

विनयलता एस.
Vinayalatha S.
कुलसचिव
Registrar



गणितीय विज्ञान संस्थान
THE INSTITUTE OF MATHEMATICAL SCIENCES
(परमाणु ऊर्जा विभाग, भारत सरकार का एक स्वायत्त संस्थान)
(An Autonomous Institution under Dept. of Atomic Energy, Govt of India)
CIT CAMPUS, TARAMANI, CHENNAI - 600113

फोन/Phone: 044-22543150 & 044-22541416 (Direct), 044-22543100/166(Board) फैक्स/Fax : 044-22541586 (general)
वेबसाइट/Website : www.imsc.res.in ईमेल/Email: registrar@imsc.res.in

Ref:IMSc/ Split AC AMC Enquiry /2025
To:

30.09.2025

Sir,

Kindly send your competitive comprehensive AMC rate / quote for the enclosed various split and other air conditioners which is installed in our Institute campus. You are requested to inspect our existing air conditioning units and send your **sealed quotations** to reach us **on or before 15.10.2025**. The Institute reserves the right to reject any or all the quotations without assigning any reason. It is requested that Manufacturers / dealers / AMC providers should quote their rates in ANNEXURE - IV only. It is mandatory to indicate our reference number and due date in the top of your envelopes. If any clarification, contact our number : In-charge (Electrical), 044- 22543149.

Vinayalatha S.

Registrar
For and on behalf of the Director,
IMSc.

Tenderers are advised to take note of the following points into consideration while quoting:

1. E - mail/ fax quotations will not be accepted.
2. The AMC period is to be 12 (Twelve) Months.
3. The payment will be made in four instalments on pro-rate basis after completion of all preventive maintenance service during the contract period.
4. Late quotations will not be considered.
5. The tenderer should attach completed similar AMC works and work completion certificate from the organizations within last seven years is only the eligible to consider in the technical evaluation.
6. Quoting of final rates are inclusive of all taxes.

Enclosure :
Annexures.

B. STRUCTURE & ORGANISATION DETAILS ABOUT AMC PROVIDER :

NOTE: Below details to be filled by the service provider and this is to be submitted along with their offer.

1 Name & Postal Address of the applicant:

2 Telephone No./Telex No./Fax No.

3 Legal status of the applicant (Please tick and attach attested copies of original document defining the legal status)

(a) An individual; (b) A proprietary firm; (c) A firm in partnership

(d) A limited company or Corporation

4 Particulars of registration with various Government bodies (attach attested photocopy)

Dept./Organisation & Place of registration Registration No.

5 Names and Titles of Director & Officers with designation proposed to be concerned with this work

6 Designation of individuals authorised to act for the organisation

7 Was the applicant ever required to suspend any work for a period of more than six months continuously after you commenced their service? If so, give the name of the project and reasons of suspension of work.

8 Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.

9 Has the applicant, or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organisation at any time? If so give details.

10 Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.

11 Any other information considered necessary but not included above.

12. Service centre local address in Chennai.

Name and address of the authorized signatory

ANNEXURE - I

Name of the work: Comprehensive Annual Maintenance Service contract of various split and other Air conditioners at IMSc campus, Taramani and DAE Nodal center, Pallavaram, Chennai – 113.

General information and conditions of contract

1. The quoted comprehensive AMC rates should be inclusive of GST and other applicable taxes and duties. The AMC firm shall sign on all pages of the documents before submitting his offer duly affixing official seal. All the rates must be quoted in the prescribed format only placed in this document (ANNEXURE - IV). The company profile and a list of customers etc. to be attached along with the offer.
2. The rates quoted shall be valid for 90 days from the date of opening of offer.
3. If the AMC firm, fails to repair the equipment within 24 hours of complaint, a penalty of Rs. 300 per day shall be levied and it will be deducted from the AMC bills.
4. The AMC firm shall compensate in full the loss sustained by this institute on account of damage or theft of material during discharge of the activities.
5. In case the staff provided by the AMC firm to the Institute found to be indulging in any undesirable or unfair activities in the premises of the office, the AMC firm will solely be responsible for all the consequences apart from the liberty of office to lodge complaints before appropriate authorities.
6. The Institute will not take any responsibility in case of any accident / injury to the labourers during their working time. The firm shall take all safety measures and welfare of the labourer as per Labour law latest notification.
7. If any damage is caused to any equipment or items available at the Institute premises due to negligence of the contractor's work force, the responsibility shall be entirely on contractor, the amount so involved on this account shall be deducted from the payment due to contractor.
8. Any dispute arising out of this agreement or that which may arise in future will be resolved by taking recourse to mutual settlement in the first instance, failing which the dispute will be subject to Chennai jurisdiction only. The Institute is entitled to withhold payments due to the contractor in case of dispute till it is resolved.
9. Canvassing in connection with the tender is strictly prohibited and the tender Submitted by the Tenderer who resort to canvassing shall be liable for rejection.
10. The IMSc reserves the right to accept or reject any tender and to amend the tendering process and reject all tenders at any time prior to award.
11. The IMSc shall award the AMC order to the successful AMC provider whose offer has been determined to be best evaluated responsive tender not only on the basis of competitive rates but also on their credentials.

12. IMSc shall issue an order indicating the details of the AMC order and other terms and conditions, including all the details.
13. The AMC provider is not permitted to award sub-contract or part thereof under any circumstance.
14. Deductions shall be made from the bills of AMC payment for all the taxes as per the rules of the Government latest norms. The AMC provider shall be entirely responsible for all the taxes.
15. The Security Deposit of **2.5 %** of AMC order value will be recovered in each quarterly payment and it will be released after successful completion of entire AMC period and against the certification issued by Scientific Officer (Electrical), IMSc.
16. No advance payment shall be made for AMC of ACs. The respective officers shall make quarterly payment within reasonable period on submission of bills along with service records duly signed. IT will be deducted on each quarterly bills as per latest Government Norms.
17. It is mandatory to have their professional service centre in Chennai by the AMC firm suitable for our split and other Air conditioners.

ANNEXURE -II

Scope of work and Technical Specification

Name of work: Comprehensive Annual Maintenance Service contract of various split and other Air conditioners at IMSc campus, Taramani and DAE Nodal center, Pallavaram, Chennai – 113.

All the works covered under this contract shall be executed as per this technical specification, latest standards and as per the instructions of the Engineer- in-charge. However these specifications are 'GOVERNED' by the General conditions of this contract. Working or service space will be provided by us with free Electricity & Water in IMSc.

Location and climatic conditions:

The IMSc is located at 4th cross street, C.I.T Campus, Taramani, Chennai-113. The AMC provider may note that the condition existing in the region with co-incident humidity, salt laden atmosphere and high temperature. All the equipment's are in good condition. The work is of comprehensive maintenance nature including supply of all materials includes compressor, condenser motor, cooling coil motor and capacitors, thermostat, expansion valve, remotes and other all accessories etc.,

Scope of work:

I. 1.0 Servicing of Air conditioners :

- 1.1 The Air conditioners of 1.0 / 1.5 / 2.0 TR of different makes and model have to be serviced once in **three months / as and when required** which consists of cleaning the AC unit by banyan cloth, cleaning of coir /nylon fiber filter by air and water or changed new filter if necessary. Flushing, leak testing, vacuumising and filling of refrigerant has to be included in the contract in case of gas leak/ Compressor failure/ Condenser / Evaporator replacement. Oiling of the fan motor, checking of all electrical connections, cleaning of condenser& evaporator coils by water and check the performance of the unit.
- 1.2 Repair/Replacement of the **DEFECTIVE** spare parts as decided by Engineer- in-charge during the service contract period will be done by the contractor at free of cost. The spare parts are such as, Compressor (as original and new), Condenser motor, Cooling coil motor and Capacitors, Thermostat, Expansion valve, Remotes, Starting relays, Over load protector, Wirable remote control pad, Rotary switches and its knob, fan blade, fan motor, blower etc.

2.0 General Scope for servicing of All A.C's.

- 2.1 All the defective Capacitors should be replaced by **ALUMINIUM** body electrostatic type.
- 2.2 Minor breakdowns have to be attended immediately during the service contract period without delay.
- 2.3 If the fan motor goes defective in the service contract period, the same should be replaced, overhauled or replaced by new one, painted and fitted in to the AC units at their cost only.
- 2.4 In case of short of gas or gas leak is noticed in the system, leak testing, vacuum

testing, refrigerant filling and oil filling will be done by the contractor including supply of refrigerant and oil.

- 2.5 If the compressor goes faulty during the service contract period, the firm should replace the original compressor as per OEM. The scope of works includes flushing of condenser & cooling coils with CTC and Nitrogen gas, leak testing, refrigerant filling and oil filling including supply of refrigerant and oil.

3.0 Split and other Air conditioners

Scrub and clean all the rust / paint on all the MS / GI / Al sheet metal parts (including outer housing) and paint with one quote of red oxide and one coat of synthetic enamel paint by spray gun (the color as directed by the Engineer-in-charge) which includes supply of paint. All the above jobs should be included while quoting.

4.0 Special Conditions of Contract

- 4.1 The contractor shall engage adequate qualified & experienced A.C mechanics during the repairing of equipment's.
- 4.2 The contractor shall follow the rules and regulations stipulated by the competent authorities. All records as per labor rules shall be maintained.
- 4.3 The contractor shall ensure that the men engaged for the work will follow all the security rules in force at site.
- 4.4 The contractor shall meet the Engineer / Supervisor to receive the details of complaints/works to be attended and after the rectification, the contractor has to report the Engineer/ Supervisor about the work attended on the day. The contractor shall work in close co-ordination with departmental staff and for any clarification Engineer-in-charge shall be consulted.
- 4.5 If a tenderer quotes unworkable rates i.e. if, the quoted price is less than the lower of the estimated price (determined internally by the Department) and is considered for placement of order, the party will be asked to justify the rate quoted.
- 4.6 In case any tenderer fails to perform as per the contract, the contract will be liable to be closed with due notice. Further, they will not be considered for participating in the tendering.
- 4.7 The contractor shall have sufficient number of tools and materials for the execution of the work. The following equipment's & materials like Vacuum pump, fan motors, refrigeration equipment etc., should be kept in good condition and these should be kept in their custody for ready replacement in defective units as and when required.

1. 1/ 10 hp aue fan motor for SAC's - 5 Nos.
2. 1 / 8 hp aue fan motor for SAC's - 5 Nos.
3. Thermostat for different units - 10 Nos.
4. Split AC Condenser Motor - 4 Nos.
5. Split AC Evaporator Motor - 4 Nos.
6. Running Capacitors (20, 36 mfd) - 10 Nos.
7. Starting Capacitors (40-60, 80-100 & 100-120 mfd) - 10 Nos.

- | | | |
|-----|--------------------------------------|-----------|
| 8. | Starting Relays for Air conditioners | - 10 Nos. |
| 9. | Selector switches | - 10 Nos. |
| 10. | Over load protector | - 10 Nos. |

5.0 The following materials should be kept in contractor's workshop

- | | | |
|-----|--|---------------|
| 1. | Vacuum pump | - 1 No. |
| 2. | R-22 Gas | - 20 Kg |
| 3. | R-12 Gas | - 10 Kg |
| 4. | R-134a | - 5 Kg |
| 5. | Nitrogen | - 2 Cylinders |
| 6. | Oxygen | - 2 Cylinders |
| 7. | Pressure gauge | - 4 Nos. |
| 8. | Compound gauge | - 1 No |
| 9. | Ammeter & Voltmeter | - 2 Nos. Each |
| 10. | Tong tester | - 2 Nos. |
| 11. | Test board 5/15 A | - 3 Nos. |
| 12. | Test lamp | - 3 Nos. |
| 13. | All essential tools for A /C | - 3 Sets. |
| 14. | Air compressor for painting with spray gun | - 1 No |
| 15. | Soldering iron 120 W | - 2 Nos. |
| 16. | Flexible charging hose | - 6 Nos. |
| 17. | Hand shut off valve | - 6 Nos. |

