

SOCIETY FOR APPLIED MICROWAVE ELECTRONICS ENGINEERING
RESEARCH CENTRE (SAMEER)

R & D Laboratory under Ministry of Electronics & Information Technology, Govt. Of India
Plot -L2, Block-GP, Sec-V, Salt Lake Electronics Complex, Kolkata- 700091
Ph : 91-33-2357-4875 / 23574894, Fax : 033-2357-4950, Email: purchase@mmw.sameer.gov.in

TENDER NOTICE

Date : 24th Oct,2017



Sealed Tenders are invited from the experienced AMC service provider for **COMPREHENSIVE ANNUAL MAINTENANCE OF CONTRACT (AMC)** for Class 1,00,000 Clean Room facility installed at SAMEER Kolkata Centre (Sec-III campus). The facility is operational from 2010 and the list of system and its associated equipment under maintenance of the Clean Room facility are as below :

1	Air Cooled Floor-Mounted Packaged Air Conditioner having 5.5 Ton Scroll compressors per Unit, Make: VOLTAS, Year of installation : 2010	2 Units
2	Air Cooled Floor-Mounted Packaged Air Conditioner having 7.5 Ton semisealed compressors per unit. Make: VOLTAS, Year of installation: 2010	2 Units
3	AIR HANDLING UNIT-I (for Classified Area), Make : Crompton Greaves, Date of Installtion: 2010	1 Unit
4	AIR HANDLING UNIT-II (for non classified area), Make: Crompton Greaves, Year of installation : 2010	1 Unit
5	Maintenance of Clean Room (classified & non-classified area)	1 Job
6	Maintenance of Electrical Control Panel	5 Unit
7	Maintenance of Air Shower Unit	1 Unit

For downloading the Tender documents, please log on to our website www.sameercal.org / www.eprocure.gov.in

Please note that any corrigendum/addendum in the above Tender documents, if required, will be hosted in www.sameercal.org


Vivek Kr.Singh
Sc.-D & Acting DDO
Email : purchase@mmw.sameer.gov.in

	<p style="text-align: center;">SAMEER – Kolkata Centre R & D Laboratory under Ministry of Electronics & Information Technology, Govt. Of India</p>	<p>Record Number PUR/03 Issue No./Date: 01 / 01.04.2015 Rev. No./Date: 00/Nil Page 2 of 1</p>
	<p>TENDER</p>	
<p>Tender Ref No: SMR(K)/AMC/Clean-Room/MIC/SS/17 Date : 13th Nov, 2017 Last Date for submission of Bid : 24rd Nov, 2017</p>		

TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (AMC) FOR Class 1,00,000 Clean Room facility installed at SAMEER Kolkata Centre(Sec-III campus) **AT SAMEER, KOLKATA**

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TENDER DOCUMENT CONTAINING THE FOLLOWING SECTIONS

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- SECTION-I :** INSTRUCTION FOR SUBMITTING THE OFFER (Page 3&4)
 - SECTION-II: SCOPE OF WORK (page – 5 to 8)
 - SECTION-III : TERMS & CONDITIONS (9 & 10)
 - SECTION-IV : TECHNICAL BID (page -11)
 - SECTION -V : PRICE BID (page-12 & 13)
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INSTRUCTION FOR SUBMITTING THE OFFER

Introduction :

Society for Applied Microwave Electronics Engineering and Research (SAMEER) Kolkata Centre is a premier institute under Ministry of Communications & Information Technology, Govt of India.

Sealed Tenders are invited in two parts (Technical Bid and Price Bid separately) from reputed & financially sound Service Agencies for COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (AMC) for the Class 1,00,000 Clean Room facility installed at SAMEER Kolkata Centre (Sec-III campus). The AMC will be in force for ONE YEAR subject to terms & conditions annexed herewith.

