

F.No.7(11)/2007-NMCC
Government of India
National Manufacturing Competitiveness Council
(Ministry of Commerce & Industry)

Vigyan Bhavan Annexe, New Delhi.
Dated the 3rd September, 2007.

To

M/s. _____

Subject: Annual Maintenance Contract(AMC) for different make/model of 3 Nos 1.5 ton Window type A/cs. , 10 Nos of 2.0 ton Split A/cs., 8 Nos of 1.5 ton Split A/cs. and two 3.7TR Cassette split A/cs. installed in the Office of NMCC at Vigyan Bhawan Annexe, New Delhi.

Dear Sir,

Sealed tenders are invited from the reputed firms who are having at least three years experience for maintenance and repairs of Window/Split Air-Conditioners. The tender Form and the Terms and Conditions are enclosed herewith. The Tender Form duly completed in all respects should be submitted to the undersigned in **Room No.242, Vigyan Bhavan Annexe, New Delhi on or before 21-9-2007 at 3.00 PM**. The quotations **will be opened on the same day at 4.00 PM** in the presence of authorized representatives of the firms. The tenders of the firms, who do not have requisite experience for the above mentioned work will be summarily rejected and only complete tenders will be considered.

Yours faithfully,


(S.S. MADAN)

Deputy Chief

Telefax: 23022535

✓ Copy to :

NIC, D/O.IPP, Udyog Bhawan for uploading the tender enquiry on the website of the NMCC.

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Tender/Quotation for the Annual Maintenance Contract(AMC) for
repairs/services of Window/Split/Casette Split Type Air-conditioners of
National Manufacturing Competitiveness Council at Vigyan Bhavan Annexe,
New Delhi.

1. Name of the firm :
2. Address with telephone No. :

We the above named firm hereby refer to the National Manufacturing Competitiveness Council's letter No.7(11)/2007-NMCC dated 29th August, 2007 submit the following rates for maintenance of Window/Split type A/cs. on year to year contract basis after going through all the terms and conditions furnished by NMCC.

No.	Particulars of A/Cs	No. of A/cs.	Unit Rate (in Rupees)	Total (in Rupees)	Year of purchase
1.	Window A/c. - 1.5 tons- Blue Star make	Three			2005
2.	Split A/c. – 1.5 tons –LG Make	Eight			2006
3.	Split A/c. – 2.00 tons-LG Make.	Ten			2006
4.	Ceiling mounted cassette split A/c. – 3.7TR- Daikin make	Two			2006

2. I/We hereby enclose the following:-
 - (1) Demand Drat/Pay order No. _____ dated: _____ for Rs. _____
 - (2) Details of Past and Present experience of maintenance/Services of A/cs. of Govt. organization along with copies of experience.
3. Certified that all the above mentioned entries are true. If any one of above is found false/misrepresented, my tender/quotation may be cancelled and earnest money forfeited.

Signature:

Dated:

Name :

TERMS AND CONDITIONS OF ANNUAL MAINTENANCE CONTRACT OF
AIR-CONDITIONERS IN NMCC

1. During the period of the contract the machines shall be service~~d~~at least thrice in a year on a regular basis.
2. During the period of the contract the Maintenance Engineer/Mechanic of the firm shall invariably contact the Administration Section of this Council daily for any complaint and attend to all the complaints on the same day. In case, the fault cannot be rectified I a day and requires more time, the position will be reported to the Administration Section by the Engineer attending the complaint. Any parts, requiring replacement shall be of genuine brand/make and in case of non availability of the genuine parts or the company certified parts, the make and type of the parts should be got approved from the Deputy Chief (Administration), National Manufacturing Competitiveness Council before replacing.
3. The contractor shall be responsible to keep the machines in perfect working order by placing services of the experienced technicians in this Council. All complaints shall be attended during working hours of the day. Urgent and unavoidable jobs shall be attended to even at odd hours also, if required.
4. The description of jobs covered under the Annual Maintenance Contract of A/cs. are as under:-
 - (i) Free repairing of compressor/fan/motor.
 - (ii) Free replacement of defective electrical mechanical parts.
 - (iii) Servicing quarterly.
 - (iv) Free gas filling, whenever required.
 - (v) Overhauling once a year.
5. The work will primarily be carried out in the premises of the NMCC at Vigyan Bhavan Annexe. Only such work which is not possible to execute in the premises of this Council would be allowed to be done in the contractor's workshop with prior written permission of the NMCC.
6. **Terms of payment of Annual Maintenance Contract :**

No advance payment will be made. The AMC charges plus Service Tax will be paid in four equal installments. 1/4th of the total one years' contract charges shall be paid after every three months. However, the last installment will be paid only after successful completion of contract

and handing over the units in perfect working condition to the next contractor. The contractor shall raise the bills accordingly.

7. **Earnest Money & Performance Guarantee**:-All the quotations should be accompanied with **earnest money** in the shape of demand draft/ banker's cheque for a **value of Rs.2,500/-** (Two thousand five hundred only) valid for 3 months and payable to DDO, NMCC, Department of Industrial Policy & Promotion, Vigyan Bhavan Annexe, New Delhi. On finalization of contract the Earnest Money of all the unsuccessful tenderers will be returned. Successful tenderer will have to furnish a **Bank Guarantee** amounting to **7% of the total annual value of the contract**. In case of any breach of terms and conditions of the contract, this Bank Guarantee will be forfeited. On deposit of bank guarantee as security deposit, the earnest money of successful tenderer will be released
8. The quotation not accompanied with the earnest money will be summarily rejected.
9. The Council reserves the right to impose penalty for unsatisfactory services or any damage to any machines under AMC or other wise due to negligence of engineer/staff of the contractor. The decision of this Council in this regard will be final and binding on the contractor and no correspondence in this regard will be entertained.
10. The Council reserves the right to reject any or all the quotations/tenderers without assigning any reasons therefor.
11. The Contractor will have to give undertaking before consideration of their tender that all terms and conditions indicated above are acceptable to them.