



# EMPLOYEES' STATE INSURANCE CORPORATION

Regional office Bhubaneswar, ODISHA  
JANPATH:: UNIT –IX :: BHUBANESWAR – 751022.  
Ministry of Labour and Employment, Govt. of India

No. 44-W-25/13/02/2018-PMD(RD)VOL-II PART-A

Date :11/10/2018

## TENDER NOTICE

**TENDER FOR ANNUAL MAINTANANCE CONTRACT FOR CENTRAL AC PLANT INSTALLED AT REGIONAL OFFICE BHUBANESWAR OF ESI CORPORATION IN ODISHA REGION FOR THE YEAR 2018-19 (NOVEMBER-2018 to MARCH 2019).**

The Regional Director, ESIC BHUBANESWAR invites online tenders from eligible Agencies for Annual Maintenance Contract of Central AC plant as detailed below. The Regional Director reserves the right to reject any or all the tenders without assigning any reason.

### **Name of the Work :**

SI no	NAME OF WORK	ESTIMATED COST(excluding GST	EMD Amount (2% of the total estimated amount )
1	<b>Annual Operation and Comprehensive maintenance contract (AMC service) for ductable package AC Plant (Water Cooled) 17TR×7, 11TR×01 &amp; 5.5TR×01 and Split AC 1.5 TR×7 installed at ESIC Regional Office Building, Bhubaneswar for the year 2018-19</b>	<b>332025.00/-</b>  <b>(This rate is excluding GST&amp;Contractor Profit)</b>	<b>6641.00/-</b>

**\* Rate shall be quoted on percentage basis (Above/Less) excluding deployed Manpower.**

1. The tenure of contract for Annual Maintenance Contract of Central AC plant and split AC (7Nos) will be for 5 months i.e. from NOVEMBER 2018 to MARCH 2019.
2. Tenderers are requested that, before quoting their rates or sending tender, the tender form may please be read out thoroughly (line by line), otherwise tenderer will be held responsible for any error/oversight.
3. The form is a standard Form of Tender. Certain clause / clauses may not be applicable in some cases. So, Tenderers are requested to ignore such clause / clauses, which are not applicable in the instant case. The decision of competent authority shall be final and binding.
4. Tender documents is also available for viewing on the 'tenders' link of the website Employees'State Insurance Corporation i.e. [www.esic.nic.in](http://www.esic.nic.in), &<https://esictenders.eproc.in>

**5. Scope of services to be provided:-**

This Annual Maintenance Contract shall be a **Comprehensive contract** for ductable package AC Plant (Water Cooled) 17TR×7nos, 11TR×01no & 5.5TR×01no and Split AC 1.5 TR×7nos installed at ESIC Regional Office Building, Bhubaneswar for the year 2018-19 with supply of 2no of Operator .Details of work schedule ,maintenance schedule are describe in Annex - iv & v contractor must be obey to do the work as per schedule.

6. The interested tenderers should upload duly filled up tender form and their bids along with scanned copies of all the relevant certificates, documents, EMD cost in support of their technical & price bids – all duly signed by the owner/contractor – on the <https://esictenders.eproc.in> latest by 05.11.2018 upto 13:00 Hours, tenderers are adviced to submit hard copies of relevant documents and original EMD draft before opening of the bid(not mandatory to submit) .

**7. Eligibility :**

a) All Tenderers are requested to follow the checklist at the time of submission of tender documents and must be enclosed self attested photocopy of under mentioned serial no. 1 to 8,otherwise the bid seems to cancel.

- 1.Tender documents must be signed all pages and total no of pages in tender documents should be numbered serially otherwise the bid seems to cancel
- 2.Work completion certificate with same nature of work which is mention in the above as credential,
- 3.IT Clearance Certificate, GST Registration Certificate, Labour License If applicable
- 4.Valid trade license,
- 5.Banker's Solvency Certificate not less than 40% of estimated cost.
- 6.ESI & EPF Registration Certificate with current Challan copy.
- 7.Audited Balance Sheet of Last 3 Years and there will be no loss during previous two consecutive year.
- 8.Average annual financial turnover on ARM work should be at least 80% of estimated cost during the immediate last three consecutive year

b) Agencies having sufficient credential in any Govt. or Govt. Undertaking Organization for Annual Operation and Comprehensive maintenance contract (AMC service) for ductable package AC Plant (Water Cooled)& split Acs within last 3 years are eligible to apply. Agencies are requested to attach their respective credential certificate also with the tender paper at the time of dropping the tender paper.

c) One similar work of value not less than 80% of the value of work to be executed (per annum) or Two similar works of value not less than 50% or three similar works not less than 40% of the estimated value put to tender.

