

भारत का राजदूतावास  
मस्कट



Embassy of India  
Diplomatic Area, Jamiat Al Dowal Al-Arabia Street,  
Al Khuwair, P.O. Box 1727, Postal Code-112,  
Ruwi, Muscat, Sultanate of Oman  
Tele: +968-24684527  
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No. Mus/872/09/2008

February 28, 2016

**Notice Inviting Tender**

**Subject: Quotations for Annual Maintenance Contract for Civil, Electrical, Mechanical, Wooden, Glass, Plumbing and Air-conditioning installations at Embassy of India, Muscat**

Embassy of India, Muscat plans to renew Annual Maintenance Contract for Civil, Electrical, Mechanical, Wooden, Glass, Plumbing and Air-conditioning installations for period of one year w.e.f. 01.05.2016 to 30.04.2017.

2. **Scope of work :** Scope of maintenance works is attached herewith.

3. **Eligibility criteria :**

The bidder must be registered under Muscat Chamber of Commerce for integrated building management and must be in existence for a minimum period of three years as on 31.03.2016. The bidder will provide proof of the date of incorporation/registration. Experience of the bidder must include integrated management of large and modern office or residential complexes. **The bidder should be ready to give performance guarantee of 10% of annual contract amount.** This performance guarantee deposit money shall be refunded within 60 days after the expiry of contract provided there is no breach of contract during the period of the contract. The bidder must have satisfactory arrangements for training of its workers. The bidder must have modern equipments, latest technical expertise for management of buildings and related facilities. The bidder will have to ensure compliance with all labour laws/regulations.

3. Bidders who fulfill the above minimum conditions could send their quotations in sealed cover subscribed **"Quotations for annual maintenance contract for Civil, Electrical, Mechanical, Wooden, Glass, Plumbing and Air-conditioning works"** of Embassy premises along with complete details of company profile to the following address by 29.03.2016:

Attache (Establishment),  
Embassy of India, P.O. Box-1727, Postal Code- 112,  
Ruwi, Muscat, Sultanate of Oman

4. Tender document fee is R.O. 3/- payable by Demand Draft/Cheque/Cash in favour of 'Embassy of India, Muscat'.

5. Any wrong or misleading information will lead to disqualification. Embassy reserves the right to reject any or all bids without assigning any reasons. The successful bidder will have to sign an Agreement with the Embassy.

6. The quotations must reach the office of the undersigned at Embassy of India, Muscat by 1200 Hrs on 29.03.2016. The Financial Bid will be opened in Room No. 112, Embassy of India, Muscat at 1600 Hrs on the same day i.e. 29.03.2016.

07. You are welcome to seek further details/information from the undersigned on any working day (Sunday –Thursday) between 0830 hrs to 1700 hrs by telephone -24684527 or email [admin.muscat@mea.gov.in](mailto:admin.muscat@mea.gov.in).



(D.N. Barnwal)

Attache (Establishment)

Financial Bid

(In separate sealed cover-I super scribed as Financial Bid)

To  
Attache (Establishment)  
Embassy of India,  
Muscat

Subject:

Dear Sir/Madam,

Please refer to your letter No. MUS/872/09/2008 dated 28.02.2015 on the subject mentioned above. We are pleased to quote the rates per Square meter for the following job as per details below:-

	Work Description	Total Cost
1.		

NOTE: All the above work will conform to Muscat Municipality Norms.

2. The C.R. number of the company registered with Muscat Chamber of Commerce is .....

(Signature of the contractor)  
(with seal)

Date .....

**TECHNICAL BID**  
(In separate sealed cover-I super scribed as Technical Bid)

<p><b>2. Name &amp; address of the Tendering Organization/Agency with phone number, e-mail and with telephone/mobile number of contact person.</b></p>	
<p><b>2. Experience in the work of providing Services. Particulars of experience. This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for a minimum of last 3 years.</b></p>	

Sl. No.	Name of organization with complete address and telephone numbers to whom services provided	From	To	Contracted amount (Rs. per month)	Reason for termination

<p><b>3. Set-up of the organization, clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service:</b> a) Is the establishment registered with the Government? Please give details with document/ evidence.</p>	
<p><b>4. Are you covered by the local labor Legislations etc.</b></p>	
<p><b>5. Please give Company's CRN No:</b></p>	
<p><b>6. Are you governed by minimum wages rules of the Government? If yes, please give details.</b></p>	

7. Please attach balance sheet of the company, duly certified by Chartered Accountant/ CPA for the last 3 years.	
8. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part or tender document.	
9. Power of Attorney/Authorization for signing the bid documents.	
10. Please submit an undertaking that no case is pending with the police against the proprietor/Firm/Partner of the company (Agency). Indicate any convictions in the past against the Company/Firm/Partner.	
11. Details of the Demand Draft of R.O. 3/- towards cost of tender documents.	

Declaration by the Tenderer:

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encls: 1. DD/Bank Draft No. \_\_\_\_\_

2. Terms & conditions as per agreement (each page must be signed and stamped).
3. Financial Bid.

(Signature of Tenderer with Seal)

Name:

Seal:

Address:

Phone No.(O)

## ANNEXURE - II

### S.L.A

Statement of Work (Mechanical, Electrical & Plumbing):

The Co. shall provide Mechanical, Electrical & Plumbing Operation and Maintenance Services (hereinafter referred to as "MEP" Services") and Carpentry and Glass works as detailed in this Statement of Work.

#### 1. Equipment Operation and Preventive Maintenance Services:

These Services include the Periodic Checks of the various Equipments and Operation of the Equipment and Planned Preventive Maintenance of the Equipments.

The Services are classified on the Equipment Type as mentioned below and the responsibilities described with each Equipment Type. However the responsibilities defined hereunder are indicative only. Within four weeks of commencement of Services, the Co. shall submit a detailed plan for the Preventive Maintenance of each Equipment. The same will be discussed between Client and us and finalized. Similarly, formats of the Daily Weekly-Monthly Checklists will be prepared by us and submitted to the client for approval.

Services in this category are classified on Equipment Type basis, as follows:

- Electrical
- HVAC Systems
- Plumbing systems

#### 1.2 Electrical

- Operation and maintenance of the Electrical Equipment (as per the Equipment List in Annexure-V) in accordance with the Manufacturer's Instruction Manual.
- Maintain and update equipment History card.
- Updating of UPS parameters in log book. Report any alarm to Supervisor. Check Battery Back up time once in a month.
- Trouble shoot any problem happening on L T and should Do the preventive maintenance of Panel and Motors
  
- Check of all safety Controls and Electric Switch Gears - Condition of Contactor fingers, oiling of Pivots, tightening of connections to prevent sparking etc.

### 1.3 Air – Conditioning

- Operation and maintenance of VAV units, package units & Split A/C units (as per the Equipment List) in accordance with the Manufacturer's Instruction Manual.
- Maintain and update equipment History card.
- Routine Checks of AHU Blowers, Blower Motors, adjustment of Belt Tension and replacement of belt as required.
- Check and clean the Condenser coils, Condenser fans, clean filters of split units, VAV units & Package units.
- Check and tighten all mounting Bolts of chillers and allied equipments.
- Check all electrical controls, leaks, electrical circuits, and renovation of any electrical/control circuits as required. ~ Check and lubricate all Bearings.
- Cleaning of AHU filter on every week ends. ~ Check Fan belt tension of AHU
- Observe abnormal noise & vibration of the AHU and take corrective action in case of irregularity
- Regular Cleaning of Motors - Inspect Terminals & Clean, Check correctness of readings
- Replace all spares and materials such as compressor, fan motors, fan blades, blower and blower motors, relays, connectors, timers, single phasing preventors, capacitors, connectors, on/off switches, H.P. & L.P. controls, indicator lamps and lenses, remote control and remote control kit, fuses etc. which are found defective and necessary for the routine operation of the system. The cost including uplift of the same shall bear by the client.
- Maintain all parameters of the Units and Log the same.

