



Strategy and Synergy for Security

**Society for Electronic Transactions and Security [SETS]  
MGR Knowledge City, C.I.T. Campus,  
Taramani, Chennai - 600 113.**

**Notice Inviting Tender**

**Tender Notice No.: SETS/Chn/CAMC/HVAC/2023-24/TR/02**

**Name of Work: Comprehensive Annual Maintenance Contract (CAMC) for Air Conditioning Systems of SETS at MGR Knowledge City, C.I.T Campus, Taramani, Chennai – 600 113.**



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**Issued to:**

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# **SECTION – I**

## **NOTICE INVITING TENDER**

# SOCIETY FOR ELECTRONIC TRANSACTIONS AND SECURITY [SETS]

(Under O/o the Principal Scientific Adviser to the Government of India)

(Registered under The Societies Registration Act XXI of 1860 Registration No. S.42605 of 2002)

Operational Headquarters

MGR Knowledge City, CIT Campus, Taramani, Chennai – 600 113. India.

Phone: 044 – 66632506 Fax: 044 – 66632501 website: www.setsindia.in



Strategy and Synergy for Security

14<sup>th</sup> September 2023

## Notice Inviting Tenders

**Name of work:** **Comprehensive Annual Maintenance Contract (CAMC) for Air Conditioning Systems of SETS at MGR Knowledge City, C.I.T Campus, Taramani, Chennai – 600 113.**

**TENDER NOTICE NO: SETS/Chn/CAMC/HVAC/2023-24/TR/02**

Sealed item rate bids are invited on behalf of the Society for Electronic Transactions and Security [SETS], from reputed and experienced contractors who are interested to do CAMC for Air Conditioning Systems in buildings of SETS, Chennai.

Estimated Cost	:	Rs. 7,70,000/-
Earnest Money Deposit (2%) *	:	Rs. 15,400/-
Tender Processing Charges	:	Rs.525/- (non-refundable)
Time Allowed	:	12 Months (1 Year)
Security Deposit	:	10% of the Tendered value

Tender document will be available to the duly authorized bidders on all working days from 14.09.2023 to 04.10.2023 on payment of the processing charges in cash in person (this amount is not refundable) from the Accounts Officer, SETS at the above address.

Bids will be received upto 15:00 hrs on 04.10.2023 by SETS at the above address. Bids will be opened on the same day at 15:30 hrs in the presence of attending tenderers.


### **BIDS NOT ACCOMPANYING THE FOLLOWING ARE LIABLE TO BE SUMMARILY REJECTED**

- Demand Draft payable at Chennai for the Earnest Money Deposit indicated above in favour of SETS.
- Documents in support of their experience in execution of similar nature of work in last three years, Man power, Tools and Equipment, Performance Report, Works under execution with value, Name of clients etc.

Note: 1.Cash, Cheques & Bank Guarantees for Earnest Money Deposit will not be accepted.

2. \* (MSME Registered firms are exempted)

SETS does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all of the bids or to allot parts of the works to different agencies without assigning any reason therefor. All bids in which any of the prescribed conditions is not fulfilled and or conditional rebates are offered will be summarily rejected.

  
**Chief Administrative and Accounts Officer**  
**For and on behalf of SETS, Chennai.**

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Registered Office:

C/o. Electronics Corporation of India Limited, North Zone, B-7, LSC, 'A' Block, Naraina, Ring Road, New Delhi – 110028.

Delhi Office:

Room No. 418, TIFAC, Wing-A, Vishwakarma Bhavan, Shaheed Jeet Singh Marg, New Delhi – 110 016

**EMD / BID SECURITY DECLARATION  
(CAMC FOR AIR CODITIONING SYSTEM 2023-24)**

“We Hereby accept that in case we modify or withdraw Bid during the period of validity, we shall be liable to be suspended / blacklisted to participate in tender of SETS for a period of Three (03) years from such modifications / withdrawal of Bid”

SIGNATURE OF THE CONTRACTOR  
(WITH SEAL)

## **SECTION – II**

**FORM OF AGREEMENT & GENERAL  
RULES OF CONTRACT AND DIRECTIONS  
FOR GUIDANCE OF THE CONTRACTOR  
AND ITEM RATE TENDER FOR WORKS**

**FORM OF AGREEMENT AND GENERAL RULES OF CONTRACT  
AND  
DIRECTIONS FOR THE GUIDENCE OF CONTRACTOR**

**ITEM RATE TENDER AND CONTRACT FOR WORKS  
(CENTRAL P.W.D. CODE, PARAGRAPH-95)**

1. All works proposed for execution by contract will be notified in a form of invitation to tender pasted in public places and signed by the Officer inviting tender or publication in newspapers as the case may be.