**8. Payment of wages :**

a) Payments against R/A Bill shall be made as per fixed AMC charges per month..

b) Labour wages will be independent of the rate quoted and shall be paid as per CLC rate given below:-

c) Payment to be made to the Labour as per current CLC rate( 26 days approximately)as per available working days in respective month. ( including contribution towards PF-13.61%, ESI-4.75%) in r/o. Deployed semi skilled workers on submission of proper document.

d) Monthly wages of the deployed workers shall be paid through ECS/NEFT positively within 1<sup>st</sup>. week of every following month Contractor should be followed strictly the time schedule for payment of wages. Wage/Pay-Slip should be issued to the deployed workers and a copy of the same should be attached to the R/A Bill as per enclosed format of pay-slip/wage slip.

**9. Other criteria :**

a) Bio-Data as per enclosed format & location of all the deployed semi skilled workers alongwith updated licence certificate, recent passport size photograph, duly attested by competent authority is to be submitted by the successful bidder within 15 days of issue of Work Order. Place of posting of each employee will be fixed, in case of deployment / transfer to other location will only be accepted if prior approval has been taken for the same from this office otherwise it will be consider absent from duty.

b) Bonus will be paid by the agency as per prescribed rules of Govt. of India applicable rate once in a year and same will be reimbursed from this office. No overhead/agency charges will be paid on payment of Bonus to the workers.

c) The deployed workmen will never be considered for call attending to any other site of contractor

d) The agency must be solvent enough to carry out the day to day AMC works and pay wages to the operational staffs / Labourers uninterruptedly.

e) Successful bidder should follow the Contract Labour (Regulations & Abolition) Act, 1970 and Central Rule, 1971. The Contractor shall be responsible for ensuring compliance with the Labour Laws and all other applicable laws that may be in force from time to time. All liabilities on account of non-observance of the same shall be met by the contractor.

Similarly, the Contractor shall be liable to ensure compliance with the provision of Minimum Wage Act(s) that may be in force from time to time.

f) Identity Card and uniform should be issued to the employee by the agency strictly.

**10. Acceptance of Tender :**

The Corporation reserves the right to change the scope of work and reject any or all tenders without assigning any reason thereof. The Corporation is also not bound to accept the lowest bidder.

Successful Tenderer has to execute the work himself. He will not be allowed to sub-let the work to any other agency. No escalation charges will be paid to the Contractor.

**11. Submission of Bill :**

Running Bill in triplicate alongwith proper supporting documents i.e. Call Slips, service report, Salary Certificates & Attendance Sheet (duly attested by competent authority) and valid Challan towards payment of ESI & PF contribution, etc. are to be submitted by 7<sup>th</sup> day of each month.

**12. The bid submitted shall become invalid:**

1. If the lowest bidder does not deposit physical EMD within a week of opening of bid.
2. If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest bidder in the office of bid opening.
3. No hard copy accepted additionally if the agency will not upload in online and the bid will be treated as disqualified.

13. Tenderer are advised to follow other terms and conditions furnished in the enclosure carefully before making any entry or quoting rates. Any change/rectification of offered rates will not be considered afterwards.

Regional Director, Regional office Bhubaneswar, ODISHA JANPATH, UNIT –IX, BHUBANESWAR – 751022 does not pledge himself to accept the lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender. However, bidders are requested to quote for ARM electrical.

Acceptance by the purchaser shall be communicated in due course. You are requested that the instructions contained in the said communication should be acted upon immediately /as asked for.

Period during which E-Tenders may be submitted online	15. 10. 2018 to 05. 11. 2018 (01:00PM)
Last Date & Time of submission of E-Tender	05. 11. 2018 at 01. 00 PM
Date & Time of Opening of E-Tender	05. 11. 2018 at 03. 00 PM
Earnest money to be deposited	2% of estimated rate

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Regional Director  
ESIC, Odisha Region



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### Payment Related Instructions for Bidders

All bidders/contractors are required to procure Class-IIIB Digital Signature Certificate (DSC) with Both DSC Components i.e. Signing & Encryption to participate in the Etenders.

Bidders should get Registered at <https://esictenders.eproc.in>.

Bidders should add the below mentioned sites under Internet Explorer ->Tools ->

Internet Options -> Security -> Trusted Sites -> Sites of Internet Explorer :

<https://esictenders.eproc.in>

<https://www.tpsl-india.in>

<https://www4.ipg-online.com>

**Also, Bidders need to select “Use TLS 1.1 and Use TLS 1.2” under Internet Explorer ->**

Tools -> Internet Options -> Advanced Tab -> Security.

Bidder needs to submit Bid Processing Fee charges of Rs. 2495/- (non-refundable) in favour of M/s. C1 India Pvt. Ltd., payable at New Delhi via Online Payment Modes such as Debit Card, Credit Card or NetBanking for participating in the Tender.

