



भारतीय लघु उद्योग विकास बैंक  
SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA

**FORM FOR EMPANELLEMENT OF CONTRACTORS FOR  
COMPREHENSIVE AMC OF AIR CONDITIONERS FOR  
THE PERIOD 01/08/2011 TO 31/07/2013**

**(PREMISES DEPARTMENT)**

**Last date of submission July 28, 2011  
upto 1500 hrs.**

**The Dy. General Manager [Premises],  
MSME Development Centre,  
Small Industries Development Bank of India  
2<sup>nd</sup> Floor, Premises Department,  
Plot No-C-11, 'G' Block,  
Bandra Kurla Complex,  
Bandra (East),  
Mumbai-400 051  
Phone No. 6753 1220 / 67531146**



# **FORM OF APPLICATION**

## **EMPANELMENT OF CONTRACTORS FOR AIR CONDITIONING WORKS**

**Name of the Firm.....**

**Address .....**

.....

.....

.....

**Phone Numbers-**

**Mobile No-**

**Fax No-**

**Empanelment of agencies for providing  
Annual Maintenance Contract (COMPREHENSIVE AMC)  
for air conditioners at our office premises & guest house**

Applications are invited from experienced and competent agencies for empanelment for providing services of annual maintenance contract (COMPREHENSIVE AMC) for servicing and maintenance of following air conditioners-

1. 11 nos split air conditioners and 03 no. Tower air conditioners at our office premises at IDBI, MSME Development Centre, Plot No-C-11, G- Block, Bandra Kurla Complex, Bandra (E), Mumbai-400051
2. 17 nos window & split air conditioners at our guest house at Raheja Majestic, Manmala Tank, Near StarCity Cinema, Matunga(W), Mumbai
3. 6 nos window at our guest house at Meenaxi Apartment, Goregaon (W), Mumbai
4. 3 nos window & Split at our guest house at Andheri Staff qtrs, 25, Veera Deasi Marg, Mumbai

**Minimum qualification criteria:-** Contractors applying for Air conditioning work should be supplied/ installed /testing/ commissioning of ductable AC or split AC machines of minimum 5 TR capacity and should have completed at least one job of S/I/T/C of ductable AC or split AC system having single job value of Rs.1.00 lakh per year during last three years

1. The contractor could be sole proprietary concern, partnership concern or company and should be registered with the Registrar of Firms / Registrar of Companies / wherever applicable;
2. The agency should have been in existence for the last five years
3. The agency should have executed assignments for All India Financial Institutions / Public Sector Banks / Public Sector Undertakings / Multi Nation Companies (MNC) / Large Private Sector Corporates
4. The agency should have achieved annual turnover of not less than Rs.5 lakh.
5. The agency should be an income-tax assessee having filed its income-tax return for the last three assessment years

**Scope of work**

- a. Servicing and maintenance of air conditioners.
- b. Replacement of any electrical parts / AC parts including the compressor of AC and refilling of gas, if necessary, at no extra cost.
- c. Preventive maintenance should be done on monthly basis in addition to complaint call.

**INSTRUCTIONS TO APPLICANTS-**

1. All covers containing application shall be sealed and clearly superscribed "Quotation for the comprehensive annual maintenance of AC unit" in the office premises and guest house. The application received after the due date and time will be rejected forthwith.



2. Each page of application shall be signed by the applicant.  
The application shall be signed by person/ persons on behalf of the organisation having necessary authorisation/ Power of Attorney to do so.
3. If the space in the form is insufficient for furnishing full details, such information may be continued on separate sheets of paper, stating therein the part of the form and serial number. Separate sheet shall be used for each part.
4. Application containing false/ or inadequate information are liable for rejection, besides action for misrepresentation. Canvassing of any sort may also disqualifying the application.
5. Firms must have worked for Govt./ Public undertaking/ Banks (at least 01 no).
6. Clarification, if any required, may be obtained from The General Manager (Premises), MSME Development Centre, SIDBI, Plot No-C-11, 'G' Block, Bandra Kurla complex, Bandra (E), Mumbai-400051.
7. Bank reserves the right to visit the establishment/ workshop of applicants of any trade before finalisation of enlistment.
8. Quotation document will be available from **July 10, 2011 to July 28, 2011 between 10.00 a.m. and 5.30 p.m.** at SIDBI Mumbai office at 5th Floor, Premises Department, MSME Development, Plot No-C-11, 'G' Block, Bandra Kurla Complex, Bandra (East), Mumbai-400 051. Alternatively, this document can also be downloaded from our website [www.sidbi.in](http://www.sidbi.in).
9. The duly filled and sealed QUOTATION shall be submitted to:

**The General Manager  
MSME Development Centre, SIDBI  
5th Floor, Premises Department  
Plot No-C-11, 'G' Block,  
Bandra Kurla Complex,  
Bandra (East), Mumbai-400 051**

on or before **June 28, 2011 before 15.00 hrs.**

**Signature of the Applicants**

**Address:**



Name of work: **Annual Maintenance Contract (COMPREHENSIVE AMC) for air conditioners at our office premises & guest house for the period from 01/07/2011 to 30/06/2013.**

**BoQ-ABSRACT**

Sl.No	Description	Amount in Rupees
1	As per Price Schedule A- COMPREHENSIVE AMC Charges	
2	As per the Price Schedule B- Shifting works	
3	Total	

