

**No.SPMCIL/Purchase/12/06/Vol.III**  
**Security Printing & Minting Corporation of India Limited**  
**16<sup>th</sup> Floor Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001**  
**(Wholly owned by Government of India)**

**Sub: Notice inviting quotation for comprehensive annual maintenance contract for Air Conditioners – Split, Window and Cassette types.**

Sealed quotations are invited for the comprehensive Annual Maintenance of Air Conditioners Split, Window and Cassette types installed in 1<sup>st</sup> and 16<sup>th</sup> Floor of Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001 as per the details, terms and conditions given in the tender.

<b>Description</b>	<b>Estimated Quantity</b>	<b>Period for which service is likely required</b>
Air Conditioners Split, Window and Cassette of various tonnages of Air Conditioners installed in different locations of SPMCIL 1 <sup>st</sup> and 16 <sup>th</sup> Floor.  Comprehensive maintenance includes replacement of spare part like running/starting capacitors, overload protector, relay, 3-core wire, metal clad plug, suction filter and replacement of worn-out fan motor, compressor and gas charging and replacement of heating element, Reverse Cycle Value (RCV) and Automatic Voltage Stabilizer installed with ACs etc.	48 Nos. (Details attached as Annexure-A)	(Two) 2 Years

2. Sealed quotation may be submitted in a sealed envelop subscribed “Quotation for Maintenance of Air Conditioners” to Dy. Manager (IR) at 1<sup>st</sup> Floor Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001. The specification and terms and conditions are given in the Annexure-B. Quotation may kindly be submitted on or before 8<sup>th</sup> May, 2015 upto 2.00PM and quotation shall be opened at 3.00PM on the same day.

**Yours faithfully,**

**(V.G. Mahria)**  
**Dy. Manager (IR)**

**Specifications and general terms and conditions for comprehensive annual maintenance contract of Air Conditioner.**

**1.0 INTRODUCTION**

Sealed quotations are invited for the AMC of Split, Window and Cassette AC's installed in 1<sup>st</sup> and 16<sup>th</sup> Floor of Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001.

**2.0 SCOPE OF WORK**

The work include repair/replacement and maintenance of all items connected with Air Conditioner system and voltage stabilizer of Split, Window and Cassette types Air Conditioners with voltage stabilizer installed in 1<sup>st</sup> and 16<sup>th</sup> Floor of Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001. The brief descriptions of the machine to be given on contract are as under:-

Sr. No.	Description	Quantity
1.	Split/Window/Cassette/Hitachi AC make alongwith automatic voltage stabilizer.	48 Nos. (Details as per Annexure-A)

The number above may undergo change as per the requirement.

Each unit should be provided at least four routine services in a year at regular interval. "Routine Service" and Maintenance Service" shall cover the following:-

Routine Services	Maintenance Services
Checking of Motor Ground Connection Checking of Main plug connection Cleaning of blower and condenser fan Cleaning of Air-Filter Cleaning of equipment Cleaning of evaporators and condenser coils Tightening of nuts and bolts Oiling and greasing of Motor Checking of cooling efficiency Checking of voltage stabilizers Tray with detergent every month Cleaning of supply/return diffuser once in a month Cleaning of AC grill in a month	Repair of Compressor & its Motor including, replacement (not rewinding of compressor only replacement is permitted) Repair of Fan motor including replacement Replacement/repair of selector switch, starting capacitor and starting relay. Heating element, RCV, thermostat and selector switch etc. Re-filling of gas, if required Repair of voltage stabilizers Overhauling of complete AC's/WC's Repair of AC remote including replacement if required

### **3.0 PERIOD OF CONTRACT**

- 3.1 The contract will be valid for a period of two years as mentioned in the schedule of bid and shall come into existence from the date of award of contract.
- 3.2 During the entire period of the contract, no request for any increase in the rates on any account would be entertained and the performance would be reviewed from time to time to ensure that it is the entire satisfaction of the customer.
- 3.3 Competent Authority of the department has the power to extend the AMC for one year if the performance of the firm during the AMC period is satisfactory. The agreement may, with a notice in writing, be renewed before the expiry of the current agreement, for such further period on the same terms and conditions as are mutually agreed upon in writing between the parties hereto.

### **4.0 QUALIFYING REQUIREMENTS**

- 4.1 The firm should be authorized dealer/franchisee/service center of a reputed company with proper workshop and genuine spare parts.
- 4.2 The bidder shall submit the Income Tax Clearance Certificate for the assessment year 2013-14.
- 4.3 The bidder shall submit the work contract certificate and service tax registration certificate and valid PAN number.
- 4.4 The firm should have proper workshop with qualified and experienced engineers/technicians and shall have all tools, stock of essential spares required for service and maintenance of AC's.

### **5.0 BID DOCUMENTS**

- 5.1 Sealed quotation may be submitted in a sealed envelop subscribed "Quotation for Maintenance of Air Conditioners" to Dy. Manager (IR) at 1<sup>st</sup> Floor Jawahar Vyapar Bhawan, Janpath, New Delhi – 110001. The specification and terms and conditions are given in the Annexure-B. Quotation may kindly be submitted on or before 8<sup>th</sup> May, 2015 upto 2.00PM and quotation shall be opened at 3.00PM on the same day. The quotation which are not complete in all respects and having cutting and overwriting are liable to be rejected.
- 5.2 While submitting the quotation for this work the bidder will be deemed to have read, understood and accepted all the terms and conditions stated in the inquiry for this work.
- 5.3 Bidder will indicate the complete address of their firm/office and residence alongwith telephone numbers.

- 5.4 The rates should be quoted both in figures and words and each page of tender document is to be signed by the tenderer.
- 5.5 The contract will be awarded on the “as is where is basis”. However, the bidder may inspect the machines and satisfy themselves, if they desire to do so, on any working day between 11.00AM to 1.00PM and 2.00PM to 4.00PM with prior permission of HR Section. It may be noted that no charges for such inspection shall be payable to the bidder by this office.

## **6.0 PRICES**

The Annual Maintenance charges shall be firm and inclusive of cost of spares parts, replacement of compressor, fan motors, gas charging, labour charges etc. and including all taxes and other charges, if any.

## **7.0 TERMS OF PAYMENT**

Quarterly payment to the extent of 100% will be made to the firm on submission of pre-receipted bill in triplicate. However, the payment would be authorized after receiving the satisfactory performance certificate from the user during the period. Payment for the contract will be paid only through NEFT/RTGS or through Cheque.

- 7.1 The bidder should note that payment would be made without deducting tax (VAT). The same has to be deposited by the bidder to DVAT Authority, Delhi within one month of receipt of payment and have to submit the proof (Part 'D' of challan) of the office.

## **8.0 TAXES**

Tax at source (TDS) will be deducted from each bill of the contractor as applicable under the Rules in respect of Income Tax. All taxes as applicable under the rules shall be paid to the contractor.

## **9.0 ENCLOSURES**

A copy of each of the following documents should be enclosed with the bid/quotation:-

- (i) Income Tax Certificate
- (ii) Tax Clearance Certificate issued by the works contract cell of sales Tax Department Government of NCT Delhi.
- (iii) Copy of the Service Tax Registration Certificate issued by Service Tax Department of Government of Delhi.
- (iv) Valid PAN no.
- (v) Schedule of bids

## **10. VALIDITY**

The offer should be valid for a minimum period of 120 days from the date of opening of the tender.

## **11. MAINTENANCE GUARANTEES**

The repair of major equipment like compressor, fan motors, etc, should be guaranteed for a period of six months from the date of replacement/repair undertaken by the firm.

## **12. EMD**

The Tender should accompanied by Earnest Money amounting to ₹10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft drawn in favour SPMCIL payable at New Delhi.

## **13. PERFORMANCE GUARANTEE**

Successful bidder whose bid is accepted by this office will be required to submit a performance guarantee in the form of Bank Demand Draft or fixed deposit or Bank Guarantee of Nationalized Bank in favour of SPMCIL equivalent to 10% of contract price valid for the Contract period. The performance guarantee shall be submitted by the successful bidder within 7 days of issue of letter of award.

## **14. GENERAL TERMS AND CONDITIONS**

- 14.1 The bidder have been permitted to quote on the explicit understanding that they shall not be entitled to resettle unilaterally from their offer or modify the terms and conditions once the same have been received in this office. If the tender be withdrawn/amended or any further conditions are imposed by the tenderer, his name shall be removed from the approved list of contractors without prejudice to any other right or remedies.
- 14.2 Acceptance of the quotation by the Government shall be communicated to the successful bidder by a formal letter of acceptance of the quotation.
- 14.3 The contractor will be required to maintain a register detailing complaints about the Air Conditioners wherein each complaint received and action taken thereon alongwith timings and dated will be recorded by the mechanic to ensure this to attend any complaints of break-down etc. The firm shall depute daily one foreman, qualified mechanics and one helper for periodical inspection and setting right the defects found or reported by the user on day to day basis.
- 14.4 The contactor shall require to carryout the periodical maintenance of equipment under AMC once in three months as per the schedule.

- 14.5 The firm would be required to replace or repair all parts and material needed to keep the unit in working order such as compressor, fan motor and electrical components like starting capacitor, running capacitor, overload relay, gas charging, wires, plugs, cleaning of AC grill, repair of grill damper, repair/replacement of AC grill, remote of AC and AC filters etc. without any extra cost. Contractor would keep sufficient stock of essential spares of standard quality (ISI marks) at site for replacement of defective/worn out parts expeditiously. No extra payment for replacement/repair of the all electrical parts including compressor and fan motor shall be paid by the Company.
- 14.6 The firm should ensure that the equipments included in the service contract are in working conditions at all times. While minor repairs should be carried out on the same day, for the major repairs relating to parts like compressor, fan motor and gas charging etc. the maximum time permissible will be two working days only. After two days the same will be got repaired at the risk and cost of the contractor.
- 14.7 The firm should attend to the complaints during the normal office timings (9.00AM to 5.30PM) within 12 hours. In emergency complaint would be attended immediately on receipt of the same. Department reserves the right to abandon or terminate the contract at any time without assigning any reason and he can stipulate any condition for the good cause of maintenance work during the course of contract.
- 14.8 The contractor shall ensure that no damage is caused to the equipment/ Building in performing of his service. Any loss suffers therein will be made by the contractor.
- 14.9 No extra payment will be made for shifting of AC's from one location to another within the premises whenever so desired.
- 14.10 The contractor shall get the failed/worn out/defective compressor of AC/replaced from the authorized dealer/manufacturer and shall be accompanied by a certificate from the original compressor manufacturer to the effect that the said compressor has been repaired/replaced at the authorized Service Centre. Further, a warranty not less than 12 months on all such replacement shall be provided.
- 14.11 The contractor shall replace the plastic/rubber/stainless steel/GI components whenever get damaged by replacing original components only. Any suitable part of the usage of sealing material, metal paste is not acceptable.
- 14.12 If the service is not found to be according to specifications and standard laid down in the contract, the contract would be terminated and in that case the

SPMCIL will not accept any responsibility for any loss suffered by the contractor.

14.13 The contractor shall hand over the entire equipments in working condition to the Department/next successful contractor after completion of the AMC.

## **15. ARBITRATION**

In case of any dispute relating to this contract which may arise during or after the execution of the contract shall be referred to the arbitrator appointed by the contract Authority, SPMCIL decision shall be final and binding. The proceedings of the arbitration shall be carried out in New Delhi only.

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## SCHEDULE OF BIDS

Tender to be addressed to: Dy. Manager (IR)  
1<sup>st</sup> Floor,  
SPMCIL, Jawahar Vyapar  
Bhawan, Janpath, New Delhi

Last Date & Time for receipt of Tender 08.05.2015 upto 2.00PM

Date & Time for Opening of Tender 08.05.2015 at 3.00PM

Venue for opening of Tender 1<sup>st</sup> Floor, SPMCIL, Jawahar  
Vyapar Bhawan, Janpath,  
New Delhi

## DETAILS OF AIR CONDITIONER

<b>Description</b>	<b>Estimated Quantity</b>	<b>Period for which service is likely required</b>	<b>Consolidate Rates (Rupees in Figure &amp; Word)</b>
Air Conditioners Split, Window and Cassette Air Conditioners installed in different locations of SPMCIL 1 <sup>st</sup> and 16 <sup>th</sup> Floor.	48 Nos. (Details attached as Annexure-A)	(Two) 2 years	

Signature of Tenderer:

Date:

Rubber Stamp: