

**TENDER DOCUMENT**  
**FOR**  
**CENTRAL AC PLANT**  
**FOR**  
**INDIAN JUTE INDUSTRIES' RESEARCH ASSOCIATION (IJIRA)**

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## 1. **Introduction:-**

Indian Jute Industries' Research Association (IJIRA) invites bids from reputed air conditioning and refrigeration firms for the annual maintenance contract of three-60TR DX type central AC plants installed at its main building at 17. Taratala Road, Kolkata – 700 088.

Plants will be available for inspection on all working days (from 10.00 AM to 04.00 PM) till 13 May 2016. Quotations are to be submitted in sealed envelopes quoting 'AMC for 3x60TR DX type AC plants' and name of the firm clearly mentioned on it. Offers can be submitted till 1200 hrs on 20 May 2016 and will be opened at 03.00 PM on the same day.

## 2. **Scope of work:-**

- Overhauling of electrical motors & starters once a year.
- Servicing and repairing of electrical motors and starters as and when required.
- Lubricating and replacement of bearings as and when required.
- Replenishing of Refrigerant as and when required.
- Refilling of Compressor Oil once a year.
- Overhauling of Compressors once a year.
- Replacing of pressure gauges of Compressor as and when required.
- Descaling of Condenser at least once a year and in case of urgent need.
- Overhauling of Condenser pumps once a year.
- Servicing of Condenser pump as and when required.
- Replacing of water pressure gauge of Condenser Pumps if required.
- Cleaning of cooling coil thrice a year.
- Change of Air Filter once a year.
- Cleaning of Air Filter as and when required.
- Monitoring of ducting of the rooms and its necessary maintenance as and when required.

- Cleaning and replacing of Nozzles of Cooling Tower once a month.
- Replacing of V-Belts of cooling tower motor as and when required.

**3. Area of work:-**

Brief Description of Plant:-

- **Compressors:** Three 60 TR compressors with its corresponding starters and motors (75 HP each).
- **Condensers:** Three cylinders of condensers with its corresponding safety valves, two 30 HP horizontal split casing condenser pumps.
- **Air Handling Unit:** Cooling coil, air filter and blower (30 HP motor).
- **Cooling Tower:** C.T. Fan (RPM 625, 7.5 HP motor).

**4. General Terms & Conditions of the Contract:-**

- The contract will be for the duration of one year but may be extended on satisfactory performance.
- A qualified technician will be required to be positioned at the plant site to oversee running of the plants during all working hours.
- The technician so detailed will abide by IJIRA norms and discipline.
- Payments will be released quarterly.

**5. Details of tender and tender notice:-**

Tender in sealed cover is invited by Director, IJIRA from reputed vendors. The tender documents can be downloaded from the website of IJIRA i.e. [www.ijira.org](http://www.ijira.org). The tender documents are also available from 02 May 2016 to 20 May 2016 upto 11 A.M. at IJIRA on payment of Rs. 200/- in cash/DD. Last date of submission of duly filled up sealed tender at IJIRA is 20 May 2016 by 1200 hrs. The tender will be opened at 02 P.M. on 20 May 2016.

**Address for communication:-**

To  
Director,  
Indian Jute Industries Research Association,  
17, Taratala Road, Kolkata – 700 088.

**6. General Terms & Conditions of the Tender Submission:-**

- All pages of the tender documents shall be signed with proper seal by the authorized signatory of the concerned firm. The full name of the person authorized to file the tender along with office address, phone number and e-mail address shall be indicated in the tenders.
- IJIRA will not be responsible for any typographical error/ additions/ omissions committed by the bidder while filling up the tender form.
- Check list of the documents to be submitted by the firms.
- Firms have to mention their credentials (recent past work record and clientele) along with the tender documents.
- Tenders which are found to be technically non-responsive shall be rejected and their commercial details shall not be considered.
- The technical and commercial details are to be submitted in separate envelopes.
- The successful bidder will be required to submit a draft agreement covering all aspects and a declaration that he will abide by the agreement in all aspects; failing which IJIRA authority will be free to cancel the contract without any compensation.
- IJIRA reserves the right to cancel any tender without assigning any reason.

**7. Technical Bid Details :-**

1.	Name of Tendering Agency / Company / Firm	
2.	Name of Owner / Partners / Directors	
3.	Full Particulars of Office	
	A) Address	
	B) Telephone No.	
	C) Fax No.	
	D) Email Address	
4.	Registration details:-	

	A) PAN / GIR No.	
	B) Service Tax Registration No.	
	C) Income Tax Certificate.	
	D) Valid trade license.	

**8. Financial Bid Details :-**

Commercial Bid to include details of cost and payment terms.

**9. Checklist Of The Documents To Be Submitted With The Tender:-**

S. No.	Items	Confirm
1.	Tender form with complete technical bid and Financial bid, with all pages serially numbered, signed and stamped on each page.	
2.	Technical Bid.	
3.	Financial Bid.	
4.	Attested Photo Copy of PAN Card.	
5.		
6.		
7.	Service Tax registration certificate.	
8.	Declaration.	

Signature of Authorized Person

Date :

Full Name :

Place :

Firm's Seal :

10. **DECLARATION.**

1. ....Son/Daughter of Shri  
..... Proprietor/Partner/Director/Authorized  
Signatory of .....am competent to sign this declaration of  
execute this tender documents.
2. I have carefully read and understood all the terms and conditions of the tender  
and hereby convey my acceptance of the same.
3. The information/documents furnished along with the above application are true  
and authentic to the best of my knowledge of belief. I/we am/are well aware of  
the fact that furnishing of any false information/fabricated document would lead  
to rejection of my tender at any state besides liabilities towards prosecution under  
appropriate law.
4. I have appraised myself fully about the job to be done during the period of  
agreement and also acknowledge bearing consequences of non performance  
or deficiencies in the services on my part.