

**A.C. Joshi Library  
Panjab University, Chandigarh**

No. \_\_\_\_\_

Dated \_\_\_\_\_

**Registered**

M/s

**Quotation for operation and maintenance of A C Plant of the Library  
for the financial year 2018-19**

Dear Sir,

Quotations are invited for the Operation and Maintenance of A C Plant of the Library for the financial year 2018-19. The Plant generally runs during summer month from 8.00 a.m. to 10.00 p.m. on all days of the week and during winter as and when required. There are two compressor units each of 135 ton capacity of Blue Star. Generally one is run at a time with the other unit kept in running condition for a standby. However, depending on the power load, both the units can be made to run simultaneously. In addition, there are 20 Verticool type A C, {15 (4.5 TR) and 5 (3.5 TR) capacity}

also of Blue Star on different floors of the Library and 5 Nos. 8.5 ton capacity duct A.C. in Outer Reading Hall. The contract involves their operation and maintenance also. The old compressor unit of 80 ton capacity of Blue Star installed as standby has to be kept in running condition. The maintenance and service contract involves year round maintenance, including replacement of parts, compressor oil, gas filling etc. The contract also involves running of fountains of A C pond and its year round cleanliness and maintenance as also of the water cooling towers. The rates quoted should be inclusive of Goods and Service Tax. The interested parties can inspect the A C Plant on any working day during office hours.

**Scope of Work**

- (i) Checking of compressor units for their proper functioning and rectification/ replacement of any defect. The defective spares will be replaced/ rectified and consumables like gas and oil will be supplied and changed.
- (ii) Checking of entire refrigeration system for any leakage and attending to it, if necessary.

- (iii) Testing of safety controls such as pressure cutouts for proper functioning and their repair or replacement in case of any malfunctioning
- (iv) Checking of cooling coil and attending to any defect noticed.
- (v) Inspection of drive set of the blower section, adjusting of belt tension and changing of belts, if necessary.
- (vi) Attending to and replacement of any defects in the electrical installations and control wiring in packaged air conditioners.
- (vii) Charging of refrigerant gas as and when necessary.
- (viii) The contract includes running of plant for the University Auditorium as and when necessary, as the same is connected to the Central A C Plant of the Library through underground duct.
- (ix) Checking and maintenance of AHU filters.
- (x) To ensure cleanliness of A C Pond.
- (xi) Checking and maintenance of cooling towers
- (xii) The Vendor Company should give an undertaking in the form of affidavit that it has not been black listed by any Government/Autonomous/PSU type organizations, etc
- (xiii) Monthly Inspection Report to be submitted to the University Librarian, A.C. Joshi Library, Panjab University, Chd.
- (xiv) In case of emergency if the allotted firm does not respond, the Library reserves the right to get the A.C. Plant repaired at the cost of the firm,

**Documents to be submitted along with the Quotation:**

1. Copy of Pan No. and GST Registration of the firm
2. Enlistment certificate of the firm
3. Income tax returns of the firm for the last 3 years
4. Turnover of the firm should be minimum 15 lakhs average of last 3 years
5. Certificate and satisfactory report from institutions/government organizations of having handled contracts of similar type and operating Screw Chiller AC Plant in the last 3 years
6. Experience of having handled contracts of similar type worth at least Rs. 4 lakhs per annum in the last 3 years
7. Affidavit for not having been black listed by any organization
8. Solvency certificate of 15 lakhs from the bank.

9. The lowest quoting firm shall have to submit the following spare items in the library, if allotted the contract:

- (i) Carel PCO3 make card for screw chiller = 1 no.
- (ii) Carel make pressure transducer = 2 nos.
- (iii) Carel make temperature sensor = 2 nos.

The contract can be terminated at any time by giving 15 days notice in case of unsatisfactory service.

The lowest rates should be quoted along with other terms and conditions should be sent in a registered cover/by hand in the office of the undersigned by **05.04.2018 upto 4:00 p.m.** "Rates for operation and maintenance of A C Plant" should be super scribed on the envelope.

**(Dr. Raj Kumar)**  
**University Librarian**