



माखनलाल चतुर्वेदी राष्ट्रीय पत्रकारिता एवं संचार विश्वविद्यालय

(मध्य प्रदेश विधानसभा के अधिनियम क्रमांक १५, १९९० द्वारा स्थापित)

MAKHANLAL CHATURVEDI NATIONAL UNIVERSITY OF JOURNALISM & COMMUNICATION

(Setup by Act No. 15, 1990 of M.P. Legislative Assembly)

क्रमांक/सं.शा./2026/११११

भोपाल, दिनांक ०४/०८/२०२६

सूचना

विषय :- विश्वविद्यालय के बिसनखेड़ी परिसर के भवनों में स्थापित A.C. संयंत्रों एवं गणेश शंकर विद्यार्थी सभागार के Chiller Centralized Air Conditioning System के वार्षिक संधारण अनुबंध(CAMC) बाबत।

संदर्भ :- निविदा क्र.- म. प्र. माध्यम/126627/2026।

उपरोक्त संदर्भित विषयांतर्गत विश्वविद्यालय के बिसनखेड़ी परिसर के भवनों में स्थापित 1TN/1.5TN/2TN के स्प्लिट व विंडो A.C. - 263 Nos. (MAKE:- DAIKIN/VOLTAS/LG/HITACHI/SAMSUNG) के रख - रखाव हेतु वार्षिक संधारण अनुबंध/Comprehensive AMC एवं गणेश शंकर विद्यार्थी सभागार हेतु स्थापित 70 TN WATER COOLED CHILLER Centralized Air Conditioning Unit System - 02 Nos. (MAKE:- CLIMAVENETA) के संचालन एवं रख-रखाव (O & M) हेतु वार्षिक संधारण अनुबंध/Comprehensive AMC के लिए पुनः दरें आमंत्रित किये जाने हेतु समय अवधि बढ़ाकर दिनांक - 10/08/2026 अपरान्ह 03:00 बजे तक की जाती है। प्राप्त निविदाओं को उसी दिनांक सांय 3:30 बजे निविदाकारों के समक्ष खोला जाएगा। पूर्व में प्राप्त निविदाओं को सम्मिलित किया जा रहा है। निविदाकर्ता निविदा जमा करने से पूर्व A.C. संयंत्रों का निरीक्षण भी स्वयं के स्तर से कर सकते हैं।

(प्रो. पी. शशिकला)

प्रभारी कुलसचिव

भोपाल, दिनांक ०४/०८/२०२६

क्रमांक/सं.शा./2026/११११

प्रतिलिपि:-

1. निज सहायक, कुलगुरु मा. च. रा. प. एवं. संचार वि. वि. को सूचनार्थ हेतु प्रेषित।
2. निज सहायक, कुलसचिव मा. च. रा. प. एवं. संचार वि. वि. को सूचनार्थ हेतु प्रेषित।
3. वित्ताधिकारी, मा. च. रा. प. एवं. संचार वि. वि. को सूचनार्थ हेतु प्रेषित।
4. निर्माण/संधारण प्रभारी, मा. च. रा. प. एवं. संचार वि. वि. को सूचनार्थ हेतु प्रेषित।
5. प्रभारी वेबसाइट, मा. च. रा. प. एवं. संचार वि. वि. को वि. के वेबसाइट पर प्रकाशित करने हेतु प्रेषित।
6. विश्वविद्यालय के सूचना पटल पर चशपा किये जाने हेतु।

(प्रो. पी. शशिकला)

प्रभारी कुलसचिव

**MAKHANLAL CHATURVEDI NATIONAL UNIVERSITY
OF JOURNALISM AND COMMUNICATION,
BHOPAL-462044**



TENDER/QUOTATION DOCUMENT

FOR

Comprehensive Annual Maintenance Contract For 263 Nos. Of

Air Conditioning Unit

(MAKE:- DAIKIN/VOLTAS/LG/HITACHI/SAMSUNG)

AND

Operation & Comprehensive Annual Maintenance Contract For

Centralized Air Conditioning Unit System of Auditorium

(MAKE:- CLIMAVENETA)

START DATE OF SUBMISSION:

LAST DATE OF SUBMISSION : 10/08/2026

Tender Notice

- Sealed tenders in separate two Bids System i.e. Technical & Financial Bid are invited from **Authorized Operation & Maintenance Service Provider of reputed Equipment Manufacturer** (DAIKIN/ VOLTAS/ LG/ HITACHI/ SAMSUNG/BLUESTAR/CLIMAVENETA) **OR “A” Class Electrical Contractor** for Comprehensive maintenance of 263 Nos. window & split AC of different departments (MAKE:-DAIKIN/ VOLTAS/ LG/ HITACHI/ SAMSUNG) and Centralized Air-conditioning System of Auditorium (Make:-CLIMAVENETA) at MCNUJC, Bisankhedi Campus, Bhopal-462044.

