



## APPAREL EXPORT PROMOTION COUNCIL

### e-NIQ DOCUMENT FOR

### Comprehensive Annual Maintenance Contract of HVAC systems installed in Apparel House, Gurugram

Date of Advertising of NIQ	13.07.2023
Date of pre bid inspection of site (for site inspection please contact at <b>9868207280</b> )	Any working day between 10 am to 4 pm with prior appointment
Last Date for submission of e-quotation at <a href="mailto:tender@aepecindia.com">tender@aepecindia.com</a>	04.08.2023
Date of opening of e-quotation	07.08.2023



## **e-NOTICE INVITING QUOTATION**

**Work: Comprehensive Annual Maintenance Contract of HVAC systems installed in Apparel House, Gurugram.**

**Apparel Export Promotion Council (AEPC)** invites online quotations from well experienced/reputed agencies for providing Comprehensive Annual Maintenance of HVAC system installed in Apparel House of an initial period of one year and may be further extended for another one year subject to satisfactory performance of the firm by mutual consent

The e-quotations should be submitted in the prescribed format as detailed in **Annexure-I** along with company/firm profile at [tender@aepcindia.com](mailto:tender@aepcindia.com) latest by 5.00 P.M. on 04.08.2023.

**Quotations received to any other mail id shall be liable to be rejected by the Tender Opening Committee.**

### **1. SCOPE OF WORK:**

The technical specifications of the HVAC Plant at Apparel House is given in **Annexure-III**

The agency would provide maintenance of the HVAC systems which includes but not limited to

- a) Annual Maintenance,
- b) Preventive Maintenance,
- c) Emergency Repair Services,
- d) Detailed Reports and Analysis submission

of Chillers, Pumps, AHUs, FCUs, Cooling Tower, and Electrical Panel within the stipulated response Time Schedule.. The complete scope of work in details is listed in **Annexure- IV**.

In addition to the above, the above firm will submit a list of spares of the HVAC and its cost with the financial bid itself. However, the bids will be evaluated solely on the basis of rates quoted for the CAMC. The Council will pay for the spare parts replacement (if any) which are not included in the CAMC as per the rates provided by the firm which will be firm during the period of contract.

The bidder shall be deemed to have inspected the site before hand and taken into account all relevant factors pertaining to the quantity, size and fixtures at site, in the preparation and submission of the quotation.



## 2. Eligibility Criteria

- (i) A registered Firm/Company (under applicable Act) having experience of at least five years in providing maintenance and repair services of Chillers (350 Tr. Or above) in Central Government/State Government Department/Institution, including Public Sector Companies/ Undertaking/Autonomous bodies, Multi-National Companies/ Private institutions.
- (ii) The agency should have sufficient and trained manpower.(list to be enclosed)
- (iii) The agency should have at least two valid clients/organizations whose maintenance contracts have been renewed in the recent past two years. Documentary proof is to be submitted.
- (iv) The agency should have average annual turnover of Rs. 50,00,000/-, (Rupees fifty lakhs only) or more for each of the preceding three financial years i.e. 2020-21, 2021-22, 2022-23.
- (v) The agency should furnish a certificate to the effect that it has not been blacklisted by any Government, Ministry, Department, PSU etc.

**All above eligibility criteria shall be supported by relevant documentary proof.**

## 3. Evaluation Criteria

The Technical bid and financial bid should be submitted separately. The bids received will be opened in this office in the presence of the senior officers of the Council. **The financial bids of only those bidders who fulfil in Technical bids criteria, will be considered.** The Lowest Financial Bid (L1) satisfying all the eligibility criteria shall be awarded the work order. The decision of the AEPC shall be final and binding on all.

The bids will be opened on 07.08.2023 at Apparel House, Sector-44, Gurugram.

## 4. EARNEST MONEY DEPOSIT

- (a) The Earnest Money of Rs. 20,000/- (Rupees Twenty Thousand only) to be transfer electronically through RTGS/NEFT as per Bank details given below:

<b>Bank &amp; Branch</b>	Indian Overseas Bank Sec-44, Gurugram, Haryana
<b>IFSC</b>	IOBA0001804
<b>SB Account No.</b>	180401000020000
<b>Account holder name</b>	Apparel Export Promotion Council

- (b) Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy



issued by Department of Micro, Small and Medium Enterprises (MSME) are exempted from EMD upon submission of valid Registration Certificate from MSME Department. Any other criteria for exemption of EMD shall also be entertained subject to furnishing of relevant document of exemption.

- (c) It may be noted that any Quotation without Earnest Money except MSME Firms is liable to be rejected at the discretion of AEPC.
  - (d) The EMDs of the unsuccessful bidders will be refunded by way of RTGS/NEFT without any interest within 30 days.
  - (e) The EMD of the successful agency shall be returned upon receipt of requisite performance **Security Deposit**.
5. The quotes shall remain valid for a period of 6 months from the date of submission of bid.

#### **TERMS AND CONDITIONS**

<b>Location of Work</b>	Apparel House, Apparel Export Promotion Council;, Sector 44, Institutional Area, Gurugram 122003
<b>CAMC Period</b>	This contract shall be valid for a period of one year from the date of awarding the contract and may be extended for another one year on satisfactory performance of agency and mutual agreement.
<b>Earnest money with Tender Document</b>	Rs.20,000/- (Twenty Thousand only) in the form of electronic payment transfer only.
<b>Final decision</b>	The A.E.P.C. has the right to accept any bid in whole or part or reject it entirely without assigning any reason thereof. In case of any disputes whatsoever, Secretary General AEPC shall be the sole arbitrator and shall be in accordance with The Arbitration and Conciliation Act, 2015, as amended

1. The quotation should be submitted on firm's letter head as per the prescribed format along with address, telephone number, GST no. etc.
2. The rate should be mentioned clearly in words in the financial bid at **Annexure – II**.
3. Bids should be submitted in the prescribed formats only. The bids submitted in any other format will not be accepted.
4. The agency should have the necessary tools, tackles and equipment required for maintenance of the HVAC systems
5. The contract can be terminated by this office at any time without assigning any reason, if the work/product of the agency is not found satisfactorily. In this connection, the decision of Secretary General AEPC shall be final and binding on the agency.
6. This office (AEPC) has the right to forfeit the Performance Security Deposit in full or in part in the event of failure on the part of agency to fulfill the terms and conditions of the contract.
7. After expiry of last date, no Quotes/bids will be entertained.
8. The Agency with unsatisfactory record during previous contracts shall not be considered.
9. **Bids (Technical & Financial) of defaulter firms/agencies will not be considered in any case.**



#### **10. Payment Terms: -**

Payment shall be made on quarterly basis upon submission of service reports duly signed by AHM department of AEPC and on receipt of invoice / bill.

#### **11. Arbitration:**

AEPC has the right to accept or reject any quotation in whole or part or reject it entirely without assigning / specifying any reason thereof. In the event of any dispute or difference arising between the AEPC and agency out of or relating to or in respect of the contract, the same shall be referred to the arbitration of the Secretary General AEPC who shall be the sole arbitrator and in accordance with The Arbitration and Conciliation Act, 2015, as amended. The arbitrator shall give reason for the award which shall be final and binding between the AEPC and Supplier. The venue of such arbitration shall be at Apparel House, Gurugram, Haryana.

Further, the Courts at Gurugram, shall have jurisdiction to try and or entertain any matter of disputes arising out of and or relating to and or in connection with the contract and shall be governed by Indian Law.

**Manoj Kumar**

Jt. Director

Apparel Export Promotion Council



## Annexure -I

### TECHNICAL BID

S.No.	Particulars	Self-attested copy		
1	Earnest Money deposit (EMD) (MSME registered vendors exempt subject to furnishing of MSME registration document). Any other agencies exempt from paying EMD shall be required to furnish the relevant document under the applicable Clause	Rs. 20,000/- transfer through RTGS/NEFT vide UTR No. : _____ Dated: _____		
2	Name of the Company / firm with complete address			
3	Name & Designation of Contact Person Mobile No (s) of the Contact Person e-mail address			
4	Valid MSME Registration Status (Registered or not Registered)	If Registered, MSME Registration no. (Scanned Copy of Registration Certificate to be enclosed)		
5	Volume of Business done during the last three F.Y. <b>along-with copies of ITR for the last three F.Y. is mandatory.</b>	Financial Turnover	2020-21	2021-22
6	Self-attested copy of GST registration	2022-23		
7	Purchase Orders / Invoice of supplying in Govt. Office / Govt. Undertaking Office / Private Office etc.	Yes / No		
8	List of manpower with qualification and duration of service enclosed	Yes / No		
9	Self-Certification that the company is not blacklisted by any Govt, Ministry, PSU etc	Yes / No		
10	Bank details for refund of Earnest Money Deposit (EMD), in case of unsuccessful bidder	Name of Bank: _____ Branch: _____ Account holder Name: _____ Account No. : _____ IFSC Code: _____		

