

No. 33011/3/2013-Admn.  
Government of India  
Ministry of Chemicals & Fertilizers  
(Department of Fertilizers)  
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Shastri Bhawan, New Delhi,  
Dated: 3<sup>rd</sup> March, 2014

### **TENDER NOTICE**

Subject:- **Comprehensive Annual Contract for maintenance and repair of Window/Split ACs/ etc.**

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Department of Fertilizers invites sealed quotations from reputed, experienced and financially sound firms for award of **Comprehensive Annual Maintenance Contract** of different types of Air Conditioners installed in office rooms of this Department in Shastri Bhawan, Udyog Bhawan and at Janpath Bhawan. The contract may be extended for further period of two years on satisfactory performance. The prospective firms should have **at least Five years experience of maintenance and repair of Air Conditioners in Government Ministries / Departments.** Copies of following documents should be attached with the quotation, failing which quotation will be rejected:-

- (i) Service Tax Registration No.
- (ii) Proof of Income Tax Assessment of last 3 years.
- (iii) TIN No.
- (iv) PAN No of the firm
- (v) Copies of Experience /work orders from five-six Government Departments to the effect that the firm has given satisfactory performance on similar jobs.

2. **The Proforma for furnishing rates of Items being sought by this Department on 'AMC' basis may be seen at Annexure – I. Rates of items on AMC may be furnished strictly as per the proforma. The Terms & Conditions of the contract are at Annexure-II. The Proforma for Declaration certificate that the firm has not been black listed is at Annexure-III. The firms should have yearly turn over of minimum of Rs.50 lakhs p.a. The quotation should be accompanied with Earnest Money Deposit (EMD) of Rs. 10,000/- (Ten Thousand) only in the form of Demand Draft / Pay Order from a commercial bank drawn in favour of Pay & Accounts Officer, Department of Fertilizers, New Delhi. The EMD of the unsuccessful tenderers will be released after the finalization of the contract.**

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No interest will be paid on this amount. The quotation received without EMD shall be rejected summarily. The sealed quotations, complete in all respects, may be dropped in the **TENDER BOX** placed at the RTI-cum- Facilitation Centre, located in Garage No. 12, G.F., near State Bank of Patiala, Shastri Bhawan, New Delhi-110001 **on or before 25.3.2014 by 12.00 Noon.** The quotation may be submitted in a sealed cover superscribed "**QUOTATION FOR COMPREHESIVE ANNUAL MAINTENANCE CONTRACT OF AIR CONDITIONERS**". The quotations will be opened on the same day at 3.30 PM by the Tender Committee in the Cabin of the Under Secretary (Admn.) located in Room No. 205-D, Shastri Bhawan, New Delhi in the presence the of such tenderers or their authorized representatives who may wish to be present. The quotations which are not complete in all respects and are having cuttings and overwriting, are liable to be rejectd. The Department reserves the right to reject or accept all or any quotation whole or in part without assigning any reason thereof.

6. The successful bidder will have to deposit a sum of Rs. 20, 000/- in the form of Demand Draft or FDR in favour of Pay and Accounts Officer, Department of Fertilizers as a Security money for due performance of the contract which shall be valid for a period of sixty days beyond the date of completion of the contract. The security deposit will be returned to the contractor on completion of the contract to the satisfaction of this Department. No interest will be payable on the security deposit. The earnest money shall be returned to the successful bidder after he deposits security money as stated above.



(Rakesh Kumar)  
Deputy Secretary to the Govt. of India.  
Tel. 23384889.

Encl: as above.

Copy to: 1. NIC for placing the above tender on web-site of DOF as well on the CPP Portal.



S. No.	Items	Rate (Per Unit) (Rs.) + Tax
1.	Comprehensive Annual Maintenance charge of Window AC 1.5 Ton and 2.0 Ton, inclusive of washing, oiling, cleaning, greasing, gas charging, servicing, supply and fitting of spare parts and repair of compressor & motor etc.	
2.	Comprehensive Annual Maintenance charge of Split AC of 1.5 Ton and 2.0 Ton inclusive of washing, oiling, cleaning, greasing, gas charging, servicing, supply and fitting of spare parts and repair of compressor & motor etc.	
3.	Shifting and re-installation of Window Air conditioner of 1.5 and 2.0 ton from one location to another location	
4.	Shifting and re-installation of Split Air conditioner of 1.5 and 2.0 ton from one location to another location, including gas filling etc.)	
5.	Replacement of grill of window Air conditioner with new one	
6.	Replacement of grill of Split Air conditioner with new one	

