



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
DESIGN AND MANUFACTURING KANCHEEPURAM  
Off Vandalur-Kelambakkam Road, Melakottaiyur  
Chennai - 600 127**

**NOTICE INVITING TENDER  
(E-PROCUREMENT THROUGH CPPP)**

**TENDER NO.: IIITDM/2025-26/Engg/E125/007; Dt: 11.09.2025**

**NAME OF WORK:**

**Comprehensive Annual Maintenance Contract for operation and maintenance of various capacity Central Air Conditioning Systems located at IIITDM, Kancheepuram.**

**Important:** All communications are to be addressed to in the name of The Registrar, IIITD&M Kancheepuram only and not in the name of any officer and mails has to be sent to official email id [estate@iiitdm.ac.in](mailto:estate@iiitdm.ac.in)



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
DESIGN AND MANUFACTURING KANCHEEPURAM**  
(An Institute of National Importance under MoE, Government of India)  
Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600 127,  
Tamil Nadu.

**NOTICE INVITING TENDER (E-PROCUREMENT MODE)**

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Indian Institute of Information Technology Design and Manufacturing (IIITD&M) Kancheepuram invites **e-tender under TWO BIDS** with prequalification systems from the vendors who fulfils the eligibility as given below in the campus.

Sl. No.	Particulars	Quantity Required
1	<b>Comprehensive Annual Maintenance Contract for operation and maintenance of various capacity Central Air Conditioning Systems located at IIITDM, Kancheepuram</b>	As per Annexure-4

The tender document can be downloaded from the website <http://iiitdm.ac.in> or [eProcurement System Government of India](#)

The offers, in the prescribed format shall be submitted through online at [eProcurement System Government of India](#) as per the tender document. No tender will be accepted in hard copy, fax, email or any other such means. The intending, bidders must be registered with CPP procurement [eProcurement System Government of India](#)

<b>Tender Number /Date</b>	IIITDM/2025-26/Engg/E125/007; Dt: 11.09.2025
<b>Pre-bid meeting / Site visit</b>	18.09.2025; 11:00 Hrs.
<b>Bid Submission last date</b>	06.10.2025; 15:00 Hrs.
<b>Technical Bid Opening</b>	07.10.2025; 15:00 Hrs.
<b>EMD</b>	Rs. 8,80,000/- (submission of EMD through SBI E'Collect) <a href="https://www.onlinesbi.sbi/sbicollect/icollecthome.htm">https://www.onlinesbi.sbi/sbicollect/icollecthome.htm</a> (or) Valid MSE exemption certificate must be attached.
<b>Security Deposit / Performance Guarantee</b>	Successful Bidder shall submit the Security Deposit at 7.5% of Contract value.

## **TERMS & CONDITIONS GOVERNING THE CONTRACT**

**1. Eligibility Criteria:** In order to be considered for the contract of the works as detailed under 'Scope of Work' in this Tender Document the tenderer should be:

1.1 Original Equipment Manufacturer (OEM) or their authorized service company (OEM authorization letter / certificate must be enclosed)

1.2 "Having Experience in executing similar capacity Centralized Chiller based plants & VRF Air Conditioning Plants Annual Comprehensive Maintenance and service works" preferably awarded by the State Govt. / Central Govt. / Autonomous / Reputed corporate institutions, for the value enlisted below and executed on or after 01/01/2020 and Work Order/ Purchase Order copy to be enclosed.

(i) Rs. 141.00 lakhs Excl. GST for a single work order.

(Or)

(ii) Rs. 88.20 lakhs Excl. GST each for two work orders.

(Or)

(iii) Rs. 70.50 lakhs Excl. GST each for three work orders.

### **2. Earnest Money Deposit:**

2.1 **Bidders shall Deposit EMD through SBI E'Collect.** For an amount of Rs. 8,80,000/- must be paid online, and it shall be received on or before the last date and time of bid submission. Proof of payment for EMD shall be attached along with the technical bid. Physical mode of payment, i.e., **Banker cheque or Demand drafts, is unacceptable.**

2.2 Steps for submission of EMD through SBI E'Collect.

- Go to link - <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
- Please select category as "Educational Institutions"
- Please select "IIITDM – KANCHEEPURAM A/C" from drop down list
- Please select "Earnest Money Deposit (EMD)" from Payment Category dropdown list
- Kindly fill all tender details, contact details, EMD amount and make payment.
- After successful payment, the payment proof of EMD shall be attached along with the technical bid.

