

Commissionerate of Municipal Administration

Urban Administrative Building society
No. 75, Santhome High Road, MRC Nagar, RA Puram, Chennai 28.

BID DOCUMENT

For

Comprehensive Annual Maintenance Contract for Centralized Air- condition system (HVAC & AHU)

Name of work :	Comprehensive Annual Maintenance Contract (Operation & Maintenance) for 2 x 300 TR Capacity Chiller Plant including all AHU & HVAC Auxiliaries System Installed in the urban Administrative Building Society Office Building Campus at 75, Santhome High Road, MRC Nagar, RA Puram, Chennai 600 028.
Period of Sale of Bid Document :	from 12.09.2019 to 03.10.2019
Time and Date of Pre Bid Meeting :	17.09.2019 at 3.30 PM
last date and Time for receipt of Bids :	27.09.2019 upto 3.00 PM
Date and Time for Opening of Received Bids :	27.09.2019 at 4.00 PM
Place of Opening of Bids :	Office of Commissioner of Municipal Administration
Office inviting Bids :	The Joint Commissioner of Municipal Administration & Member secretary of Urban Administrative Building Society

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SECTION I

INVITATIONS FOR BIDS (IFB)

Date : 12.09.2019

Bid No. : 1

1. A society has been formed under society Act vide G.O No. Comprising 664 urban local bodies (124 Municipalities, 11 Corporations and 528 Town panchayats) and pooled fund has been collected from these 664 urban local bodies on share basis to establish a separate Administrative office building for Urban Administration (Nagar Nirvagam) to accommodate the Commissioner of Municipal Administration and the Director of Municipal Administration to facilitate all sections under one roof. Government of Tamil Nadu issued an order vide G.) No.111 Revenue(LD-4(1) Department dated 04.03.2014 by allocating 6.286 Acres of land in Mylapore village Survey No. 4289 &4290/2 of Mylapore Triplicane Taluk for construction of office building for Commissioner of Municipal Administration and Director Town Panchayat. The construction was proposed to construct G+11 floor office building with centralized air-conditioning system. The total building area is 10920 sqm and each floor approximately has the area of 1015 sqm. Of which it is proposed to have three floors (11th, 10th, and 9th) exclusively for CMA and to have two floors (8th and 7th) exclusively for DTP. The fifth and sixth floors are reserve for common usage.

2. On behalf of the Urban Administrative Building Society (UABS) Sealed bids are invited from the qualified bidders by the Member Secretary, of UABS at his office up to 3-00 P.M on **027.09.2019** for the work **“Comprehensive Annual Maintenance Contract (Operation & Maintenance) for 2 x 300 TR Capacity Chiller Plant including all AHU & HVAC Auxiliaries System”** installed in the urban Administrative Building Society Office Building Campus at 75, Santhome High Road, MRC Nagar, RA Puram, Chennai 600 028. **Bidders are advised to note the minimum qualification criteria specified in Clause 4 of the Instructions to Bidders to qualify for the award of the contract.**

3. Bidding documents (and additional copies) may be downloaded from the www.cma.tn.gov.in web site on free of cost from 19.8.2019 to 03.10.2019 for

a non-refundable fee of Rs 3000 as tender processing fee in the form of Demand Draft on any Nationalized bank payable at Chennai in favour of Urban Administrative Building Society .

4. Bids must be accompanied by security of the amount specified for the work in the table below, drawn in favour of Urban Administrative Building Society. Bid security will have to be in any one of the forms of Demand Draft on any Nationalized bank payable at Chennai as specified in the bidding document and shall have to be valid for 45 days beyond the validity of the bid.

5. Bids must be delivered to Member Secretary of Urban Administrative Building Society on or before 15.00 hours on 27.09.2019 and will be opened on the same day at 16.00 hours, in the presence of the bidders who wish to attend. If the office happens to be closed on the date of receipt of the bids as specified, the bids will be received and opened on the next working day at the same time and venue.

6. A pre bid meeting will be held on 25.09.2019 at 15.30 hrs. at the office of Commissioner of Municipal administration MRC nagar , Chennai 28, to clarify the issues and to answer questions on any matter that may be raised .

7. Other details can be seen in the bidding documents.

TABLE

work no. 1	Name of work	Approximate value of work (Rs.)	Bid security (Rs.)	Tender Processing fee (Rs.)	Period of completion
1	2	3	4	5	6
1.	"Comprehensive Annual Maintenance Contract (Operation & Maintenance) for 2 x 300 TR Capacity Chiller Plant including all AHU & HVAC Auxiliaries System" installed in the urban Administrative Building Society Office Building Campus at 75, Santhome High Road, MRC Nagar, RA Puram, Chennai 600 028	36.00 lakh	72,000	8,000	12 Months, (including Monsoon period)

**Joint Commissioner of Municipal Administration
& Member Secretary of UABS
Office of Commissioner of Municipal Administration**

SECTION II

INSTRUCTION TO THE BIDDERS

1. INVITATION:

On behalf of Urban Administration Building society Chennai-600032 Sealed Tenders will be received by the Member secretary/ Chief Engineer of UABS, at his office upto 3-00 P.M on **27.09.2019** for the work of **“Comprehensive Annual Maintenance Contract (Operation & Maintenance) for 2 x 300 TR Capacity Chiller Plant including all AHU & HVAC Auxiliaries System”** installed in the urban Administrative Building Society Office Building Campus at 75, Santhome High Road, MRC Nagar, RA Puram, Chennai 600 028

2. FOR SPECIAL ATTENTION:

- (i) Tenderers who are registered in company act, and having dealership in any one of the Air-Conditioners Production Company and should possess IE certificate or Registered contractors in any State / Central Government Department / Undertaking from registration under Class-II.
- (ii) Tenderer should have executed experience in Operation & Maintenance for 2 x 300 TR Capacity Chiller Plant includes all AHU & HVAC Auxiliaries System in any one of the multistoried office/ residential complex building in the past three years or similar nature of work in the past 3 years with atleast one single work (completed works) costing not less than Rs .40,00,000/- in any State / Central Govt. Department / Govt. Undertaking Department, MNC's and Major Private Sectors (i.e. from Jan'2017 to Dec'2019) with an annual turnover Rs. 80,00,000/- in any one of the preceding three years (i.e. from April 2016 to March.2019).
- (iii) Tenderers should produce the copy of latest Income Tax Return, PAN and Goods Service Tax registration duly attested.
- (iv) The tenderer should produce copies of Audited Balance sheet, profit and loss account etc., duly certified by the Chartered Accountant for the preceding “THREE” years.
- (v) At the time of awarding the work, the tenderer shall furnish a self declaration certificate in a non-judicial stamp paper (of value

Rs.100/-) to the effect that the tenderer would comply with all statutory labour laws including payment of Wages Act 1936 and Minimum Wages Act 1948 with EPF registration.

- (vi) Experience / Performance Certificate with Name and Designation of the Employer, Value of work, stipulated period of contract, Date of commencement of work, Date of actual completion of work and Quality of work executed.
- (vii) The Urban Administrative Building Society invites sealed tenders under **"TWO BID SYSTEM"** for the said work. the cover 1 should contains the details requested as proof of evidence as in clause 4 of section II of this document and the Cover 2 should contain the price bid/ financial bid as prescribed in the section v of this document . Both the cover 1 & cover 2 should be put in a bid cover and sealed with wax and superscripted with the name of work and name of the bidder and designation of the tender inviting authority
- (viii) The successful bidder must execute an agreement as given in section VI of this document which should includes all the instruction given in all the sections of this document.

3. DESCRIPTION OF PROJECT:

"Comprehensive Annual Maintenance Contract (Operation & Maintenance) for 2 x 300 TR Capacity Chiller Plant including all AHU & HVAC Auxiliaries System" installed in the urban Administrative Building Society Office Building Campus at 75, Santhome High Road, MRC Nagar, RA Puram, Chennai 600 028

4. MINIMUM QUALIFYING CRITERIA

<u>Eligibility Criteria</u>	<u>Documents to be Produced</u>
1. Existence of tenderer	: Copies of Certificate of Firm Registration / Declaration of Registration / Partnership Deed / Certificate of Incorporation / Registered Reputed agency / dealership certificate from any one of the AC production company / IE certificate
2. E.M.D.	: Rs.72,000/-

3. Annual turnover of **Rs. 80,00,000/-** in any one of the preceding three years. (from April 2016 to March 2019) : Copies of balance sheet, profit and loss account for the relevant year duly certified by the Chartered Accountant.
4. At least one single work costing not less than **Rs. 40,00,000/-** in any one of the preceding three years. (from Jan 2016 to Dec 2018). Performance certificate issued by the employer / client / organizations for completed works.
5. Tenderer should have experience in Operation & Maintenance) for Electrical (HT & LT) System in multistoried office complex building in the past three years : Performance certificate issued by the employer / client / organizations for completed works.
6. Compliance with Tax Laws : i) Copy of PAN card
ii) Copy of the latest income tax return
iii) Copy of Goods Service Tax Registration / Verification certificate.

Note: 1. The tender without these documents will be rejected.
2. All the above copies should be duly attested.

5. EVALUATION CRITERIA

The Tender accepting authority shall cause the evaluation of tenders to be carried out strictly in accordance with the qualifications criteria in terms of the required experience, available similar nature of work. Technical and other manpower and financial status furnished along with the tender.

Tenders which an initial examination are found to be not substantially responsive may be rejected by the tender accepting authority.

Out of the tenders found to be substantially responsive after the initial examination, the tenderer who has tendered the lowest evaluated price in accordance with the evaluation criteria shall be determined.

6. GENERAL

- i. Bid form shall be duly filled in, signed and complete in all respects.
- ii. The price should be inclusive of all taxes and local levies if any On FOR destination basis but excluding GST and GST should be indicated separately.

- iii. Rates shall be firm throughout the contract period and no escalation shall be permitted.
- iv. The rates are including GST @ 18%.

7. PERIOD OF WORK

The period of completion shall be 1 year from the date of handing over of the site to the successful contractor.

8. EARNEST MONEY DEPOSIT

8.1 Earnest money deposit of **Rs. 72,000/- (Rupees Seventy two thousand Only)** must accompany the qualification Tender for this work.

8.2 The Earnest money deposit may be produced in any one of the following forms.

- i. Demand Draft issued by Nationalized or Scheduled Banks drawn in favour of **Urban Administrative Building Society ,Chennai**
- ii. Small savings scripts / Deposits and Accounts duly pledged in favour of **Urban Administrative Building Society ,Chennai**
- iii. If upon acceptance of tender, the tenderer withdraws his tender or fails to pay the requisite security deposit amount within the specified period of time, the Earnest money deposit paid with the tenderer will be forfeited.
- iv. EMD will be retained in the case of successful tenderer and will not carry any interest. It will be dealt with as provided in the tender.

9. SECURITY DEPOSIT:

- 9.1 The successful tenderer within 15 days (Fifteen days) from the date of work order shall furnish a Security Deposit for an amount equivalent to 2% of the contract value, which includes the Earnest Money Deposit already paid, and sign the Agreement. If the successful tenderer fails to execute the contract (i.e. sign the agreement) within the aforesaid 15 days time, the Earnest Money Deposits amount remitted will be forfeited.
- 9.2 The security Deposit in any form of Demand Draft from nationalized bank in Chennai, all are in favour of UABS, Chennai-28.
- 9.3 In addition to the aforesaid security deposit, the Chief Engineer shall deduct from the running account bills, a sum of equivalent to 5% (five

percent) of the total value of each bill as retention money, for due fulfillment of the contract.

- 9.4 At the time of making final payment, 2½% of retention money shall be refunded and the balance 2½% shall be retained by the department for a period of 3 months and then it will be refunded to the contractor.

10. LANGUAGE:

Tenders shall be offered only in the prescribed forms in **“ENGLISH” only**.

11. VALIDITY OF PRICE TENDER:

The tender shall be valid for a period of 90 days (Ninety days) from the date of opening of Tender.

NOTE:

1. If any of the information furnished by the applicant is found to be concealed or false at a later date, the contract will be terminated forthwith without prejudice to the rights thereon, consequent on termination, the contractor will be banned from business dealings.
2. All the documentary evidences should be stitched neatly (Spiral Binding should be avoided) and the pages should be serially numbered. Index of the Documents produced should be prepared and reference to page number of the documents produced should be furnished in the index.
3. The evaluation will be done only based on the information, evidence, documents, Records, particulars furnished by the applicant and hence the applicants are advised to furnish adequate and relevant information along with requisite documentary evidences without any omission.
4. Brochures, Pamphlets etc, shall also be stitched along with the documents.

5. All applicants are cautioned that the Qualification Tender application contain any deviation from the contractual terms and conditions, specifications or other requirements the same will be rejected as Non-responsive and low performance reliability.

12. OPENING OF TENDER:

The tender will be opened by the Member secretary or by the authorized officer UABS, MRC Nagar Chennai- 28 at **4.00 P.M. on 27.09.2019** in the presence of the tenderers or their authorized representatives who choose to be present. After detailed evaluation, the Tender who satisfy the eligible criteria alone will be considered for comparison rates quoted.

13. METHODS OF TENDERING:

- i. If the Qualification application is made by an individual, it should be signed by the individual, with his full name and his current address.
- ii. If the Qualification application is made by a sole Proprietary firm, it shall be signed by the proprietor along with his full name and full name of the firm with it's current address. Documents with regard to registration as firm by the Registrar of firms or registered affidavits / sworn statement to establish the existence of the firm and its Authority to enter into contract should be produced.
- iii. If the Qualification application is made by a FIRM in partnership, it shall be signed by all the partners of the firm with their full names and current address or by a partner authorized by the firm (either as per Articles of the Deed of Partnership / by power of attorney) for signing in Tenders, Agreements etc. In which case, certified copy of the registered deed of Partnership along with the current address of all the partners and a certified photocopy of the registered power of Attorney issued in favour of the Signatory should be produced.
- iv. If the Qualification Application is made by a "Limited Company" or a "Limited Corporation", it shall be signed by a duly authorized person holding the power of attorney for signing the application, in which case, the certified copy of the power of the attorney shall accompany the qualification application. Such limited company or corporation

shall also furnish satisfactory evidence of its' existence along with the Qualification schedule.

- v. QUALIFICATION APPLICATION FROM JOINT VENTURES ENTERED AFTER THE PUBLICATION OF THIS TENDER ARE NOT ACCEPTABLE.
- vi. All the originals of the documentary evidences shall be produced, if asked for, for verification at the time of opening of Qualification Tender or subsequently.

14. NEGOTIATION:

Negotiation of rates will be made only with the lowest tenderer for reducing the quoted rates.

15. RATES AND PRICES:

This is a fixed price contract. Price adjustment clause (To account for rise or fall in the money value during the contract period) is not operable for this contract and the tendered amount should remain "FIRM" during the entire period of contract.

16. WHOM TO CONTACT:

The UABS building Maintenance Engineer, MRC Nagar, Chennai-600028 may be contacted for further information in the matter.

17. DURATION OF THE CONTRACT:

The AMC service contract is initially for a period of one year from the date of work order and if the service is satisfied by the employer then the contract may be extend with the approval of General Body of the Urban Administrative Building Society. for further two years based on performance and mutual consent. No further extension of the contract, beyond three years, will take place under any circumstances.

18. PENALTY CLAUSE:

- a) The AMC service contractor is expected to do the periodical, preventive and Break down maintenance, however, on receipt of specific complaints the contractor shall be issued a service deficiency notice. On receiving a deficiency notice, the contractor shall make necessary arrangements to rectify the deficiency within two days; If not a penalty

of Rs. 1000 will be payable (deductable from the monthly payment) for the particular deficiency work.

b) Penalty- In case of delay in execution of the work:

Recover from the supplier/contractor towards liquidated damages a sum @ 0.05% (zero point Zero Five percent) of the value of work for a day or Part thereof subject to maximum of 5% (five percent). OR Purchase from elsewhere on account and at the risk of supplier, for the items/ Materials not delivered / Maintenance Personnel not provided.

c) Deduction for Exceptions / Liquidity Damages:

The deduction shall be made for the following jobs, if missed as exception. Such exceptions will duly be conveyed to the contractor by Officer-In-Charge of UABS in writing.

- i. Not properly carrying out the jobs as defined for 'daily Rs.1000/-
- ii. Not properly carrying out the job as defined for 'weekly'- Rs.5000/-
- iii. If the required quantity/ No of personnel not provided in any of the day by the contractor, payment will be reduced proportionately or UABS will engage the personnel equivalent category to maintain the office from open market and the actual cost incurred by UABS will be recovered from the contractor's bill.

However, if the exceptions become general practice, action will be initiated as deemed fit for termination of contract.

Section III

SCOPE OF ANNUAL COMPREHENSIVE OPERATION AND MAINTENANCE OF AIR CONDITIONERS AND CHILLERS PLANTS

A. PLANTS OPERATION:

1. SPECIFIC DUTIES OF OPERATORS:

- a) Routine operation of the system as per requirement.
- b) Seasonal starting of stopping of the system as per requirement.
- c) Taking all required readings regularly, maintaining the logbook record up to date with observations, if any.
- d) Operations like pump down, removing and charging refrigerant, purging , leak testing, evacuation and dehydration etc. ,
- e) Cooling water and chilled water system leakage detection in the plant.
- f) All other routine inspections to ensure smooth running of the plants as well as those which are otherwise related to satisfactory plant operations, viz. , safety related checks.
- g) Performing all the operations according to standard methods, without damaging along with the routine bill.
- h) Maintaining and submitting monthly presence record to field Engineer along with routine bill.
- i) Maintaining operation logbook for the inspection of field Engineer / Executive Engineer.
- j) Taking adequate insurance cover against all risks for the persons deployed by the contractor.

2. OPERATION TIME:

The period of operation in terms of day and time during the tenure contract shall be as follows;

- a) Normal Time of operation : 8.00 am to 8.00 pm.
- b) Normal Time in a week : Monday to Saturday.
- c) Normal No – Operation Days : Sunday, Three National Holiday i.e. 26th January, 15th August and 2nd October and closed holidays declared / observed by the CMA/ UABS.
- d) Extra hour: Before and after the normal time of operation ie before 8.00 am and after 8.00 pm including Sundays and other holidays if warranted.

(Prior intimation will be given to the contractor for carrying out operation outside the office hours mentioned above. The extra hours of operation work shall be got certified by Campus Maintenance Engineer – UABS)

3. MAN POWER ARRANGEMENT:

The tenderer if awarded the contract shall deploy the following manpower of not less than 40 years age old, for operation and maintenance of Plants:

- a) Supervision:

The tenderer if awarded the contract, shall depute 1 No supervisor (Diploma holder in Mechanical/ Refrigeration & AC having work experience of at least 5 years in the Air conditioning / Refrigeration field) Who will be responsible day to day planning of operation / maintenance / materials and spares arrangement during regular shift/ office hours and he shall co ordinate with the UABS to seek clarification and instructions related to the work contracted to the tenderer.

- b) For operation of plants:

- (i) 2 Nos of ITI / NCVT / Equivalent in Refrigeration & Air conditioning qualified skilled operators with at least 5 yrs. relevant experience in the similar work.
- (ii) 2 Nos. Helper with Air conditioning Experience.

- c) For maintenance of plants: The operators for operation of the plants can be utilized if winter shut down maintenance / maintenance

schedule / situation demands additional man power then successful tenderer shall deploy additional manpower Maintenance of Plant:

d) Supervision:

(i) On Regular Basis throughout the period of contract:

The tenderer if awarded the contract, shall identify a Senior Engineer / Senior supervisor (having work experience in the similar field) who would regularly visit UABS once in a week to inspect and supervise the work to be carried out under the contract. He shall liaise with the UABS to seek clarification and instructions related to the work contracted to the tendered.

(ii) As and when required:

The tenderer, if awarded the contract, shall have to deploy, if warranted, a team of experienced mechanic/s and helper/s within reasonable time to attend to the problems and arrange to solve the same by carrying out necessary repairs and replacements if any, to our satisfaction as per the contract.

e) Dress code for Operators:

All contractor's personnel must have to wear a particular dress with safety shoes and ID- card. Without observing dress code and without safety shoes and ID-card, a contractor's person will not be allowed to enter in the UABS premises in any circumstance.

f) Contractor's personnel police verification details:

The contractor must have to submit police verification of character of all personnel deputed at UABS. The contractor also must submit an attested copy of any one of the Govt. issued ID card. (Voter card/ Driving License/ Passport/ Pan card/ equivalent)

g) The Contractor shall be Responsible for:

(i) Deployment of operators in the main plant rooms on continuous basis.

(ii) Withdrawing the operators / mechanics who is / are not found suitable according to the opinion of the UABS and replacing him / them with suitable persons.

