

No. 13020-1/2010-Admn.II
Government of India
Ministry of Agriculture
Department of Animal Husbandry, Dairying & Fisheries
Krishi Bhawan, New Delhi

Dated 14th May, 2010

To
(As per list attached)

Sub: Comprehensive Annual Maintenance Contract for 53 Air Conditioners (45 Window Type and 8 Split Type) in the Department of Animal Husbandry, Dairying & Fisheries.

Sir,

The Department of Animal Husbandry, Dairying & Fisheries intends to award a Comprehensive Maintenance Contract for 53 Air Conditioners (45 Window Type and 8 Split Type) for the period from **01.06.2010 to 31.05.2011** with reputed firms having adequate experience in the maintenance of Air Conditioners in Government Ministries/Departments/Organisations and having qualified AC mechanics /technicians on their roll. The number(s) indicated are tentative and there could be variation of 5% on either side (increase/decrease).

2. The tender duly filled in as per the Annexure I and II must be sent in sealed covers prominently marked as **"ANNUAL MAINTENANCE CONTRACT FOR AIR CONDITIONERS"**. Tenders are to be dropped in the Tender Box kept in **Room No. 436-A, Fourth Floor, Krishi Bhawan, New Delhi by 3.00 PM on 27.05.2010**. The tenders will be opened on **28.05.2010 at 11.00 a.m.** in the Room of US(Admn.) i.e. **Room No. 436-A, Fourth Floor, Krishi Bhawan, New Delhi**, in the presence of the tenderers or their representatives who may wish to be present at that time.

3. **The terms and conditions of the Tender & the resultant Contract shall be as under-**

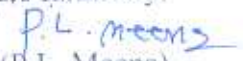
- (a) Tenders from only those firms will be entertained which are registered for the services desired in the tender and have Service Tax Number, VAT No., PAN No. and supporting documents to establish that the firm have adequate experience in maintenance of air conditioners.
- (b) The tenders should be accompanied with the Earnest Money Deposit of Rs. 10,000/- in the form of DD/ Pay order from any of the Nationalized Bank in favour of P&AO, Department of Animal Husbandry, Dairying & Fisheries, New Delhi.
- (c) The Air Conditioners are to be taken over for Comprehensive Maintenance on **"as is where is basis"** and could be inspected by the prospective bidders on any working day between 3.00 p.m. to 4.p.m. from 18th to 21st May, 2010. The inspection shall be arranged through the Section Officer (Admn.II) of the Department (Tele: 23385116).
- (d) The term Comprehensive Maintenance shall include oiling, chemical washing, gas filling, replacement of compressor, filter, thermostat, all kind of motor, capacitors

- wiring, all kinds of plug, pads and replacement/repair of all other parts which are required to make the machines in working condition during the currency of the contract at the exclusive risk, responsibility and cost of the contractor. It shall be ensured that genuine certified parts only are placed and this shall be after proper inspection of old parts and new parts by a representative of the Department and under overall supervision of Section Officer (Admn).
- (e) It shall be obligatory on the part of the contractor to carry out repair/ maintenance of machines under his direct supervision during the period of currency and in no case this shall be sub-contracted.
 - (f) For regular and proper maintenance of the machines the contractor will depute at least two qualified mechanics/technicians to this Department on all working days throughout the period of contract from 9.00 AM to 6.00 PM. If required, the services of technicians shall also be made available on Sunday/holidays without making any extra payment. These mechanics shall remain in Krishi Bhawan in close contact with Section Officer (Admn) to attend the complaints immediately.
 - (g) Contractor shall obtain users's certificates on 1st of every month regarding satisfactory working of machines during the previous month. Deductions equivalent to twice the charges of maintenance contract separately for each default shall be made from the bill in case of any equipment remains out of order for more than 24 hours.
 - (h) If in any case, the firm is not able to do the work, the same shall be got done from some other firm or from the open market at the cost of the contractor and the extra expenditure incurred thereon shall be recovered from him. This shall entail the termination of the contract; forfeiture of the performance security and debar for any future contracts from the Department for at least three years.
 - (i) The contractor shall be responsible for payment of wages/ settlement of dues with workers engaged by the firm as per prevailing labour/ wage laws in force in NCT of Delhi. All matters/disputes pertaining to the tender and the rest of the contract shall be settled by the Head of the Department or officer nominated by him for the purpose. The contract terms are interpretable under applicable Indian Laws.
 - (j) The contractor shall arrange to get the character and antecedents of workers verified before deployment and their full particulars shall be furnished to the Department of Animal Husbandry, Dairying & Fisheries.
 - (k) The contractor shall be responsible for handing over all the Air Conditioners in working condition along with all the accessories to the Department and the cost of shortcoming, if any, shall be borne the outgoing contractor.
 - (l) The damage caused, if any, either to machines or to any other property of the Government through negligence or otherwise, shall be at the risk, cost and responsibility of the contractor.
 - (m) No extra payment/compensation whatsoever on account of natural calamity/ accident or otherwise will be made to the firm by the Department except the rates permitted under this contract.
 - (n) No advance payment will be made. The payment shall be made in four quarters of the CSMC period in respect of the actual number of machines repaired/ maintained by the firm, on submission of bills.
 - (o) The contract shall normally be awarded to the lowest (for majority of the items in case of multiple item tender) evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactory as

