



भारत सरकार

GOVERNMENT OF INDIA

सूचना और प्रसारण मंत्रालय

MINISTRY OF INFORMATION & BROADCASTING

'ए' विंग, शास्त्री भवन, नई दिल्ली- 110 001

'A' Wing, Shastri Bhavan, New Delhi- 110 001

Dated. 16.10.2012

TENDER NOTICE

Subject: - All inclusive service contracts for the servicing, maintenance and upkeep of all type of Air- Conditioners, Desert Coolers, Water Coolers, water dispensers and stabilizers in the Main Sectt., Ministry of Information & Broadcasting for the year 2012-2013.

This Ministry requires the services of the contractor who is prepared to undertake the job of servicing, repairing and maintenance of all type of air conditioners, Desert Coolers, Water Coolers, water dispensers and stabilizers for the financial year 2012-2013 and to invite the sealed quotations for the above job on the terms and conditions mentioned in the following paragraphs of this letter. In case you are interested in undertaking the work, you are requested to submit your quotations to the undersigned by name in sealed cover, the cover should be prominently marked with words "QUOTATIONS FOR SERVICING AND MAINTENANCE OF AIR CONDITIONERS". The quotations must be submitted on or before by **12.30 p.m.** on **30th October, 2012.**

2. The quotations will be opened at **3.30 pm** on **the same day** in Room No. 749, 7th Floor, A-Wing, Shastri Bhavan, New Delhi. You may be present at that time, if you so desire or you may depute one of your representatives to be present at that time.

3. The job will be entrusted to successful tenderer under the terms and conditions mentioned below.

4. The successful firm will be required to do the work for one year i.e. from the date of taking over the job. The Ministry shall, however, reserve the right to terminate the contract at any time without assigning any reason. The contract may also be extended for further one year subject to the quality of service provided by the firm and also ascertained by this Ministry.

5. The following job will be entrusted on the basis of all inclusive rate contract on "as is where is basis" on competitive rates.

- a) Set of 3 pads
- b) Rewinding of burnt motor
- c) New water pumps
- d) New condensers
- e) "OFF" and "ON" switches and knobs
- f) Cutting and welding
- g) Gas charging
- h) Carrying out pressure leak testing including vaccumising the system at a maximum temperature of 130F and 150F
- i) Liquid line strainer and overload protective device.
- j) **Replacement/repairing/gas charging of the compressor of all type of A/Cs, Water Coolers and Water Dispensers.**
- k) Any other item necessary for efficient running of all equipments as mentioned above.


For this purpose, you are requested to examine the conditions of all equipment in question before mentioning your rates.

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6. In addition, you may also quote rates for fixing of Split and Window type air-conditioners, desert coolers in windows and covering the gaps with new plywood payment of these items of work would be paid in addition to the rates for all "inclusive contract". The rates for the renovation of Split and Window A/cs may also be quoted.
7. All inclusive rates for servicing and maintenance of split Airconditioners, air conditioners (window type), desert coolers, water coolers and Water Dispensers including repairs, fixing parts, replacement of accessories, etc. these rates should be quoted per machine. It may be noted that during the pendency of the contract, equipments in perfect working condition with requisite fitting parts, accessories, repairs, etc. are required to be maintained within the all - inclusive rates tendered.
8. **No extra payments**, whatsoever, on account of natural calamities or otherwise, will be made to the contractor except the all-inclusive rates and the rates permitted under this contract. It shall be contractor's responsibility to make the air-conditioners splits and window type, desert coolers, water dispensers and water coolers, works satisfactorily throughout the period.
9. It shall also be the responsibility of the contractor to hand over back to this Ministry all the equipment under contract in working conditions at the end of contract period.
10. It may be particularly noted that after the contract is awarded, the contractor will be required to fix all the required accessories to the air-conditioners, desert coolers, water dispensers and water coolers in question, to bring them in the perfect working order so that these are ready for use. The contractor will be required to depute competent persons to inspect the equipments at least once a week and put two whole time expert mechanic on duty exclusively for this Ministry on all working days, if required on holidays also, to attend the equipments and whenever, defect arise therein or any complaint to this effect is made.
11. The work is to be carried out in the office premises itself. However, only such work as cannot be done in the office premises will be allowed to be done outside with written permission of the Section Officer, Admn III Section of the Ministry and **no extra payment** would be made on this account.
12. Failure to repair/servicing the equipments in question within the reasonable time, without adequate reasons or to return the repaired machine within a week's time at the maximum, may entail proportionate deduction in the bill in respect of the period.
13. Any sum of money due and payable to the contractor under this contract shall be appropriated by this Ministry or by any other person(s) contracting for an on behalf of the President of India and set off against any claim to this Ministry and of such person(s) for the payment of a sum of money arising out of other or under any contract with this Ministry or such purposes.
14. All the interested renderers are requested to enclose latest ITC certificate for the last assessment year along with their tender.
15. The firm quoting the rates should be registered with the Sales Tax authorities with Work Contract Cell. Necessary clearance certificate issued by the work contract should be enclosed with the quotation.

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16. If the work of the contractor is found unsatisfactory or if the contractor dishonors the contract, the job will be entrusted to any other firm/party at the risk and expenses of the defaulting contractor.
17. The indenting contractors must have atleast five years' experience in undertaking such job with Government/Departments.
18. The contract can be terminated summarily by this Ministry at any time if the work of the contractor is found unsatisfactory. In this connection the decision of the undersigned shall be final and binding on the contractor.
19. Payment for the work done will be made on quarterly basis as per the actual counting of Equipments.
20. A specific mention must be made in your quotations to the effect that the terms and Conditions mentioned above are acceptable to your firm, in full.
21. The undersigned reserves the right to accept or to reject any quotation(s) in full or in part without assigning any reason thereof.
22. You are requested to kindly indicate the name of the Ministries/Department/Office where you have undertaken such assignments and enclose the satisfactory certificate received from them.
23. The bid has to be accompanied by an EMD of Rs.10,000/-(Rupees Ten thousand only) in the form of Demand Draft in favour of Pay & Accounts Officer, Main Sectt. Min. of I & B. Copies of PAN/TIN Number must be attached.


(Shailesh Gautam)

Under Secretary to the Government of India

Tel: 23384853

Hindi version will follow

Copy to:-

1. NIC, Min. of I & B for placing the tender document on Min. of I & B's website with request to withdraw the same from site after 10.30 a.m. on 30th October, 2012.
2. Central Public Procurement Portal.