



## COCHIN PORT TRUST

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Office of the Sr. Dy. Director (EDP),  
Cochin Port Trust,  
Willington Island,  
Cochin- 682009

RE-QUOTATION FOR THE ANNUAL MAINTENANCE CONTRACT OF  
2 Nos. EMERSON MAKE PRECISION AIR CONDITION UNITS  
(MODEL No.PEX 125 FA-100)  
OF COCHIN PORT TRUST

RE-QUOTATION NO: EDP/FIN/AMC-PAC/2018 DATED: 10/04/2018

Due Date for submission of Re-Quotation: 17/04/2018 at 14:30 hrs

Issued to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sd/-  
Sr. Dy. Director (EDP)

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Re-Quotation No: EDP/FIN/AMC-PAC/2018

DATED: 10/04/2018

### RE-QUOTATION NOTICE

Sealed quotations in the prescribed form superscribing Re-Quotation number and due date, for the '**Maintenance contract of 2Nos. Emerson Make Precision Air Condition Units**' (Model No.PEX 125 FA-100) installed in the Server room of the Port Data Centre for one year from the date of award of the contract and extendable for a period of one more year in single cover system will be received by the Sr. Dy. Director (EDP), Cochin Port Trust, Cochin- 682009, Kerala.

1. Quotations shall be submitted in a sealed cover superscribing the '**Re-Quotation No:EDP/FIN/AMC-PAC/2018 DATED: 10/04/2018**' with due date of the quotation and quoting the annual rate for Maintenance contract of 2Nos. Emerson make Precision Air Condition Units (Model No.PEX 125 FA-100). The quotation should reach the Sr. Dy. Director (EDP), Cochin Port Trust on or before **17/04/2018 at 14:30 hrs.** and the quotation will be opened on the same day at **15:00 hrs.**
2. The quotation shall contain qualification documents complete in every respect, signed, and sealed on all pages.
3. Quotations received will be rejected if the same has not been submitted in line with the conditions 1 & 2 above.
4. Price shall be quoted as per **Form II** of the quotation.
5. The acceptance of Quotation rests with the FA & CAO, Cochin Port Trust who does not bind himself to accept the lowest Quotation and reserve himself the authority to reject any or all of the Quotations received without assigning any reason thereof.
6. The Quotations should be written legibly and free from erasure and overwriting or conversions of figures, corrections, wherever unavoidable, should duly attest with dates.
7. This quotation notice also forms part of this quotation and shall be submitted along with the quotation duly sealed and signed.
8. For any queries regarding this quotation, contact Sr. Dy. Director (EDP), Cochin Port Trust.
9. The quotation received after the due date and time will not be accepted.

### 1. Minimum Qualifying Criteria

Sl. No	Criteria	**Documentary Evidences to be submitted as proof for the criteria
1	The bidder should have a direct office & support centre established in Cochin providing warranty/ annual maintenance support for Emerson precision air conditioners at least during the last two years ending 31/03/2018.	Submit Form – I in support of the details.

2	The bidder should have successfully provided annual maintenance contract of Precision AC units to at least two Corporate Institutions / Government / Public Sector Units in India during the last three years ending 31/03/2018.	Submit copy of Purchase Order/Work Order for each contract satisfying the criteria. Copy of Client Certificate for the successful completion of contract.
3	The bidder should be either OEM or should have back to back support arrangement with the OEM.	If the bidder is not the OEM, authorisation letter from OEM agreeing for back to back support should be produced.
**The documentary evidence submitting by the bidders as proof shall meet the respective criteria in all aspects.		

## 2. Scope of work

Comprehensive onsite annual maintenance for 2 Nos. Emerson make precision air conditioners (Model No.PEX 125 FA-100) installed in the Data Centre of Cochin Port Trust.

**2.1** The Comprehensive maintenance services to be provided includes:

- a) Cleaning up of Unit, Air Filter, cooling coil & condenser coil. (If required with water),
- b) Cleaning of Humidifier bottle, electrodes, water supply strainer and drain inside the machine.
- c) Checking of drive belt & replace.
- d) Lubrication of bearings if necessary.
- e) Checking up of operation of Unit, Controller & condenser.
- f) Combing of fins of condenser & Evaporator coil.
- g) Measurement of current of each equipment.
- h) Checking of all the overload relay settings.
- i) Checking of all electrical components for loose connections and tightening.
- j) Checking of refrigeration piping for any gas leakages.
- k) Checking of refrigeration system and pressure readings.
- l) Checking of pulleys, Motor mounts, and Condenser fan mounts etc.
- m) Checking of panel insulation.
- n) Checking of temperature readings.
- o) Checking of Microprocessor controllers for operation.

