

No. 06/AC/EE/2025/116

Dated 29-07-2025

QUOTATION NOTICE

M/s .....  
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Sealed quotations are invited from the OEM of Hitachi make Ductable package Unit or their Valid Authorized dealer by the undersigned on behalf of the Director, IIT Kanpur for "**Comprehensive annual maintenance contract of Hitachi make 2 x 5.5 TR + 2x 8.5 TR package Ductable AC outdoor installed at Samtel building.**" As per enclosed Bill of Quantity/ overleaf, so as to reach in this office on or before 07-08-25 upto 3.00 PM and the quotation will be opened on the same day at 3.30PM in the presence of quotationers or their representative who want to be present.

The terms and conditions of the quotation are as under:

1. The quotations should be submitted in a properly sealed envelop, addressed to the undersigned. The enquiry nos. and date should invariably quoted on the top of the envelop.
2. The contractor should have the following documents and must enclosed the relevant copies.:
  - (i) Earnest Money Deposit
  - (ii) Registration certificates of EPF & ESI.
  - (iii) GST registration & Pan card
  - (iv) Copy of Certificate from OEM of Hitachi make Ductable AC system i.e. M/s Hitachi or their valid authorized dealership certificate issued by OEM.
  - (v) Copy of similar nature of work experience. The above work must be in the Central Govt. /Central autonomous bodies/central PSU/State PSU/State Govt.
3. The time allowed for carrying out the above noted work is 12(Twelve) Months.
4. The estimated cost of quotation is Rs. 1,27,492/- (i/c GST). Earnest Money of Rs. 2550/- is to be submitted in the form of FDR pledged in favour of the Director, IIT Kanpur alongwith the quotation. The earnest money of the unsuccessful quotationers will be returned within one month's time.
5. The rates quoted should be including of all taxes & GST. The GST shall not be payable separately.
6. Security @ 7.5% shall be deducted from the bills which shall be released on successful completion of defect liability period of six months.
7. The quotations shall remain valid for 90 days from the date of opening.
8. Income tax will be recovered as per notification of Government from the bill and the amount so recovered will be deposited in the State Bank of India at the credit of the firm.
9. The earnest money/Security deposit will be regulated as per the norms of C.P.W.D.
10. The Institute reserves the right of accepting or rejecting any quotations without assigning any reason thereof.

INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
INSTITUTE WORKS DEPARTMENT

QUOTATION

Sub: Comprehensive annual maintenance contract of Hitachi make 2 x 5.5 TR + 2 x 8.5 TR package Ductable AC outdoor installed at Samtel Building.

| S.N. | Description  | Qty.                      | Unit | Estimated rate per TR i/c GST (Rs.) | Estimated Amount i/c GST (Rs.) |
|------|--|---------------------------|------|-------------------------------------|--------------------------------|
|      |  |                           |      |                                     |                                |
| 1    | Comprehensive annual maintenance contract of (28 TR) Hitachi make 2 x 5.5 TR + 2 x 8.5 TR package Ductable AC outdoor installed at Samtel Building for one year (As per scope of work) | 28.00                     | TR   | 4553.29                             | 127492.12                      |
|      |  | Estimated Amount          |      |                                     | 127492.12                      |
|      | Please quote Percentage above/below (%) =  |                           |      |                                     |                                |
|      |  | Quoted amount will be Rs. |      |                                     |                                |



विनय कुमार तिवारी  
(VINAY KUMAR TIWARI)  
अधिरापी अभियंता (वि. एवं क.) E.E. (Elect & AC)  
सं. नि. वि., मा 0 प्रो 0 संस्थान, कानपुर  
I.W.D., I.I.T., Kanpur

