

**Office of the Senior Divisional Electrical Engineer (General)**  
**DRM office, Eastern Railway, Malda -732102.**  
**EL-MLDT-E-Tender- 439**

**SCOPE OF WORKS AND SPECIAL TERMS AND CONDITIONS**

**Name of the Work:-** “Comprehensive annual maintenance contract of split air conditioner provided at Relay room, Panel room & IBS at various locations over Malda division for a period of 03 (three) years.”

**1.1 Scope of work and Specifications:-**

Comprehensive maintenance of split air conditioners of different makes of 1.5/2 Ton capacity, installed in different Relay room, Panel room & IBS over Malda division as mentioned in Schedule, is required to maintain specific temperature in the respective places. Maintenance work for proper functioning of machine should be as per schedule maintenance to keep temperature below specified limit. Maintenance work includes supply of materials, spares or accessories, man power supervision, testing for preventive test kit, transportation of materials/equipments etc. required for preventive & breakdown maintenance.

**1.2 Spares or accessories:-**

For split air conditioner– spares means any parts of split air conditioner, including hermetically sealed compressors, blower motor, condenser unit, cooling coil, replacement of runner, filters, starting capacitor, OLP, starting relay, thermostat, selector switch, fan motor, capacitor, strainer, anti-vibration rubber pad, capillary tube etc. as follows :

**1.3 The Comprehensive maintenance of split air conditioner contract covers:-**

- (a) The preventive maintenance of the split air conditioner as per schedule attached.
- (b) Attention to break down as and when called including Saturdays, Sundays & Holidays and beyond office hours.
- (c) Replacement and repair of various components of split air conditioner including supply of charging gas as and when required.

**1.4 The schedule for comprehensive maintenance of split air cooler: -**

- (a) Repairing/Replacement of defective hermetically sealed compressors.
- (b) Cleaning/Repairing/replacement of condenser unit.
- (c) Cleaning/Repairing/replacement of cooling coil units.
- (d) Replacement of defective starting and running capacitors.
- (e) Replacement of defective over load relays.
- (f) Replacement of defective thermostats.
- (g) Replacement of defective capillary tubes.
- (h) Rewinding of blower fan motors as and when required.
- (i) Replacement of defective fan motor bearing.
- (j) Repair and replacement of runners and hubs.
- (k) Replacement of damaged wiring.
- (l) Replacement of defective switches.
- (m) Replacement of lead cable of the window coolers.
- (n) Cleaning and replacement of filters.
- (o) Repairs to the body, base outer casing and front grill.

**1.7 Maker's name and Brand of the Parts:** All spares required to replace should be same manufacturer as fitted in the machine or any renowned brand duly approved by the representative of Sr. DEE/G/MLDT.

**2.0 Preventive maintenance:** The contractor must take written acknowledgement from the authorized representative of the Sr. Divisional Electrical Engineer (G)/E.Rly./MLDT regarding work done.

The contractor shall undertake extensive overhauling of various parts/equipments of the split air conditioners once in a year after taking out of the machine. He shall make arrangement for blocking the cage/hole to avoid the theft/pilferage from the installation rooms. Caging of split air conditioner will have to be done properly by the contractor in order to prevent any leakage from the sides.

**2.1 Break down maintenance:** - The contractor shall be responsible to satisfy the authorized representative of Sr. DEE(G)/E. Rly./MLDT regarding the quality of any breakdown repair carried out. He shall take written acknowledgement from Railway's representative to this effect.

The contractor shall furnish a list of contact persons who shall be available even beyond office hours and on holidays for any call from Railways. Unless specified to the contract, all apparatus supplied shall comply with such published standardization rules like I.E., BS, Code of British practice for air conditioning etc. and applicable to its latest revision of specification/standard rules.

