

Request for Quotation

Comprehensive Maintenance Contract (CMC) of Air Conditioners at CDRI Secretariat Office

1. Background

The CDRI is the Secretariat of the CDRI, which is an International Organization vide gazette notification dated 11 January 2024 issued by the Government of India and published on 2 February 2024. CDRI is a multi-stakeholder global partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, the private sector, and knowledge institutions that aims to promote the resilience of new and existing infrastructure systems to climate and disaster risks in support of sustainable development.

2. Requirements

Coalition for Disaster Resilient Infrastructure (CDRI) requires a **Comprehensive Maintenance Contract (CMC)** for office ACs. **A total of 31 Air Conditioners are installed on two floors of the office building (4th & 5th Floor)**

3. Details of installed Air conditioners

The specifications/numbers of the installed Air Conditioners at CDRI office are as follows:-

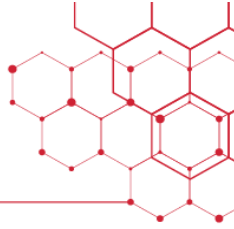
S. N.	Air Conditioner	Year of Mfg.	Qty (4 th Floor)	Qty (5 th Floor)	Total
1.	Carrier High Wall Durakool Split AC (2.0 TR)	2019	5	2	7
2.	Carrier High Wall Durakool Split AC (1.5 TR)	2019	6	0	6
3.	Carrier 5 Star Inverter Type Split AC (1.5 TR)	2019	1	2	3
4.	Carrier Durafresh Split AC (2.0 TR)	2019	2	4	6
5.	Carrier Split AC (1.0 TR)	2019	0	2	2
6.	Panasonic Split AC (1.5 TR)	2021	0	1	1
7.	Daikin Split AC (1.5 TR)	2024	0	1	1
8.	Daikin Cassette AC (3.8 TR)	2019	0	1	1
9.	Daikin Cassette AC (3.8 TR)	2024	0	1	1
10.	Daikin Cassette AC (2.0 TR)	2024	3	0	3
GRAND TOTAL			17	14	31

4. Scope of Work and Terms & Conditions

Service provider's responsibilities (not limited to):

- I. Repairing of Motor, PCB, Compressor, Refilling/top-up of refrigerant gas as per requirements.
- II. The following Spare parts shall be replaced/repared free of cost in case of any breakdown during the CMC period:

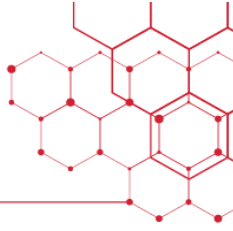
Sl. No.	Particulars
1.	Compressor
2.	Fan Motor



3.	PCB
4.	Magnetic Switch
5.	Transformer
6.	Circuit Breaker
7.	Sheet Metal Parts
8.	Remote Handset (if mishandled/broken)
9.	Evaporator Coils
10.	Voltage stabilizers & Scanners
11.	Condenser coil
12.	Front grill Assy./Plastic cover/panel
13.	Other Electrical Parts of AC

- III. Two times pressure jet wet cleaning services in a year.
- IV. Preventive maintenance visits (routine service) – 3 times yearly.
- V. All complaints will be attended to and completed (except for major defects) within 24 hours.
- VI. Emergency calls will be attended to and completed within 4-6 working hours.
- VII. Submit a detailed logbook report, duly signed by the designated person of CDRI, of the services at the end of the contract or as and when required by CDRI.
- VIII. Refrigerant gas charging at the time of compressor/sensor/four-way valve replacement and for reasons other than attributable to environmental corrosion.
- IX. The CMC charges will be paid on a bi-annual basis.
- X. The vendor can visit the CDRI office for the inspection of installed ACs with prior intimation and confirmation from CDRI. CDRI will not pay any inspection or visit charges for the said purpose. The office address is provided below:

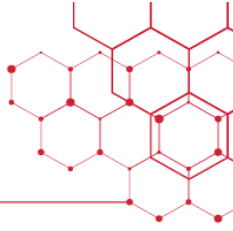
Coalition for Disaster Resilient Infrastructure (CDRI)
4th & 5th Floor, Bharatiya Kala Kendra, 1, Copernicus Marg, New Delhi, 110001
Contact Person: Mr. Diwakar Sharma
Mobile No.: +91-8826226789/011-40445999
- XI. **Validity of Quotation:** The quotation must remain valid and open for acceptance for a period of 60 days from the date of opening of the quotation.
- XII. **Evaluation Method:** CDRI will follow the **Single-Stage: One-Envelope Bidding Procedure** to select the agency. The contract is awarded to the bidder whose bid has been determined to be the lowest evaluated substantially responsive bid.
- XIII. **Dispute Resolution:** In the event of any dispute or differences arising under this agreement, the decision of CDRI shall be final and binding on both parties.
- XIV. The bidder shall submit their bid within the time limits prescribed in the RFQ document. The following documents have to be enclosed:



- a. Self-attested copy of PAN card
- b. Self-attested copy of GST Registration
- c. Self-attested copy of CIN
- d. Bid Description form on the letterhead of the firm duly signed and stamped (**Annexure-I**)
- e. Price Offer on the letterhead of the firm duly signed and stamped.

Bidders are required to send their bid (**Password-protected pdf file**) with all relevant documents as specified in **Annexure-I** to tender.projects@cdri.world on or before **23:59 (IST), 11th February 2025**.

The PDF file password MUST NOT BE SHARED ALONG WITH THE PROPOSAL. The password will be requested separately. Responses received after the stipulated time or not in accordance will be summarily rejected.



Annexure-I

Bid Description

S. N.	Particulars	Details (please provide relevant documents)
1.	Name of the firm: Address of the firm: Phone no. of the firm: email id of the firm: Contact person name:	
2.	PAN Card	
3.	GST Registration Certificate	
4.	CIN	

I/We _____(Proprietor/ Director/ Partner) of _____
(Name of Firm) do hereby declare that I/We have carefully read the contents of the tender document and shall abide by all the terms and conditions laid down in tender document.

Place:

Date:

Signature of the Bidder with Seal

Note: On the Letterhead of the Bidder