



INDIAN NATIONAL SCIENCE ACADEMY
Bahadur Shah Zafar Marg New Delhi – 110 002

A.K. ARORA
Section Officer (Estate)

Estate/INSA/SAC/PUR/2012-13/
17th July 2012

To

Dear Sirs,

Sub: **Supply and installation of Split Air-conditioners of various type & capacities (as per site requirement) in INSA premises.**

The Academy intends to procure and install the Split Air-conditioners of various type & capacities (Total capacity – 80 TR approx.) as per site requirement with **heating & cooling** facilities for which the “**scope of work**” & “**Terms and conditions**” are as under:

SCOPE OF WORK

1. Condensing units will be installed on the angle iron stand or other stands with suitable size as per site requirement.
2. Each machine should have adequate capacity Voltage Stabilizer.
3. Masonry work, if required, will be carried out by the agency.
4. Extra copper piping, if required, will be supplied by the agency.
5. Any material required for electrical works for making electrical points for Acs, distribution boards, MCB Box etc. will be under the scope of work of the agency.
6. PVC drain pipe, if required, will be supplied by the agency.
7. The insulation of the refrigerant line will also be under the scope of work.

8. Providing of electric points, wiring, cabling & distribution boards etc. (including MCB Box etc.) will also be under the scope of work of the contractor.
9. Air-conditioners will be handed over to INSA after proper installation of machine as per INSA requirement, whatever material will be required, supplied by the agency only.

The competent authority will be having a right to reject any or all the tenders without assigning any reason thereof.

TERMS AND CONDITIONS

1. Agencies are advised to visit the site (during office hours) to see the exact quantum of work involved, where these Split Air-conditioners are to be installed. In case of any doubt, you may contact to the undersigned.
2. The proposed Air-conditioners should be energy efficient. The month and year of manufacturing should be mentioned.
3. (i) The quoted Air-conditioners should have the cooling and heating facility as well. For heating arrangements, there should be a RCV (Reverse Cycle Valve).

(ii) If, there is no provision for heating, then it is advisable to quote your rates inclusive of RCV of standard make (which will be provided by you).
4. The Agency is advised to quote their rate in the format, which is enclosed herewith. If required, additional item may be quoted separately for different models.
5. The Voltage stabilizer should be triple step or otherwise should be clearly mentioned the voltage rating for comparison.
6. The machines (Split Air conditioners), which will be supplied, are to be installed and make operational up to the entire satisfaction of the INSA authorities.
7. Agency can attach additional sheet /brochure to give any kind of information & technical specifications etc.
8. If company is not directly selling the product, in that case company can forward the tender to one of their authorized dealers for participation on their behalf.
9. Supply and installation of machines should be done in the specified time frame as per the period given for completion of project.
10. The competent authority will be having a right to reject any or all the tenders without assigning any reason thereof.

11. If any additional item is required as per site requirement for which rates are not quoted, may be considered for extra payment by the Academy. The decision of the Academy will be the final in this regard.

12. The tender document will be submitted in two bid systems

i). Technical Bid

ii). Financial Bid

(i) Technical Bid

a) Technical bid will be submitted along with EMD amount of Rs. 50,000/- (Rupees Fifty thousand only) by DD/Pay order of any scheduled Bank in favour of “Indian National Science Academy”, New Delhi.

b) Agency is advised to provide/supply all the technical specifications related to the Split Air Conditioner and Voltage Stabilizers.

c) Guarantee period of the product should be provided.

(ii) Financial Bid

a) Agency is advised to visit the site to see the actual quantum of work involved to install the Split Air-conditioners and Voltage Stabilizers

b) Before quoting the rates, Agency is advised to go through the terms and conditions of supply and installation carefully.

c) Agencies are also advised to offer their buy back rates (if any) for the existing machines, which will be replaced by the new ones.

d) The Agency will quote the rates including installation charges, Masonry work involved, Electrical points/material required, extra piping, refrigerant pipe insulation, drain pipe, flexible piping and providing of stands for out door unit etc.

List of AC Machines/Split/Package units, which are to be offered under buy-back

- | | | |
|-----|---------------------------|------------------------------------|
| i) | Water cooled Package Unit | 7.5 TR x 4 Nos.
10.0 TR x 2 Nos |
| ii) | Split A/cs (High Wall) | 14.0 TR x 1 No |

Machines can be inspected on any working day. Machines are more than 15 years old.

DELIVERY AND INSTALLATION TIME:

20 days (Twenty days from
the date of issue of award letter)

You are requested to quote your competitive rate within 10 days from the date
of issue of this letter.

