

NO.C.T.62121/Desert Coolers
INDIA METEOROLOGICAL DEPARTMENT
OFFICE OF THE DIRECTOR GENERAL OF METEOROLOGY
MAUSAM BHAWAN, LODHI ROAD, NEW DELHI-110003

Dated:- 08.04.2020

To

Subject: - Quotations for Maintenance Contract for the Desert Coolers.

India meteorological Department (IMD) is a Central Government Department under Ministry of Earth Sciences. This Department invites sealed quotations for Maintenance Contract for the year 2020 (wef 1/5/2020 to 31/8/2020) for 26 No. Desert Coolers along with Painting Asian Paint (ISI) & Filling of Water in D. Coolers installed at its various place of Mausam Bhawan Sat Met Building, Canteen, Guest House Lodhi Road at New Delhi.

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

Last date for submission of the Quotation 20/04/2020 at 12.00 Hrs. And open on the same day at 16.00. Hrs.

1. Earnest Money Deposit with the quotation is Rs.5000/-.

Virender Singh
08/04/2020

(VIRENDER SINGH)
Meteorologist 'A'
(Caretaker Unit)

For Director General of Meteorology

Enclose:

3. Annexure-I
4. Quotation – Form

Maintenance Contract of Desert Coolers for Terms & Conditions and Job.

Description

Work order for Maintenance Contract of Desert Coolers will be awarded under the following Terms & Conditions:-

1. At present there are 26 nos of desert coolers (approx.) for which Maintenance Contract is required.
2. Before submitting the quotation, the Firm may inspect these Desert Coolers on any working day. Office hours by on prior permission of the DGM's office.
3. Period of MC is from 01/05/2020 to 31/08/2020. However, the successful bidding Firm will remain custodian of all coolers and their parts from the period till all coolers are handed over to Caretaker Unit.
4. The Firm is responsible for taking custody of the coolers from office and hand it over to Caretaker Unit be good working condition.
5. Fitting/fixing of Desert Coolers at proper place/ window & floor wise replacement of pads. Electric fitting, cleaning and servicing etc. To bring these coolers in good working condition must be completed by 28/04/2020.
6. One qualified Mechanic must be attached to the Caretaker Unit of this office at least for full day daily to take the complains on his mobile and rectify the fault immediately.
7. All coolers must be checked at least once a week and fault if any must be removed immediately. Report of all repairing/ servicing must be submitted to Meteorologist.'A' (Caretaker Unit) in proforma supplied by the Department with register.
8. The Firm will keep sufficient stock of Motor, pumps, fan/bladed, pads and other required spares as stand as stand by in office premises, so that the work may be run smoothly.
9. The Firm will be filling water & cleaning & washing in Desert coolers may be regularly Work. Breeding of Mosquito be regularly checked as report of NDMC may be note
10. The firm will take sufficient **Mark of Branded** Asian Gray or Silver Painting in Desert Coolers.
11. The Firm will ensure that there is no leakage of current in the coolers and in case of any mishapening, due to his negligence, Firm will be held responsible.
12. If the Firm has to transport cooler or a part thereof, it will be done at the cost of the Firm.

13. The Firm will not carry any cooler or part thereof outside office for any purpose without written permission.
14. After the season, is over, the Firm will clean and dry all the coolers. The Painting cost incurred will borne by the Firm.
15. If any cooler or part of it is not working properly for 05 consecutive days, is maintenance charge will not be Paid.
16. The Contractor must obtain signature of officials working in the room with details of components replaced or repaired without which bill not be considered for Payment.
17. **Rate of Quotation will be component wise, Painting for Branded Paint, Filling water in Desert Coolers including complete maintenance, repairing/replacement of fan/blade, pump, motor and other spares including connection electric wire and plug tops.**
18. The Firm must submit the bills after satisfactorily completion of the work.
19. The Firm must have minimum 03 Year experience of the similar work and should be eligible for taking the Govt. Contract. An undertaking to this effect on a plain paper with proof with a copy of the PAN No. And Service Tax Should also be enclosed with quotation.
20. This Office Reserve the right to terminate the contract at any moment. In case of any dispute, the decision of DGM will be final.
21. The successful bidder has to deposit performance Security equal to 10% of total cost of work within 21 days from the date Work order.
22. Each bidder will have to deposit a sum of Rs.5000/- (Rupees five thousand only) as earnest money through Bank Draft along with quotation in favour of Administrative Officer (DDO)% DGM ,Lodhi Road, New Delhi-03 which is refundable if the quotation is not accepted and bidder's response will not be entertained. If the Bidder do not accept the offer within stipulated period of 15 days from the offer of letter, earnest money deposited will be forfeited without assigning any reason.

Sealed quotation will be accepted by accepted by the undersigned up-to **12.00 hours of 20/04/2020 and open on the same day at 16.00.Hrs.** The cover of the quotation should be superscribed "Quotation for Maintenance Charge for Desert Coolers." Late received Quotation will not be entertained.

Quotation for Maintenance Contract (MC) of Desert Coolers

To,

The DGM
India Meteorological Department,
Office of the Director General of Meteorology,
Mausam Bhawan, Lodhi Road,
New Delhi – 110003

Sir,

The comprehensive rate for all-in-all Maintenance Contract of Desert coolers
Summer Season is 31/8/2020 as under:-

S.No.	Description All – in- all M.C Desert Coolers, Painting & Filing water in Desert Coolers	Rate	Tax if any	Total amount

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

Signature of proprietor of the firm _____

Name of Proprietor of the firm _____

Seal of the firm _____

Dated:

Place: