

No.D-13013/2/2015-Genl.  
Government of India  
Ministry of Textiles

....

Udyog Bhavan, New Delhi  
, Dated February, 2016

To,

As per list

Subject: Annual Maintenance Contract of Air Conditioners and voltage stabiliser during the year 01.03.2016 to 28.02.2017 in the Ministry of Textiles.

Sir,

Sealed bids are hereby invited from the reputed firms for Comprehensive Annual Maintenance Contract for Window/Split A.C and voltage Stabilizers installed in the Ministry of Textiles, Udyog Bhavan, New Delhi and Residence Offices of HMOST(I/C). There are about 37 Split ACs , 70 Window ACs and 45 Voltage Stablisers.

2. The terms and conditions for the bids are as under which should include the following:-

- a) The rates of comprehensive maintenance of Air conditioners shall include the gas charging, repair of compressors, and repair/replacement of motor, repair/replacement of all minor and major parts except replacement of compressor. No carriage charges for removal/return of machine from office to workshop and vice versa shall be paid by the Ministry.
- b) The firm must possess the requisite registration with the EPF/ESI/Work Contract/labour Contract/Income Tax and Allied Statutory Authorities.
- c) The Contractor must submit the following documents alongwith the bids:-
  - i) Earnest Money deposit of Rs. 15,000/- (Rupees fifteen thousand only) in favour of DDO, Ministry of Textiles.
  - ii) Copy of Registration certificate with Delhi Sales Tax Ministries/Deptt. for work contract Tax.
  - iii) Proof of Income Tax Assessment.
  - iv) Documentary proof of 5 years experience and financial turnover of Rs.10 lakh per annum.
  - v) Number of service Engineers and other staff employed and Govt. offices where the firm is working under AMC presently.
  - vi) Documentary proof of allotment of Service Tax No, EPF, ESI etc. by the concerned Government offices.
- d) The above information/documents should be sent strictly as per Sl. No. as given in Annexure-I.
- e) The firm should have minimum experience of 5 years in maintenance of various types of Air Conditioners and other related works with yearly turnover of Rs.10 lakh or above. A list of clients should be enclosed along with the proper documentary proof. The bidder must submit certificates from at least three Ministries/ Department/PSUs to the effect that the firm has given satisfactory service/performance along with the bids without which bid is liable to be rejected.

- f) The bidding firms are required to submit Technical Bids and Financial Bids. The Financial Bids of only those firms shall be opened who qualify technically.
- g) The successful bidder would have to deposit an amount of Rs.25000/- as performance security deposit in the form of Bank Guarantee/FDR Receipt in favour of DDO, Ministry of Textiles, New Delhi.
- h) The earnest money deposit of un-successful bidder will be returned after finalization of the contract. The earnest money deposit of successful bidder will be returned after deposit of Performance Security Deposit. The Performance Security Deposit will be forfeited if term and conditions of contract are not fulfilled.
- i) This contract shall remain in force for one year unless terminated earlier by this Ministry on the basis of poor performance or violation of terms of the contract. The contract, however, may be curtailed or extended by the competent authority in Ministry of Textiles subject to the performance of the firm.
- j) The contractor shall be responsible for maintenance of Window/ Split AC unit and voltage stabiliser in working order by placing the services of experienced technicians/mechanics in this Ministry through-out all working days and they will be bound to carry out job of urgent nature even during odd hours and holidays, if so desired by the Ministry.
- k) No Air conditioner will be taken out by the Engineer to the workshop without prior approval of the Competent Authority in this Ministry. In that case, the firm will provide stand by arrangement without any extra cost.
- l) It shall be the responsibility of the contractor to hand over all the air conditioners to the Ministry in working condition at the completion of the contract.
- m) It will be ensured by the firm that all the filters are cleaned regularly on a fortnightly basis and the air conditioner are kept defect free throughout the year. Failure to repair/service the equipment in question within 24 hours without justifiable reasons or to return the repaired machine within two days at the maximum may entitle proportionate deduction in the bill in respect of the total period.
- n) If the work is found unsatisfactory or if the firm dishonours the contract, the job will be entrusted to any other firm/party at the risk/expense of the contractor.
- o) The Ministry reserves the right to summarily terminate the contract at any time without assigning any reason. In this connection, the decision of the Ministry shall be final and binding on the contractor.
- p) No advance payment will be made. Subject to satisfactory performance, payment will be made as under:
  - i) 50% payment of the total contractual value will be made at the time of complete installation and putting the air conditioners in working order after oiling/cleaning/washing/change of filters etc. of the units with work-vouchers duly signed by concerned officials/users.
  - ii) Balance 50% payment of the total contractual value will be released at the completion of the contract period on handing over the units after proper cleaning etc. and in proper working condition.
- q) All disputes will be subject to the jurisdiction of the New Delhi/Delhi courts.

4. This Ministry reserves the right to accept or reject any bid in full or in part without assigning any reason thereof.

5. This letter is also available on the Ministry of Textiles' website i.e., [texmin.nic.in](http://texmin.nic.in).

6. Interested and eligible firms may submit Technical and Financial Bids (in prescribed Formats as given in Annexure-I & Annexure-II respectively) in separate sealed covers. Both these covers should be further sealed in a separate cover which should be superscribed "Bid for AMC of Air conditioners and voltage stabilisers" addressed to the **Under Secretary (Admn.), Ministry of Textiles, Room No. 29B, Udyog Bhawan, New Delhi and should reach him / her latest by 03.00 PM on 22<sup>nd</sup> February, 2016.** Bids received after the stipulated date/time shall not be entertained. **The Bids will be opened on 22<sup>nd</sup> February, 2016 at 03.30 P.M. in Room No. 29B, Udyog Bhawan, New Delhi** in the presence of the bidders or their representatives who may wish to be present.

Yours faithfully,

( Jayashree Sivakumar )  
Under Secretary to the Govt. of India

Copy also to be placed:-

- (i) CPP Portal of Ministry of Finance, Department of Expenditure.
- (ii) Ministry's Website

**Annexure-I**

**Format of Technical Bid**

1. Name of the Firm :
2. Name of the owner / proprietor:
3. Address of the registered office of the firm:
4. Telephone / Mobile No.:
5. Registration No. of Delhi Sales Tax /  
Delhi Value Added Tax (a copy of the  
registration certificate to be attached):
  
6. Documentary proof of allotment of Service  
Tax No, EPF, ESI etc. by the concerned Government offices.
7. PAN No. of the firm (a copy of PAN  
Card to be enclosed):
8. Experience in years (Documentary proof  
in support thereof may be attached):
9. Annual Turnover during the last three years:  
(Documentary proof in support thereof  
may be attached):  
2012-13:  
2013-14:  
2014-15:
10. Details of Bid Security(Earnest Money):  
Demand Draft Amount:  
Demand Draft Number:  
Demand Draft Date :  
Name of Issuing Bank:

(Signature of Owner/Proprietor with seal)

**Financial Bid for AMC for Service/ Maintenance of Window/Split ACS & Voltage Stabilisers**

Sl.No	Items	Window AC	Split AC
1.	Maintenance Charges (rate per AC including Oiling, Chemical Washing and General Service)		
2.	Replacement of Components with new ones (Where applicable)		
<b>a)</b>	<b>Compressor</b>		
	i) 1.5 Ton AC		
	ii) 2 Ton AC		
	Buy back of old compressor		
<b>b)</b>	<b>Fan Motor</b>		
	i) Rewinding		
	ii) Replacement		
	Buy back of old motor		
<b>c)</b>	Grill		
<b>d)</b>	Chasis		
<b>e)</b>	(i) Replacement of Remote of Split AC/window AC		
	(ii) Repair of Remote of Split AC/ Window AC		
<b>f)</b>	Refrigeration pipe (per mtr.)		
<b>g)</b>	Drain pipe (per mtr.)		
<b>h)</b>	AC Plug/Iron Clad		
<b>i)</b>	Air Filter		
<b>j)</b>	Valves		

<b>k)</b>	Wire (per mtr.)		
<b>l)</b>	Installation/shifting charges of Window type AC		
<b>m)</b>	Installation/shifting charges of Split type AC		
<b>n)</b>	Service/maintenance of voltage Stabiliser		

(Signature of Owner/Proprietor with seal)