Description of work	CAMC Of 263 Nos. (2 ton/ 1.5 ton/ 1 ton) Window & Split AC And Operation& CAMC Of Centralized Water-Cooled Chiller Air-Conditioning System(70 TR-2nos.)
EMD	25000/-
Cost of tender documents	1000/- + 18% GST = 1180/- (Non-Refundable)
Probable Amount of Contract	16,87,746/-
Stipulated Period of Completion	12 Months including rainy season From P.O./Agreement Date.
Contract period	1 year, it may be extended further 02 years on same rates, terms and condition. If the performance of agency found satisfactorily during the year.
Security Deposit (Retention for the contract period)	5% of total contract value against Bank Guarantee from any Public Sector Bank.
Address at which the tenders are to be submitted	Maintenance Department, Makhanlal Chaturvedi National University of Journalism and Communication, Bisankhedi, Bhopal - 462044
Date and time of opening of Technical bid	If any situation arises then intimate to the agency via mail or telephonically.
Date and time of opening of Price bid	Date of opening financial bid shall be advised to qualified bidders subsequently

	on time of opening of technical bid or via mail or telephonically.
Place of opening tenders	Makhanlal Chaturvedi National University of Journalism and Communication, Bisankhedi, Bhopal - 462044

- The tender forms shall be downloaded from the website: www.mcu.ac.in along with the DD of Public Sector Bank Rs. 1000/- + 18% GST = 1180/- against tender cost and DD of Public Sector Bank of Rs. 25,000/- against EMD in favour of the **“Registrar, Makhanlal Chaturvedi National University of Journalism and Communication, Bhopal”**. Without the said Demand Draft the tender of such agency shall be rejected.
- Sealed tenders shall be received upto 3:00 PM on 10/08/2026 and the date and time of opening of technical bid shall be published in the University website and also intimate to the agency via mail or telephonically. The financial bid of only those bidders would be opened who would find success in the technical evaluation of the technical bid. Further information regarding the tender shall be available on our website:www.mcnujc.ac.in.
- In the event of withdrawal offered by any of the tenderers within the validity period, the EMD of such tenderers shall be forfeited and they would be debarred from future tendering for works in the University.
- The Technical and Financial Bids on each page duly signed/stamped by the tenderer should be sealed in separate covers and both in another sealed cover while submitting. On the cover, it should be clearly mentioned "Tender for Comprehensive maintenance of 263 Nos. window & split AC of different departments (MAKE:-DAIKIN/ VOLTAS/ LG/ HITACHI/ SAMSUNG) and Centralized Air-conditioning System of Auditorium (Make:-CLIMAVENETA) at MCNUJC, Bisankhedi Campus, Bhopal-462044". The Contractors who fulfill the following requirements and as stipulated in the Technical Bid form shall be eligible to apply and should submit duly stamped and certified copies of relevant documents in support of the same with the Technical Bid (failing which the tender shall be rejected). If any of the certificates is found forged/fabricated or false, the tenderer would stand disqualified and his EMD would be forfeited without prejudice to any legal action. If the contractor would fail to submit the required

documents as stated above the tender of the contractor shall be rejected without any discussion further in the matter.

Note: Non-Association / Relation: Should a contractor or a tenderer have a relative employed in MCNUJC (or in any way connected with the agency involved in the execution of this work) or in case of partnership firm or company incorporated under the Indian company act, should a partner or relative of the partner or a shareholder be employed in a responsible capacity in MCNUJC (or in any way connected with the agency involved in the execution of this work), the authority inviting the tender should be informed of the fact at the time of submission of tender, failing which the tender may be rejected. If such fact is suppressed at the time of tendering and comes to light at any time after acceptance of tender, the contract may be rescinded.

The MCNUJC reserve the right to reject any or all tenders or split the work in between more than one party without assigning reasons whatsoever.

ELIGIBILITY CRITERIA

Sl. No.	Eligibility Criteria	Documents To be Submitted
1.	The bidder must be an Indian firm /company/ organization registered under applicable Act in India.	Copy of the Partnership deed/ Certificate of Incorporation issued by Registrar of Companies along with Memorandum & Articles of Association and full address of the registered office.
2.	The bidder must have an average annual financial turnover during the last 3 years, ending 31st March 2026, should be at least Rs.25 lakhs.	Copy of the audited Balance Sheet and / or Certificate of the Chartered Accountant for the preceding three years, i.e. 2023-24, 2024-25& 2025-26.
3.	Bidder should have experience of minimum 5 years in providing the Services of reciprocating type chillers	Copy of the order and/or Certificate of completion of the work from any Govt. Department.
4.	The bidder shall have a valid PAN and GST number.	Copy of the PAN and GST registrations shall be submitted.
5.	The bidder should be Authorized maintenance of the service provider of a reputed equipment manufacturer (DAIKIN/ VOLTAS/ LG/ HITACHI/ SAMSUNG/BLUESTAR/CLIMAVENETA) or “A” Class electrical contractor. However, they should have the requisite expertise in servicing and maintenance of Centralized Air-conditioning Systems	A copy of the Dealership Certificate/Authorization letter issued by the company to the bidder for being Authorized service provider/ certificate of “A” Class Electrical contractor issued by M.P. Licensing board is to be submitted.
6.	The Bidder should have their established Office & service set-up in Bhopal for immediate service support.	Address Proof for the office / branch is to be submitted.
	The Bidder should have satisfactorily completed "Similar works during the last 5 years as on 31st March 2026 with a Government Department/Public Sector Undertaking /Government Autonomous Bodies /Educational	Completion Certificate issued by the authorized officer of the client will have to be furnished along with the tender document. Please do not submit experience of lesser capacity.

	Institutions. i) One Similar AMC work of 150 TR or ii) Two Similar AMC work of 90 TR or iii) Three Similar AMC Of 70 TR And I) One Similar AMC work of 300 nos. window & Split AC (2ton/1.5 ton/ 1 ton) or II) Two Similar AMC work of 250 nos. window & Split AC (2 ton/1.5 ton/ 1 ton) or III) Three Similar AMC work of 200 nos. window & Split AC (2 ton/1.5 ton/ 1 ton)	The Completion Certificate along with the copy of the client's work order must clearly indicate: - a) Date of commencement of AMC b) Date of completion of AMC c) Nature of AMC d) Whether the AMC has been completed satisfactorily or not. e) Value of Air conditioner Tonnage involved in AMC
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("Similar" works shall mean Comprehensive maintenance of window & split AC and Centralized Air-conditioning System of Auditorium.)

Note: 1. Documentary evidence like certificates etc. must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.

2. Preference given of Climaveneta company service provider.

INSTRUCTIONS TO THE TENDERERS

- 1. Department wise Quantity, Capacity, Make, etc. details of split & window ACs and its Scope of work given in Part-A.**
- 2. Details of centralized water cooled chiller & AHU AC System of Auditorium & its Scope of Work given in Part-B.**
- 3. The work has to be carried out strictly according to the conditions stipulated in the tender the most workmanlike manner.**
- 4. In case of difference between rates written in figures and words, the rate in words shall prevail.**
- 5. The tender documents are not transferable.**
- 6. The tenderer must obtain himself on his own responsibility and his own expenses all information and data which may be required for the purpose of filling this tender document and enter into a contract for the satisfactory performance of the work. The tenderer is requested to satisfy himself regarding the availability of water, power, transport and communication facilities, the character quality and quantity of the materials, labour, the law and order situation, climatic conditions local authorities requirements, traffic regulations etc; The tenderer will be fully responsible for considering the financial effect of any or all the factors while submitting his tender.**
- 7. Each page of the Tender document, Technical Specifications, Terms & conditions, BOQ, etc. shall be signed by the authorized person and cutting or overwriting shall be duly attested by him.**
- 8. The tender is to be submitted in a sealed ENVELOPE duly marked as "Technical Bid CAMC of 263 Nos. (2 ton/ 1.5 ton/ 1 ton) Window & Split AC And Operation & CAMC Of Centralized Water-Cooled Chiller Air-Conditioning System(70 TR-2nos.)" on the outside.**
- 9. Technical Bid: To contain Tender document, Technical Specifications, Earnest Money Deposit (EMD), Eligibility criteria documents, etc. Envelope will be opened in the presence of the tenderers/authorized representative who may choose to be present. Tenderers could depute one person only for the tender opening who is duly authorized and they should produce an authorization letter.**

- 10. Bidder should have its established office in Bhopal for immediate service support. Credentials showing the above shall be submitted along with the bidding. The bidder should have a permanent service facility in Bhopal by a Qualified Engineer, Address, Phone nos. have to be given also a hierarchy of escalation.**
- 11. Companies should have a GST registration certificate for their registered offices. PAN Details to be provided.**
- 12. The technical bid must be accompanied by self-attested copies of the documents following without which the tender shall be rejected:**
- 13. Successful Bidder will have to enter into an agreement with the University. The format of the agreement shall be designed and drafted based on the Terms & Conditions / Clauses mentioned in this document. However, University reserves the right to add/delete any other Clauses in this Agreement.**
- 14. The successful Bidder should forward a letter specifically indicating the names of their personnel who will be providing services in different heads. University reserves the right to reject any persons to be employed by the Contractor at the discretion of the University. Once the contract is awarded, if they wish to change any of the above personnel, the maintenance contractor will inform the University in writing and obtain the University prior approval, one week in advance.**
- 15. After the contract is awarded, the Contractor will carry out the work without raising any preconditions regarding the functioning of the Chiller Plant. Irrespective of the existing condition of the equipment, the Contractor should carry out all maintenance/rectification works that are necessary to make the system fully operational.**
- 16. Decision of University in regard to the interpretation of the Tender Conditions, Terms & Conditions, Scope of Work, Agreement, Payment terms, etc. shall be final and binding on the Contractor. In case of any dispute between the Contractor and the University, the University shall have the right to decide. However, all matters of jurisdiction shall be subjected to courts in Bhopal.**

GENERAL CONDITIONS OF CONTRACT

- i. Contract Period: one (01) years. It may be extended for another one year on mutual consent with same terms and condition. However, MCU reserves the right to terminate the contract with one Month notice without citing any reason.
- ii. Number Of Preventive Maintenance Service per year for each unit: Four
- iii. Frequency of Preventive Maintenance Service for each unit: Once in Three Months
- iv. Number of break down Maintenance per year: UNLIMITED
- v. Time limit for attending break down calls: Within 3 Hour. after receiving the break down call (Over Phone/Mobile/ Mail).
- vi. Timings for carrying out Preventive Maintenance Service(With prior information): 10:00 hrs to 18:00 hrs on all working days.
- vii. Timings for carrying out break down Maintenance: Preferably 10:00 hrs to 18:00 hrs on all working days but may be extended beyond normal working hours and holidays if the situation demands. No extra payment shall be made for carrying out breakdown maintenance on holidays and beyond normal working hours.
- viii. Service provider has to make their own arrangement for necessary tools and equipment to carry out Preventive and Breakdown Maintenance Service.
- ix. For major break down such as compressor failure, motor failure and leakage in the system, Maximum time given to rectify the fault and normalizing the system is 15 working days from the date of giving the intimation of breakdown. All other break down shall be rectified within five working days from the date of giving the intimation of breakdown.

