



The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)
8 Gokhale Road, Kolkata-700 020

A Century of Service to the Nation

NOTICE INVITING TENDER

SP/278-1

Dated: 22.07.2025

Comprehensive onsite Annual Maintenance Contract of Air Conditioner Machines at IEI HQ

Sealed Tender in Single Stage two Envelope bid system is invited for Comprehensive onsite Annual Maintenance Contract (AMC) of Air Conditioner Machines at IEI HQ.

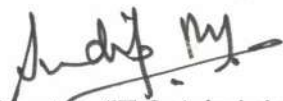
The tender document is to be downloaded from the website of the Institution (www.ieindia.org).

The sealed tender is to be submitted in prescribed format duly stamped and signed and dated on each page of the tender document as their unconditional acceptance to the terms prescribed by the Institution. Details/supporting documents wherever applicable, if attached with the tender should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.

The tender shall be in two parts viz. Technical Part - (Envelope - 'A') and Financial bids (Envelope 'B') (Envelope 'A' and 'B' with the content shall be clearly marked on the top of the envelopes separately). Technical Part (Envelope - 'A') shall comprise of compliance documents against Qualification Requirement, GST Registration certificate, company profile and other documents in support of technical capability. The Technical bid should not contain any financial indication, violation of which will invite disqualification. Financial bid shall comprise of quoted price only in the format provided with the tender document in Envelope - 'B'. Both Envelope - A & B shall be put in a third envelope, sealed and submitted within the prescribed date & time and with signature of the tender applicant over it.

The sealed tender duly super scribed, "Tender for Comprehensive Annual Maintenance Contract (AMC) of Air Conditioner Machines at IEI HQ". with Tender No. should be addressed to Deputy Director (IT & Administration) sent at the Institution's address either by registered post/speed post/or by hand. Postal / couriered tender must reach to this office within stipulated date & time i.e., upto 16.00 hrs of 04.08.2025.

Tenders received after the stipulated date and time shall not be entertained. The Institution shall not be liable for any postal delays what so ever and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason and any correspondence.


Deputy Director (IT & Administration)

P. Roy

The scope of work for Annual Maintenance Contract (AMC) typically includes but not limited to the following:

1. **Attend of Daily Call:** The Technician(s) shall report to the House Supervisor at 10:00 AM on every working day. Technicians shall attend call(s) as informed by House Supervisor.
2. **Scheduled Inspections:** Regular inspections of the air conditioning system to assess its overall condition and performance. These inspections are usually conducted at predetermined intervals, such as monthly, quarterly, or semi-annually.
3. **Cleaning and Maintenance:** Cleaning of air filters, coils, condensate drains, and other components to remove dust, dirt, and debris that can hinder the system's efficiency and airflow. Lubrication of moving parts such as motors, fans, and bearings to reduce friction and wear.
4. **Refrigerant Checks:** Checking refrigerant levels and ensuring proper refrigerant charge according to manufacturer specifications. Addressing any leaks and recharging refrigerant as necessary to maintain optimal cooling performance.
5. **Electrical Checks:** Inspection of electrical connections, wiring, and components to identify any loose connections, worn-out parts, or signs of overheating. Tightening connections, replacing damaged wiring, and addressing any electrical issues to prevent potential breakdowns or safety hazards.
6. **Performance Testing:** Conducting performance tests to evaluate the system's cooling capacity, airflow, temperature differentials, and overall efficiency. Adjusting settings and making necessary adjustments to optimize performance and energy consumption.
7. **Calibration:** Calibrating thermostats, sensors, and other control devices to ensure accurate temperature control and consistent operation of the AC system.
8. **Filter Cleaning/Replacement:** Cleaning/Replacement of air filters at regular intervals to maintain indoor air quality and prevent the buildup of contaminants that can affect system performance and occupant health.
9. **Condenser and Evaporator Coil Cleaning:** Cleaning of condenser and evaporator coils to remove dirt, grime, and debris that can obstruct heat transfer and reduce cooling efficiency. This may involve using specialized cleaning agents and equipment to ensure thorough cleaning without damaging the coils.
10. **Drainage System Inspection:** Checking condensate drains and pans for clogs or blockages that can cause water damage or mold growth. Clearing obstructions and ensuring proper drainage to prevent water accumulation and microbial growth.
11. **Documentation:** Maintaining detailed records of maintenance activities performed, including inspection findings, repairs, replacements, and recommendations for future maintenance or upgrades. Providing maintenance reports to the customer for transparency and accountability. One register must be maintained for record of all service/repairing work.

