

MoES/7/01/2010-Genl.
Government of India
Ministry of Earth Sciences

Ministry of Earth Sciences
New Building(Prithvi Bhavan)
I.M.D. Complex,Lodhi Road
New Delhi-110003
Dated:21.01.2013

Subject:- Limited Tender for Annual Contract for Maintenance of Air conditioners (Tower/Window/Split), Voltage Stabilizers & Water Cooler belonging to Ministry of Earth Sciences.

SEALED quotations are invited from reputed/registered firms for award Comprehensive of Annual Maintenance Contract for the maintenance of Air conditioners [Tower A/C Window A/C, Split A/C, Drinking Water cooler, Voltage Stabilizer] installed in the Ministry of Earth Science on the terms and conditions enumerated in the following paragraphs. Only reputed firms having adequate experience of 8-10 years in the field, in the Government Ministries / Departments / Semi-Government Organisations, including Public sector Undertaking are requested to submit their rates in the attached proforma duly completed and signed. The prospective firms also furnish a copy of the PAN, EPF & ESIC registration number, Service Tax Registration and “Experience Certificate” from at least 10 Government Ministries / Department with their quotations.

The sealed cover containing the tenders and super-scribed as under and complete in all respect should be submitted so as to reach the undersigned in Room No. 01,Prithvi Bhavan, Ministry of Earth Sciences by 2.30 by 11.02.2013.

“Quotations for the Comprehensive maintenance of Air conditioners & Water coolers, Voltage Stabilizer belonging to Ministry of Earth Sciences”.

2. The Quotations should be accompanied with an earnest money of Rs. 10,000/- (Rs. Ten Thousand only) in the form of Demand Draft in favour “DDO, Ministry of Earth Sciences, without which the quotations will not be considered. The earnest money will be returned to all the tenders after the contract is finalized.

3. The quotations will be opened at 3.00 PM on the same day i.e. 11.02.2013. The tenders, if they so desire, may depute their representative to be present at the time of opening of tenders.

4. The Terms & Conditions of the contract will be as follows:-

- (i) **Period:** The successful firm will be required to start working immediately after award of the contract. The Ministry shall, however, has the right to terminate the contract at any time without assigning any reason thereof.

Contd....2/-

- (ii) The firm shall have to attend all complaints on receipt of information from the users directly with the prior approval of Administration Section. The services should be provided on regular basis during office hours and in case of emergency beyond office hours or on holidays etc.
- (iii) The firm will be required to undertake maintenance / repairs of Air conditioners (Tower/window/split) & Water coolers/Voltage Stabilizer at any other location as decided by competent authority.
- (iv) For payment purpose, the bills should be submitted quarterly on the prescribed format.
- (v) No increase in amount shall be considered at all during the currency of the AMC. No other charges like transportation fare etc., will be payable.
- (vi) Conditional tender will not be entertained. Similarly, quotations received after stipulated date and time will also not be considered under any circumstances.
- (vii) The term “Maintenance” shall include oiling, cleaning, greasing, servicing and repair of motor/compressor, electrical parts, air filters and gas charging during the currency of the contract at the exclusive risk, responsibility and the cost of contactor.
- (viii) They shall be required to inspect all the air conditioners and put these into operation immediately failing which the contract may be cancelled without assigning any reasons and the security money deposited by the contactor shall be forfeited.
- (ix) For regular and proper maintenance of the air conditioners, water coolers etc., and for attending to the complaints received from officers, it shall be obligatory on the part of the firm to depute sufficient number of qualified mechanics (minimum two) on all working days from 9.30 am. To 5.30 pm throughout the currency of the contract immediately. In case of emergency, the complaints would also be required to be attended to on holidays.
- (X) As far as possible, the repair work shall be carried out in the premises of this Ministry. Only such repairs which are not possible to be undertaken in the premises of this Ministry, may be allowed to be done in the workshop of the firms. In no case, an air conditioner, or part thereof, shall be taken out of the premises without formal written permission of this Ministry. No transportation charges will be paid on this account. The air conditioners or part thereof, taken to the workshop will have to be brought back within two days, failing which the cost of the machine/part will be recovered from the firm and, if considered necessary, the contract will be terminated without further notice.

- (xi) The contractor shall be responsible for smooth and satisfactory working of the air conditioners.
- (xii) In case the contractor fail to cope up with the work load or does not render satisfactory services the contract awarded to him shall be cancelled by giving 15 days notice without assigning any reason whatsoever and his security deposit and payment, due to him, if any, shall be forfeited. In this connection, decision of the Ministry shall be final and binding on the contractor.
- (xiii) The firms are also required to prove their competence for undertaking the jobs of providing required services and shall, therefore, furnish their standing and goodwill through attested certificate/documentary proof from atleast ten [10] Ministries/Departments. The firm shall also indicate their registration number, Income and PAN number, EPF & ESIC registration number. The firm should have atleast annual turnover of Rs. 20/- lakhs.
- (xiv) The successful tender will be required to furnish the security deposit of Rs. 10,000 (Rs. Ten thousand only) within ten days from the date of awarding the contract. The security deposit shall be in the form of Fixed Deposit with any of the schedule Bank & pledged in favour of the undersigned, Ministry of Earth Sciences, New Delhi. The security deposit will be refunded only after the termination of the contract, subject to the satisfactory service/performance during the period of the contract. The security deposit will be forfeited if during the period of the contract, the services of the contracted agency are found to be unsatisfactory.
- (xv) The rates may be quoted as per Annexure-I, Taxes (VAT, Service Tax) if any, may be specifically and separately indicated in the quotation.

5. All the tenders are requested to read and understand the terms and conditions of the contract as detailed out in the preceding paragraphs before sending their quotations, as no change or violation of the aforesaid terms & conditions is permissible once the quotation is accepted by this Ministry.

Yours faithfully,

(Tarun Sood)
Administrative Officer(Genl)
Tel: 24669596

Copy to:-

1. NIC Division of Ministry of Earth Sciences with the request to display the above tender notice on the web site of this Ministry.
2. All Ministries/ Departments with the request to give due publicity for the above tender among the contractors working with them.
3. Computer Division, MoES with the request to upload the tender notice in the e.Portals of NIC.

Annexure -I

S.No.	Items	Tower A/C	Spit A/C	Window A/C	Water Cooler	Voltage Stabilizer
1.	Maintenance Charges (rate per AC/Water Cooler including Oiling, Chemical washing and General Service)					
2.	Replacement of Components with new ones (Where applicable)					
(a)	Compressor					
	(i) 1.5 Ton A/C					
	(ii) 2 Ton A/C					
	Buy back of old compressor					
(b)	Grill					
(c)	Chasis					
(d)	Remote of AC					
	(i) Repair					
	(ii) Replacement					
(e)	Refrigeration pipe – Rate (per mtr.)					
(f)	Relay					
(g)	Thermostat					
(h)	Drain pipe (per mtr.)					
(i)	C9ompressor Oil					
(j)	Flushing, Vacuum & pressure the system & brazing pipe without unit and indoor unit					
(k)	Insulation of AC pipe					
(l)	Fan					
(m)	Blower					
(n)	AC Plug/Iron Clad					
(o)	Air Filter					
3.	Valve					
4.	Wire (per mtr.)					
5.	Gas Charging					
6.	Installation Charges					
7.	De-installation Charges					