

DEPARTMENT OF ELECTRICAL ENGINEERING
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY,
SHIBPUR, HOWRAH-711 103.

No. 123/2019/EE-3 /21 (SP)

Dated:26/06/2019

From : The Head of the Department,
Electrical Engineering,
IEST, Shibpur, Howrah-711 103

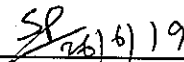
To : The interested parties for Website Tender.

Dear Sir(s),

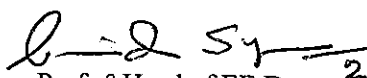
Sealed quotations are invited for the Annual maintenance contract of different type of Air Conditioning(AC) Machines within **15 days** from the date of publication of this advertisement in the website. The quotation should include the taxes as per rule.

The vendors, who are not enlisted in the Institute register, should submit the copies of their valid Trade License, PAN, GST registration, latest Income Tax / Sales Tax Statement /Return, SSI/MSME certificate, if any, bank details for online transfer etc. and any other commercial credentials.

Yours faithfully,



Signature of the indenting Officer/
Concerned Faculty Member


26/06/2019
Prof. & Head of EE Dept.
IEST, Shibpur, Howrah- 711 103



Prasid Syam
Professor & Head
Electrical Engineering Deptt.
Indian Institute of Engineering Science
and Technology, Shibpur
Howrah-711 103.

Terms and Conditions

1. The contract is for a period of 12 months from the date of the agreement and the service provider shall bound to carry out (1) **Five** dry services and **One** wet service of all the Air-Conditioning units in the appended list during the period of contract and (2) Monthly check-up for oiling and cleaning .
2. The contract should cover for all electro-mechanical rotating parts and accessories by replacing/repairing the defective ones.
3. During the contract period the contractor shall bound to attend breakdown service of Air-Conditioners, if any, within a period of 24 hours of intimation through telephone/mobile phone by the HOD or any other person authorized by the HOD in this behalf.
4. The vendor should be capable of ODU motor and IDU motor repairing and rewinding if require.
5. The vendor should be capable of repairing/replacement of defective compressor.
6. The vendor should be capable of supplying refrigerant (if require)
7. Charges in connection with the replacement of spare parts (which are not under contract) and compressor shall be paid extra on production of valid invoice through which the purchase is affected and an essentiality certificate from the department/section/person in charge of the Air-Conditioning unit. The charges should not be more than the prevailing market rate.
8. Before performing the routine/breakdown service, the service provider should take due permission from the concerned section in charge/HOD of the department and demonstrate the working of the Air-Conditioning units to such person after the servicing.
9. While performing the routine / breakdown service, the service provider shall take due consent from the HOD or his authorized person before making any replacement of parts/major systems.
10. Up on completion of the routine service or breakdown service the service provider shall enter the details of work done, parts replaced if any and specific remarks if any with date in the maintenance register and get it endorsed by the person in charge of the Air-Conditioning units concerned.
11. During the routine/breakdown service of Air-Conditioners, the service provider should take sufficient measures for the safety of the technicians and workers engaged by him in such maintenance activities and the service provider himself only shall be responsible for any loss or damage caused to him or the people deputed by him in this regard.

12. During the course of service of the Air-Conditioners any damage or loss that may occur to the Air-Conditioning units or any other equipment or assets of the institute , due to careless/improper handling or faulty/improper adjustments, the service provider shall be responsible for the same and the service provider will be bound to compensate for the losses suffered to the institute in that respect.

Annexure-I

Department of Electrical Engineering

List and location of AC machines to be under Annual Maintenance Contract

Bldg.	Floor	Location	Type of AC Machines	No. of Units	Rating of the Units(TR)
Old (Four storied)	Gnd.	Condition Monitoring Laboratory	Split	1	2.0
	Gnd.	Smart Material Lab	Split	2	1.5
	Gnd.	Advanced Machine Lab	Window	1	1.5
	1 st	Instrumentation Lab	Window	2	1.5
	1 st	Energy Lab	Window	2	1.5
	1 st	Server room	Window	2	1.5
	1 st	Calibration Laboratory	Window	1	1.5
	1 st	HoD's Office	Split	1	1.5
	1 st	Smart Instrumentation lab	Cassette	4	2.0
	2 nd	Seminar Hall	Split	4	1.5
	2 nd	Smart Control Lab	Cassette	2	2.0
	3 rd	Magnetic Bearing Lab	Split	1	1.5
	3 rd	S463 Class room	Split	1	2.0
	3 rd	S464 Class room	Split	2	2.0
	3 rd	S467 Class room	Split	1	2.0
Workshop Building beside automobile shop {Advanced Power electronics Laboratory }	Ground	Reception office	Split	2	2.0
		Hardware Lab-I	Split	1	1.5
		Hardware Lab-II	Split	2	1.5- 1no. 2.0- 1no.
	Mezzanine	Conference Room	Split	1	1.5
		Software Lab	Split	2	1.5

Total No. 1.5 TR Window- 8

1.5 TR Split- 13

2.0 TR Split- 10

2.0 Cassette- 6