



MANOHAR PARRIKAR INSTITUTE FOR
DEFENCE STUDIES AND ANALYSES

मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान

Subject : Tender for Airconditioners and Water Coolers in MP-IDSA

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11.	List of Airconditioners	21
12.	Earnest money Deposit	Rs 2000/-
13.	Last date of Submission	13 th July 2021
14.	Type of Tender	Single Bid-offline
15.	Performance Guarantee	10% of quoted Amount



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F.No. A/950/2019-2020/Window-split

Date: 18.06.2021

E-TENDER NOTICE FOR " Annual Maintenance Contract for Airconditioners and water coolers

Prescribed format (enclosed as **Annexures**) are invited under Single bid system from experienced contractors / agencies for AMC of Cooling Equipment" . **(IN One BID SYSTEM "**)at MP- IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi -110 010 as per details given in formats. **The bids should remain valid up to 30 days from the last date of submission of bids.**

Detailed Tender Documents are available at Institute's website www.idsa.in . The interested bidders are advised to download and then duly filled and signed tender form and their bids along with required certificates, documents etc. in support of their bid. Bidders should also attached Demand Draft for Rs. **2000/- (Rupees Two thousand only)** in favour of "**IDSA**" payable at **New Delhi** as Earnest Money Deposit . . All documents signed and stamped, which shall be submitted in sealed cover addressed to the Assistant Director (admin) **Manohar Parrikar , Institute for Defence Studies and Analyses**, may be sent at the Institute's address mentioned above either by Speed Post / By hand delivery at Tender Box kept at the reception. office, should reach on or before **13th July 2021** duly mentioning on top right hand corner of the sealed envelope "**Annual maintenance Contract for Airconditioners and water coolers** "

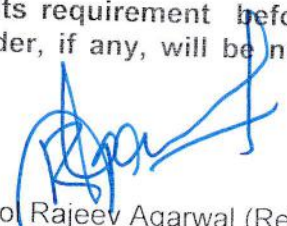
All the tenders are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page of Annexure as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.

MP-IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion and the decision of the IDSA will be final and binding to all concerned.

Critical Dates of Tender:

(i) Publish Date & Time	18 th June 2021., 10:00 hrs
(ii) Document Download Start Date & Time	18 th June 2021 , 10:30 hrs
(iii) Bid Submission Start Date & Time	18 th June 2021 , 11:00 hrs
(iv) Bid Submission End Date & Time	13 th July 2021, 15:00 hrs
(vi) Bid Opening Date & Time	13 th July 2021, 15:30 hrs
(vii) Cost of Tender	Free of cost

Note : Contractor may inspect the Campus & assess its requirement before bidding the tender. Corrigendum / addendum / modification to this tender, if any, will be notified through www.idsa.in only.


Col. Rajeev Agarwal (Retd)
Asst. Director (admin)

TENDER FOR AMC Of
**COOLING EQUIPMENTS INSTALLED AT MP- IDSA COMPLEX , DELHI CANTT ,
NEW DELHI -110010.**

MANOHAR PARRIKAR INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

Website: <http://www.idsa.in>

Dated: June 18, 2021.

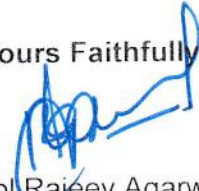
M/s...

Sub:- **AMC of airconditioners and water coolers installed at MP- IDSA Complex ,Delhi Cantt, New Delhi -110010**

Sir,

Sealed tenders are invited on behalf of the Manohar Parrikar Institute for Defence Studies and Analyses for the work of Annual Maintenance of window/split air conditioners, water coolers installed at MP- IDSA Complex, New Delhi from the experienced agencies in the relevant category of work and who have carried out similar works with Govt. Departments/PSU's/Autonomous bodies /MNC's and also from the reputed AC manufacturers or their authorized dealers as per the requirements and details enclosed. The copy of the proof for having carried out similar works in the last financial years should be enclosed with the tender. The detailed bill of quantities is enclosed herewith. Tender format can be obtained from office of Assistant Director (Estate section) MP- IDSA , New Delhi or can also be downloaded from our website 'www.idsa.in'. There shall be no extension of the deadline of submission of the complete tenders along with E.M.D. and all other requirement . The Assistant Director , MP- IDSA shall have the authority to cancel the tender process if IDSA does not find a suitable tender. IDSA shall have the right to call for fresh tender in these circumstances, where in prior tenderers shall have the right to participate in the fresh process.