1. Both bids should be submitted in two separate sealed covers, superscribed as **“Technical Bid” & “Price Bid”**. Both sealed covers should be put in a single envelope superscribed as Tender Reference No. and addressed to “The Officer-In-Charge, SAMEER Kolkata Centre, Plot- L2, Block-GP, Sec-V, Salt Lake Electronics Complex, Kolkata- 700091”.
2. Tender document can be collected from the Accounts Section of SAMEER Kolkata located at Plot-L2, Block-GP, Sec-V, Salt Lake Electronics Complex, Kolkata-700091 between 10.00 AM to 5.00 P.M on all days except Saturdays, Sundays and Public Holidays or may be downloaded from websites www.sameercal.org / www.eprocure.gov.in.
3. **Earnest Money Deposit (EMD)**:EMD (Refundable) amount of Rs. 4000.00 (Rupees four thousand only) should be paid by Demand Draft in favour of “SAMEER Kolkata Centre” payable at Kolkata. EMD will be refunded to the unsuccessful bidders without any interest after expiry of the tender validity period, once tender is finalized. Successful bidder's EMD will be returned without any interest after submission of Performance Security. EMD should be submitted alongwith Technical Bid failing which tender will be rejected.
4. The tender is for Comprehensive Maintenance of Class 1,00,000 Clean Room facility at SAMEER Kolkata Centre for one year. The Firm /contractor who wishes to quote are required to visit and inspect the whole systems and satisfy themselves before submitting their offer.
5. The contractor shall deploy only competent, skilled, qualified and trained personnel with adequate experience in maintenance of clean room facility.
6. All the tools and instruments required for carrying out various tasks relevant to operation and maintenance have to be arranged by the Contractor at his own cost.
7. Utmost care shall be taken so that the said Clean room facility do not lead to major breakdown. In the event of any breakdown, the same will be rectified immediately within 24 hours from the time of registration of complaint.
8. LOG-BOOK for recording of parameters shall be prepared after consultation with our Engineer and should be maintained strictly by contractor showing the complete working and maintenance done as per schedule.

9. Process of finalization of Tender:

Technical Bid will be scrutinized and evaluated as per tender document by the committee. Financial bids of the technically qualified bidders will be opened by the committee. Lowest quoted bidder will be selected for placement of order. No further negotiation will be carried out. In case of L-1 is more than one, then the past experience of the Tenderer will be the criteria for selection and it would be at the discretion of SAMEER and the decision of SAMEER to this effect shall be final in all respect and will be binding to all the tenderers.

10. Eligibility conditions :

The Bidder must be registered dealer/Firm who can maintain the above tendered systems and supply spares under One Year AMC basis and should have relevant documents in support of the following and the same are to be furnished alongwith Technical Bid:

- i. Service provider who will be able to supply OEM spares / accessories, as per clause-2 mentioned in Terms & conditions can only participate in tender.
- ii. Servicer provider should have a minimum of 5 years experience of similar service of AHU and Packaged AC units of same Make referred in Tender.
- iii. Relevant docoumetns / Certificate should have in support of above experience along with a list of organizations (PSU/Govt.Sectors/Reputed Company) where the Contractor is currently providing / has provided AMC for the equipment of cleanroom facility such as AHU and Packaged AC units covered in the tender.
- iv. Copy of valid PAN No.
- v. Copy of valid GST registration
- vi. E S.I. Registration No. (Code No.), if applicable.
- vii. Provident Fund Registration No., if applicable.
- viii. Copy of IT Return for last three years.

For any Technical Clarification please contact our Engineer, Shri Sourav Sarkar (Ph :+ 91-33-2357-4875 / Email ID: purchase@mmw.sameer.gov.in

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SCOPE OF WORK:**COMPEHENSIVE ANNUAL MAINTENANCE CONTRACT (AMC) FOR CLASS 1,00,000 CLEAN ROOM FACILITY.**

The comprehensive AMC work covers routine, breakdown maintenance and any other works as per instruction of SAMEER for maintaining the clean room facility as per good engineering practice to the entire satisfaction of SAMEER.

Scope of Work:

i) The following basic systems associated with Clean Room Facility will be covered under AMC:

1	Air Cooled Floor-Mounted Packaged Air Conditioner having 5.5 Ton Scroll compressors per Unit, Make: VOLTAS	02 Unit	
2	Air Cooled Floor-Mounted Packaged Air Conditioner having 7.5 Ton semisealed compressors per unit, Make: VOLTAS	02 Unit	
3	AIR HANDLING UNIT-I (for Classified Area) Date of Installtion: 2010	01 Unit	
	Capacity		5000 CFM
	Static pressure		100 mmWG
	AHU Panel		Double skin
	AHU Fan		Kruger Make
	Model		BDB 400/CM
	Fan Speed		2159 r.p.m
	AHU-I Motor		
	Make		Crompton Greaves
	Speed/Pole		2900 r.p.m/2
Rating	5.5 KW		
4	AIR HANDLING UNIT-II (for non classified area)	01 Unit	
	Capacity		4000 CFM
	Static pressure		90 mmWG
	AHU Panel		Double skin
	AHU Fan		Kruger Make
	Model		BDB 355/CM
	Fan Speed		2193 r.p.m
	AHU-II Motor		
	Make		Crompton Greaves
	Speed/Pole		2900 r.p.m/2
Rating	3.7 KW		
05	Maintenance of Clean Room (classified & non-classified area)	01 Job	
06	Maintenance of Electrical Control Panel	05 Unit	
07	Maintenance of Air Shower Unit	01 Unit	

