

Dated:- 16.03.2021

Notice Inviting

Sealed tenders are invited for annual maintenance contract for air conditioner at DGT (Hqrs.), Pusa,. Security money of Rs. 10,000/-in the form of Demand Draft has to be deposited with the sealed tender as Security Deposit in favour of PAO, MSDE.

Information and Instruction for Bidders for sealed cover tender

Sl. No.	Name of Work and duration	Quantity & Brand	Date of Release of Tender	Last date and time of submission of tender	Period during which tender processing fee & other documents shall be submitted	Time & date of opening of tender
1	Annual maintenance work of air conditioner. (w.e.f. 01 st April, 2021 to 31 st March 2023) for two years.	58 Split AC 02 Window AC (Voltas and Carrier)	16 th March, 2021	23 rd March, 2021 till 3.00 P.M.	Lowest Tenderer within a week of the opening of financial week.	23 rd March, 2021 at 3.30 P.M in HoD Room.

- **Terms & conditions and Annexure-I is attached herewith.**

**SD/-
(Sathya Shankar)
Director/ HoD**

Terms and conditions of the contract shall be as under:-

1. The work includes comprehensive contract for repairing/ maintenance of window air conditioners and split air conditioners as well as shifting, re-installation, dismantling, Gas charging, repair/maintenance and provision of indoor/ outdoor Fan motor and running capacitor etc.
2. During the contract period the contractor will have to depute their experienced engineers/air conditioner mechanics on all working days between 9.00 A.M to 5.30 P.M at DGT (Hqrs.) Pusa, New Delhi, to attend day to day complaints.
3. Period of contract initially would be for two years from 01st April, 2021 to 31st March, 2023. The contract can be terminated at any time without any reason if the work is found unsatisfactory.
4. The contractor will maintain all air conditioners of this office in good condition. The total numbers of air conditioners are approximately 60 AC's (58 Split AC and 02 Window AC) Payment regarding maintenance of all type of air-conditioners will be made on actual work done on monthly basis. No advance payment will be made to the firm.
5. The contractor use all products/ materials of branded ISI mark only. During the period of contract no request for increase in the rates will be entertained. The rates as quoted will be valid during the contract period.
6. The contract will be awarded to the firm for the comprehensive repair/maintenance of air conditioners as mentioned at Annexure-I on the basis of total overall rates.
7. The tenders received after the specified date and time will not be considered. The Ministry reserves the right to reject any quotation as a whole or in part without assigning any reason.
8. The tenders received without earnest money will not be considered. The earnest money will be returned in respect of the unsuccessful bidders after finalization of tender process.
9. The successful bidder will have to deposit Rs. 10,000/- (Rupees Ten Thousand Only) in the form of EMD in favour of PAO, MSDE.
10. The damaged caused, if any, either to any electric item or to any other property of the Government through negligence or otherwise, shall be at the risk, cost and responsibility of the contractor.
11. The firm should have a valid registration certificate of GST and PAN number.
12. The firm should not have black listed by any Ministry/ Department of the Government of India.
13. Each page of the tender document must be signed with seal of the proprietor/signing authority. If any information furnished by the contractor is found to be incorrect at any time, the tender/contract is liable to be terminated without any notice.

Annual Comprehensive repair/ Servicing/maintenance charges for window air-conditioners & split air conditioners for official use in the Ministry of Home Affairs.		Rate per item/ unit (each) in Rupees			
Sl.No.	Item (s)	Qty.	Rate	Tax	Total
1.	Comprehensive service/Maintenance of window air conditioner including repair/replacement of fan motor, running capacitor, PCB, compressor, Gas charging, and any other miscellaneous items/parts etc.	02			
2.	Comprehensive service/Maintenance of window air conditioner including repair/replacement of indoor fan motor and outdoor fan motor, running capacitor, PCB, compressor, Gas charging, and any other miscellaneous items/parts etc.	58			
3.	Installation and re-installation of window AC (including Gas)				
4.	Installation and re-installation of Split AC (including Gas)				