- x. Service provider has to give one focal point i.e. Phone Number, Mobile Number and Email ID which is available on round the clock basis for intimating the Breakdown calls.
- xi. Service provider has to make their own arrangement for transport of his personnel and equipment handed over for servicing/ maintenance to service provider's workshop without any extra cost.
- xii. Interested bidder must be visit MCU, Bisankhedi, Bhopal for physical condition, place of installation & height of equipment with prior permission before submitting the Bid.
- xiii. The contract is liable to be terminated if the work is not carried out as per the terms and conditions stipulated in the contract and the decision of the department in this regard is final and binding by the service provider.
- xiv. The rates quoted by the bidder shall be valid for the entire contract period. The rates shall be firm, fixed and non-revisable.
- xv. All Maintenance work shall be carried out at MCU, Bisankhedi, Bhopal. If for any reasons the components or equipment required to be taken to service provider's premises for repair, service provider shall submit the written request citing details of equipment to be taken for repair, nature of failure, proposed rectification and expected date of return. If the book value of components or equipment as estimated by department (MCU, Bisankhedi, Bhopal) is more than the value of Security Deposit (SD)/Performance Bank Guarantee (PBG) provided, service provider shall provide the SD/ PBG to the value equal to the estimated value of component or equipment. If the contractor fails to return the equipment after necessary repair, within 10 working days after the expected date of return, the value of equipment shall be deducted from the bill of service provider or SD/ PBG shall be forfeited.
- xvi. On the expiry of the contract, the firm will hand over All Split & Window ACs and Centralized Air-conditioning System of Auditorium in perfect working condition after rectifying the defects etc., if any. In the case of the failure of the firm to comply with this condition, the defects will be got rectified by the university and the expenses so incurred will be charged to the firm's account.

- xvii. Annual Maintenance Contract will be inclusive of all the Items/Components of the All Split & Window ACs and Centralized Air-conditioning System of Auditorium.
- xviii. Depute one well experienced technician for smooth & healthy Operation and maintenance of Centralized Air-conditioning System of Auditorium.
- xix. If situation arises, Vice Chancellor, MCNUJC reserves the right to alter/modify or reject the tender at any stage without assigning any reasons thereof and is not bound to accept the lowest tender. Canvassing in any form, direct or indirect, on any part of tendered will render the tender liable for rejection/cancellation.
- xx. Annual Operation & Maintenance Contract of Centralized Air-conditioning System of Auditorium will be inclusive of all the Items/Components like primary motor, secondary motor, condenser motor, cooling tower, cooling tower fan, valve of the All Split & Window ACs and Centralized Air-conditioning System of Auditorium.
- xxi. Air conditioning systems and their ancillary equipment must be accepted for maintenance in their existing locations and condition.
- xxii. Annual Maintenance Contract will be inclusive of shifting & installation of some ACs from one place to another place under premises.
- xxiii. The agency is required to submit quarterly work satisfaction reports obtained from all departments during the maintenance period. Payment will be made only if the reports are satisfactory.

Service Report:

Service report shall be generated by the service provider for having done the Preventive and breakdown maintenance work satisfactorily. the service report shall be signed by the service provider and concerned of user division. the service report shall be in triplicate. Original to User Division, duplicate to Accounts with bill, triplicate to the service provider.

Payment term:

Quarterly payment shall be made after satisfactory completion of each service on submission of certified bills. Service report duly signed by concerned of user division shall be submitted along with the bill to establish the satisfactory service.

Security

Service provider shall obtain Necessary entry' passes well in advance for maintenance personnel. Details of personnel deployed for Maintenance and Pass required period shall be communicated through service provider Mail ID or service provider's letter heads duly stamped by the service provider. In addition to this every individual deputed for AC system maintenance shall produce the valid ID proof to pass issuing authority for verification. Details furnished by the service provider and ID proof produced shall be matched for issuing the pass.

Earnest Money

1. The tenderers are requested to submit the EMD of Rs. 25,000/- (Rupees twenty five thousand only) against DD of Public Sector Bank in favour of Registrar, Makhanlal
2. Chaturvedi National University Of Journalism & Communication, Bhopal.
3. EMD in any other form other than as specified above will not be accepted. Tender not accompanied by the EMD in accordance with clause 1 above shall be rejected.
4. No interest will be paid on the EMD.
5. EMD of unsuccessful tenderers will be refunded within 30 days of award of Contract.
6. EMD of the successful tenderer will be retained as a part of the security deposit.

Security Deposit

1. The successful tenderer will have to submit a sum equivalent to 5% of contract value against Bank Guarantee from any Public Sector Bank in favour of Registrar, Makhanlal Chaturvedi National University Of Journalism & Communication, Bhopal within a period of 15 days of acceptance of tender.
2. No interest shall be paid to the amount retained by the Bank as Security Deposit.

Signing of Contract Documents

The successful tenderer shall be bound to implement the contract by signing an agreement and conditions of the contract attached herewith within 15 days from the receipt of intimation of acceptance of his tender by the University. However, the written acceptance of the tender by the University will constitute a binding agreement between the University and the successful tenderer whether such formal agreement is subsequently entered into or not.

Contract Period

The contract period for the work shall be for one year from the date of issue of the work order. University, at its discretion, may extend the term further for a period of two years at the same rates and terms and conditions, if the performance of the agency is found satisfactorily.

Validity of Tender

Tenders shall remain valid and open for acceptance for a period of 06 months from the date of opening price bid. If the tenderer withdraws his/her offer during the validity period or makes modifications in his/her original offer which are not accepted by the University without prejudice to any other right or remedy the University shall be at liberty to forfeit the EMD.

Rates and Prices

The tenderers should not change the units as specified in the tender. If any unit is changed the tenders would be evaluated as per the original unit and the contractor would be paid accordingly. The tenderer should not change or modify or delete the description of the item. If any discrepancy is observed he should immediately bring it to the knowledge of the University.

Contract Agreement

On receipt of intimation of the acceptance of tender from the University, the successful tenderer shall be bound to implement the contract and within fifteen days thereof he shall sign an agreement in a non-judicial stamp paper of

appropriate value. The Contractor shall bear all costs and expenses and stamp duty in respect of all agreements that may be entered into with the University to give effect to this arrangement. Two copies of the agreement/tender document duly signed by both parties shall be handed over to the contractors.

Commencement of Works

The date of commencement of the work will be from the date of issue of the Work order/LOI.

Delay in works & penalty

1. If any of the works mentioned in the scope of work are not carried out by the Contractor in time or absenteeism of their workmen or non-performance of duties, University will arrange to carry out this work through any other contractor at their will and deduct the expenses (decided by the University) from the AMC bill.
2. If the Contractor does not fulfill the minimum qualifications of the manpower provided by them, then proportionate maintenance charges from the monthly AMC bill will be deducted by the University.
3. That if the Contractor does not fulfill the provisions of the clauses mentioned, the proportionate maintenance charges for those months will not be payable by the University. The University shall then carry out the repair/maintenance work and any loss borne by the University would be recovered from the charges payable to the Contractor.
4. While executing the maintenance/breakdown works Contractor has to take necessary precautions to avoid any damage to University property. In case of any property damage, the Contractor has to repair/replace the same at no extra payment. If the Contractor fails to repair/replace, then the same work shall be carried out through another agency and the expenditure incurred shall be debited from the AMC amount payable to the Contractor.

Permits, Laws and Regulations

Permits and licenses required for the execution of the work shall be obtained by the contractor at his own expense. The contractor shall give notices and comply with

the regulations, laws, and ordinances rules, applicable to the contractor. If the contractor observes any discrepancy in the tender documents, he shall promptly notify the University in writing. If the contractor performs any act which is against the law, rules, and regulations he shall meet all the costs arising there from and shall indemnify the University of any legal actions arising there from.

Protection of works and property

The contractor shall continuously maintain adequate protection, of all his work from damage and shall protect the University properties from injury or loss arising in connection with the contract. He shall make good any such damage, injury, or loss due to his fault or negligence except which are due to causes beyond his control. He shall take adequate care and steps to the protection of the adjacent properties. The contractor shall take all precautions for the safety and protection of his employees on the works and shall comply with all applicable provisions of Government and local bodies' safety laws and building codes to prevent accidents or injuries to persons or property of about or adjacent to his place of work. The contractor shall take insurance covers at his own cost.

Manpower, Wages, Tools, etc.

1. The Contractor should ensure to comply with all the provisions of Labour Act / State /Central Govt. agreed procedures. The Contractor shall be solely responsible for compliance to provisions of Various labour and industrial laws and all statutory obligations such as minimum wages as per Central Govt, rules, allowances, compensations, EPF, Bonus, gratuity, ESIC, etc. relating to workers provided to the University. The University shall have no liability in this regard.
2. All personnel provided by the Contractor will be on the payrolls of the Contractor /Company and there will be no Employee and Employer relationship between the personnel engaged by the Contractor and the University.
3. Contractor's personnel or their family members shall not be allowed to stay/ reside at site.
4. Contractor should arrange for uniforms (dress code to their Staff).
5. If the University does not avail of certain service(s) mentioned in the Scope of work, then the University shall not pay for that/those service(s). The University

shall have the right, during performance of the maintenance contract to change the scope and/or technical character of the maintenance contract.

