

Request for Quotation – Maintenance services

Introduction

Population Foundation of India (Population Foundation of India) is a national level NGO founded in 1970 by a group of socially committed industrialists under the leadership of JRD Tata and Bharat Ram. Population Foundation of India works for a healthy India. It does so by contributing to the formulation and implementation of gender-sensitive population, health and development policies, strategies and programmes. Population Foundation of India works closely with the Ministry of Health and Welfare to promote family planning and reproductive rights.

Background

PFI has the Electro-Mechanical installations in its premises. These equipment and structure are quite old and very much in need of regular monitoring, service and maintenance. PFI has been engaging a professional agency to ensure maintenance and uninterrupted services of these critical equipment such as Generators/Transformers/Central AC Plant, Electrical LT panels, water distribution system that require specialized services.

Scope of Work

Population Foundation of India is seeking quotation for the below mentioned requirements.

Part 1: Manpower

S.No	Particulars
1	Attendants (as per details below) for day-to-day operation and maintenance of all utilities installed in the premises
1.1	1 Electrician (availability 24x7 in shifts)
1.2	1 AC Operator (in shifts during plant running duration)
1.3	1 Plumber (available on call basis)

All statutory compliances related to deployed resources needs to be managed and taken care by the agency.

Part 2:

Annual Maintenance:

S. No.	Particulars	Type of Maintenance	Exclusions
1	Running maintenance and repairing of AC plant 120TRx2 Carrier make	Comprehensive – includes daily operations, running repairing of pumps & motors, Compressors, Electrical panels servicing and repairing, gas leakage repairing & gas charging, Cooling tower repairing and maintenance, repairing of leakage in pipeline, routine consumables e.g V-belts, fuses thimbles etc.	New motor, Pumps, Valves, Cooling tower fills, any civil repairing & construction work related to replacement of defective items & MS fabrication work, Replacement of pipelines, AHU pre-filters, any other major part.
2	Running maintenance and repairing of AC Plant Package Units Voltas make 10x3 TR	Comprehensive – includes daily operations, running repairing of pumps & motors, Compressors, Electrical panels servicing and repairing, gas leakage repairing & gas charging, Cooling tower repairing	New motor, Pumps, Valves, Cooling tower fills, any civil repairing & construction work related to replacement of defective items & MS fabrication work, Replacement

		and maintenance, repairing of leakage in pipeline, routine consumables e.g V-belts, fuses thimbles etc	of pipelines, AHU pre-filters, any other major part.
3	Running maintenance and repairing of DG 250KVx1 Onan make	Comprehensive – Includes routine consumables, B check kit, Battery water, battery charger, fuel hoses & minor repair work related to normal function of DG.	D & E Check, Major breakdown in alternator, engine AMF panel, new electrical cable & Spare parts.
4	Running maintenance and repairing of DG 750KVx1 Sudhir/Cummins make		
5	Servicing of standalone Air Conditioners in the Annex building utility area	Non-Comprehensive (Service and repairing only)	Any spare part, gas charging etc. or replacement of unit in case of unrepairable breakdown
6	LT Power Distribution Panel	Non-Comprehensive (includes daily running and maintenance - service and repairing only)	Any kind of spare parts and new cables
7	Water Distribution System	Non-Comprehensive (includes daily running and maintenance - service and repairing only)	Any spare part, or replacement of unit/parts in case of unrepairable breakdown

Details of services under each head:

Central Air Conditioner Plant –

Carrier (Quantity 2), Voltas (Quantity 3):

Daily Checking of Compressor
 Checking of lubricant oil level of compressor
 Periodic cleaning of pump, Condenser, Cooling towers, Motors & chillers
 Daily checking of chiller & room temperature.
 Operating the plants and Air Handling Units (AHU) daily.
 Recording operating parameters of the systems.
 Cleaning of AHU filters monthly and quarterly.
 Checking water level of condenser and chiller daily
 Checking of gas level in the AC Plant daily
 Cleaning and painting of AC cooling towers and iron base structure holding the towers – once in a year
 Periodic check of butterfly valve attached with the plant and pipelines and ensure that all valves are fully functional all the time.
 Periodic preventive maintenance through-out the year
 Any other points in line with staff recommendation or required for uninterrupted running of plant.

DG Sets (Quantity 3):

Daily Check-up:
 Check diesel level, Day tank & Main tank.
 Check coolant level in radiator.
 Check battery voltage & electrolytic compound
 Check lubricant oil level.
 Clean the DG sets
 Record all operating parameters.
 Perform B check at least once during contract term.
 Preventive annual servicing with replacement of all the consumables including battery etc.
 Any other points in line with staff recommendation or required for uninterrupted running.

Standalone Air Conditioners in the Annex building utility area:

Periodic servicing
Repair when required.

LT Power Distribution panel:

Checking & cleaning of panels
Recording daily operating parameters as and when required
Performing thermography to scan hot spot once a year or as & when required.
Periodic check of oil level
Preventive cleaning and servicing of the LT panel – at least once a year or as and when required
Any other check in line with manufactures’ recommendation or required for uninterrupted operation.

Water Distribution System:

Cleaning of pump and control panels
Operating the plant to meet water requirement.
Checking of control panel as and when required
Ensure adequate water for the office usage.

Other responsibilities and scope of work:

Attend electrical fitting related repair and maintenance requirements throughout the premise through deputed electrician

Operate and oversee HT panel transformer and VCB (under warranty) through deputed electrician. Coordinate with manufacture/service provider for all service and repairing related requirements in collaboration with PFI’s contact person.

Daily checklist and records to be maintained:

Daily check list and records of all the equipment by operating staff.
Routine maintenance check list of various equipment at periodic interval involving monthly, quarterly, half yearly and yearly.
Field service report for all the equipment to record breakdown/ preventive maintenance performed on any equipment.
Sequencing of equipment for operation to ensure that all machines are clocking equal operating hours throughout the year.
Log sheet for operating parameters for the equipment

Last date for submitting the proposals is June 15, 2022 EOB on the following email address:
gsinghal@populationfoundation.in

For any query related to assignment please contact on the below email address:
gsinghal@populationfoundation.in