The proof of deposition of EMD shall be attached with the tender / quotation.

The agency may also furnish the bank details for refund of EMD.

16. Being international organization, no relaxation of any kind will be provided for the MSME registered contractors

17. Performance security : NIL

18. Security Deposit : NIL

19. Defect Liability Period : 01 month after completion of work.

20. Labour Cess: Being O&M head no labour cess shall be deducted.

21. DISPUTE REDRESSAL MECHANISM: -

- a) In case of any dispute, differences or controversy of whatsoever nature between the parties however arising under or in relation to this work, the dispute shall in the first instance be attempted to be resolved amicably through discussions / negotiations/ between the authorized officers of the parties.
- b) If the parties fail to resolve the dispute in amicable manner within 30 days from the point of contention communicated by either party, the unresolved dispute or difference shall be referred to a Sole Arbitrator to be appointed with consent of both the parties. In case the parties fail to appoint a sole Arbitrator within 30 days, the dispute shall be referred to an Arbitral Tribunal comprising of three Arbitrators wherein each party shall appoint one Arbitrator and the two appointed Arbitrators shall appoint the third arbitrator who shall act as the pressing Arbitrator. Arbitration proceedings shall be conducted under the aegis of Arbitration and Conciliation Act 1996. Venue of the arbitration proceeding shall be at a place mutually decided by the parties.

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.



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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.

B) DRINKING WATER COOLERS / Water dispenser

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)



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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.
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.



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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.

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 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 rates shall be inclusive of Transportation, loading, unloading & handling charges and nothing extra will be paid.
5. The agency shall provide through mail the details of the technician before sending them to site. Preferably no change in manpower shall be done.
6. 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.



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7. 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.
8. 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.
9. 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.
10. 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 warranty 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.
11. 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.
12. The lowest bidder shall be selected based on the amount of SOQ-A only. SAU reserves the right to negotiate with the L-1 bidder on the rates in SOQ-B upto the limit of reasonable market rates.

In case of any query please email to vikrant@southasianuniversity.org; manori@sau.int.


01/05/2024
Assistant Director (Infra)

Contractor's seal & Signature



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Annexure-1					
LOCATION OF AC UNITS					
Sr. No	Floor	Room No.	Air Conditioners	Make	Purchase date
1	A6/001	Medical Centre	2.0/Spl	Hitachi	10.11.2017
2	A6/001	Medical Centre	2.0/Spl	Hitachi	10.11.2017
3	A6/001	Medical Centre	2.0/Spl	Hitachi	10.11.2017
4	A6/002	Medical Centre	2.0/Spl	Hitachi	10.11.2017
5	A6/002	Medical Centre	2.0/Spl	Hitachi	10.11.2017
6	A6/002	Medical Centre	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	2.0/Spl	Hitachi	23.05.2017
12	GF	Project Office	2.0/Spl	Hitachi	23.05.2017
13	GF	Project Office	2.0/Spl	Hitachi	23.05.2017
14	GF	Project Office	2.0/Spl	Hitachi	23.05.2017
15	GF	Project Office	2.0/Spl	Hitachi	23.05.2017
16	GF	Project Office	2.0/Spl	Hitachi	23.05.2017
17	A3-GF	Hostel office	2.0/Spl	Hitachi	23.05.2017
18	A3-Gf	Hostel office	2.0/Spl	Hitachi	23.05.2017
19	C1-1001	Penthouse (Hot & Cold)	2.0/Spl	Hitachi	31.07.2024
20	C1-1001	Penthouse (Hot & Cold)	2.0/Spl	Hitachi	31.07.2024
21	C1-1001	Penthouse (Hot & Cold)	2.0/Spl	Hitachi	31.07.2024
22	C1-1101	Penthouse (Hot & Cold)	1.5/Spl	Hitachi	24.07.2024
23	C1-1101	Penthouse (Hot & Cold)	1.5/Spl	Hitachi	24.07.2024
24	C1-1101	Penthouse (Hot & Cold)	1.5/Spl	Hitachi	24.07.2024
25	C1-1101	Penthouse (Hot & Cold)	1.5/Spl	Hitachi	24.07.2024
26	C1-1101	Penthouse (Hot & Cold)	1.5/Spl	Hitachi	24.07.2024
27	C1-1002	Camp Office	1.5/Spl	Carrier	31.03.2025
28	C1-1002	Camp Office	1.5/Spl	Carrier	31.03.2025
29	C1-1002	Camp Office	2.0/Spl	Carrier	31.03.2025
30	C1-1102	Camp Office	1.5/Spl	Carrier	31.03.2025
31	C1-1102	Camp Office	1.5/Spl	Carrier	31.03.2025
32	C1-1102	Camp Office	2.0/Spl	Carrier	31.03.2025
33	Admin	President's office 5th floor	1.0/Spl	Carrier	13.04.2025
34	SF	LSES Cold room chamber LS 212	10000 BTU	Blue Star	Feb-16
35	SF	LSES Cold room chamber LS 212	10000 BTU	Blue Star	Feb-16
List of water coolers					
Sr. No	Floor	Room No.	Water Coolers	Make	Purchase date
1	GF	Mess kitchen (LSES)	150 ltrs	Sanrian	27.07.2023
2	GF	Canteen/Mess(LSES)	150 ltrs	Sanrian	27.07.2023
3	GF	PCM Mess	150 ltrs	Sidwal	30.03.2012
4	GF	B-1, Block	150 ltrs	Usha	24.07.2024
5	GF	B-4 Block	150 ltrs	Usha	24.07.2024
6	GF	A-1 Block	150 ltrs	Sanrian	27.07.2023
7	GF	A-4 Block	150 ltrs	Sanrian	27.07.2023
8	GF	A-1 Block	150 ltrs	Sidwal	30.03.2012
9	GF	A-4 Block	150 ltrs	Sidwal	30.03.2012
10	GF	Club House (water dispenser)	18 ltrs approx	Voltas	09.04.2025



