D-13012(1)/2009-GA
Government of India
Ministry of Micro, Small and Medium Enterpeises

Udyog Bhawan New Delhi
11th May, 2009

Subject : Annual maintenance contract for different make/models of 49 Nos. of Split type & Window type Air-conditioners- regarding.

Dear Sir,

I am directed to say that this Ministry invites rate quotations for annual maintenance contract for different make/models of 49 Nos. of Air-conditioners (20 Split type & 29 Window type) for the year 2009-2010 i.e for the period w.e.f 1st June,2009 to 31st March, 2010 on the following terms and conditions:-

1. The successful party has to furnish a security deposit of Rs. 10,000/- (Rupees Ten thousand only) in the form of DD/FDR in favour of DDO, Ministry of Micro, Small and Medium entrprises as interest free refundable security Deposit which can be forfeited in case of any breach of terms and conditons of the contract or unsatisfactory service performance.

2. During the contract period the machines will be serviced at least thrice a year.

3. The Window AC units and Split AC units whenever required will be handed to the contractor and it shall be the reponsibility of the contractor to hand over the same back in working condition after carrying out the neessary repairs to this Ministry whitin 24 hours. In case of delay beyod 24 hours, it shall be the responsibility of the contractor to temporarily install a substitute machine in working order, till such time the repairs are complete.

4. The contractor shall be responsible for periodic maintenance etc. of window AC units as well as split AC units and keep them in working order by placing the services of experienced technicians/mechanics in this Ministry throughout all working days and they will be bound to carry out the jobs of urgent nature even during odd hours and holidays if so desired by the Ministry. All break down calls would be attended to on priority basis, whitin 3 hours, by the contractor. The contractor or his representative has to report to Section Officer(GA) daily during the contract period.

5. The work will primarily be carried out in the premises of this Ministry. Only such work, which is not possible to execute in the premises of this Ministry, would be allowed to be done at the contractor workshop with prior written permission of this Ministry. A gate pass will be issued by the competent officer. No transportation charges will be paid to the contractor for the transportation of machines to and fro to their workshop for repair etc.

6. The contractor shall provide one-year guarantee on the new spare parts replaced by him with the prior knowledge of this Ministry. The old spare parts replaced by the contractor will have to be returned to the Ministry.

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7. The annual maintenance contract does not include reconditioning/body repair/sheet metal work of air conditioners, grill, iron clad plug, installation of air conditioners, remote of split units, fixing of new heating kits, spray painting an replacement of compressors. However their rates should be quoted.

8. No advance payment will be made to the contractor. The payment will be mde quarterly at the end of each quarter after the contractor had completed his periodical service and submitted certificates for the same.

9. Last quarter payment would be released after cleaning of the machines and handing over the same in working order to the Under Secretary(GA)

10. In case the work of the contractor is found unsatisfactory at any stage or he dishonours the contract in any manner, the Ministry shall be at liberty to forfiet the security deposit and/or cancel the contract without assigning any reason and entrust the job to any other party at the risk/expenses of the contractor.

Interested parties may submit their rate quotation in the proforma enclosed at Annexure-I in a sealed envelope super-scribing " Quotations for Annual maintenance contract for different make/models of 49 Nos. of Split type & Window type Air-conditioners" addressed to the Under Secretary(GA), Ministry of MSME, Room No. 356A, Udyog Bhavan, New Delhi-17 immediately, latest by 3.00 P.M of 21st May,2009 along with earnest money deposit of Rs. 5,000/- (Rupees Five thousand only) in the form of Demand Draft in favour of DDO, Ministry of Micro, Small and Medium Entrprises. Quotations without earnest money deposit of Rs. 5,000/- (Rupees Five thousand only) will not be considered. The quotations will be opened on the same day in Room No. 356A, Udyog Bhavan at 3.30 P.M in the presence of such tenderers who wish to be present.

Yours faithfulluy

S/d
(P. S. Verma)
Under Secretary to the Government of India.
Tel:- 23061636

Encl:- Annexure-I

Annexure-I

Rate quotations for maintenance contract for different make/models of 49 Nos. of split type & Window Type Air conditioners

S.No	Item Name	Rate(Rs.) { all inclusive of Service charge and Taxes etc.}
1.	**AMC charges of Window AC**	
2.	AMC charges of Split AC	
3.	Installation of Window AC with material	
4.	Installation of Split AC with material	
5.	Reconditioning charges of Window AC	
6.	Reconditioning charges of Split AC	
7.	Compressor change charges of Split & Window AC	
8.	Gas filling charges of Split & Window AC	
9.	New Motor charges of Split & Window AC	
10.	New Grill charges of Window AC	