**Schedule A (COMPREHENSIVE AMC)**

Sl.No.	Description of item	Qty	Rate (Both in figures & words)	Unit	Amount
1	Comprehensive Annual maintenance charges for the <b>Window/ Split/Tower</b> type air conditioners of following capacity including compressors and all spares of the machines and controllers.				
<b>Location: SIDBI Office at BKC, Mumbai</b>					
1a	1.5 TR	03 Nos.		Per month	
1b	2.0 TR	03 Nos.		Per month	
<b>Location: SIDBI Guest House/ Dormitory at Raheja Majestic, Matunga, Mumbai</b>					
1a	1.5 TR	15 Nos.		Per month	
1b	2.0 TR	06 Nos.		Per month	
<b>Location: SIDBI Guest House/ Dormitory at Meenaxi Apartment, Goregaon, Mumbai</b>					
1	1.0/1.5 TR	6 Nos.		Per month	
<b>Location: SIDBI Guest House at Andheri Off. Qtrs, 25, Veera Desai Road, Andheri, Mumbai</b>					
1	1.0/1.5 TR	3 Nos.		Per month	
Total for one month					
<b>Total for 12 months = Rs. _____ x 12 – Total carried over to Summary</b>					

**CONTRACTOR'S SIGNATURE AND SEAL**


**Schedule B-( SHIFTING WORK (OPTIONAL))**

Sl.No.	Description of item	Qty	Rate (Both in figures & words)	Unit	Amount
1	Removing and reinstallation charges for following rating Split/ Tower air conditioners of various makes in one position to other position including pump down the gas in the existing location and refilling the required quantity of gas at new location complete in all respect. The charges including suitable copper piping upto 5.0 meters length..				
1a	1.0/1.5 TR	1 Nos.		Each	
1b	2.0/2.5 TR	1 Nos.		Each	
2	Extra copper tubing for split air conditioners of various ratings in case exceeds more than 5.0 metres	20 meters		Meters	
<b>Total – Total carried over to Summary</b>					

**CONTRACTOR'S SIGNATURE AND SEAL**

## PREAMBLE TO SCHEDULE OF QUANTITIES

Preamble to schedule of quantities form a part of schedule of quantities for contractual purpose and should be studied carefully prior to filling up the schedule of quantities

### CONTRACT PERIOD:

The Contract period is for 02 (years) year from the date of signing the contract.

### SCOPE AND SERVICE:

A) Scheduled Preventive Maintenance (PM) : Preventive maintenance such as cleaning of filters, condenser coil fins and evaporator coil fins etc must be carried out once in a month for all the AC units and allied equipments as per list enclosed at BoQ. In case the agency fails to do the preventive maintenance, penalty clause will be applicable.

B. Unscheduled, corrective and remedial maintenance service to set right the malfunctions of the units. This includes replacement of defective parts with new parts. Replacement of defective items or components is to be carried out with the previous concurrence of the Engineer –in- charge. The defective part removed from the system will become the property of the agency.

### TERMS & CONDITIONS.

1. New AC units purchased by the Bank from any firm will be included in the COMPREHENSIVE AMC as soon as the warranty period expires. This will be done through addendum signed by the The General Manager (Premises), SIDBI, Mumbai.
2. The agency should have adequate workshop facility with minimum tools such as gas welding set, gas charging equipment with gas, flaring tools etc required for repair and maintenance of all types of AC units. The agency should have sufficient stock of spares in the workshop. A list of tools and spares available in the workshop should be furnished.
3. In case SIDBI decides to withdraw or dismantle any equipment from the contract during the COMPREHENSIVE AMC period, the same would be taken out of the contract with written information to the agency.
4. The agency shall provide on site maintenance service from 10 am to 5 pm on all working days.
5. SIDBI shall not meet travelling and lodging expenses of the Service Engineer appointed by the agency.
6. Any request for change in COMPREHENSIVE AMC rate during the period of COMPREHENSIVE AMC will not be entertained.



7. SIDBI shall have the option to terminate the agreement at any time if the service is found to be unsatisfactory.
8. The COMPREHENSIVE AMC charges of each unit shall be paid on satisfactory completion of the service after deducting penalty, if any by the concerned Department.
9. The selected agency will have to provide security deposit of 10 % of the total COMPREHENSIVE AMC value per year. Deposit will be refunded after returning all the equipments in working condition to the Department on completion of the contract
10. The agency should replace the defective parts with spare parts with equal or higher capacity one. The agency should anticipate the availability of the spares for the next two years and should quote accordingly. Bank will not be responsible for the non-availability of the spares and no additional charges will be paid for replacing the spare with higher capacity one. However, for equipment for which the original manufacturer has stopped production of any particular model and the spares and which require complete replacement of the equipment, the same will be considered on a case to case basis.
11. For down time calculation, the day on which the call is closed will not be taken as part of down time. If the user is not able to handover the unit to the agency for maintenance purpose, such time will not be considered down time penalty.
12. In case of intermittent failures and repetitive problems due to improper diagnosis or repair, the system will be treated as continuously down.
13. The equipment if any taken for the purpose of repair/maintenance should be handover back to SIDBI after the COMPREHENSIVE AMC period in good working condition failing which the security deposit will be forfeited.
14. Bank may extend the period of contract up to another one year or any period on completion of two-years term, if so desired.

**SERVICE ASSURANCE FOR ALL AC UNITS:**

A. Maximum acceptable down time will be 2 days including holidays.

**PENALTY :****1. DOWN TIME PENALTY**

Penalty for non-completion of the calls after the grace period as indicated in Service Assurance will be as follows:

Whenever the air-conditioner units cannot be repaired on site within the specified limits, the agency will have the option to provide an alternate equipment which will be replaced within the period of 30 days with the original equipment.

**A. DOWN TIME PENALTY CHARGES :**

The agency shall be liable to pay penalty at the following rate for non repair after reporting by the department.

- (a) Rs.100/- per working day for Window mounted type unit.
- (b) Rs.200/- per working day for split type AC unit of 1.5/2 ton capacity
- (c) Rs.200/- per working day for Tower type of 1.5/2 ton

**CONTRACTOR'S SIGNATURE AND SEAL**