Yours Faithfully


Col Rajeev Agarwal (Retd)
Asst. Director (admin)

Signature of the Contractor with stamp

**MANOHAR PARRIKAR INSTITUTE FOR DEFENCE STUDIES
AND ANALYSES**


01, DEVELOPMENT ENCLAVE , NEW DELHI - 110010

NOTICE INVITING TENDER

IDSAs, New Delhi invites sealed bids in Single bid system (Technical & Financial bid in one instance) for the work of Annual Maintenance of window/split air conditioners and water coolers from the experienced agencies in the relevant category of work and who have carried out similar works with Govt. Departments/PSU's/Autonomous bodies /MNC's and also from the reputed AC manufacturers or their authorized dealers as per the requirements and details enclosed.

1. The tenders shall be super scribed with "Tender for AMC of cooling equipment ie Window /split Air Conditioners & water coolers located at 01, development enclave , Shankar Vihar , Delhi Cantt, New Delhi to be submitted in office by 3 P.M on 13.07.2021 to be opened on the same day at 3.30 P.M. Any bid submitted after 3 P.M. on 13.07.2021 shall not be considered by MP-IDSAs. The Earnest Money in the form of Demand Draft/Pay Order valid for minimum three months from date of publishing of tender on IDSAs website, payable in favour of "IDSAs , New Delhi". The GST No.& copy of PAN card of the firm shall be enclosed with the tender. Cheques are not acceptable. Quotations without EMD will be summarily rejected.
2. The tender shall be completed in all respect and should be signed by the Authorized Signatory of Tenderer on all the pages and duly signed all pages of tender . Also the company stamp shall be placed under the signature of person on each and every page of tender document.
3. All the columns of the tender shall be duly, properly and exhaustively filled in. The rates and units shall not be overwritten. The rates shall always be both in figures and words.
4. While applying for the tender document, the intending tenderers shall furnish proof of, experience certificates, works completed/awarded, GST No. as applicable. Photocopies of the completion certificates/award letters should be submitted along with the tender. Completion certificate issued by the reputed organization / MNC shall also be accepted. In case of certificates issued by the private party, copies of TDS should also be enclosed.
5. Bids without Earnest Money will be summarily rejected.
Earnest Money Deposit of the unsuccessful bidders will be returned to them after completion of the tendering process.

6. The Tender should be signed on each page, dated and witnessed in all places provided for in the documents; all other papers should be initialed.
8. The person, signing the tender on behalf of company/firm or on behalf of another person shall attach with tender a certified copy of power of attorney/proper authority on a non-judicial stamp paper of requisite value duly executed in his favour by such person, company/firm and must state specifically that he has authority to sign such tenders for and on behalf of such person or company/firm as the case may be, and in all matters pertaining to the contract.
9. The bidders having valid registered with NSIC, DIC or Udyog Aadhar shall be exempted from the submission of EMD/Tender cost. However, in case the said registered contractor become L-1, he will have to deposit the security deposit after award of the work. The copy of the said certificate shall also be enclosed with the tender document for availing the benefits.
11. The tenderer must confirm their acceptance of the terms and conditions mentioned herein and the enclosed documents. Each page of the original quotation document should be signed and returned back and this will form a part of the contract.
12. Complete tender document available on our website [www.idsa .in](http://www.idsa.in), any further corrigendum/addendum to this tender document shall be made available on aforesaid website. It is therefore, requested that the bidders may regularly visit the website for checking any corrigendum/addendum to this document.
13. All the communication with respect to the tender shall be addressed to:
Assistant Director (admin)
Manohar Parrikar Institute for Defence Studies and analyses
01, Development Enclave ,Rao Tula Ram Marg
New Delhi-110010


Col Rajeev Agarwal (Retd)
Asst. Director (admin)

