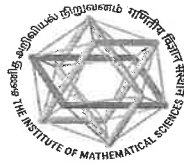


विनयलता एस.
Vinayalatha S.
कुलसचिव
Registrar



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/ NB AC/AMC/2025
To

26.08.2025

Sir,

Kindly send your competitive comprehensive AMC rate / quote for the enclosed air conditioning systems which is installed in new Institute building (water cooled and air cooled packaged AC units and its complete set). You are requested to inspect our existing air conditioning systems and send your **sealed quotations** to reach us **on or before 12.09.2025**. 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 - V of this inquiry 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 - 2254 3149. The OEM of centralized air conditioning systems and their authorized service firms only eligible to participate in this tender.


Registrar
For and on behalf of the Director,
IMSc.

Enclosure : Annexure I - V (9 pages).

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 period is to be 12 (Twelve) Months.
3. The payment will be made in four installments 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. Then only that quotation may eligible to qualify for the technical evaluation. Also, the tenderer must having their service centrer in Chennai.
6. Quoting in all the items of BoQ by the firms is only the eligible to qualify for considering the tender.

ANNEXURE - I

Name of work: Comprehensive annual maintenance contract for 4 x 17.5 Tr capacity and 9 x 16.5 Tr capacity and 3 x 5.5 Tr capacity water cooled package Air conditioner units and 3 x 11Tr capacity Air cooled package AC units installed in New building at IMSc, Chennai-113.

General information and conditions of contract

1. The quoted 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 (last page of this document, ANNEXURE – IV) The company profile and a list of customers etc. must be attached 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 working. The firm shall take all safety measures and welfare of the labourer as per Labour law.
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 tenderer 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 Tenderer is not permitted to award sub-contract or part thereof under any circumstance.
14. Deductions shall be made from payment to the tenderer for all the taxes, if applicable as per the rules of the Government in force at the time of payment. The tenderer shall be entirely responsible for all the taxes and other levies arising out of this contract.
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.

ANNEXURE -II

Scope of work and Technical Specification:

Name of work : Comprehensive annual maintenance contract for 4 x 17.5 Tr capacity and 9 x 16.5 Tr capacity and 3 x 5.5 Tr capacity water cooled package Air conditioner units and 3 x 11Tr capacity Air cooled package AC units installed in NB at IMSc, Chennai-113.

1. All the work covered under this contract shall be executed as per this technical specification and latest standards and as per the instructions of the site Engineer- in-charge. Working or service space will be provided by us with free Electricity & Water in IMSc.
2. At present, all the equipments are in good condition. The work is of comprehensive maintenance nature including supply of all materials which includes OEM compressor, condenser motor, cooling coil motor and capacitors, thermostat, expansion value, remotes, all gas charging, HP and LP cut outs, all electrical control panels, starters, contactor, all belts, lubrication and other all accessories including cooling tower motors, pump sets, strainers and valve etc.
3. Service and maintain the equipment in good working order and replace worn out parts (including new OEM compressors) by parts of serviceable quality as indicated in above point no 2. Defective parts shall be the property of the service provider and the service provider's authorized person is entitled to remove and carry away such parts from the Institute's premises.
4. Preventive maintenance services will be carried out at regular intervals once in a quarter and will take all reasonable care and maintain the air conditioners in safe and proper working condition.
5. Attending to complaints/breakdown calls within 24 hours of receipt of complaint including on holidays and Sundays except on National holidays. Repairing/replacement/overhauling the

components of the equipments including replacement of worn out parts, when found necessary and the old parts removed will become the property of the service provider.

