

No.D-31012/4/2011-Gen.
Government of India
Ministry of Corporate Affairs,

Shastri Bhavan, 5th floor,
Dr. R. P. Road, New Delhi.
Dated 02.02.2012

To

As per List attached

Sub: Awarding of annual contract for repair/maintenance of Window type of Air-Conditioners, Split, Tower type of Air-Conditioners and Water Coolers belonging to Ministry of Corporate Affairs, New Delhi for the year 2011-2012. Terms and conditions thereof.

Sir,

The Ministry requires the Services of a firm which may be prepared to undertake the job of maintenance and upkeep of about 56 window, 37 Split, 05 Tower Air-Conditioners and 03 water coolers installed in Shastri Bhawan, CGO Complex, Bikaner House and Hon'ble Minister residential office in this Ministry during the season 15.02.2012 to 14.02.2013. The interested parties may submit their sealed quotations for the above job as per the enclosed format.

Terms and Condition

Comprehensive maintenance of Air-Conditioners per unit window/Split/ Tower Air-Conditioners and Water Cooler will include oiling, cleaning, greasing, change of filter pad, replacement of any or all spare parts, gas charging, metal clad plug, repairing of compressors, motors, fixing of wire, switches and knobs etc. It will also include replacement of compressor, Charges for installation of Air-Conditioner with fitting and fixture metal clad plug, filter pad, cost of new compressor, cost of new motor (ISI Mark), reconditioning of Air-Conditioner per unit, heating kit, aluminium/steel chass, grill for Air-Conditioner per unit and repairing of Acs. Bodies and any other works the Ministry ask for as-per its need and requirement. In case the quoted price does not include all the above items clear reference to the items NOT being included should be made along with the charges of the included items.

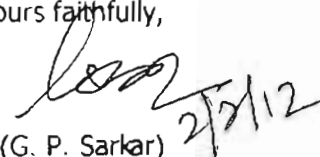
2. The quotations should also give necessary details if they have undertaken similar works in other Govt. Offices.

3. A demand draft for Rs.10.000/- (Rupees Ten Thousand Only) in favour of Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi has also to be deposited as earnest money along with quotation failing which quotation could not be considered. The earnest money will be returned in respect of the unsuccessful bidders. No interest will be paid on this earnest money.

4. The Contractor will have to deposit a sum of Rs.5000/- (Rupees five Thousand only) in the form of a Demand Draft in favour of Pay & Accounts Office, Ministry of Corporate Affairs, New Delhi as security money for due performance of the contract. This will have to be kept valid for the entire period of the contract. The security deposit will be returned to the contractor on completion of the contract to the satisfaction on his Ministry. No interest will be payable on the security deposit.

5. The contractor will be required to attend the break down calls of Air-Conditioner/Water cooler with in 24 hrs and for this purpose, you will invariably depute on mechanic thoroughly conversant with the maintenance and upkeep of the machines.
6. No Acs/Water Coolers what –so ever will ever be taken out by your mechanic to your workshop without the prior approval of undersigned or section in charges.
7. No. transportation charges will be paid by the Ministry.
8. The terms of payment will be as under:-
 - (a) Fifty percent of the total amount after initial service
 - (b) Remaining fifty percent will be paid on expiry of the contract
9. Contractor will be responsible for handling over all the machines in perfect working condition alongwith the accessories to the Ministry.
10. The firm must possess the requisite registration with the EPF/ESI/Work Contract/Labour Contract/Income Tax and allied statutory authorities.
11. Interested parties may be send the quotation in Room No.526-A, latest by 3.00 P.M. on 29.02.2012 which will be opened in the same room at 3.30 PM on the same day. The Representatives of the firm if they so desire may be present at the time of opening of the quotations.
12. The Head of Department reserves the right to terminate the contract at any time during the contact period, if he feels that the services rendered by contractor are not satisfactory.

Yours faithfully,


(G. P. Sarkar) 2/2/12

Under Secretary to the Govt. of India

Copy to:-

Sh. Shyam Sunder, Dy. Director, E-Governance Cell, with the request to place the tender on the web site of the Ministry and PCC portal of NIC.

Ministry of Corporate Affairs, Shastri Bhawan, New Delhi
Details of ACs and coolers installed in the Ministry.

Sl. No.	Make of Air conditioners	Total Nos. of type of A. Cs			Rate/per unit/per annum	Remarks
		Window	Split	Tower		
1	Carrier	33	12	-		
2	L G	14	16	-		
3	With changed Kit	4	-	-		
4	Voltas	2	3	3		
5	Accent	5	1	-		
6	Artic	1	-	-		
7	with New changed Kit	2	-	-		
8	Auzur	-	1	-		
9	Samsung	1	-	-		
	Total	62	33	3		
10	Water Cooler 3 Nos.	-	-	-		