

D-7/1/2010-GS  
Press Information Bureau  
Government of India  
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Shastri Bhawan, New Delhi  
Dated: 21-01-2010

**Subject:- Annual Contract for comprehensive repair and maintenance of  
Air conditioners and water coolers for the period April 2010 to  
March 2011**

Sealed quotations are invited from the well established firms having atleast seven year experience for comprehensive repair, maintenance and installation charges, in respect of 88 window ACs (1.5 ton and 2 ton), 34 split ACs (1.5 & 2 ton) of Videocon, Carrier, Amtrex etc. make and 5 water coolers for the period from 1<sup>st</sup> April 2010 to 31<sup>st</sup> March 2011. Interested firms may indicate their rates for the above said work and submit the same to the undersigned in Room No. 716 'A' Wing, Shastri Bhavan (Tel.No. 23384684), in a sealed cover superscripted "Quotation for AMC of Air conditioners, water Coolers etc" by 3.00 pm on 22.02.2010 positively. The quotations will be opened at 3.30 p.m. on the same day in room No. 716 in the presence of such tenderers as might be present that time.

The terms and conditions of this contract will be as under:-

1. The contractor will check, service and repair all ACs etc. and replace all such parts thereof as may be necessary with new ones at his own cost. The service will includes oiling, gas charging, greasing, replacement of other spare parts whenever required.
2. The work would be done in Shastri Bhawan premises only. In exceptional cases, where the work which cannot be done in the office premises, the machines may be taken to contractor's premises with the permission of this Department. No extra charge will, however, be paid for transportation.
3. It will be the responsibility of the firm to depute an experienced engineer in this field within one hour of receiving the intimation over phone or in writing. Failure to send person will invite penal action. In such a case, the Department will be done work by making alternative arrangements, cost of which shall be recovered from the contractors.
4. An earnest money of Rs. 5,000/- (Rupees five thousand only) is to be deposited by bank draft in favor of SO (CASH), Press Information Bureau, Shastri Bhawan, New Delhi. The earnest money receipt should accompany the quotation. Cheque will not be acceptable. Quotations furnished without the earnest money and found incomplete will be rejected. The earnest money will be released after the finalization of the contract.

5. The contractor will ensure that all machines give uninterrupted and trouble free service during the contract period.
6. No extra payment will be admissible for gas charging, repair of compressor and motor and replacement of parts such as air filter, thermostats etc.
7. Reconditioning/body repair/sheet metal work for air conditioner, grill, air filter, ironclad plug, remote of split unit and spray-painting are not included in the contract; rates for which may be quoted separately.
8. Payment will be made as per following schedule:
  - (i) 50% on the completion of 6 months from the contract on satisfactory service.
  - (ii) 50% on the completion of contract period after the machines have been handed over to this Department in complete working condition.
  - (iii) All bills should be supported by duly authenticated service vouch
9. Security money. The successful tenderer will have to deposit Rs/ 10,000/- (Rupees ten thousand only) as security money in the form of Bank FDR in favour of SO (Cash), PIB, Shastri Bhawan, New Delhi. and this amount will be returned only after the expiry of the contract period.
10. Latest Income Tax clearance certificate of the last assessment year should be enclosed with the quotation.
11. The firm quoting the rates should be registered with Sales Tax Authorities with work contract cell. Necessary clearance certificate issued by work contract should be enclosed with quotation.
12. This Department reserves the right to terminate the contract at any time without assigning any reason therefor. In this connection the decision of this Department shall be final and binding on the contractor.
13. Interested parties may inspect the ACs (Window & Split) and water coolers from 15.02.2010 to 19.02.2010 between 11.00 A.M. to 4.00 P.M.

  
(Girish Chand)  
Deputy Director)

**Copy to:-**

Sr. Tech. Director, NIC with the request to put it on the website of PIB