MANOHAR PARRIKAR INSTITUTE FOR DEFENCE STUDIES AND
ANALYSES ,01, DEVELOPMENT ENCLAVE , NEW DELHI - 110010

INSTRUCTION TO THE TENDERERS

Tender notice for AMC of Cooling equipments ie window/split Airconditioners and water coolers installed at IDSA Complex with following terms and conditions:-

1. **General Conditions:-**

- 1.1 Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
- 1.2 The approximate numbers of split/window/Cassate ACs are 36 . However, the exact nos./quantity may increase or decrease at the time of issuing of work order/during the contract period. While water coolers are (all voltas) - nine numbers are being offered for Annual Maintenance contract .
- 1.3 The service provider shall provide direct service and shall not employ Sub- Contractors.
- 1.4 The Agencies can inspect the site and equipment with the AC Technician after taking prior approval between 10am to 5 pm on all working days. No extra shall be payable for non-awareness of the site/equipment conditions and constraints.
- 1.5 Sealed offers are invited for the Annual Maintenance contract of different make and capacities of window/split, and water coolers as per the bill of quantity enclosed at annexure-A.
- 1.6 Corrections, if any in the tender must be attested by the tenderer.
- 1.7 MP- IDSA reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.
- 1.8 Late tenders will not be considered and shall be rejected.
- 1.9 Water & Electricity shall be provided at one point free of cost.
- 1.10 The rates quoted should be on FIRM & FIXED basis for entire contract period irrespective of any change of any kind including inflation, govt regulation etc .

2. **Earnest Money Deposit (EMD)**

- 2.1 The tender should be accompanied with an earnest money deposit of Rs.2,000/- in the form of account payee demand draft in favour of "IDSA , payable at New Delhi. No Cheques are acceptable.
- 2.2 Tenders received without prescribed earnest money shall not be considered.

3. **Eligibility conditions**

- 3.1 Bidder should have experience in the service / maintenance of Air- Conditioners (Window, Split, Cassate Type and Tower) to various organizations.
- 3.2 Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing/has provided AMC of Window & Split AC .

3.3 Service providers should furnish PAN, Service provider must have GST Registration & other statutory requirements if any as applicable.

3.4 The agency/firm should not have been blacklisted by any Govt. Office, An undertaking of Rs 10/- stamp paper must be enclosed in the support of claim .

3.5 Self attested copy of documentary proof as required above must be furnished .

3.6 Bids prepared by the tenderer shall contain all requisite information along with self-attested supporting documents .

4. Performance Security: SECURITY DEPOSIT:

- On selection, the agency shall be required to deposit 10% of the total cost of work as Security deposit after adjusting the EMD and the same will be refunded after successful completion of the period of AMC as specified in the work order.
- The EMD deposited by the successful tenderer shall be converted into security deposit. The EMD of the rest of bidders will be refunded after award of the contract. Security deposit of the above work will be retained by the corporation and the same will be refunded after successful completion of the period of AMC as specified.

5. Nothing extra shall be paid on account of any discrepancy in nomenclature of items. The Tenderer shall seek clarifications if any before submitting the tender.

6. While submitting the tender, any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender are liable to be rejected.

7. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender.

8. Conditional Tenders would not be accepted, and are liable to be rejected.

9. The contract is initially for a period of 24 months from the date of its award and can be extended for further period of one year on mutual consent on the same rates, terms and conditions..

10. Complete tender document available on our website www.idsa.in, any further corrigendum/addendum to this tender document shall be made available on aforesaid website. It is therefore, requested that the bidders may regularly visit the website for checking any corrigendum/addendum to this document.

11. In the event of any dispute the legal matter shall be subjected to the jurisdiction of Delhi Court only.

12. All the communication with respect to the tender shall be addressed to:

Assistant Director (admin)

MP-IDSA, 01 Development Enclave

Raotula Ram Marg, New Delhi-110010

We hereby confirm our acceptance to the instructions (S.No-1 to 12 above) as given above.

