

F.NO.13.1.2018-GS
Press Information of Bureau
Government of India

'A' Wing, Shastri Bhawan,
New Delhi -110001
Dated: 16 .02.2018

To : **As per list enclosed.**

Subject: **Limited Tender for Annual Contract for Maintenance of Air Conditioners (Window/split) belonging to Press Information Bureau.**

SEALED quotations are invited from reputed/registered firms for award of Comprehensive Annual Maintenance Contract for the maintenance and installation for Air Conditioners (Window A/C, Split A/C, Tower ACs, Cartridge ACs etc.) in the Press Information Bureau 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/Department/Semi-Government Organizations, including Public Sector Undertaking are requested to submit their rates in the attached proforma duly completed and signed. The prospective firms should also furnish a copy of the PAN, EPF & ESIC registration number, GST Registration and "Experience Certificate" from at least 10 Government Ministries/Department with their quotations.

The sealed cover containing the tenders and superscribed as under and complete in all respect should be submitted so as to reach the undersigned in Room No. 712, 'A' Wing, 7th Floor, Shastri Bhawan, New Delhi by 08 .03.2018 latest by 3.00 PM.

"Quotations for the Comprehensive maintenance of Air Conditioners belonging to Department of Press Information Bureau".

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 "DDO, Press Information Bureau" without which the quotations will not be considered. The earnest money will be returned to all tenderers after the contract is finalized.
3. **The quotations will be opened at 3.30 PM on the same day i.e., 08.03.2018. The tenderers, if they so desire may depute their respective representatives to be present at the time of opening of tenders.**
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 contract shall initially be for one year which can further be extended on year to year basis up to a maximum of three years on mutually agreed terms & conditions. This Bureau 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 General 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 firm will be required to undertake maintenance/repairs of Air conditioners (Tower/window/split/cartridge) at any other location as decided by competent authority.
- iv) For payment purpose, the bills should be submitted quarterly on the prescribed format.
- v) No increase in amount shall be considered at all during the currency of the AMC. No other charges like transportation fare etc. will be payable.
- vi) Conditional tender will not be entertained, similarly quotations received after stipulated date and time also will not be considered under any circumstances.
- vii) The terms "Maintenance" shall include oiling, cleaning, greasing, servicing and replacement/repair of any or all parts including repair of motor/compressors, air filters and gas charging in the ACs as per requirement during the currency of contract at the exclusive risk, responsibility and the cost of contractor. The contractor shall use the material of BIS specifications for repair/replacement.
- viii) They shall be required to inspect all the air conditioners and put these into operations immediately failing which the contract may be cancelled without assigning any reasons and the security money deposited by the contractor shall be forfeited.
- ix) 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 firm to depute sufficient number of qualified mechanics (minimum two) on all working days from 9.30 AM to 6.00 PM throughout the currency of the contract. In cases of emergency the complaints would also be required to be attended to on holidays.
- x) As far as possible, the repair work shall be carried out in the premises of this Bureau. Only such repairs which are not possible to be undertaken in the premises of the Bureau, 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 Bureau. No transportation charges will be paid on this account. The air conditioner or part thereof, taken to the workshop will have to be brought back within two days, failing which the cost of the machine/part will be recovered from the firm and, if considered necessary, the contract will be terminated without further notice. The service provider must have their own Workshop and address of the same may be mentioned.

xi) The contractor shall be responsible for smooth and satisfactory working of the air conditioners.

xii) 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 shall be forfeited. In this connection, decision of the Bureau shall be final and binding on the contractor.

xiii) The firms are also required to prove their competence for undertaking the jobs of providing required services and shall, therefore, furnish their standing and goodwill through attested certificate/documentary proof from at least ten (10) Ministries/Departments. The firm shall also indicate their registration number/VAT/GST Nos. The firm should have at least annual turnover of Rs. 50 lakhs. Copy of the Income tax returns for the last three years may be submitted.

xiv) The successful firm will be required to furnish the performance security deposit of Rs.50,000/- for the Annual Contract 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 schedule Bank & Pledged in favour of the Section Officer (Cash)/DDO, Press Information Bureau, 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 service of the contracted agency found to be unsatisfactory.

xv) The rates may be quoted as per Proforma, Taxes / GST (if any), may be specifically and separately indicated in the quotation.

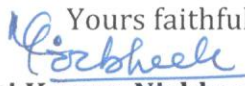
xvi) The Contractor shall be required to work at the approved rates. If for any reason, the firm is not able to do so, the work shall be got done from some other firm or from the open market at the cost of contractor and the expenditure so incurred thereon, shall be recovered from him. This may even entail the termination of the contract and forfeiture of the security deposit.

xvii) 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 in a month to the effect that the air conditioners are working satisfactorily during the months.

xviii) In the event of the contractor backing out of the contract in the midstream, without prior explicit consent of the PIB, not only the EMD/Security money will be forfeited, but also he will be liable to the recovery of the higher cost, vis-a-vis that contracted with him incurred by the PIB for the balance period of contract through alternate means and would also be blacklisted for the future contracts in the Government Departments. In case the complaints of the maintenance/repair of the Air Conditioners are not attended to within two three hours, penalty of Rs.100/- will be levied per day per AC and no maintenance charges for this period will be admissible.

xix) The contractor shall hand over all the ACs in working condition to the new contractor at the expiry of the contract period failing which the Security money will be forfeited.

5. All the applying firms are requested to read and understand the terms and conditions of the contract as detailed out in the preceding paragraph before sending their quotations, as no change or violation of the aforesaid terms & conditions is permissible once the quotation is accepted by Bureau.

Yours faithfully,

(Manoj Kumar Nirbheek)
Dy. Director(Admn.)
Tel No. 23382558

Copy to:-

1. NIC Division of Department of Press Information Bureau with the request to display the above tender notice on the web site of the Bureau.
2. All Ministries/Department with the request to give due publicity for the above tender among the contractors working with them.
3. Computer Division of Press Information Bureau with the request to upload the tender notice in the e-portal of NIC.

Proforma

<u>S.No.</u>	<u>Itmes</u>	<u>Tower A/C</u>	<u>Split A/C</u>	<u>Window A/C</u>	<u>Cartridge AC</u>
1.	Maintenance shall include oiling, cleaning, greasing, servicing and replacement/repair of any or all parts including repair of motor/compressors, air filters and gas charging in the ACs as per requirement.				
	Installation/ De-installation charges with material (applicable only when the location of the AC changes, on the direction of the Bureau) (i) Window (ii) Split				
A	Compressor - 1.5 Ton A/C				
B	Compressor - 2 Ton A/C				
D	New Remote of AC				
E	Repair of Remote of AC				
F	Refrigeration Pipe-Rate (per mtr.)				
G	Drain Pipe (per mtr.)				
H	Insulation of AC Pipe				
I	AC Plug/Iron Clad				
J	Wire				
K	Replacement of Body of outer panel of Split AC				
L	Replacement of Body of Window AC				