OPEN TENDER NOTICE

Subject: Award of Contract for Comprehensive Repair and Maintenance (all inclusive) for window Type/Split Type/Cassette Type/Water Cooler/Water Dispenser and Air Conditioner (ACs) for the period from 01.04.2015 to 31.03.2016

Sealed quotations are invited from interested and experienced firms for undertaking all in-service maintenance (including provision of genuine spares/parts) if approximately 59 Split Type Air-conditioners, 10 Cassette Type Air-conditioners, 02 Water Coolers, 03 Water Dispensers and 04 WTACs installed CIC office premises at Old JNU Campus and Bhikaji Cama Place, New Delhi from 01.04.2015 to 31.03.2016.

2. The all inclusive rates for servicing and maintenance of ACs, Water Coolers and Water Dispensers including repairs, fixing of parts etc. should be quoted item wise in the enclosed form. It may be noted that during the period of the contract, the contractor would be required to keep the WTACs, STACs, Cassette Type ACs, Water Coolers and Water Dispensers in perfect working condition including oiling, cleaning, greasing change of filter pad, replacement of any or all spare parts (including Gas charging, metal clad plug, repair of compressors/replacement of motors, fixing of wires etc). If necessary, ACs/Water Coolers may be inspected before tendering the quotation. Replacement of old air filters with new ones in all the ACs shall be essential along with initial washing/cleaning of the machines.

3. The all inclusive rates will be applicable for the entire period of the contract and no upward revision will be allowed during this period.

4. No extra payment whatsoever on account of natural calamities or otherwise will be made to the contractor except the rates accepted and it shall be the contractor’s responsibility to ensure that ACs and Water Coolers work satisfactorily from the commencement of the season as also during and upto the end of the contract period.

5. It shall also be the responsibility of the contractor to hand over all the ACs and Water Coolers in good working condition to this Commission at the end of the contract.

6. It may be noted that after the contract is awarded, the contractor will be required to fix all the required accessories in the Air Conditioners and Water Coolers and to keep these ready for use. The contractor will be required to depute competent and qualified mechanic to inspect the
Air-conditioners and Water Coolers at least thrice a week and put two (2) whole time expert mechanics on duty exclusively for this Commission on all working days to attend to the machines whenever a defect arises or when any complaints to this effect is made. All complaints are required to be attended on the same day.

7. The repair and servicing work shall be carried out in the premises of the CIC. However, only such work that cannot be done in the premises of the Commission shall be allowed to be carried out outside with the written permission of the DS(GA) of the Commission and for this purpose no extra payment shall be made. In all cases where workshop repairs are involved the contractor shall first provide standby AC(s) during the entire period of such repairs. Failure to repair/servicing the Air Conditioners and Water Coolers without adequate justified reasons or failure to return the machines within 3 days at the maximum may entitle the Commission to make proportionate reduction in the bill in respect of the total period. It should be specifically mentioned in the quotation.

8. The tenderers are required to produce certificate to prove their competence for undertaking the job in question and also to furnish proof of their standing and good will. They should have three years of previous experience of having undertaken similar jobs in Ministries/Departments of the Govt. of India/PSUs, duly supported by documentary proof. The tenderers must submit certificates from Ministries/Department to effect that satisfactory services have been provided by the firms to their Ministries/Department. The income Tax clearance certificate should also be sent along with PAN number. The tenderers should also furnish Work Contract Tax number.

9. No advance payment will be made. The contract charges will be payable in four equal quarterly installments subject to satisfactory performance of the contract. The contractor will submit quarterly certificates of satisfactory performance from the users (duly signed & rubber stamped).

10. Interested firms may submit their tenders as prescribed below:-

(a) Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees five thousand only) in the form of DD/Pay Order drawn in the favour of Pay & Accounts Officer (CAT), New Delhi. No interest will be payable on this security deposit.

(b) The details of experience along with copies of work orders from different Ministries/Department in this regard.

(c) The copies of certificates of successful completion of the contract from Government Department/PSUs etc.

(d) Permanent income Tax Account No. and copy of latest IT clearance. The number of mechanics/service engineers to be deputed on day today basis to attend to the defects in the ACs/Water Coolers.

(e) Whether the firm has any regular workshop of its own for repair/reconditioning of ACs/Water Coolers etc. If so, location and other details of the workshop to be furnished.
11. Sealed quotations for all in service maintenance of ACs/Water Coolers in CIC containing the technical and financial bids in separate covers as detailed above addressed to the Deputy Secretary(GA)., Central Information Commission, 2nd Floor, Room No. 301, August Kranti Bhawan, Bhikaji Cama Place, New Delhi on or before 2.30 P.M. on 9.03.2015. The bids will be opened on the same day at 3:30 P.M. in Room No. 309, 2nd Floor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi in the presence of such tenderers who may wish to be present.

12. In order to maintain transparency in bidding process, the bidders are requested to be present or depute their representative on the day of opening the document to see the bidding process. They can also raise question/doubt, if any, at the time of opening the bid.

Yours faithfully,

(S.K. Rabbani)
Deputy Secretary(GA)
Ph. No. 26717352
# Annexure-I

**QUOTATION FOR ANNUAL SERVICE MAINTANCE CONTRACT (ALL INCLUSIVE AIRCONDITIONERS AND WATER COOLERS FOR CENTRAL INFORMATION COMMISSION FOR THE PERIOD 01.04.2015 to 31.03.2016)**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Item of work</th>
<th>Total no. of units</th>
<th>Rate per Unit (inclusive for taxes like VAT/Sales Tax/Service Tax) (Rs.)</th>
<th>Total charges for all units of type = Col (3) x Col (4) (Rs.)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Maintenance of WTAC 1.5 &amp; 2 ton (15.03.2014 to 14.03.2015)</td>
<td>04</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Maintenance of STACs 1.5 &amp; 2 Ton (15.03.2014 to 14.03.2015)</td>
<td>59</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Maintenance of Cassette Type AC (15.03.2014 to 14.03.2015)</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Maintenance of Water Cooler (15.03.2014 to 14.03.2015)</td>
<td>02</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Maintenance of Water Dispenser (15.03.2014 to 14.03.2015)</td>
<td>03</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>89</td>
<td></td>
<td>Not to be filled in</td>
<td></td>
</tr>
</tbody>
</table>

Note: Bidders have to fill up columns (4) and (5). Remarks, if any, may be filled in columns 6.

Certified that I/We have read and understood the implication of the full terms and conditions of the AMC for ACs and Water Coolers and the same are acceptable to me/us.

Signature of tenderer
Name & Address with telephone number
Stamp of the Firm