SIGNATURE OF THE CONTRACTOR

GENERAL CONDITIONS OF CONTRACT

1. The bids should be valid in the case of all the tenders for at least 03 months from the date of opening of the tender. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract.
2. The contractor or his representative should not remove, disturb, and dislocate the existing equipment and its parts from its positions until and unless it is authorized by the Engineer in – Charge of MP-IDSA.
3. The entire installation should be intact at any time of inspection as was handed over to him at the time of initial taking over of its maintenance and operation. Care shall also be taken not to damage installation by improper handling.
4. The Contractor shall inspect and examine the Site and its surrounding and shall satisfy himself before submitting his tender as to the nature of the Site, the quantities and nature of works and material necessary for the providing the services.
5. The Contractor shall be deemed to have satisfied himself before tendering as to the Correctness and sufficiency of his tender for the works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall except as otherwise provided, cover all his obligations under the contract and all matters and things necessary for the proper completion and maintenance of the Works.

6. **Commencement of Work**

The Contractor is required to start the work within 10 days from the date of award / date of communication of acceptance of the tender. In case it is found that the work has not been taken up within ten days from the date of acceptance of the tender or issue of the work order, the IDSA may cancel the work order and forfeit the Security Deposit, deposited along with tender without any reference to the Contractor.

7. **DURATION OF CONTRACT :**

The contract would be initially for a period of 24 months from the date of commencement of work. It can be extended further period of one year on the same terms and conditions, if both parties desire/agree.

8. **Renewal of the contract**

After expiry of the AMC of 24 months, the agency/contractor may be required to provide AMC services for subsequent year also which can be extended further on satisfactory performance of the previous year of the contract .

9. The rates of AMC shall be inclusive of all taxes, duties octroi, works contract tax, cartage loading, sales tax, turnover tax and any other statutory taxes **Except GST** complete in all respects, valid for a period of Two year from the date of award of contract.
10. The tenderer shall take into account basic price, cost of labour, Tool &Plant , taxes as applicable, conveyance / cartage etc. before quoting the rates. No extra claim what so ever in this regard shall be entertained.

11. PAYMENT TERMS AND CONDITIONS:

- The payment to the agency will be made on quarterly basis at the end of each quarter against invoice with PAN number, GST No raised by the agency and based on performance..
- The maintenance charges quoted by the agency per item is on yearly basis inclusive of all taxes Except GST and levies applicable. No escalation of prices shall be permitted on any ground.
- The AMC Amount will be released quarterly at the end of each quarter on production of bill and service reports duly signed by the AEM or any other authorised staff.
It is the sole responsibility of the contractor to submit the service reports of scheduled / breakdown service report at the time of submission of bill.

12. Security Deposit:

Total security deposit shall be 10 % of the accepted tender cost and shall be deposited by the contractor within ten (10) days of receipt of the letter of intent/notification of acceptance of the tender by him. The earnest money deposited shall be converted into initial security deposit.

All compensation or other sums of money payable by the contractor under the terms of this Contract or any other Contract or any other account whatsoever may be deducted from the security deposit.

Refund of Security deposit: Security deposit refundable without interest to the Contractor shall be refunded to the Contractor on the Engineer-In-Charge certifying in writing that the AMC period of 24 months has been completed satisfactorily.

Security Deposit will be forfeited in the event of the contract offered in full or in part not being fulfilled by the Tenderer/Contractor.

13. Labour:-

a.) All the workers or employees deployed by the contractors shall be considered the employees of contractor and Institute shall not have any liability what so ever in nature in regard to such workers/employees.

b) The Contractor shall indemnify and keep indemnified the MP-IDSA against:

i) Any claim arising out of third party loss/ damage to life or property caused by/ during execution of the work.

ii) Any claim arising out of loss/ damage to the workmen engaged by the contractor during execution of the work.

iii) Any claim due to non-compliance of applicable PF/ Labour laws, ESI regulations etc, Income Tax/WCT/VAT or any other government regulations

17. Income tax (TDS) including surcharge if any, at the prevailing rate shall be deducted from the Contractor's bills as per the provision of Income Tax Act. The Contractor shall ascertain from the concerned commercial tax department regarding the applicability of GST / VAT/TIN. Necessary deductions will be made from the contractor's bill as applicable.