- (iii) Deployment of suitable persons as per the contract for taking over and carrying out operation and maintenance of the plants and equipment's in consultation of UABS. Deployment of persons who are not qualified and experienced for carrying out the work shall not be permitted. (Proof of qualification of manpower to be submitted at the time of taking over the plant)
- (iv) Complying with the requirements of UABS security for regulating entry of the persons deployed for the contract. Further, in and out time of the persons deployed by the contractor for various activities under this contract shall be recorded in the prescribed register at the main gate. The contractor shall be required to keep a similar register with the supervisor / Field engineer – UABS

CONDITIONS FOR PLANTS MAINTENANCE:

The annual maintenance (Mechanical and Electrical) all in all service contract covers:

1. Preventive Maintenance – Preventive maintenance shall be carried out preferably In the weekends or as instructed by the Campus Maintenance Engineer of UABS.
2. Break down service – The break down service consists of attending to the complaint within a reasonable time, identification of fault, working out repairs and replacement procedure in consultation with the UABS, completing the repairs and replacement to the satisfaction and commissioning of the equipment within the targeted time. Please go through the details given under maintenance / servicing schedule given in Annexure.
3. All the preventive maintenance and breakdown service must be carried out as per the instruction and time schedule provided by field engineer. The time schedule shall be prepared and decided in coordination with the field engineer and it shall be strictly adhered.

4. The temperature and humidity conditions in the air conditioned areas will have to be recorded daily.
5. The contractor shall maintain daily reports as per the format as required by the field engineer. The said daily report maintained by you shall be got counter signed by field engineer whose instruction would be strictly followed. Monthly report covering the preventive maintenance and break down service shall be prepared and submitted to field engineer. A brief monthly report form may be got approved by the UABS.
6. The contractor shall be responsible to carry out all repairs of the equipments involved repair or replacement of components. The details of repairs and replacement are give in maintenance / service schedule – Annexure.
7. The Contractor shall keep enough spare and consumables in stock to meet the requirement during the period of contract. The contractor shall also keep, 1 no 61 kgs R-134a gas cylinder, 50 kgs compressor oil, gasket sets, 'O' Ring set etc., at site. the contractor must keep a copy of receipted challans with entry of Gate and stores.
8. The contractor shall use only genuine original parts. If it is found otherwise it will be termed as a breach of contract. In case it the original manufacturer do not exist or particular item is phased out, then the other available makes or model of the parts shall be got approved from the field engineer and installed at no extra cost.
9. Notwithstanding as to what is specifically stated, it shall be the responsibility of the successful tenderer to attend to all the preventive maintenance and repairs and breakdown service including replacements of all parts/ components.
10. The repairs must be carried out without damaging other parts of the system.

11. UABS will not supply any tool / tackle / equipment except power supply and water for any work. After satisfactory completion of each of the work, the contractor shall get approval from field engineer. In case any spares parts, equipment or accessories which supplied by UABS during the maintenance/ repairing/ service purpose on temporary basis, the contractor will be responsible for it and has to be returned back same to UABS in all good manners.
12. Log book shall be maintained for each plant and the list of work carried out like servicing, maintenance, repairs, etc., shall be recorded systematically on a regular basis. The recordings in the logbook shall be got endorsed by the field engineer from time to time and verified by the AEE/EE- UABS. The logbook shall be the basic record for all purpose.
13. Normally repairing and replacement works should be done at UABS campus. However, if it is to be taken outside UABS campus to and fro transportation charges including any other charges like transit insurance etc. shall be borne by the contractor.

4. PENALTY

1. For Failure to provide Manpower:
 - a) Penalty for absence of supervisor Rs. 500/- per day shall be recovered from the routine bill of the contractor.
 - b) Penalty for absence of qualified skilled operator/ electrician/ mechanic Rs.400/- per day shall be recovered from the routine bill of the contractor.
 - c) Penalty for absence of semi- skilled person Rs.300/- per day shall be recovered from the routine bill of the contractor.
 - d) Penalty for absence of Senior supervisor/ Senior Engineer Rs. 500/- per visit shall be recovered from the routine bill of the contractor.

The above penalty shall be in addition to the consequential loss incurred by UABS for substituting the persons with same number or more

for running the system in view of the failure of contractor to provide manpower.

2. Failure to complete the repair and replacement work by the contractor as per the contract.

a) A maximum of 2 days is allowed to the contractor to carry out the minor repairs and replacement. If the contractor fails to complete the minor repairs and replacement within 2 days, UABS will charge penalty @Rs.1000/- per day from the 3rd day till completing minor/ replacement.

b) If the repairs / replacement listed below fails to complete within 2 days due to unforeseen reasons/causes, extension of time limit may be granted by the Member Secretary on recommendation from field engineer/ EE/UABS in writing after reviewing the nature of problems. The decision of Member Secretary.

c) Major repairs and replacement.

d) Screw shaft and rotor repairs / replacement in Screw compressor, Rewinding of motor of compressors, AHU and pumps.

5. CONTRACTOR'S MATERIALS

a) UABS shall not be responsible for the safety of material brought by the contractor to UABS in connection with the contract. The successful tenderer shall be fully responsible for the safe custody of his material.

b) The contractor shall obtain gate pass from UABS for taking out his materials from UABS campus. Contractor shall not be allowed to take out any material including his material without a valid gate pass to be issued by field engineer incharge. Normally the contractor shall not be allowed to take out any material on holidays and 10.00 Hrs. and after 5.00 PM on working days.

c) All the materials brought to UABS in connection with the work contracted to the contractor are to be routed through UABS stores with

supporting delivery challans in triplicate indicating full description, quality, value etc. This procedure should be followed strictly during the contract period

Daily:

- Cleaning.
- Checking lubrication oil (level and leakage) and maintain the level by make up
- Checking operating parameters.

Monthly:

- Check condition and alignment of compressor drive set. Lubricate motor bearings (quarterly)
- Check operation of safety controls, shut off valves / angle valves and instruments.

Yearly:

- Inspect oil for discoloration or contamination after initial charges as per manufacturers.
- The Lubricating oil to be change every year preferably during winter maintenance

Repairs:

The seal assembly, supply and discharge valves, items involved in stoppage of refrigerant / oil leakages, expansion valves can be repaired and made functional. If they are found not repairable, then need to be replaced by the contractor with new one.

Replacement of Items:

The following items, if found faulty need to be replaced by the contractor with new one- Suction valve spring, connecting rod, bearing inserts, main bearings, cylinder sleeves, various rings, gasket sets, O ring sets, aluminium packing set, suction disc, star washer, seal cover plate, DV disc, DV guide, assembly, DV spring, valve plate, oil pump assembly,

DV guide lock washer, piston pins, piston pin lock rings, connecting rod assembly, regulating valve, oil filter, felt filters, various brass and thrust washers, loading / unloading fork with piston assembly. Hydraulic relays, internal lubrication tubing, capacity control valve, belt, sight glass, etc., the cost of these items to be borne by the contractor.

6. CONDENSER / EVAPORATOR OF ALL CHILLING PLANTS & AC PACKAGES AND COOLING COILS OF AHU'S:

Daily:

- Check entering and leaving water temperature, refrigerant pressure and all others parameters.

