



प्रसार भारती : PRASAR BHARATI
[भारत का लोक सेवा प्रसारक : INDIA'S PUBLIC SERVICE BROADCASTER]
दूरदर्शन केंद्र : DOORDARSHAN KENDRA



कुडप्पनकुन्नु
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Dated : 04.09.2026

SCOPE OF WORKS :

The details of machines under NCAMC are given below:

NON COMPREHENSIVE ANNUAL MAINTENANCE AND SERVICE CONTRACT OF CENTRALISED AIR
CONDITIONING

PLANTS OF DOORDARSHAN KENDRA, THIRUVANANTHAPURAM

TECHNICAL SPECIFICATION

EQUIPMENTS INCLUDED UNDER THE SCOPE OF THE CONTRACT

AIRCONDITIONING COMPRESSORS

MAKE	: BLUE STAR
MODEL /TYPE	: LCW-60A-JS44F-N50B with microprocessor Controlled system
CAPACITY	: 60 TONS
QUANTITY	: 1 Nos
2. COOLING TOWER	: 2 Nos. (Make: Sai & Mehir)
3. AHU's	: 7 Nos (Make Blue star)
4. CONTROL PANELS	: One number to monitor and control the entire A/C systems
Switches,	: All electrical equipments, (like Motors, pumps etc.) including cables, contractors, Circuit Breakers etc. of the A/c plants.

SCOPE OF WORK

1. Nature of Contract: The Non-Comprehensive Annual Maintenance Contract (AMC) includes periodical maintenance, overhauling & servicing of Centralised AC plant or as and when required by

Doordarshan Kendra. In case of repair of any defective parts or spares of the AC unit, the labour charge ie. removal, installation etc and transportation charges will be part of the contract and shall be borne by the firm at their own expenses & may be taken through Engineering store of the Kendra after making necessary entries, Gate Pass etc. The firm shall bear to and fro transportation charges for this purpose. **The Kendra will bear the cost of required spares.** The Kendra should be informed in case of fault and the spares required, by way of Service Report by the firm. **Refrigerant will be supplied by the firm and will be under AMC.** The AMC includes carrying out routine checking, preventive maintenance as per Schedule mentioned below including refrigerant top up or as & when directed by the Kendra.

2. The Firm should have complete tools and equipment at their Service centre, Thiruvananthapuram required for maintenance of Centralised Air-conditioning plants such as Vacuum pump, refrigerant cylinder, Nitrogen Cylinder. Arc welding and gas welding set, AHU coil servicing pump, Condenser and chiller servicing tool, Halide torch, electronic leak detector, Anemometer, Digital thermometer etc. Documentary proof requesting the availability of original and genuine spares along with the sources of supply may be indicated by the firm submitting the tenders in their technical bid.

3. The maintenance service should be available during normal working hours from 09.00 to 18.00 hours on all days (including Saturdays, Sundays and holidays) while the breakdown services should be available on 24x7 hours support. The Service Engineer should be made available by the contractors immediately as and when required against the request call on phone or otherwise during the period of Annual Maintenance Contract. The firm should also provide Escalation Matrix phone Nos. in the order of seniority of service personnel. As soon as Kendra lodges a service call a docket No. should be given.

4. All spares shall be replaced immediately upon notice of breakdown due to such failed parts (Within 3 hours). Doordarshan will bear the cost of the spares, where as the company shall keep urgent spares ready in stock. In such cases Doordarshan will bear the costs after issue of proper Supply Order and completion of other purchase formalities. **The Firm should provide a documentary proof regarding the availability of Original Spares along with the sources of supply may be indicated by the firm submitting the e-tender in their technical bid.**

5. **A penalty (per chiller plant or AHU or cooling Tower) will be deducted from the AMC bill in case any of the chiller plant or AHU or cooling Tower has undergone a breakdown of more than 15 days and the deduction will be made for down time beyond 15 days of break down @Rs.500/- per day, if no spares are required**

6. A Log book of the servicing done on day to day basis should be maintained by the Firm & each entry should be duly verified by the Nodal officer deputed by the Kendra. A copy of the Service Report also should be provided to the Nodal officer deputed by the Kendra by the firm's Engineer on each visit to the Kendra.

7. The Non-Comprehensive AMC will be inclusive of all labour charges, cost of transportation and Refrigerant. The company has to maintain all machines and accessories covered under the Maintenance Contract in quite good working condition and up to our satisfaction. If the service of the firm is found not satisfactory, **Deputy Director General (E), Doordarshan Kendra, Thiruvananthapuram** reserves the right to terminate this contract at any time and his decision will be final in this matter.

8. No advance payment will be made by the Kendra. The payment will be released monthly on production of the pre-receipt bill in duplicate and the challans certified for satisfactory work by the Competent Officer/Nominated Officer of the Kendra. The bill should include all Taxes & levies for arranging payment by ECS /Demand draft /Cheque.

9. The payment will be made only after getting proper certificates from the concerned Nominated Officer of the Kendra.

10. The AMC of machine shall be taken on “as is where is” basis.

11. The contract will be in force for a period of one year from the date as mentioned in the award of contract letter and can be renewed or extended with mutual consent for one more year or part thereof, based on satisfactory performance.

12. No escalation of price whatsoever would be allowed during the period of contract, for whatever reason.

b) Safety precautions: The firm shall be fully responsible for safe working of his persons and shall provide all safety-equipments . Doordarshan will not be responsible for the safety of the firm’s manpower and their tools, equipment etc.

The following terms and conditions are included in the contract and shall be binding on the Company during the period of this Annual maintenance contract:-

A. PREVENTIVE MAINTENANCE

Weekly- The Firm should perform and record the following

1. Recording of temperatures in all the Technical areas in co-ordination with the Engineers of the Kendra.
2. All safety and indicating device of pressure gauge etc. to be checked up.
3. Current & Voltage measurement for all the plants in full load.
4. Routine inspection and maintenance of all electrical items like Switches /Cables etc.
5. Check up for possible leakage in the refrigeration system.

Monthly- The Firm should perform and record the following

1. Cleaning of all the AHUs.
2. Cleaning of AIR filters /Micro filters
3. Recording various readings and calculating tonnage of plants
4. Inspection of belts and adjustment /replacement if required.
5. Checking of electrical panels for any abnormalities

Quarterly – The Firm should perform and record the following

- b) Cleaning the cooling towers-This work to be undertaken after the transmission in the night-(Quarterly or as & when required)
2. Cleaning Filter Coil
3. Lubrication the bearing of meters and other machinery
4. Cleaning of Pot Strainers in water circuit
5. Checking of speed control switchers
6. Calibration of meters and gauges
7. Cleaning of contactor switches etc.
8. Gland packing of Pumps.

Annual- The Firm should perform and record the following

1. Descaling all the condenser
2. Descaling all the AHU Coils
3. Overall maintenance works in complete
4. Overall maintenance of electrical system

The above schedule is suggestive only and if required the same works may be taken up as and when required in consultation with the concerned officials of the Kendra.

BREAKDOWN MAINTENANCE

1. The firms has to attend to the service calls as and when required for locating the faults and rectify the same immediately.
2. The firm should supply Refrigerant gas(R22) or as & when required (within the AMC) for keeping the Plant in optimum working condition. All such items should be original and no additional charges will be payable for these materials at any point of time.
3. The works of urgent nature should be attended to immediately whether it is office hours or holidays for which no additional charges will be payable.
4. The Contract will remain valid for twelve months from the date of issue of order.