This form will state the work to be carried out as well as the date for submitting and opening tenders and time allowed for carrying out the work, also the amount of earnest money to be deposited/ bid security declaration to be submitted along with the tender, and the amount of security deposit to be deposited by the successful and the percentage, if any to be deducted from the bills. Copies of the specification, designs and drawing for the purpose of identification by the Officer inviting tender shall also be open for inspection by the Contractor at the Office of the Officer inviting tender during office hours.

2. In the event of the tender being submitted by a firm, it must be signed separately by each member thereof, or in the event of absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so, such power of attorney to be produced with the tender and it must disclose the firm is duly registered under the Indian partnership Act.
3. Receipts for payment made on account of a work, when executed by a firm, must also be signed by all the partners except where the contractors are described in their tender as a firm, in which case the receipts must be signed in the name of the firm by one of the partners or by some other persons having due authority to give effectual receipts for the firm.
4. Any person who submits a tender shall fill up the prescribed form, stating at what rate he is willing to undertake each item of the work. Tenders, who propose any alteration in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contains any other condition, of any sort, including conditional rebates will be summarily rejected. Tenders shall have the name and number of the work to which they refer written outside the Envelops.

The rate(s) and amount(s) must be quoted in decimal coinage both in words and figure.

5. The Officer inviting tender or his duly authorized assistant will open tenders in the presence of any intending contractors who may be present at the time, and will enter the amounts of the several tenders in a comparative statement in a suitable form.



In the event of tender being accepted, a receipt for the earnest money forwarded therewith shall there upon be given to the contractor who shall thereupon for the purpose of identification sign copies of the specifications and other documents mentioned in Rule – 1. In the event of a tender being rejected, the earnest money forwarded with such unaccepted tender shall thereupon be returned to the contractor marking the same, without any interest.

6. The Officer inviting tenders shall have the right of rejecting all or any of the tenders, and will not be bound to accept the lowest tender or any other tender.
7. The receipt of an accountant or clerk for any money paid by the Contractor will not be considered as any acknowledgement of payment to the Officer inviting tender and the Contractor shall be responsible for seeing that he procures a receipt signed by the Officer inviting tender or duly Authorized Accounts Officer/Cashier.
8. The tenderers shall sign a declaration under the Official Secret Act 1923, for maintaining secrecy of the tender documents drawing or other records connected with the work given to them. The unsuccessful tenderers shall return all the drawings given to them.
9. In the case of Item Rate Tenders, only rates quoted shall be considered. Any tender containing percentage below/above the rates quoted is liable to be rejected. Rates quoted by the contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figure and words. However, if discrepancy is found, the rate which correspond to the amount worked out by the contractor shall unless otherwise proved be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates quoted by the contractor in words shall be taken as correct. Where the rates quoted by the contractor in figures and in words tally but the amount is not worked out correctly, the rates quoted by the contractor will unless otherwise proved be taken as correct and not the amount. **In event no rate has been quoted for any item(S), leaving space both in figure(S), words(S), and amount blank, it will be presumed that the contractor has included the cost of this/these item(S) in other items and rate for such item(S) will be considered as zero and work will be required to be executed accordingly.**
10. Other than filling in rates and amounts in the schedule of quantities, no additions, alterations made in the tender document and if any such additional/alteration are made the tender is liable to be rejected. Remarks and explanations if any should be set out in a covering letter and will become part of contract only if specially accepted in writing by the Officer in charge at the time of acceptance of the tender.