**Signature of Authorized Signatory**  
**NAME OF THE AGENCY WITH SEAL**



## Annexure –II

### Apparel Export Promotion Council AEPC/HO/AHM /2023/67

#### COMMERCIAL/FINANCIAL BID A). PRICE QUOTE FOR MAINTENANCE WORKS

S.No.	Description of work	Qty	Unit	Amt.(INR) Per annum
1	All Inclusive Comprehensive Annual Maintenance for HVAC Systems comprising of 4x350 TR Chiller machines with 33 no's AHU. with electrical heating and fan section in basement and including pumps, ducting pipes, grills, diffusers, electrical panels, different type of measuring instruments, different type of valves and cables etc. complete as required Installed at Apparel House, Sector 44, Gurugram	1	Job	

Grand Total excluding tax per month (Rs.) (in figures) \_\_\_\_\_

Grand total excluding tax per month (Rs.) (in words)  
\_\_\_\_\_

Signature of Tenderer \_\_\_\_\_

Name, Design. & address \_\_\_\_\_

Email \_\_\_\_\_

Tel/Mob Number \_\_\_\_\_

Note: Agency who stands lowest in the financial bid will be awarded the work.



B). PRICE QUOTE FOR THE SPARE PARTS TO BE GIVEN SEPARATELY BY THE BIDDER IN THE FOLLOWING FORMAT

S.No	Spare Part	Make	Unit rate
1	PVC fill sheets for Cooling Tower(6' X 4')		
2	PVC Nozzle flower for Cooling Tower		
3	Water flow switch		
4	VFD for condenser pumps 32kVA		
5	Mechanical Temperature sensor(upto 50° C)		
6	Mechanical Pressure gauge (upto 7kg/cm <sup>2</sup> )		
7	Mechanical Pressure gauge (10 kg/cm <sup>2</sup> )		
8	Balancing valve (10 inches)		
9	Balancing valve (8 inches)		
10	Refrigerant (R134)		

Note:

- a) The quotation of spares/replacement parts would not count towards the comparison of the price bids.
- b) The above quotation for spares may be negotiated and would remain firm for the period of contract.





**Annexure-III**

**Apparel Export Promotion Council**  
AEPC/HO/AHM/2023/67  
**TECHNICAL SPECIFICATION**

S.No	Equipment Name	Make	Rating	Quantity
<b>Hot Water Generator</b>				
1	Generator	KEPL	180 kW	2
2	Electrical Panel	Kirloskar	N.A	1
<b>Chilled Water Pump</b>				
1	Primary Motor	ABB	15 HP	4
2	Primary Pump	Manflow Centrifugal	15 HP	4
3	Secondary Motor	ABB	30 HP	2
4	Secondary Pump	Bell and Gossett	30 HP	2
5	Secondary Pump	Bell and Gossett	40 HP	2
6	Secondary Pump	Bell and Gossett	40 HP	2
<b>Condenser Pumps</b>				
1	Condenser	Kirloskar	50 HP	5
2	Condenser Pump	Maxflow	50 HP	5
<b>Air Handling Unit</b>				
1	AHU	Crompton Greaves	7.5 HP	14
2	AHU	Crompton Greaves	5 HP	6
3	AHU	Crompton Greaves	15 HP	2
4	AHU	Crompton Greaves	10 HP	5
5	AHU	Crompton Greaves	20 HP	6
<b>Chiller</b>				
1	Chiller- screw type	Trane	350 Tr	4
<b>Cooling Tower</b>				
1	Cooling Tower	Paharpur	350 Tr capacity, fan blade 2134 mm. dia	4



## Annexure-IV

### **Apparel Export Promotion Council** **AEPC/HO/AHM/2023/67**

#### **A. SCOPE OF WORK:**

##### **1) GENERAL**

- To maintain central air conditioning plant throughout the year (365 days).
- To visit & check the machine every month.
- To check/ replace/ rectify all electrical control related to air conditioning plant as and when required
- To replace the operation safeties in case of damage to the same.
- Vendor engineer/ technician will carry
- To attend all complaints within the response time
- To help maintain spare parts inventory required for smooth functioning of HVAC system.