Thanking you,

Yours sincerely,

(A.K. Arora)

Encl: Performa for Quotation

Proforma for Quotations

For High Wall Split Air-conditioners of 1.0 TR each (Hot & Cold Model *

- | | | |
|-----|--|-----------|
| 1. | Tonnage | _____ |
| 2. | Star rating as per BEE latest guidelines, if any | _____ |
| 3. | (i) Type of Compressor (Rotary/Scroll) | _____ |
| | (i) Type of Split A/C (High wall/tower type/cassette type) | High Wall |
| 4. | Year and month of manufacturing | _____ |
| 5. | Total power input (Watt) | _____ |
| 6. | Current drawn (Amp) | _____ |
| 7. | Sound level (db) | _____ |
| 8. | Mode of heating
(Normal heaters/RCV) | _____ |
| 9. | Guarantee period | _____ |
| 10. | Quoted Price
(inclusive of all taxes) | _____ |
| 11. | Rate for RCV (if heating provision is not provided) | |

* If “**Hot and Cold**” model is not available, please quote your rates for providing of RCV to make compatible for heating system.

For (High Wall) Split Air-conditioners of 1.5 TR each *

- | | | |
|-----|---|-----------|
| 1. | Tonnage | _____ |
| 2. | Star rating as per BEE latest guidelines(if any) | _____ |
| 3. | (i) Type of Compressor (Rotary/Scroll) | _____ |
| | (ii) Type of Split A/C (High wall/tower type/cassette type) | High Wall |
| 4. | Year and month of manufacturing | _____ |
| 5. | Total power input (Watt) | _____ |
| 6. | Current drawn (Amp) | _____ |
| 7. | Sound level (db) | _____ |
| 8. | Mode of heating
(Normal heaters/RCV) | _____ |
| 9. | Guarantee period | _____ |
| 10. | Quoted Price
(inclusive of all taxes) | _____ |

* If “ **Hot and Cold**” model is not available, please quote your rates for providing of RCV to make compatible for heating system.

For Split Air-conditioners of 2.0 TR each *

1. Tonnage _____
2. Star rating as per BEE latest guidelines (if any) _____
3. (i) Type of Compressor _____
(Rotary/Scroll)
- (ii) Type of Split A/C (High wall/tower type/cassette type) _____
4. Year and month of manufacturing _____
5. Total power input (Watt) _____
6. Current drawn (Amp) _____
7. Sound level (db) _____
8. Mode of heating _____
(Normal heaters/RCV)
9. Guarantee period _____
10. Quoted Price _____
(inclusive of all taxes)

* If “**Hot and Cold**” model is not available, please quote your rates for providing of RCV to make compatible for heating system.

For Split Air-conditioners of 3.0/4.0 TR each

1. Tonnage _____
2. Star rating as per BEE latest guidelines (if any) _____
3. (i) Type of Compressor (Rotary/Scroll) _____
(ii) Type of Split A/C (High wall/tower type/cassette type) _____
4. Year and month of manufacturing _____
5. Total power input (Watt) _____
6. Current drawn (Amp) _____
7. Sound level (db) _____
8. Mode of heating _____
(Normal heaters/RCV)
9. Guarantee period _____
10. Quoted Price _____
(inclusive of all taxes)

* If “**Hot and Cold**” model is not available, please quote your rates for providing of RCV to make compatible for heating system.

**Voltage Stabilizer of suitable capacity for various tonnage of Split Air-conditioners
(as proposed.)**

- | | | |
|----|---|-------|
| 1. | Make
(Voltas/any other standard make) | _____ |
| 2. | Capacity | _____ |
| 3. | Steps
(One/Two/Three) | _____ |
| 4. | Type of Stabilizer
(Normal/Wall mounted) | _____ |
| 5. | Type of Voltmeter
(Analogue/Digital) | _____ |
| 6. | Guarantee Period | _____ |
| 7. | Quoted Price
(Inclusive of all taxes) | _____ |

Rates for Installation Charges

- | | | |
|----|--|-------|
| 1. | Installation charges for Split Air conditioner
(including Voltage Stabilizer) | _____ |
| 2. | Outdoors stand for condensing unit | _____ |
| 3. | Masonry works charges | _____ |
| 4. | Flexible pipes to cover the piping (RM) | _____ |
| 5. | Copper piping (RM) | _____ |
| 6. | PVC drain pipe (RM) | _____ |

PAYMENT TERMS

Agency is advised to specify their payment terms for supply and installation of split Air-conditioners.

Note: (i) You can add any other item and quote their rates, which is required for the installation of Split Air-conditioners.

(ii) You can also add extra sheet to give full detail, if required.