**TERMS AND CONDITIONS**

**ANNEXURE-II**

The terms and conditions of the contract shall be as under :-

1. The term "Maintenance" shall include oiling, cleaning, greasing, servicing and replacement/repair of any or all the parts including replacement of motor/compressors, connecting wires/metal plugs of the switches by new ones etc. during the duration of the contract at the exclusive risk, responsibility and the cost of the contractor.
2. The contractor shall be required to inspect all the air conditioners and put these into operation immediately failing which the contract may be cancelled by the undersigned without assigning any reasons and the security, etc. deposited by the contractor shall be forfeited.
3. For regular and proper maintenance of the air conditioners and for attending to the complaints received from officers immediately, it shall be obligatory on the part of the contractor to depute sufficient number of qualified mechanics (minimum two) on all working days from 9.30 a.m. to 5.30 p.m. throughout the duration of the contract to attend immediately to the complaints received from the users of air conditioners. In case of emergency, the complaints would also be required to be attended on holidays.
4. As far as possible, the repair work shall be carried out in the premises of this Department. Only such work, execution of which is not possible in the premises of this Department, may be allowed to be done in the workshop of the firm. In no case, an air conditioner, or part thereof, shall be taken out of the premises without formal written permission of this Department. No transportation charges will be paid on this account. The firm will also provide standby arrangement without any extra cost till the repaired AC is brought back and re-installed. The air conditioners or part thereof, taken to the workshop will have to be brought back within two days, failing which the cost the machine/part will be recovered from the firm.
5. The contractor shall be responsible for smooth and satisfactory working of the air conditioners and shall obtain a certificate from the users at least once a month to the effect that the air conditioners are working satisfactorily during the month in question.
6. The contractor shall be required to do the work at the approved rates. If, for any reason, the firm is not able to do so, the work shall be got done from some other firm or from the open market at the cost of the contractor and the expenditure so incurred thereon shall be recovered from him. This may even entail the termination of the contract and forfeiture of the security deposit.

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7. In case the contractor fails 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 Department shall be final and binding on the contractor.
8. AMC charges will be made in four quarterly installments after satisfactory performance of the company. Payments towards new Air conditions which will be automatically included in the ambit of AMC after completion of their warranty period and such Air conditioners which are replaced during the period of maintenance, will be made on pro-rata basis.
9. In the event of contractor backing out of the contract in midstream, without prior explicit consent of the Department, not only the EMD would be forfeited, but also he will be liable to the recovery of the higher cost, vis-à-vis that contracted with him incurred by the Department for the balance period of contract through alternative means and would also be blacklisted for future contracts in the Government Departments. In case the complaints of maintenance/repair of the air conditioners are not attended to within one hour, penalty of Rs. 150/- will be levied per day per air conditioner and no maintenance charges for this period will be admissible.
10. The payment with regard to the maintenance charges would be paid in four equal installments (after completion of each quarter) and no payment whatsoever will be made in advance.
11. Department of Fertilizers reserves the right to reject or to accept any quotation, in whole or in part, without assigning any reason therefore. It also reserves the right to reject the quotation without assigning any reason thereof or to renew the contract for such period as it may deem necessary taking into account, the satisfactory services rendered by the contractor during the season.
12. The quotation should be given on firm's letter head, giving full address telephone number and e-mail address etc.
13. The contractor should clearly state such items that are not covered under the contract. The rates chargeable for any component / items not covered under Comprehensive AMC should be specifically mentioned in the quotation.

14. If at any point of time, the services of the Service technicians, being provided by the firm are noticed to be unsatisfactory or not of the expected level in any manner, the firm will be responsible to change the service technician immediately.

16. The competent authority reserves the right to conduct performance review of the contracting firm at any time during the contract period and deficiencies, if any, noticed will be required to be rectified and compliance reported.

17. During the period of the contract, if any mishap occurs, it will be the responsibility of the contractor to compensate the loss on account of injury to any person / property.

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**DECLARATION**

1. I, \_\_\_\_\_ son / daughter of  
Sh. \_\_\_\_\_ Proprietor /  
Partner/Director / Authorized signatory of \_\_\_\_\_  
\_\_\_\_\_ am competent to sign this declaration  
and execute this Tender document.
2. I have carefully read and understood all the terms and conditions of  
the Tender and are fully acceptable to me.
3. I hereby certify that our company has not been black listed by any Government  
Ministry / Department /PSU.
2. The information / documents furnished along with the above document are  
true and authentic to the best of my knowledge and belief. I / We am / are  
well aware of the fact that furnishing of any false information / fabricated  
document would lead to rejection of Tender at any stage besides liable to  
prosecution under appropriate law.

Date: \_\_\_\_\_ Signature of owner / Managing Partner/Director

Place: \_\_\_\_\_ Full Name:

Company Seal

N.B: The above declaration, duly signed in token of their acceptance, should  
be enclosed with the Quotation.