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भारत सरकार / GOVERNMENT OF INDIA

कारपोरेट कार्य मंत्रालय / MINISTRY OF CORPORATE AFFAIRS

कार्यालय कम्पनी रजिस्ट्रार राजस्थान एवं शासकीय समापक

OFFICE OF THE REGISTRAR OF COMPANIES, RAJASTHAN CUM OFFICIAL LIQUIDATOR

अधीनस्थ राजस्थान उच्च न्यायालय, जयपुर बेंच जयपुर

ATTACHED TO THE HIGH COURT OF RAJASTHAN, JAIPUR, BENCH AT JAIPUR

“कारपोरेट भवन” जी/6-7, रेजीडेन्सी एरिया, सिविल लाईन्स, जयपुर-302001

“CORPORATE BHAWAN”, G/6-7, RESIDENCY AREA, CIVIL LINES, JAIPUR -302001

No. ROC/E/AMC/362

Dated 27/03/2017

To,

Content Manager,
MCA, New Delhi

Subject: - Regarding uploading of tender for Award of Comprehensive period from 01-04-2017 to 15-11-2017 maintenance contract for Air Conditioners for the office of Registrar of Companies Rajasthan – cum – Official Liquidator, Rajasthan at Jaipur on MCA website.

Sir,

With reference to the subject cited please find enclosed tender notice for Award of Comprehensive period from 01-04-2017 to 15-11-2017 maintenance contract for Air Conditioners with terms and condition for uploading on MCA website. The terms and conditions will be there on the website till 29-03-2017. Please inform after uploading the same under the link “tender & notice”. Please do the needful.

Yours faithfully

(Sanjay Kumar Gupta)
ROC-cum-OL
Rajasthan, Jaipur

Encl.: -As Above

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“CORPORATE BHAWAN”, G/6-7, RESIDENCY AREA, CIVIL LINES, JAIPUR -302001

No. ROC/E/AMC/

Subject: - Award of Comprehensive Annual Maintenance Contract for Air Conditioners installed at ROC-cum-OL, Rajasthan, Jaipur.

Sir,

The undersigned is directed to invite sealed offers from the reputed and registered firms or their dealers for Annual Maintenance Contract of Air-conditioners installed at ROC-cum-OL, Rajasthan, Jaipur.

1. The Tenders will be received in this office upto 3.00 PM on 29.03.2017 and will be opened on the same day at 3.30 PM in the presence of representatives of the participating tenders who may be willing to be present at the time of opening of tenders. Such persons should reach before 3.30 PM on that day and bring the authority letters from the tenderers concerned on their letter head the authority letter should also contain signature of the authorized representative duly attested by the authorized signatory of the tenderers.
2. The terms and conditions attached to this LTE are given in the Annexure-1.
3. The Schedule of Air Conditioners i.e. Make, Model etc. showing inter alia the format in which rates should be quoted in the attached quotation form.

(Sanjay kumar Gupta)
Registrar of Companies-cum-Official Liquidator
Rajasthan, Jaipur

Terms and conditions

1. Servicing maintenance and repairing of ACs including all parts. Gas Charging, rewinding of Motor/Compressor, replacement/ change of compressor and replacement of body all are inclusive in the Comprehensive Maintenance Contract, Maintenance also includes providing of a coating of rubber paint on the base and vital parts of ACs Starting Capacitor, running capacitor etc. and relays are also included in the Comprehensive Maintenance Contract.
2. The Sealed Tender, along with bit security of Rs. 10,000/- in the form of Account Payee Demand Draft, FDR, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form (The Demand Draft/Banker's Cheque should be drawn in favour of "DDO ROC-cum-OL" should be addressed to DDO ROC-cum-OL, Rajasthan, Jaipur.
3. The firm must have two years experience in maintenance of air conditioning system in Government Department, Semi Government and must have sufficient technical staff aged more than 18 years.
4. The envelope containing tender should be super scribed in right hand upper corner as "Tender for AMC of Air Conditioners (Due date 29.03.2017)
5. The tenders should be submitted legibly in Hindi/ English.
6. The incomplete, vague, unresponsive and late delayed tenders will not be considered. A tender will be considered unresponsive, where
 - i) It is unsigned or signed without the rubber stamp or authorized signatory of the firm
 - ii) It is illegible.
 - iii) It is not submitted as per Notice Inviting Tender and any of the terms and condition.
 - iv) The Quotations have not been made for all the items.
 - v) The tender is conditional.
 - vi) The tenderer does not agree to any of the terms and conditions specified herein.
7. The tenders should submit a Xerox copy of their PAN Card and sale/service Tax Registration along with the tender.

8. Quotation once submitted shall not be allowed to be withdrawn till the quotation process for acceptance remains in force.
9. Over-typing or erasing of figures are not allowed.
10. The ROC-cum-OL, Rajasthan reserves all rights to accept or not accept one or more quotation or reject all the quotations without assigning any reasons whatsoever.
11. The tenders should be valid for at least one year.
12. The Price offered should show the rate/amount of VAT and other applicable taxes extra. Tenders quoting price inclusive of taxes, without giving rates/amount of taxes will not be considered.
13. The parts/material used should be of standard make and quality.
14. The rate should include the cost of transportation, travelling for taking the Air Conditioners/personal to workshop and back to ROC-cum-OL, Rajasthan, Jaipur after repairs.
15. Preventive maintenance of each air-conditioners should be done once in 3 months.
16. Routine maintenance schedule be followed by the contractor & will be verified by the office.
17. All the required tolls etc., will be arranged by the contractors during servicing of ACs,
18. The firm shall provide service in all the days of contract year as and when required.
19. The contract will be for a period from 01.04.2017 to 15.11.2017 .i.e. 7.5 months.
20. The complaints will have to be attended within 24 hours, Breakdown of Machine/Unit for more than 48 hrs. without any genuine case will be liable to deduct the payment on prorata basis.
21. Consumables are included in the AMC
22. The payment will be made monthly against the submission of pre receipt bill in duplicate after satisfactory service in that quarter of the AMC.

23. The successful bidder/firm shall submit a Bank Guarantee of 5% of the amount of total AMC value through any Commercial Bank by way of Performance Security which shall stand forfeited if the firm fails to execute the work assigned to them performance security can also be deposited in the form of Account payee Demand Draft of Banker's cheque of any commercial bank drawn in favour of DDO ROC-cum-OL, Rajasthan, Jaipur.
24. In case of any dispute the decision of the ROC-cum-OL, Rajasthan shall be final.
25. In connection with the contract all disputes shall be exclusive and within jurisdiction of Jaipur Court only.
26. ROC-cum-OL, Rajasthan, Jaipur will not be any party between firm and its worker in case of any dispute.
27. An indemnity bond on Rs.100/-non judicial stamp paper by the contractor in case of any eventuality happens with its worker while working.
28. In case the service is not found satisfactory, the ROC-cum-OL, Rajasthan, Jaipur reserves the right to terminate the contract at any stage and the bank guarantee will be forfeited.
29. The contractor should pay the losses if any, incurred due working of his staff at any time during the contract period.
30. On expiry of the contract the firm shall handover all the air-conditioners in perfect working condition to this office failing which liquidated damages, if any, will be recovered from the contractor.
31. TDS/Levies shall be deducted from the contractor's bills as per the Government orders.
32. Harmful chemicals/ Gases/ Agents should not be used for clearing etc. Provisions of sufficient safety equipment's is the responsibility of firm itself.
33. No modification/ substitution /alteration will be allowed without prior approval of ROC-cum-OL, Rajasthan, Jaipur,

N.B. Before quoting rates, the firms may visit RC-cum-OL, Rajasthan, Jaipur during office hours between 10.30 AM. And 3.30 PM for inspection of the air conditioners on working days (Monday to Friday except Gazetted Holidays).

Contractors dated sign with seal

QUOTATION FORM

Please read carefully the terms and condition in the enquiry form attached to the quotation form.

Subject: Award of Comprehensive Annual Maintenance Contract for Air conditioners installed at Registrar of Companies-cum-Official Liquidator, Rajasthan, Jaipur

Last date of receipt of quotation in this office 30.03.2017 upto 3.00 PM

Quotation opening date and time 30.03.2017 at 3.30 PM

Please quote your rates for the CAMC of one year for the following Air conditioners

The lowest Quotation will be decided on the basis of total amount quoted.

Comprehensive AMC for Air Cooled Package Type AC 96TR					
Sr.No.	Description of the item/job	Qty.	Unit AMC Cost Excluding Tax	Tax	Total AMC Cost including Tax
		96 (TR)			

It is certified that we have read and understood the terms and conditions and we accept all the terms and conditions.

Dated:
Placed:

Contractor
(with the seal of the firm)