

**Tender Document for**

**Annual Maintenance Contract**

**For Water Coolers**

**And Water Purifiers**

**In VJTI Premises.**



**VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE**

[Central Technological Institute, Maharashtra State]

Matunga, Mumbai 400019.

VJTI/Dean I & M/01/AMC for Water Cooler & Purifier/Tender/2023

Date: 08.09.2023

To,

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**Name of the Work: Invitation of Tender for Appointing Agency for Annual Maintenance Contract for Water coolers and Water purifiers in the Institute, VJTI Premises.**

Sealed item rate tenders are invited from the reputed & eligible contractors for the above the work. Only those contractors should submit the tender who have PAN Number & Goods & Services Tax (GST) Registration Certificate. Submit Xerox of PAN Number & Goods & Services Tax Registration Certificate along with the tender.

The estimated amount of the work is Rs.1,27,080.00 (Inclusive of GST 18%)

The other particulars are as below.

- 1) Tender Processing Fees : Rs.236.00 (Rs.Two Hundred thirty six only)  
{Rs.200 (Tender Fee) + Rs.36.00 (GST@18%)}  
(Non-Refundable in the form D.D. Favoring to Director,VJTI).
- 2) Earnest Money Deposit : Rs.1,300.00 in the form D.D. Favoring to Director, VJTI.
- 3) Date for submission of  
Tender Document : 13.09.2023 to 27.09.23 up to 5.00 P.M.
- 4) Completion period : 12 Months

You are invited to quote for the above work as per above schedule.

  
Registrar

VJTI, Matunga,

Mumbai - 400 019

VJTI/Dean I & M/01/AMC for Water Cooler & Purifier/Tender/2023

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## Terms & Conditions of the Contract

Sr. No.	Description
1.	Before submitting the offer, interested parties must visit the Institute for the information of positions of all water coolers & purifiers <b>whose existing list is attached herewith</b> for reference and actual contract work.
2.	The contract period will be for one year starting from issuing work order.
3.	Payment will be paid in quarterly installments. (**Photographs before & after the works are required to be attached with the bill.)
4.	The contract may be discontinued at any time, if the services are found unsatisfactory.
5.	During the contract period your technician will attend and rectify the problem on telephone call from VJTI competitive authority or representative.
6.	A muster will be kept for record in Maintenance Section of attending the complaints of the firm who has been given the work.
7.	Every page of the contract document is to be signed by you as a token of having read and understood the conditions, clauses of contract. If found not signed the tender will be rejected.
8.	The contractor has to submit Directorate of insurance:- (Contractor All Risk / Employee's Compensation) शासकीय विमा निधी महाराष्ट्र राज्य (कंत्राटी कामाचा व ते काम पूर्ण करण्यासाठी नियुक्त करण्यात येणाऱ्या कामगारांचा विमा शासकीय विमानिधीकडे उतरविण्याकरिता कार्यपद्धत निश्चित करणेबाबत.) शासन निर्णय क्रमांक व दिनांक:- १. महाराष्ट्र शासन, वित्त विभाग, शासन निर्णय क्र. विमासं - १०९७ / प्र. क्र. २८ / शासन हमी दिनांक. १९/०८/१९९८. २. महाराष्ट्र शासन, नगर विकास विभाग, पत्र क्र. जीईन १०१८/१३५७/प्र. क्र. १६६/९८/नवि - २४ दिनांक. ०३/११/२००३.
9.	The contractor has to submit Commissioner of Labor :- शासनाने इमारत व इतर बांधकाम कामगार ( रोजगार नियमन व सेवाशर्ती ) अधिनियम १९९६ तसेच इमारत व इतर बांधकाम कामगार कल्याण उपकर नियम १९९८ अंतर्गत उपकर वसूल करावयाची कायपद्धती अवलंबली आहे. सदर शासन निर्णयाची अमलबजावणी करणे बंधनकारक असून कंत्राटीकामाच्या एकूण मूल्याच्या १% उपकर रकम जमा करावी. शासन निर्णय क्रमांक व दिनांक:- १. महाराष्ट्र शासन, उद्योग, ऊर्जा व कामगार विभाग, शासन निर्णय क्र. बीसीए २००९ / प्र. क्र.१० / कामगार ७-अ मंत्रालय, मुंबई दिनांक. १७/०६/२०१०.
10.	Rate of one water cooler and one water purifier per year will be considered as offer price and the quantity will be as per the actual maintenance executed in contract period.