- ii)** Attending routine as well as breakdown maintenance of all the systems & its associated equipments .
- iii)** AMC should cover all the spares / items for smooth operation of all the system such as
- a) charging of Refrigerant Gas
 - b) Lubricating oil for compressor systems
 - c) Packing / Bearings / Couplings / gaskets / flanges / other general spares.
 - d) All electrical spares e.g. Fuses / Relays, contactors, Condensers etc.
 - e) AHU Motor/Belts / Bearings / Valves / Other spares etc.
 - f) In any case if Motor Rewinding is required that has to be carried out by the vendor.
- iv)** All tools & tackles, manpower, transportation and other resources required for executing the job shall be in the scope of the contractor. No extra charges will be paid by the authority regarding tools & tackles, manpower, transportation etc.
- v)** Spares of compressor, control panel card, etc. which may be required during maintenance of the all the system will have to be supplied by the contractor as per instruction of the Authority .
- vi)** The Vendor has to maintain a maintenance register during each visit mentioning what kind of job has been done during that visit . Contractor also has to provide maintenance report.
- vii)** The vendor shall depute a single person who will controls this Annual maintenance work, so that authority can contact him for any kinds of problem of the Packaged AC, AHU I & II , Clean Room, Electrical Panel.
- viii)** The unit rates quoted should be kept firm and valid during the entire period of contract and no escalation shall be permissible for any reason whatsoever after award of contract. The spare shall be genuine & from authorized dealer of manufacturer .
- ix)** The rates quoted by Vendor shall include all liabilities such as supervision, wages, overtime, leave, bonus, increment, retrenchment compensation, insurance and all other statutory payments, including providing of tools and tackles under contractor's scope of supply, overheads, profits etc. for which no extra payment whatsoever will be made by SAMEER.
- x)** The service provider should submit a plan in advance for preventive maintenance schedules, distributed equally throughout the year (after receiving order of AMC).
- xi) Preventive maintenance and breakdown maintenance should be executed separately. All the machines should be properly labelled for AMC identification
 - xii) The service provider should have a local establishment, so that they can attend the call within stipulated time as mentioned in Tender.

Monthly Maintenance :-

- 1) Checking the alignment of all the rotating equipment and devices such as AHU's, fan belt tension, vibrations noise and alignment of AHU Blower and motors on regular basis and rectify the abnormality detected.
- 2) Checking of refrigeration control system motor Control panel.
- 3) Checking the refrigeration control system for optimum operation and adjusting the setting and up keeping of plant rooms, chillers, piping, AHUs ducting, humidifier/heaters as by cleaning of all internal and external equipment. Checking functioning of compressors and its accessories.
- 4) Checking the system for leakages of lubricant as well as refrigerent. Lubricating the bearing of the motor regular basis.
- 5) Checking and Preventive maintenance of all Electrical control panel . Checking the terminal of all the wires and cables for oxidation and clean at regular interval.
- 6) Checking and clean all outdoor installations to make free from dust and moisture.
- 7) Recording readings in log books of all the measured parameters such as current of each equipment, temperature, pressure, Humidity, Particle Count inside Classified area, amount of air in each grill , topple up lubricants & refrigerent etc.
- 8) Maintenance of all type of filters as per good engineering practice. Protecting of all equipment from rust corrosion fungus by painting and /or proper treatment.
- 9) Cleaning of cooling coil fins on regular basis.
- 10) Checking of insulation resistance of all electrical motors.
- 11) Check and rectify if any abnormal noise and vibration found in any rotating equipment like compressors, motors fan blowers etc and also piping like refrigerent piping , chilled water and condenser water piping , ducts, damper grills diffusers etc.

Quarterly Maintenance :

(Maintenance of Clean Room , Classified area & Non Classified area)

1. Air balancing of AHU & Lab Rooms, Pressure Balancing of lab rooms, Checking and setting of temperature and RH Controller inside the lab, Cleaning inside the lab.
2. Cleaning and servicing of Air Shower unit.

Yearly Maintenance :

- 1) Checking / setting / rectification of all safety and automatic controls.
- 2) Complete Overhauling of AHU.
- 3) Maintenance of Air Blowers, Fresh Air Fans and their Balancing, if required. Observe the operation of all the dampers and make necessary adjustment in linkage and blade orientation for proper operation.

