

To,
The General Manager,
Delhi Milk Scheme,
West Patel Nagar,
New Delhi-110008.

Date: May , 2018

SUBJECT:- Submission of sealed quotation for Job of Servicing & Repairing of approximately 74 Nos. of window Air Conditioners of different models viz Voltas, Carrier, Videocon, Lloyd, Federlloyd, LG & Split AC & Charging of Gas and Repair work No.4-5/2017-SPH dated 08.05.2018- Regarding.

Sir,

I/ We hereby offer to undertake the job as detailed in the enclosed schedule at the rates given by me/us and I/We agree by all terms & conditions of e-Tender Enquiry No.4-5/2017-SPH dated 08.05.2018.

I/ we have fully understood the instructions/conditions laid down in the schedule and have thoroughly examined the requirements. I/we are fully aware of the nature of the work to be done and I will take up the job strictly in accordance with the requirements given therein.

Further, I submit the requisite EMD of Rs.10,000/- in the form of DAC/TDR/PO/BKR Cheque No. _____ dated _____ issued by _____ (Name of the Bank).

Yours faithfully,

(Signature of the Party)

Name of the Party _____
Address : _____

Phone No _____

FIRST SCHEDULE TO TENDER ENQUIRY NO.4-5/2017-SPH

1. **Descriptions of Job** : Job of Servicing & Repairing of approximately 74 Nos. of window Air Conditioners of different models viz Voltas, Carrier, Videocon, Lloyd, Federlloyd, LG & Split AC & Charging of Gas and Repair work.
2. **EMD to accompany the Tender.** : Rs.10,000/- (Rs. Ten Thousand only)

(A) Rates may quoted as per following table:-

S.No.	Description	Rate of Servicing
1. (a)	Room Air Conditioners 1.5 tonne	
(b)	Split AC 1.5 tonne	
(c)	Split AC 2 tonne	
		Rate of Gas Charging
2.(a)	Room Air Conditioners 1.5 tonne	
(b)	Split AC 1.5 tonne	
(c)	Split AC 2 tonne	
		Rate of new item
3.(a)	Compressor to be replaced with new one (Rotary) 1.5 TR	
(b)	Compressor to be replaced with new one (Rotary) 2 TR	
(c)	Hermetic sealed (reciprocating) 1.5 TR Compressor to be replaced with new	
(d)	Hermetic sealed (reciprocating) 2 TR Compressor to be replaced with new	
4.	Fan Motor Replacement with new	
5.	Cooling Coil for Replacement with new	

Note: It is to communicate that lowest party (L-1) will be decided on the basis of average lowest rate from S.No. 01 to 05 items. Further, Shortlisted L-1 party (bidder) has to do the job of other remaining 15 items/category from S. No. 06 to 20 at the lowest rates received in the tender enquiry.

	Rate
6.	Condenser Repair/Replace (both rates)
7.	Cooling Coil Repair/Replace (both rates)
8.	Capillary & Filter change
9.	Suction Pipe Change
10.	Running Cap. Change
11.	Fan Blower repair Replace (both rates)
12.	Fan Blade Repair Replace (both rates)
13.	Wiring Kit Change
14.	Selector Switch Change
15.	Replacement Compressor of two tonne A/C new
16.	Dismantle Charges of spilt A/C
17.	Fitting Charge of Spilt A/C
18.	PCB repair/replace a new with remote control for split/window
19.	Complete Indoor Unit (New) change a 1.5 TR b 2TR
20.	New cooling coil of Indoor unit change a 1.5 TR b 2TR

- Note (i) : Rates may be quoted including service charges for Repair/replacement job.
- (ii) : The party shall have to quote rate for all items.
- (iii) : All old items which are replaced new one will be deposited in DMS. The contractor will not be allowed to take back old items.

TERMS & CONDITIONS:

1. It is to communicate that lowest party (L-1) will be decided on the basis of lowest rate of S.No. 01 to 05 items. Rate quoted for S.No. 01 to 05 items will be totaled and lowest responsive bidder/party will be considered for award of contract. Further, Shortlisted L-1 party (bidder) has to do the job of other remaining 15 items/category from S. No. 06 to 20 at the lowest rates received in the tender enquiry. The party shall have to quote rate for all items.
2. **Goods & Service Taxes:** Goods & Service Tax shall be paid extra by DMS on production of documentary evidence. TDS shall deducted as per rules.
3. **EMD Deposit:-**The party has to submit the EMD of Rs.10,000/- in the shape of Demand Draft/FDR/ Banker Cheque in favour of General Manager, DMS along with the tender offer. The tender offer shall not be accepted without accompanying the EMD. The EMD shall be refunded after completion of the contract. The firm registered with NSIC, SSI/ MSEs etc. for relevant category of services/work etc are exempted from submitting the EMD and tender fee as per Government Rules. Proof may be enclosed. Micro and Small Enterprises registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises are exempted from depositing Tender Fees & EMD. Proof of registration as Micro and Small Enterprises for relevant category of services/work may be enclosed.
4. **Period of Contract:** The contract for outsourcing the above job shall be awarded initially for the period of one year or till handing over the DMS to an external agency whichever is earlier and the same can be extended on year to year to basis up to three years depending upon the satisfactory performance or till the handing over the Operation & Management of DMS whichever is earlier.
5. **Annual Rate Hike :** An annual Hike of 5% shall be allowed to the party for the extended period.
6. **Payment terms:** The payment shall be made after completion of job. The party is required to submit the bills duly certified by SDE/DE to AO (I)/Store Payment for arranging payment.
7. **Penalty Clause:** A penalty as deemed fit shall be recovered, if the job is not completed within the stipulated period.
8. The party has to report to Sr. Dairy Engineer for onwards directions for carrying out the above work.
9. **Site Visit :** Before starting the repair/service of Air conditioner party has to take a certificate from individual Air conditioner user and SDE/his representative that they only require servicing & are not facing problem. Only those Air conditioner which are old will require works i.e. Gas Charging, compressor replacement or parts change. Most of the A/c are new hence only servicing shall be done.
10. All the Air Conditioners are to be serviced in DMS premises.
11. The party may visit Delhi Milk Scheme for inspecting the Air Conditioners which are to be repaired for submitting the estimate for repair.
12. The party has to submit separate estimate of the Air Conditioners which are not working and require replacement of some parts duly certified by SDE or his representative.
13. **Compensation:** In the event of an accident or mishap resulting in any disability, injury or death of employee engaged by party during the period of the contract the compensation, damage etc. are to be paid by contractor. DMS shall not be liable in any manner either monetarily or otherwise.
14. **Safety Guideline :** Tenderer should ensure that the staff deployed by him follow all statutory and safety guidelines while working. In this connection DMS in no way will be responsible for any untoward happenings during the contract period.
15. **Statutory Requirement:** The contractor is required to abide by all statutory requirements as per Law applicable during the contract period.
16. **Modification:** In case of any hardship/operational problems faced by either party (i.e. contractor or DMS). General Manager, DMS have the right to add/modify any conditions in the public interest by recording reasons to this effect.
17. **Each individual officer/ official in which Run the AC is installed has to verify the repair done which will be countersigned by AE(Ref) &SDE.**
18. For Major expenditure above Rs. 5000 on each A.C prior permission from SDE/Authorize representative shall be taken.

19. You may super scribe our Enquiry letter No.& Date on the top of the envelope.
20. **Validity of Tender :** Your Tender offer should be valid for a period of 90 days from the closing date of tender.
21. **Manual Tender:** The Manual tender offer shall be accepted.
22. **Short Close of Contract:** (i) On breach of any terms and conditions, the said contract can be short closed/cancelled at any time without assigning any reason at the sole discretion of General Manger, Delhi Milk Scheme.
(ii) The handing over the Operation & Management of DMS to external agency has been initiated by DADF. The contract can be short closed with one month notice if O & M of DMS is given to external agency.
23. **Jurisdiction :** All dispute arising out of or touching on the contract shall be subjected to the jurisdiction of the court of Union Territory of Delhi only.

I/we hereby append my/our signatures in verification of our rate offer and in full acceptance of the terms & conditions stipulated in this first schedule to tender enquiry.

(Signatures of Tenderer)

Name _____
Address _____

Phone/Fax _____
Dated _____ Place _____

Financial/Price Bid

Tender No.4-5/2017-SPH for Outsourcing the Job of Servicing & Repairing of approximately 74 Nos. of window Air Conditioners of different Models viz Voltas, Carrier, Videocon, Lloyd, Federlloyd, LG & Split AC & Charging of Gas and Repair work.

(A) Rates may quoted as per following table:-

S.No.	Description	Rate of Servicing
1. (a)	Room Air Conditioners 1.5 tone	Rs.....
(b)	Split AC 1.5 tone	Rs.....
(c)	Split AC 2 tone	Rs.....
		Rate of Gas Charging
2.(a)	Room Air Conditioners 1.5 tone	Rs.....
(b)	Split AC 1.5 tone	Rs.....
(c)	Split AC 2 tone	Rs.....
		Rate of new item
3.(a)	Compressor to be replaced with new one (Rotary) 1.5 TR	Rs.....
(b)	Compressor to be replaced with new one (Rotary) 2 TR	Rs.....
(c)	Hermetic sealed (reciprocating) 1.5 TR Compressor to be replaced with new	Rs.....
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4.	Fan Motor Replacement with new	Rs.....
5.	Cooling Coil for Replacement with new	Rs.....

Note: It is to communicate that lowest party (L-1) will be decided on the basis of average lowest rate from S.No. 01 to 05 items. Further, Shortlisted L-1 party (bidder) has to do the job of other remaining 15 items/category from S. No. 06 to 20 at the lowest rates received in the tender enquiry.

		Rate
6.	Condenser Repair/Replace (both rates)	Repair Rs.....Replace Rs.....
7.	Cooling Coil Repair/Replace (both rates)	Repair Rs.....Replace Rs.....
8.	Capillary & Filter change	Rs.....
9.	Suction Pipe Change	Rs.....
10.	Running Cap. Change	Rs.....
11.	Fan Blower repair Replace (both rates)	Repair Rs.....Replace Rs.....
12.	Fan Blade Repair Replace (both rates)	Repair Rs.....Replace Rs.....
13.	Wiring Kit Change	Rs.....
14.	Selector Switch Change	Rs.....
15.	Replacement Compressor of two tone A/C new	Rs.....
16.	Dismantle Charges of spilt A/C	Rs.....
17.	Fitting Charge of Spilt A/C	Rs.....
18.	PCB repair/replace a new with remote control for split/window	Repair Rs.....Replace Rs.....
19.	Complete Indoor Unit (New) change (a) 1.5 TR(b) 2TR	(a)Rs..... (b)Rs.....
20.	New cooling coil of Indoor unit change (a) 1.5 TR (b) 2TR	(a)Rs..... (b)Rs.....

Signature
Name of the party
Address:.....
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