14. REVIEW OF CONTRACT:

The performance of the firm shall be reviewed in every quarter and if the performance is not found satisfactorily, the contract will be terminated by giving on 30 days' notice.

15. Cancellation of Contract

In cases of poor workmanship and non-compliance of tender/agreement or services provided by the contractor are not found to be satisfactory, the contract shall be terminated by the department by giving 30 days notice even before the expiry of contract period and shall be forfeited the security deposit .

16. Following documents to be attached with Tender Document :

- (i) Name of the Firm
- (ii) Office Address of the Firm
- (iii) Work Done during last three years.
- (iv) Works in hand
- (v) Balance sheet for last three years
- (vi) Income tax Return for last three Years
- (vii) GST Registration
- (viii) PAN No of the Firm.

17. Tool and Plants:

The required tools and plants for carrying out the work shall have to be arranged by the Contractor at his cost and no tools will be arranged by MP- IDSA. The Contractor shall keep all required tools at site.

18. Dispute Resolution

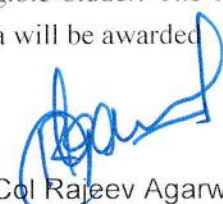
Disputes if any, with regards to the interpretation, execution and/or implementation of these terms and conditions shall rest exclusively in the Director General, IDSA whose decision shall be final and binding upon the parties. Disputes, if any, with regard to the decision of the Director General, in this regard, shall be referred to arbitration at the hands of a sole arbitrator to be appointed by IDSA and all proceedings in this regard shall be subjected to the sole and exclusive jurisdiction of courts of competent jurisdiction at New Delhi.

19..Upon the acceptance of bid, the bidder shall be require to enter into an appropriate agreement with IDSA incorporating the aforesaid terms and conditions, inter aila, in accordance with law. All expenses and statutory/regulatory levies in this regards shall be borne by the bidder.

20..Standard force-majeure conditions would be apply.

21. The Service Provider is responsible for the payment of Minimum Wages (under NCT Act) to the personnel deployed by it. The Service Provider is also responsible for compliance of the provisions of all the statutes applicable in its case.

22. Mode of Selection : Work will be awarded to lowest eligible bidder. The firm who quotes lowest in price bid table and fulfil prequalification criteria will be awarded the work .


Col Rajeev Agarwal (Retd)
Asst. Director (admin)

SIGNATURE OF THE CONTRACTOR

**MANOHAR PARRIKAR INSTITUTE FOR
DEFENCE STUDIES AND ANALYSES ,**

**No 1, Development Enclave Rao Tularam Marg
Delhi cant-110010**

Scope of Work

The scope and nature of services to be provided by the contractor shall include scheduled preventive maintenance services which cover periodic and break down servicing, along with replacement of defective spare parts, including compressor and other consumables, if required during the contract period.

1. AMC of Window/split AC's and water coolers shall include all labour work including , replacement /repairs of compressor from OEM's, gas charging, air filter, electrical parts, servicing, overhauling, greasing, starting relay, overload protector, wiring repairs, motor rewinding with bush and shaft, tapes including handling charges, blower motor/outdoor fan motor, digital scanner, piping, insulation and spares of outdoor/indoor units replacement etc., complete in all respects, for ensuring the desired levels of cooling . For spares payment shall be made as per rates approved for entire contract period .
2. If any spare in addition to list given in appendix parts of tender , the same shall be brought to the knowledge of engineer in charge , after approval , the spares should be procured of same specification and actual payment plus 10% as service charges shall be reimbursed to the agency . The bought item must have a warranty of six months against manufacturing defect .
3. It shall be responsibility of the contractor to hand over the all AMC awarded ACs & other equipments to MP- IDSA in working condition at the expiry of the Contract period.
4. This Annual Maintenance Contract shall be a contract for different types/make/capacities of air-conditioners and other cooling equipments.
5. The air conditioners and other equipments that are not serviceable by the agency / beyond economical repair due to obsolescence of technology or non-availability of parts / components / assemblies will be withdrawn from the maintenance contract. The decision of engineer in charge regarding non-availability and obsolescence of technology will be final. Withdrawal of such air conditioners and other equipments shall be communicated to the agency and equivalent maintenance charges shall be deducted from the amount due to the agency. Preventive maintenance service would be carried out by the service provider regularly to keep the equipment running in a trouble free condition during the period of contract.

