

**SPECIFICATIONS, TERMS AND CONDITIONS FOR CLEANING OF AIR FILTERS
AND COOLING COILS OF AC SYSTEMS**

| Sl. No. | Particulars | Details |
|----------------|--|--|
| 1. | Name of work | Service Contract for Cleaning of air Filters and cooling coils of AC Systems at URSC Main Campus and ISITE Campus, Bangalore |
| 2. | Location | Main Campus, URSC, Vimanapura Post, Bengaluru-560017 & ISITE Campus, URSC, Marathahalli, Bengaluru-560037 |
| 3. | No. of Filters and area of cooling coils | As per Annexure – I enclosed |
| 4. | Scope of work | Scope of work along with schedule and list of filters is mentioned in Annexure - I |
| 5. | Terms & Conditions | |
| a | Periodicity | This contract shall be valid for a period of 24 months from the date of issue of Purchase Order. Extendable for one more year with same rates and terms & conditions upon mutual consent. |
| b | Timings | Cleaning of air Filters and cooling coils shall normally carried out by the Contractor only on working days/Weekends/holidays between 8.30 am to 5.00 pm in the presence of Departmental Engineer / Representative. |
| c | Addition of new equipment's | URSC reserve the right to delete/ include any of the systems in the existing contract. However, the rates for inclusion of new systems in to the contract shall be on pro-rata basis mutually worked out and agreed upon by both the parties. |
| d | i) Emergency calls | Emergency calls after office hours even on holiday as and when required, shall be attended by the Contractor without any additional charges. |
| | ii) Down Time Compensation | In case, if the emergency calls are not attended within 08 Hours of lodging the complaint, Down-Time Compensation @ 0.5% of the Service Charges applicable to the particular Unit/System/Equipment etc., per day shall be recovered from the Service Provider. |
| e | Alterations in the contract | URSC reserve the right to delete/ include any of the service in the existing contract with same rate, terms & conditions of the Contract. |
| f | Relocation/ shifting of equipment | The Department reserves the right to relocate the system under this contract as and when necessary |
| g | Safety measures | Safety measures for the contract staff during the working including at height shall be sole responsibility of the Contractor. Department will in no way entertain any claims towards this. No service such as medical benefits insurance benefits will be supported by the Department. Safety procedures as brought out in Annexure-II shall be followed. |

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| h | Safety Equipments and uniforms | Cleaning personnel shall be provided with PPE (Personal Protective Equipment) such as Gum Boot, Gloves, Goggles etc., as required. |
| i | Accessories | Required accessories for pressure pumps e.g. hose, nozzle, clamps etc. shall be arranged by the Contractor. |
| j | Tools | Necessary tools and instruments required for the purpose of cleaning the items covered by the Contract. Items required for the cleaning the item along with necessary Skilled / unskilled manpower shall be provided by the Contractor. |
| k | Consumables | Consumables for filter/cooling coils cleaning purpose as required shall be arranged by the Contractor. |
| l | Mode of service | Contractor has to depute the following minimum resources for carrying out the maintenance work. |
| m | | Total persons (8 Helpers and 1 supervisor) One Supervisor (Common for both locations) Minimum 3 Helpers at Main Campus Minimum 5 Helpers at ISITE Campus Any additional resources that needs to be arranged depending on the requirement of works carried out, the same shall be arranged by the Contractor without any extra claims. |
| n | Engineer in charge | Engineer from AC and Mechanical Division of Construction and Maintenance Group shall be the Engineer-in-charge for interactions regarding Cleaning of air Filters and cooling coils. |
| o | Lockable storage cabinet | Department will provide space for lockable storage cabinet for keeping the tools and instruments belonging to Contractor. However, Contractor cannot make any claim on the Department for the loss of their tools/instruments etc. Contractor has to arrange lockable storage cabinet. |
| p | Security procedures | Contractor shall register the list of all items, tools and accessories etc., brought inside the campus every time at the security gates. Contractor shall co-operate with Dept. Security personnel & follow entry procedure. |
| q | Transport medical, accommodation & canteen facility | Department will not extend transport, medical, accommodation and canteen facility to the Contractor Employees. Contractor should make their own arrangements in this regard. |
| r | Entry pass | The necessary entry pass for the Contractor's employees to undertake maintenance work at Main campus and ISITE campus URSC will be issued by the Department. Contractor shall submit the biodata, residential address, telephone number, along with latest passport size coloured photograph of persons duly certified with seal along with Police Verification Certificate (PVC) for issuing the entry |

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| | | pass. Employees with good credentials and character shall only be engaged. |
| s | Maintaining the log book | The Contractor shall maintain a log book for everyday filter/coil cleaning separately for both the Campuses. The same shall be certified by Dept. representative. |
| t | Security checks | Since the premises (Main and ISITE Campuses, URSC) are under CISF, the Contractor and their personnel shall undergo security checks and observe all security measures that are in force. Contractor shall be responsible for any act of theft or fraud committed by their personnel during the currency of contract. |

ANNEXURE - I

Name of Work: Cleaning of Pre-filters, Fine Filters & Cooling Coils of AC Systems at URSC Main Campus & ISITE Campus, Bangalore.

| Sl No. | Description | Qty | Unit |
|--------|--|--------|------|
| 1 | Cleaning / Disinfection of Pre-filters of 10 / 20 / 50 micron, Size 610x610x50mm depth (Approx.) | 77800 | Nos |
| 2 | Cleaning / Disinfection of Box type fine filters of 3 / 5 micron, Size 610x610x150mm depth (Approx.) | 6100 | Nos |
| 3 | Cleaning / Disinfection of Box type fine filters of 3 / 5 micron, Size 610x610x300mm depth (Approx.) | 7352 | Nos |
| 4 | Cleaning / Disinfection of Cooling Coil of AHU & Blowers of various sizes with chemicals. | 1615.7 | Sqm. |

SCHEDULE

Schedule 1: Cleaning / Disinfection of 10/20/50 micron particle size pre-filters of size 610x610x50mm depth (Approx.) at URSC Main Campus & ISITE Campus. The work includes removing the filters from filter banks. Shifting it to nearby compressed air point / water tap for cleaning it with compressed air / water and re-fixing it in the filter banks, etc., Approximate Number of filters to be cleaned per month: 3242. Periodicity of cleaning: Every month.

Schedule 2: Cleaning / Disinfection of 5/3 micron particle size pre-filters / fine filters of size 610x610x150mm depth (Approx.) installed in AHU's at URSC Main Campus & ISITE Campus. The work includes removing the filters from filter banks. Shifting it to nearby compressed air point / water tap for cleaning it with compressed air / water and re-fixing it in the filter banks, etc., Approximate Number of filters to be cleaned per month: 254. Periodicity of cleaning: Once in three months as required.

Schedule 3: Cleaning / Disinfection of 5/3 micron particle size pre-filters / fine filters of size 610x610x300mm depth (Approx.) installed in AHU's at URSC Main Campus & ISITE Campus. The work includes removing the filters from filter banks. Shifting it to nearby compressed air point / water tap for cleaning it with compressed air / water

and re-fixing it in the filter banks, etc., Approximate Number of filters to be cleaned per month: 306. Periodicity of cleaning: Once in six months as required.

Schedule 4: Cleaning / Disinfection of cooling coil of Air Handling Units (AHU's) with alkaline based cooling coil cleaning chemicals. The chemical shall not damage the Fins and the cooling coils and shall be diluted with water while application, after the cleaning, neutralizing agent shall be used for neutralizing the chemical residue before cleaning it with water. The work includes dismantling the filter section to carry out the cleaning work combing and straightening of cooling coils fins etc., the work is inclusive of removing the cleaned dirt and making the drain to flow normally. The work is for full depth of cooling coil irrespective of no of rows. Periodicity of cleaning: Once in a year. Cleaning per month: 67 Sqm.

Note: Scope of work includes removing of filters from filter frames, shifting filters to the cleaning area, cleaning the filters using pressure washer/pump as per above schedules, fixing cleaned & dried filters back to the filter frames.

Since the contract is for Cleaning of air Filters and cooling coils in critical areas, the contractor is required to provide extra safety measures throughout the contract period. The following guide lines/ instructions shall be followed in addition to the standard practice.

1. The safe maintenance / Cleaning of air Filters and cooling coils of the AHU's under the contract is whole and sole responsibility of the contractor.
2. Safety of the maintenance staff engaged by the contractor is whole and sole of the contractor.
3. The contractor may arrange suitable insurance coverage against accidents etc., for his personnel. In the event of the accident, no compensation claims by the contractor / their personnel will be entertained by the Department.
4. The contractor should ensure that all personnel engaged by him have
 - a) Adequately trained for the use of FIRST AID KIT at site. the contractor should maintain one standard first aid kit at site for the use of their personnel

Note- Trolley with inflated smooth rubberized wheels shall be used while transporting of Filters, tools, materials in connection with the work.