



MAHARSHI DAYANAND UNIVERSITY

Rohtak-124001, Haryana (INDIA)

(A State University established under Haryana Act No. XXV of 1975)

'A+' Grade University Accredited by NAAC

TENDER DOCUMENT

REPAIR OF PERCISION AIR CONDITIONER (PAC) UNITS INCLUDING
REPLACEMENT OF THREE OUTDOOR FANS IN UNIVERSITY DATACENTER
MDU ROHTAK

Document Date: **16/10/2025**

Last date submission of the filled Tender document: 11.11.2025 up to 02:00 PM.
(The Tender document is to be submitted duly signed in blue/black ink on each page and
stamped with official seal on each page)

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University Computer Center

NIT NO.:/ MDU/UCC/2025/Oct/00

Dated :16/10/2025

Phone: 01262-293025

E-mail: dir.ucc@mdurohtak.ac.in

Standard Bidding Document For **Repair of Precision Air Conditioner (PAC) Units, Including Replacement of Three Outdoor Fans in University Data Center M.D.U. Rohtak**

PART1: COMPLETE BIDDING DOCUMENT

PRESS NOTICE

M. D. UNIVERSITY, ROHTAK Notice Inviting E-Tender	
Name of work	Repair of Precision Air Conditioner (PAC) Units, Including Replacement of Three Outdoor Fans in University Data Centre M.D.U. Rohtak
E-Service Fees+ Tender Doc. Fees	1180/- + 1,000/- =2,180/- (TO BE PAID ONLINE)
Earnest Money	8000/- INR
Time Limit	22 DAYS
Tenders to be received: 11/11/2025 till 02:00 PM	
(1) THE TENDERS WILL BE RECEIVED ONLY THROUGH E-TENDERING FOR FURTHER DETAILS, VISIT THE WEBSITE https://etenders.hry.nic.in/nicgep/app	

- The tenders will be received only through e-tendering. For further details, visit the website <https://etenders.hry.nic.in>
- Earnest Money (as mentioned above) is required to be deposited through online mode from <https://etenders.hry.nic.in>
- Willing bidders shall have to pay Rs.1000/- + GST as the e-Service/ Processing Fee through online mode from <https://etenders.hry.nic.in>
- The interested parties/bidders should visit the University website (<https://mdu.ac.in>) or <https://etenders.hry.nic.in> regularly for corrigendum(s) which may be issued regarding extension of date, modification of eligibility or amendments in other terms & conditions etc., as corrigendum(s) will not be published in newspapers.
- The Bidder who is registered as MSME of Haryana State for Air Conditioning and allied services only for the same work are exempted from payment of EMD but Bidder will have to submit an affidavit to this effect as per Annexure-I available on the website of Department of Industries & Commerce, Govt. of Haryana.

REGISTRAR

DETAIL NOTICE INVITING E-TENDER

E-Tender is invited for purchase of below mentioned items in single stage two cover system i.e. Request for Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope).

KEY DATES

Sr. No.	M.D.U. Rohtak Stage	Vendor Stage	Start Date & Time	End Date & Time
1		Tender Document Download and Bid Preparation & Submission	16/10/2025 12.00 Noon	11/11/2025 till 02:00 PM
3		Submission of Tender Fees and online EMD Fees	16/10/2025	11/11/2025 till 02:00 PM
4	Technical Opening/ Technical Evaluation/		09/04/2025 03.00 PM	
5	Opening of Financial Bid		FINANCIAL DATE WILL BE DECIDED LATER ON	

- Any clarification regarding the detailed notice inviting tender may be sought from the Director UCC during office hours at 01262-293025 or dir.ucc@mdurohtak.ac.in
- Tender document is available on website <http://etenders.hry.nic.in> and <https://mdu.ac.in>
- The Bidders would submit bid through e-Tendering only on the website <http://etenders.hry.nic.in>

Under the process, the Pre-qualification / Technical online bid application as well as online Price Bid shall be invited at single stage under two covers i.e. Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) and with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/Technical Applications are responsive to eligibility and qualifications requirements as per Tender documents. The tenderer should read the terms & conditions and specifications in tender documents carefully before submission of e-tender. Tender documents can be downloaded/uploaded online on the Portal: <http://etenders.hry.nic.in>

- The payment of Tender Document fee as well as EMD and e-Service/Processing Fee shall be made by eligible bidders through online mode from <https://etenders.hry.nic.in>
- The interested bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-tender

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates

IMPORTANT NOTE:

- The Applicants/bidders have to complete the 'Application / Bid Preparation & Submission' stage on the scheduled time as mentioned above. If any Bidder fails to complete his / her aforesaid stage in

the stipulated online time schedule for this stage, his / her application/bid status will be considered as 'Applications/bids not submitted'.

