

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

Krishi Bhawan, New Delhi  
Dated 29<sup>th</sup> March, 2010

To

(As per list attached)

Subject— Comprehensive Annual Maintenance Contract for Air Conditioners in the Department of Animal Husbandry, Dairying & Fisheries.

Sir,

The Department of Animal Husbandry, Dairying & Fisheries intends to award a Comprehensive Maintenance Contract for about 53 Air Conditioners (45 window and 8 split AC) for the period from 23.04.2010 to 30.09.2010 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 MAINTANACE CONTRACT FOR AIR CONDITIONERS". Tenders are to be dropped in the tender box placed in Room No. 436-A, 4<sup>th</sup> Floor, Krishi Bhawan, New Delhi by 11.00 AM on 20.04.2010. The tenders will be opened on the same day i.e. 20.04.2010 at 3.30 PM in the presence of the tenderers or their representative who may wish to be present at that time

**3. The terms and conditions of the tender & 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. 5,000/- in the form of DD/ Pay order from any of the Nationalized Bank in favour of Pay & Accounts Officer (Sectt -I), Ministry of Agriculture, Department of Animal Husbandry, Dairying & Fisheries, New Delhi.

(c) 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).

(d) 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.

(e) For regular and proper maintenance of the machines the contractor will depute atleast four 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. At least three mechanics shall remain in Krishi Bhawan in close contact with Section Officer (Admn) to attend the complaints immediately.

(f) Contractor shall obtain users's certificates on list 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.

(g) 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 atleast three years.

(h) 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.

(i) 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.

(j) The contractor shall be responsible for handing over all the air conditioner in working condition along with all the accessories to the Department and the cost of shortcoming, if any, shall be borne the outgoing contractor.

(k) 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.

(l) 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.

(m) The Department reserves the right to accept any tender which may not successfully be the lowest or reject any tender, if it is considered justified/ reasonable, without assigning he reason thereof.

(n) The Department reserves the right to terminate the AMC at any time during the contract period, if services of the contractor are not found satisfactory. The decision of the Department will be final and binding on the contractor.

(o) In all matters of dispute relating to the proposed AMC, the decision of the Department shall be final and binding of the contractor.

Yours faithfully,

*P.L. Meena*

(P L. Meena)

Under Secretary to the Govt. of India

Tele: 23382779

**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 dated 29.03 2010. Accordingly, I/ we hereby offer the rate for maintenance of ACs as indicated on next page

Window type Split type

- 1 Maintenance charges for the period of one year ( rate per AC/WC) -----
- 2 Replacement of components with -----
  - (a) 1.5 Ton AC Kirlosker -----
  - (b) 2 Ton AC Sriram -----
3. Gas charging - -----
- 4 Rewinding charges -----
  - (i) Fan Motor -----
  - (ii) Compressor -----
- 5 Front Grill (New) -----
- 6 Stabiliser/Voltage regulator repair -----
- 7 Relay/overload protection -----
- 8 Rubber gas kit -----
- 9 Capacitor starting & Running -----
- 10 AC Plug -----
- 11 Cost of the new motor (ISI Market) -----
- 12 Air Filter -----
- 13 Installation of Window AC
- 14 Installation of Split ACs
  - (a) Iron Stand
  - (b) Drain pipe (per meter)
  - (c) Refrigeration pipe (per meter)

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 clock letter)  
official seal of the firm

## FORM

Sr. No Name of items Rate quoted  
( in Rs.)

**A AIR CONDITIONERS**

1. Full Comprehensive annual maintenance service contract including replacement of compressor and 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, capacitor, fan motor fan blade/ blower, all switches, plugs, welding, if any, etc The contract will also include comprehensive service and maintenance of the stabilisers attached with the air conditioners including replacement of parts, if required.
2. Installation charges This will include labour and cost of material

Signature-----

Name-----

(in clock letter)

Official seal of the firm