

No. CT-15028/Aqua./RO/Water Cooler

GOVERNMENT OF INDIA  
INDIA METEOROLOGICAL DEPARTMENT  
OFFICE OF THE DIRECTOR GENERAL OF METEOROLOGY  
MAUSAM BHAWAN, LODHI ROAD, NEW DELHI - 110003

Dated:- 24/02/2020

To

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**Subject:** - Quotations for Comprehensive Annual Maintenance Contract (AMC) of Waters Coolers inbuilt Ro's & Aqua guards.

Office of the Director General of Meteorology, India Meteorological Department (IMD) is a central Government office under ministry of earth sciences. This department invites sealed Quotations for Comprehensive Annual Maintenance Contract (AMC) for two years with effect from 01.04.2020 to 31.03.2022 or the date of issue of work order. for its 13 RO's inbuilt water coolers, 6 Nos. Purified Water Cooler, 2 Nos. RO,s System installed at various places in Mausam Bhawan, Set Met, Old Building, Workshop and Guest House Lodhi Road New Delhi.

**Job Description and Terms & Conditions may be seen in Annexure-I**

Last date for submission of the Quotation 15/3/2020 at 15.00 Hrs. And open on the same day at 16.00 Hrs.

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

  
24/02/2020  
(Virendra Singh)  
Meteorologist 'A'  
(Caretaker Unit)

for Director General of Meteorology

**Enclose:**

1. Annexure-I
2. Quotation-Form

**Annexure-I**

## Job Description and Terms & Conditions

Sealed quotations are invited for awarding Comprehensive Annual Maintenance contract in respect of 13 Nos. RO's inbuilt Water Coolers, 6 Nos. Purified Water Cooler, 2 Nos. RO's System installed at various places in Mausam Bhawan, Sat. Met. Building, Old Building, Workshop and Guest House Lodhi Road, New Delhi.

Rate for comprehensive service charges of each water cooler & RO should be quoted on monthly basis including overhauling repair and replacement of spare parts (Candle, Carbon Filter, membrane etc.)

GST charges etc. if applicable should be clearly mentioned indicating the present rate of GST charges.

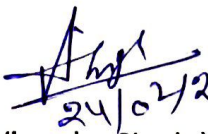
### Work/Service contract will be awarded on following terms and conditions:-

1. The firm will be responsible for quick servicing and maintenance of all water coolers & ROs. Systems with fully automatic water control sensor and will have to stick to repair time of minimum of 24 hours.
2. Machine will be checked by your firm at least once in a month compulsorily and firm will be responsible for removal of any defect as and when brought into your notice.
3. The firm will provide stand by machine or any other part required for repairing or replacing in their work shop and taken by them or repair in their workshop at their own cost.
4. Rates should be quoted for comprehensive service contract quarterly basis for a period of two years overhauling of machines repair of spare parts replacement of spare parts. Other than damage to the body in the event of accident and rate in the case of only service contact with spares may also be quoted separately.
5. Rate list of consumable in r/o ROs inbuilt water coolers, purified water cooler & ROs Systems along with quotations.
6. Any water cooler inbuilt Ro's, purified water cooler & RO's System found unserviceable for more than 5 days remain unattended or no stand- by water cooler inbuilt Ro's, purified water cooler & R.O Systems to provide, maintenance charges for whole quarter will not be paid in respect to that quarter proprietarily.
7. Free on call visit in the event of breakdown or of the water cooler inbuilt Ro's, purified water cooler & RO Systems.
8. Maintenance job has to be carried out on same day in the event of on calls **between 0930 hrs to 1800 hrs.**
9. Cleaning and washing of water tank will be **done on monthly basis.**
10. The successful bidder has to deposit performance security equal to 10% of total cost within 21 days from date of issue of work order.
11. The firm unable to maintain & repair any water cooler inbuilt Ro's, Purified water cooler & RO, they 10% cost of annual AMC will be deducted without arraigining any communication.
12. Payment will be made after completion of the works on quarterly basis to the satisfaction of the office.

13. Each bidder will have to deposit a sum of Rs. 5000/- (Rupees five Thousand) only as earnest money through bank draft along with quotations in favour of Administrative Officer (DDO) O/o DGM, Lodi Road, New Delhi-03 which is refundable if the quotation is not accepted. If bidder does not accept the offer (Work Order) within stipulated period of 15 days from the offer of work order, earnest money as deposited will be forfeited without assigning any reason.
14. Director General of Meteorology reserves the right to terminate the contract at any moment in the case of unsatisfactory service rendered/reported.
15. In case of any dispute, the decision of the Director General of Meteorology will be final.

After quarterly maintenance of each Water Cooler inbuilt Ro's, Purified water cooler & RO Systems a test report on testing drinking water has to be submitted to the satisfaction of this office at the cost of contractor.

Sealed quotations will be accepted by the undersigned upto **1500 hours of 15.03.2020 and open on the same day at 16.00 Hrs.** The cover of the quotation should be superscribed "Quotations for Comprehensive Annual Maintenance Contract for water cooler inbuilt Ro's, Purified water cooler/ RO's System". Late received quotations will not be entertained.

  
24/02/2020  
( Virendra Singh )  
Meteorologist -A

**QUOTATIONS FOR AMC OF WATER COOLERS INBUILT RO'S, PURIFIED WATER COOLER & RO SYSTEMS**

**To**

The DGM  
India Meteorological Department,  
Mausam Bhawan, Lodhi Road,  
New Delhi-110003

Sir,

The comprehensive rate for AMC of each Water Cooler inbuilt RO's & Purified Water Cooler and RO systems per month is as under:

S. No.	Description rate per Water Cooler inbuilt RO's, Purified Water Cooler and RO systems	Rate	Tax if any	Total Amount
1.	13 Nos. Water Cooler inbuilt RO's.			
2.	06 Nos. Purifier Water Cooler.			
3.	02 Nos. RO's system.			

I have read the job description and terms & conditions of the AMC and will abide by them.

**Dated:**

Signature of proprietor of the firm.....

**Place:**

Name of proprietor of the firm.....

Seal of the firm.....