



# THE INDIAN SAILORS' HOME SOCIETY

Thana Street, Masjid (E), Mumbai - 400 009.

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ISHS/S&E/07/2025

DATE: 13-11-2025

## NOTICE

### INVITATION FOR SEALED QUOTATIONS FOR SOLAR & ELECTRICAL AMC AT INDIAN SAILOR'S HOME SOCIETY MUMBAI

Sealed quotations are hereby invited for Solar & Electrical AMC for the Indian Sailor's Home Society, Thana Street, Masjid Bunder (East), Mumbai as per the eligibility criteria, scope, Terms and conditions of Indian Sailors' Home Society .

Interested parties may submit their Quotation with scope of work documents of the solar and electrical AMC dated **14-11-2025 to 28-11-2025**. (Technical and Commercial AMC for solar and electrical separately) in a ' Sealed Envelope' to the office of the Resident Manager, Indian Sailor's Home Society during working hours. The last date for submission of the Quotations is **11:00 hrs of 28-11-2025**. Vendor should drop sealed offers in Drop Box.

The sealed envelopes will be opened on **28-11-2025 at 12:00**. Hrs. The Vendor who has submitted the Quotations may attend opening of the same.



Binoy Nakulan.V.  
(Resident Manager)

## CONTRACT TERMS & CONDITIONS

### Scope of work OF Solar

- a) Solar PV Array
  - Visual checking of modules and interconnections
  - Checking of Junction Boxes for terminal connections and any cable damage
  - Checking of module mounting structures, fasteners and screws. Tightening of nut bolts as needed. Fasteners, screws and nut bolts are to be replaced if required.
  - Regular cleaning of solar modules - twice monthly (fortnightly) basis.
- b) Inverter and Earthing
  - Perform a complete visual inspection of the equipment including subassemblies, wiring harnesses, contacts and major components
  - Check appearance/cleanliness of the cabinet, ventilation system and insulated surfaces
  - Checking of all earthing connections and their earthing resistances
  - Checking of inverter terminations
  - Check functionality, e.g. automatic disconnection upon loss of grid power supply, at least once a month.
  - Checking the state of DC/AC surge arrestors, cable connections, and circuit breakers.

### DC and AC Cabling

- Checking DC cabling, strings and termination in inverter
- Measure and record string wise current and voltages
- Inspection of cable for Insulation damage
- Tightening of termination including replacement of MC4 connectors - if needed
- Checking of AC Distribution board for any loose connections
- Checking of the Relay settings in the LT Breaker Panels

1. Breakdown Maintenance (Call Based)

- Acknowledge the call within forty-eight working hours.
- On call support from you will be provided for analysis and resolution within one working day.
- Coordination with OEMs (solar modules, inverter etc.) for troubleshooting.
- The breakdown maintenance report duly submitted to ISHS in original.

**2. General Requirement:**

- a. To inspect and submit a report for Solar Photovoltaic Power Plant systems on Quarterly basis.
- b. To inform ISHS for any spare part required during the maintenance period of SPV System which shall be made available to service engineer for making the system functionally OK.

**Annual maintenance contract (AMC) for Electrical Maintenance Scope of Work**

- To identify all the electrical distribution systems in the buildings.
- To carry out regular periodical servicing, preventive maintenance and also breakdown maintenance of electrical equipment's.
- Checking of burnt cables & wire and replace, if necessary.
- All ceiling fans, luminaires, all switch boards for power points and lights in all room in both the buildings are included in this AMC.
- Any spares & materials other than those mentioned above will be provided by the ISHS.
- List of consumable items & spares other than those included in the AMC for the maintenance work should be prepared & submitted by us to the ISHS.

**General conditions:**

1. All breakdown jobs will be attended immediately after the problem is reported orally or by telephone message. Any such work will be completed within 24 hours (including holidays if required) of reporting the problem. All breakdown jobs are in our scope.
2. You will depute two electricians at the site. One for 24 hours and one supervisor.
3. You will provide at least two mobile numbers & one email ID for reporting the breakdowns.
4. A register/ report card will be maintained by the us for recording all the jobs carried out. The register shall be submitted to the concerned officer for counter signature periodically.
5. A monthly maintenance report in duplicate will be prepared by us and should be submitted along with bill/ invoice.

**Terms and Conditions**

1. Annual Maintenance
2. Contact is for the period of two years from 1<sup>st</sup> December 2025 to 30<sup>th</sup> November 2027.
3. Annual Maintenance Contract is for Home and Hostel Building.
4. Annual Maintenance Contract is non-comprehensive other than the product which are under warranty.

5. You are supposed to keep in check all warranty terms of Solar and Electrical on behalf of ISHS.
6. As there is initial capital investment required for machinery and equipment's to maintain Solar and Electrical, it is agreed to release an advance of first quarter i.e. Rs. 2,31,575/- including GST. After first quarter it will be monthly payment after receiving GST invoice from your side.
7. All payments will be release in first week of the month.
8. You are supposed to submit all documents as mentioned in your proposal on monthly basis.
9. Any expense other than your scope or the product out of warranty which need to be replaced or repair, you are supposed to raise invoice on monthly basis.
10. Estimated Monthly expenses for replacement of material for Electrical maintenance which are not under warranty is Rs. 25000/- per month. Estimated monthly expenditure is for supply and installation of material for the product which is not under warranty. You will raise invoice for the additional material which is replaced.
11. Indian Sailors Home Society will provide room to keep material, equipment's and Machinery.
12. You will keep attendants to attend all types of breakdowns and faults.

For Indian Sailors Home Society



Vendor (Stamp & Signature)