General Terms & Conditions:

- ❖ The AMC covers overhauling routine Service and Breakdown Service including free replacement of all spare parts like fan motors, compressors, cooling coils, condenser coils, Capacitors, PCB, charging of gas/refrigerant, metal parts /plastic components, front panel, filter, outer wrapper/casing and painting replacement of sheet shall be borne by the Vendor. Remote control should be out of the scope of AMC.
- ❖ The bidder should have access to genuine spare parts and necessary tools and equipment. Minimum two nos. Split, one Window AC and other items like Refrigerant Gas, Capacitors etc. must be kept at IEI HQ as stand by to meet emergency situation.
- ❖ The vendor shall depute one experienced technician who will report daily to the House Supervisor during office hours. Additional manpower shall be provided by the vendor as required, based on the needs. The technician may also be required to report for duty on holidays or beyond regular office hours, depending on operational requirements.
- ❖ In the event of any critical issue arising in crucial areas such as the server room or EPABX room, the vendor shall ensure that a technician is deployed immediately, even beyond regular office hours or during holidays. The technician may also be required to report for duty on holidays or outside normal working hours for any event, meeting, or program as required by IEI.
- ❖ The maximum allowable resolution time for each air conditioner (AC) shall be 48 hours from the date of complaint is logged. If any AC unit requires off-site repair at the vendor's workshop, it must be returned to IEI within 10 days from the date of removal. During this period, the vendor must provide a suitable standby unit to ensure uninterrupted service. In case the repair of an AC unit exceeds the 48-hours limit and not replaced with a suitable standby machine, a penalty of **Rs.200** per day per machine will be levied until the machine is fully functional. All transportation and handling costs related to above shall be borne by the vendor.
- ❖ The Air conditioners will be serviced/repared only by the Vendor personnel/their dealers/authorized contractors, failing which IEI will get the Air conditioners serviced/repared by any other agency and the amount thus charged will be adjusted with the AMC Bills.
- ❖ Any loss or damage of IEI property will be recovered from the vendor.
- ❖ Vendor must compliance with safety regulations and standards.
- ❖ IEI reserves the right to cancel the existing order giving one month notice without assigning any reason whatsoever. In any disputes, the decision of IEI is final and binding.

Contract Period

The AMC will be valid for a period of **12 months** from the date of placement of Work Order. Moreover, the contract can be renewed based on the performance of the vendor, the rate during renewal shall be mutually agreed.

Payment Terms

1. Payments will be made on a quarterly basis upon completion of each three-month period and submission of valid invoices.
2. Any additional repairs, replacement of spare parts, installation, or dismantling charges not covered under the existing scope shall be paid separately. Such payments will be subject to prior approval, based on a detailed estimate provided in advance by the vendor.

Annexure**List of Air-Conditioning Machines “Annexure- A”**

Detailed list of all air-conditioning units covered under the AMC, including make, model, location and capacity.

Name :

Designation :

Signature :

Company Name :

Address :

Phone No. :

E-mail :

Date :

Seal & Signature of the Bidder

PART - A**TECHNICAL BID****Qualification of Bidder**

1. Company profile to be submitted by the bidder.
2. The bidder must be a registered company and certificate(copy) to be submitted.
3. The bidder should have a minimum of 5 years of experience in maintaining air-conditioning systems. In support of the experience, related document must be submitted.
4. Two work order having work value above 1 laks in a single order for last two years otherwise performance satisfactory certificate for last two years from Government/Autonomous bodies/PSU/Reputed Private Organisation to be submitted.
5. The company should have at least Rs. 5.00 Lakh Annual Turnover, in last three financial years. Related documents must be submitted.
6. The company should have adequate physical infrastructure to support AMC project like in-house Test and Repair Centre at Kolkata. This may be inspected by IEI authorities, if needed.
7. GST Registration Certificate to be submitted.
8. Copy of PAN card of the bidder to be submitted.

PART - B
FINANCIAL BID

AMC Rate of 111 ACs

Sl. No.	Description	Quantity	Rate (Rs.)	GST Rate	Total
1.	2.0 Ton Split Air conditioner	62			
2.	1.5 Ton Split Air conditioner	34			
3.	1.0 Ton Split Air conditioner	3			
4.	1.5 Ton Window air conditioners	12			
TOTAL		111			