##### **2) CHILLERS**

- To maintain Chillers throughout the year.
- To check the proper operation of expansion valves every year and set the same.
- To carry the proper functioning of microprocessor and perform the control test.
- To check / calibrate the proper functioning of flow switches.
- To check the antifreeze setting every quarter.
- To check LP / HP cut out switches & to replace the defective ones.
- To attend to all the break downs including compressor failure as per response time.
- To check the filter dryer core and changing of the same, if necessary.
- To clean the electrical panel quarterly, with air blower.
- Rewinding of the faulty fan motor and compressor motor.
- To check for any leakage of refrigerant and rectify/ repair the same.
- To change compressor oil and oil filters as per requirement.
- To descale the condenser of machine at least once a year or as per requirement.
- Checking of sensors, control valves, controls and cleaning of strainers.
- To calibrate control instruments - Transducers, sensors & motor current once a year.

##### **3) PUMPS**

- To maintain the pumps connecting to the system as per requirement.
- To replace damaged gland packing with new one as per the requirement.
- To replace bearing of Pumps and Motors, if necessary.
- To lubricate the bearings for pumps and motors from time to time.
- To clean the Strainer as and when required.
- To make proper alignment of the pump, if necessary.
- To replace the operation safeties in case of damage to the same.
- To check all the contactors of starters and decarburizing the fixed/moving contacts.



**4) AIR HANDLING UNIT**

- To clean the filters of Air Handling Unit every month or as and when required.
- To clean the cooling coils every six months.
- To check the belt tension and replace the same, if necessary.
- To check and rectify the blower pulley and motor pulley alignment as required.
- To lubricate motor and blower shaft's bearings from time to time.
- To replace defective bearings of blower or motor.
- To replace/ repair defective control equipment such as thermometers, modulating motors, pressure gauges, valves, contactors.
- To clean the drain line every quarter.
- To check and repair the VFDs installed on the primary and secondary pumps.

**5) FAN COIL UNITS**

- To clean the filters of FCU on monthly basis or as and when required.
- To lubricate motor bearings.
- To check and rectify room thermostats.
- To clean "Y" strainer of the ball valves.
- Checking of all FCU dampers
- To check and rectify three way motorized modulating valves.
- To replace and rectify the damaged ball valves.
- To clean the drain pan & pipe as and when required.
- To replace and rectify defective motors of FCUs.

**6) COOLING TOWER**

- To clean the spray nozzles, if found choked.
- To clean the fins after every six month.
- To clean the spray chamber/tank every quarterly.
- To check and rectify the motor and blower alignment.
- To lubricate the motor and blower shaft bearing as and when required.
- To replace motor and blower bearings, if found defective.

**7) ELECTRICAL PANEL**

- To clean the electrical panel quarterly.
- To tighten the electrical components related to the air conditioning system once a month.
- To replace and rectify the defective electric components like fuses, lamps, contactors etc. timely.
- To check the electrical circuits of air conditionings plants & rectify the same as and when necessary.

**B. TIME SCHEDULE (RESPONSE TIME) FOR ATTENDING / COMPLETION OF PROBLEMS IN AC PLANT:**

**Same Day**

- Minor Mechanical/electrical defect in Chiller unit
- Changing of pump Glands
- Changing of Couplings/spider.
- Belt alignment of FCUs, AHUs and Air Washer
- Filter cleaning of AHUs, FCUs



### **1-2 Days**

- Major electrical repair, Starters, Control Circuit repairs in Chiller Unit
- Changing of Bearings of Pumps/ motors
- Changing of motor
- Repairing of Damper

### **3-6 Days**

- Blower Balancing
- Leakage Testing, gas charging & putting back in operation

### **6-8 days**

Faulty Compressor opening, fault correction and putting back in operation

- Rewinding of faulty motor
- Re-metalising of shafts, sleeves etc
- Replacement of faulty VFDs

## **C. GENERAL INSTRUCTION**

- Vendor engineer/ technician will carry all the required tools & tackles required at site.
- All the required safety procedures will be followed
- Vendor engineer/ technician will timely notify for the work to be taken up for maintenance of the machine to facilitate requisite shut down period.
- All spare parts/ consumable item like fuses, refrigerant, compressor oil, bearings, contacts, switches etc. will be supplied by the vendor.