

No.D-13012/2/2010-11/GA
GOVERNMENT OF INDIA
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
OFFICE OF THE DEVELOPMENT COMMISSIONER
(MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES)

NIRMAN BHAWAN, NEW DELHI
Dated: 25/06/2010

To

As per list

Subject : Annual Comprehensive Contract for maintenance/repair of Window / Split Air Conditions and Water coolers etc.

Sir,

This office invites sealed quotations in enclosed Performa for awarding annual contract for maintenance and upkeep of following 58* Air Conditioners and 02 Water coolers of different make installed at Nirman Bhawan, S&D Division (AGCR Bldg.) and UNIDO Cell (R.K.Puram). The detail is as under :

Sl.No.	Description of the Item	No. of Items
1.	Window Air conditioner, 1.5 ton	30 Nos.
2.	Window Air conditioner, 2.0 ton	04 Nos.
3.	Split Air conditioner, 1.5 ton	18 Nos.
4.	Split Air conditioner, 2.0 ton	06 Nos.
5.	Water coolers	02 Nos.

***The No. of items are tentative, may increase or decrease.**

The terms & conditions are as under :

1. The bidder should have at least turnover of Rs.5.00 lakh per year during the last 3 years (documentary proof in the form of service tax, deposited challan may be submitted).
2. The bidder should have provided similar services to at least three Govt. Deptts./Ministries/PSUs during the last three years (documentary proof in the form of Performance Certificate issued by user departments is to be submitted).

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3. The rates should be quoted for individual ACs/Water Coolers as well as the total charge for comprehensive AMC of 58 Air Conditioners and 2 Water Coolers.
4. The contract shall be inclusive of cost of spare parts, replacement of compressor, fan motors, re-winding of motors, gas filling/charging including cost of gas, cleaning, oiling, chemical washing, greasing (general servicing), filter replacement, relay, thermostat, drain/water & copper pipe replacement including cost of gas/repair of any or all parts including metal clad plug, fixing of wires/plugs, insulation, running/starting capacitors, labour/transportation charges etc.
5. The contractor has to use all the material of approved BIS specification.
6. There should not be any loose wires, hanging boards, live wires etc. and proper earthing is must wherever it is required.
7. All the repairing work will be carried out in the premises of the respective office. Only such work, which cannot be done in the office premises, would be allowed to be attended out of the building at the contractor's risk and no extra charges shall be paid for cartage.
8. During the contract, the machines will be serviced at least thrice a year. A certificate from the users are required to be taken for the services. Such services are to be carried out on four monthly basis.
9. This office reserves the right to impose penalty for unsatisfactory services or any damage to any machine under AMC or otherwise due to negligence of engineer /staff of contractor. In case the firm does not provide satisfactory service, penalty of Rs.200 per day will be imposed from the date of complaint in each case. The decision of this office in this regard will be final and binding on the contractor and no correspondence in this regard will be entertained.
10. The firm should have qualified, trained & experienced engineers/mechanics on their roll. A list of qualified personnel may also be made available along with their certificate/diploma/experience in the field.
11. It shall be obligatory for the contractor to depute sufficient manpower on all working days from 9:00 AM to 5:30 PM to attend the complaints immediately. At least services of one mechanic is always required on all the working days during summer season in general for attending urgent complaints in time and more mechanics are required to be deployed for major repairing and periodical services of ACs.

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12. The contract is based on **quality & timely services**, as such no call to the contractor or their mechanics from any of the officials of this office is required to be made and the firm have to make their own arrangements for timely and trouble free services/repair of ACs.
13. No advance payment will be made in any circumstances. The payment will be made **on quarterly basis on submission of satisfactory performance certificate from the users.**
14. No request for any increase in the rates on any account would be entertained and the performance would be reviewed from time to time to ensure that it is to the entire satisfaction of the users.
15. This office reserves the right to reject or accept any quotation, in whole or part, without assigning any reason.
16. The contract shall be for a period of one year. However this office reserves the right to terminate the contract at any point of time during the tenure of contract if the services are not found satisfactory.
- 17. The contractor has to give undertaking before consideration of their tender that term & conditions indicated are acceptable to him.**

The quotation marked as **"QUOTATION FOR MAINTENANCE/REPAIRING OF ACs"** along with a Demand Draft for Rs.5000/- (returnable) in favour of PAO(MSME), New Delhi and addressed to the undersigned may be dropped in the box kept exclusively for this purpose at Information Facility Centre near Gate No.4 upto 12/07/2010 (3 PM). The quotations will be opened on the same day at 3:30 PM in Room No.734-A, Nirman Bhawan, New Delhi in the presence of Concerned officials and tenderers or their representatives who may like to remain present.

Encl.: As above

Sd/-
(N.S. Bairwa)
Dy. Director(GA)
No.23061198