6. Preventive maintenance service work will be carried out during regular working hours on any working day convenient to the Institute. Ensure that the air conditioners are maintained in trouble free working condition.
7. All the materials to be used shall conform to the required OEM specification and of reputed make.
8. Repair / replacement of various installation works, painting work according to your original installation. AMC includes safe transportation of the compressor to the Institute premises and taking back the faulty compressor. Providing a service unit free of charge, during repair/overhaul of the unit. Carry out preventive maintenance as per the standard practice. Checking the refrigeration system, motor and starters and ensuring healthy condition of the plant. Checking the system for any leak and rectification of leaks if found. Repairs or replacement work occurs due to corrosion, it is to be carried out by the service provider based on the payment basis.
9. Taking set of readings and evaluating to ensure satisfactory performance of the plant. Checking the refrigeration control system for operation and adjusting the system.
10. Descaling the condensers for water cooled units is mandatory in each quarterly maintenance works. (Every quarter) Concerned SR to be submitted along with quarterly bills.
11. Checking the function of the compressor and its accessory. (whenever need)
12. Cleaning the evaporator / condenser coil if found necessary. (Twice a year)
13. Lubricating the bearing of the motors, pumps & fans when found necessary. Inspection of belts adjusting the tension and replacing the worn out belts as when found required.
14. Repairing the components of the equipment such as condenser water pump sets, motors and starters of cooling tower at site or in service station as and when required. Replacement of refrigerant gas as a result of fair wear and tear. Annual checking of compressor oil and changing if found necessary.
15. Overhauling the components of the equipment at site in service station as and when required.
16. Checking the microprocessor controller for its proper functioning and repair/replacement of the same if found necessary. Reporting the healthiness of the plant and suggesting improvements if any. Painting the equipment's once in three years.
17. The work will be carried out by the contractors as directed by IMSc Engineer in – charge. Concerned SR to be submitted along with quarterly bills.

ANNEXURE -III

1.0 Servicing of all package Air conditioners with its refrigeration systems, cooling towers including pump sets and blowers :

- 1.1 Air conditioners and cooling tower with its refrigeration systems including pump sets and blowers have to be serviced once in two months/as and when required which consists of cleaning the AC unit by soft cloth, cleaning of coir/nylon fiber filter by air and water or change new filter if necessary. Flushing, leak testing, vacuuming 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 free of cost. The spare parts are such as, compressor (as per OEM and new), condenser motor, cooling coil motor and capacitors, thermostat, expansion value, remotes, Starting relays, Over load protector, wireable remote control pad, rotary switches and its knob, fan blade, fan motor, blower and all spare parts of air cooled package AC units etc.

2.0 General Scope for Servicing of package Air conditioners and cooling tower with its refrigeration systems including pump sets and blowers :

- 2.1 Minor breakdowns have to be attended immediately during the service contract period without delay.
- 2.2 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.
- 2.3 In case of short of gas or if gas leak is noticed in the system, leak testing, vacuum testing, refrigerant filling and oil filling will be done by the AMC firm including supply of refrigerant and oil.
- 2.4 If the compressor goes faulty during the service contract period, the firm should replace the same with original compressor. The repairing of existing compressor is not permitted.
- 2.5 The AMC firm shall make their own arrangements for transporting and handling of equipment's and materials from their AC shop to locations of IMSc. The equipment's should be handled very carefully and safely without any damage. Contractor is responsible for any physical damage or refrigerant leak in the system while shifting/ transporting the AC units.

3.0 Special Conditions of Contract :

- 3.1 The AMC firm shall engage adequate qualified & experienced AC engineers and mechanics during the repairing of equipment's.
- 3.2 The AMC firm shall follow the rules and regulations stipulated by the competent authorities. All records as per labor rules shall be maintained.
- 3.3 The AMC firm shall ensure that the men engaged for the work will follow all the security rules in force at site.

3.4 The AMC firm shall meet the Engineer / Supervisor to receive the details of complaints/works to be attended and after the rectification, the AMC firm 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.

3.5 The quoted rate shall be binding on the contractor during the period of work awarded.

3.6 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 further tendering.

3.7 The AMC firm 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/ 5 hp fan motor for WAC/ SAC's	2 Nos.
2. 1 / 2 hp fan motor for WAC/ SAC's	2 Nos.
3. Gulmarg 1 /6 hp for Spencer WAC	3 Nos.
4. Coir filters for different A.C	20 Nos.
5. Water filter assembly	10 Nos.
6. Water filter element	20 Nos.
7. Thermostat for different units	10 Nos.
8. Split AC Condenser Motor	2 Nos.
9. Split AC Evaporator Motor	2 Nos.
10. Running Capacitors (20, 36 mfd)	5 Nos.
11. Starting Capacitors (As required)	5 Nos.
12. Starting Relays for Air conditioners	5 Nos.
13. Starting Relays for Water coolers	5 Nos.
14. Selector switches	5 Nos.
15. Over load protector	5 Nos.
16. Float assembly	2 Nos.