Bidders can contact our Helpdesk at <https://esictenders.eproc.in/html/Support.asp>



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### **ANNUAL MAINTANANCE CONTRACT FOR CENTRAL AC PLANT INSTALLED AT REGIONAL OFFICE BHUBANESWAR OF ESI CORPORATION IN ODISHA REGION FOR THE YEAR 2018-19 (NOVEMBER-2018 to MARCH 2019).**

Earnest Money in the form of Demand Draft ,Drawn in faver of REGIONAL DIRECTOR ESIC, payable at Bhubaneswar Shall be scanned and uploaded to the e-Tendering website within the period of bid submission. The tenders will be opened on the same day at 03.00 pm in the presence of tenderers or their authorized representatives who may wish to be present on that day. In case tender opening day is declared as holiday, tenders shall be received and opened on next working day as per the above mentioned schedule. The site where Annual Maintenance of ac plant is to be done must be inspected and work schedule is to be understood by the Agency prior to filling the tender documents. Agency may consult with our E.S.I.C authorities on any working day during office hours (09.30 am- 06.00 pm) if desired. Tenders received after the due date and time will not be accepted under any circumstances. The Regional Director reserves the right to accept or reject any or all the tenders with out assigning any reason(s) thereof.

The tenders should be submitted online on <https://esictenders.eproc.in> within time

The tenderer must upload a 'Demand Draft' from any nationalized/scheduled banks as earnest money drawn in the favour of Regional Director ESIC payable at Bhubaneswar for an amount equal to 2% (Two Percent) of the Total estimated value of the tender. The EMD deposited with earlier if any will not be adjusted against this tender. Tender without EMD or less than 2% of the estimated value of work will not be accepted in any case. EMD shall be kept in a sealed envelope super scribed as "Annual Repair & Maintenance of Electrical works at Different Office Buildings of E.S.I. Corporation in Odisha Region."

Tenderer must provide the Tel & Fax No. if any with the tender. The tenderer is required to submit an undertaking as per the Proforma enclosed on Annexure III. The tender must include all the documents as mentioned in the checklist attached as Annexure-V.

The rates quoted in ambiguous terms such as "Freight on actual basis " or "Taxes as applicable etc" or "packing forwarding etc"/ "Govt. taxes as applicable" etc will make their bid liable to rejection.

The rates/ amount should be quoted in I.N.R. The price should be all inclusive lump sum price offered for each item including cost of the equipment, freight, insurance packing forwarding etc. and including charges for installation and commission with all the men and material required for the same.

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Regional Director  
E.S.I Corporation



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### **Terms and Conditions Governing Contract**

The Regional Director, ESIC, Odisha does not pledge himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and accordingly supply / execution of work would be completed at the rate quoted.

**Security deposit/Performance Guarantee:** - Successful bidders shall have to **deposit 5% Security Money** of the total tendered value in the shape of Demand Draft/Bankers Cheque/Pay Order or Bank Guarantee from any Nationalised/Commercial Bank to be pledged in favour of "Regional Director ESIC" payable at Bhubaneswar within 07 days on receipt of work order.

**Agreement:-** The successful bidder has to sign an agreement with the E.S.I.C in stamp paper of appropriate value. Tender condition will be a part of agreement.

The manpower deployed shall always remain the employees of the contractor and it shall be the responsibility of the contractor to comply with the minimum wages act and other statutory liabilities. Materials using for the work has to be shown and got approved from ESIC Engineer prior to use. The contractor shall be responsible for ensuring compliance with the relevant labour laws and all other applicable laws that may be in force from time to time during the entire period of contract.

The contractor shall not sublet transfer or assign the contract to any part thereof without the written permission of the Regional Director. In the event of the contractor contravening this condition, The AC & RD may be entitled to place the contract elsewhere on the contractors account at his risk and the contractor shall be liable for any loss or damage, which the Regional Director, ESIC Odisha may sustain in consequence or arising out of such replacing of the contract.

**Assistance to contractor:** The contractor shall not be entitled to assistance either in the procurement of raw materials required for the fulfillment of the contract or in the securing of transport facilities.

**Payment:-** Payment will be made for the work on satisfactory completion, inspection and measurement by E.S.I.C Engineer. Bills will be paid through ECS/NEFT on satisfactory performance of the contract (else the amount will be confiscated).

Labour Welfare Cess: Agency shall be reimbursed Labour Welfare Cess if applicable in r/o ESIC as per extant provisions.

**Penalty for delay in completion of work:** - If there is delay in completing the work, contractor shall be liable to pay liquidated damages in the form of deduction of 1.25% of total cost of work/supply for every week of delay or part there of subject to maximum of 5% of total cost of work If the work is not completed within the approved/ extended time by competent authority, security deposit if liable to be forfeited and tender may be canceled. Part work done by the agency, if any, will not be measured and paid for. There will not be any leniency regarding timely completion of work. Agency is carry out the works as issued by this office.

**Arbitration:** - In case of any dispute, the difference arising out of the agreement, the same shall be referred to appointed arbitrator in Bhubaneswar only and his decision shall be binding on both the parties.