#### 1.4 Water Supply and Fire Fighting

- Operation and maintenance of all Water Supply and Fire Fighting Equipment as per the Equipment List including Fire hydrant System, Pumps and Motors, Fountain System , in accordance with the Manufacturer's Instruction Manual
- Cleaning of Fire hydrant pumps and motors and pump room to maintain cleanliness.
- Check & correct the Sprinklers, Pressure Gauges, Pressure Switches, Nut-Bolts, Washers, Gaskets, Leakages, Pipe Lines, Connections & Joints
- Check & rectify Relays, Contactors, Fuses, Switches, Indicators, Auto Control Systems, Bus Bar & Cabling of Fire Control Panels
- Check & rectify External & Internal Fire Hydrants - Control vales, First Aid Hose Reel, Hose Boxes & CP Hose an maintain record on quarterly basis.
- Check & rectify pressure gauge, pressure switches, level controllers, gaskets, nut bolts, painting, water level indicators, pump seal, bearings, valves, NRV, pump impellers, shafts, rewinding of motors and overhauling of pumps.
- For Raw Water Supply Systems, Check & Rectify pressure gauge, pressure switches, level controllers, gaskets, nut bolts, painting, water level indicators, pump seal, bearings, valves, NRV, pump impellers, shafts, rewinding of motors and overhauling of pumps.
- For Waste Water Disposal Systems - overhauling of sump pumps, rectification of impellers, rewinding of motors, nut bolts, gaskets, gear oil, pump shaft, oil seal, bearings, terminal plates and level controllers.
- For Water Fountains - Cleaning of water fountains strainers, overhauling of pumps, rewinding of motors, terminal plates, nut bolts, washers, gaskets and impellers.
- For Pump Control Panel - Rectification of water level controllers, relays, fuses, main switches, indicators, contactors, amp. Meters, volt meters, bus bar, and any modification of wiring (control circuit if required.
- Attend the complaints within the SLA time



## .5 Carpentry and Glass Works

- Periodic Checking of all Wooden doors, windows and other wooden furniture and to repair promptly all problems relating to their proper functioning.
- Ensure that all the doors are clean and any touch-ups of paint / varnish required for their maintainance are attended to promptly.
- Periodic Checking of all Glass doors, windows etc and any other work associated with Glass works.

4. In addition to the above the personnel deputed will be carrying out routine servicing of various equipment as per schedule agreed after discussion :

	Monthly	Quarterly	Half- Yearly	Yearly
<b>AIR-CONDITIONING</b>				
X VRV condensing units				
Package units				
Air handling units				
High wall splits				

<b>PLUMBING SERVICES</b>				
Sanitary ware				
Water pumps				
<b>FIRE ALARM SYSTEM</b>				
<b>FIRE FIGHTING SYSTEM</b>				
<b>ELECTRICAL SERVICES</b>				
Transformer				
Distribution system				
Small power & Lighting				
UPS				

<b>Carpentry and Glass ware works</b>				
All wooden doors / windows furniture etc				
All Glass doors, etc				
<b>FIRE ALARM SYSTEM</b>				
<b>FIRE FIGHTING SYSTEM</b>				
<b>ELECTRICAL SERVICES</b>				
Transformer				
Distribution system				
Small power & Lighting				
UPS				

- Check for any irregularity in the UPS Systems or any other Electrical Panel etc.
- Check Voltage, Current, Frequency in each LT Panel
- Check Voltage, Current, Frequency, KW & KWH of HT Panel and metering station.
- Check windings, oil temperature, and loading of all Transformers and updating in format for checks.
- Frequent Checks of all DBs/ MCBs.
- Check all the Cables, Bus Bars, Nut-Bolts, Insulation, and Overheating etc. for the Panels and cables on routine basis.
- Replacement of faulty lights and fixtures.
- Carry out PPM & annual PM and maintain the check list