

Indian Red Cross Society
1, Red Cross Road, New Delhi.

IRCS Website

NHQ

No.D-31014/01/14-Estate Cell

27 October, 2021

Subject: Comprehensive Annual Operation (12hrs) & Maintenance Contract for HVAC/VRV System at IRCS Blood Bank, 1 Red Cross Road, New Delhi - 110 001 for the period from 01.01.2022 to 31.12.2022

Sir,

Enclosed please find herewith Schedule of Quantities for the above work. The quotations addressed to the Secretary General, Indian Red Cross Society, 1-Red Cross Road, New Delhi-110001 should be submitted in two cover System, i.e. i) Technical bid & ii) Financial bid by 3:30 pm on 17 November, 2021. You are requested to examine the above HVAC/VRV plant before quoting your sets.

The Secretary General reserves the right to accept or reject any or all quotations without assigning any reason.

Yours faithfully,

(N. K. Singh)
Deputy Secretary

Encl: As Stated above.

INDIAN RED CROSS SOCIETY

Schedule of Quantities

Subject: Comprehensive Annual Operation (12hrs) & Maintenance Contract for HVAC/VRV System at IRCS Blood Bank, 1 Red Cross Road, New Delhi - 110 001 for the period from 01.12.2022 to 31.12.2022

Contract Value

a)	All inclusive Comprehensive Annual Maintenance Contract	:-	_____	per year
b)	Operation (12 Hrs) for 8.00 AM to 8.00 PM	:-	_____	per year
	Grand Total			Rs.

Note: The rates should be quoted excluding the taxes which will be as per the enforced orders of Govt. from time to time.

(N. K. Singh)
Deputy Secretary
IRCS, NHQ

“Details of Equipment & Scope of work”

Comprehensive Annual Operation (12 Hrs.) & Maintenance Contract for HVAC System at Red Cross, New Delhi.

1. Equipment Covered

VRP Equipment

Out-door units

26 HP	3	Nos.
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In-door Units

Ceiling Mounted Two Way Cassette Units

3.3 TR	11	Nos.
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2.65 TR	2	Nos.
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2.10 TR	0	Nos.
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1.65 TR	2	Nos.
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Ceiling Mounted Two Way Cassette Units

4.13 TR	1	No.
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2.10 TR	1	No.
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1.10 TR	2	Nos.
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HI-Wall Split Units

2.10 TR	6	Nos.
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1.65 TR	4	Nos.
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1.33 TR	6	Nos.
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0.825 TR	2	Nos.
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Remote Control	37	Nos.
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Air Purifier	6	Nos.
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Inline Fans	2	Nos.
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All Refrigerant Joint	1	Lot
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Centralizes System Controller of VRP System for all	LOT	LOT
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The indoor & outdoor units.	1	Set
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2. Scope of work

I - Operation

A) VRV System

1. To maintain log book at site to record readings.
2. To check the supply of electricity in electrical panel and start the system in desirable sequence to ensure proper operation.

3. Cleaning of the equipment as and when required.
4. Cleaning the air filters of the Indoor units once a week/as and when required.
5. Cleaning of outdoor unit coils as and when required.

MAN POWER

One air conditioning operator will be deputed to operate the plant on all days from Monday to Sunday (12 X 7). In case operator goes on leave a Reliever will be deputed to operate the system.

II - Maintenance

- 1. Operation (12 hrs) and maintenance of all equipment covered is in the scope**
- 2. Quarterly preventive maintenance (i.e.- 4 times a year only when desired by client).
This will include quarterly de-scaling of outdoor unit through specialized agencies.**
3. Attending to the equipment when called upon by client.
4. Repairing/overhauling the components of the equipment at site/in workshop including replacement of worn out spare parts when found necessary. Rewinding of burnt out motors.
5. Supply of all the material/spare parts free of cost (including thermostats, compressors, capillary etc.)
6. Quarterly Servicing of the inline fans and checking/replacing if found faulty.
7. Electrical panel servicing.
8. Filter cleaning/filter replacement.
9. Fans/motors/compressors will be checked quarterly and replaced if found faulty.
10. To maintain log book at site to record readings.
11. To check the supply of electricity in electrical panel and start the system in desirable sequence to ensure proper operation.
12. Cleaning of the equipment as and when required.
13. Cleaning of outdoor unit coils as and when required.

SUBMISSION ON FINALISATION OF AMC:

1. Call escalation matrix.
2. SLA (service level agreement): calls attend duration, call resolution duration etc.
3. Service chart

Following accessories/inclusion of the VRV units are covered under this contract:

- (A) P. C. B.
- (B) Fan Motor
- (C) Magnetic Switch
- (D) Gas Charging
- (E) Break down calls
- (F) Four Routine Service
- (G) Circuit breaker, MCB sequencer
- (H) Remote Control & voltage stabilizer & scanner (repair only)

“General Terms and Conditions”

1. To provide scheduled visits of trained engineers / technicians for HVAC/VRV System at IRCS, NHQ premises.
2. To carry out Comprehensive operating & maintenance in the period of CMC, i.e. 1 year.
3. To attend unlimited break down calls under AMC within 24 hours of complaint.
4. The rates quoted by the contractors shall be applicable for all heights and depths, leads & lifts involved unless otherwise specified in the items.
5. Performance Security for an amount of 10% of the value of the contract shall be furnished by the successful bidder in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment in an acceptable form safeguarding the purchaser's interest in all respects.

This shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

6. A work/ site order book shall be maintained in which all the instructions issued to the contractor or his authorized agents in respect of the execution of work shall be recorded by the Engineer-in charge or Society's representatives. The contractor or his authorized agents shall be bound to carry out the instructions & sign the relevant entries in this Book.
7. Payment of any taxes on account of billing of materials purchased for the maintenance will be the contractor's responsibility.
8. Contractor will be responsible for safety of the workers and will provide safety tools and appliances to the Engineers and Technicians.
9. GST or any other tax in respect of the Contract shall be payable by the contractor and society shall not entertain any claim, what so ever, in this regard.
10. No increase in rates of contract, what so ever, will be permissible during the period of contract.
11. Any compensation payable under the works compensation Act shall be borne by Contractor.
12. The Contractor will ensure that only the genuine spare parts are used in the work and give certificate in respect of the same.
13. The contractor will make all arrangements of scaffoldings/ladders, appliances and safety equipments etc. wherever required, and will be responsible for safety of the workers
14. The Contractor shall be bound to bear the expenses of defence of every suit / action or other proceeding at Law that may be brought by any person for injury sustained for damaged to any property, what so ever, which may arise out of or in consequence of the construction and maintenance of work owing to neglect of the proper precautions and to pay damage and cost which will be awarded in any such suit, action of proceeding to any such person or which may with the consent of the contractor to be paid to compromise any claim by any such person.

15. The work will be carried out to the entire satisfaction of the Engineer-in charge of IRCS, NHQ. In case services provided by the contractor are not found satisfactory, the contract will be terminated by the society without assigning any reason & penal deduction will be made after evaluation by a committee set up by the competent authority for the purpose from time to time

16. In case of any dispute, the matter will be referred to Dispute Redressal Committee appointed by the Secretary General, Indian Red Cross Society, NHQ, New Delhi.

17. In case of any dispute, the matter will be referred to Dispute Redressal Committee. In case of any need for adjudications, the jurisdiction will be Delhi

18. In case contractor is not satisfied with the decision of the Dispute Redressal Committee, then he can invoke provision of Arbitration and the sole Arbitrator shall be approved and appointed by the Secretary General, IRCS, whose decision shall be final and binding on all parties concerned

Deputy Secretary
IRCS, NHQ