11. In case of any tender where unit rate of any item / items appears to be unrealistic, such tender will be considered as unbalanced and incase the tenderer is unable to provide satisfactory explanation, such tender is liable to be disqualified and rejected.
12. All rates shall be quoted on the tender form. The amount for each item should be worked out and requisite totals given. Special care should be taken to write the rates in figures as well as in words and the amount in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the word 'Rs' should be written before the figure of rupees e.g. Rs. 2.00 and in case of words, the word, 'Rupees' should precede. While quoting the rate in schedule of quantities, the word only should be written closely following the amount and it should not be written in the next line.
13. On acceptance of the tender, the name of the accredited representative(S) of the contractor who would be responsible for taking instructions from the Electrical Supervisor shall be communicated in writing to the Electrical Supervisor.
14. GST and all other Taxes on material in respect of this contract shall be payable by the Contractor and SETS will not entertain any claim whatsoever in respect of the same.

Signature of the contractor  
(With Seal)



## ITEM RATE TENDER FOR WORKS

I/We have read and examined the notice inviting tender, Schedule of drawing, supply of material, specifications applicable, drawings & design, General rules and directions, conditions of contract, Clauses of contract, special conditions, schedule of quantities & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the Execution of the work specified for the SETS, CHENNAI with in the time specified in the memorandum, schedule of quantities and in accordance in all respect with specifications, design, drawings and instructions in writing and with such materials as are provided for by, and in all respects.

### MEMORANDUM

- |                              |   |  |
|------------------------------|---|--|
| a. General Description       | : | <b>Comprehensive Annual Maintenance Contract (CAMC) for Air Conditioning System at SETS, Chennai</b> |
| b. Estimated Cost            | : | Rs. 7,70,000/- (Rupees Seven Lakhs and Seventy Thousand Only)  |
| c. **Earnest Money Deposit   | : | Rs. 15,400/-   |
| d. Security Deposit          | : | 10% of the Tendered value  |
| e. Time Allowed for the work | : | 12 Months (1 Year)   |

The security deposit will be collected by deductions from the running bills of the contractor at the rate of 10% of the gross amount of value of work done, till total security deposit is recovered.

We agree to keep the tender open for ninety (90) days from the due date of submission thereof and not to make any modifications in its terms & conditions.

**\*\*1.Cash, Cheques & Bank Guarantees for Earnest Money Deposit will not be accepted.**

**\*\*2. (MSME Registered firms are exempted)**

To execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviation as may be ordered up to a maximum of an increase or decrease in the total value contract to the extend 25% and to the event of exceeding these limits to be determined in accordance with the provisions contained clause 12 of the tender general condition of contract.

### DECLARATION

I/We hereby declare that I / We shall treat the tender documents, drawings and other records connected with work as secret / confidential documents and shall not communicate information / derived therefrom to any person other than a person to whom I / We am /are authorized to communicate the same or use the information in any manner prejudicial to the safety to the state.

Dated:

Signature of Contractor

Postal Address

Witness:

Address:

Occupation:

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Registered Office:

C/o. Electronics Corporation of India Limited, North Zone, B-7, LSC, 'A' Block, Naraina, Ring Road, New Delhi – 110028.

Delhi Office:

Room No. 418, TIFAC, Wing-A, Vishwakarma Bhavan, Shaheed Jeet Singh Marg, New Delhi – 110 016