11.	The successful contractor has to arrange ladder, stool or any such arrangement to execute the maintenance work during the year. The space for keeping the ladder, stool etc will be given in Maintenance Cell.
12.	Contractor has to follow all the safety norms while working at higher level by using safety belt, helmets and safety shoes etc.
13.	A Work Agreement shall be made between successful contractor and the Director, VJTI on stamp paper of amounting Rs. 500/- and notary shall be done.
14.	No advance payment will be given.
15.	The work may be carried out in all days from 9.00 AM to 7.00 PM. For working in late hour's security officer permission shall to be obtained.
16.	Area near water cooler shall be kept clean every day after completion of working that day.
17.	All the material to be used shall be of approved and good quality.
18.	Photographs before & after the works are required to be attached with the bill.

**Name of the Contractor**

**Signature of the Contractor**

**Minimum requirement of the firm willing to apply for Annual Maintenance Contract of water coolers with water purifiers in VJTI**

<b>Sr. No</b>	<b>Description of the requirement</b>	<b>Proof to be submitted</b>
1.	The firm must have own or rented office/work shop of minimum 150 sft area with Clerk and internet facility in Mumbai.	Provide Proof.
2.	The firm shall have experience of providing AMC services to educational institutes/Cooperate offices/registered establishments for Minimum 20 water coolers and water purifiers.	Provide valid proof.
3.	The firm shall have necessary certificates like GST etc.as per government norms.	Provide Proof.
4.	The firm must have minimum 4 to 5 year experienced technician or ITI holder technicians for the AMC of water coolers and purifiers.	Provide names and certificates of the technicians.
5.	The firm must have satisfactory completion record of the water coolers and purifiers work from reputed organization during the last two years.	Provide copy of work orders and completion certificates of earlier works similar to this work

**Note: All above requirements are mandatory for the firm willing to apply for annual contract.**

**Name of the Contractor**

**Signature of the Contractor**

## Clause of Comprehensive Maintenance Contract

The Comprehensive AMC will include Clauses as given below:-

Clause No.	Description
1	Water storage tank, waste water tray of water coolers shall be cleaned by every months with using clean soft clothes for removing dirt etc.
2	Periodical and preventive maintenance involving gas filling, oiling fan motor, cleaning all dust, rust and water, cleaning of air filter and coils, greasing, checking all electrical contacts, checking effectiveness and current of the unit etc.
3	Repairs & replacement of damaged equipment parts due to atmospheric condition/corrosive environment.
4	Repairs & replacement of AHU coils and bottom trays
5	<b>Refrigerant gas filling is compulsory once in a year for every water cooler.</b>
6	To calibrate the temperature and change the setting of temperature as per the season.
7	Lubrication of parts and assembly shall be done if needed.
8	To Attend the servicing of the water coolers & purifiers when required by the institute on the same day or next working day.
9	AMC for the items mentioned should be comprehensive on site. In case, the water coolers & purifiers is not repairable within the institute, the same shall be carried to Contractor/firms/agency workshop at his own expenses with written permission of the institute. Water cooler & purifier carried to the workshop shall be repaired and brought back to position within 3 days.
10	Cleaning of water purifiers to be done monthly.
11	Replacement of candles of Purifiers is required three times (03) in a year.

**Name of the Contractor**

**Signature and Seal of the Contractor**

**List of existing Contracts under the agency to be submitted**

<b>Sr. No.</b>	<b>Name of the Client</b>	<b>Period of contract</b>	<b>Amount of Contract in Rs.</b>	<b>Name of the contact person</b>

**Name of the Contractor**

**Signature of the Contractor**

**FORM No. A**

Sr. No	Name of the supplier /vendor/Firm/Distributor	
1	Name of the contact person/Proprietor/company	
2	Registered/Contact address of supplier /vendor/Firm/Distributor	
3	Contact No ( Mobile no, Telephone no)	
4	Email Address:	
5	PAN No.( attach self-attested copy)	
6	GST Reg. No. for specified item	
7	Valid trade License No.	
8	Whether rate quoted are as per format mentioned in the bid document or not	
9	Whether rate quoted are inclusive of all taxes or not	