Annexure- A

Sl No	Floor	Location	Tag	Type	Ton	Make
1	9th	SDG's Suite (Hall)	9 TH-1	Split	2	Voltas
2	9th	SDG's Suite(Hall)	9 TH-2	Split	2	Voltas
3	9th	SDG's Suite(Dining)	9 TH-3	Split	1.5	Voltas
4	9th	SDG's Suite(Bed room) LHS	9 TH-4	Split	2	Voltas
5	9th	SDG's Suite(Bed room) RHS	9 TH-5	Split	2	Voltas
6	9th	SDG's Suite(Kids room)	9 TH-6	Split	2	Voltas
7	9th	President's Suite (Bed Room)	9 TH-7	Split	1.5	Voltas
8	9th	President's Suite (Dinning)	9 TH-8	Split	2	Voltas
9	8th	VIP Guest House, Room no-1 (Bed Room)	8 TH-1	Split	1.5	Logicoool
10	8th	VIP Guest House, Room no-1 (Dinning)	8 TH-2	Split	1.5	Logicoool
11	8th	VIP Guest House, Room no-2	8 TH-3	Split	1.5	Logicoool
12	8th	VIP Guest House, Room no-3	8 TH-4	Split	1.5	Logicoool
13	8th	VIP Guest House, Room no-4	8 TH-5	Split	1.5	Logicoool
14	8th	VIP Guest House, Room no-5	8 TH-6	Split	1.5	Logicoool
15	8th	VIP Guest House, Room no-6	8 TH-7	Split	1.5	Logicoool
16	8th	VIP Guest House, Dining Hall	8 TH-8	Split	1.5	Logicoool
17	8th	VIP Guest House, Dining Hall	8 TH-9	Split	1.5	Logicoool
18	7th	SDG's Chamber(Toilet Side)	7 TH-1	Split	2	Voltas
19	7th	SDG's Chamber	7 TH-2	Split	1.5	LG
20	7th	Mini Conference Room	7 TH-3	Split	1.5	LG

21	7th	Mini Conference Room	7 TH-4	Split	1.5	LG
22	7th	Secretariat	7 TH-5	Split	1.5	LG
23	7th	President's Chamber	7 TH-6	Split	2	Voltas
24	7th	Vice President's chamber	7 TH-7	Window	1.5	Voltas
25	7th	Main Conference Room	7 TH-8	Split	2	Hitachi
26	7th	Main Conference Room	7 TH-9	Split	2	Hitachi
27	7th	International Cell	7 TH-10	Window	1.5	Voltas
28	7th	Council Affairs Office	7 TH-11	Window	1.5	Voltas
29	6th	D(F)'s Chamber	6 TH-1	Split	1.5	Hitachi
30	6th	DD(F)'s Chamber	6 TH-2	Split	2	Voltas
31	6th	Finance(Hall)	6 TH-3	Split	2	Voltas
32	6th	Finance(Hall)	6 TH-4	Split	2	Voltas
33	6th	Finance(Hall)	6 TH-5	Split	2	Voltas
34	6th	Finance(Hall)	6 TH-6	Split	2	Voltas
35	6th	Finance(Hall)	6 TH-7	Split	2	Voltas
36	6th	Finance(Hall)	6 TH-8	Split	2	Voltas
37	6th	Finance(Conference Room)	6 TH-9	Window	1.5	Voltas
38	5th	D.D(T)'s Chamber	5 TH-1	Split	1.5	Voltas
39	5th	A.D(T)'s Chamber	5 TH-2	Split	1.5	Voltas
40	5th	Technical(Hall)	5 TH-3	Split	2	Voltas

41	5th	Technical(Hall)	5 TH-4	Split	2	Voltas
42	5th	Technical(Hall)	5 TH-5	Split	2	Voltas
43	5th	Technical(Hall)	5 TH-6	Split	2	Voltas
44	5th	Technical(Hall)	5 TH-7	Split	2	Voltas
45	4th	D(M)'s Chamber	4 TH-1	Split	2	Voltas
46	4th	Membership(Hall)	4 TH-2	Split	2	Voltas
47	4th	Membership(Hall)	4 TH-3	Split	2	Voltas
48	4th	Membership(Hall)	4 TH-4	Split	2	Voltas
49	4th	Membership(Hall)	4 TH-5	Split	2	Voltas
50	4th	Membership(Hall)	4 TH-6	Split	2	Voltas
51	4th	Membership(Conference)	4 TH-7	Split	2	Voltas
52	4th	Membership	4 TH-8	Split	2	Voltas
53	4th	HQ Co-op Society Office	4 TH-9	Window	1.5	Voltas
54	4th	Canteen	4 TH-10	Split	2	Voltas
55	4th	Club	4 TH-11	Split	2	Voltas
56	4th	Club	4 TH-12	Split	2	Voltas
57	4th	Club	4 TH-13	Split	2	Voltas
58	4th	Club	4 TH-14	Split	2	Voltas
59	4th	Club	4 TH-15	Split	2	Voltas
60	4th	Club	4 TH-16	Split	2	Voltas

