

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Dy.CME(Elec)/337(8)/2002-MED

**O/o the Managing Director,
Mushirabad :Hyderabad-20.**

CIRCULAR NO. 01/2003-MED, DATED 02.01.2003

Sub: AIR CONDITIONERS - Maintenance of Air conditioner units - Entered into AMC - Guidelines issued - Reg.

Ref: Circular No.SMTC/AC/AMC/94, Dt. 17.11.94.

All the depots are provided with minimum 3 AC units in the computer rooms. The effective maintenance of AC units is very much essential to obtain maximum life out of it and to have trouble free service. Instructions were issued to enter into AMC for AC units vide circular cited. However it has come to the notice that some of the units are not covered under AMC and incurring more expenditure towards repairs of AC units. In some cases the AMC charges are on high side. In the present competitive environment so many authorised firms are coming forward to undertake AMC of AC units at competitive rates. Hence following instructions are issued for entering into AMC of AC units at the Region:

1. All the AC units available in the Region shall be covered under AMC in case new AC units are supplied they also should be covered by soon after the completion of warranty period.
2. Regional Manager shall constitute a committee consisting of concerned Dy.CME, DVM & AO to decide the AMC firm.
3. The committee shall identify the agencies/authorised dealers who are dealing with sales and service of AC units.
4. The agencies other than the authorised dealers shall be inspected by the Dy.CME to know their technical competency and infrastructure, facility to take up the AMC of AC units and register their names for carrying out AMC.
5. Tenders are to be floated among the authorised dealers or identified registered agencies to finalise the AMC.
6. Regional Manager shall finalise the AMC on the recommendations of the committee.
7. The units shall maintain log book for each AC unit separately duly furnishing the details such as Date of commissioning, Capacity Type, Date of expiry of warranty, Name of the firm entered in log AMC Period of AMC, Details of visits and repairs carried out. etc. The log book shall also contain the Unit No., Serial number for major spares like compressor, starter and stabilizer for easy identification and to avoid unnecessary inter change of parts.
8. The AMC agreement have to be finalized either with the AC Manufacturers or the existing AMC agency or with such other suitable local identified agency.
9. The AMCs are to be entered from 1st April to 31st March of the subsequent year.

10. Whenever air-conditioners are not in working condition, they have to be first got repaired incurring necessary expenditure and then AMC entered into from the date they are repaired and reinstalled.
11. The AMC should include replacement of compressor and any other part of the air conditioner wherever required including starter and stabiliser.
12. The AMC amount shall be paid in two installments i.e., after successful completion of first half year and after completion of the year (1st week of October & April) after obtaining certification from the concerned unit officer.
13. All the repairs shall be carried out by the AMC firm with in the premises of APSRTC only. There is no need to send the AC unit to the firm for repairs.
14. Copy of the agreement to be entered into with the identified agency is enclosed for reference at ANNEXURE - A.
15. Certain "DOs & DONTs" for better maintenance and life of AC units is at ANNEXURE - C.

All Regional Managers are requested to arrange to constitute committees and to finalise the AMC of AC units covering all the depots in their Region. Executive Directors of the Zone are requested to advice Deputy chief Mechanical Engineers to coordinate with RMs to finalise AMC Contracts for ACs wherever they are not already finalised.

To

**VICE-CHAIRMAN &
MANAGING DIRECTOR**

ALL REGIONAL MANAGERS.

Copy to FA, CAO, ED(MIS), ED(A),ED(0), DIRECTOR(V&S), All EDs(Z) for information and necessary action.

Copy to CME(O), CME(C&B), CE(IT&COMP), CTM(O), C.M(R&D), CTM(COMMERCIAL), CPM, CPM(HRD), CCOS for information & necessary action.

Copy to ALL DVMs/Dy.CMEs/WMs/ COSs/Dy.CAOs/Dy.CPMs for information and necessary action.

Copy to All DMs/ATMs/AOs for necessary action.

Copy to All other Officers for necessary action.

Copy to Manual section.Head office for filing.

ANNEXURE - A

APSRTC ALL INCLUSIVE SERVICE CONTRACT AGREEMENT

Agreement made this the day of _____ _____ between
M/s. _____ House No. _____
(herein after called the contractor, which expression shall unless excluded by oi repugnant to the subject or context includes their successors, representative heirs, executors and administrators of the ONE PART AND THE ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION (herein after called the APSRTC) which expression shall unless excluded by the repugnant to the subject of context included its successors in office and assign of the OTHER PART.

