

No. 13/3/2009 - Admn.

Government of India

Ministry of Mines

Shastri Bhawan, New Delhi

Dated: 24th June, 2009.

Subject: **Annual Contract for Maintenance/repairing, of Air conditioners (Window/Split), Voltage Stabilizers & Water Coolers belonging to Ministry of Mines.**

SEALED quotations are invited from reputed/registered firms for award of Annual Maintenance Contract for the maintenance/repairing of Air conditioners [**Window – 43, Split – 59, Voltage Stabilizers – 69, Water coolers – 4**] installed in the Shastri Bhawan, its office located at CGO Complex and residence office of Hon'ble Minister of Mines 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 Organizations, 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.312, D wing, Shastri Bhawan, New Delhi-110001 by 12.00 P.M. by **30.06.2009**.

"Quotations for the maintenance/repairing of Air conditioners, Voltage Stabilizers & Water coolers belonging to Ministry of Mines".

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 of "Pay & Accounts Officer, Ministry of Mines, New Delhi", without which the quotations will not be considered. The earnest money will be returned to all the tenderers after the contract is finalized.

3. The quotations will be opened at 4.30 P.M. on the same day i.e. **30.06.2009**. The tenderers, if they so desire, may depute their representative to be present at the time of opening of tenders.

Contd.....2/-

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.
- (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 existing numbers of Air conditioners (Window/Split), Voltage Stabilizers and Water Coolers mentioned above may change during the currency of the contract. For any such alterations, intimation shall be given to the contractor and if any new addition is not maintained through warranty clause but through AMC, charges for maintenance shall be payable to the contractor at the rates agreed upon. Similarly, the deletion shall also be intimated to the contractor and charges shall be deducted for the purpose of payment to contractor.
- (iv) The firm will be required to undertake maintenance/repairs of Air conditioners (window/split), voltage Stabilizers & Water Coolers at Shastri Bhawan & office located at CGO Complex, New Delhi or any other location as decided by competent authority.
- (v) For payment purpose, the bills should be submitted month-wise on the prescribed format.
- (vi) No increase in amount shall be considered at all during the currency of the AMC. No any other charges like transportation fare etc., will be payable.
- (vii) Conditional tender will not be entertained. Similarly, quotations received after stipulated date and time will also not be considered under any circumstances.

Contd....3/-

- (viii) 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 during the currency of the contract at the exclusive risk, responsibility and the cost of contractor.
- (ix) 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 contractor shall be forfeited.
- (x) For regular and proper maintenance of the air conditioners, water coolers etc., and for attending to the complaints received from officers immediately, 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 p.m. throughout the currency 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 to on holidays.
- (xi) 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 the machine/part will be recovered from the firm and, if considered necessary, the contract will be terminated without further notice.
- (xii) The contractor shall be responsible for smooth and satisfactory working of the air conditioners.
- (xiii) 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.

Contd....4/-

- (xiv) The firms are also required to prove their competence for undertaking the jobs of providing required services and shall, therefor, furnish their standing and goodwill through attested certificate/documentary proof from atleast five [10] Ministries/Departments. The firm shall also indicate their registration number, Income -Tax number and PAN number, EPF & ESIC registration number . The firm should have atleast annual turnover of Rs.20/- lakhs.
- (xv) The successful tenderer 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 scheduled Bank & pledged in favour of the undersigned, Ministry of Mines, 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.
- (xvi) 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 tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by this Ministry.

(Pramod Chand)
Under Secretary to the Government of India
Tele: 23384743

Copy to:-

1. Director, NIC, Shastri Bhawan with the request to place the aforesaid notice on the website of the Ministry for wider publicity.

Enclosure to Tender document No.13/3/2009 – Admn. Dated .06.2009

**AMC for Service Maintenance of Spilt/ Window Air Conditioners
& Water Coolers belonging to Ministry of Mines**

S.No.	Items	Window type	Split type	Water Cooler
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 AC			
	(ii) 2 Ton			
(b)	Running Capacitor			
(c)	Fan Motor			
	(i) Rewinding			
	(ii) Replacement			
(d)	Grill			
(e)	Chasis			
(f)	Remote of Split AC			
	(i) Repair			
	(ii) Replacement			
(g)	Refrigeration pipe – Rate (per mtr.)			
(h)	Replay			
(i)	Thermostate			
(j)	Drain pipe (per mtr.)			
(k)	Compressor Oil			
(l)	Flushing, Vacuum & pressure the system & brazing pipe without unit and indoor unit			
(m)	Rubber gasket			
(n)	AC Plug/Iron Clad			
(o)	Air Filter			
(p)	Valve			
(q)	Wire (per mtr.)			
3.	Gas Charging			
4.	Installation Charges			
5.	De-installation Charges			
6.	Service Maintenance of Voltage Stabilizers			

(Pramod Chand)
Under Secretary to the Government of India