

F.No.51011/2012-Admn.
Government of India
Ministry of Chemical and Fertilizers
Department of Pharmaceuticals

Shastri Bhawan, New Delhi,
Dated the 2nd July, 2014

To

1. NIC/ Department of Pharmaceuticals
2. E-Procurement/Ministry of Finance.

Subject: - Comprehensive Annual Maintenance Contract of Air-conditioners (Split and Windows), Water cooler - regarding.

Sir,

I am directed to say that the Department of Pharmaceuticals invites sealed tenders for award of Annual Maintenance Contract for comprehensive maintenance of Window air conditioner and Split Air conditioners installed in this Department of Pharmaceuticals, Shastri Bhawan, Udyog Bhawan & Janpath Bhawan, New Delhi.

2. The contract would be governed by the following terms and conditions:-

- i. The rates of comprehensive maintenance of Air-conditioners shall include the gas charging, repair of compressors, and repair/ replacement of motor, repair/replacement of all minor and major parts except replacement of compressor. No cartage charges for removal/return of machine from office to workshop and vice versa shall be paid by the Department. The quotation must be submitted in the proforma given at **Annexure-I**.
- ii. The Department reserves the right summarily to terminate the contract at any time without assigning any reason. In this connection, the decision of the Department shall be final and binding on the contractor.
- iii. During the period of contract the firm will have to depute a qualified engineer to visit Admn. Section of the Department every day to rectify the defects of Air-Conditioners, if any, on top priority basis.
- iv. No Air conditioner will be taken out by the Engineer to the work shop without prior approval of the Competent Authority. In that case, the firm will provide stand – by arrangement without any extra cost.
- v. It shall be responsibility of the contractor to hand over all the air conditioners to the Department in working condition at the completion of the contract.
- vi. Failure to repair/service the equipment in question within 24 hours without justifiable reasons or to return the repaired machine within two days at the maximum may entitle proportionate deduction in the bill in respect of the total period.
- vii. If the work is found unsatisfactory or if the firm dishonors the contract, the job will be entrusted to any other firm/party at the risk /expense of the contractor.

- viii. The amount of the AMC would be paid on quarterly basis after successful completion of the satisfactory service during the quarter of service.
- ix. The successful bidder would have to deposit an amount of **Rs. 20,000/-** as security deposit in the form of Bank Guarantee drawn in favour of Department of Pharmaceuticals, New Delhi.
- x. The prospective bidders may furnish their rates on the basis of per unit along with bid security amounting to **Rs.10,000/-** by way of accounts payee Demand Draft/Cheque in favour of **DDO, Department of Pharmaceuticals, New Delhi.**
- xi. The firm must possess the requisite registration with the EPF/ESI/Work Contract/Labor Contract/ Income Tax and Allied Statutory Authorities.
- xii. This contract shall remain in force for one year unless terminated earlier by this Department on the basis of poor performance or violation of terms of the contract.
- xiii. All disputes will be subject to the jurisdiction of the New Delhi/Delhi courts.
- xiv. The firm should have an experience of 3 years in maintenance of various types of ACs/ Split AC/water Coolers and other related works in minimum of 3 Government Departments with yearly turnover of Rs 10 lakh or above. A list of clients should be enclosed along with the proper documentary proof. The bidder must submit certificates from Government Departments or Public Sector Undertaking to the effect that the Firm has given satisfactory service/ performance alongwith the bids without which bid is liable to be rejected.
3. The Contractor must submit the following documents along with the quotation:-
- a) Registration with Delhi Sales Tax Department for Work Contract Tax.
 - b) Proof Income Tax Assessment.
 - c) Documentary proof of 3 years' experience financial turnover of Rs. 10 lakh per annum.
 - d) Number of service Engineers and other staff employed and Govt. offices where the firm is working under AMC presently.
 - e) Documentary proof of allotment of Service Tax No. EPF, ESI etc. by the concerned Government offices.

2. The sealed quotations complete in all respect in double sealed cover duly marked as **"QUOTATION FOR AIR CONDITIONERS"** must be reached in the Administration section of Department of Pharmaceuticals, **Garage No. 19, A-wing, Shastri Bhawan, New Delhi - 110001** by the tenderer or representative thereof by **3.00 P.M on 23rd July,2014**. The quotations received will be opened the same day i.e. on **23rd July,2014 at 3:30 PM** in Garage 19, A-wing, Shastri Bhawan, New Delhi. The representative must bring the authorization letter from their employer to participate in the opening of the quotations.

Yours faithfully,



(S.R. Meena)

Under Secretary to the Govt. of India

PH: 011-23382096

ANNEXURE – I

Sl. No.	PARTICULARS		Qty.	RATES PER UNIT/ANNUM (₹)
1.	Annual Maintenance charges for Window ACs 1.5/2.0 ton, the rates including of oiling, cleaning and repair of compressor & motor gas charging, spare parts.		04	
2.	Annual Maintenance charges for Split ACs 1.5/2.0 ton (3 star) the rates including of oiling, cleaning and repair of compressor & motor gas charging, spare parts.		31	
3.	Annual Maintenance charges for Tower ACs the rates including of oiling, cleaning and repair of compressor & motor gas charging, spare parts.		02	
5.	Installation of Split ACs with copper pipe, insulation etc.			
6.	Installation of Window ACs with wooden fitting etc.			
7.	New Compressor	1.5 ton ACs		
		2.0 ton ACs		
8.	Water cooler (20 liters) Hot & Cold water		11	
9.	Dismantling of Windows ACs			
10.	Dismantling of Split ACs			

Seal of the Firm

Signature of the Owner / Authorised Signatory

Place:

Date: