



INDIAN SCHOOL NIZWA

PO BOX : 598, Postal Code : 611 , Thymasa, Sultanate of Oman

REQUEST FOR QUOTATION

Dear Sir / Madam	
You are kindly requested to submit your Quotation for Annual Maintenance Contract - Air Conditioner and Refrigerator Works in the school and in staff accommodations.	
Name of the Service Agreement	The contract work covers the annual maintenance of all Split ACs and Window ACs in the Ground, First and Second Floor of School and Teachers Accommodation including on call service or breakdown repair inclusive of cost of spare. School will provide compressor only in case it needs to be replaced (TOTAL number of ACs = 200 approx.) and Refrigerators in Teachers Accommodation and school On Call Service and Breakdown Repair (Total 20 Nos approx.)
SCOPE OF THE WORK	
	1. Contractor should maintain our HSE Requirement at school during the execution of work and ensure that no hazard or unsafe act has been done
	2. Contractor to install and remove the needful scaffolding to carry out his work
Compliance	3. Contractor should maintain site cleanliness after completion of work.
	4. Contractor shall bring all the Labour, Material Tools and equipment to carry out the needful work unless any specific material is excluded from his scope and confirm in writing to be procured / supplied by the school.
	5. Contractor shall follow and comply with our Admin supervisor's instructions and ensure to get it inspected after completion of work.
	6. The contractor shall ensure full compliance with the contract agreement and law of the land in this regard, that all employees working under him/her in the school are qualified and experienced to take up the maintenance and repair task mentioned above, have the required legal documents like valid labour cards as per the regulations of the Ministry of Manpower and they are covered with needful insurance, etc. failing which will result in cancellation of the contract/penalty slapped on the contractor/etc.
	7. The contractor is liable to make good all defects or other faults in the sub contract works at his own expenses and if any equipment is damaged due to negligence / mishandling the new equipment needs to be replaced.
	8. Contractor shall attend to the call & carry out repair works within 24 hours upon receiving complaint, if not school will get the repair done by others and recover the same from his payment.

THE MAINTENANCE SCHEDULE	
1	Check all Electrical Components and connections - During Servicing / As Required
2	Clean Evaporator Coil - During Servicing
3	Check Refrigerant Level (Frozen) - During Servicing
4	Inspect and Lubricate Fan Motor - During Servicing
5	Weld / Insulate copper pipe - During Servicing
6	Clean Condensate Coil - During Servicing
7	Check Temperature and start operations - Twice a week Jan to June (Summer) and Once Weekly rest of the year
8	Measure Temperature Differences - Once monthly
9	Check Ampere reading (Voltage Drop) - Once Monthly.
10	Check Blower Performance - Once Monthly
11	Check all safety switches - Once Monthly.
12	Check blow out drain line - Once Monthly.
13	Clean Drain Pan - Once Monthly
14	Clean / Replace Filter - Once Monthly.
15	Check and repair or carry out maintenance of refrigerators as and when required