4.0 The following materials should be kept in contractors workshop

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

Name of work: Comprehensive annual maintenance contract for 4 x 17.5 Tr capacity and 9 x 16.5 Tr capacity and 3 x 5.5 Tr capacity water cooled package Air conditioner units and 3 x 11Tr capacity Air cooled package AC units installed in NB at IMSC, Chennai-113.

A. Preferable make of materials

The service provider (AMC providers) shall replace all the spares and accessories suitable for the original AC plants 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 repair of compressor (CUT compressor) shall not be permit and only replacement with new compressors will be permissible.

B. List of AC equipment's:

Name of work: Comprehensive annual maintenance contract for 4 x 17.5 Tr capacity and 12 x 16.5 Tr capacity and 3 x 5.5 Tr capacity water cooled package Air conditioner units and 3 x 11Tr capacity Air cooled package AC units installed in NB at IMSC, Chennai-113.

1. 17.5 Tr water cooled package AC units and its systems, (3rd Floor East plant room - 2 no's)
2. 17.5 Tr water cooled package AC units and its systems, (3rd Floor West plant room - 2 no's)
3. 16.5 Tr water cooled package AC units and its systems, (Ground Floor East plant room - 1 no)
4. 16.5 Tr water cooled package AC units and its systems, (1st Floor East plant room - 1 no)
5. 16.5 Tr water cooled package AC units and its systems, (1st Floor West plant room - 4 no)
6. 16.5 Tr water cooled package AC units and its systems, (2nd Floor East plant room - 2 no)
7. 16.5 Tr water cooled package AC units and its systems, (2nd Floor West plant room - 1 no)
8. 5.5 Tr water cooled package AC units and its systems, (Ground Floor West plant room - 1 no)
9. 5.5 Tr water cooled package AC units and its systems, (1st Floor West plant room - 1 no)
10. 5.5 Tr water cooled package AC units and its systems, (2nd Floor West plant room - 1 no)

and

11. 20HP cooling tower pump set and its all accessories - 2 set
12. 10 HP cooling tower pump set and its all accessories - 2 set
13. 5 Hp cooling tower pump set and its all accessories - 2 set
14. 5 Hp cooling tower pump set and its all accessories - 4 set

and

15. 11 Tr air cooled package AC units and its systems, 1st Floor at NB, KABRU - 3no's

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./Organization & 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 authorized to act for the organization

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 organization 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 center local address in Chennai.

Name and address of the authorized signatory

ANNEXURE - V

Schedule of the QTY and AMC rates :

Name of work: Comprehensive annual maintenance contract for 4 x 17.5 Tr capacity and 9 x 16.5 Tr capacity and 3 x 5.5 Tr capacity water cooled package Air conditioner units and 3 x 11Tr capacity Air cooled package AC units installed in New building at IMSc, 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.

Sl.no	Equipment's	Qty	Rate	Amount for AMC 12 months
-------	-------------	-----	------	-----------------------------

- | | | | | |
|----|--|--------|-----|-----|
| 1. | 17.5 Tr capacity water cooled centralized package model air conditioners with all integrated original equipment's and its entire AC systems. | 4 sets | Rs. | Rs. |
| 2. | 16.5 Tr capacity water cooled centralized package model air conditioners with all integrated original equipment's and its entire AC systems. | 9 sets | Rs. | Rs. |
| 3. | 5.5 Tr capacity water cooled centralized package model air conditioners with all integrated original equipment's and its entire AC systems. | 3 sets | Rs. | Rs. |
| 4. | 11.0 Tr capacity Air cooled centralized package model air conditioners with all integrated original equipment's and its entire AC systems. | 3 sets | Rs. | Rs. |

Tax in Rs.

Total Amount in Rs.

Amount in Rs. _____

(Signature of the firm with seal and address)