

No.D-13/4/2017-Genl.  
Government of India  
Ministry of Textiles

....

Udyog Bhavan, New Delhi,  
Dated 01/06/ 2017.

To,

As per list

Subject: Annual Maintenance Contract for 53 Split ACs, 63 Window Acs, 02 Water Cooler and 54 Voltage Stabilizers during the year 01.07.2017 to 30.06.2018 in the Ministry of Textiles.

Sealed bids are hereby invited from the reputed firms for Comprehensive Annual Maintenance Contract for Window A.C., Split A.C and voltage Stabilizers installed in the Ministry of Textiles, Udyog Bhavan, New Delhi, residence HMOT and Residence Offices of HMOST.

2. The interested parties may send their quotations alongwith earnest money deposit of Rs.10,000/- (Rupees Ten Thousand only) in the form of demand draft drawn in favour of DDO, M/o Textiles. Bids without the earnest money deposit will not be considered. Bids complete in all respects may be addressed to The Section Officer(Admn), Ministry of Textiles, Room No.29-B, 'D' Wing, Ground floor, Udyog Bhawan, New Delhi and should reach this Ministry latest by **3.00 PM on 20<sup>th</sup> June, 2017**. The bids will be opened on same date i.e. **20<sup>th</sup> June, 2017 at 3.15 PM**. In **Room No.29-B**, Udyog Bhawan, New Delhi. The bidder or his authorized representative may be present at the time of opening of bids who may wish to attend.

3. The terms and conditions for the tender are as under and the tender should include the following:-

a) The rates of comprehensive maintenance of Air conditioners shall include the gas filling, oiling, chemical washing, general services, switch, sockets, repair of compressors, repair/replacement of motor, repair/replacement of all minor and major parts except replacement of compressor, grill, pipes, gas, removal, shifting and installation charges. No carriage charges for removal/return of machine from office to workshop and vice versa shall be paid by the Ministry.

b) The firm must possess the requisite registration with the EPF/ESI/Work Contract/labour Contract/Income Tax and Allied Statutory Authorities.

c) The Contractor must submit the following documents alongwith the quotation:-

- i) Registration with Delhi Sales Tax Ministries/Deptt. For work contract Tax.
- ii) Proof of Income Tax Assessment.
- iii) Documentary proof of 3 years experience and financial turnover of Rs.10 Lakh per annual.
- iv) Number of service Engineers and other staff employed and Govt. offices/private institutions/firms where the firm is working under AMC presently.
- v) Documentary proof of allotment of Service Tax No, EPF, ESI etc. by the concerned Government offices.

d) The firm should have minimum experience of 03 years in maintenance of various types of Air Conditioners and other related works with yearly turnover of Rs.10 lakh or above. A list of clients should be enclosed along with the proper documentary proof. The bidder must submit certificates from at least three Ministries/ Department/PSUs/reputed private institutions/firms to the effect that the firm has given satisfactory service/performance alongwith the bids without which bid is liable to be rejected.

e) The successful bidder would have to deposit an amount of Rs.25000/- as security deposit in the form of Bank Guarantee/FDR Receipt in favour of DDO, Ministry of Textiles, New Delhi.

f) The earnest money deposit of un-successful bidder will be returned after finalization of the contract. The earnest money deposit of successful bidder will be returned after deposit of Performance Security Deposit. The Performance Security Deposit will be forfeited if term and conditions of contract are not fulfilled.

g) This contract shall remain in force for one year unless terminated earlier by this Ministry on the basis of poor performance or violation of terms of the contract. The contract however, may be curtailed or extended by the competent authority in Ministry of Textiles subject to the performance of the firm.



- h) The contractor shall be responsible for maintenance of Window/ Split AC unit in working order by placing the services of experienced technicians/mechanics in this Ministry through-out all working days and they will be bound to carry out job of urgent nature even during odd hours and holidays, if so desired by the Ministry.
- i) No Air – conditioner will be taken out by the Engineer to the workshop without prior approval of the Competent Authority in this Ministry. In that case, the firm will provide stand by arrangement without any extra cost.
- j) It shall be responsibility of the contractor to hand over all the air conditioners to the Ministry in working condition at the completion of the contract.
- k) It will be ensured by the firm that all the filters are cleaned regularly on a fortnightly basis and the air conditioner are kept defect free throughout the year. Failure to repair/service the equipment in question within 24 hours without justifiable reasons or to return the repaired machine within two days at the maximum may entitle proportionate deduction in the bill in respect of the total period.
- l) If the work is found unsatisfactory or if the firm dishonors the contract, the job will be entrusted to any other firm/party at the risk/expense of the contractor.
- m) The Ministry reserves the right summarily to terminate the contract at any time without assigning any reason. In this connection, the decision of the Ministry shall be final and binding on the contractor.
- n) No advance payment will be made. Subject to satisfactory performance, payment will be made as under:
  - i) No extra payment/compensation whatsoever, on account of natural calamity/accident or otherwise, will be made to the firm by the Ministry except the rates permitted under this contract.
  - ii) No advance payment will be made. However, quarterly payment on pro rata basis on satisfactory rendering of service would be made.
- o) All disputes will be subject to the jurisdiction of the New Delhi/Delhi courts.

4. This Ministry reserves the right to accept or reject any tender in full or in part without assigning any reason thereof.

5. All the parties are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their bids, as the bids will be considered and the contract will be finalized taking in to account the requisite documents received along with the tenders. Further, no change of violation of the aforesaid terms & conditions will be permissible once the quotation is finalized and accepted by this Ministry.

Yours faithfully,



( Jayashree Sivakumar )

Under Secretary to the Govt. of India

Copy also to be placed:-

- (i) CPP Portal of Ministry of Finance, Department of Expenditure.
- (ii) Ministry's Website

**TECHNICAL BID FORM**

**Comprehensive AMC for 107 AC units and 48 Voltage Stabilizers (40 Split Acs, 67 Window Acs and 48 Voltage Stabilizers) installed in the Ministry of Textiles for a period of one year**

|     |   |  |
|-----|---|--|
| 1.  | Name of tendering firm<br>(in Block letter):  |  |
| 2.  | Corresponding Address:  |  |
| 3.  | Telephone Nos:  |  |
| 4.  | Bank Draft No. & Date:  |  |
| 5.  | Amount of Draft:  |  |
| 6.  | Name of the Bank:   |  |
| 7.  | Registration No. of the firm (Please enclose a copy of the registration certificate)  |  |
| 8.  | Vat No.<br>(Enclose copy of relevant certificate)   |  |
| 9.  | Service Tax No.<br>(Enclose copy of relevant certificate)   |  |
| 10. | Pan No.<br>(Enclose copy of relevant certificate)   |  |
| 11. | Experience for maintenance of Acs (Name of Deptt./ period/No. of Acs in Govt. Deptt. Where contractor for Acs was maintained by the firm)                   |  |
| 12. | Particulars of qualified mechanics/technicians viz. Name, Qualification, Experience of the mechanics on roll (please furnish copies of their certificates): |  |
| 13. | Annual turnover during the last three years<br>2012-13<br>2013-14<br>2013-15<br>(Documentary proof may be enclosed)   |  |

(Signature of Proprietor of firm with Seal of Office)

Date: Place



**ANNEXURE--II AMC for Service Maintenance of Window/Split ACS & Water Coolers etc.**

| Sl.No.    | Items   | Window Acs | Split Acs | Water Cooler |
|-----------|---|------------|-----------|--------------|
| 1.        | Maintenance Charges (rate per AC/Water Cooler, stabilizer including Oiling, Chemical Washing and General Service) |            |           |              |
| 2.        | Replacement of Components with new ones(Where applicable)   |            |           |              |
| <b>a)</b> | <b>Compressor</b>   |            |           |              |
| i)        | 1.5 Ton AC  |            |           |              |
| ii)       | 2 Ton AC  |            |           |              |
|           | With buy back of old compressor   |            |           |              |
| <b>b)</b> | <b>Fan Motor</b>  |            |           |              |
| i)        | Rewinding   |            |           |              |
| ii)       | Replacement   |            |           |              |
|           | With buy back of old motor  |            |           |              |
| <b>c)</b> | Grill   |            |           |              |
| <b>d)</b> | Chassis   |            |           |              |
| <b>e)</b> | Remote of Split AC  |            |           |              |
|           | Remote of Window AC   |            |           |              |
| i)        | Repair of Split AC Remote   |            |           |              |
| ii)       | Replacement of Split AC Remote  |            |           |              |
| iii)      | Repair of window AC Remote  |            |           |              |
| iv)       | Replacement of window AC Remote   |            |           |              |
| <b>f)</b> | Drain pipe (per mtr.)   |            |           |              |
| <b>g)</b> | AC Plug/Iron Clad   |            |           |              |
| <b>h)</b> | Air Filter  |            |           |              |
| <b>i)</b> | Air Filter  |            |           |              |
| <b>j)</b> | Shifting and Installation charges of  |            |           |              |

|           |  |  |  |  |
|-----------|--|--|--|--|
|           | Window type AC                                     |  |  |  |
| <b>k)</b> | Shifting and Installation charges of Split type AC |  |  |  |
| <b>l)</b> | Removal charges of Split AC                        |  |  |  |
| <b>m)</b> | Removal Charges of Window AC                       |  |  |  |
| <b>n)</b> | Gas  |  |  |  |