General Rules and Regulations for the guidance of Contract

This firm will state the work to be carried out, as well the date for submitting and opening E-tender and the time allowed for carrying out the work. Copies of the specification, drawing and any other documents required in connection with the work for the purpose of identification by the Deputy Director General (E), will also be opened for instruction by the contractors at the office of the Deputy Director General (E), Doordarshan Kendra, Thiruvananthapuram -43 during the Office hours on working days (Monday to Friday).

Successful firm will have to deposit an amount of 3% of the quoted amount as a Security Deposit, within seven days from the date of intimation of work order failing which this offer will be cancelled. The Security Deposit will be retained by the Kendra till the end of the contract period and will be returned on satisfactory completion of the work.

The technical bids only will be opened first. Commercial Bids of the Firms which are found to adhere to meet all the requirements as specified in the Technical Bid will alone be opened on a subsequent date which will be communicated at the appropriate time.

All the firms should produce satisfactory proof of sufficient experience and Competence in maintaining similar Centralized Air-conditioning Plants and system of capacity of 200T/R or more belonging other Central /State Government or other similar reputed organization. They should be fully equipped with proper Workshop at Thiruvananthapuram and tools for the job. They should produce necessary evidence that they have been carrying out similar AMC work for the past 3 years in PSU/Govt. organizations/Reputed firm & other institutions, preferably in Thiruvananthapuram along with the copy of the work order etc.

Should have permanent office and full fledged service set up at Thiruvananthapuram with the minimum following Staff along with Mobile Phone connection to contact the concerned person immediately wherever he is. The address of the office and Service centre at Thiruvananthapuram should be clearly provided in the Technical bid by the Tenderer. Any change in address & contact no. should be intimated to us without fail.

AC Engineers- 3 Nos. with not less than three year experience in erection and maintenance of chilled water type AC plants of not less than 200TR.

Supervisors – 3 Nos. with not less than 10 years experience as above.

Technicians – 6 Nos. with not less than 10 years experience as above

Electrician- 1 No.

Certificate of experience and qualifications of staff should be produced at the time of finalizing the contract.

Should have a full-fledged stores with ready stock of all essential and genuine spares required for the chilled water type Air-conditioning Plants at his service centre, Thiruvananthapuram and should be able to provide any genuine spares required immediately without affecting the Plant operation. **Only Refrigerant gas (R32) should be included in the scope of AMC and the cost of any other spares will be borne by the Kendra separately. The scope of AMC should also include costs for all type of labour, cost of transportation and instruments involved in carrying out the maintenance work as indicated in the scope of work in Annexure-I.**

The Firm should provide a documentary proof regarding the availability of Original Spares along with the sources of supply may be indicated by the firm submitting the e-tender in their technical bid.

Should have complete tools and equipment at the Service centre, Thiruvananthapuram required for maintenance of Centralized Air-conditioning plants such as Vacuum pump, refrigerant cylinder, Nitrogen Cylinder. Arc welding and gas welding set, AHU coil servicing pump, Condenser and chiller servicing tool, Halide torch, electronic leak detector, Anemometer, Digital thermometer etc. Documentary proof regarding the availability of original and genuine spares along with the sources of supply may be indicated by the firm submitting the tenders in their technical bid.

As soon as the service call is received from Doordarshan Kendra, Thiruvananthapuram, firm should provide a docket No. and send their Engineer or Technician to diagnose the trouble in the working of the plants and set right the plant immediately.

The quotation by a firm must be signed separately by each partner thereof or in the event of absence of any partner, it must be signed on behalf by a person holding power of Attorney authorizing him to do so, such power of Attorney to be produced with the tender and it must be disclosed that the firm is duly registered under Indian partnership Act.

Receipt for the payment made on account of work when executed by a firm must also be signed by all partners.

Any firm which submits a bid must fill up the usual printed form supplied stating the sum of money for which he is willing to undertake the work only one sum shall be named for a period of one year. Firms, which propose any alteration in the work specified in the said form of bid or in the time allowed for carrying out the work, or any other condition of any sort will be liable to rejection.

One nodal Officer of the Kendra will be supervising and coordinating with the Firm for all the works to be done as well as with the Engineering Stores for release of payment from time to time. **The successful bidder will have to maintain a log book of all the works being carried out which will be counter signed by the Nodal officer.** A service report should also be provided to the Nodal officer after each work /visit. The log book should be produced by the firm on request by the DDG(E), Doordarshan Kendra, Trivandrum or his nominated officer.

The AMC of AC plant shall be taken on "as is where is" basis. The plants can be inspected on any working day between 10 00 and 17 00 hours with the prior appointment from the Nodal Officer who will be nominated for the purpose. The firms must thoroughly inspect the Systems and furnish their quotes in "as is where is" condition without stipulating any preconditions.

This Kendra will strictly adhere to the date and timings specified in the firms for the purpose of issue /receipt of tenders as well as opening of the same. No relaxation will be given to any Firm in this regard.

This Office reserves the right to accept or reject any tender at any point of time during the processing without assigning any reason whatsoever.

A penalty (per chiller plant or AHU or cooling Tower) will be deducted from the AMC bill in case any of the chiller plant or AHU or cooling Tower has undergone a breakdown of more than 15 days and the deduction will be made for down time beyond 15 days of break down @Rs.500/- per day. In case of poor performance in maintaining the Plants in optimum condition by the Firm, this Kendra will have the right to terminate the contract without any further notice.

The office inviting e-tender shall have the right of rejecting all or any of the tender and will not be bound to accept the lowest tender.

The rates quoted should include Taxes & other levies also.

Other conditions for smooth execution of works at site are as follows:

- All Tools, plants, implements, winch machine, labor and supervisors, as required, to be provided by the bidder. Bidder has to provide **necessary insurance** of the labour at his own cost before commencing the work. Proper safety measure to be adhered by the bidder in respect of materials and manpower. Doordarshan Kendra, Thiruvananthapuram or Prasara Bharati will not be held responsible for any mishap or loss of life of the manpower of the Firm.
- Other working systems of Doordarshan should not be damaged causing disruption of ongoing Transmission. Any damage caused to the property at site while carrying out the work has to be made good by the Bidder at his own cost or the cost of the damage will be recovered from the contract amount by Doordarshan Trivandrum.
- The bidder shall complete and include all minor / major items and accessories which may not have been enumerated in this scope of work but which are useful and necessary for completion of work at his own cost.
- Prior approval of the organization, in writing, shall be obtained, if the bidder desires to sublet or assign any section of the work associated with works. Such permission of consent shall not, however discharge the bidder from his liabilities in this contract or any part thereof.
- The bidder shall make his own arrangements for the storage of materials and their safe custody at site for the entire work. Doordarshan Kendra, Thiruvananthapuram will not be held responsible for any loss of material of the firm stored at our premises.
- Bidder shall make good all damages to the Doordarshan building, property, equipment etc how-so-ever arising from the project and in the course of such work and throughout the period during which the safety of property of the organization is guaranteed.
- The bidder shall indemnify and hold Doordarshan harmless against any claims in respect of damages to building, property situated nearby, not belonging to the organization, how-so-ever arising in course of such work and throughout the period of AMC.
- The bidder shall discharge all obligations under the Indian workmen's compensation act, any local, state laws and regulations in so far as it affects the workmen in his employment. All the workman / labour employed/hired for the work should be covered with applicable insurance for any injury, accident / death and also all the applicable labour laws should be followed by the contractor including their payment and wages.
- The bidder shall make his own arrangement for employing labour (skilled & unskilled) and providing accommodation for his workmen elsewhere. Doordarshan Kendra, Thiruvananthapuram will not provide any accommodation for the firm's manpower at its premises.
- The bidder shall hold the organization and its employees safe, harmless and immune from any liability that may arise out of infringements of patents and copyright associated with design, fabrication and modification work as applicable.