61	3rd	DD(EEA)'s Chamber	3 RD-1	Split	2	Voltas
62	3rd	DD(EEA)'s Chamber (OLD)	3 RD-2	Split	1.5	Voltas
63	3rd	Executive's Chamber (D Nath)	3 RD-3	Split	1	Voltas
64	3rd	Examination(Hall)	3 RD-4	Split	2	Voltas
65	3rd	Examination(Hall)	3 RD-5	Split	2	Voltas
66	3rd	Examination(Hall)	3 RD-6	Split	2	Voltas
67	3rd	Examination(Hall)	3 RD-7	Split	2	Voltas
68	3rd	Examination(Hall)	3 RD-8	Split	2	Voltas
69	3rd	Examination(Strong Room)	3 RD-9	Split	2	Voltas
70	3rd	Examination(Strong Room)	3 RD-10	Split	2	Voltas
71	2nd	Meeting Room	2 ND-1	Split	2	Voltas
72	2nd	Meeting Room Adjacent Area (LHS)	2 ND-2	Split	1.5	Voltas
73	2nd	Meeting Room Adjacent Area(RHS)	2 ND-3	Split	1.5	Voltas
74	2nd	DD(A)'s Chamber	2 ND-4	Split	2	Voltas
75	2nd	Administration(In-side Hall)	2 ND-5	Split	2	Voltas
76	2nd	Administration(In-side Hall)	2 ND-6	Split	2	Voltas
77	2nd	Administration(In-side Hall)	2 ND-7	Split	2	Voltas
78	2nd	Receiving Cell (LHS)	2 ND-8	Split	2	Voltas
79	2nd	Receiving Cell (RHS)	2 ND-9	Split	2	Voltas
80	2nd	Stores & Purchase	2 ND-10	Split	2	Voltas
81	2nd	Records section	2nd-11	Split	2	Voltas
82	2nd	Scanning Cell	2 ND-12	Split	2	Voltas

83	2nd	Photocopy Room	2 ND-13	Window	1.5	Voltas
84	1st	House Supervisor Chamber	1 ST-1	Window	1.5	Voltas
85	1st	Hardware IT Room	1 ST-2	Split	1.5	Voltas
86	1st	DD (IT)	1 ST-3	Split	2	Voltas
87	1st	IT Meeting Room	1 ST-4	Split	1.5	Voltas
88	1st	IT Section (Hall LHS)	1 ST-5	Split	1.5	Voltas
89	1st	IT Section (Hall RHS)	1 ST-6	Split	2	Voltas
90	1st	IT Section (Hall) (Printing Room)	1 ST-7	Split	2	Voltas
91	1st	IT Server Room (LHS)	1 ST-8	Split	2	Voltas
92	1st	IT Server Room(RHS)	1 ST-9	Split	2	Voltas
93	Ground	Visitors Room (Cash)	GRD-1	Window	1.5	Voltas
94	Ground	EPABX Room	GRD-2	Window	1.5	Voltas
95	Ground	Reception (Beside EPABX)	GRD-3	Split	2	Voltas
96	Ground	Reception	GRD-4	Split	2	Voltas
97	Ground	H S Quarter	GRD-5	Split	1.5	Voltas
98	Ground	R N M Library	R N M-1	Window	1.5	Voltas
99	Ground	R N M Library	R N M-2	Window	1.5	Carrier
100	Ground	R N M Library	R N M-3	Split	1.5	Voltas
101	Ground	R N M Library	R N M-4	Split	1.5	Voltas
102	Ground	R N M Library	R N M-5	Split	1.5	Voltas
103	Ground	R N M Library	R N M-6	Split	1.5	Voltas
104	Ground	R N M Library	R N M-7	Split	1.5	Voltas

105	Ground	R N M Library	R N M-8	Split	1.5	Voltas
106	Annex Bldg.	Retiring Room (OLD) No.-1	OGH-1	Split	1	Voltas
107	Annex Bldg.	Retiring Room (OLD) No.-2	OGH-2	Split	1.5	Voltas
108	Annex Bldg.	Retiring Room (OLD) No.-3	OGH-3	Split	1.5	Voltas
109	Annex Bldg.	Retiring Room (OLD) No.-4	OGH-4	Split	1	Voltas
110	Annex Bldg.	Retiring Room (OLD) No.-5	OGH-5	Split	1.5	Carrier
111	Annex Bldg.	Retiring Room (OLD) No.-6	OGH-6	Window	1.5	Voltas