## **SECTION – III**

### **SCOPE OF WORK AND TECHNICAL SPECIFICATIONS**

## **SCOPE OF WORK AND TECHNICAL SPECIFICATIONS**

- 1.0 The work of providing Air Conditioning System in buildings of SETS at C.I.T. Campus, Taramani, Chennai was carried out during 2009-10 and was under AMC.
- 2.0 The buildings have been provided with the Air Conditioning systems as indicated in the Part - A and Part -B.
- 3.0 **Work to be carried out by the contractor**
  1. All the work covered under this contract shall be executed as per this technical specification and latest standards and as per the instructions of the Electrical Supervisor.
  2. The work is of comprehensive maintenance nature including supply of all materials includes OEM compressor, condenser motor, cooling coil motor and capacitors, thermostat, expansion valve, remotes, all gas charging, HP and LP cut outs, all electrical control panels, starters, contactors, all belts, lubrications and other all accessories including cooling tower motors, pump sets, strainers and valve etc.
  3. Preventive maintenance services will be carried out at regular intervals once in a quarter and will take all reasonable care and maintain the air conditioners in safe and proper working condition.
  4. Attending to complaints/breakdown calls within 24 hours of receipt of complaint including on holidays and Sundays except on National holidays. Repairing/replacement/overhauling the components of the equipments including replacement of worn-out parts, when found necessary and the old parts removed will become the property of the service provider.
  5. Preventive maintenance service work will be carried out during regular working hours on any working convenient to the SETS. Ensure that the air conditioners are maintained in trouble free working condition.
  6. All the materials to be used shall confirm to the required OEM specification and of reputed make. Repairs and replacement due to corrosion, the equipment is installed within main installation work.
  7. Repair / replacement of various installation works, painting work according to your original installation. AMC includes safe transportation of the compressor to the Institute premises and taking back the faulty compressor. Providing a service unit free of charge, during repair/overhaul of the unit. Carry out preventive maintenance as per the standard practice. Checking the refrigeration system, motor and starters and ensuring healthy condition of the plant. Checking the system for any leak and rectification of leaks if found.

8. The compressor will be checked for its proper functioning and if any defect is found, the same will be replaced.
9. If the fan motor goes defective in the service contract period, the same should be replaced, overhauled or replaced by new one, painted and fitted in to the AC units at their cost only.
10. In case of short of gas or gas leak is noticed in the system, leak testing, vacuum testing, refrigerant filling and oil filling will be done by the AMC firm including supply of refrigerant and oil.
11. Taking set of readings and evaluating to ensure satisfactory performance of the plant.  
Checking the refrigeration control system for operation and adjusting the system.
12. Providing the services of the technical and supporting staff as and when required
13. Providing all labour materials tools & tackles, scaffolding etc.
14. Repairing to the satisfaction of SETS or replacing any defective equipment and components.  
This shall include all electrical panels, cabling switch board and strip heaters and other components/parts, lubricating oils and grease, V belts, carbon brushes, contactors, relays, indicating lamps, safety cutouts etc.
15. Renewal of air filters
16. Cleaning the grills & diffusers at every 3 months with preventive maintenance of all AC Units which is available at SETS Campus.
17. Safety controls such as pressure cut outs will be tested for proper functioning and in case of any mal-functioning they will be either repaired or replaced accordingly.
18. Cooling coil will be inspected and cleaned, if necessary
19. The blower motor will be checked and any defects noticed will be attended to.
20. The driver set of the blower section will be inspected, belt tension adjusted and belts changed, if necessary.
21. Refrigerant gas will be topped up in the system as and when necessary.
22. Activities applicable to Air cooled units:
  - a. The Condenser fan motor will be attended to
  - b. The condenser coil will be inspected and cleaned
  - c. Any repairs in the condenser coil will be attended to
  - d. Repairs to refrigerant piping due to system problems will be attended to
23. Painting of all equipments supports piping etc at the end of CAMC

24. Service and maintain the equipment in good working order and replace worn out parts by parts of serviceable quality. Defective parts shall be the property of the service provider and the service provider's authorized person is entitled to remove and carry away such parts from the SETS premises with approval of the Electrical Supervisor.
25. All the materials to be used shall conform to the required specification and shall of reputed make.
26. Repair/Replacement of air-cooled condenser unit assembly and its accessories including motor, sheet metal, ducting, grills, diffusers, masonry work, carpentry work, welding work connected with the above.
27. Repair/Replacement of control like thermostatic expansion valve, solenoid valve, thermometers, mixing valve, modulating meters and humidification.
28. Replacement of compressor (if needed) and its spare parts like OLP, Relays, blower motors, microprocessor control panels and other related electrical accessories belonging to air conditioning systems.
29. In case of compressor failure, the same will be replaced with the new compressor under exchange scheme of faulty compressor. The new compressor will be provided as per OEM recommendation.
30. CAMC includes safe transportation of the compressor and other equipments to the SETS premises and taking back the faulty compressor and other equipments without any additional cost to the SETS.
31. All the display systems in the packaged AC units should be changed to new one due to damage of display systems at various zones of packaged units.
32. For the Cassette Units at various zones, the remote control for the units is damaged due to regular usage for the past years. Hence, the remote control for the Cassette Units should be changed to new one.
33. The work will be carried out by the contractors as directed by SETS Electrical Supervisor Concern Service Report to be submitted along with quarterly bills.
34. Any other related service, reasonable expected during period CAMC.

