

CONFIDENTIAL

Identification of the agency for Comprehensive Annual Maintenance contract for the Treated Fresh Air (TFA) Units in GIZ offices (SAF I & II) & Supply of Consumables		Project number/ cost centre: B-200013
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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a global service provider in the field of International Cooperation for sustainable development. GIZ has experience in a wide variety of areas, including economic development and employment, energy and the environment, and peace and security. As a public-benefit federal enterprise, GIZ supports the German Government, public and private sector clients in around 130 countries in achieving their objectives in international cooperation. With this aim, GIZ works together with its partners to develop effective solutions that offer people better prospects and sustainably improve their living conditions.

For over 60 years, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH has been working jointly with partners in India for sustainable economic, ecological, and social development. India is fast emerging as an economic and industrial power and the most populous country in the world. It is a member of the 'Group of Twenty' (G20) as well as one of the five major emerging national economies, namely Brazil, Russia, India, China and South Africa (BRICS). Despite the country's rapidly growing economy, poverty and other socio-economic issues remain a challenge. The burgeoning population and accelerated urbanisation in the country have resulted in an environment at risk and greenhouse gas emissions that continue to spiral upwards. The thematic areas of GIZ in India are:

- Energy
- Environment, Climate Change and Biodiversity
- Sustainable Urban and Industrial Development
- Social and Private Sector Development

The Federal Ministry for Economic Cooperation and Development (BMZ), the Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV), as well as the Federal Ministry for Economic Affairs and Climate Action (BMWK) are the main commissioning parties of GIZ in India. Other clients include Indian public sector clients, the European Union and foundations. For more information, please visit the GIZ India webpage: [India - giz.de](https://www.giz.de/india)

2. Tasks to be performed by the contractor

- **Inspecting the TFA system and providing all filters** - conduct regular inspections of Treated Fresh Air units to assess their condition and performance, replacing filters according to the manufacturer's recommended schedule or when performance drops below acceptable levels as mentioned in the ToR.
- **Thorough cleaning of the units** - cleaning the filters using appropriate methods such as blowing, vacuuming or washing (depending on the filter) on periodic basis.
- **Motor and Starter Panel** - Testing the motor and starter panel regularly to ensure proper functioning.
- **Electrical controls** - Perform regular inspections of electrical panels, wiring, and connections of the Treated Fresh Air system.
- Check complete Air Distribution System such as flexible connections, ducts, dampers and grills etc.

- Advising the maintenance team if filters need to be changed. The contractor will provide the timeline and SoP for the filter maintenance and changing.
- Oversee proper installation of new filters for replacement.
- Measuring the Air quality parameters in accordance with **Central Pollution Control Board (CPCB)** guidelines for residential buildings. Measurement can be done on monthly basis from existing the system to ensure filter and unit efficiency.
- Submit the supporting reports/documents/challan duly signed by the GIZ representative for the replaced items.
- Small wear and tear during the AMC period will be managed by the contractor.
- Any major chargeable changes or replacements under the unit must be communicated well in advance.

3. Scope of Work

INCLUSIONS:-

- TFA Filter checking and cleaning
- TFA Fan Motors
- TFA All Electrical Parts
- TFA Starter Panels (if applicable)
- Any other equipment/accessories necessary for the TFA operations
- Supply and replacement of filters, and other electrical parts/accessories required for operation of the TFA units

EXCLUSIONS:-

- Outdoor Unit (VRV under Daikin AMC)
- Refrigerant Piping and Refrigerant.
- Air distribution system including ducts, grilles, diffuser, dampers, etc.
- Insulation on Ducts and Refrigerant piping
- Dismantling, Shifting and Re-installation of Units.

a. SAF 1 Building – B-5/1, Safdarjung Enclave, New Delhi - 110029

Sr No	Particulars	CFM	QTY
1	TFA Comprehensive AMC - 09/26- 08/28	2000	1
2	TFA Comprehensive AMC - 09/26- 08/28	3000	1
3	Air Purification Unit - 09/26 - 08/28	550	13

b. SAF 2 Building – B-5/2, Safdarjung Enclave, New Delhi - 110029

Sr No	Particulars	CFM	QTY
1	TFA Comprehensive AMC - 09/26- 08/28	2000	1

2	TFA Comprehensive AMC - 09/26- 08/28	3000	1
3	Air Purification Unit - 09/26 - 08/28	550	16

Deliverables-

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance
Monthly inspection of floor wise Air Quality	Monthly	Air quality Inspection report in accordance with Central Pollution Control Board (CPCB) guidelines for Residential buildings duly accepted by GIZ
Quarterly supervision and cleaning	Quarterly	Supervision and cleaning report duly accepted by GIZ
Repair and maintenance	As and when required	Repair and maintenance report duly accepted by GIZ

Period of assignment: from October 2026 until September 2028.

4. Personnel Concept

The bidder will provide experienced and skilled team of experts for executing the services required under this assignment.

- Regular/Monthly inspection of the TFA unit and providing the efficiency report of the unit. The team will provide monthly measurements of air quality by floor wise in a consolidated report.
- Providing report on the health of the unit and in case if any update / changes in the equipment/filters.
- The team will also supply and supervise the repairing/replacement of parts / filters, if required.

Minimum Eligibility Criteria for participation in tender process (Technical) – Mandatory

- The company must have a registered office in the Delhi/NCR region with a minimum of 7 (seven) years of experience in constructions, interior, HVAC, TFA works, including large-scale supply and maintenance of HVAC/TFA units, with prior experience in air purification systems.
- Annual Maintenance Contract with atleast 5 clients in last 3 years.
- At least 5 years regional experience in Delhi/NCR.
- The company must possess a valid PAN, TIN, and GST number. It must have all the regulatory and statutory licenses and approvals necessary to carry out any construction/HVAC-related works at any client site.

- The company must have a minimum client list of five medium or large-sized companies in the past 3 (three) years that have undertaken large-scale construction, HVAC, or air purification-related works. Prior experience working with international organizations or embassies will be desirable but is not mandatory.
- The company must have a minimum annual turnover of INR 16,50,000/- (Sixteen Lakhs Fifty Thousand only) or more during each of the last 3 (three) financial years.
- Minimum average 5 employees and manager in the past 3 calendar under the organisation.

Documents to be submitted with the financial proposals - Mandatory

- Documents pertain to the legal status of organisation (Certificate of Incorporation/Registration/Memorandum/Partnership deed etc);
- Copy of PAN, TIN and GST Registration; labour licence, if applicable
- Copy of annual statement of income tax return – last 3 (three) financial year;
- Prior work order/purchase order will be attached for at least 03 companies demonstrating the similar nature of work undertaken in the past 03 years with minimum value of INR 5 Lakhs;
- Reference of 5 established clients for reference check - Following details should be provided for each client:
 - a. Name of Company:
 - b. Name and contract of person:
 - c. Total tenure with the organization:
- ***The company will also declare that no child labour (as per the govt of India regulations) engaged in their organisation directly or indirectly.***
- ***Self-certification on company letterhead to the effect that the tenderer has not been blacklisted by any company or government organisation. or its contract has been terminated on account of poor performance.***