



## High Commission of India Colombo, Sri Lanka

High Commission of India, Colombo, Sri Lanka, invites quotation/bids from the reputed contractors/firms having wide experience in Central Air Condition Systems, to enter into Annual Maintenance Contract(AMC) for carrying out the below stated jobs at the High Commission of India, Colombo, Sri Lanka (location: 36-38, Galle Road, Colombo-3):

**Subject: - Annual Maintenance Contract for Air Conditioning system at the High Commission of India, Colombo**

**Scope of Work:**

Following equipment require regular inspection, servicing and maintenance:

S.No.	Location	Description	Qty	No. of Service
1	Fourth Floor	“Trane” Air Handling Unit No.07	1	6
2	Third Floor	“Trane” Air Handling Unit No.06	1	6
3	Second Floor	“Trane” Air Handling Unit No.04	2	6
4	First Floor	“Trane” Air Handling Unit No.02	2	6
5	Basement	“Trane” Air Handling Unit No.05	1	6
6	Basement Plant Room	“Carrier” Water Cooled Chiller	1	6
7	Roof Top	Chemical Treatment for Cooling Towers	1	12
8	Whole Premises	Labor Charges for Central Air Conditioning Maintenance work		

**Service Procedures:**

- Air Handling Units(AHUs) should be serviced under pressure.
- All blowers, fan motors should be oiled as required.
- All air filters should be washed and serviced.
- The General performance of the system should be checked with special instruments.
- Blower motor current and other component should be checked to see if they function within the design parameters.
- Control panels should be checked for proper operation.
- Electrical components should be serviced when required.
- The system should be checked for noises and corrected.

The quotations/bids in sealed cover may be sent to Attaché(Property), High Commission of India, 36-38, Galle Road, Colombo 03 latest by 28<sup>th</sup> September, 2021 at 1500 hours. Bids received by the due date shall be opened at 1530 hours on 28<sup>th</sup> September, 2021 by the Local Purchase Committee of the High Commission of India.

The High Commission reserves the right to accept or reject any of the bid(s). No correspondence in this regard will be entertained.

The High Commission shall sign a one-year contract with the selected bidder. A specimen contract has been attached herewith at Annexure-I.

For clarifications and site visits please write to [estt.colombo@mea.gov.in](mailto:estt.colombo@mea.gov.in) or call telephone number: 011-2436570

Place : Colombo  
Date : 14<sup>th</sup> September 2021

**Service Agreement**

*For*

**Annual Maintenance Contract for Air Condition System for Chancery**

This CONTRACT is entered into between the High Commission of India, Colombo (hereafter referred to as High Commission) and M/s \_\_\_\_\_ (hereafter referred to as contractor), herein after jointly referred to as “Parties”, on this day of \_\_\_\_\_, for Annual Maintenance Contract for Air Condition System at the High Commission of India (HCI), Colombo.

**Article 1 (Purpose of Contract)**

Under the contract, M/s \_\_\_\_\_ shall be entrusted with the job of ensuring that the Air Condition System operates without any problems. The staff of the M/s \_\_\_\_\_ shall attend routine checks at the time of servicing of Air Condition equipment at High Commission.

The equipment for servicing, inspection and maintenance shall be

<b>S.No</b>	<b>Location</b>	<b>Description</b>	<b>Qty</b>	<b>No. of Service</b>
1	Fourth Floor	“Trane” Air Handling Unit No.07	1	6
2	Third Floor	“Trane” Air Handling Unit No.06	1	6
3	Second Floor	“Trane” Air Handling Unit No.04	2	6
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5	Basement	“Trane” Air Handling Unit No.05	1	6
6	Basement Plant Room	“Carrier” Water Cooled Chiller	1	6
7	Roof Top	Chemical Treatment for Cooling Towers	6	12
8	Whole Premises	Labor Charges for Central Air Conditioning Maintenance work	12	12

The procedures to be followed during the servicing

- Air Handling Units (AHUs) should be serviced under pressure.
- All blowers, fan motors should be oiled as required.
- All air filters should be washed and serviced.
- The General performance of the system should be checked with special instruments.
- Blower motor current and other component should be checked to see if they function within the design parameters.
- Control panels should be checked for proper operation.
- Electrical components should be serviced when required.
- The system should be checked for noises and corrected.

## **Article 2 (Cost of Contract)**

High Commission will make a payment of LKR \_\_\_\_\_(Sri Lankan rupees \_\_\_\_\_) after the end of every month provided satisfactory services provided by the contractor. The monthly bill of LKR \_\_\_\_\_(Sri Lankan rupees \_\_\_\_\_) will be forwarded by the contractor to High Commission of India at the end of every month.

## **Article 3 (Contract Period)**

The contract is valid for a period of one year from \_\_\_\_\_ to \_\_\_\_\_.

## **Article 4 (Assignment)**

The rights and obligations under this contract shall not be transferred or granted to a third party.

## **Article 5 (Liability)**

The contractor shall engage only those workers/engineers who are physically and medically fit and whose antecedents have been verified by him. The workers will be employees of the contractor and the High Commission will not, in any way, be responsible for any liability/compensation on account of accident, injury or death of worker(s)/engineer(s) while performing their work inside the premises of High Commission. The contractor shall be liable for all actions of contractor's supervisors/engineers/workers/labours and other person while working on High Commission's premises.

## **Article 6 (Protecting Confidentiality)**

Contractor and contractor's supervisors/engineers/workers/labours must no divulge any confidential information related to High Commission acquired in the course of performing services under this contract, nor use such information for any other purposes.

## **Article 7 (Modification)**

Should the need to modify this contract arise during the contract period, the contract may be modified by mutual consent though consultations between High Commission of India and contractor.

## **Article 8 (Termination and compensation for damages)**

1. High Commission of India, Colombo is entitled to terminate this contract should contractor fail to perform its duties under this contract for reasons attributable to contractor.
2. High Commission reserves the right to impose penalty should the contractor fails to comply to the provisions of the contract, unable to maintain the quality of the services.

## **Article 9 (Resolution of Disputes)**

Any conflict or disputes between the Parties arising out of the interpretation of the provisions of this contract shall be resolved amicable through consultations between High Commission and contractor.

Any matters not covered under this contract shall be resolved through consultations between High Commission and contractor.

In witness whereof, the parties hereto have caused this contract to be executed in two originals, one original to be retained by each party.

Executed this \_\_\_ day of \_\_\_\_\_, 2021

Signed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dr. Sushil Kumar  
Head of Chancery  
High Commsission of India