**2.1 (a) Two Separate Log Book to be maintained for breakdown as well as regular preventive maintenance.** Both the log book has to be maintained for recording attention of the firm duly signed by the contractors representative with date and the same should be **countersigned by the concerned Electrical Supervisor at least on quarterly basis and the same should be produced along with the bill.**

(b) **Proforma for Schedule Maintenance Register:-**

SL. No	Date of maintenance	Place of work	Nature of work	Machine SL. No./ Make/ Capacity	Sig. of firms representative	Sig. of Rly. representative

(c) **PROFORMA FOR PERFORMANCE REGISTER (BREAKDOWN maintenance)**

Unit Asset No.	Make	M/C Sl. No.
Location		

Date of Fault	Intimation time	Work Done	Rectification Date and Time	Root Cause of Fault identified	Sig. of firms representative	Concerned SSE(G)'s Signature	Remarks

**Note:-**

- Breakdown maintenance should be elaborative and must identify the fault. Such identified fault must be recorded in the register.
- Analysis of breakdown must be submitted along with bill submitted.

- iii) A separate register mentioning complaint lodge time, attend and rectification time duly signed by the Firm representative and Railway representative has to be maintained.

## **2.2 Schedule of maintenance of split air conditioners installed at different locations over Malda Division, E. Ely.**

### **a. Quarterly:**

Vacuum cleaning of filters and changing of damaged filter are to be carried out and to maintain a log book in this respect and necessary intimation is to be given to SSE(E)/G/E.Rly./MLDT, BGP and SBG regarding the same and log book should be counter signed by respective installation In-charge.

The contractor shall also ensure proper caging of the window mounted room air conditioner to arrest loss of cooling.

Thorough serving and checking of relays, internal wiring, capacitors, thermostat, over load protector, selector switches, runner, fan blade & lubrication of blower motor etc. are to be carried out.

Electrical equipments as stated above being found damage/burnt out are to be replaced by the contractor with an intimation to SSE(E)/G/E.Rly./MLDT, SSE(E)/G/E.Rly/SBG, SSE(E)/G/E.Rly/BGP, SSE(E)/G/E.Rly/JMP or Sr. DEE(G)/MLDT.

- a) Cleaning of condenser and cooling coil with vacuum cleaner.
- b) Internal wiring, if required, is to be changed
- c) Charging of gas/refrigerant, if required and leakage test of the system.

### **b. Half yearly:**

- a) Insulation resistance of the wiring and cleaning of the body should be checked and proper earthing should be ensured.
- b) Filters are to be replaced if required.
- c) All Quarterly maintenance schedule.

### **c. Annual overhauling:**

There should be extensive overhauling once in a year taking out the machines including anticorrosive paints/spray painting on the body and the other parts of the machines including cleaning of cooling coil, condensers with suitable cleaning solutions and for which necessary personal certification of the concerned installation in-charge should be taken machine number-wise.

Descaling the condensers at least once in a year. In addition if required, by Rly. or Firm, more than once a year. [ Descaling / Cleaning of condensers & cooling coil when air flow reduces by 20% of standard by suitable method (cleaning with cleaning solution etc.)].

The contractor will replace all the bearings of the rotating parts of the equipments during the said extensive overhauling, Condensers/cooling coil should be cleaned with solution/detergent.

## **2.3 Others:**

Replacement/repairing of any parts of machine other than as mentioned above should be done by the contractor as and when required or called for by the respective supervisor.

A decision of repair/replacement of any parts/equipments will be taken jointly i.e. respective installation in-charge personally and representative of the contractor.

## **2.4 General condition of contract**

- a) During comprehensive maintenance, if any spare parts of the split air conditioners found unserviceable, the same shall be replaced/repared by the contractor within the contract amount for which no extra amount will be paid.

