

No.C.T.62122/Heater
INDIA METEOROLOGICAL DEPARTMENT
OFFICE OF THE DIRECTOR GENERAL OF METEOROLOGY
MAUSAM BHAWAN, LODHI ROAD , NEW DELHI-110003

Dated: 29 /10/2019

To

Subject:- Quotations for Annual Maintenance Contract (AMC) of Repairs & Replacements for Heater/Heat Convector/Hot Cases/Extension Boards & Pedestal fans etc. for the period of one year.

India meteorological Department (IMD) is a Central Government Department under Ministry of Earth Sciences. The Office of the Director General of Meteorology invites sealed Quotations for Annual Maintenance Contract (AMC) for one year for Repairs & Replacements for Heaters/Heat Convector/Hot Cases/Extension Boards & Pedestal fans etc. for including Guest House, Sat Met Building and uaid for the for the period of one year .

**Job Description and Terms & Conditions are enclosed in Annexure-I.
The same may please be seen.**

Last date for submission of the **Quotation 18/11/2019 at 12.00 Hrs. and open on the same day at 16.00 Hrs.**

1.Earnest Money Deposit with the Quotation **Rs.5000/-**.

A demand draft of Rs. 5000/- from a Nationalized Bank is necessary Along with the Quotation.

(VIRENDRA SINGH)
Meteorologist – A
(Caretaker Unit)
For Director General of Meteorology

Enclose:

1. Annuxure-I

Job Description and terms & conditions:-

Sealed Quotations are invited by the undersigned for All-in-All service maintenance contract /repairs of Extension boards , Heaters , Heat convectors , Hot cases, Geysers and pedestal Fans etc. for one year.

Rate for comprehensive service charges of each electrical items should be quoted on monthly basis including overhauling repairs/replacements of spare part.

Vat/service charges/GST etc. if applicable should be clearly mentioned including the present rate of Vat/service charge.

Service contract will be awarded on following terms and conditions:-

1. The contractor will be responsible for quick servicing and maintenance of all electrical items and will to stick to repairs time of maximum of 48 hours.
2. The contractor will be responsible for quick servicing and maintenance of heaters, Heat Convectors, Hot Cases, Extension Boards, Geysers and Pedestal fans etc. for which the contract will be awarded.
3. The contractor will be responsible in respect of all the items like reflectors Heating rods, 3 meters wire, 3 pin plugs etc. For their repair/replacements of any spare parts.
4. If any electrical item is found unserviceable for more than 3 days and remains unattended or no stand by Heaters, Heat Convectors, Hot Cases, Extension Boards, Geysers and pedestal fans etc. are provided, proportionate maintenance charge will be deducted from the bill.
5. The contractor will be responsible for quick repair for Heaters, Heat convectors, Hot Cases, Extension Boards, Geysers and pedestal fans etc. within 48 hrs.
6. Bill should be raised after obtaining the completion certificate by the users.
7. This office reserve the right to terminate the contract at moment in the case of unsatisfactory service and contractors will have no claim for the work and period of unsatisfactory service rendered.
8. The firm will be responsible for quick repairs of Geyser tank (copper element, Thermostat glass wool, indicator, Power Plug 15 Amp. Wire etc. (i.e within 48 hrs.)
9. The successful bidder will have to furnish security Deposit of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Bank Guarantee or DD from a Nationalized Bank in favour of the Administrative Officer (DDO), O/o Director General of Meteorology, Mausam Bhawan, Lodhi Road, New Delhi.
10. if the vender stops the work in between the contract period in the security money deposited will be forfeited & contract will be treated as cancelled.
11. A demand draft of Rs. 5000/- (Rupees Five Thousand only) in favour of the Administrative Officer (DDO), O/o Director General of Meteorology, Mausam Bhawan Lodi Road New Delhi-110003 should be deposited alongwith the Quotation as EMD, Quotation received without EMD will not be considered. The EMD will be refunded after

finalizing the Tender/Contract. Successful Bidder will have to deposit Rs. 10,000/- as "Performance Security Deposit" alongwith the acceptance letter.

12. Eligibility Criteria,

The firm should have at least 5 years experience of doing similar works and at least 3 year experience in two Govt. Ministries/Departments/ autonomous bodies. T documentary proof should be submitted with the bid.

The firm must have Permanent Account Number. VAT, Service Tax Registration of the appropriate authority. Appropriate document should be submitted.

Firm must be registered with any State Government/ Central Government under the Electrical Act for electrical work. The documentary proof should be submitted with the bid.

The firm should not have been blacklisted by any Government organization. The firm has to submit declaration for the same on that's letter head.

Sealed Quotation may be sent by the speed post Registered Post & Ordinary post to the undersigned up to 1200 hours of 18.11.2019 and will be opened on the same day at 1600 hrs. The cover of Quotation should be superscribed "Quotation for AMC for Heaters/Heat Convector / Hotcases / Geysers / Extension boards & Pedestal fans etc" . Quotations received after above mentioned date and time or incomplete Quotation will not be entertained.

(Virendra Singh)
Met-A (CT)

LIST OF ITEMS

Sr. No.	Name of items	Rate Rs.
	<u>Room Heater</u>	
01.	General Repair	
02.	Replacement of Reflector	
03.	Replacement of Rod Element	
	<u>Pedestal Fan</u>	
04.	Repair Fan	
05.	Replacement of Shaft	
06.	Motor Rewinding	
07.	Replacement of capacitor	
	<u>Heat Convector(Blower)</u>	
08.	General Repair	
09.	Replacement of Element	
10.	Replacement of Thermostat	
11.	Replacement of New Fan Motor	
	<u>Hot Case</u>	
12.	General Repair	
13.	Replacement of Thermostat	
14.	Replacement of Element	
	<u>Geyser</u>	
15.	General Repair	
16.	Replacement of Tank	
17.	Replacement of Element 1500 W	
18.	Replacement of Thermostat	
19.	Replacement of Glass Wool	
20.	Replacement of Indicator Bulb	
21.	Replacement of Metal Plug	
	<u>Extension Board</u>	
22.	General Repair	
23.	Replacement of Switch % Amp/15/Amp.	
24.	Replacement of Socket %Amp./15Amp.	
25.	Replacement of Plug	
26.	Wire Three Core 40/76 (Per. Mtr.)	

(Virendra Singh)

MET-A (CT)

For Director General of Meteorology