

No. 9/10/2011-Adm.III
Government of India
Ministry of Power

New Delhi, dated the 18th November, 2011

To

As per List

Sub:- Award of contract for Comprehensive Repair/Maintenance of Split ACs and Window ACs/Water Coolers installed in the Office of Ministry of Power located at Shram Shakti Bhawan and Nirman Bhawan premises for the period 01.02.2012 to 31.01.2013.

Sir,

Sealed quotations are invited from registered/ reputed firms for award of comprehensive maintenance contract for the maintenance and upkeep of about 97 ACs of different make and 5 nos. of water coolers, installed in Shram Shakti Bhawan at different floors, Nirman Bhawan (2nd Floor) and Residence Offices of Hon'ble Minister of Power and Minister of State for Power. The number of ACs, indicated above may undergo change if so required. Interested firms/ parties who wish to undertake the said work and have the capacity/ competence to do so may please submit sealed quotations in sealed cover for the above job as per details given below:-

2. Scope of Work: The work includes repair/replacement and maintenance of all items connected with Air-conditioner system, Split/Window type (1.5 Ton) & water cooler of different make and model on various floors of Shram Shakti Bhawan and Office premises of this Ministry located at 2nd Floor, Nirman Bhawan, New Delhi. The details of ACs and Water Coolers are as under:-

S.No.	Description	Quantity
1.	Cessette AC	08
2.	Split AC	68
3.	Window AC	21
4.	Water Cooler	05

3. Period of Contract: The contract will be valid for the period one year i.e. 01.02.2012 to 31.01.2013. However, the Ministry may extend the contract on the existing rates and terms & conditions if the services of the firm are found satisfactory. However, it may also be noted that the Ministry of Power reserves the right to terminate the contract at any stage of time on the part of unsatisfactory services of the firm.



4. Qualifying Requirements: The bidders shall furnish list indicating his past experience of undertaking maintenance and repair jobs of Air-conditioners (Split/Window type). The bidder should submit certificates from Government Departments or Public Sector Undertaking to the effect that the firm has given satisfactory performance on similar jobs along with the bids without which the bid is liable to be rejected. The firm should have proper workshop with qualified and experienced AC engineers/ mechanics on their roll and shall have all tools, stock of essential spares required for services and maintenance of ACs. The Officers of Ministry of Power may visit the premises of the bidder to assess his firm's capability to handle such jobs without giving any prior intimation.

5. Bid Documents: The quotations complete in all respect in sealed cover duly superscribed "Quotations for Comprehensive Servicing and Maintenance of Air-Conditioners" and addressed to the Under Secretary(GA), Ministry of Power, Shram Shakti Bhawan, Rafi Marg, New Delhi should be dropped in 'Tender Box' of the Ministry of Power located at Gate No. 5 of Shram Shakti Bhawan latest by 3.00 PM on 2nd December, 2011. The quotations dropped after 3.00 PM on 2.12.2011 will be rejected. The quotations will be opened on the same date at 4.30 PM. The quotations which are not complete in all respect and are having cutting and over-writings are liable to be rejected. The Ministry reserves the right to reject or accept any quotation whole or in part without assigning any reason thereof.

5.1 A Demand Draft/ Banks Pay Order for Rs. 5,000/- (Rupees Five Thousand only) in favour of the Pay & Accounts Officer, Ministry of Power, Govt. of India, New Delhi has also to be deposited as 'Earnest Money' alongwith quotation failing which quotation will not be considered. The earnest money will be returned in respect of the unsuccessful bidders after finalization of the contract. No interest will be paid on this earnest money.

5.2 The successful bidder will have to deposit a sum of Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft or FDR in favour of Pay & Accounts Officer, Ministry of Power, Govt. of India, New Delhi as 'Performance Security Deposit' for due performance of the contract which shall be valid for a period of sixty (60) days beyond the date of successful completion of contract to the satisfaction of this Ministry. No interest will be payable on the security deposit. The earnest money shall be returned to the successful bidder after the firm deposits performance security deposit as stated.

5.3 While submitting the quotation for this work, the bidder will be deemed to have read, understood and accepted all the terms and conditions stated in the enquiry of this work.

5.4 The bidder will indicate the complete address of their firm/office and residence along with telephone numbers and other related information strictly as per enclosed proforma (Annexure).

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5.5 The rates should be quoted both in figures and words. There should be no erasing or overwriting whatsoever.

5.6 The contract will be awarded on "as is where is basis". However, the bidders may inspect the machines and satisfy themselves, if they desire to do so, on any working day upto 30th November, 2011 between 11.00 AM to 4.00 PM with prior permission of S.O.(Adm.III), Ministry of Power. It may be noted that no charges for such inspection shall be payable to the bidder by this Office.

5.7 The contractor will be required to depute competent and qualified mechanic to inspect the Air-conditioners at least thrice a week and put on whole time qualified mechanic on duty exclusive for this Ministry on all working days to attend the Air-conditioners whenever a defect arises therein or when any complaint to this effect is made. The firm have to provide a mobile phone to the mechanic deployed by them at their own cost.

5.8 The repair and servicing etc. would be carried out in the premises of this Ministry. However, only such work as can not be done in the office premises will be allowed to be done outside with the written permission of Section Officer (Adm.III) of the Ministry and for this purpose no extra payment will be made. However, in case an air-conditioner is not made functional or re-installed within seventy two (72) hours after lodging of complaint, the firm will have to arrange for a 'Standby machine' failing which a penalty of Rs. 500/- (Rupees Five Hundred only) per day will be levied counting from the day when the time of 72 hours expires.

6. Prices: The Comprehensive Repairs/Maintenance charges for ACs shall be firm and inclusive of cost of spare parts, replacement of compressor, fan motors, gas charging, labour charges etc. and including all taxes and other charges, if any. The term "Comprehensive Servicing and Maintenance" will include oiling, chemical washing, cleaning, greasing (general servicing), gas filling, replacement of filter, relay, thermostat, drain pipe replacement/ repair of any or all spare parts including gas charging, metal clad plug, replacement of compressor, repair/ replacement and rewinding of motors, fixing of wires/plugs, insulation, running/starting capacitors of ACs during the period of contract.

6.1 During the entire period of contract no request for any increase in the rates on any account would be entertained and the performance would be reviewed from time to time to ensure that it is to the entire satisfaction of the user. In case the contractor fails to cope with the workload or does not render satisfactory service, the contract awarded to him shall be cancelled forthwith without giving any notice or without assigning any reason and his security deposit and payment due to him if any, shall be forfeited. In this connection the decision of the competent authority shall be final and binding on the contractor.

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6.2 On the expiry of the contract, the contractor shall be responsible for handing over all the Air-conditioners in working condition along with all the accessories to the Ministry and the cost of shortcoming/damages if any shall be borne by the outgoing contractor.

7. **Terms of Payment:** Quarterly payment to the extent of 100% will be authorized to the firm on submission of pre-receipted bill in triplicate. However, the first bill will be paid after initial servicing and making air conditioners functional.

7.1 Tax Deduction at source (TDS) will be deducted from each bill of the contractor as applicable under the Income Tax Rules. Service Tax shall also be paid as applicable under the rules. No claim on account of sales tax or any other tax for the material used for executing work awarded under this contract will be entertained by authority and all such taxes should be paid by the contractor.

Yours faithfully,



(P.K. SINGH)

Section Officer (Adm.III)

Tel: 23358267

Issued
10/11/12