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Schedule of Quantities - A

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

Sl 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 Cassattee 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 referigerant piping etc complete as per the details below and terms & conditions in the tender.					
A	1.5 TR Split type AC unit	2	Each	2		
B	1.5 TR Split type AC unit	5	Each	10		
C	1.5 TR Split type AC unit	2	Each	2		
D	2.0 TR Split type AC unit	18	Each	12		
E	2.0 TR Split type AC unit	3	Each	10		
F	2.0 TR Split type AC unit	2	Each	2		
G	1.0 TR Split type AC unit	1	Each	1.5		
H	Commercial grade AC unit of approx 10000 BTU of cold room indoor + outdoor+ controller complete (Bluestar)	2	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 tender.					
A	150 / 150 ltrs [Brands: Sidwal, Sanrian, Usha]	7	Each	12		
B	150 / 150 ltrs [Brands: Sidwal, Sanrian, Usha]	2	Each	10		
C	Water dispensor (Voltas)	1	Each	2		
Note : The agency may quote rates above without GST. The applicable GST will be added in the bills of the gency.					TOTAL	
						plus applicable GST



Schedule of Quantities (B) ; Rates Only (Negotiable)

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

NIT No: XX / SAU / NIT / 2025

Sl no:	Item description	Unit	2.0TR split	1.5 / 1.0 TR split
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.				
1	Labour / Installation charges of AC from one place to another			
a	Indoor unit of AC	Each		
b	Outdoor unit of AC	Each		
2	Supply of Copper piping (supply & return) of suitable sizes as per the tonnage of unit	RM		
3	Supply of Electrical Wire of suitable size	RM		
4	Supply of PVC drain pipe hard / flexible	RM		
5	Supply of MS enamel painted outdoor wall / floor stand any type	Each		
6	Supply of New insulation of required thickness & dia (supply + return)	RM		
7	Supply of Outer covering of PVC (white colour) suitable size	RM		
8	Supply & refilling of full referigerant	Each		
9	Copper coil (Condenser or cooling, as per required size)	Each		
NET TOTAL				
Note : The agency may quote rates above without GST. The applicable GST will be added in the bills of the agency.				



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