4) Functional checks & calibration of all gauges, switches, thermostats, humidistat and other instruments and their control panels installed with the system and rectification of the same if required.

5) Any other job required to be attended during course of checking / as per OEM and to keep the plant in perfectly working conditions.

6) Maintenance of all Electrical equipment Feeders, Panels, Bus Bars, Cubicles, Motors, Heaters, Circuit Breakers, Power Points, etc. pertaining to AHU as per standard electrical maintenance practice and as directed by concerned maintenance engineer. The maintenance and repairing of motors etc. are also within scope of work. The gas charging in package AC unit will be executed as per requirement.

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TERMS AND CONDITIONS :

1. The Annual Maintenance Contract covers servicing and comprehensive maintenance as per scope of work mentioned in Sec-II including all major/minor repairs/replacement of spare spares/ accessories etc. for Class 1,00,000 Clean Room facility installed at SAMEER Kolkata Centre (Sec-III campus). All servicing, maintenance and replacement shall be done with the knowledge of SAMEER.

1. **Performrnace Security :** Successful tenderer should furnish performanc security in the form of Demand Draft for an amount equal to 10% of the AMC value within 15 days on acceptance of AMC. No interest shall be paid on the Performance Security and shall be refunded to the successful bidder on completion of contract period. The Performance Security will be forfeited in the event of violation of any terms and conditions of the contract.

2. **Replacement of spares parts / accessories.:** OEM spare parts / accessories of the respective AC units will be replaced on prior approval of SAMEER for proper maintenance and satisfactory performance of all the equipment of the Class 1,00,000 Clean Room facility and the same shall be arranged /supplied by service provider **at their own cost**. If it is found that spare parts of OEM is not available due to obsolete, equivalent / other make spare parts / accessories will be allowed on approval of SAMEER. The replaced parts will be property of SAMEER.

3. **Payment Terms:** Payment will be released on quarterly basis after completion of satisfactory service on production of Tax Invoice/Bill. Service report should be attached while submitting bill. Necessary statutory deduction, if applicable, should be made from Tax Invoice at prevailing rate. No advance payment shall be paid under any circumstances. Payment should be made within 20 days on production of bill.

3. The agency shall attend unlimited breakdown calls promptly in between routine service calls immediately on receipt of breakdown calls.

4. The performance of the firm shall be reviewed in every quarter and quarterly report should be generated and put signature of both sides on the report. If the performance is not found satisfactorily, the contract will be terminated by giving on 30 days written notice. Department also reserves the right to terminate the contract without assigning any reason by giving on 30 days written notice.

5. The breakdown maintenance call shall have to be attended within **3 hours**. If it is observed that service provider is not attending the breakdown calls properly in this regard deceision of SAMEER will be final and binding.

6. Nothing shall be paid extra on account of traveling expenses, transportation of units (if so required) from site of work to workshop and back, any taxes and duties payable to various bodies etc.

7. The Contractor shall not engage any sub-agent or sub-contractor whatsoever for running the AMC Service.
8. Maintenance services shall be available on all working days of the office except on Saturdays and Sundays; however, if required, it will be provided on Saturdays and Sundays as per exigencies. The services should be available from 9.00 AM to 6 PM.
9. The utmost care should be taken by the service provider while undertaking maintenance work. In case of any damage due to negligence, mishandling etc. or damaged to civil structure of building, the firm / contractor has to undertake to repair/replace the same at their own cost to the satisfaction of the engineer of SAMEER.
10. The contractor shall be responsible for proper maintenance of decorum, punctuality, discipline.
11. In case any of staff is not found upto the mark and not able to do work properly, he will have to be changed as per the instruction of SAMEER.
12. The contractor shall keep the equipment well maintained, neat and clean and adhere to the maintenance schedule of various equipment as per scope of work.
13. It shall be responsibility of the contractor to make all the Air conditioners work satisfactory throughout the contract period and also hand over the same to SAMEER in working condition on the date of expiry of the contract.
14. No escalation cost of whatsoever nature shall be payable.
15. Conditional Tenders would not be accepted. Canvassing in connection with the tenders is prohibited and the tenders submitted by the contractor who resorts to canvassing are liable for rejection. If the tenderers do not fulfill the prescribed conditions as per tender or it is found to be incomplete in any form, the tender are liable to be rejected.
16. If service provider is unable to repair any system / units after their best effort, SAMEER will take initiative to get the same repaired from other agency and repairing charges for the same including replacement cost of spares will be recovered from your AMC charges / Performance Security.
17. If the performance is not found satisfactorily, the contract will be terminated by giving on 30 days written notice. Department also reserves the right to terminate the contract without assigning any reason by giving 30 days written notice.
18. The bid should remain valid for 90 days from the due date.
19. SAMEER reserves the right to reject all or any tender without assigning any reason whatsoever.
20. In case of any dispute, the decision of SAMEER will be final and binding.
21. Bid received by E mail, Fax will not be considered. SAMEER is not responsible for non-receipt of quotation due to postal delay, loss in transit etc.
22. Proper law of contract (PLC) will be the relevant Indian laws subject to Kolkata Jurisdiction.

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TECHNICAL BID :

Comprehensive Annual Maintenance Contract for the existing Class 1,00,000 Clean Room facility installed at SAMEER Kolkata Centre (Sec-III campus).

I. The following table should be filled up by the Service Provider and copy of the necessary relevant documents with self attested against the information as asked for in the table should be submitted alongwith Technical bid:

Sl No.	Type of Document	Whether supporting document enclosed (Yes / No) (To be filled up by the Service provider)
1	Document in support of Bidders Experience as per "Eligibility Conditions" as mentioned in Sec-I	
2	Client list with address and contact No.	
3.	Valid relevant documents in support of the following :	
3.a	Copy of Trade License / Registration certificate under company Act as per appropriate govt.	
.b	Copy of valid PAN	
c	Copy of valid GST registration	
4	Copy of valid E.S.I. Registration No. (Code No.) , if any	
5	Copy of valid Provident Fund Registration No. if any	
6	Copy of IT return for the last three financial years.	
7	EMD	DD No. Date Bank :
8	Name of authorized person with Ph/Mobile No.:	Name : Phone/Cell No.: Email :
9	Sec-II (scope of work) & Sec-III (terms and conditions) of tender document	Should be submitted alongwith Technical bid after putting authorized signature and seal in each page
10	Declaration given at Page -14	Should be given in company`s letter head with authorized signature & seal and to be submitted alongwith Technical Bid

PRICE BID (Tender Ref No.: SMR(K)/AMC/Clean-Room/MIC/SS/17)

The bidder shall give the total composite price inclusive of all levies and taxes as per price schedule given in Financial Bid and quoted AMC price should be valid for one year. No any extra / escalation cost will be considered apart from quoted price. The offer shall be made in Indian Rupees only. The price indicated in the Financial bid is firm and no further modification in the price will be accepted.

Comprehensive Annual Maintenance Contract for Class 1,00,000 Clean Room facility installed at SAMEER Kolkata Centre, sec-III Campus. Price Bid format given in next page. Bidders are requested to quote as per format.

PRICE BID FORMAT

SI No.	Description of work	Amount (INR)
Charges of comprehensive Annual Maintenance Contract (AMC) of Class 1,00,000 Clean Room Facility comprising the following units /systems:		
1	Maintenance of VOLTAS MAKE Air Cooled Floor-Mounted Packaged Air Conditioner having 5.5 Ton Scroll compressors per Unit. No of Unit 2 Units	
2	Maintenance of VOLTAS MAKE Air Cooled Floor-Mounted Packaged Air Conditioner having 7.5 Ton semisealed compressors. No of Unit 2 Units	
3	Maintenance of AIR HANDLING UNIT-I. No of Unit 1 Unit	
4	Maintenance of AIR HANDLING UNIT-II. No of Unit 1 Unit	
5	<u>(Maintenance of Clean Room Classified area & Non Classified area)</u> Air balancing of AHU & Lab Rooms, Pressure Balancing of lab rooms, Checking and setting of temperature and RH Controller inside the lab, Cleaning inside the lab. Quantity : 1 job	
6	Maintenance of Electrical Control Panel. No of Unit 5	
7	Maintenance of Air shower. No of Unit - 1	
8	Other Charges, if any , please specify	
	SUB TOTAL	
	Add : GST @	
	TOTAL	
Total Rupees		

Signature of the authorized person

Name :

Designation :

Company Seal :

Date :

Place :

(shoud be typed in contractor/firm`s Letter Head and submitted alongwith TECHNICAL BID)

DECLARATION

Name of work: *Comprehensive Annual Maintenance Contract of Clean Room Facility at SAMEER Kolkata Centre*

I/We have read the Tender documents (Tender No. *SMR(K)/AMC/Clean-Room/MIC/SS/17*) and related matters carefully and diligently and that I/We have submitted the tender after having studied, understood and accepted the full implications of the terms and conditions of tender document.

The requirements of the tender agreement as stated above will be fulfilled by me/us to the satisfaction of the SAMEER.

Signature of the authorized person

Name :

Designation :

Company Seal :

Date :

Place :