The Registrar, IMSc reserves the right to issue tender document and to reject any or all tenders or to allot part of the works to different agencies without assigning any reason for there and also extend the contract period for one more year.

ANNEXURE -III

Name of work: Comprehensive Annual Maintenance Service contract of various split and other Air conditioners at IMSc campus, Taramani and DAE Nodal center, Pallavaram, Chennai – 113.

A. Preferable make of materials :

The service provider (AMC providers) shall replace all the spares and accessories suitable for the original AC units and all the spares to be procured from the original manufacturers only. Also all the materials have to be approved by the engineer in charge before procurement / start the work. The repaired compressor (CUT compressor) is not permitted and new compressors only permissible for the replacement of OEM compressors.

1. Thermostats	- Danfos/ Ranutral
2. Fan Motor	- As per original
3. Starting Relays	- Danfos/ Ranutral
4. Over Load Protector	- Danfos/Ranutral
5. Fan blades & Blowers	- As per the original
6. Capacitors	- Keltron or equivalent Metal body
7. Switches/knobs	- As per the original
8. Outer Housing	- As per the original

9. Compressor - As per original

The above materials have to be approved by the Engineer in-charge before start the work.

B. List of AC equipment's:

Name of work: Comprehensive Annual Maintenance Service contract of various split and other Air conditioners at IMSc campus, Taramani and DAE Nodal centre , Pallavaram, Chennai-113.

Sl.No	Description of equipment's	Qty	Unit
1.1	1.0 Tr Split AC's	87	No
1.2	1.5 Tr Split AC's	143	No
1.3	2.0 Tr Split AC's	108	No
1.4	2.0 Tr Vertical Split AC's	10	No
1.5	2.0 Tr Cassette AC's	17	No
1.6	3.0 Tr Cassette AC's	2	No
1.7	Blue star make Cold room split AC's	2	No
1.8	Deep freezer's	2	No

ANNEXURE - IV

Schedule of the QTY and AMC rates :

Name of work: Comprehensive Annual Maintenance Service contract of various split and other Air conditioners at IMSc campus, Taramani and DAE Nodal centre, Pallavaram, Chennai-113.

Note:

1. The schedule must be read along with all specifications and scope of works and general specifications.
2. Rate quoted must include all components required for meeting specification and performance required of the item irrespective of whether they are specifically brought out in the schedule or not.
3. The rate quoted shall be inclusive of GST and other applicable taxes.
4. AMC firms are requested to quote their rates after site inspection and analysis based on the list of preferable make specified in the inquiry.
5. The following quoted AMC rates should be suitable for 12 months.

Sl. No (a)	Description of equipment's (b)	Qty (c)	Unit (d)	Basic rate in Rs. (e)	Basic total amount in Rs. (f= c x e)	Tax in Rs. for f (g)	Total Amount including taxes in Rs. (h)
1.1	1.0 Tr Split AC's	87	No				
1.2	1.5 Tr Split AC's	143	No				
1.3	2.0 Tr Split AC's	108	No				
1.4	2.0 Tr Vertical Split AC's	10	No				
1.5	2.0 Tr Cassette AC's	17	No				
1.6	3.0 Tr Cassette AC's	2	No				
1.7	Blue star make Cold room split AC's	2	No				
1.8	Deep freezer's	2	No				
Total in Rs.							

Amount in Rs. _____

(Signature of the firm with seal and address)