



ROYAL THAI EMBASSY
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ANNOUNCEMENT

Recruitment for a Service and Maintenance of the Chancery Building at the Royal Thai Embassy.

The Royal Thai Embassy requires a Service and Maintenance of the Chancery Building at the Royal Thai Embassy New Delhi. Terms of reference (TOR) is attached hereto.

In this regard, the Embassy provides an opportunity for a Service and Maintenance company to present its proposal to the Embassy. Those who wish to observe the area around of the Chancery Building at the Royal Thai Embassy for Service and Maintenance can contact Mr. Denny Joseph, Protocol Assistant, E-mail dennyjosephus@yahoo.com for further information.

Final Date Proposal: 23 September 2022

Required Documents:

- Proposal Quotation for all related arrangements for a Service and Maintenance of the Chancery Building at the Royal Thai Embassy in New Delhi
- Company's Profile

Send Documents to: e-mail : dennyjosephus@yahoo.com

Royal Thai Embassy
New Delhi

13 September B.E. 2565 (2022)



TOR

- Maintenance of common facilities, provide and carry out basic maintenance task with professional standard, scheduled check/test on the following to ensure that every system functions well at all times, and the chancery is in good condition.

Daily check of:

- Maintenance facilities
- Power room, builder/water pump system
- UPS and AC system
- Public areas including lights and lighting system, wall mounted fire cabinets, hydrants, pipes, exhaust fan, and other electrical devices. Fixing or replacing lights when find damage or malfunctioned.
- Patrol of common facilities to check functionality and immediate report damages to the Embassy. Once damages are reported to the Embassy, perform/supervise, support or escort the 3rd party contractor visiting the Embassy to handle/repair the damage in short time.

Weekly check/inspect of:

- Sewage pumps (every Monday)
- Elevator system and its functionality
- Fire detection system
- Electric Sub-station

Monthly check/inspect of:

- Test run/inspect electric generator to ensure good function
- Fire detection system and smoke detector system
- Roof and drainage of the roof
- Report the overall system performance to the Embassy

Work Schedule Maintenance Services

Work Schedule Maintenance Services Daily

1. Check DG set and Diesel status
2. Check light in basement
3. Check RO plant
4. Check UPS room and AC temperature
5. Check UPS room by electrician 2 times/day
6. Sewage pump start 5 minutes/day
7. Check the LT panel 3 times/day and prepare LT log book
8. HT meter reading one time/day (9 AM)
9. Check floor AC temperature 3 times/day
10. Attend to day to day complaint received

Work Schedule Maintenance Services Weekly

1. Light check & cleaning in basement
2. Check all emergency lights
3. UPS room and AC service
4. Check MDB panel as per client
5. Chemical dosing in RO plant

Work Schedule Maintenance Services every 2 weeks

1. Clean AC filter & outdoor units fortnightly

Work Schedule Maintenance Services Monthly

1. Clean LT panel
2. Clean fire extinguisher
3. Clean CCTV camera lenses
4. Clean out side lights.
5. Clean pump room and equipment
6. Prepare report and submit to Embassy