

**CADANGAN KONTRAK PERKHIDMATAN DAN PENYELENGGARAAN SISTEM PENYAMAN UDARA UNTUK TEMPOH SATU (1) TAHUN DI UiTM CAWANGAN KELANTAN KAMPUS MACHANG KELANTAN DARUL NAIM.**

**1.0 GENERAL**

The works to be covered under these specifications is as listed hereunder:

- 1.1 To carryout repair works inclusive spare parts during normal working hours/after office hour as instructed by **S.O.R.** The list of works, equipment and quantity are as listed in the Jadual Kadar Harga.

**2.0 SCOPE OF WORK**

- 2.1 To carryout all service and maintenance of Split Unit, Water Cooled Pakaged, Air Cooled Packaged Ducted Blower & Aircooled Chiller air conditioning system. Located in **UiTM Cawangan Kelantan Kampus Machang kelantan** as instructed by **S.O.R.**
- 2.2 To inspect and service all air conditioning system equipments listed in the inventory (Inventori Penyaman Udara) attached as instructed by **S.O.R.**
- 2.3 To conduct Condition Audit and update the inventory of air conditioning equipments covered under this contract once during the contract duration as instructed by SOR. The Condition audit consists of updating the inventory list and physical condition of each air conditioning unit. The condition audit method of statement and report template must be approved by S.O.R beforehand.
- 2.4 Where applicable, to check the air conditioning system operational condition during repair works (before and after) and records the readings in Operation Data Sheet provided by S.O.R.

**3.0 STAFF**

- 3.1 To provide sufficient manpower (full time) to carryout the above mentioned works and stand-by during events (if requested by S.O./S.O.R) through out the contract period consist of the following:

No	Position	Qualification
1	Supervisor	Minimum Diploma (Mechanical)
2	Skilled Worker	Sijil Kemahiran Malaysia (SKM) Tahap 1 & 2
3	General Workers	Sijil Pelajaran Malaysia (SPM)

3.2 The contractor must provide their worker a uniform which should follow UiTM's Contractor standard uniform. All worker must wear their uniform during working hour while doing their job in UiTM campus. Attire used by contractor which shown any of UiTM identification while doing their work out side of UiTM compound is prohibited.

3.3 All workers must be a permanent staff of the contractor. The contractor shall provide each of its staff with **security passes** approved by the Pejabat Polis Bantuan of Universiti Teknologi MARA (UiTM) Cawangan Kelantan Kampus Machang Kelantan

3.4 The **S.O.R.** shall be at liability to object to and request the contractor to remove forth with from the buildings, compound or any site any person employed by the contractor who in the opinion of the **S.O.R.** as misbehaved himself/herself, or his incompetence or negligent in the proper performance of his/her **S.O.R.** to be undesirable.

Any worker been expelled from the works shall be replaced with an equivalent particular competency as soon as possible but not later than one (1) week subject to approval of the **S.O.R.**

a. The contractor may provide his technical staff with uniforms approved by the `Bahagian Pengurusan Fasiliti UiTM cawangan Kelantan Kampus Machang Kelantan

b. The contractor shall ensure that his staffs are always tidily attired at all times.

c. All uniforms shall carry the name of company. T-shirts that does not comply to clause 3.2 and slippers are not allowed during work.

3.5 The contractor shall supply all the necessary equipment, machine, instruments, tools and materials for the efficient execution of the work including specialized tools.

#### **4.0 JOB DESCRIPTION**

4.1 Any repairs, refrigerant and supplies, deemed necessary and recommended by the contractor for efficient operation of the installation

are to be authorized by the S.O.R. Unless these recommendation are accepted and authorized is given to perform this service, the contractor will not proceed.

- 4.2 All defect parts being replaced must be preceded to the S.O.R. or his representative before further action are taken.
- 4.3 Commencing and completion of works will be only recognized as done after being inspect and verified by the S.O.R. or his representative.
- 4.4 The contractor shall supply the following consumable materials in order to carryout the service and maintenance works;
  - a) All compressor, fan bearings, motor bearing pivots and other moving parts.
  - b) All cotton waste, soap detergent and other cleaning materials require for clean purposes.
  - c) Maintenance Log (Life Cycle Record Card) to be updated after completing service and maintenance and to be kept with the particular equipments.
  - d) Bolt, nut washers and shims used to fasten panels for switchboards, indoor, outdoor and equipment in service.
- 4.5 The cost of these consumable materials shall not be charged separately by the contractor, but shall be included in the fixed monthly rate quoted by the contractor service and maintenance of the complete air conditioning system.
- 4.6 Contractor is allowed to store his belongings and tools meant for use within UiTM but the University bear no responsibility regarding the safety in whatever respect at any time.
- 4.7 The contractor shall also keep an accurate details record in duplicate of all service maintenance and repair work carried out on the complete Air-Conditioning Unit and ancillary equipment. This record shall be in the form of a Maintenance/Repair Sheet and shall be countersigned by the Employer each time the Air-Conditioning Unit and ancillary equipment is attended to by the Contractor.
- 4.8 The S.O/**S.O.R.** reserve the absolute right to engage other contractor to execution works and/or service which in his opinion are specialized in nature or in which the contractor has failed to perform in accordance to the specifications.
- 4.9 The contractor must ensure that his staff switch off all lights and turn off taps as soon as their work is completed. Proper correction must be made to power point accordance in the prevailing rules and safety precautions.

The contractor shall be made liable for damages to electrical circuits and installations of designated building.

### 5.0 SERVICE LEVEL AND DEDUCTION

- 5.1 The contractor shall carry out repair works in the air conditioning equipment only after receiving instruction which being summerised in the Work Order (Job Sheet) and certified by the **S.O.R.** or his representative within the time frame as mentioned in the Pejabat Pembangunan Infrastruktur & Infostruktur ISO 9001: 2008 requirements and Quality Manual:

#### **Response Time and Action Time in commencing breakdown repair**

- |   |  |
|---|--|
| Breakdown Report Response               | : 1 hour (working hours)                                     |
| Minor Repair (without part replacement) | : 24 hours (working days)                                    |
| Minor Repair (with part replacement)    | : 72 hours (working days)                                    |
| Major Repair                            | : 168 hours  |
| Major Repair (Programe Refurbishment)   | : Duration will be determine by S.O.R or his representative. |
- 5.2 Deduction will be enforced to contractors due to delays beyond action time as given in the work order. Calculation of deduction will be base on clause 21.3 stated in the COC (Condition of Agreement).

### 6.0 REPORTING AND RECORD

- 6.1 To prepare a Comprehensive Report and submit to **Ketua Unit Mekanikal** UiTM Cawangan Kelantan, Kampus Machang Kelantan at the **every first week of the month** and the report shall comprise the followings:
- Details of complains arising on the particular month complete with cycle time to solve the problems, cause of the problems and permanent corrective action should be done.
  - Details of service report on the particular month.
  - To submit details of daily report and summarized it into monthly report using statistical method.
  - To prepare the total cost of repairs and services have been done on the particular month.

**7.0 PAYMENT CLAIM SUBMISSION**

- 7.1 Under clause 3.0 Condition of contract, the contractor shall prepare a claim document for payment and submit to **Bahagian Pengurusan Fasilitas UiTM Cawangan Kelantan, Kampus Machang Kelantan** once in a month consists of the followings:
- a) Details of the Job Sheets.
  - b) Details of Invoice.
  - c) To prepare photo evidence (before & after) any repaired/replaced components which costs more than RM 500.00 or as per **S.O.R.** instruction. The detail of the photo particulars shall comprise the following;
    - i. Date of repairing/replacing works.
    - ii. Serial number of the particular equipments.
    - iii. Location of the equipments.

**8.0 TENDER EVALUATION CRITERIA**

- 8.1 The frequency of work order will be base most on the work listed under category 'Popular Items' in Jadual Kadar Harga , hence the Tender evaluation will considered the cost being priced under this category.
- 8.2 Table below stipulated the estimated quantity of the popular items as guideline to contractor for pricing purposes. However the quantity may not be exceed the number specified in this table as the work order will only be assigned to contractors if required.

ITEM	DESCRIPTION		KUANTITI
A	A	<b><u>BIL. QUANTITY AIRCOND</u></b>	
1		Servicing indoor of all type Window Unit and Split Unit air conditioner (c/w to clean air filter,clean indoor body,check electrical control (MCB/MCCB),check & tighten starter or transformer,inspect drain water pump,check remote control batteries and replace if necessary,check supply air temperature & record data service/jobsheet.	878
2		Servicing outdoor of all type Window Unit and Split Unit air conditioner (c/w to clean condenser using water, clean outdoor body with cloth & soap,check & tighten screw of mounting,check & tighten cooper pipe (flare nut),to take running Ampere & refrigerant pressure (suction & discharge) & record data service/jobsheet	878
3		a) 1.0 Hp	336
		b) 1.5 Hp	110
		c) 2.0 Hp	68
		d) 2.5 Hp	53
		e) 3.0 Hp	115
		f) 3.5 Hp	5
		g) 4.0 Hp	72
		h) 5.0 Hp	119
		i) 6.0 Hp	32