**Name of the Contractor**

**Signature of the Contractor**



**Existing Water Coolers, Purifiers in the Institute & Hostels at VJTI Campus.**

	Location	Department	Water Coolers		Water Purifiers	
			Qty	Make	Qty	Make
‘A’ Building	Ground Floor	Canteen	2	Blue Star	2	Aqua guard
		Electrical department.	1	Blue Star	1	Aqua guard
		Machine lab				
		Structural Dept. Concrete lab	1	Blue Star	1	Aqua guard
		Maintenance department	1	Blue Star	1	Aqua guard
		Study Circle	1	Blue Star	1	Aqua guard
	First Floor	Account section	1	Blue Star	1	Aqua guard
		Library	1	Blue Star	1	Aqua guard
		Civil Department Corridor	1	Blue Star	1	Aqua guard
		Electrical department communication lab	1	Blue Star	nil	-
		Structural department	1	Blue Star	1	Aqua guard
	Second Floor	Computer Engineering Department	1	Blue Star	1	Aqua guard
		Civil corridor	1	Blue Star	1	Aqua guard
		Electrical department corridor	1	Blue Star	1	Aqua guard
	‘B’ Building	Ground Floor	Weaving workshop	1	Blue Star	1

'C' Building	Ground Floor	Mechanical Engg. Dept. workshop	1	Blue Star	1	Aqua guard
	Ground Floor	Near Staircase of production	1	Blue Star	1	Aqua guard
	Second Floor	Production Engineering Department	1	Blue Star	1	Aqua guard
	Third Floor	Mechanical Engineering Department	1	Blue Star	1	Aqua guard
'D' Building	Second Floor	Physics Department	1	Blue Star	1	Aqua guard
	Third Floor	Math's Department	1	Blue Star	1	Aqua guard
'E' Building	Ground Floor	Chemistry Department	1	Blue Star	1	Aqua guard
Director Bungalow	Ground Floor	-			1	Aqua guard
<b>Total</b>			<b>22</b>		<b>22</b>	

**BILL OF QUANTITY / PRICE BID OF THE ANNUAL CONTRACT**

Sr. No.	Description	QTY.	Rate per unit per Year (Rs.)	Total Amount for one year (Rs.)
1	Providing services of repairing, rectifying any defect and commissioning of the <b>Water Coolers (Monthly service)</b> by replacing any part with all necessary labour and material etc. complete. Note: the contract shall be inclusive of cost of spare parts, replacement of compressor, fan motors, rewinding of motors, Gas filling/charging including cost of gas cleaning, oiling, chemical washing, greasing(General servicing) filter replacement, relay, thermostat, drain/ water& copper pipe replacement including cost of gas /repair any or all parts including metal clad plug, fixing of wires /plugs, insulation, running/starting capacitors and other parts required for keeping the system operational, labour charges etc. **(Make of existing Water cooler is Blue star of 150 liters capacity)	22.00		
2	Providing services of repairing, rectifying any defect and commissioning of the <b>Water Purifier (Monthly Service)</b> by replacing any part with all necessary labour and material etc. complete. Note: the contract shall be inclusive of cost of spare parts, replacement of compressor, fan motors, rewinding of motors, Gas filling/charging including cost of gas cleaning, oiling, chemical washing, greasing(General servicing) filter replacement, relay, thermostat, drain/ water& copper pipe replacement including cost of gas /repair any or all parts including metal clad plug, fixing of wires /plugs, insulation, running/starting capacitors and other parts required for keeping the system operational, labour charges etc. <b><u>Replacement of candles of Purifier Three Time (03) in a year is compulsory.</u></b> ** (Make of existing Water Purifier is Aqua Guard)	22.00		
<b>Total Basic Amount =</b>				
<b>CGST @ 9% =</b>			(+)	
<b>SGST @ 9% =</b>			(+)	
<b>(Including GST) Total Final Amount =</b>				

Our offer will be Rs. \_\_\_\_\_ for One Year.

Signature of the firm/party  
 Name of the party with rubber stamp and seal



## VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE

[Central Technological Institute, Maharashtra State]

Matunga, Mumbai 400019.

### Mandatory form for NEFT / RTGS Payment to Party / Contractor

Name of the Party / Contractor As written on Passbook	
Address of Party / Contractor for Communication	
Party / Contractor Permanent Account No. (PAN No.)	
Party / Contractor Goods and services Tax (GST No.)	
Mobile No.	
Email ID	
Name of the Bank where NEFT / RTGS to be done	
Bank Branch Name	
Address of the Branch	State:
	Pin:
Bank IFSC Code	
Bank Account Number	
I declare that all the information provided by me is true in all respect.	

Note: Cancelled cheque (Xerox Copy) attached with this form.

**Signature of Party / Contractor**