

F.No. 33011/1/2011-Admn.(Pharma)  
Government of India  
Ministry of Chemicals and Fertilizers  
Deptt. of Pharmaceuticals

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Shastri Bhavan, New Delhi.  
Dated the 3<sup>rd</sup> May, 2011

To

1. As per list enclosed.
2. NIC/ Deptt. of Chemicals and Petrochemicals

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 8 window air conditioner and 18 split Air conditioners installed in this Department of Pharma at Shastri Bhawan, Udyog Bhawan & Janpath Bhawan, New Delhi.

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

- a) 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
- b) 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.
- c) During the period of contract the firm will have to depute a qualified engineer to visit General Section of the Department everyday to rectify the defects of Air- conditioners, if any, on top priority basis.
- d) No Air- conditioner will be taken out by the Engineer to the workshop without prior approval of the Competent Authority. In that case, the firm will provide stand –by arrangement without any extra cost.
- e) 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.
- f) 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.
- g) 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.
- h) The amount of the AMC would be paid on quarterly basis after successful completion of the satisfactory service during the quarter of service.

- I) The successful bidder would have to deposit an amount of Rs. 10,000/- as security deposit in the form of Bank Guarantee drawn in favour of Department of Pharmaceuticals, New Delhi.
- j) 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.
- k) The firm must possess the requisite registration with the EPF/ESI/Work Contract/ labour Contract/ Income Tax and Allied Statutory Authorities.
- l) 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.
- m) All disputes will be subject to the jurisdiction of the New Delhi/Delhi courts.
- n) The firms should have an experience of 7 years in maintenance of various types of ACs/Split AC/water Coolers and other related works in minimum of 7 Government Departments with yearly turnover of Rs. 20 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 Undertakings to the effect that the Firm has given satisfactory service/performance alongwith the bids without which bid is liable to be rejected.
- o) The Contractor must submit the following documents along with the quotation:-
  - a) Registration with Delhi Sales Tax Department for Work Contract Tax.
  - b) Proof of Income Tax Assessment.
  - c) Documentary proof of 7 years experience and financial turnover of Rs. 20 lakh per annum.
  - d) Number of service Engineers and other staff employed and Govt. offices where the firm is working under AMC presently of.
  - e) Documentary proof of allotment of Service Tax No, EPF, ESI etc. by the concerned Government offices.

3. 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, Room No. 308 A-Wing Shastri Bhawan, New Delhi by the tendered or representative thereof by 3.00 P.M of 24.05.2011. The quotations received will be opened on the same day i.e. on 24.05.2011 at 3:30 PM in Garage 19, 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

PROFORMA

Sl. No.	PARTICLARS		RATES
1.	Annual Maintenance charges for Window ACs 1.5 ton, the rates including of oiling, cleaning and repair of compressor & motor, gas charging, spare parts.		
2.	Annual Maintenance charge for Window ACs 2 ton, the rates including of oiling, cleaning and repair of compressor & motor, gas charging, spare parts.		
3.	Annual Maintenance charges of Split ACs 1.5(3star) ton, the rates including of oiling, cleaning and repair of compressor & motor, gas charging, spare parts.		
4.	Annual Maintenance charges of Split ACs 2 ton(3 star), the rates including of oiling, cleaning and repair of compressor & motor, gas charging, spare parts.		
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 (200 liters)		
9.	Dismantling of Window ACs		
10.	Dismantling of Split ACs		