2.3 In the case of payment failure/ mismatch of particulars leads to cancellation of bid.

2.4 For the successful bidder, the EMD will be retained/ adjusted against the security deposit.

2.5 For the unsuccessful bidders, EMD amount will be refunded within 30 days from the date of issue of work order.

2.6 The bidder shall enclose cancelled cheque/bank details to refund the EMD amount in case of unsuccessful bids.

2.7 EMD shall be forfeited if any tenderer withdraw their offer within the bid validity period.

2.8 **Valid proof of MSE exemption shall be uploaded for to waive off the EMD and the classification of the enterprises should be updated in the financial year 2025-26.**

### 3. Security Deposit & Contract Agreement:

- 3.1 On receipt of notification of award, successful bidder shall complete the following within 07 working days:
  - 3.1.1 Acceptance of work order
  - 3.1.2 Shall submit an amount of 7.5% of Contract value as Security Deposit / Performance Guarantee for the period 60 months in the form of a FDR drawn/ Bank guarantee in favor of “The Registrar, IIITDM Kancheepuram”, payable at Chennai
  - 3.1.3 Sign & execute an Integrity pact on Rs. 200/- non-judicial stamp paper/ e stamp paper
  - 3.1.4 Sign & execute a detailed contract agreement on Rs. 200/- non judicial stamp paper/ e stamp paper & commencement of the work.
- 3.2 In case of failure to commence the work by the Contractor within 07 days after signing of the contract or handover of site, the Institute shall be at the liberty to terminate the Award and forfeit the Security Deposit.

### 4. Preparation of bids - Two bid system (simultaneous receipt of separate technical and financial bids):

- 4.1 **Technical bid** shall consist of only technical qualification documents along with supported documents as detailed below:
  - 4.1.1 Complete prequalification papers, Name of the Agency and also commercial terms etc., offered (**Note: Price column in this cover should be kept blank, otherwise the bid will be treated as invalid**).
  - 4.1.2 Duly filled and digitally signed Bid submission & self-declaration Proforma (**As per Annexure – 1**).
  - 4.1.3 Duly filled and digitally signed copy of Technical Qualification Proforma (As per Annexure – 2), **Integrity pact (As per Annexure – 4)** along with a copy of GST certificate (Issued by appropriate authority to be attached) and copy of OEM/ OEM Authorized dealer / Service certificate, valid work order / purchase order as per the eligibility criteria referred in clause no. 1.
  - 4.1.4 The Institute will contact the organization about the satisfactory execution of work if required and this shall be taken into account for the evaluation of technical bid.
- 4.2 **Financial bid/ Techno commercial bid** indicating item-wise price for the items mentioned in the scope of work & price schedule (As per Annexure - 3, special concession in rates if any applicable for Educational Institutions shall also be offered and indicated clearly.
- 4.3 **Both the covers should be submitted through online CPP portal [eProcurement System Government of India](#) before due date and time.**

## 5. Technical terms:

- 5.1 The selected contractor will have to carry out Comprehensive annual maintenance and service of various capacity of Central Air Conditioning Systems installed in the IIITDM, Kancheepuram.
- 5.2 The AMC inclusive of indoor, outdoor, higher end & lower end and all associated installations operation, preventive, breakdown, troubleshooting maintenance (Electrical / Electronics / Mechanical / Electro-mechanical) of all installation of the systems, repairs, spare installations, testing & commissioning as per the relevant CPWD, Indian Electrical and other electrical standards for Air conditioner & electrical systems.
- 5.3 **Supply of Manpower for day-to-day operation of Central & VRF Air conditioning system:** Since it is a comprehensive AMC contract, the AMC is inclusive supplying manpower for operation of Central & VRF air conditioning plants and its associated indoor and outdoor units' day to day for a period of minimum 8 hours a day from every Monday to Saturday in a week. In addition, if there are any additional hours / additional duties performed by the manpower during working days or Sundays respectively, it will be paid as skilled manpower wages as per the Central minimum wages act upon submission of bills along with the quarterly AMC bills with necessary supporting documents as actual.
- 5.4 The AMC also includes periodical checking, cleaning & repair and replacement of all the items / parts mentioned in annexure-3 as well as to its subparts i.e., electrical starters, switches, mechanical parts, filters, motors, pumps, Gauges, condenser fans, condenser coils, evaporators, electric control panels, drives / Variable Frequency Drives VFD, printed circuit boards, electronic circuit boards, automation systems, connecting cables, wires as well as checking of cooling efficiency and gas filling etc., After the repair / replacement, the faulty item(s) shall be taken back from the site as per direction of Engineer in charge. During service of Air Conditioning Systems/ Equipment, Safety / precautionary measures to be taken by the contractor with safety sign boards like WORK IN PROGRESS, OUT OF SERVICE & DANGER PLATES etc., shall be kept in required places in terms of safety if mandate.
- 5.5 The AMC services shall include providing all manpower, tools and tackles like ladder, stools, spanners, testing equipment, all testing instruments/meters, special equipments, cranes, jacks, etc., and replacement of defective spare parts etc.
- 5.6 All the scheduled services & break down services including any number of compliant calls / break down services for the period of contracted year shall be carried out by the contractor with in the stipulated time of complaint
  - a) i.e., the complaint/call shall be completed within 24 hours if it is minor work and consumable replacements.
  - b) The major components like Motors, pumps, compressors, transformers, convertor/invertor and other printed circuit boards (PCB), capacitors, relays, coils, blower fans, soft/hard drawn copper pipe lines, UPVC pipes etc., as applicable must be replaced within 07 working days (under special repair / replacement working days may be extended with prior approval of Engineer-in- charge of IIITDM for replacement).
- 5.7 Day to day maintenance, Monthly Periodical maintenance & Breakdown maintenance as and when required should be carried out and including replacement of parts / sub parts for the effective functioning of the equipment during the contract period and all the necessary

services / complaints / replaced equipment reports should be submitted to IIITDM, Kanchipuram.

- 5.8 Quoted rate is inclusive of all preventive, periodical & breakdown services / repair / rectification / replacement / buyback of all the central air conditioner & VRF items/ indoor & outdoor spare parts, electrical, electronic and mechanical parts as well as all its subparts for smooth & effective functioning of Central Air Conditioning & VRF Systems and periodical checking of gas & it's filling whenever required.
- 5.9 The contractor shall display a board / notice / log sheet on each Central Air conditioner system about date of service carried out / next due date duly signed by the service engineer / technician.
- 5.10 The contractor shall maintain record books and provide necessary service reports periodically on operation and scheduled maintenance of Central Air conditioner Chiller, AHU & VRF systems.
- 5.11 The Contractor shall employ its technicians in sufficient numbers to maintain the required rate of progress and of quality to ensure workmanship of the Contract to the satisfaction of the Engineer-in-Charge.
- 5.12 Work shall be executed and completed as per the technical terms and conditions of this document. In case the Contractor fails to complete the assigned work within specified Period, IIITDM Kancheepuram may recover Liquidated Damage and/or terminate the Contract and/or forfeit the Security Deposit. IIITDM Kancheepuram on its part would be required to handover the site to the Contractor free from any encumbrance.

## 6 Commercial terms:

- 6.1 The contract shall be in force for a period of **FIVE YEARS**. In case of non-satisfactory performance, the contract will be terminated without assigning any reasons thereof.
- 6.2 Payment will be made on Quarterly basis after satisfactory completion of the maintenance service during that period (Service reports shall be produced after completion of each service in the same day it self). The rate inclusive of inspection, testing, fault rectification, spare replacement, transportation and any incidental expenses etc.,
- 6.3 **LD clause:** As the time is essence of the contract, If the Contractor fails to complete the assigned AMC work during the period as per the work order, IIITDM Kancheepuram shall without prejudice to its other remedies, deduct as liquidated damages for any pending / incomplete work as well as for any substandard work, **the amount of deduction/ penalty per week shall be calculated at 0.25% of the accepted tender amount per annum, subject to maximum of 5% of the accepted tender amount per annum of that year. In addition to it, Institute shall be at the liberty to terminate the Contract, and/or forfeit the Security Deposit, in case, Contractor fails to complete the assigned work within the 'AMC Period'.**
- 6.4 The Contractor shall take at his own cost, providing tools, tackles and protective equipment (PPE) to employee and necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the afore mentioned services personnel by services to be rendered. Institute is not liable in this regard.
- 6.5 Statuary deductions of taxes at source will be carried out from the payment due at the prevalent rates as prescribed by the government.
- 6.6 The AMC is inclusive of skilled technical manpower(s) for day-to-day operation &

maintenance of all central chiller-based Air conditioning plant and VRF systems in one shift (A dedicated technical manpower(s) specialized in operating both VRF & Chiller based central air conditioning systems shall be deputed as site sufficiently for the smooth functioning Air conditioners). Further, if required the manpower shall present to the institute irrespective of holidays and additional hours if required.

- 6.7 No accommodation shall be provided within the premises. The contractor shall be solely responsible for arranging suitable accommodation for all staff and personal employed or engaged by him outside the premises.

