

Consulate Solicitation: 191N6021Q0002 – Housekeeping & Technician Services for NIH.

PERIOD OF SERVICE: DECEMBER 01, 2020 – NOVEMBER 30, 2021 (ONE YEAR)

SERVICE REQUIRED at NIH located at TB research Centre, Spur Tank Road, Chetpet, Chennai.

Purchase Order and payment will be from American Consulate General, 220 Anna Salai, Chennai, India.

Statement of Work: (A) Electrical

OVERALL ELECTRICAL CHECKS:

- Check on the Main incoming panels, power distribution boards and power control circuits.
- Necessary liaison with the local EB personnel at all levels, to ensure smooth and regular supplies to all the installations to the best of our ability.
- Maintenance and upkeep of the cabling end terminations/upkeep of the lugs and supports.
- Lighting and power controls and its accessories.
- Internal and External light fixtures.
- Checking on the current voltage, power factor and kilo watt hour meter (Consumption) etc.,
- Checking the service meters for the lift panels / water pump-set panels and all other common area power measurement installations.
- Check for the condition of all the bulbs, tubes, starters, chokes, and capacitor ratings etc., and arrange for the necessary replacements time and again; ensure that all replacements are of the approved quality.
- Check fans / exhaust fans and ascertain if rewinding may be required – if so, then carry out the rewinding and as when required, arranged for stand-by or decide on the need for replacements based on the utility condition of the fans.
- Maintain the supply for all lighting and power DB's A/C unit panels (Split or otherwise), Incoming supply for the UPS.
- Audio-Video Installation: Maintain the equipment and check all the related cabling on a regular basis. Co-ordinate with the supplier of the installation in case of repairs/replacements in the installations.
- Public address system: Maintain the equipment and check all the related cabling on a regular basis. Co-ordinate with the supplier of the installation in case of repairs/replacements in the installations

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GENERATORS:

- During the warranty/AMC period of the Generators & Stabilizers, Our Sub Contractor Responsibilities will include co-ordination with the manufacturer / supplier and ensure trouble free working.
- Check & arrange for Diesel as and when required.
- Check for the levels of diesel, coolant oil, water, battery acid and distilled water battery checks, overhaul of the engine and alternator.
- 250 Hours once change the total oil and do complete service (Co-ordinate with outside people).
- Attend to the emergency breakdowns; organize spares as and when required.
- Arrange stand-by generators if necessary.
- Periodical preventive maintenance, which will include AMF panel connections, oil servicing and battery checks.
- Daily check of the reading, carbon brush etc., in the stabilizer.
- Preventive monthly maintenance that will include check of control circuit wiring, heavy-duty transformers and the control fuses.
- Check the earth resistance value in the Earth pits and ensure a minimum resistance level
- Earth continuity test of all the DB's power and lighting plug points, UPS points etc.,
- Emergency calls – Round the clock – but these calls will be strictly of emergency nature only.

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Statement of Work: (B) Air-conditioning Service

DUTIES OF AIRCONDITIONING PLANT OPERATOR

DAILY:

- a) To check for three phase power supply availability
- b) To switch on exhaust fans.
- c) To switch on Air handling units and AHU of common areas like.
- d) To switch on split air conditioners in all labs as required.
- e) To maintain log sheets and record temperature readings in all areas.
- f) To check for any abnormal noise in all Air handling units, exhaust fans and condensing units.
- g) To switch off air-conditioning systems when it is not required / day closing.
- h) To attend to all minor faults in the split AC units as and when required.

WEEKLY:

- a) To check for any abnormal noise arising out of all Air handling units, condensing units and exhaust fans.
- b) To check for any loosening of motor / fan belts and tightening / replacement of it.
- c) To check for functioning of all safety controls.
- d) To check for any refrigerant leaks by observing for any oil traces or by applying soap solutions on suspected places.
- e) To cleaning of pre-filters installed in all Air handling units.
- f) To ensure changing of operation of standby units daily / weekly.
- g) To clean the drain line of split ACs using Nitrogen gas or vacuum/pressurized air.
- h) To check for any drain blocks in Air handling units.

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MONTHLY:

- a) To check for any abnormal noise arising out of all Air handling units, condensing units and exhaust fans.
- b) To check for any loosening of motor / fan belts and tightening / replacement of it.
- c) To check for functioning of all safety controls.
- d) To check for any refrigerant leaks by observing for any oil traces or by applying soap solutions on suspected places.
- e) To cleaning of pre-filters installed in all Air handling units/Split units.
- f) To ensure changing of operation of standby units daily / weekly.
- g) To check for any drain blocks in Air handling units/Split Units.
- h) To clean the split unit filters monthly and get signature from Mr. Ramanujam.
- i) To maintain cleanliness in the plant room and making the same tidy.
- j) For any Electricity power related problems to co-ordinate with the Assistant Engineer available at Hospital premises on a regular basis.

TIMINGS:

❖ **Monday to Friday:**

- First shift: 7am to 2pm – One AC operator and one electrical maintenance person.
- Second shift: 2pm to 9pm – One AC operator and one electrical maintenance person.

❖ **Saturday:**

- Morning shift only: 8am to 3pm - One AC operator and one electrical maintenance person.

❖ **Sunday:**

- Morning shift only: 8am to 3pm - One AC operator and one electrical maintenance person.

- Names of all operators to be given to Mr. Ramanujam and caretaker of TRC.
- The operators must be qualified people who can attend faults independently and not be trainees of the company.
- Persons reporting for all shifts will sign in and sign out in a logbook maintained by the security of TRC.