**4.0 Expected temperature conditions are as follows:**

- For Common areas  $24^{\circ}\text{C} \pm 1^{\circ}\text{C}$
- For Server rooms  $22^{\circ}\text{C} \pm 1^{\circ}\text{C}$  with RH around 50%
- For Super Computer rooms  $18^{\circ}\text{C} + 1^{\circ}\text{C}$  with RH around 50%

**Part – A**

**The following are the Air Conditioning Systems available in the SETS Main Buildings**

<b>S. No.</b>	<b>Model No</b>	<b>Tonnage</b>	<b>Sr.No</b>	<b>Comp. Sr. No</b>	<b>Location</b>
1	PCX201	5.7	O180046	O819029FT	Red Zone, Ground Floor Server Room
2	(Precision Unit)	5.7	O180044	O819156FT	
3	PCX201	5.7	O1080045	O819201FT	Green Zone, Ground Floor
4	(Precision Unit)	5.7	O1080043	O819036FT	
5	PCX352DTS (Precision Unit)	10	12080051	O810870ET	Green Zone, First Floor Super Computer Room
6		10	12080059	O81174ZDT	
7		10	12080052	O810826ET	
8		10	12080050	O810834ET	
9	OKSCR481R (Cassette Unit)	4	O9000084	O8534976B	Buffer Zone, Ground Floor Multipurpose Hall
10		4	O9000050	O8335131B	
11		4	O9000087	O8334954B	
12	OKSCR481R (Cassette Unit)	3	O9000152	63B08091155	Buffer Zone, Ground Floor
13	DSA661R1 (Cassette Unit)	5.5		CHDSC0010909	Buffer Zone, First Floor ED & HR Cabin
14	SCR361SE (Cassette Unit)	3	11046	CHSCR011046	Red Zone, Ground Floor UPS Room
15	SCR361SE (Cassette Unit)	3	11045	CHSCR011045	Green Zone, Ground Floor
16	DPA661R1 (Ductable Unit)	5.5	1080123	0819214FT	Red Zone, Ground Floor AHU Room
17		5.5	1080124	0819279ET	
18	DPA661R1 (Ductable Unit)	5.5	1080129	0819198FT	Buffer Zone, Ground Floor AHU Room
19		5.5	180128	0819171FT	
20	DPA1321R1 (Ductable Unit)	11	120800151	UG251298416	Red Zone, First Floor AHU Room
21	DPA1321R1 (Ductable Unit)	11	12080021	UG251294996	Green Zone, Ground Floor AHU Room
22		11	12080019	UG251294985	
23	DPA1321R1 (Ductable Unit)	11	12080006	UG251269981	Green Zone, First Floor AHU Room
24	DPA1321R1 (Ductable Unit)	11	12080017	UG251298445	Buffer Zone, First Floor AHU Room
25		11	12080025	UG251294978	
<b>Total</b>		<b>177.3</b>			



The following are the Air Conditioning Systems available in the SETS Guest House, BMS and UPS Room

S. No	Model	Tonnage	SL. No Indoor	Location
1	1.50 Tr Vectra	1.5 Ton	BS821339	V.I.P-I (Hall)
2	1.50 Tr Silver	1.5 Ton	4551406A12G002491	V.I.P-I (Bed Room)
3	1.50 Vectra	1.5 Ton	BS821287	V.I.P-II (Hall)
4	1.50 Tr Silver	1.5 Ton	4551406A12H002980	V.I.P-II (Bed Room)
5	1.50 Vertis Classic	1.5 Ton	4551144MIOD000099	G.H. Room No.-201
6	1.50 Vertis Classic	1.5 Ton	4551144MIOD000098	G.H. Room No.-202
7	1.50 Vertis Classic	1.5 Ton	4551144MIOD000101	G.H. Room No.-203
8	1.50 Vertis Classic	1.5 Ton	4551144MIOD000060	G.H. Room No.-204
9	1.50 Vertis Classic	1.5 Ton	4551144MIOD000739	G.H. Room No.-205
10	1.50 Vertis Classic	1.5 Ton	4551144MIOD000053	G.H. Room No.-206
11	1.50 Vertis Classic	1.5 Ton	4551144MIOD00154	G.H. Room No.-207
12	1.50 Vertis Classic	1.5 Ton	4551144MIOD000102	G.H. Room No.-208
13	1.50 Vertis Classic	1.5 Ton	4551144MIOD000038	G.H. Room No.-209
14	1.50 Vertis Classic	1.5 Ton	4551144MIOD000212	G.H. Room No.-210
15	1.50 Vectra	1.5 Ton	BS821226	B.M.S. Room -1
16	1.50 Vectra	1.5 Ton	4550024U04K832349	B.M.S. Room -2
17	1.50 R 32	1.5 Ton	3B1370804154	B.Z. UPS-Room
18	2.00 Silver	2.00 Ton	4551380A12F005681	G.H. Dormitory (Room No.102)
<b>Total</b>		<b>27.5</b>		

**SECTION – IV**  
**SPECIAL CONDITIONS OF CONTRACT**

## **Special Conditions of Contract**

### **1. Site inspection:**

You are requested to visit the site and acquaint yourself with all information which can in any way affect the work or cost thereof under this contract. Non-familiarity with site conditions will not be considered a reason either for extra claims or for not carrying out the work in strict conformity with specifications.

The contractor shall note that any clarifications regarding scope of work etc are required he should contact the SETS office. No claim on account of ambiguity in any respect will be entertained.

### **2. Eligibility Criteria:**

Only those firms who satisfy the following criteria may submit their tender along with documentary evidence in support of eligibility criteria

- i. The firm should have their establishment with in Chennai city and around.
- ii. The firm should have minimum 3 years' experience in the field of maintenance of Air Conditioning system and should have successfully carried out at least 3 similar works (at least one work to Government / Autonomous bodies / PSU) in last 5 years. Documentary evidence is to be produced.
- iii. Details of running contracts.
- iv. The firm should have relative valid license/registration.
- v. Copies of enlistment orders for Air Conditioning System with Government/ Autonomous/ PSU if any are to be enclosed.
- vi. Copies of
  - a) Work Orders,
  - b) Completion certificate with details of work done,
  - c) Value of work,
  - d) Details of air conditioning system maintained,
  - e) Name, full address and phone number of clients are to be furnished.

Offer from tenderer who do not furnish these details and do not have proven and established experience in similar works will not be considered.

### **3. Validity of Tender:**

The tender shall be valid for a minimum period of 90 days from the date of opening of the tenders.

### **4. Contract period:** Contract is valid for 1Years (12 months)

### **5. Technical staff to be engaged:**

The work should be carried out by technically qualified and component supervisor

### **6. Rates to be firm:**

- All charges inclusive of all Taxes, Charges etc, including GST quoted shall be firm throughout the contract period. The tax component is to be indicated separately. IT/GST/TDS will be deducted from the payment.
- Bidders are requested to visit the site before quoting / submitting their bids.

### **7. Work Not to be sublet:**

The contractor should not directly or indirectly sublet the work.

**8. Terms of Payment:**

Payment will be made quarterly on pro – rata basis after satisfactory completion of the job against certificate issued by Electrical Supervisor. No advance payment will be made.

**9. Force Majeure:**

The failure of a party to fulfill any of its obligation hereunder shall not be considered to be a breach or default under this contract in so far as such inability arises from an event of Force Majeure, provided that the party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this contract.

A party affected by an event of force majeure shall take all reasonable measures to remove such party's inability to fulfill its obligations hereunder with a minimum of delay. A party affected by an event of Force Majeure shall notify the other party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible. The parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.

**10. Accident Clause:**

Society for Electronic Transactions and Security [SETS] shall not be held responsible for any accident of workmen/technician(s), deployed by the contractor at site for execution of jobs, related to this service contract. Any damage or accident will be the responsibility of the service provider and the SETS will not entertain any claim, compensation, penalty etc. on account of non-observance of any other requirement of law relevant to this work.

**11. Compensation of Delay in attending the defects:**

If the contractor fails to rectify the defect within 24 hours of lodging the complaint the SETS reserves the right to levy a penalty of 0.5% (Half percent) for every 24 hours of delay subject to a maximum of 10% of the contract value.

**12. Working Time:**

The SETS shall permit the visit of the authorized representative of the firm during the working hours and if necessary, beyond office hours and during holidays (In case of emergency service).

**13. Right to Terminate the Contract:**

Executive Director SETS reserves the right to terminate the contract by giving notice of one month and without any financial obligation.

**14. Arbitration Clause:**

In the event of any dispute or difference arising out of this contract between the contracting parties, it shall be referred to the sole arbitration by a person nominated by the Executive Director, SETS, and his decision shall be final and binding on both the parties. All other terms and conditions will be as per the Indian Arbitration Act, 1996 as amended from time to time. The place of arbitration will be in Chennai.

**15. Security deposit:**

The contractor whose tender is accepted will be required to furnish by way of security deposit for the fulfillment of the contract an amount equal to 10% of quoted/accepted amount. The EMD furnished will be adjusted against security deposit to be furnished. This security deposit will be collected by deductions from the running bills at 10% from each running bill till the required amount of security deposit is recovered. This amount will be refunded to the contractor without interest after recording certificate of completion or till the final bills has been prepared and passed whichever is later.

**16. Safety & Contractors liability:**

You shall strictly observe and implement all safety precautions and indemnify SETS against all losses, claims, injuries, to any person including third party whatsoever and also any loss of materials. The contractor has to provide safety protective equipments to his personnel.

**17. Security Rules:**

You have to ensure that movement of your personnel engaged on the work are confined strictly to the permitted constructions premises only and follow all security guide lines of SETS while at work.

**18. Area to be kept clean:**

The work area should be kept clean and work is to be carried out without any inconvenience to the functioning of the office.

**19. Antecedents of persons employed:**

It is to be ensured that all the employees and workers employed by the contractor are law abiding citizens, with clean record. Anti-social elements rowdies and person with adverse police records should not be employed at site of work.

**20. Breach of Contract:**

Non-availability of competent staff, inordinate delay in rectification of faults and unsatisfactory maintenance of system shall be treated as breach of contract.

**21. Statutory Acts**

The contractor shall comply with all statutory requirements. SETS shall have no liability whatsoever in any manner.

**22. Failure to attend faults:**

If the contractor fails to rectify the faults within reasonable time as assessed by the Electrical Supervisor (which shall be final and binding), the Electrical Supervisor will get the faults rectified by engaging specialized agency and the expenditure so incurred shall be deducted from the contractors bill for which certificate of Electrical Supervisor shall be final.