## SCOPE OF WORK

### Comprehensive annual maintenance contract of Ductable type Air conditioning system at IIT Kanpur

1. The contractor shall have to work under the overall control of the Engineer-In-Charge i.e. Executive Engineer and in close liaison with the Assistant Engineer/Junior Engineer.
2. The contractor shall submit the preventive maintenance schedule in advance for one year.
3. The comprehensive annual maintenance of the ductable type AC system will include 100% parts coverage if any failure occurs during maintenance period and unlimited break down calls. The contractor shall make quarterly visit to inspect and service the ductable type AC units and replace defective parts as detailed below:
  - Checking the function of ductable type AC system, indoor unit, outdoor unit, AHU, ductable unit, cassette, hi-wall split, controllers, compressor, PCB, electronic part, controller, fan, fan motor, drier filter, solenoid valve, expansion valve, Actuator etc. and such equipment covered under the contract.
  - Free replacement of all defective/ damaged parts with new or repaired parts based on assessment.
  - Checking & rectifying for leakage of refrigerant in indoor and outdoor unit alongwith copper piping.
  - To carry out servicing up of units and air filters. (1wet +2dry +breakdown call)
  - To check all electrical components for lose connection and tightening if necessary i/c replacement/repairing as reqd.
  - To check temperature reading verification by user/ZIC/EIC.
  - Check units in running conditioning and if any abnormal sound and vibration found, rectify the same.
  - To check the data /log book reading and advice for better performance of the system..
  - To checking, cleaning, maintenance and ensure that drain is not logged.
  - Inspect and replace filters if necessary. Write installation date on filters.
  - Replacement of parts due to normal wear and tear.
  - Check display data/digital thermostat for accuracy & set points.
  - The contractor shall make visit for quarterly preventive maintenance and on break down calls whenever required.
  - Top-up / filling of refrigerant gas and compressor oil as and when required.
  - Nitrogen Pressure testing, vaccumization and gas charging in case of leakage found.
  - Replacement of PCBs, motor, fan blade, compressor & other electrical components when required.
  - All consumables and non-consumables are covered under the contract.
4. The payment against maintenance during the contract period of the one years shall be made against quarterly running bills.

*Pratik B. Singh*

5. The contractor shall submit the bill along with service report during the preceding quarterly.
6. The preventive maintenance schedule chart has to be submitted to the Engineer In-charge.
7. The contractor shall be responsible for the proper behavior of the staff employed on the work and shall exercise a proper degree of control over them. In particular and without prejudice to the said generality, the contractor shall be bound to prohibit and prevent any employee from trespassing/ action in any way detrimental or prejudicial to the interests of the community or of the Institute of all consequent claims or actions for damages or injury whatsoever. The decision of Institute upon any matter arising under this clause shall be final binding on the contractor.
8. The employees of the contractor shall carry personal identity cards issued by the contractor, while on duty.
9. No person below the age of 18 (Eighteen) years shall be employed on during maintenance of the work. Similarly no women staff shall be employed since the duty involves working in odd hrs.
10. The contractor shall, at their own expense, company with all labour laws and keep the Institute indemnified in respect thereof.
11. Drinking liquor within the Institute campus is strictly prohibited. Violation of this rule by the employees of the contractor shall render them liable for prosecution as per law and automatically disqualify them for deployment on the work.
12. The Institute shall not be liable for any damage or compensation payable in respect of or in consequence of any accident or injury to any person in the employment of the contractor, save and except an accident or injury resulting from any act or default of the institute. The contractor shall indemnify and keep indemnified the institute against all such damage and compensation whatsoever in respect of or in relation there to.
13. The contractor shall be responsible for fulfilling the requirement of all statutory provisions of relevant enactment's viz minimum wages Act payment of wages Act, industrial dispute Act, contract labour (Regulation & Abolition) act and all other labour & Industrial enactment's at their own risk and cost in respect of all staff employed by them. The Institute shall be indemnified for any action brought against it for any violation/ non compliance of any of the provisions of any of the act etc. The contractor shall maintain all record required to be maintained under the statutory enhancements. The controlling officer shall be entitled to inspect all such records at any time.
14. The contractor shall be solely responsible as regards to payment of wages/salary, service conditions of employment. In this connection he shall maintain requisite record and comply with all laws/enactment's rules, 'regulations and orders applicable to the contractor's employee in general and in particulars laws/enactment's rules, regulations & orders dealing with employment of contract labour, payment of minimum wages, fire safety regulations, security arrangements and such others rules & regulations as may be applicable at present or made applicable here after.

*T. K. B.*