per the terms and conditions incorporated in the tender letter. The Department reserves the option select more than one firm for award of contract for different machines to ensure uninterrupted servicing/ repairing during the currency of the contract.

- (p) The Department reserves the right to reject or to accept any quotation, whole or in part without assigning any reason thereof. The Department also reserves the right to renew the contract for such period (s) as it may deem necessary taking into account, of course, the satisfactory services rendered by the contractor during the currency of this contract.
- (q) No conditional bids will be accepted and such bids are liable to be summarily rejected by the competent authority at its discretion. If any of the bidder have objection with regard to the terms and conditions of the tender, the same may be pointed out within 10 days of the issue of tender documents. The quoted rates shall be kept open for acceptance by the Department within 45 days of the tender opening.
- (r) The Department reserves the right to terminate the CSMC at any time during the contract period if the services of the contractor are not found satisfactory. In all matters of dispute relating to the proposed CSMC, the decision of the Department shall be final and binding of the contractor.
- (s) The tenderer whose quotation is finally accepted, shall have to furnish performance security of sum of Rs.15,000/- (Rs. Fifteen thousand only) in favour of US (Admn.), Department of Animal Husbandry, Dairying & Fisheries, New Delhi by means of fixed deposit in any of the Nationalized Bank. The money shall be returned to the successful bidder only after depositing Rs.15,000/- as performance security.
- (t) The prospective bidders are free to seek any clarification from the Section Officer (Admn.II), Room No. 531, Krishi Bhawan, New Delhi-110001 (Telephone No. 23385116) who may be contacted with prior appointment on any working day before tender opening.

Yours faithfully,


(P.L. Meena)

Under Secretary to the Government of India
Tele: 23382779

Copy to:

Principle System Analyst, NIC, Department of Animal Husbandry, Dairying & Fisheries with request for immediate display it on Deptt's website.


(P.L. Meena)

Under Secretary to the Government of India

QUOTATION FORM

COMPREHENSIVE MAINTENANCE CONTRACT FOR MAINTENANCE OF WINDOW / SPLIT TYPE AIR CONDITIONERS IN THE DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING & FISHERIES FOR THE YEAR 2010-11

1. Name of the tenderer (in Block letter) -----

2. Address -----

3. Telephone No. -----

4. Bank Draft No & date -----

5. Amount of Draft -----

6. Name of the Bank -----

7. Registration No. of the firm -----

(Please enclose the copy of registration)

8. VAT No. -----

9. Service Tax No. -----

10. PAN No.

11. Experience in maintenance of AC Name of Deptt/Org. Period of No of ACs in Govt. Deptt/
organisation contract maintained:

1-----

2-----

3-----

12. Particulars of qualified Name & Des. Qualification Experience Mechanics on roll (please
furnish copies of certificates):

1-----

2-----

3-----

I/we hereby declare and affirm that I/we have read and understood the terms and conditions of the contract as stipulated in the tender notice **No. 13020-1/2010-Admn.II** dated 14.05.2010. Accordingly, I/ we hereby offer the following rate for maintenance of ACs :

Rate quoted (in Rs.) _____ for full Comprehensive Annual Maintenance Service Contract for Air Conditioners including repair/ replacement of compressor and repair/replacement of all parts as and when required viz. relay circuit, running capacitor, starting capacitor, all kinds motor, fans, wiring, gas filling, thermostat, nob set, canister, fan motor fan blade/ blower, all switches, plugs, welding, if any, etc. The contract will also include comprehensive service and maintenance of the stabilizers attached with the air conditioners including replacement of parts, if required.

I/We hereby undertake that we shall make good any loss/damage caused to AC unit or any other property of the Government through our negligence. I/We also undertake that the decision of the Under Secretary to the Government of India, Department of Animal Husbandry, Dairying & Fisheries in this regard as well as the matter of dispute arising due to the provision of this contract shall be final and binding on us. I /We undertake not to make any representative against the decision of the Under Secretary.

Signature-----

Name-----

(in block letter)

Official seal of the firm