Yearly:

- Check tubes and if required, clean with detergent twice in a year. Otherwise, de-scaling shall be carried out by the contractor using special chemicals.
- Check pressure setting of safety control switches.
- Drain the chilled water and refill the water system with air purging.
- Check for operation of safety valves.

Repairs:

The following items can be repaired and made functional by the contractor. If they found not repairable, then need to be replaced by the contractor. All types of valves including gate, butterfly, globe, ball, diverting, balancing, float, needle, angle, shut off valves. Welding / brazing of leakages points, minor leaks etc.,

Replacement:

The water box gaskets have to be replaced by the contractor, whenever head is opened for brushing / de – scaling

7. ALL PUMPS (CONDENSER, CHILLERS, PROCESS, WATER TREATMENT PLANT ETC)

Daily:

- Check packing and mechanical seals for leakage.

Monthly:

- Check the alignment and conditions of coupling to prevent damage to shaft and impeller
- Lubricate bearings with grease gun.
- Replace gland thread if required.
- Check lubricant oil level / make up the oil (in case of oil lubricated pumps)

Yearly:

- Inspect shaft, shaft sleeves, bearing, bearing housing etc.,
- Over hauling of all pumps. At the time of overhauling, the damaged parts needs to be replaced by the contractor.

Repairs:

- The impeller and shaft can be repaired and made functional. If they are found not repairable, then need to be replaced by new one by the contractor.
- Insulation break in piping, tank, etc.,
- Leakages in flanges, joints and fittings, valve glands / seat and pinholes in piping & storage / expansion tanks have to be repaired. If replacement of flanges, gaskets, glands/seat and fittings are required, it will be in contractor scope.

8. AHU / CENTRIFUGAL BLOWERS/ KITCHEN EXHAUST/ ROOF EXTRACTORS / EXHAUST FANS/ BLOWER UNIT OF PACKAGE AC UNITS

Monthly:

- Check condition of drive coupling, sleeves, belts, pedestal bearings and alignment.
- Check condition of vibration isolators.
- Check proper locking of inspection doors and their leakages.
- Clean air filters, check for proper drainage of condensate.
- Clean and wash the cooling media of air washer(cellulose pads) with proper chemicals/ solutions. Clean and wash the kitchen hoods of kitchen exhaust with proper chemicals / solutions.

Yearly:

- Inspect housing and wheel for rust and accumulation of dirt / suspended particle. Check fan wheels for damage and evidence of cracks of the blades.
- Check bearings for wear and apply fresh lubricant.
- Check and tighten mounting bolts.
- The drain tray of all AHU units should be painted once in a year with two coats of synthetic enamel paint or as and when require by UABS.
- Maintenance of pumps of air washer systems.

Repairs:

Shaft, Canvas connection, belt guard, filter frame, blower can be repaired and made functional. If they are not repairable, then need to be replaced by new one by the contractor.

Replacement:

The faulty belt, bearing, shaft sleeves, runner/ fan blade / impeller of package unit, vibration isolator, air filter, drive packages etc. if found faulty, need to be replaced with new one the contractor.

9. DUCT / DAMPERS (FIRE/ VOLUME CONTROL) & GRILLS

- Check for any leakage in the duct.
- Check for any insulation damage for ducts.
- Check for disconnected and loose linkages.
- Check for functional operation of dampers and grilles. Lubricate pins of dampers grilles, where required.

The packing, mechanical seal, bush, bearing, shaft sleeves, coupling etc. if found faulty need to be replaced with new one by the contractor.

10. INSTRUMENTS & CONTROLS:

- Monthly checking of operation of all controls, measuring devices, electronics control cards etc. Readjustment of control in necessary.

Repairs:

Motorized valves, flow meter with sensor & display, conductivity meter with sensor & display, pH meter with sensor & display, modulating valve with actuator, oxygen meter with sensor & display, rotameter can be repaired and made functional. If they are found beyond repairable, then need to be replaced by new one by the contractor.

Replacement:

The items – refrigerant level sensor, water level sensor, photo sensor, pressure transducer, thermostat, temperature controller with sensor and display, thermocouple temperature gauge, sight glass, solenoid valve, pressure gauge, oil safety switch, HP/LP cutout, DP switch, flow switch, crank case heater, thermostatic expansion valve, thermostat (operating & antifreeze) smoke detector, air stat, safety valve, limit switch, humidistat, etc if found faulty need to be replaced with new one by the contractor.

11. WATER PIPING (MS&SS – BOTH ABOVE AND UNDER GROUND PIPING)

Daily:

- Check for leakages.

Monthly:

- Check for leaks at the joints.
- Clean Y – Strainers & Pot Strainers

Yearly:

- Check for the damage in insulation.
- Check for the rusting in the pipes.
- Check valve for wear at the valve disc and seat.
- Cleaning of pipe header from inside by opening end cover / flange.

Repairs:

The following items can be repaired and made functional. If they are found beyond repairable, then need to be replaced by new one by the contractor.

- All type of valves including gate, globe, ball, butterfly, non – return balancing, float, purging and needle valves.
- Check louvers for any damage and cleaning shall be followed.

Repairing in the duct as per standard practice like riveting the joints, provided felt or gasket in the joints, patch work in the duct, insulation of duct etc. If insulation of the duct gets damaged, the contractor shall rectify/ replace insulation for proper functioning, canvas / damper / grills.

12. ELECTRICAL MAINTENANCE:

MOTOR (COMPRESSOR, PUMPS, AHU'S, FCU, BLOWER, COOLING TOWER:

Daily:

- Cleaning of Motor.

Quarterly:

- Lubricate bearings.
- Check for proper glanding & tightness of connections.

Yearly:

- Dismantle the motor and apply grease on the bearings. Check for cleanliness of air passages, windings, remove dust dirt and grease, which may cause flashing.
- Inspect visually the starter windings and measure insulation resistance.
- Inspect coil conditions in the slots, conditions of wedges and movement and evidence of coil looseness.
- Inspect coil condition in the end winding, coil surface, distortion and insulation swelling.
- Inspect rotor for cracked bars and rings for correction to bars
- Check air gap uniformity and record as indication of bearing wear.

Repairs:

The rewinding of motor, rotor & stator can be repaired and made functional. If they are found not repairable, then need to be replaced by the contractor.

Replacements:

Bearings, shaft sleeves, cooling fan, gland, terminal box, glands, studs & lugging. If found faulty, need to be replaced with new one by the contractor

13. ELECTRICAL PANELS (POWER, ANNUNCIATION, FIRE, MICROPROCESSOR PANEL OF SCREW CHILLER) AND THEIR CABLING AND WIRING

Daily:

- Check for any tripping, chattering in the electrical parts, abnormal noise, overheating in the panels.
- Check whether indication lamps are working.
- All circuit boards for healthy contact minor repairs/ service/ cleaning etc.

Monthly:

- Check for the proper working of all ammeters, voltmeters, Hour meters, kWh meters, overload relays, contactors malfunction etc.
- Clean the panels from inside with the help of the blower / vacuum cleaners (Quarterly) check all the cable for overheating, tightness of the glands, lugs and crimping.
- Check the fuse – link and fuse holders.
- Check the control wiring of the panel along with the controls for the proper functioning and tripping at the preset parameters.
- Check and maintain the soft starter, microprocessors panel of screw chiller packages.
- Check and maintain variable speed drives for RF cooling pumps.

Yearly:

- Check the operation of MCCB, MCB, Isolators, SFU and servicing of the same.

Repairs:

MCCB, Isolators, contactors, bus bars, cable termination with gland, various electronic cards like AO, AI, DO, DI, AM & motherboards can be repaired and made functional, If they are found not repairable, then need to be replaced by the contractor.

Replacements:

Fuse links, MCB, overload relay, single phase preventor, push buttons, indication lamps, voltmeter, ammeter, kWh meter, no volt coils, selector switches solenoid valves, fuse holders, relays, timer, limit switches, cooling fans, capacitors, etc. if found faulty, need to be replaced with new one by the contractor.

14. AIR COOLED PACKAGE:

Daily:

- Check operating parameters on control panel.

Monthly:

- Inspect fan motor drive, check tension of V- belt, electrical connection etc.
- Check operating parameters and the operation of all controls.
- Lubrication, wherever necessary.

Yearly:

- The drain tray of all packaged units should be painted once in a year with two coats of synthetic enamel paint or as and when required by UABS.
- Please refer earlier description covered for compressor, condenser, and blower, cooling coils, refrigerant piping and electrical maintenance.

Repairs and Replacements:

- Repairs or Replacement will be applicable whenever required, as mentioned under compressor, evaporator and condenser, instruments and controls, pumps, piping, blowers, AHU's, electrical maintenance etc. all such repair or replacement in the contractor scope

15. GENERAL TERMS AND CONDITIONS, APPLICABLE TO ALL PLANTS:

1. It is to be noted that any damage occurs due to faulty operation or maintenance of the contractor in the plant, the contractor has to carry out necessary repair with the supply of parts, consumables with in minimum possible downtime and made functional. If they are found not repairable then the same needs to be replaced with new one without any extra cost. This will be applicable to all equipments, instruments and controls covered in the scope of contractor as well as those equipments, instruments and controls which are part of plant but not covered in the scope of contractor.
2. Not with standing as to what is specifically stated under PLANT MAINTENANCE SCHEDULE, it shall be responsibility of the successful tenderer to attend to all the preventive and routine maintenance and repairs and breakdown service including replacement of necessary parts and components.

16. EXTRA TIME OPERATION CHARGES (For First Year):

SI. No.	Description of plants for extra hours operation	Operation and maintenance Before 8.00 am and/or after 9.00 pm on all working days (Monday to Saturday)	Charges per Hour: Sundays and national holidays: Operation and maintenance charge per hour
1	For operation of air conditioning plant and related systems during extra hours (1 skilled operator & 1 semi skilled operator)		

Note: Non compliance to technical as well as commercial terms and conditions mentioned in the tender. Bid is liable to get rejected. Please contact us for any clarification before bidding.

17. Mode of payment

The Contractor shall bill for 1/12th of the accepted annual amount every month and the payment shall be made within 30 days from the date of

submission of bill. Any amount due from the contractor to UABS will be recovered from his monthly bill. The evidence of labour insurance , ESI, EPF details should be enclosed along with the bill and the proof for remittance of GST and other tax should also be enclosed .

SECTION IV

GENERAL CONDITIONS

A. COMPLIANCE WITH VARIOUS ACTS:

1. The contractor shall be fully responsible for complying with all the relevant statutory obligations as applicable from time to time including:
 - Contract Labour (Regulation and Abolition) Act.
 - Minimum Wages Act.
 - Payment of Wages Act
 - Employees provident fund Act.
 - ESI/ workmen's compensation ACT
 - Bonus ACT.
 - Fatal accident ACT.
 - Gratuity ACT.
 - Private security Agency (Regulation) Act 2005.
 - Any other act, as applicable from time to time.

- Consequences arising out of the non-compliance with statutory requirements shall be the entire responsibility of the contractor and the liability to be borne by the contractor.
 - All the relevant records/ documents/ registers/ correspondence / receipts etc. for the above may be produced for verification whenever desired by UABS, kept ready for the official inspection.
2. The contractor shall have to strictly pay minimum wages as notified by the labour department, from time to time to his personnel. The payment of wages to the person deployed by the contractor may be witnessed by an Engineer / in charge of UABS.
 3. The contractor shall obtain valid license under the contract labour (R & A) Act 1970 and contract labour (Regulation and abolition central rules 1971) before the commencement of work and continue to have valid license during the currency of the contract if more than 20 workmen are engaged.
 4. The contractor shall comply with the provision of payment wages Act 1936, minimum wages Act 1948, employee's liability Act 1938, Workmen's compensation Act 1923, Industrial disputes Act 1947, maternity benefit Act 1961 and the contract labour (Regulation & Abolition) Act 1970 or the modifications thereof any other laws relating thereto and the rules made there under from time.
 5. The conditions are not limited to this document and shall extend as and when required for effective implementation of operational and maintenance mechanism to the satisfaction of employer.

B. GOODS AND SERVICE TAX:

Goods and Service Tax etc. shall borne by the contractor. The rate quoted by the contractor for all the items are inclusive of all taxes

18. If UABS is not satisfied, with the performance of the contractor during the period of contract, UABS reserves the right to terminate the contract by given

30 days notice to the contractor. The contractor shall be required to hand over the plant and equipment in satisfactory working condition to UABS which will have to be certified by the field Engineer / In charge.

19. The Contractor shall bill for 1/12th of the accepted annual amount every month and the payment shall be made within 30 days from the date of submission of bill. Any amount due from the contractor to UABS will be recovered from his monthly bill.

C. SUBCONTRACT:

The tenderer if awarded the contract shall not sub contract any portion in any phase of the work covered in the tender document.

D. JURISDICTION

The Contract / work order shall be governed by the laws of the country for the time being in force. The courts of Chennai only shall have jurisdiction to deal with and decide any legal or dispute arising out of this contract.

E. DISPUTE:

Any disputes or difference arising out of or in connection with the contract / work order shall be to the extent possible settled amicably between the parties. If amicable settlement cannot be reached then all disputed issues shall be settled by arbitration.

F. ARBITRATION:

In the event of any dispute or difference arising under this contract, the matter shall be referred to the arbitrators one each nominated by the purchaser able to settle the dispute by themselves, the matter shall be referred to the arbitrator mutually nominated by the UABS and the contractor and whose decision will be final and binding on both the parties. The venue of arbitration will be UABS, subject to as aforesaid the arbitration Act 1940 and the rules there under and any statutory modification thereof for the time being in force shall be deemed to apply to the arbitration proceedings under this contract.

G. SPECIAL CONDITIONS FOR AMC:

1. The contractor and his staff must abide by various rules and regulations of UABS as prevalent from time to time.
2. The contractor shall comply with all exiting labour legislation and Acts, such as contract labour regulation Act, electrical contractor, workmen's compensation act, minimum wages act, payment of wages act, provident act, etc. for any lapse or breach on the part of the contractor in respect of non-compliance of any labour legislation in force during the validity of the contract, the contractor would be fully responsible and would indemnify the UABS , in case the UABS is held liable for the lapse on the part of the contractor.
3. Non – compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.
4. The contractor and his staff shall comply with all instructions and directions of the UABS authority given from time to time. In the event of any emergent situation, the staff of the contractor shall comply with instructions given by the UABS authorities, without waiting for confirmation by the contractor.
5. It will be the responsibility and liability of the contractor to have accident insurance policy of its staff to cover accidental as per workmen's compensation act during electrical maintenance UABS will not be liable in this regard in any manner.
6. The Contractor shall be responsible to maintain the equipment and other articles if issued by the UABS in good conditions. In case of any damage he shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repair shall be borne by the contractor himself. In case of theft or damage contractor shall replace items lost, broken or damaged with items of the same quality at his own cost and expense.
7. The contractor will work in close co- operation and co-ordination with other agencies working at site.
8. UABS is not bound to provide any mode of transport in respect of men or material required for the contract.

9. The contractor has to deploy the electricians if required during holidays and Sundays also without any extra cost.
10. All statutory obligations under various laws from time to time will have to meet by contractor for which no extra payment shall be made to him at any time during the contractual period.
11. The contractor will be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law in respect of compliance of all rule, regulation and directions give by any statutory authority with regard to safety, labour laws or any other prevalent laws and submit an undertaking and proof of payment to its employees as per minimum wages rates to UABS each month along with claim for payment.
12. Sub-contracting of the contract is strictly prohibited.
13. Dispute, if any arising out of other service contracts shall be settled by mutual Discussion. The decision of UABS shall be final in the matter.
14. The contractor is liable for any loss direct or indirect due to the delay in inspection or attending to faults whatsoever or due to fire, explosion or any other circumstances

H. SPECIFIC TERMS AND CONDITIONS:

1. The contractor must coordinate and liaison with Tamil Nadu Electricity Board on behalf of UABS.
2. The agency shall be responsible for Electrical inspection from office of the chief Electrical inspector, (Licensee of Electricity Board) as per norms on behalf of UABS without any additional charge, however the statutory fees if any is required to be deposited, the amount of fees shall be reimbursed by UABS on submission of original receipt of payment of such fees along with bill of the UABS as required by Tamil Nadu Electricity Board.
3. For the above maintenance any or all (routing, special) tools, plants, instruments etc. and consumable items viz. grease, oil, cloth, dhoti etc. needed are to be arranged by the contractor at his own cost. UABS will not provide anything to the contractor. Material for replacement will be provided by UABS.

4. Maintenance record to be maintained by contractor.
5. During break down maintenance if required more skilled / un-skilled workers are may be deployed by the contractor to complete the work without much interruption of electricity supply to different / any part of the building.
6. In case of break down immediate action must be taken to rectify the fault and restore the supply within reasonable time as considered by UABS failing which penalty clause will be revoked.
7. Contractor must ensure that all the installation and accessories provided for Different installations are in their positions, levels, directions etc.
8. The contractor should have their maintenance people accessible either by person or by phone during or after office Hours and if called for one to attend to work for repairing, rectification or servicing or as required for the smooth functioning of sub-station etc.
9. The contractor supervisor shall be available at all times for receiving instructions from UABS. He shall also attend all site meetings and Co-ordination meetings & arrange to carry out work smoothly as per the agreed time schedule. Any Instruction given to the site supervisors shall be considered as if the same is given to the contractor.
10. The firm shall be responsible for the security / insurance of their staff working a site and UABS will not be responsible in any manner in case of any accident / mis-happening.

SECTION V

TENDER OFFER

To

**The Member Secretary
Urban Administrative Building Society
Chennai – 600 028.**

Sir,

We M/s. _____ **Company** do hereby tender and, if this tender be accepted, undertake to execute the following work of **“Comprehensive Annual Maintenance Contract (Operation & Maintenance) for 2 x 300 TR Capacity Chiller Plant including all AHU & HVAC Auxiliaries System”** installed in the urban Administrative Building Society Office Building Campus at 75, Santhome High Road, MRC Nagar, RA Puram, Chennai 600 028 as shown in the drawings and described in the specifications with such variations by way of alterations of, additions to, and omissions from the said work and method of payment as provided for in the conditions of contract for

the sum of **Rs._____ (Rupees _____Only)**
including GST @ 18%.

We have also completed the prices of items in Schedule 'A' annexed (in words and figures) for which we agree to execute the work and receive payment on measured quantities as per the general and Special condition of Contract".

We hereby distinctly and expressly declare and acknowledge that before the submission of our tender We have carefully followed the Instruction in the tender notice and that We have made such examination of the contract document and of the plans, specification and quantities, and of the location where the said work is to be done and such investigation of the work required to be done and in regard to the materials required to be furnished to enable us to thoroughly understand the intension of and the requirement, covenants agreements, stipulation and restrictions contained in the contract and in the said plans and specification and condition and agree that We will not hereafter make any claim or demand upon the UABS , based upon or arising out of any alleged misunderstanding or misconception or mistake on our part of the said requirement, covenants, agreement stipulations, restrictions and condition. If a contract for works is placed on a tenderer with higher rates in preference to the lowest acceptable offer , in consideration of offer of earlier performance of works, the contractor will be liable to pay the UABS, the difference between the contract amount and that of the lowest acceptable offer in case of failure to perform the work specified in the tender and incorporated in the contract.

We being reputed contractor in Electrical enclose the latest Income Tax verification/have already produce Income Tax verification certificate (here particulars of the previous occasion on which the certificate was produced should be given). The local address of the Contractor/s for services of all letters and notices will be as follows. Address: We enclose G.S.T. clearance Certificate obtained from Commercial Taxes Department.

We enclose sum of **Rs._____ (Rupees_____ Only)** as earnest money which will not bear interest in the form of drawn/endorsed/pledged in favour of Member Secretary, UABS.

If our tender is not accepted this EMD sum shall be returned to us on our application when intimation is sent to us of rejection or at the expiry of 3 months from the last date for receipt of this tender whichever is earlier. If our tender is accepted the earnest money shall be retained by the UABS as security for the fulfillment of the contract. If upon written intimation to us by the Superintending, UABS office We fail to attend the said office before the end of the period specified on such intimation, the tender will not to be considered and if on intimation being given to us by the Member Secretary of UABS , regarding acceptance of our tender We fail to make the additional security deposit and furnish the Bank Guarantee and to enter into the required agreement as pe the tender notice, then We agree to the forfeiture of the earnest money. If any notice is served on us delivered to us (Registered or Ordinary) or left at our address given herein, such notice sent by person/post/Fax will be deemed to have been served on us.

We fully understand that on receipt of communication of acceptance of tender from the accepting Authority, there emerges a valid contract between us and UABS. We fully understand that the written agreement to be entered into between us and UABS shall be the foundation of the rights of both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by us and then by the Member secretary of UABS to enter into contract on behalf of UABS.

In consideration of the payment of **Rs._____ (Rupees _____) including GST @ 18%** or such other sum as may be arrived at under relevant clauses of General Conditions of contract and Special Conditions of contract relating to payment on lump sum basis or by final measurement at unit prices, We agree, subject to said condition to execute and complete the works shown upon the drawings and described in the general conditions and special conditions.