6. The Technicians should be able to communicate in local language, Hindi & English Languages.
7. The contractor shall strictly comply with all Labour and such other statutory laws in relation to the services to be provided and the personnel engaged by the contractor and they shall be solely responsible for all acts of the said personnel so enrolled and there shall and will not be any privity of contract for any purpose and to any intent between the University and said personnel so engaged by the Contractor. The University shall not be liable nor answerable in respect of any claims or demands in respect of any matter or on any account which may be raised by the said personnel so engaged by the Contractor and it shall be the sole responsibility and liability of the Contractor to answer all such claims or demands of the said personnel so engaged, under any law for the time being in force.
8. The contractor shall be responsible for the training, allotment of duties, hours of work and timings to the engaged personnel for the purpose. The contractor shall alone have the right to exercise control, give directions and manage the personnel engaged for the purposes.
9. The contractor should possess, for the entire duration of these presents, all licenses and registrations as may be required under any law and shall be responsible to register himself and obtain a valid license under Contract Labour (Regulation and Abolition) Act 1950 and rules thereunder. The Contractor shall comply with all rules and regulations in force under the said Act and Rules. The Contractor shall comply with all applicable laws, Rules and Regulations relating to Provident Fund, Payment of Bonus, Minimum Wages or any other Statutory / Regulatory requirements. Any dispute regarding such dues shall and be dealt with and settled by the contractor.
10. In terms of provisions of the aforesaid Contract Labour (Regulation & Abolition) Act, 1970 and Rules 72 and 73 of the Rules framed thereunder, in case the same are applicable to the Contractor, the Contractor shall disburse the minimum wages payable to its personnel only in the presence of the Authorized representatives of the University and shall obtain due certification to that effect from the said Authorized representative of the University. Any violation of the aforesaid provisions of the Law will entail forthwith termination of this Contract

in addition to such penal consequences as may be attended with under these presents.

11. The Contractor shall be responsible for any loss due to theft/pilferage and/or damage to the University property when such damage is, in the opinion of the University, caused due to negligence, carelessness, or any fault on the part of the Contractor or his workmen/employees engaged for the Services. The Contractor shall ensure that the character and antecedents of the personnel engaged by them are duly verified before such engagement.

PART -A

**Comprehensive Annual Maintenance Contract (CAMC) for Split&window
AC units and Comprehensive Annual Operation & Maintenance Contract
(CAMC) at MCU, Bisankhedi, Bhopal.**

Details of AC units offered for CAMC is as follows.

स.क्र.	विभाग का नाम	ACकी प्रकार	ACकी संख्या	ACकंपनी नाम	ACकी क्षमता
1.	चाणक्य भवन भूतल (110 सीटर सभागार+ सर्वर रूम+ CCTV कंट्रोल सर्वर रूम+ अन्य)	स्प्लिट AC(NEW)	11	Daikin	2 Ton
		विंडो AC(old)	01	Voltas	1.5 Ton
2.	वित्त शाखा	स्प्लिट AC(NEW)	04	Daikin	1.5 Ton
		विंडो AC(old)	02	Voltas	1.5 Ton
3.	माननीय कुलगुरु कार्यालय	स्प्लिट AC(NEW)	14	Daikin	2 Ton
4.	ASI विभाग	स्प्लिट AC(NEW)	03	Daikin	1.5 Ton
5.	निर्माणशाखा	विंडो AC(old)	01		1.5 Ton
6.	विधि शाखा	विंडो AC(old)	01		1.5 Ton
7.	प्रकाशन विभाग	विंडो AC(old)	01	Samsung	1.5 Ton
8.	प्रशासन(कुलाधिसचिव/कुलसचिव/सहायक कुलसचिव(प्रशासन)/सहायक कुलसचिव (अकादमिक)/डीन(अकादमिक)/कुलसचिव मीटिंग हॉल/कार्यालय अधीक्षक)	स्प्लिट AC(NEW)	06	Daikin	1.5 Ton
		विंडो AC(old)	01		1.5 Ton
9.	परीक्षा विभाग	स्प्लिट AC(NEW)	04	Daikin	2 Ton
		स्प्लिट AC(NEW)	07	Daikin	1.5 Ton
		विंडो AC(old)	01	Voltas	1.5 Ton
		स्प्लिट	02	Voltas	1.5 Ton

		AC(old)			
		स्प्लिट AC(old)	01	Samsung	2 Ton
10.	नालंदा पुस्तकालय (प्रथम एवं द्वितीय तल)	स्प्लिट AC(NEW)	05	Daikin	2 Ton
		स्प्लिट AC(NEW)	04	Daikin	1.5 Ton
11.	न्यू मीडिया टेक्नोलॉजी विभाग	स्प्लिट AC(NEW)	13	Daikin	2 Ton
		स्प्लिट AC(NEW)	13	Daikin	1.5 Ton
		विंडो AC(old)	01	Voltas	2 Ton
		विंडो AC(old)	01	Samsung	1.5 Ton
		विंडो AC(old)	01	Carrier Aircon	1 Ton
12.	इलेक्ट्रॉनिक मीडिया विभाग	स्प्लिट AC(NEW)	8	Daikin	2 Ton
		स्प्लिट AC(NEW)	7	Daikin	1.5 Ton
		स्प्लिट AC(NEW) Silent	02	Samsung	2 Ton
		स्प्लिट AC(Old)	02	Voltas	1.5 Ton
		स्प्लिट AC(Old)	03	LG	1.5 Ton
13.	पत्रकारिता विभाग	स्प्लिट AC(NEW)	17	Daikin	2 Ton
		स्प्लिट AC(Old)	02	Voltas	1.5 Ton
14.	मीडिया शोध विभाग	स्प्लिट AC(NEW)	09	Daikin	2 Ton
		स्प्लिट AC(NEW)	04	Daikin	1.5 Ton
15.	रेडियो कर्मवीर	स्प्लिट AC(Old)	01	Hitachi	2 Ton
16.	माननीय कुलगुरु निवास सह कैप	स्प्लिट	07	Daikin	2 Ton

	कार्यालय	AC(NEW)			
17.	भगवान बिरसा मुंडा अतिथि गृह	स्प्लिट AC(NEW)	09	Daikin	2 Ton
18.	क्लब हाउस(लचित बोरेफुकन व्ययामशाला)	स्प्लिट AC(NEW)	08	Daikin	1.5 Ton
		स्प्लिट AC(NEW)	04	Daikin	2 Ton
19.	कंप्यूटर अनुप्रयोग विभाग	स्प्लिट AC(NEW)	19	Daikin	2 Ton
		स्प्लिट AC(NEW)	05	Daikin	1.5 Ton
		स्प्लिट AC(NEW)	03	Daikin	1 Ton
20.	APR विभाग	स्प्लिट AC(NEW)	15	Daikin	2 Ton
		स्प्लिट AC(NEW)	08	Daikin	1.5 Ton
21.	मीडिया प्रबंधन विभाग	स्प्लिट AC(NEW)	14	Daikin	2 Ton
		स्प्लिट AC(NEW)	02	Daikin	1.5 Ton
22.	जनसंचार विभाग	स्प्लिट AC(NEW)	14	Daikin	2 Ton
		स्प्लिट AC(NEW)	02	Daikin	1.5 Ton
Total AC			263		

Comprehensive Annual Maintenance Contract (CAMC) for Split & Window AC installed at MCU, Bisankhedi, Bhopal for a period of 1 years total checkup, servicing, rectification of fault if any, unlimited break down calls including supply and replacement of required spares*.

Spares means all Mechanical, Electrical, Electronic components including all consumables/ no consumables such as air filters, lubricating oils, refrigerant gas, remote controllers, sensors, controllers, compressor, motors, capacitors, plastic components, etc.

Note: All breakdown calls shall be attended within 3 hours from the time of intimation.

Scope of work for Preventive Maintenance:

- i. Servicing of AC unit and air filter.
- ii. Servicing of cooling coil and condenser coil.
- iii. Measurement of current of each individual AC unit.
- iv. Checking of all electrical components for loose connections and tightening if necessary.
- v. Complete leak test of refrigeration system and rectification of leaks.
- vi. Checking of refrigeration system pressure readings and gas charging if necessary.
- vii. Checking of fans and all motor mountings.
- viii. Checking of conditioned area and cooling coil grill Temperature.
- ix. Checking of Condenser coil inlet and outlet air temperature.
- x. Lubricating and blower/fan motor (if applicable)
- xi. Checking and rectifying abnormal unit vibrations.
- xii. Checking of Microprocessor controller operation.
- xiii. Repairing or Replacing the components of the equipment if found necessary.
- xiv. Replacement of Remote with new one if defective.
- xv. Reconfirmation of satisfactory system performance and system operation after every Preventive Maintenance.
- xvi. Preventive maintenance shall be carried out as per the terms regularly. Grace period of 10 working days shall be given byword 3 months to complete the Preventive maintenance.

Scope of work for Break down Maintenance Service:

- i. Attending the breakdown of the system, trouble diagnosis and rectification.
- ii. Replacing all the components of the equipment including compressor, fan, motor, blower, fans and Microprocessor Controller with remote of split AC if found defective. The faulty parts should be replaced by new genuine spares.

- iii. Rectification of leakage in the system. Necessary tools/accessories components including brazing set required for brazing/rectification of the leakage shall be arranged by service provider without any extra cost.
- iv. Supply & Charging of Refrigerant gas if required without any extra cost.
- v. Replacing the air filters if necessary without any extra cost.
- vi. Reconfirmation of the satisfactory AC unit performance and operation after carrying out any rectification work or replacing the components.
Repair & Replacing all the components of the chiller & AHU equipment including compressors, fans, motors, blowers, contactors, VFDs, cooling towers, pipes, valves, strainers, pumps, oil, gas, chiller parts and Microprocessor Controller if found defective.

PART -B

Details of Air Conditioning System For Auditorium offered for CAMC (Operation & Maintenance) is as follows.

S. NO.	DESCRIPTION	Unit	Executed Total Qty
1.	Screw type water cooled chiller plant each having actual capacity of (70 TR)	NOS	2
2.	condenser water pump 5,5 KW (2W+1SB)	NOS	3
3	primary chilled water pump 7.5 KW (2W+1SB)	NOS	3
4.	Secondary chilled water pump 11 KW (2W+1SB)	NOS	3
5.	FRP cooling tower of 4,05,000 K.cal/hr heat 5 rejection capacity (85 TR)	NOS	2
6.	22,500 CFM at 55 MM WC with 50 TR capacity (for Auditorium). Floor Suspended AHU.	NOS	2
7.	5,000 CFM at 50 MM WC with 10 TR capacity Ceiling Suspended AHU.	NOS	4
8.	Fan coil units 2.0 TR	NOS	14
9.	PVC make up tank for chillers Capacity 2000 liters.	NOS	1
10.	PVC, make up tank for cooling Towers Capacity10,000 liters.	NOS	1
11.	BUTTERFLY VALVE (MANUAL)	NOS	16
12.	100mm dia. (FOR CHILLER S, PUMPS & AHU'S)	NOS	13
13.	80mm dia.	NOS	4
14.	40mm dia.	NOS	8
15.	BALL VALVE set with and without Y strainer with bronze body SS Disc, Nitride Rubber Seal & O-Ring PN 16 pressure rating for chilled water circulation as specified.	NOS	15
16.	32mm dia.	NOS	2
17.	25mm dia.	NOS	10
18.	BALANCING VALVE WITH BUILT IN MEASURING FACILITY 100mm dia. (FOR CHILLER)	NOS	4
19.	NON RETURN VALVE 100mm dia. (FOR PUMPS)	NOS	9
20.	100mm dia Y- STRAINER (FOR CHILLER PUMPS & AHU's)	NOS	8
21.	Pressure independent cum balancing and control 2 way combined valve AHU		