6. The Service Report of servicing/breakdown repairing of each and every unit shall be maintained. The copy of report shall be submitted along with the bill subsequent to the servicing activity. The cleaning/ minor repair of stabilizers shall be covered under the AMC contract.
7. In case an AC is to be taken to the Service Station/Workshop for repairs etc. with the permission of the engineer in charge, and the time taken is more than 5 days , the contractor will provide standby AC. The Institute will not pay any charges for standby AC and will not be responsible for any damage occurred in the standby AC.
8. Details of all minor/major, routine/preventive repair/maintenance job undertaken shall be entered into the service sheet.
9. The item procured for replacement should be same specification and should have a functional warranty of six months after fitting . Contractor has to replace the item FOC if case of manufacturing defect .
10. Bidder must ensure trouble free service by providing 02 Numbers of dry servicing and one wet servicing with suitable chemical solution in year besides, above vendor is to attend unlimited breakdown complaint logged through email or mobile.

Preventive Maintenance schedule for :-
Split/window Airconditioners and Water Coolers

1. Time schedule and periodicity of work

Work to be carried out half yearly

:

The servicing and maintenance shall be carried out without disturbing the normal functioning of the office. The filters shall be cleaned on regularly and record thereof shall be maintained.

Note: - Repairing is to be done immediately if on inspection any defect is found ..

Half yearly Preventive Maintenance shall include the followings:

- (i) checking Motor bushing
- (ii) Ground Connection .
- (iii) Checking connection at the main plug
- (iv) Cleaning of blowers and condenser fan
- (v) Cleaning of Evaporator and condenser Coil
- (vi) Cleaning the equipment
- (vii) Checking and tightening of nuts and bolts
- (viii) Oiling the motor
- (ix) Checking cooling efficiency
- (x) Overhauling of the A/c/water Coolers , with chemical washing

2. Break-down service (BDS):

Breakdown calls shall be attended to immediately and a record of such service, duly acknowledged by the person in charge of the location of the air-conditioner/water cooler, shall be maintained. Breakdown service will include replacement of genuine spares & Compressor and Gas filling at the cost of the service provider.

3. ANNUAL MAINTENANCE SERVICES (ONCE A YEAR)

The scope of work shall include all checks and tests as detailed under routine maintenance services. In addition annual maintenance services shall also include:

- a) Cleaning the condenser and evaporator coils with suitable detergent / chemical solution and flushing with high-pressure jet of water.
- b) Greasing of blower motors and all moving parts.
- c) Prevention of rusting of units.
- d) The ACs/water cooler installed are of Carrier, Hitachi, Daiken, Voltas, LG, Logicool, Blue Star & other Brand. In off season, there is during winters

the contractor shall attend all the Air conditioner units for major attentions and keep the equipment ready for use for the next summer.

- e) Checking operation of controls of the air- conditioners such as thermostat, relays, remote control etc.
- f) Checking air flow through the supply air grill, return air grill, condenser.
- g) Checking operation of the drive motors and fans
- h) Checking air temperature at supply air grill, return air grill, Inlet air condenser, outlet air from condenser
- i) Checking Firmness of supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of air-conditioners etc. Anti-rusting Painting of the MS portion prone to rusting
- j) Replacement of any component of air conditioners found defective after the above checks and tests.


4. **The penalty amount per complaint will be as follow :**

- I) Minor Faults viz. replacement of running capacitors, relays etc. not rectified within 48 hour @ Rs 200/- per day.
- II) Major faults viz. repairing / replacement of copper coils, motors, gas filling etc. not rectified within 72 hours @ Rs 400/- per day.
- III) The repairing of compressor, if not done within 96 Hrs. @ Rs. 1000/- per day.
- IV) Any delay beyond 04 days in rectifying all minor/major faults at S.No. I, II except repairing of compressor, the equipment will be got repaired from the market and the actual cost of the same shall be recovered from the payable amount of AMC in addition to the penalties as mentioned in I, II,III
- V) Any delay beyond 05 days in rectifying the faults at S.No. III (repairing of compressor), the equipment will be got repaired from the market and the actual cost of the same shall be recovered from the payable amount of AMC in addition to the penalties as mentioned in III.
- VI) In extreme cases, the action of forfeiture of security money/pending bill/blacklisting of the firm can be resorted at the discretion of the competent authority in case of failure by the contractor to rectify the complaints within the specified time.

- VII) Any damage to the building or the any part of the equipment which might result during the operation shall be repaired by the contractor.
- VIII) Any damage resulting to the system on account of the negligence or mall-operation shall be made good by the contractor. Nothing extra will be paid for such work.
- XIII) . Transportation of Air-Conditioner Units from the office buildings to the service provider's workshop, from one building to another and from the service provider's workshop to the office buildings, will be at the cost of the service provider.

Director General, MP- IDSA reserves the right to accept or reject the lowest or any offer or all offers without assigning any reasons thereto.
Please acknowledge.

Yours Sincerely,



Col Rajeev Agarwal (Retd)
Asst. Director (admin)

Form of Tender
(Note: the appendix forms part of the tender)

To,
MP-IDSA
No 1, Development Enclave
Rao Tularam Marg, New Delhi-110010.
Sir,
Name of work : -----

1. Having visited the site and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract, specifications and schedule of quantities of this tender documents or such other sum as may be ascertained in accordance with the said condition of contract.

- (a) We undertake to complete and deliver the whole of the works comprised in the contract within the time started in appendix hereto.
- (b) We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents a fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
- (c) We agree to abide by this tender for the period of Two year from the date fixed for receiving the same or agreed extended period and it shall remain binding upon us may be accepted at any time before the expiry of the period.
- (d) Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.
 - 1. We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.
 - 2. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated Day of

Signature.....In the capacity of
Duly authorized to sign for and on behalf of.....
Name and address of the tenderer.
(IN BLOCK CAPITALS)

WITNESS
Signature

Name and address.....

Occupation.....

Price Bid
Annexure-A

Subject : Annual Maintenance Contract for Window/Split Airconditioners and Water Coolers
at MP-IDSA
(Rates Quoted should be Exclusive of GST)

SNo	Description	Rate per Item	Amount Per annum (excluding with GST)
1.	Annual Maintenance Contract for Window/Split Airconditioners at IDSA as per list attached -36 Nos		
2.	Annual Maintenance Contract for Water Coolers-09 Nos		
3.	Total of Items as per list of appendix-A		
4.	Total of Items as per list of appendix-B		
		Total	

Amount in words :

Sign :
Stamp.

1. GST shall be paid separately.
2. Items listed at Sr No 3 & 4 will be bought by contactor whenever required not in one lot .

Itemwise Rate List (For Airconditioners) – Appendix-A

S. No.	Items	Qty	Unit	Rate	Amount
1	Shifting of split AC (1.5 ton & 2 ton)	1	Each		
2	Supply of Compressor (1.5 ton & 2 ton)	1	Each		
3	Supply of Cooling Coil Set of 1.5 TR/ 2 TR Split Window AC	1	Nos.		
4	Supply of Blower Fan Motor	1	Nos.		
5	Supply of Blower drum	1	Nos		
6	Supply of Condenser Fan Motor 1.5/2 TR Split AC	1	Nos.		
7	Supply of Window AC Fan motor 1.0/1.5 TR	1	Nos.		
8	Supply of Power Cable 3 Core x 1.5 Sq mm of Finolex, Havels, Polycab	1	Mtr		
9	Supply of Refrigerant/kg R-22, 24, 304	1	Kg		
10	Replacement of Front Grill of window AC	1	Pce		
11	Capacitor 75 MFD for AC or as fitted in the AC.	1	Nos.		
12	Air Filter	1	Nos.		
13	Compressor Capacitor	1	Nos.		
14	Repair of control PCB of 1.5/2 TR	1	Nos.		
15	Repair of control PCB of 3 TR /4.5 TR	1			
16	Remote Control for splt AC 1.5/2.0 TR	1	Nos.		
17	Thermacoal for window AC	1	Mtr		
18	Fan Motor stand	1	Nos.		
19	Outer Cabin	1	Nos.		
20	Thermostat Switch	1	Nos.		
21	Swing Motor	1	Nos.		
22	Indoor Fan Motor	1	Nos.		
23	Outdoor Fan Motor	1	Nos.		
25	Sheet matel parts	1	Nos.		
26	PVC Connection maker (Connector)	1	Nos.		
27	Outdoor stand	1	Nos.		
28	Discharge Valve	1	Nos.		
29	Supply of Strainer	1			
	Ex Works amount				
	(Total Value Rs) In figure				
	In words Rs				