## **7. Fraud and Corruption:**

- 7.1 IIITDM Kancheepuram requires that bidders, suppliers, contractors, and any other entities engaged in the execution of works observe the highest standards of ethics. In pursuit of this policy,
- 7.2 The terms set forth below are defined as follows:
- 7.3 "Corrupt Practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of a public official in the execution of a work.
- 7.4 "Fraudulent Practice" means a misrepresentation or omission of facts to influence the execution of a work.
- 7.5 "Collusive Practice" means a scheme or arrangement between two or more parties designed to manipulate competition, restrict fair execution, or artificially influence contract terms.
- 7.6 "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to improperly influence work execution.
- 7.7 IIITDM Kancheepuram will terminate or take appropriate legal action against a contractor if it determines that the contractor, directly or through an agent, has engaged in corrupt, fraudulent, collusive, or coercive practices during the execution of the work.

## **8. Other conditions:**

- 8.1 The institute reserves the right to reject any or all the bids without assigning any reasons thereof. No tenderer shall have any cause of action or claim against IIITDM Kancheepuram for rejection of his bid.
- 8.2 The IIITDM, Kancheepuram is having a right to cancel the awarded AMC work at any point of time in case of the contractor's performance is not up to the mark by giving termination letter. Similarly, institute having a right to accept any bid in part or split the contract between two or more bidders. The institute shall not be liable for any financial loss sustained by the contractor in case of the quantity of the work executed by the contractor is at variance with the illustrative quantities as mentioned in the scope of work.
- 8.3 The quantity mentioned in the scope of work illustrative only and not in exact nature. They may increase or decrease during actual execution of the work. The tender document is not

transferable and Conditional Tenders / Non-compliance of any of the conditions set in tender document shall render the bid liable for rejection.

8.4 IIITDM Kancheepuram reserves the right to seek any clarification from the bidders or waive any minor deviation in the provisions governing the contract at its sole discretion.

8.5 The IIITDMK reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

## **9. Tender Envelope Should Contain:**

### **9.1 Technical Bid:**

- 9.1.1 Bid Submission & Self-declaration Proforma (As per Annexure – 1)
- 9.1.2 Technical Qualification Proforma (As per Annexure – 2)
- 9.1.3 Integrity pact (As per Annexure - 4)
- 9.1.4 OEM / OEM authorized company Certificate
- 9.1.5 Copy of EMD payment details / Valid MSE Certificate
- 9.1.6 Cancelled cheque / Bank Details (To refund the EMD if required)
- 9.1.7 Copy of GST certificate.
- 9.1.8 Copy of similar works experience proof, i.e., a copy of a valid work/ purchase order, must be attached as per the aforementioned.

### **9.2 Financial Bid**

- 9.2.1 Scope of work & Price schedule (As per the Annexure-3)

10. Further, refer & comply with the in detail “**Tender general terms and conditions**” available at IIITDM > FORMS > ENGINEERING SECTION > TENDER GENERAL TERMS AND CONDITIONS” enclosed in the mentioned web link. These conditions are part and parcel of contract agreement.

[https://old.iiitdm.ac.in/img/intranet\\_forms/ENGINEERING\\_SECTION/ENGINEERING\\_SECTION\\_Tender\\_General\\_terms\\_and\\_conditions.pdf](https://old.iiitdm.ac.in/img/intranet_forms/ENGINEERING_SECTION/ENGINEERING_SECTION_Tender_General_terms_and_conditions.pdf)

Sd/-  
Registrar  
IIITDM Kancheepuram



**BID SUBMISSION & SELF DECLARATION PROFORMA**

**Name of the Work/AMC:** Comprehensive Annual Maintenance Contract of various capacity Central Air Conditioning Systems located at IIITDM, Kancheepuram.

**Tender No.:** IIITDM/2025-26/Engg/E125/007; **Dt:** 11.09.2025

The Registrar,  
IIITDM Kancheepuram, Chennai 600127.

Dear Sir,

- 1.1 I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Autonomous Body etc., at anywhere in the country.
- 1.2 I/We hereby offer to quote for work as defined in 'Scope of Work' and the relevant Annexures at the quoted price given in the 'Scope of Work' Proforma as per Annexure-3 and agree to hold this offer open till 03 months from the due date.
- 1.3 I/We have read, understood and comply with all Terms and Conditions stipulated in the Tender document necessary for submission of this bid.
- 1.4 It is further stated that I/We have fully read and understood the 'Scope of Work' and Terms and Conditions in the Tender Document governing this contract and shall abide by them in toto, if awarded the Contract.
- 1.5 The EMD amount will be returned to the unsuccessful bidder, as mentioned in the tender document.
- 1.6 **I/We do hereby agree that if our Firm has not provided a valid MSE Certificate (the classification of the enterprises should be updated in the current financial year, i.e., 2025-26) and a copy of valid work order/ purchase order as per the eligibility criteria, it will not be considered for the further evaluation process.**

Date:

Yours faithfully,  
Digital Signature

***Note: This form duly typed on the letterhead of the bidder and duly signed should be uploaded forming Annexure-1 of this Bid document.***

**TECHNICAL QUALIFICATION PROFORMA**

<b>Name of the Work/AMC:</b>	Comprehensive Annual Maintenance Contract of various capacity Central Air Conditioning Systems located at IIITDM, Kancheepuram.
<b>Tender No.:</b>	IIITDM/2025-26/Engg/E125/007; <b>Dt:</b> 11.09.2025
Name of the bidder (Firm):	
Contact details of the bidder: Registered corporate/ works office address:	
Mobile:	
Email Id:	
OEM / OEM authorized company / Service Certificate: <b>(Please enclose the valid copy of certificate)</b>	
GST No.: <b>(Please enclose the valid copy of GST)</b>	
PAN No.:	
Bid Submission & Self declaration Proforma: <b>(Please enclose the annexure-1)</b>	
Integrity pact <b>(Please enclose the annexure-4)</b>	
Experience: Details of similar AMC works executed especially with Govt./PSU /PWD/ CPWD/ MES/ BSNL/ RAILWAYS/ State Govt. Org./ Autonomous / Corporate institutions organizations for a value not less than Rs. 141.00 lakhs (Excl. GST) for a single work order (or) Rs. 88.20 lakhs (Excl. GST) each for two work orders (or) Rs. 70.50 lakhs (Excl. GST) each for three work orders should be awarded and executed on or after 01.01.2020. <b>(Please enclose the copy of valid Work Order / Purchase Order)</b>	
Details of Manpower availability: (Number with their qualification & experience): (Add separate sheet if required)	

**Declaration:** I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in NIT.

Digital Signature

**A.) SCOPE OF WORK & PRICE SCHEDULE:**

**Name of the work/ AMC:** Comprehensive Annual Maintenance Contract for Operation & maintenance of the high side & low side of the Central Air Conditioning Plants (Chiller, AHU, VRF & Associated units) comprising of all equipment & machinery installed in the AC plants in one shift per day as per the technical specification, includes routine, preventive & break down maintenance including repair / replacement of worn out / defective items with minimum down time and warranty and guarantee of repaired / replace items & with a defect liability period of one year as per scope of work & schedule of maintenance as mentioned in this document.

**Tender No.:** IIITDM/2025-26/Engg/E125/007; **Dt:** 11.09.2025

Sl. No.	Description of Items	Qty	Unit	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year	Total Amount without taxes in Rs.
1.	300 TR Carrier make Central Air Conditioning Plant & Associated indoor units	01	Job						
2.	348 HP Voltas make VRF Air Conditioning Systems & Associated indoor units	01	Job						
3.	376 HP Toshiba make VRF Air Conditioning Systems & Associated indoor units	01	Job						
4.	28 HP Hitachi make VRF Air Conditioning Systems & Associated indoor units	01	Job						
<b>Total in Figures</b>									
<b>Quoted Rate in words</b>		<b>Rupees ( )</b>							

**Note: Quoted Rate in words will be taken into consideration for arriving at L-1.**

- Site visit is compulsory.
- GST will be paid extra as applicable.

**Declaration:** I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in NIT.

**Date:**

**Digital Signature**

## **B.) SCHEDULE OF MAINTENANCE:**

**(Inspection, functional checking, minor and major rectification, replacements etc., of the following items)**

- The section covers the maintenance schedule during the contract period.
- The maintenance provided during the AMC shall be fully comprehensive and shall include but not limited to all equipment's, labor part and emergency calls providing and site response within 24 hours.
- Consumable materials shall be arranged by the contractor during the AMC period.
- Apart from day-to-day operation and maintenance shall also include a minimum of 12 monthly preventive maintenance visits by the qualified personnel who are thoroughly familiar with the type of equipment and system available in the Institute and has to submit inspection reports.
- In addition to the following scheduled maintenance checks listed, the contractor shall carry all mandatory checks to run the machines/ equipments efficiently & futuristically.

### **Central / VRF Air Conditioning System:**

#### **Daily inspection:**

1. Check the water Chiller R410A/ R134/ R32/ R22 gas level or any gas and make up water/gas line is working.
2. Check the electrical, thermal & other parameters.
3. Check the valves, pipe lines, ducts, copper lines, pumps, compressors, electrical & control panels etc., as required.

#### **Monthly inspection and service:**

1. Check refrigerant level, leak test with electronic leak detector, if abnormal, trace and rectify as necessary.
2. Inspect level and condition of oil. If abnormal, trace fault and rectify as necessary.
3. Check the liquid line sight glasses for proper flow.
4. Check all operating pressure and temperature.
5. Inspect and adjust, if required, all operating safety controls.
6. Check capacity control, adjust if necessary.
7. Lubricate vane/linkage/bearings
8. Visually inspect machine and associated components, and listen for unusual sound or noise for evidence of unusual conditions.
9. Check lock bolts and chiller spring mount.
10. Review daily operating log maintained by department's operating personnel.
11. Providing written report to Department, outlining services carried out, adjustment made, rectification carried out and if the deficiency is of a major nature, arrange with department for shut-down to rectify equipment.

### **Central /VRF Air Conditioning System:**

#### **Annual inspection prior to expiry of AMC period:**

1. Perform all functions for monthly check
2. Check all flanges for tightness
3. Change oil in oil sump
4. Replace filter
5. Check oil temperature control
6. Check motor terminals
7. Check connections in starter

Please note that oil filter gasket replacement shall deem to be included in the contract.

1. Check motor earthing, megger motor and connection wiring on each leg.
2. Check motor temperature cut-out, tighten motor terminals.
3. Check starter contacts, arc shield, transformer.
4. Check dashpot oil, clean dashpot and replace oil when necessary

5. Test and calibrate overload setting.
6. Inspect, calibrate and adjust to original specifications all gauges, safety and operating controls including low temperature and high-pressure cutout, oil pressure switch, load limit relay and electrical interlocks.
7. For water cooled condenser systems, inspect condenser tubes for fouling. If fouling exceeds original specifications, the contractor shall carry out cleaning of the tubes at his own expense.
8. For air-cooled condenser coils, dust should not be allowed to accumulate on the condenser coil surfaces. Cleaning should be as often as necessary (approximately every three months) to keep coil clean. Exercise care when cleaning the coil, so that the coil fins are not damaged. Under no circumstances this unit be cleaned with acid based cleaner.

**Water pumps & Compressor units:**

**Monthly inspection:**

1. Inspect all water pumps
2. Check all seals, glands and pipelines for leaks and rectify as necessary
3. Re-pack and adjust pump glands as necessary
4. Check all pump bearings and lubricate with oil or grease as necessary
5. Check the alignments and condition of all rubber couplings between pumps and drive motors and rectify as necessary
6. Check all bolts and nuts for tightness and tighten as necessary.

**Water pumps & Compressor units:**

**Annual inspection prior to expiry of AMC period:**

1. Perform all function for monthly checks
2. Check motor earthing, megger Motor and connection wiring on each leg.
3. Tighten motor terminals/legs/starters and terminals
4. Check starter contacts
5. Test and calibrate overload setting

**Expansion tank:**

**Annual inspection prior to expiry of AMC period:**

1. Inspect expansion tank, Drain, clean and flush out tanks as necessary

**Air handling units, fan coil units, Evaporators units & Cassette units:**

**Monthly inspection:**

1. Inspection all air handling, fan coil units, evaporator units & cassette units.
2. Check all air filters and clean or change filters as necessary.
3. Check all water coils, seals and pipelines for leaks and rectify as necessary.
4. Check and re-calibrate modulating valves and controls. Adjust and rectify as necessary to ensure compliance to the original specifications.
5. Purge air from all water coils.
6. Check all fan bearings and lubricate with grease as necessary.
7. Check the tension of all belt drives and adjust as necessary.
8. Check and clean all the condensate pans, trays and drains.
9. Check measure and re-calibrate all sensors if necessary.
10. Check, clean and service smoke detectors. Carry out a system test to ensure that the smoke detector will trip the AHU's.
11. Checking and ensuring of communication cables and terminal blocks etc.,
12. Check spring vibration isolators for abnormal vibration. Rectify if necessary.
13. Coil to be cleaned by (a) spray of high-pressure clean water (not exceeding 30 psi) (b) with chemical, spray, if necessary.

**Air handling units, fan coil units, Evaporator units & Cassette units: Annual inspection prior to expiry of AMC period:**

1. Perform all functions for monthly checks
2. Tighten motor terminals
3. Check starter contacts
4. Test and calibrate overload settings

**Air cooled packaged units and precision computer air condition equipment: Monthly check:**

1. Check condenser fan motor load ampere
2. Check fan and motor mounting brackets
3. Check shafts and bearings. Lubricate with grease as necessary
4. Check the tension of all belt drives and adjust as necessary
5. Check for refrigerant leaks with electronic leak detector.
6. Check electrical terminals and contactors operation and connections for tightness
7. Check compressor motor current
8. Check refrigerant line driers and moisture indicators.

**Air cooled packaged units and precision-ac equipment:**

**Monthly and Annual inspection prior to expiry of AMC period:**

1. Check operation of all modulating and fixed dampers controlling air flow through unit. Lubricate all damper bearings and linkages as necessary
2. Carry out space temperature checks on air-conditioned areas with thermos hydrograph. Balance air flow as necessary to compliance with requirements of original specifications. These checks include the calibration of sensors, thermostat, etc.
3. Check noise level of discharges air from diffusers.

**VENTILATION:**

**Monthly check and annual inspection prior to expiry of AMC period:**

1. Check adjust as necessary the air flow of all fans are in compliance with the original specifications.
2. Check the tension of all belt drives and adjust as necessary
3. Check and lubricate all fan bearings
4. Tighten motor terminals
5. Check starter contacts
6. Test and calibrate overload settings.
7. A system check shall be carried out for all Mechanical ventilation (MV), Pressurization and Exhaust system to verify the performance of the systems.

**SWITCH BOARD:**

**Six-monthly and annual inspection prior to expiry of AMC period:**

1. Clean and adjust all switch gear, contactors, relays and associated electrical equipment at intervals not exceeding six months.
2. Check and prove operation of thermal over load and protection devices.
3. Check and ensure tightness of all equipment fastenings and cable terminations within switch boards,
4. Vacuum clean of all switch board cubicles.

**PIPING SYSTEM:**

**Monthly and annual inspection prior to expiry of AMC period:**

1. Check all piping systems for leaks and repair these where they have occurred.
2. Check for damage & deterioration of insulation or sheathings rectification as necessary

**CONSUMABLE MATERIALS:**

**The contractor shall supply the following consumable materials as and when required:**

1. All oils and greases required for lubrication of compressors, fan bearings, motor bearings, pivots and other moving parts.
2. All refrigerant required for topping up. Refrigerant loss if due to manufacturing defect or due to negligence shall be made good by the contractor.
3. All consumable filter elements/rolls
4. All chemicals for the correct chemical treatment of the cooling tower and chilled water system
5. All carbon brushes required to replace worn bushes in electric motors.
6. Chiller Air Handling Unit, Fan coil unit and its starter panel, VFD, soft starters, power and control cables, pipe lines and gauges, etc.
7. All starter panels and its terminals, lugs, cables, control wires, etc.
8. All motor winding repair and replacement with necessary items like bearings, oil seals, etc.
9. All electric contact point required to replace worn electric contact points in switchgears, motor starter gears, electronic control gears and electric relays
10. All electric fuses required to replace blown fuses.
11. Just before the expiry of the AMC period, the contractor shall carry out a complete system operability test on all the systems or sub systems as called for in the contract.
12. The purpose of the test is to verify that the performance of all the systems or sub-systems in the contract is in accordance to the specifications.
13. All test shall be carried out in the presence of the Engineer-in-Charge or his representative of IIITDM.

**IEMs DETAILS:**

(a) Any complaints related to this tender should be reported to the Independent External Monitors (IEMs) through email. Details of the IEMs are as follows:

- Shri Umesh Kumar, IPS (Retd.)  
House No.60, 2nd Floor, M.G.Road, River Front  
Near Vivekananda Kendra,  
Uzan Bazar Guwahati 781001.  
E-mail: umeshkumar84@rediffmail.com
  
- Shri Amrit Lugun, IFS  
(Retd.) A1/37, First Floor,  
Safdarjung Enclave,  
New Delhi – 110029.  
E-mail: asha74lugun@gmail.com

(b) The Integrity Pact is deemed as part of the contract in order to ensure that the parties are bound by the recommendation of the IEMs, in case any complaint relating to the contract, is found substantiated.



**The specimen of the Pre-Contract Integrity Pact which is part of tender documents is as follows:**

**INTEGRITY PACT**

This INTEGRITY PACT is made and executed at \_\_\_\_\_ on this day of \_\_\_\_\_ 2025

**BY AND BETWEEN**

Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram (IIITDM Kancheepuram), an autonomous organization under Ministry of Education, Govt of India having its campus at Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600127, Tamil Nadu (hereinafter referred to as “The Principal” which term or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the First Part;

**AND**

M/s. \_\_\_\_\_ a company incorporated under the Companies Act \_\_\_\_\_ through its representative/ authorized signatory \_\_\_\_\_ (Name and Designation of the Officer) having its office at \_\_\_\_\_ (here in after referred to as “The Bidder/Contractor” which terms or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the Second Part.

**PREAMBLE**

The principal intends to award, under laid down organizational procedures, contract/s for \_\_\_\_\_. The principal values full compliance with all relevant laws of the land, rules, regulations, economic use of and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the principal had appointed the Independent External Monitors (IEMs), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1: Commitments of the Principal**

1. The principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
  - a) No employee of the principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the personal is not legally entitled.
  - b) The principal will during the tender process treat all Bidder(s) with equity and reason. The

principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the process or the contract execution.

- c) The principal will exclude from the process all known prejudiced persons.
2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

## **Section 2: Commitments of the Bidder(s)/Contractor(s)**

1. The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
  - a. The Bidder(s)/contractor(s) will not, directly or through any other persons or firm, offer promise or give to any of the principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage or during the execution of the contract.
  - b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
  - c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractors will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or documents provided by the principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. All the payments made to the India agent/representative have to be in Indian Rupees only.
  - e. The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
  - f. The Bidder(s)/Contractor (s) who have signed the Integrity Pact shall not approach the courts while representing the matter to IEMs and shall wait for their decision on the matter.

2. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 3: Disqualification from tender process and exclusion from future contract**

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2 above or in any other form such as to put his reliability or credibility in question, the principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or to terminate the contract, if already signed, for such reasons.

### **Section 4: Compensation for Damages**

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
2. If the Principal has terminated the contract according to Section3, or if the principal is entitled to terminate the contract according to Section3, The Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

### **Section 5: Previous Transgression**

1. The Bidder declares that no previous transgressions occurred in the last three years with any other organization/ company in any country or with any other public sector enterprise in India that could justify his exclusion from the tender process.
2. If the bidder makes incorrect statement on this subject, he can be disqualified from the tender process and appropriate action can be taken including termination of the contract, if already awarded, for such reason.

### **Section 6: Equal treatment of all Bidders / Contractors / Subcontractors.**

1. In case of sub –contracting, the Principal Contractor shall take the responsibility of adoption of Integrity Pact by the Sub – Contractor.
2. The principal will enter into agreements with the identical conditions as this one with all bidders and Contractors.
3. The principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

### **Section 7: Criminal charges against violation Bidder(s) / Contractor(s) / Sub-contractors(s).**

If the Principal obtains knowledge of conduct of a Bidder(s)/ Contractor(s) which constitutes corruption, or if the principal has substantive suspicion in this regard, the principal will inform the same to the Chief Vigilance Officer.

## **Section 8: Independent External Monitors/Monitors**

1. The principal appointed competent and credible Independent External Monitors for this Pact after approval of Central Vigilance Commission. The task of the Monitors is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitors is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The Monitors will have access to all contract documents, whenever required. It will be obligatory for him to treat the information and documents of bidders /contractors as confidential. He reports to the Director, IIITDM Kancheepuram.
3. The Bidder(s)/Contractor(s) accepts that the Monitors has the right to access without restriction to all project documentation of the principal including that provided by the Contractor. The Contractor will also grant the Monitors, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Sub-contractors.
4. The Monitors is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality. The Monitors has also signed declarations on “Non – Disclosure of Confidential Information” and of “Absence of Conflict of Interest” In case of any conflict of interest arising at a later date, the IEM shall inform the Director, IIITDM Kancheepuram.
5. The principal will provide to the Monitors sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitors the option to participate in such meetings.
6. As soon as the Monitors notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitors can in this regard submit non-binding recommendations. Beyond this, the Monitors has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
7. The Monitors will submit a written report to the Director, IIITDM Kancheepuram within 8 to 10 weeks from the date of reference or intimation to him by the principal and, should the occasion arise, submit proposals for correcting problematic situations.
8. If the Monitors has reported to the Director, IIITDM Kancheepuram, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Director, IIITDM Kancheepuram has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitors may also transmit this information directly to the Central Vigilance Commissioner.

## Section 9: Pact Duration

This pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidder 6 months after the contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by the Director, IIITDM Kancheepuram.

## Section 10: Other Provisions

- This agreement is subject to Indian Law. Place of performance and jurisdiction is the registered office of the principal i.e. Chennai, Tamil Nadu.
- Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- If the contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- Issues like Warranty/Guarantee etc. shall be outside the purview of the IEMs.
- In the event of any contradiction between the Integrity Pact and its Annexure, the clause in the Integrity Pact will prevail.

(For & on behalf of the principal)

(For & on behalf of Bidder/Contractor)

(Office Seal)

(Office Seal)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Witness 1 (Name & Address):

Witness 1 (Name & Address):

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

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

Witness 2 (Name & Address):

Witness 2 (Name & Address):

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

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

**Signature Not Verified**

Digitally signed by RAMKUMAR R  
Date: 2025.09.11 18:37:54 IST  
Location: eProcure-EPROC