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## Annexure-III

### Format of undertaking to be submitted along with Tender

#### Undertaking:

1. I the undersigned hereby declare and affirm that I have gone through the terms and conditions mentioned in the tender document and under take to comply with all the terms and conditions.
2. That the rates quoted by me are valid and binding upon me for the entire period of contract.
3. That the earnest money of Rs . . . . . deposited by me vide Demand Draft No. . . . . Dt. . . . . drawn on . . . . . (Name of the Bank) is attached herewith.
4. That I/ We authorize The Regional Director ESIC, Bhubaneswar to forfeit the security deposit money submitted by me/us if any delay or failure to supply the article/completion of the work to the satisfaction of the hospital authority. Within the stipulated time of the items of desired quality.
5. That I will be in the position to provide contract as per the work explained to me to the satisfaction of the Hospital authority.
6. That there is no vigilance/CBI case or court case pending against me/ my firm debarring me/my firm to undertake contract work/ supply of items quoted.
7. That I hereby undertake to carry out the work as has been explained to me to the satisfaction of hospital authority with in stipulated period.
8. I have been informed that The Regional Director, ESIC, Bhubaneswar has the right to accept or reject any or all the tenders without assigning any reason thereof.
9. I am ready to sign the agreement with the ESIC which was shown to me.

Signature & Address of the Tenderer  
STAMP

**DETAILS OF THE EQUIPMENTS COVERED UNDER THE SCOPE OF THE WORK**

7 x 17 TR AND 01X11 TR,5.5TR PACKAGE AC UNIT AT GROUND FLOOR, 1ST FLOOR, 2ND FLOOR & 3RD FLOOR ( 02 UNIT / FLOOR ) AND SPLIT TYPE AC UNIT

SL No	DESCRIPTION OF ITEMS	QTY.
1	17 TR package AC unit make voltas with (double compressor) bearing serial no. D 000453, D 000454, D 000455, D 000456, D 000457, D 000458, D 000459 and 11 TR Package AC unit bearing Serial No.D000124 including compressor, condenser coil, associated valves, expansion valves, controls, refrigeration and water piping etc. compressor make : Donfoss.	08 Set
2	Associated Air handling system make ETA for above AC units, ducts and damper, water line valves, safety devices etc.	08 Set
3	5.5 TR package AC unit with single compressor bearing Serial No.D004412 make voltas compressor make : Donfoss.	01 Set
4	FRP cooling tower of 150 TR capacity complete with TEFC	02 Set
5	Monoblock condenser water pump set capable of delivering 16.7 LPS at 24 m head comprising of base plate, VI pads etc. of capacity 10 HP ( 02 working , 01 standby ) and connected water pipe line make: Kirloskar.	03 Set
6	Associated electrical system for the above system.	03 Set
7	1.5 TR split AC unit Voltas make complete with indoor and outdoor unit	07 Set

**TIME SCHEDULE FOR ATTENDING / COMPLETION OF PROBLEMS IN THE AC PLANT AND SPLIT AC UNIT**

Sl. No.	Description of the Item	Time	Remarks
<b>1</b>	<b>General</b>		
1.1	Minor defects Mechanical and Electrical.	Same day	
1.2	Major Electrical problems like repair / maintenance / replacement of Starter/ SFU/ Control Circuit etc.	1-2 days	
<b>2</b>	<b>Compressor Breakdown Problems</b>		
2.1	Replacement / repair of compressor	Two days	
2.2	Leakage testing, rectification of the same, pressure testing, Gas Charging and putting back to service	One day	
2.3	If compressor has to be dismantled due to any type of faults, after necessary repair, putting same back into normal operation	Two days	
2.4	Changing of main compressor motor, realignment, coupling etc.	Four days	
2.5	Replacement of lubrication oil	Same day	
2.6	Replacement of main bearing bushes	Same day	
2.7	Check up of end- play and rectification of the same	Same day	
<b>3</b>	<b>Pump Problems</b>		
3.1	Replacement of pump glands	Same day	
3.2	Replacement / Cleaning of suction strainers	Same day	
3.3	Replacement / repair of coupling	Same day	
3.4	Re-alignment	Same day	



3.5	Replacement of bearing of pumps / motors	One day	
3.6	Metal deposition and machining of shaft, sleeve, motor and pump end shields etc. for proper fitting.	Four days	
<b>4</b>	<b>Air Handling System</b>		
4.1	Replacement of bearings	One day	
4.2	Replacement of V belts	Same day	
4.3	Cleaning of cooling coils by air/ water pressure/ vacuum cleaning procedures.	Same day	
4.4	Cleaning of fresh air filters	Same day	
4.5	Cleaning of micro filters	One day	
4.6	Changing blowers	Same day	
<b>5</b>	<b>Cooling Towers</b>		
5.1	Changing of bearings, fan blades, motors etc.	Two days	
5.2	Cleaning of sump/ cooling tower tray	Same day	
5.3	Changing of nozzles	Same day	
5.4	Change of gear box oil	Same day	
5.5	Re-adjustment of fills/ drift eliminators	Same day	
5.6	Adjustment of fan blade angle	Same day	
5.7	Weather protection of the motor terminals	Same day	
<b>6</b>	<b>Electricals</b>		
6.1	Servicing/ replacement of contactor points	Same day	
6.2	Repair of burnt terminals	Same day	
6.3	Replacement of burnt wirings/ cables etc.	Same day	
6.4	Replacement of contractor/ OL relay/ SFU/ timer/ indicating lamps/ push buttons/ motor terminals/ etc	One day	
6.5	Preventive maintenance of complete MCC	One day	
6.6	Rewinding of burnt motors	Four days	
<b>7</b>	<b>Window and Split AC Units</b>		
7.1	Minor problems	Same day	
7.2	Replacement/ repair of fans/ blower motors, bearings/ bushes, burnt wirings, thermostats, capacitors, relays, etc	One day	
7.3	Replacement/ repair of compressor	Two day	
7.4	Repair of refrigerant tubing's, coils, copper pipes for gas leakage, etc	One day	
7.5	Gas charging	Same day	
7.6	Repair/ replacement of electronic circuitry	One day	
7.7	Electrical problems	Same day	
7.8	Complete overhauling of window/ split AC system	One day	

Penalty clauses for unjustified delay caused by the contractor for attending and keep the system up during major and minor break down.

1	Minor Breakdown	Rs.500/- per hour of delay subject to maximum of Rs.1000/- per fault.
2	Major Break down	Rs.1000/- per hour of delay subject to maximum of Rs. 5000/- per fault.

Note:

The problems can be solved in same day will be considered as minor problem and the problems which will take more than one day as specified above will be considered as major problem

SCOPE OF WORK

The following scope of work is only indicative of minimum requirement and contractor is strongly advised to use his own judgment in evaluating the quantum of work involved operation and maintenance of packaged air conditioning plant and split AC and all other accessories of these systems etc. AMC services shall include providing man power, labour, tools and tackles and replacement of defective spare parts. The bidder is advised to understand the criticality of the application and importance of maintaining more than 95% uptime of the systems. The contractor may physically verify the site and plant conditions with prior permission before quoting for the contract. The rate quoted for the AMC service shall also include all taxes and duties as applicable and cost of transportation of freight insurance etc also.

1. To operate and maintain 7 × 17 TR & 01×11 TR packaged AC plant (water cooled) ductable type with all related equipments.
2. To operate and maintain 01× 5.5 TR condensing unit.
3. To check and clean air handling systems such as blower, blower motor and adjust / replace belt, belt tension, greasing if required etc once in a fortnight or as per direction of EIC.
4. To check the refrigerant system for leakage of refrigerant and topping up of the same after rectification of the leakage once in a fortnight or as per the decision of engineer-in-charge, ESI Corporation.
5. To check/ clean with CRC/ tighten all electrical controls monthly. The heated terminations if required to be replaced with new ones with proper size and by using appropriate size crimping tool once in a month or as required by engineer-in-charge.
6. To check the performance and if required to replace all the safety devices. This is required to be carried out once in three months or as per the site requirement.
7. To check and clean water system once in a month.
8. To check and clean AHU coils, filters, supply/ return ducts/ grills/ diffusers, dehumidifier coils and filters, fresh air filters etc. once in a month or as per the decision of engineer-in-charge.
9. To tighten foundation bolts and adjust drive belt tensions as and when required.
10. To check/ grease/ lubricate and if required to replace bearings in all rotating machines like motors, pumps, blowers, compressors etc. Varnishing to be done once in three months or as per site requirement.
11. Repair and maintenance / replacement of mechanical equipments such as compressors, pump sets, AHU blowers, motor drives, including minor and major overhauling as and when required.
12. To check electrical circuits and rectify the problems if any in the same as and when necessary. To clean, tighten electrical contact points once in a month. To replace electrical contacts and other items in the MCC's as and when necessary.
13. To de-scale condensers, valves and water line pipes once in three months or as per requirements.
14. To check and top up/ replace oil of the compressor crankcase.
15. To operate and maintain the AC plant as and when required to maintain and control a temperature of 20 to 22 degree Celsius round the year or as directed by the engineer-in-charge.
16. To check the compressors for refrigerant gas pressure, oil level, vibration, sound and other parameters regularly on each day. If the required temperature is not achieved or any other problems observed in the compressor, same has to be checked

- thoroughly. If required the compressor has to be dismantled completely for necessary maintenance, rectification of the problem and / or replacement of the spares.
17. The equipments which have the standby ones have to be operated on rotational basis, at a span of maximum 24 hours.
  18. To clean/ flush cooling tower basin as and when required.
  19. To operate and maintain all the cooling towers including the standby cooling towers in good shape and condition. The water wastage, leaking and maintenance of louver plates to be checked once in fortnight.
  20. To properly clean all machineries daily.
  21. To paint all the AC plant, all machineries, cooling tower & and all water pipe lines of cooling towers etc at least once in a year or as directed by Engineer-in-charge.
  22. To plug the leakages in the FRP basin of the cooling tower.
  23. To replace the axial fan blade assembly/ motor of the cooling towers. In the process the blade angles have to be finely adjusted, using four-inch precision level.
  24. The cooling tower periphery area must be cleaned and maintained. The removal of much and leaked water is to be carried out as and when required.
  25. To arrange for a well equipped first aid box and maintain it in a healthy condition to take care of all first aid eventualities.
  26. To attend to M.S./S.S. Pipe leakages by welding.
  27. To keep the adequate spares for the split unit AC systems. All the problems in connection to the same have to be attended with immediate effect. The window and split unit AC systems have to be maintained in a healthy condition so that the same units have to run smoothly without any type of abnormal vibration and sound.
  28. Preventive maintenance of the slit AC units has to be taken up at least at a span of 6 months or as required by the individual units. (The defective compressors of window, split, and Package units cannot be repaired need to be replaced with same type of new units, if in case similar units need to be replaced of different brand prior written approval of Engineer In Charge is required)
  29. For the above scope of work ESI Corporation will provide only the following free of charges to the contractor: (A) Free water and electricity for operation of the plant.
  30. ESI Corporation will not pay any additional charges for machining jobs/ shaft alignment/ repairs, required for condensers, compressor, AHU systems etc and coil rewinding for any motor burn. The AMC is inclusive of all spares and consumables for the above maintenance work.
  31. During the major preventive maintenance the AHU of all the systems has to be cleaned properly. All the filters have to be cleaned properly by water and after drying the same it has to be fixed back. The duct lines of all the AHU systems also have to be checked and cleaned during the preventive maintenance.
  32. Compressor oil is required to be replaced at least once in each year and preferably during the major preventive maintenance period and / or else as per the site requirement.
  33. To check all the MS/ SS pipe lines valves connected in the water lines at least once in a week for their proper operation.

Necessary rectification/ maintenance of the same have to be carried out if any type of abnormalities observed in the same.

34. AHU rooms, Plant rooms, and cooling tower periphery has to be cleaned on daily basis and any type of debris should not be kept in these places, water accumulation in these areas has to avoided.

## **MAINTAINANCE SCHEDULE**

### **1. COMPRESSOR:**

#### **Daily:**

- Cleaning
- Checking lubrication oil (level & leakage) and maintain the level by make up.
- Checking operating parameters.

#### **Monthly:**

- Check condition and alignment of compressor drive set.
- Lubricate motor bearings (quarterly)
- Check operation of safety controls, shut off valves / anglevalves and instruments.

#### **Yearly:**

- Inspect oil for discoloration or contamination after initial charges as per manufactures.
- The Lubricating oil to be change every year preferably during winter maintenance.
- Coloring of compressors.

### **2. ALL PUMPS:**

**Daily:** Check packing and mechanical seals for leakage

#### **Monthly:**

- Check the alignment and conditions of coupling to prevent damage to shaft and impeller
- Lubricate bearings with grease gun.
- Replace gland thread if required

#### **Yearly:**

- Inspect shaft, shaft sleeves, bearing, bearing housing etc.
- Over hauling of all pumps. At the time of overhauling, the damaged parts need to be replaced by the contractor
- Coloring with recommended shades

### **3. REFRIGERANT PIPING:**

**Monthly:** Check for leaks at the joints with soap test.

#### **Yearly:**

- Check valves.
- Check the insulation for breaks in all possible locations.

4. Coloring with recommended shades.

#### 5. WATER PIPING (MS & SS- BOTH ABOVE AND UNDER GROUND PIPINGS):

**Daily:** Check for leakages.

**Monthly:**

- Check for leaks at the joints.
- Clean valves

**Yearly:**

- Check for the damage in insulation
- Checks for the rusting in the pipes
- Check valves for wear at the valve disc and seat
- Cleaning of pipe header from inside by opening end cover / flange

#### 6. COOLING TOWER:

**Daily:**

- Cleaning
- Check for operation of float valve, quick fill valve, equalizer connection

**Monthly:**

- Check cooling water being circulated for the suspended particles, algae formation, if. Fin so, refill the circuit with fresh water.
- Drain the water and clean the sump of cooling tower.
- Clean pot strainer/ Y-strainer
- Check the condition of fills, if required, clean the fills with detergent
- Check for operation of shut off valves.
- Check for belt tension, oil level in the gearbox assembly.

**Yearly:**

- Colouring with recommended shade.

#### 7. ELECTRICAL MAINTAINANCE

**All electrical accessories like MCB, MCCB, SFU, DOL, STAR-DELTA STARTERS etc used for the operation of AC system need to be checked.**

**Daily:**

- Check for any tripping, chattering in the electrical parts, abnormal noise, overheating in the panels
- Check whether indication lamps are working
- All circuit boards for healthy contact minor repairs/ services/ cleaning etc.

**Monthly:**

- Check for the proper working of all ammeters, voltmeters, overload relays, single phasing relay, contractors malfunction etc.
- Clean the panels from inside with the help of the blower/ vacuum cleaners (Quarterly)
- Check all the cables for overheating, tightness of the glands, lugs & Crimping.
- Check the fuse-link & fuse holders.
- Check the control wiring of the panel along with the controls for the proper functioning and tripping at the preset parameters.
- Check and maintain the soft starter, Microprocessors panel of Screw chiller packages.
- Check and maintain variable speed drives for RF cooling pumps

**Yearly:**

- Check the operation of MCCB, MCB, Isolators, SFU and servicing of the same.

**TENDER APPLICATION FORM**

<b>S.No.</b>	<b>Items</b>	<b>Details of Bidding Agency</b>
1	Name and full postal address of the Contractor/Agency	
2	PAN No.	
3	GST NO.	
4	ESI Regd.No.	
5	EPF Regd No.	
6	Telephone/Mobile No.	
7	Fax No(if any )	
8	E-Mail Address (if any)	
9	Bank Name and Branch	
10	Bank Account No.	
11	Bank IFSC No.	
12	Are you in the list of approved contractors of any other organization / institution, if any give details (Append extra page if necessary)	
13	Give details of any Government contracts executed during the last twelve months (Append extra page if necessary):-	
14	Any other information which you consider necessary to furnish	

**Date:**  
**Place:**

**Signature of the tenderer:**  
**Full Name:**  
**Designation:**  
**(Office seal of the tenderer)**

**COMPULSORY DOCUMENTS TO BE SUBMITTED ALONG WITH THE TENDER  
(Checklist)**

The following documents must be submitted along with the tender, without which the tender is liable to be rejected. The tenderer must make a tick against each of the following documents submitted.

(Please Tick the applicable boxes)

- (B)** EMD worth Rs..... dated.....drawn from.....
1. Copy of documents showing prior experience.(same nature of work)
2. Copy of PAN Card.
3. Banker's Solvency Certificate not less than 40% of estimated cost
4. Copy of Latest Challan/Registration of ESIC/EPF
5. Copy of Trade License/Documents showing the validity of Trade –license
6. Undertaking as mentioned in Annexure-III (Page no 7)
7. All the tender documents from Page 1 to 18 with signature & stamp of party on each page
8. List of works completed by the agency in the last 3 years and ongoing works.
9. Audited Balance Sheet of Last 3 years.
10. GST Registration Certificate &(Any other Document/Information, if necessary).

**Name:**

**Signature:**

**Stamp:**



**FORM OF PERFORMANCE SECURITY BANK GUARANTEE BOND**

In consideration of the ESIC having agreed under the items and conditions of the Agreement No. \_\_\_\_\_ dated \_\_\_\_\_ made between ESIC and Second Party (herein called the said Construction Agency \_ for the work \_\_\_\_\_ herein after called the said agreement) to production of irrevocable bank guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only as a Security/Guarantee from the Construction Agency for compliance of his obligations in accordance with the terms and conditions in the said agreement.

We \_\_\_\_\_ (herein after referred as to "the Bank" hereby) (Indicate the name of the bank) Undertake to pay to the ESIC an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) on demand by the ESIC.

2. We \_\_\_\_\_ do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from the ESIC stating that the amount claimed is required to meet the recoveries due or likely to be due from the Second Party. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_ (Rupees only).

3. We, the said further undertake to pay to the ESIC. Any money that is demanded notwithstanding any dispute or disputes raised by the Second Party in any suit or proceeding pending before any Court or Tribunal relating thereto, a liability under this present being absolute and unequivocal.

The payment so made by us under this Bond shall be a valid discharge of a liability for payment thereunder and the Second Party shall have no claim against us making such payment.

4. We \_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect during the period that would taken for the performance of the said agreement and that it shall continue to enforceable till all the dues of the ESIC under or by virtue of said agreement have been fully paid and its claims satisfied or discharged or Engineer-in-Charge on behalf of the ESIC certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Second Party and accordingly discharges this Guarantee.