Total of this list shall be reflected in price bid

Itemwise Rate List (For Water Coolers). Appendix-B

S. No.	Items	Qty	Unit	Rate	Amount
1	Supply of Cooling/condenser Coil Set	1	Nos.		
2	Supply of Condenser Fan Motor	1	Nos.		
3	Supply of Power Cable 3 Core x 1.5 Sq mm of Finolex, Havels, Polycab	1	Mtr		
4	Supply of Refrigerant/kg R-22, 24, 304	1	Kg		
5	Capacitor for water coolers	1	Nos.		
6	Supply of relay	1	Nos.		
7.	Thermostat	1	Nos		
8	Water tap	1	Nos.		
9	Ball cock	1	Mtr		
10	Compressor	1	Nos.		
11	Discharge valve	1	Nos		
	Ex Works amount				
	(Total Value Rs) In figure				
	In words Rs				

Total of this list shall be reflected in price bid

List of Water Coolers

Sr No	Location	Make	Model No	Remarks
1.	Institutional area-Ground Floor -A Wing	Voltas	40/80-FSS	01 No
2.	Institutional area-Ground Floor -B Wing	Voltas	40/80-FSS	01 No
3.	Institutional area-First Floor -B Wing	Voltas	40/80-FSS	01 No
4.	Institutional area-Second Floor -A Wing	Voltas	40/80-FSS	01 No
5.	Institutional area-Second Floor -B Wing	Voltas	40/80-FSS	01 No
6.	Institutional area-Third Floor -A Wing	Voltas	40/80-FSS	01 No
7.	Institutional area-Second Floor -B Wing	Voltas	40/80-FSS	01 No
8.	Institutional area- Library -02nd floor	Voltas	40/80-FSS	01 No
9.	Residential Area-A Block-Stlit Area	Voltas	40/80-FSS	01 No

List of Air Conditioners

List of Acs with location					
Sno	Make	Capacity	Location	Qty.	Type
STA					
1	Hitachi	1.5 TR	103	1	W/Ac
2	LG	1.5 TR	103	1	W/Ac
3	Hitachi	1.5 TR	104	1	W/Ac
4	LG	1.5 TR	104	1	W/Ac
6	LG	1.5 TR	201	3	W/Ac
7	LG	1.5 TR	202	2	W/Ac
8	LG	1.5 TR	202	1	W/AC
9	Hitachi	1.5 TR	203	1	W/AC
10	LG	1.5 TR	203	1	W/AC
9	Carrier	1.5 TR	204	1	W/Ac
10	LG	1.5 TR	204	1	W/Ac
11	LG	1.5 TR	301	2	W/Ac
12	Carrier	1.5 TR	301	1	W/Ac
13	Carrier	1.5 TR	302	2	Split
14	LG	1.5 TR	302	1	W/Ac
15	SMART	1.5 TR	Cafeteria	2	Split
16	Amaz	1.5 TR	Reception	2	Tower Ac
		Sub Total (A)		24	
Office/ official Residence					
1	Daikin	3 TR	101-DG Office	1	Cassete
2	Daikin	1.5 TR	103-PS to DG	1	Cassete
3	O General	2 TR	402-Server Room	2	Split
4	Voltas	2 TR	DG House	1	Split
5	Carrier	2 TR	DG House	1	Split
6	Voltas	2 TR	DG House	5	Window
7	LG	1.5 TR	DG House	1	Window
		Sub Total (B)		12 Nos	

Grand Total :
36Nos

Note : Quantity may vary