We agree that the time should be considered as the essence of this contract and to commence the works as soon as the contract is accepted by the competent authority and the site (or premises) is handed over to us and to carry out the work for the stipulated period of one year from the date of handing over of the site.

We agree that upon the terms and condition of this contract being fulfilled and performed to the satisfaction of the member secretary of UABS the security deposited by us as herein before cited or such portion thereof as We may be entitled to under the said condition be paid back to us as and the performance Bank Guarantee returned as provided for.

The Courts of Chennai shall have the exclusive jurisdiction in all matters pertaining to this contract.

SCHEDULE - A

Name of Work: Comprehensive Annual Maintenance Contract (Operation & Maintenance) for 2 x 300 TR Capacity Chiller Plant including all AHU & HVAC Auxiliaries System Installed in at Urban Administrative Building Campus at NO.75, Santhome Road, MRC Nagar, RA Puram, Chennai 28.					
Sl. No	Qty	Description	Rate in Figures and in Words	Unit	Amount
1		Operation & Maintenance for 2 x 300 TR Capacity Chiller Plant including all AHU & HVAC Auxiliaries System Installed in UABS Office Building at 75, Santhom Road, MRC Nagar, RA Puram, Chennai – 600 028 by engaging 1No of Diploma in Mechanical / Air conditioning, 2Nos of ITI Mechanical / Equivalent in Refrigeration & Air conditioning and 2 Nos Helper with Air conditioning Experience.		1 No (Each)	
a)	1 No (One)	Supervisor (Diploma holder in Mechanical / Refrigeration & AC having work experience)	Rs. _____ (Rupees _____ Only)		
b)	2 Nos (Two)	Plant Operators (ITI / NCVT / Equivalent in Refrigeration & Air conditioning)	Rs. _____ (Rupees _____ Only)		
c)	2 Nos (Two)	Helper with Air conditioning Experience.	Rs. _____ (Rupees _____ Only)		

2	1 Set (One)	"Comprehensive Annual Maintenance for 2 x 300 TR Capacity Chiller Plant including all AHU & HVAC Auxiliaries System "installed in UABS Office Building at 75, Santhom Road, MRC Nagar, RA Puram, Chennai – 600 028"	Rs. _____ (Rupees _____ Only)	1 Set (One Set)	
			Total for 1 Month		
			Total for 12 Months (September 2019 August 2020)		
			GST @ 18% in Rs.		
			Net Total including GST in Rs.		
(Rupees					
_____Only)					

Note: The above rates are including GST @ 18%.

SECTION V

AGREEMENT NO: UABS /AMC/2019-20

ARTICLES OF AGREEMENT

Articles of Agreement made this day _____

_____ between the _____ (herein after called the MS UABS , which expression shall where the context so admits includes his successors in office and (assigns) representing the Tamil Nadu Small Industries Development Corporation Ltd., (herein after called the Corporation) of the one part and **M/s.**

_____ (herein after called the Contractor which expression shall where the context so admits includes his heirs, executors, administrators and legal representatives) of the other part WHEREAS the Corporation are desirous for the work of **“Comprehensive Annual Maintenance for 2 x 300 TR Capacity Chiller Plant including all AHU & HVAC Auxiliaries System installed in UABS Office Building at 75, Santhom Road, MRC Nagar, RA Puram, Chennai – 600 028”** and have caused an estimate of probable quantities contained in Schedule A, specifications describing the work to be done.

AND WHEREAS the said Schedule A, drawings numbered serially 1 to - **(Nil)** inclusive (Schedule B) and the specifications (Schedule C) have been signed by or on behalf of the parties hereto.

AND WHEREAS the contractor has agreed to the retention by **the UABS** of the earnest money of **Rupees 72,000 /- (Rupees Seventy Two Thousands Only)** paid by them when they submitted their tender as security for the due fulfillment of the contract to the satisfaction of the member secretary of UABS / Chief Engineer, CMA, Chennai-600 028.

AND WHEREAS the Contractor has also signed the copy of the Tamil Nadu Standard Specifications and addenda volume there to and National Building Code / Tamil Nadu Building Practice in acknowledgement of being bound by all the conditions of the clauses of the General Condition of the Contract and all the standard specifications or items of works described by a standard specification number in Schedule-A.

AND WHEREAS the Contractor has agreed to execute upon the subject to the conditions set forth in the General Condition of the contract of the Tamil Nadu Standard Specifications and such other conditions as are contained in all the specifications forming part of this contract (hereinafter referred to as :the said conditions") the works shown upon the drawings and described in the said specifications and set forth in Schedule-A as the "Probable quantities" and comply with rate of progress noted at the end of this Articles of Agreement for a sum of **Rs._____ (Rupees _____Only) including GST @ 18%** or such other sum as may be arrived at under the clause of the General Conditions of the Contract relating to "Payment on lump sum basis or by final measurement at unit prices".

Now it is hereby agreed as follows:

1. In consideration of the payment of **Rupees _____including GST @ 18%** or such other sum as may be arrived at under the clause of the General conditions to the contract, relating to payment on lumpsum basis or by final measurement at unit prices, We agree, subject to said conditions to execute and complete the works shown upon the said drawing serially numbered from 1 to - **(Nil)** inclusive (Schedule-B) and described in the specifications (Schedule-C)) and to the extent of probable quantities shown in the Schedule-A with such variations by way of alteration of , additions to or deductions from the said works and method of payment therefore as are provided for in the said conditions.
2. The term "Member secretary/ Chief Engineer of UABS" in the said conditions shall mean the UABS Officer in charge for the time being over the work who shall be competent to exercise all the powers and privileges reserved herein in favour of the UABS with the previous sanction of or subject to ratification by the competent authorities in case where such sanction or ratification may be necessary.
3. The arbitrator for fulfilling the duties setforth in the arbitration clause of the General conditions to the contract shall be the person so appointed by the Chairman/ Member secretary of Urban Administrative Building society in his/ her sole discretion.
4. The time shall be considered as the essence of the agreement and the Contractor hereby agrees to commence the work as soon as this agreement

is accepted by competent authority as defined by the Tamil Nadu Public Works Department Code and the site (or premises) is handed over to them as provided for in the said conditions and agrees for **12 (Twelve) Months** from the date of such handing over of the site (or premises) and to show progress .

5. The said conditions shall be read and constructed as forming part of this agreement and the parties hereto will respectively abide by and submit themselves to the conditions and stipulations and perform the agreements on their parts, respectively.
6. Upon the terms and conditions of this agreement being fulfilled and performed to the satisfaction of the Chief Engineer of CMA, the security deposited by the Contractor as herein before recited or such portion thereof as they may be entitled under the said condition shall be returned to the Contractor.
7. In witness where of the Contractor **M/s. _____Company,** has hereunto set their hand and the Chief Engineer of CMA on behalf of and by the order and direction of Urban Administrative Building society as hereunto set his hand the day and year first above written.
8. The Terms of reference, scope of work as in section III of this document and the general conditions and special conditions laid in section IV are the part of this agreement.