22.	140 US GPM	NOS	2
23.	30 US GPM	NOS	4
24.	Supply, of Auto Vent Valves.	NOS	10
25.	Flexible connection Bellows for chiller and chiller pump sides) as a part of vibration.	NOS	10
26.	125mm dia.	NOS	16
27.	100mm dia.	NOS	4
28.	Supply, of SG Iron Body flow switch for Chiller & Condenser water line.	NOS	3
29.	Industrial dial type pressure gauges	NOS	4

Periodic Inspections and maintenance of Centralized Chillers Carrying out of quarterly servicing.

- Checking oil level in the compressor.
- Checking liquid sight glasses to determine if there is any refrigerant shortage.
- Inspecting the unit piping and coils for visible signs of leaks.
- Inspecting entire system for unusual conditions such as noise, vibration, etc.
- Checking oil pump discharge pressure in accordance with the system pressure.
- Checking the system operating pressure and temperature to ensure proper operating conditions.
- Checking chilled water flow by checking pressure drop across the chiller.
- Checking cooling tower fans & fan motor.
- Comparing the chilled water temperature at full load with the chilled water temperature control.
- Inspecting and adjusting, if required, all safety controls.
- Inspecting all operating control and sequence of operating.
- Changing the oil in oil sump, renew filter, and check oil temperature control.
- Inspecting starter contacts arc shield, transformer, and motor terminals, check connection in starter, tighten motor terminal control circuit terminals.
- The system will be serviced four times in the contract period. One of these services will be rendered positively before the onset of summer to ensure

trouble free working of the plant during the summer. The next service will be rendered in the quarter after the summer season.

- The compressor will be checked for its proper functioning and if any defect is found, the same will be rectified.
- The entire refrigeration system will be checked for any leak and attended to if necessary.
- Safety controls such as pressure cut outs will be tested for proper functioning and in case of any malfunctioning, they will be either repaired or replaced accordingly.
- Chilled water pumps and their respective motors will be checked for proper functioning.

AIR HANDLING UNITS (AHU)

- Servicing, rewinding and repairs of blower motor.
- Inspection and cleaning of chilled water cooling coil.
- Any leak/repairs in the chilled water cooling coil will be attended.
- Repairs to refrigerant piping due to system problems will be attended.
- De scaling of cooling coil.

WORK SCHEDULE

QUARTERLY

- a. Cleaning the inside of AHUs.
- b. Checking the blower blades for defects and cleaning if required
- c. Flush down any accumulated dirt/sludge from drain pipe and drain pan.
- d. Checking air flow and moisture eliminator.
- e. Checking wiring/cable for signs of overheating.

HALF YEARLY

- a. Checking the AHUs for corrosion and cleaning the same.
- b. Checking the Units, mountings /anti vibration pads and replace if required
- c. Checking the cooling coil condition and cleaning with water / chemical

BREAKDOWN CALLS

- a. All spares for HVAC System & above AHUs required for repair / replacement shall be supplied by the vendor.
- b. Breakdown calls shall be attended free of charge.

TECHNICAL BID

1. Name of the organization :

2. Address :

3. Name, Telephone Nos. including Mobile:
and e-mail id of the Authorized person

4. Fax No. :

5. Registration with Govt. Authorities :

PAN No :

GST No. :

6. Banker's Name & address :

7. Essential Qualification/ Experience of
The bidder (Preferably five years for
Execution of Similar type of work). List
Of clients served in last five years

(Please attach sheet). :

SI. No.	Client Name	Order no. & Date	Description Of Work	Time Period

8. Job description & other terms and

Conditions are acceptable : Yes/No

9. Any other information :

10. Other terms and conditions (if any) :

11. All terms and condition of this tender are accepted by firm and this tender will govern

Note: Please enclose separate sheets for additional information, photographs, and documents.

Signature of Bidder
With name and office seal

PRICE BID

S.No.	Description	Amount
1.	Comprehensive Annual Maintenance Contract For 263 Nos. Of Air Conditioning Unit	
2.	Operation & Comprehensive Annual Maintenance Contract For Centralized Air Conditioning Unit System of Auditorium	
3.	Total	
4.	GST	
5.	Grand Total	

Note: The agency must be quoted the amount of GST, if not the tender shall be rejected.

Signature of Bidder
With name and office seal