2. Bidder must confirm & check his/her application/bid status after completion of his/her all activities for e-bidding.
3. Bidder can rework on his/her bids even after completion of the 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Bidder Stage.
4. In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. After that the financial bids of all technically qualified bidders shall be opened online in the presence of such bidders who either themselves or through their representatives choose to be present.
5. The bids shall be submitted online in two separate steps

Envelope 1: Technical Bid

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

Envelope 2: Commercial Bid

The bidders shall quote the prices in price bid format under Commercial Bid.

CONDITIONS: -

1. The tenderer should keep in touch with the University Website for any change in the DNIT till the last date/revised last date of online invited tender and incorporate such changes in DNIT and the tender bids.
2. DNIT and prequalification criteria can be seen on any working day during office hours in office of undersigned.
3. Conditional tenders will not be entertained & are liable to be rejected.
4. In case the day of the opening of tenders happens to be a holiday, the tenders will be opened on the next working day. The time and place of tender opening and other conditions will remain unchanged.
5. The University reserves the right to reject any tender or all the tenders without assigning any reasons.
6. The societies shall produce an attested copy of the resolution of the Executive/Governing body for the issuance of tenders.
7. The Jurisdiction of the court will be at Rohtak.
8. The tender of the bidder who does not satisfy the eligibility/qualification criteria in the bid documents is liable to be rejected summarily without assigning any reason, and no claim whatsoever on this account will be considered.
9. The bid for the contract shall remain open for acceptance during the bid validity period to be reckoned from the last date of submission of the tender. If any bidder/tender withdraws his bid/tender before the said period or makes any modification in the Terms and Conditions of the bid during the fixed validity period, the Earnest Money shall stand forfeited. Bids shall be valid for three months from the date of bid closing, i.e., from the last date of submission of EMD. In case the last day to accept the tender happens to be a holiday, the validity to accept the tender will be the next working day.
10. Any work/order, here tendered, may be withdrawn from further processing at any stage at the discretion of the competent authority without assigning any reason.

11. The University is competent to increase/decrease the volume of work/order. In case of a decrease in the volume of work/order, the contractor shall have no claim to any payment or compensation whatsoever on account of any profit or advantage that he might have derived from the execution of the work/order in full.
12. The University reserves the right to accept or reject or negotiate any of the tender or conditions/items without assigning any reason.
13. The Earnest Money (EMD) of the unsuccessful agency/firm shall be returned on completion of the Tender process.
14. In case of any dispute relating to this contract, the matter shall be referred to the Arbitrator to be appointed by the Vice-Chancellor, whose decision shall be binding on both parties.
15. Rates should be carefully filled up both in words and figures without any cutting, erasing, or overwriting.
16. In case the firm / agency quoting the lowest rates declines to accept the offer, the Earnest Money (EMD) of such firm shall be forfeited and firm shall be blacklisted by the University for any kind of dealing in future.
17. Any other conditions as may be deemed appropriate shall be announced at the time of Opening of Tenders in the presence of Bidders.
18. The agency / firm shall also append the following declaration with the tender

DECLARATION

I/We (Name) of the firm _____ do hereby solemnly affirm and declare that the facts stated in the Technical Bid are correct and true to the best of my / our knowledge and belief and nothing has been concealed therein. In case of any concealment or misrepresentation detected at any stage, I/We will be liable for legal action under Section 182 and Section 415 read with Section 417 and 420 of the Indian Penal Code as the case may be.

Place: _____
Dated: _____

(Signature of the Tenderer)
with full name and Address
with seal & stamp

For & on behalf of Registrar, MDU, Rohtak
Director UCC
M. D. University, Rohtak

INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM

These conditions will overrule the conditions stated in the tender documents, wherever relevant and applicable.

REGISTRATION OF BIDDERS ON THE E-PROCUREMENT PORTAL: -

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

REGISTRATION OF BIDDERS ON THE E-PROCUREMENT PORTAL:-

All the bidders intending to participate in the tenders process online are required to get registered on the centralized E-procurement portal i.e. <https://etenders.hry.nic.in/nicgep/app>. Please visit the website for more details.

For other details/help, please refer to the e-procurement portal <https://etenders.hry.nic.in/nicgep/app>.

COVERING LETTER:

FORMAT OF LETTER TO BE SUBMITTED WITH THE TENDER FOR REPAIR OF PRECISION AIR CONDITIONER (PAC) UNITS, INCLUDING REPLACEMENT OF THREE OUTDOOR FANS IN UNIVERSITY DATA CENTER MDU ROHTAK- 124001.

TO,

Director UCC
MD University
Rohtak – 124001 (Haryana)

Subject: Repair of Precision Air Conditioner (PAC) Units, Including Replacement of Three Outdoor Fans In University Data Center M.D.U. Rohtak

Dear Sir,

1. This is with reference to your TENDER notice dated I have examined the TENDER document and understood its contents. I hereby submit a Bid for the **Repair of Precision Air Conditioner (PAC) Units, Including Replacement of Three Outdoor Fans In University Data Center M.D.U. Rohtak**
2. The Bid is unconditional for the said tender. This bid is valid for a period of not less than 180 days.
3. It is acknowledged that the Authority will be relying on the information provided in the Tender and the documents accompanying such Tender for qualification of the bidders for the above subject items and we certify that all information provided in the Tender and in Annexures are true and correct; nothing has been misrepresented and omitted which renders such information misleading; and all documents accompanying the bid are true copies of their respective originals.
4. This statement is made for the express purpose of the above mentioned subject.
5. We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
6. We acknowledge the right of the Authority to reject our bid without assigning any reason or otherwise and hereby relinquish, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
7. It is declared that:
 - a) We have examined the Tender document and have no reservations to the Tender document.
 - b) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice in respect of any Bid or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any Centre/State Government or local bodies.
8. It is understood that the University may cancel the Bidding Process at any time without incurring any liability to the University and that you are neither bound to invite the applicants to Bid for the items nor to accept any bid that you may receive.
9. It is understood that the University can use any evaluation scheme/evaluation metrics/weightage or take the help of any consultant, as required in selecting the successful agency/agencies and we agree to abide by it.

10. It is certified that we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority that could cast doubt on our ability to undertake the Services or which relates to a grave offense that outrages the moral sense of the community.
11. It is hereby certified that the firm has not been debarred/blacklisted for any reason/period by any central/state Govt. department/University/PSU etc. if so particulars of the same may be furnished. Concealments of facts shall not only lead to cancellation of the order but may also warrant legal action. University may reject bids of firms which has been blacklisted at any time.
12. It is hereby affirmed that we are in compliance of/shall comply with the statutory requirements, as applicable.
13. We hereby irrevocably relinquish any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of bidders, selection of the Tenderer, or in connection with the selection/Bidding Process itself, in respect of the above-mentioned items and the terms and implementation thereof.
14. We agree to undertake to abide by all the terms and conditions of the TENDER document.
15. We agree to undertake to be liable for all the obligations of the Tenderer under the Agreement.
In witness thereof, we submit this application under and in accordance with the terms of the TENDER document.

Place:-

Date :.....

Yours faithfully,

(Signature, name and designation of the
Tenderer/Authorized Signatory)

Official Seal

CHECK LIST FOR DOCUMENTS TO BE SUBMITTED ALONGWITH TECHNICAL BID

Documents to be Submitted with Technical Bid

1. Basic Details of Firm
 - Name & address of the firm with contact number.
 - Name of the authorized signatory (with designation).
2. Statutory Registrations
 - Copy of PAN Card.
 - Copy of GST Registration Certificate.
 - Registration number of the firm.
3. Financial Documents
 - Copies of Income Tax Returns (ITRs) for the last 2 years.
 - Proof of average turnover (₹8 lakh or above, depending on the condition applied) during the last 2 years, certified by a Chartered Accountant.
4. Experience Proof
 - Copies of Work Orders / Completion Certificates / Purchase Orders showing experience of at least 2 years in Government/PSU/Universities/Boards/MNCs for similar repair/maintenance items.
 - At least one Satisfactory Performance Certificate from an institution where similar work was undertaken.
5. Affidavit / Declaration
 - Affidavit on Non-Judicial Stamp Paper, duly attested by a Notary/1st Class Magistrate, stating the firm has not been blacklisted or debarred by any Govt/PSU/University/Private organization (Annexure-II format).
6. Eligibility Compliance Documents
 - OEM Authorization Letter / Dealership Certificate for the supply of required parts.
 - Declaration regarding authorized signatory:
 - Sole Proprietor / Partner / Company Director as applicable.
 - Self-attested declaration of experience in repair & maintenance of PAC/AC units (min. 3 years).
7. Tender Related Submissions
 - Forwarding letter by the bidder.
 - Scanned copies of all documents (points 1–7 above) were uploaded with the tender.
 - EMD (Earnest Money Deposit) – 8000/- Fixed to be paid online.
 - Tender Processing Charges (non-refundable).
 - E-Service Fee (as per Haryana Govt. portal).

NOTE

1. In case of any queries on technical specifications, please refer to the specifications mentioned in “Annexure A” only.
2. Delivery/Repair is to be carried at :

UNIVERSITY COMPUTER CENTRE
MD University
Rohtak-124 001
Haryana, India
3. GST will be at concessional rates, as applicable to non-profit, own-use institutions.
4. The decision of acceptance of the Bids will lie with the competent authority of the University, which does not bind itself to accept the lowest Bid and who reserves the

right to reject or accept any or all bid received, without assigning any reason.

5. The Bids are liable to be rejected if any of the above conditions are not fulfilled or if the bid is not accompanied by EMD and Processing Charge.
6. The quantity may increase or decrease or obsoleted without any notice.
7. The University reserves the right to split the order among more than one Tenderer.
8. Financial Bid of the Tenderers who qualify in the Technical Bid shall be opened in the presence of the authorized designated representatives and Tenderers who wish to be present there. The date of Financial Bid opening will be informed to the shortlisted bidders subsequently.
9. The University will be at liberty to involve any expert or consultant in evaluating the bid for completing the entire bid process.

SUBMISSION OF TENDER

SEALING AND MARKING OF TENDER:

1. The TENDER must be complete in all aspects and should contain requisite certificates, informative literature, etc.
2. The Tender Document can be downloaded from the MD University Rohtak website (mdu.ac.in).
3. This is a two-part bid consisting of a Technical Bid and a Financial bid
4. The bid shall include:
 - a. Forwarding letter by the Tenderer
 - b. All required documents
 - c. Tender processing charges (non-refundable)
 - d. Interest-free EMD (Earnest Money Deposit) to be deposited online on e-tender portal
 - e. Technical Bid
 - f. Financial Bid
5. TENDER should be addressed to: -

UNIVERSITY COMPUTER CENTRE
MD University
Rohtak-124 001
Haryana, India

EXPENSES OF AGREEMENT:

All the expenses on the execution of the Agreement (if any) including the cost of a stamp paper or any other kind of expenditure incurred in the process of TENDER submission till final compliance shall be borne by the Tenderer.

DEADLINE FOR SUBMISSION OF BIDS:

TENDER must be received by the MD University Rohtak at the date, time and address specified in the TENDER notice/TENDER documents.

LATE BIDS:

Any TENDER received after the deadline specified for submission of TENDER shall be rejected without any further correspondence to the Tenderer.

TENDER OPENING

OPENING OF FINANCIAL BID:

Financial Bid (Tenders) of the Tenderers who qualify in the Technical Bid shall be opened in the presence of designated Authority and Tenderers who wish to be present there. The date of financial bid opening will be informed to the shortlisted bidders subsequently.

CLARIFICATION OF TENDER:

To assist in the examination, evaluation and comparison of Tender, University may at its discretion ask the Tenderers for a clarification on the Tender which is submitted by him. The request for clarification and the response shall be in writing.

EVALUATION OF TENDER:

The university will be at liberty to involve any expert or consultant and use appropriate metrics and weightages in evaluating the bid for completing the entire bid process.

AWARD OF PURCHASE ORDER

Successful Tenderer shall be awarded the Purchase/Work Order. If after accepting the Purchase/Work Order, the agency fails to supply the items, EMD will be forfeited and the agency will be blacklisted, in addition to recourse to other penal measures. No grievance will be entertained in this regard.

- 6.1 University reserves the right to negotiate with eligible tenderers before finalization of the Tender and/or contract.
- 6.2 University reserves the right at the time of award of Purchase Order to increase or decrease even obsolete the number of items without any change in terms and conditions.
- 6.3 The bidders must quote rates and other terms and conditions for all the equipment/items, failing which tender may be rejected. Total cost of the bid will be one of the important deciding factor while deciding the bid in favor or against any bidder.

NOTIFICATION OF AWARD

Prior to the expiration of the period of Tender validity, the University will inform the Tenderer appropriately that the Bid has been accepted and the Purchase Order has been awarded.

(Signature of Tenderer)

Official seal

BIDDER'S ELIGIBILITY CONDITIONS:

	BIDDER'S ELIGIBILITY CONDITIONS:
1-	The bidder should submit a proof of having an average turn-over of Rs 10 Lacs or above for during the last two years relating to Repair and Maintenance of Air Conditioners Items for various Capacities. Proof to be duly certified by a registered Chartered Account is required.
2-	The bidder should have prior experience relating to relating to IT Requirements for Similar Items for various Capacities in the State Government affiliating Universities / Board / Institutions / PSU's etc. – proof to be enclosed.
3-	The bidder must submit an Affidavit on non-judicial stamp paper duly attested by 1 st Class Magistrate / Notary to the effect that they have not been debarred / blacklisted by any State Government / Central Government / PSU Department in India / Public or Private Institute / Organization as Annexed-II.
4-	The bidder is required to produce a Satisfactory Certificate at least one institution where relating to IT Requirements for Similar Items provided/provided which has been mentioned by the bidder for eligibility.
5-	The individual signing the Tender or other document, in connection with the Tender must certify so as to whether he / she has signed as:- a. A "Sole Proprietor" of the firm or constituted attorney of such proprietor. b. A Partner of the firm, if it be partnership, in which case he must have authority to refer to arbitration disputes concerning the business partnership either by virtue of the partnership agreement or a power of attorney. The alternative all the partners should sign the tender. c. Authorized Signatory of Pub. Ltd. Corp. or Pvt. Ltd. Co.
6-	Self-attested copy of last Two year ITR's be attached with the tender documents.
7-	A Copy of PAN and GST Number be attached.
8-	Earnest Money (EMD), Tender Fee & e-Service Fee through online mode is acceptable only and any other mode is not acceptable.

TERMS AND CONDITIONS

Sealed Tenders are invited for the Repair and Maintenance of Uniflair Schneider OEM PAC Units, including replacement of three (3) outdoor fans in the University Data Center, MDU Rohtak, as per Annexure-A. The contract is comprehensive, including the replacement of parts with Original Equipment Manufacturer (OEM) components.

A. GENERAL CONDITIONS

1. Every e-tender shall be accompanied by an Earnest Money Deposit (EMD) 8000/- Fixed to be paid online..
2. Performance Guarantee: The successful tenderer shall submit a performance guarantee of 5% of the total contract amount before signing the agreement. This guarantee shall be refunded after successful completion of the contract, subject to adjustments for any recoveries.
3. No charges other than those explicitly mentioned in the tender shall be paid.
4. The quantity of parts may increase or decrease, which shall be communicated by the University at the beginning of the concerned quarter.
5. The Registrar, MDU Rohtak, reserves the right to accept or reject any or all tenders without assigning any reason. The Registrar also reserves the right to split the order among multiple vendors or accept/reject individual items within the bid.

B. ELIGIBILITY & QUALIFICATION REQUIREMENTS

6. The bidder must have at least 2 years of experience in supplying, installing, and maintaining similar equipment at Government/Public Sector/Reputed Private Institutions.
7. The bidder must submit:
 - OEM Authorization Letter / Dealership Certificate for supply of required parts.
 - Copies of Purchase Orders (POs) / Installation Reports from at least two (2) previous clients.
8. The bidder must not have been blacklisted by any government department, university, PSU, or corporation. A self-attested affidavit/undertaking must be submitted.
9. The contractor must provide a signed taking-over certificate listing all equipment in working condition at the start of the contract.

C. SERVICE & MAINTENANCE OBLIGATIONS

10. The vendor shall complete all repair and replacement works within 15 working days from the issue of the work order.
11. If the contractor fails to complete the work within the stipulated time, a penalty of ₹2,000 per day shall be imposed, subject to a maximum of 10% of the total contract value.
12. Comprehensive Warranty Clause:
 - All replaced parts and serviced equipment must carry a minimum 1-year comprehensive warranty from the date of successful repair completion.
 - The comprehensive warranty shall cover all spare parts, labor, and service charges.
13. Technical Documentation:
 - The contractor shall provide a detailed service completion report indicating:
 - Components replaced (with serial numbers).
 - Gas refilling details (including weight and pressure values).

- Pre- and post-repair test results.
14. The contractor must ensure safety compliance while handling refrigerants, electrical components, and air filters.

D. FINANCIAL TERMS & PAYMENT CONDITIONS

15. No advance payment shall be made.
16. Payment will be made on a quarterly pro-rata basis based on satisfactory service completion.
17. The quoted rates shall be exclusive of taxes and should be quoted per unit (machine/part).
18. The contractor shall be liable for any damage to university property caused due to negligence or faulty workmanship.

E. PENALTIES & LIABILITIES

19. If the contractor backs out in mid-term, they shall be liable for recovery at a higher rate for alternative arrangements made by MDU Rohtak. This shall also result in:
- Debarring the contractor from future work at MDU Rohtak.
 - Forfeiture of EMD/performance guarantee.
20. The contractor shall indemnify MDU Rohtak against all legal liabilities arising from actions, claims, or disputes related to:
- Service-related damages.
 - Injuries to staff/workers.
 - Environmental/safety violations.

F. ARBITRATION & LEGAL JURISDICTION

21. Any dispute arising out of the contract shall be settled through mutual consultation. If unresolved, the dispute shall be referred to Arbitration under the Arbitration and Conciliation Act, 1996.
22. The jurisdiction for all legal disputes shall be Rohtak, Haryana.

BOQ

Repair and Maintenance of two units of Precision Air Conditioner (PAC) Units – Leonardo EV DX R407C of Uniflair, Including Replacement of Three Outdoor Fans In University Data Center M.D.U. Rohtak

S. No	Work Descriptions	Part Code	Qty	Unit
1	SITC of R-410A, refrigerant gas charging, and top-up.		30	Kg
2	SITC of Copper pipe Leak testing, Leak Repairing, flushing, Vacuuming, cleaning the line and pre-testing for leakage, as per standards. Testing the line after charging the gas as per standards and directions.	STD	2	Nos.
3	SITC of Out door fan dia 450mm	OJ-VEASS182X1AN	5	Nos.
4	SITC of Filter Drier	OJ-FIDE011X1AN	2	Nos.
5	SITC of KIT EU4 AIR FILTR 845X397X100MM	OJ-FIAS326X1A	2	Nos.

SCOPE OF WORK (SOW) FOR REPAIR AND MAINTENANCE OF UNIFLAIR SCHNEIDER OEM PAC UNITS

1. GENERAL SCOPE

The scope of work includes **Supply, Installation, Testing, and Commissioning (SITC)** of required components and services for the **repair and maintenance** of two (2) **Uniflair Schneider Precision Air Conditioning (PAC) Units** to ensure optimal functionality and performance.

All work must be carried out in accordance with **OEM standards, safety regulations, and best engineering practices**. The vendor shall ensure proper **diagnostics, testing, and commissioning** after repairs to validate the efficiency and reliability of the PAC units.

2. DETAILED SCOPE OF WORK

2.1 Refrigerant Gas Charging and Top-up

- **Scope:**
 - **Supply and Installation (SITC) of R-410A refrigerant gas** to ensure proper system operation.
 - Evacuation, flushing, and vacuuming of the system before gas filling.
 - **Leak testing and pressure testing** before charging the refrigerant.
 - Charging and top-up of **30 Kg of R-410A** as required for both PAC units.
- **Standards & Compliance:**
 - Gas charging must be done in accordance with **ASHRAE and OEM guidelines**.
 - Refrigerant must be of **Honeywell / Dupont** make.

2.2 Copper Pipe Leak Testing and Repair

- **Scope:**
 - Identification of leaks using appropriate leak detection techniques.
 - Repairing of identified leakages.
 - **Flushing, vacuuming, and cleaning** of refrigerant lines to remove contaminants.
 - **Pre-testing for leakage** before charging gas.
 - **Final testing after gas charging** as per standards.
- **Standards & Compliance:**
 - The process must be carried out as per **OEM recommendations and ASHRAE guidelines**.

2.3 Replacement of Outdoor Fan (450mm Dia)

- **Scope:**
 - **Supply, installation, and commissioning of three (3) outdoor fans** with part code **OJ-VEASS182X1AN**.
 - Proper alignment and balancing of fans to avoid vibrations and improve airflow efficiency.

- Functional testing and performance verification post-installation.
- **Standards & Compliance:**
 - Fans should be of **OEM-specified make and model**.

2.4 Replacement of Filter Drier

- **Scope:**
 - **Supply and installation of two (2) filter driers** with part code **OJ-FIDE011X1AN**.
 - Removal of existing filter driers and installation of new ones to ensure proper filtration of moisture and contaminants from the refrigerant circuit.
 - Testing of the system post-replacement for performance validation.
- **Standards & Compliance:**
 - The filter driers must conform to **OEM specifications** and be installed as per **ASHRAE standards**.

2.5 Replacement of EU4 Air Filters (845x397x100mm)

- **Scope:**
 - **Supply, installation, and commissioning of two (2) EU4 air filters** with part code **OJ-FIAS326X1A**.
 - Removal of existing air filters and installation of new ones.
 - Ensuring proper sealing to prevent unfiltered air bypass.
 - System performance testing post-installation.
- **Standards & Compliance:**
 - Filters must meet **EU4 filtration standards** and comply with **OEM guidelines**.

3. GENERAL CONDITIONS

- The vendor shall ensure all work is carried out by **qualified and trained professionals**.
- All materials and components used should be **new, genuine, and meet OEM specifications**.
- The vendor must follow all necessary **safety precautions** and ensure proper handling of refrigerants.
- Work completion should be followed by **testing, validation, and performance documentation**.
- The vendor should provide a **minimum warranty period** for all replaced parts and services.
- Any **additional repairs or recommendations** should be reported to the client before execution.
- **Downtime should be minimized**, and work must be completed within the agreed timeline.

TECHNICAL ENVELOPE

List of Technical Documents:

Sr. No.	Description	Suppliers Response (Yes/No)	Page no	Remarks
1.	Name & Address of the Firm - Contact number of the firm. - Name of the authorized signatory.			
2.	Statutory Registrations - Copy of PAN Card. - Copy of GST Registration Certificate.			
3.	Financial Proofs - Copies of Income Tax Returns (ITRs) for the last Two years. - Proof of average annual turnover of ₹8 lakh or above during the last Two years, certified by a Chartered Accountant.			
4.	Firm Registration Registration Number of the firm.			
5.	Registration No. of the Firm			
6.	Experience Documents (Minimum Two Years) - Details of work executed in Government Offices / Departments / Universities / Boards / PSUs / MNCs etc. for similar items. - Copies of work orders / agreements for at least two years showing relevant experience. - Copies of performance/satisfactory completion certificates (if available).			
7.	Affidavit / Declaration Affidavit on Non-Judicial Stamp Paper duly attested by Notary / 1st Class Magistrate, declaring that the bidder has not been debarred / blacklisted by any State Government / Central Government / PSU / Private Institution (as per Annexure-II).			
8.	Scanned Copies Scanned copies of all documents from Sr. No. 1 to 7 above, uploaded with the tender submission.			

NOTE:

All the Technical Documents should be uploaded on the e-tender portal. The non-submission/poor management of documents may lead to disqualification as well.

FINANCIAL ENVELOPE

Sr. No	Name of Item	Qty	HSN Code	Unit Rate without GST	Unit Rate with GST	Total Rate (Qty X Unit Rate with 1 Year Warranty with Taxes)
1.	SITC of R-410A, refrigerant gas charging, and top-up.	30 Kg				
2.	SITC of Copper pipe Leak testing, Leak Repairing, flushing, Vacuuming, cleaning the line and pre-testing for leakage, as per standards. Testing the line after charging the gas as per standards and directions.	2 Nos				
3.	SITC of Outdoor fan dia 450mm	5 Nos				
4.	SITC of Filter Drier	2 Nos				
5.	SITC of KIT EU4 AIR FILTR 845X397X100MM	2 Nos				

All the Financial Documents should be uploaded on the e-tender portal. The non-submission/poor management of documents may lead to disqualification.