

**Speed Post**

F.4/1(9)/Bldg./Elect./2012/

Dated : 02.03.2012

To,

As per list enclosed

**Sub : Invitation of sealed quotations for Annual Maintenance Contract of Air conditioners & water coolers in Parivesh Bhawan.**

Sir,

Sealed quotations are invited on the behalf of Central Pollution Control Board for the following works in two bid system, technical & financial as per Anneure-I &II respectively :

S.N.	Description of work	Qty.
01.	Annual maintenance contract of 1.5 ton window type air conditioners of different repute make/ year of manufacturing which includes repair/replacement of all defective components/spare parts including compressor, condenser/capacitor, thermostat, heaters, switches, knobs, pads, gas charging etc.	100 Nos.
02.	Annual maintenance contract of 2.0 ton split type air conditioners (make Voltas, Amtrex, L.G.) which includes repair/replacement of all defective components/spare parts including compressor, condenser/capacitor, thermostat, heaters, switches, knobs, pads, gas charging etc.	53 nos.
03.	Annual maintenance contract of water coolers which includes repair/replacement of all defective components/spare parts including compressor, condenser/capacitor, thermostat, switches, knobs, gas charging etc.	04 nos.


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**Terms Conditions :**

1. The contract is initially for a period of one year and further extendable subject to satisfactory services.
2. Quotation should reach in the office of I/c, Building, CPCB on or before 20.03.2012 by 3.00 p.m.
3. The firm should provide details as per Anneure- I for qualification and Anneure-II for rate.
4. EMD and Anneure-I to be submitted in one envelope and Anneure-II in separate envelope.
5. Anneure-II of only qualified bidder will be opened.
6. The bid must be submitted alongwith an EMD of Rs. 6000/- (Rupees six thousand only) in the form of Demand Draft in favour of Central Pollution Control Board, Delhi. The EMD of unsuccessful firm will be refunded after award of work to successful bidder. The EMD of successful bidder shall be deposited in CPCB account as security deposit for the period till the contract exists. No interest shall be paid on it.
7. The air conditioners may be inspected before 20.03.2012 during office hours on all working days.
8. Servicing including overhauling should be done by the firm before start of summer season once in a year.
9. The rate should be quoted exclusive of all type of taxes. The taxes whatever applicable should be clearly mentioned separately and service tax, copy to be attached.
10. For regular and proper maintenance of air conditioners and for attending the complaints received from CPCB, it shall be obligatory on the part of the contractor to depute one technician at CPCB during office hours to attend the complaints immediately. In case of emergency, the complaints would also be required to be attended on holidays. If the complaint is not attended within 24 hours, the same will be rectified by the CPCB and the cost will be recovered from the contractor's bill.

11. As far as possible the repair work shall be carried out in the premises of the CPCB. Only such work, execution of which is not possible in the premises of the CPCB, may be allowed to be done in the workshop of the firm. In no case, the air conditioner, or part thereof, shall be taken out of the premises without formal written permission of the CPCB. No transportation charges will be paid on this account.
12. If the contractor fails to attend the complaints or does not render satisfactory services the contract awarded to him shall be cancelled by giving 15 days notice without assigning any reasons whatsoever and his security deposit and payment due to him, if any, shall be forfeited. In this connection, decision of Chairman, Central Board shall be final and binding on the contractor.
13. The payment will be made in four instalments in a year and required certificate of satisfactory service signed by users.
14. Income tax shall be deducted at source.
15. The rewinding of compressors shall only be done at authorized service center of the company. In case, new compressor is to be installed, it should be of same make as the faulty one & from the original manufacturer. On both the cases, documentary proof such as copy of receipt/gate pass issued by the concerned company shall be submitted.
16. Chairman, Central Pollution Control Board reserves the right to cancel any or all the quotations without assigning any reasons thereof.
17. The quotation shall be valid for three months from the date of its opening.
18. The rates should be quoted both in figure and words.
19. The firms should have its manufacturing/service provider.

Yours faithfully,

  
(Paritosh Kumar)  
IC Building Division

ANNEXURE-1

Name of work: AMC of Air conditioners (window/split) and water coolers in CPCB

1 S.N.	2 Parameters	3 Certificates to be enclosed	4 Enclosed or not
1.	Name and registered office Address of the bidder	Copy of certificate of incorporation from the respective Government body	
2.	PAN No, Service Tax No, ESI & PF Registration No.	Attach supporting documents	
3	Should have satisfactorily completed similar nature of one work not less than Rs. 3.0 lacs  Or  two works not less than 2.5 lacs during last three year	Documentary evidence to be enclosed	
4.	Annualized average financial turnover equivalent to Indian <b>Rs. 25 lakhs/-</b> against works executed during last three financial years.	As a proof, copy of Balance Sheet of the firm / certificated from the chartered accountant should be submitted	
5	Manufacturer or authorised dealer	Documentary evidence to be enclosed	

DECLARATION

I (.....) hereby declare that the documents submitted/enclosed are true  
and correct. In case any document at any stage found fake/incorrect, my EMD may be forfeited.

**SIGNATURE WITH STAMP**  
Authorized signatory of the Agency/Manufacturer/Contractor

Place:

Date:

**ANNEURE-II**

<b>S.N.</b>	<b>Description of work</b>	<b>Qty.</b>	<b>Rate</b>	<b>Amount</b>
01.	Annual maintenance contract of 1.5 ton window type air conditioners of different repute make/ year of manufacturing which includes repair/replacement of all defective components/spare parts including compressor, condenser/capacitor, thermostat, heaters, switches, knobs, pads, gas charging etc.	100 Nos.		
02.	Annual maintenance contract of 2.0 ton split type air conditioners (make Voltas, Amtrex, L.G.) which includes repair/replacement of all defective components/spare parts including compressor, condenser/capacitor, thermostat, heaters, switches, knobs, pads, gas charging etc.	53 nos.		
03.	Annual maintenance contract of water coolers which includes repair/replacement of all defective components/spare parts including compressor, condenser/capacitor, thermostat, switches, knobs, gas charging etc.	04 nos.		