- b) Contractor should be ready with sufficient stock of spare parts in hand duly inspected by the concerning depot in-charge or his authorized representative for fitment as and when required.
- c) Railway authority will agree to allow the contractor or his employee to enter inside the office/residence during the tenure of the contract agreement.
- d) The contractor should keep sufficient trained staff for comprehensive maintenance & AMC of Air conditioners round the clock and the staff should be available with all tools & tackles and spare parts at Malda, Sahibganj & Bhagalpur station.
- e) The contractor shall not transfer or sublet his contract to other party.
- f) The system of power supply will be single phase, 230 volts A.C. supply.
- g) The contractor shall have to arrange his own tools, plants etc. and other accessories for execution of the above contract.
- h) The Railway administration will not be responsible for any loss or damage of contractor's materials, equipments, tools & plants etc. due to fire, natural calamities and other cause or causes whatsoever.
- i) Any equipments & other assets related with the split air conditioner being damaged due to rough handling or operated by unskilled staff during the period of maintenance contract shall be made good by the contractor to the extent determined by the Railway, failing which the Railway will be liable realize such cost as per the present market price from the contractor in any manner decided by the Railway authority.
- j) Breakdown call must be attended on Sunday & holidays also. In spite of schedule maintenance of the subject machines.
- k) Contractor shall be responsible for proper functioning of any split air conditioner round the clock and its accessories. During the contract period, any defect arising in any equipment should be rectified by the contractor at his own cost.
- l) The contractee will agree to allow the contractor or his employee to stay inside the Railway premises as and when required with proper identity card issued by the Railway authority as intimated by the contractor with detail bio data and passport size photograph. However, this identity card will not be travel authority.
- m) **Inspection:-** In-charge/Supervisor of the respective installation will inspect the work in different stage during execution of the above work by the contractor and certified accordingly..
- n) **Indemnity-** The firm will have to submit indemnity bond towards the cost of the equipments which are required to be carrying outside the Rly. premises for repairing etc.
- o) Defective/Released materials, if any must be returned to concerned SSE/E/G/ under clear acknowledgement.
- p) Log book should counter-signed by concerned installation in-charge or his authorized representative.
- q) The quantities of the schedule items are indicative but not exhaustive. During the course of execution of work, quantities may be changed due to operating constraints.

2.4 **Penalty Clause :** All units should be kept in working order throughout the contract period irrespective of them being operated. Total 24 hours down time will be allowed for maintenance / attending breakdown.

(a) A penalty will be levied the average rate per day of the contract value if down time of any of the unit / sub-unit is more than 24 Hrs. In case of non-functionality of inverter PCB 48 Hrs. downtime will be allowed for repair/replacement and for repair/replacement of Compressor, 72 Hrs. downtime will be allowed from breakdown time.

(b) Otherwise, a penalty will be levied twice the average rate per day of the contract value if downtime of any unit /sub-unit is more than 48 Hrs., 72 Hrs. (for Inverter PCB) and 96 Hrs. (for Compressor) from breakdown time.

c) A token penalty of Rs.500/- Per machine will be recovered, if schedule maintenance of any machine has not been carried out by the firm. Also, no payment will be made for that machine.

2.5 **Payment Clause:** - Subject to any deductions or recoveries which the Sr. Divl. Elect. Engineer (G), Malda may be entitled to make under the contract or any other contract, the contractor shall unless otherwise agreed to be entitled to get the following payment:

(i) ON ACCOUNT PAYMENT shall be made in four installments per year at the end of each 3 monthly term duly certified by concerned Sr. Section Engineer (Electrical) as recorded in measurement book. Firm should accompany the following documents for payment of bill:-

(a) The bill shall bear the No. of ACs/Refrigerators/Mortuaries/Water coolers maintained by the firm for each 3 months covered under this contract.

(b) Inspection Certificate granted by the Rly. (If any).

(c) Joint work execution report duly signed by the Firm and Rly representative for the executed work done.

d) Breakdown maintenance register.

(ii) FINAL PAYMENT: -

Final payment shall be made after successful completion of contract period duly certified by the concerned SSE(Elect.) and as recorded in the measurement book and on retention of security deposit as per LOA with Railways. This payment is also subject to submission of "NO CLAIM" certificate in favour of Eastern Railway is issued by the contractor.

3.0 **Following systems should be followed by Contractor as well as Railway Representative during supply of materials & execution of works:-**

a) For any contractual work, site register/daily progress register signed by the Rly. representative and contractor representative jointly, should be maintained at site.

b) A record to be made in respect of materials to be released or dismantled, jointly signed by the concerned SSE(E) and contractor representative/contractor before starting execution of work.

c) Material passing register / Inspection certificate signed by the competent authority is to be maintained properly at site itself.

d) Location-wise asset register / Installation register should be maintained.

All materials supplied against works contract should be taken into account in departmental/works ledger only after it is passed during inspection by appropriate inspecting authority & ensure receipt of material accompanying with I/C.

4.0 **A 'Steel board' of size not less than 1 m x 1m should be displayed with the following information at the project site for better appreciation of the project.**

Name of the organization/Railway.

(i) Name of project,

(ii) Approx. cost of project.

(iii) Expected date of completion.

(iv) Name & address of contractor.

(v) Address of the Engineer-in-charge.

5.0 **EPF & MP Act.'1952:-** All agencies & contractors should have Provident fund code No. and all the contract employees deployed by them are enrolled as members of Provident Fund.

- 6.0 All the materials (if any) replace by the firm should be of original make & should be approved by competent authority before execution of the works.
- 7.0 All materials required during execution of work should be ISI marked. All items pertaining to Electrical should conform to relevant IS or equivalent international standards.
- 8.0 Security deposit shall be returned to the contractor after successful completion of contract period as certified by the competent authority. Before releasing the security deposit, an unconditional and unequivocal 'no claim certificate' from the contractor concerned should be obtained. The Security Deposit, however, shall be released only after the expiry of guarantee period as the case may be and after passing the final bill based on "NO CLAIM CERTIFICATE".
- 8.1 In partial modification to the above instructions, it has now been decided that:-  
a. No interest will be payable on the earnest money and the security deposit or amount payable to the contractor under the contract.  
b. After the work is physically completed, Security Deposit recovered from the running bills of a contractor can be returned to him if he so desires, in lieu of FDR / irrevocable Bank Guarantee for equivalent amount to be submitted by him.
- 8.2 If the PG is being submitted in the form of Bank Guarantee, the Bank should confirm that the Bank Guarantee is on the SFMS (Structured Financial Messaging System) and shall invariably send the advice of this Bank Guarantee to the Bank. The Bank also insert one Para in the Bank Guarantee Bond as 'This Guarantee has been issued using SFMS Platform and the requisite communication in this regard has been forwarded to the beneficiary Bank. Details of Beneficiary Bank are as below: 1. IFSC CODE: SBINOOORAIL. 2. IFSC TYPE: BRANCH. 3. BANK NAME: STATE BANK OF INDIA. 4. BRANCH NAME: RAIL. 5. CITY NAME: NAVI MUMBAI. 6. ADDRESS: SECTOR-11, CBD BELAPUR, NAVI MUMBAI. 7. DISTRICT: NAVI MUMBAI. 8. STATE: MAHARASHTRA, 9. BG ENABLED: YES.
9. RECOVERY OF INCOME TAX
- 9.1 INCOME TAX @1% will be deducted from the contractor's bill/bills as per I/Tax Act.- 1961 as amended up to date when the firm is of a proprietary nature. In all other cases Income Tax will be deducted @ 2%.
- 9.2 TDS on GST will be applicable as per extant rule.
- 9.3 SUBMISSION OF GST REGISTRATION CERTIFICATE: Contractor has to be registered their firm under GSTIN & submit valid GSTIN code as per latest amendments of extant rules.
- 9.4 GOODS & SERVICE TAX (GST) Goods & Service Tax (GST) shall be applicable as per extant Rule along with amendment time to time.
- 9.5 Contractor should submit a GST/tax invoice along with bill mentioning the proper HSN/SAC code duly stamped & signed by authorized signatory.
10. Special Conditions of Contract for mandatory updation of Labour data on Railway's Shramikkalyan portal by Contractor. As per "Annexure – C" available in view document "HOME" page & is downloadable.
11. General Conditions of contract – 1969 & 2022 editions or latest with all up-to-date correction slips will be binding up on the contractor.

Sr. Divl. Electrical Engineer (Genl.)  
Eastern Railway/Malda Division.  
For & on Behalf of the President of India