## 3. Preventive Maintenance:

Preventive Maintenance shall be conducted on a quarterly basis without affecting the normal operation of the equipment and the report has to be submitted after doing the PM of equipments. The contractor shall submit the report of all items covering in the contract.

## 4. Tools & Labour

Sufficient tools for all equipments, material and labour required for the maintenance of equipments under this scope will be the responsibility of the contractor.

## **5. Payment Terms**

The annual maintenance charges specified in this contract shall be payable in advance and the payment shall fall due on the date of commencement of the service contract. Payment shall be made along with duly signed contract and SLA and on submission of invoice.

## **6. Availability of equipment.**

During the contract period, the Contractor shall ensure 100% availability of the equipment i.e. at least one of the equipments must be available always without affecting the functioning of equipments installed in the server room of the Data Centre. The non availability period (down time) of each equipment will be compounded quarterly and a penalty of 1% of the AMC value of that item shall be recovered from the contractor for every day or part thereof falling short of the availability requirement subject to a maximum of 10% of the AMC value. If the penalty exceeds 10% of the AMC value of a system, the system will be repaired by the employer and the cost incurred towards repairs/replacement will imposed upon the contractor.

## **7. Handing over of equipments on completion of contract:**

All items shall be handed over to CPT by the contractor after the contract period, in good working condition, in case the AMC is not extended or terminated.

**Sd/-  
Sr.Dy.Director (EDP)**

**FORM OF QUOTATION**

To

The FA&CAO,  
Cochin Port Trust,  
Willingdon Island,  
Cochin -9.

Sub: **Maintenance contract of 2Nos. Emerson Make Precision Air Condition Units**  
(Model No.PEX 125 FA-100) for One year from the date of award of the contract extendable for a period of one more year.

Ref: **Re-Quotation No.EDP/FIN/AMC-PAC/2018 DATED: 10/04/2018**

Sir,

Having seen the notice inviting quotations, examined the Conditions of Contract, specifications, we offer to execute the Work.

In conformance to the above and the said Conditions of Contract, Specifications and the annual rates mentioned in the Quotation submitted along with this form:

2. We undertake, if our Quotation is accepted, to achieve completion of the various sections of the work within the timeframe specified.
3. We agree to abide by the terms and conditions, rates and purpose of this Quotation.
4. Unless and until a formal Agreement is prepared and executed, this quotation together with your written acceptance shall constitute a binding Contract between us.
5. We understand and agree that you are not bound to accept the lowest or any quotation you may receive.
6. If our quotation is accepted we understand and agree that we will be held fully responsible for the due performance of the Contract.

Dated this \_\_\_\_day of \_\_\_\_\_, 2018. Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_ duly authorised to sign Quotation for and on behalf of \_\_\_\_\_( IN BLOCK LETTERS )

Address \_\_\_\_\_  
\_\_\_\_\_

Witnesses

1. Signature : \_\_\_\_\_  
Name: \_\_\_\_\_  
Address \_\_\_\_\_
2. Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
: \_\_\_\_\_

## SUPPLIER'S PARTICULARS

<b>I. Organisation</b>	
Name of the Organisation	
Address	
City	
Phone	
e-mail	
Date of Establishment in Cochin	
<b>II. Contact Details</b>	
Person Name & Designation	
Address	
City	
Phone	
Mobile	
e-mail	
<b>III. Other Details</b>	
GST No	
PAN No	

**Authorised Signature**

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

## PRICE BID

Sl. No	Item Description	Rate w/o GST (Rs.)	GST %	GST Amount (Rs.)	Rate incl. of GST (Rs.)
1	AMC for 2 Nos. Of Emerson make Precision Air Conditioner Units (Model:PEX 125 FA- 100, Serial nos. 080440125107 & 080440125108 )				

## Authorised Signature

Date :  
Place :  
Seal :