5. We \_\_\_\_\_ (indicate the name of the Bank) further agree with the ESIC that the ESIC shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the ESIC against the said Second Party and to bear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor or for any forbearance, act of omission on the part of ESIC or any indulgence by the ESIC to the said contractors or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

7. We \_\_\_\_\_ lastly undertake not to revoke this Guarantee except with the previous consent of the ESIC in writing.

8 This Guarantee shall be valid upto \_\_\_\_\_. Unless extended on demand by ESIC. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. (Rupee \_\_\_\_\_ only) and unless a claim in writing is lodged with us within six months of the date of expiry of the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated the \_\_\_\_\_ Day of \_\_\_\_\_ For \_\_\_\_\_

(indicate the name of bank)

**Man Power Requirement**

**Name of work:-** Annual Operation and Comprehensive maintenance contract (AMC service) for ductable package AC Plant (Water Cooled) 17TR×7, 11TR×01 & 5.5TR×01 and Split type AC 1.5TR×7 installed at ESIC Regional Office Building, Bhubaneswar for the year 2013-14 & 2014-15

Sl. No	Position of Requirement	Category	Working hours	No. of Requirement	Qualification & experience
01	<b>Package AC Plant (water cooled) operator.</b> (To be called in one shift basis for 05 months to attend the operation & maintenance of the AC plant and split type AC)	Semi Skilled	08 hours a day	02	ITI in Refrigeration / Electrical with 02 year experience or 10 <sup>th</sup> with 10 year experience in the field of operation & Maintenance of AC Plant.

Other Requirements (Within the contract value and no extra cost will be paid for the same):

1. All the staffs employed by the contractor at site has to follow the instructions issued by the ESIC of Regional Office
2. Above mentioned requirement is only for the day to day regular maintenance and operation of the AC systems at site and of minimum type. The contractor has to keep additional manpower to supply as per requirement to carry out the necessary maintenance work during break down conditions and major preventive maintenance period, also the contractor required to supply additional manpower to paint the total system once in a year.
3. The contractor is required to meet the Engineer in Charge / Branch Officer at least once in each month to discuss the details of the plant performance.
4. The contractor shall depute one qualified engineer once in every month to check-up the plant condition and improve the performance of the plant to ensure trouble free running.
5. In case the person deployed by the contractor is not found up to the standard during the execution of the contract, it shall be responsibility of the contractor to replace the work man within seven days.
6. The contractor should note that the staff recruited / appointed for the purpose of work should be of Indian origin and domicile only and should have good moral character and also should not have been in wanted list of criminals.
7. In case any of the persons / work man wants leave, prior permission of the ENGINEER IN CHARGE, Regional Office, ESI Corporation, is necessary for the same. The contractor has to arrange alternate team member of equivalent status as suitable to ENGINEER IN CHARGE, Regional Office, ESI Corporation as a suitable for the same.
8. Complying with the requirements of ESIC security for regulating entry of the persons deployed for the contract. Further, in and out time of the persons deployed by the contractor for various activities under this contract shall be recorded in the prescribed register at the Main Gate. The Contractor shall be required to keep a similar register with the.
9. Penalty for Failure to provide Manpower as per clause above

a) Penalty for absence of qualified Operator / Electrician / Mechanic Rs.1000/- per

day shall be recovered from the routine bill of the contractor.

The above penalty shall be in addition to the consequential loss the institute may incur for substituting the persons with same number or more for running the system in view of the failure of contractor to provide manpower.



## EMPLOYEES' STATE INSURANCE CORPORATION

Regional office Bhubaneswar, ODISHA  
 JANPATH:: UNIT -IX :: BHUBANESWAR – 751022.  
 Ministry of Labour and Employment, Govt. of India

Schedule of Works (AMC OF CENTRAL AC PLANT&SPLIT ACS)	
<b>Annual Operation and Comprehensive maintenance contract (AMC service) for ductable package AC Plant (Water Cooled) 17TR×7, 11TR×01 &amp; 5.5TR×01 and Split AC 1.5 TR×7 installed at ESIC Regional Office Building, Bhubaneswar for the year 2018-19</b>	
Description	Estimated Value
<b>(A) Annual Operation and Comprehensive maintenance contract (AMC service) for ductable package AC Plant (Water Cooled) 17TR×7, 11TR×01 &amp; 5.5TR×01 and Split AC 1.5 TR×7 installed at ESIC Regional Office Building, Bhubaneswar for the year 2018-19 For The Period of nov-2018 to march-2019</b>	Rs. 175000.00 /-
AMC Charge offers in respect of above items 'A' (above / discount) (+/-) in percentage (In words) .....(.....)%	Rs. ....
Net Amount	Rs. ....

**(B) Engagement of Operator For Above work**

Sl. No.	Location	Manpower	Qty	Estimated Value excluding Contractor Service Charges.
1	Regional office ,Bhubaneswar	AC operator 02(Semi skilled)	2	<b>157025/-</b>
Service Charge offers in respect of above items 'B' (above) (+) in percentage (In words.....(.....)%				Rs.
Net Amount				Rs.

(Engagement of Manpower will be as per requirement and service charge should not be less than the Minimum Wages )

Total Amount(A+B)	
Monthly AMC Charge	(A+B)/5