This agreement witnesses as follows:

The Contractor hereby accepts to enter into an agreement for Annual Maintenance Contract for all inclusive service of Air Conditioners, i.e., including stabilizers and Starter of the APSRTC at different locations as shown in the ANNEXURE-B enclosed.

The terms and conditions of the service contract for Air Conditioner-, are as under:

1. The firm shall maintain and repair the units as per this agreement entered into for the Air Conditioners with in the premises of APSRTC.
2. The Contractor agrees to provide periodical checking and servicing of the •unit four(4) times in a year as evenly spaced as possible, i.e., once in each quarter of the financial year.
3. The APSRTC agrees to allow the contractor to attend the Air conditioners at different locations when called upon during normal working hours on all working days.
4. The Contractor agrees to replace free of charge all spares and materials which are needed for 1.0/1.5 tonne Air conditioners as a result of wear and tear during the maintenance service contract period, including gas charging, compressor burnt out / replacement, Starter and Stabiliser.
5. The Contractor agrees to attend to the repairs of the Air Conditioner in time within 3 days from the date of intimation of the defects. If the repair works are not going to complete with in 10 days the contractor agrees provide spare AC unit on free of cost till such time the repairs are completes
6. A penalty of Rs.50/- per AC per day for the period of break down will be levied on the firm in case any Air Conditioner is not repaired / spare AC unit on free of cost not provided even after a lapse of 10 days alter tin break down is reported on telephone / through a letter from the depot.
7. The relocation of any Air conditioner by shifting from one depot to anotlie in case of emergency will be by APSRTC and shall be intimated to tin contractor to enable the firm to service the u n i t at the new location.

8. **APSRTC reserves the right to terminate its contract at any time without assigning any reason thereof and it also has the right to enter into an parallel contract with any other contractor if necessary.**
9. **The APSRTC agrees to provide the electrical installation in proper condition for providing uninterrupted power supply to the units through the licensed electrical contractor and to maintain the same.**
10. **All inclusive contract means the total responsibility of the air conditioner performance to the maintenance firm and no excuse will be entertained such as the AC failed due to non functioning of the stabiliser, starter etc.**
11. **Stabiliser, starter repairs are also included in the AMC with no extra cost.**
12. **APSRTC agrees to pay the charges for the periodical maintenance for the Air-conditioning Units at the rates appended hereunder in two installments i.e.,' 1st installment in October and 2nd installment in April after satisfactory completion of AMC work and certification from the concerned unit officer.**
13. **If the contract is terminated by the contractor duly giving one month's notice in advance for the same before the completion of the year period, a prorota payment of the AMC charges shall be made to the firm for the period of AMC carried out. Otherwise he has to forego the payment due to him for the period he rendered AMC.**
14. **The AMC shall remain in force for one year from ----- to ----- or upto the dates shown in ANNEXURE-B against each location.**
15. **After every quarters ending,; the firm agrees to give a summary of its calls and nature of repairs carried out/parts replaced if any for each AC at each location to APSRTC Regional Manager's office duly obtaining certification from the concerned unit officers regarding the completion of visits and satisfactory working of the AC unit.**
16. **After the expiry of the agreement the firm will continue to render service to APSRTC for a further period not exceeding six months, unless the contract is terminated through a written order by APSRTC duly observing all requisite formalities as required under the agreement and for this period the firm will be entitled to pro-rata payment at the rate specified in the agreement.**

THE RATE AGREED FOR

2. Terms of payment:

- a) 1st installment payable in October Rs.-----
for ----- no. of units @ Rs. -----
- b) 2nd installment payable in April Rs.-----
for ----- no. of units @ Rs. -----
- c) Income tax at applicable rates shall be deducted by APSRTC
at source from the amount payable as annual maintenance charges.

FOR APSRTC

FOR CONTRACTOR

ANNEXURE-B

Sl. No.	Depot Make	Unit Type No.	Capacity	Period of AMC	
				From	To

ANNEXURE - C

DOs & DONTS WITH AC UNITS

- 1. Always start AC on Fan, run it for 2 minutes and then switch to cool.**
- 2. When AC is running, ensure all windows/doors are closed.**
- 3. Filter pad of AC must be dusted once in a week to remove dirt/grit which other wise choke the filter.**