**SECTION – V**  
**GENERAL INFORMATION AND**  
**CONDITIONS OF CONTRACT**

## **GENERAL INFORMATION AND CONDITIONS OF CONTRACT**

1. The quoted AMC rates should be other applicable taxes inclusive of GST and duties. The AMC firm shall sign on all pages of the documents before submitting his offer duly affixing official seal. All the rates must be quoted in the prescribed format only (last page of this document, ANNEXURE – 1). The company profile and a list of customers etc. must be accompanied with the offer.
2. The rates quoted shall be valid for 90 days from the date of opening of offer.
3. Successful firm will have to enter into a detailed contract of services on non-judicial stamp paper of approximate value.
4. If the AMC firm fails to repair the equipment within 24 hours of complaint, they will attract a penalty of Rs. 1000 per day and it will be deducted from the AMC bills.
5. The AMC firm shall compensate in full the loss sustained by this institute on account of damage or theft of material during discharge of the activities.
6. The staff provided by the AMC firm to the SETS are in case found to be indulging in any undesirable or unfair activities in the premises of the office, the AMC firm will solely be responsible for all the consequences apart from the liberty of office to lodge complaints before appropriate authorities.
7. SETS will not take any responsibility in case of any accident/injury to the laborer's during working. The firm shall take all safety measures and welfare of the laborer as per Labour law.
8. Any damage is caused to any equipment/or items available at the Institute premises due to negligence of the contractor's work force shall be entirely on contractor, the amount so involved on this account shall be deducted from the payment due to contractor.
9. Any dispute arising out of this agreement or that which may arise in future will be resolved by taking recourse to mutual settlement in the first instance, failing which the dispute will be subject to Chennai jurisdiction only. SETS is entitled to withhold payments due to the contractor in case of dispute till it is resolved.
10. Canvassing in connection with the tender is strictly prohibited and the tender submitted by the Tenderer who resort to canvassing shall be liable for rejection.
11. SETS reserves the right to accept or reject any tender and to amend the tendering process and reject all tenders at any time prior to award.

12. SETS shall award the AMC order to the successful tenderers whose offer has been determined to be best evaluated responsive tender not only on the basis of competitive rates but also on their credentials.
13. SETS shall issue an order indicating the details of the AMC order and other terms and conditions, including all the details.
14. The Tenderer shall not be allowed to give sub-contract or part thereof at any circumstances.
15. Deductions shall be made from payment to the tenderer for all the taxes, if applicable as per the rules of the Government in force at the time of payment.
16. The tenderer shall be entirely responsible for all the taxes and other levies arising out of this contract.
17. No advance payment shall be made for CAMC of ACs. The respective officers shall make quarterly payment within reasonable period on submission of bills along with service records duly signed. The IT will be deducted on each quarterly bills as per latest Government Norms.

Signature of the contractor



**SECTION – VI**  
**DRAWINGS**

**SECTION – 6:**

The SETS building drawings are available in the Office of the Engineer – in –charge (for the bidders interested to view only). It is advised to visit the location and site of work to get the correct information and details of the nature of work before tendering.

**SECTION – VII**  
**ISSUE OF MATERIALS**

**Section 7 – ISSUE OF MATERIALS:**

No free issue of materials other than, water and electricity required for the work. The Comprehensive AMC firm shall have sufficient number of tools and materials for the execution of the work. The following equipment's & materials like Vacuum pump, fan motors, refrigeration equipment etc., should be kept in good condition and these should be kept in their custody for ready replacement in defective units as and when required.

**SECTION – VIII**  
**SCHEDULE OF QUANTITY**

**TENDER NOTICE NO.: SETS/Chn/CAMC/HVAC/2023-24/TR/02**

**Name of Work: Comprehensive Annual Maintenance Contract (CAMC) for Air Conditioning Systems of SETS at MGR Knowledge City, C.I.T Campus, Taramani, Chennai – 600 113.**

**Schedule of the Quantity and CAMC Rates**

S. No.	Description	Qty	Unit	Rate In words & figures	Amount for 12 months Rs. P
1	Comprehensive Annual Maintenance and Servicing of Air Conditioning Systems as per Part - A for a period of One year as per terms, conditions specifications and as directed by the Electrical Supervisor.	177.3	TR		
2	Comprehensive Annual Maintenance and Servicing of Air Conditioning Systems as per Part - B for a period of One year as per terms, conditions specifications and as directed by the Electrical Supervisor.	27.5	TR		
<b>Total</b>					
<b>Add: Applicable tax (Specify rate of GST)</b>					
<b>Rounding off (+/-)</b>					
<b>Grand Total</b>					
(Rupees.....)					
.....)					

**Note:**

1. The schedule must be read along with all specifications and scope of works and general specifications.
2. Rate quoted must include all components required for meeting specification and performance required of the item irrespective of whether they are specifically brought out in the schedule or not.
3. The rate quoted shall be inclusive of GST and other applicable taxes.
4. AMC firms are requested to quotes their rates after site inspection and analysis based on the list of available makes specified in the inquiry.

Signature of the Contractor  
(With Seal)