

**No. D-13022/2/2007-G
Government of India
Ministry of Company Affairs**

**5th Floor, A Wing, Shastri Bhawan,
Dr. Rajendra Prasad Road,
New Delhi-110001
Dated: 14.3.2007**

To,

As per list enclosed.

Subject: Comprehensive maintenance of Air-Conditioners and Water coolers- regarding

Sir,

I am directed to say that the Ministry of Company Affairs intend to award annual maintenance contract for comprehensive maintenance of window/split air conditioners and water coolers installed in this Ministry at Shastri Bhawan, Bikaner House Hutments and New Delhi House, Barakhambna Road, New Delhi.

The contract would be governed by the following terms and conditions:-

- a) The rates of maintenance of Air-conditioners to be quoted separately for window type/split and water coolers shall include the gas charging, repair of compressors, repair/replacement of motor, repair/replacement of all minor and major parts

except replacement of compressor. No cartage charges for removal/return of machine from office to workshop and vice versa shall be paid by the Ministry.

- b) The Ministry reserves the right summarily to 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 contract.
- c) During the period of contract the firm will have to depute a qualified engineer to visit General Section of the Ministry every day and rectify the defects of Air-conditioners, if any, on top priority basis.
- d) No Air-conditioner will be taken out by your mechanic to your workshop without prior approval of the competent authority. In that case your firm will provide stand by arrangement without any extra cost.
- e) It shall be responsibility of your firm to hand over the equipment to this Ministry under contract in working condition at the end of the contract.
- f) Failure to repair/service the equipment in question within 24 hours without justifiable reasons or to return the repair machine within five days at the maximum may entitle proportionate deduction in the bill in respect of the total period.
- g) If the work of your firm is found unsatisfactory or if your firm dishonours the contract, the job will be entrusted to any other firm/party at the risk/expense of your firm.
- h) The amount of the AMC would be shed on quarterly basis after successful completion of satisfactory service during the quarter of service.
- i) The successful bidder would have to deposit 5% of the bid amount as performance money as refundable security deposit in the form of accounts payee m demand draft/fixed deposit receipt or bank guarantee from a commercial bank in the form of earnest money as refundable security deposit. The Ministry reserves the right to forfeit the security deposit on violation of terms and conditions of the contract.
- j) The prospective bidders may furnish their rates on the basis of per unit along with bid security amounting to Rs. 2000/ by way of accounts payee demand draft/fixed deposit receipt/banker's cheque or bank guarantee bank draft in favour of Pay and Accounts Officer, Ministry of Company Affairs.
- k) The applicant may also indicate if the firm has ever been black-listed by any Government Ministry/Department.
- l) The firm must possess the requisite registration with the EPF/ESI/Work Contract /Labour Contract/Income Tax and allied statutory authorities.
- m) This agreement shall remain in force for one year unless terminated earlier by this Ministry on the basis of poor performance or violation of the terms of the contract.
- n) The quotations may be deposited in the box placed at the Facilitation Counter pertaining to Ministry of Company Affairs in Garage No. 14, Near Gate No. 3, Shastri Bhawan, New Delhi.
- o) All disputes will be subject to the jurisdiction of the New Delhi/Delhi Courts.

- p) The firm must be financially sound and possess technical requisite expertise of working in the Government Ministries/Departments at least for 10 years.
- q) The Ministry owes 75 Air-conditioners and 5 Water Coolers. (Approximately) but the rates per unit maybe furnished by 3.00 P.M. on 28.3.2007 and the quotations would be opened on the same day at 3.30 P.M. in room No. 531-A , Shastri Bhawan, New Delhi in the presence of tenderer or representative thereof. The representative must bring the authorization letter from their employer to participate in the opening of the quotations.
- r) The bids will remain valid for three months.

(VINOD KUMAR)
SECTION OFFICER