

Govt. of India
India Meteorological Department
Office of the Director General of Meteorology
Mausam Bhawan, Lodhi Road
New Delhi- 110 003

No. CT-10106/Air Conditioners/

Dated:13.04.2020

NOTICE INVITING TENDER

Director General of Meteorology, India Meteorological Department(IMD), Ministry of Earth Sciences (MoES), Government of India, invites sealed Quotations for awarding **Comprehensive Annual Maintenance Contract** in respect of 150 Nos. Air Conditioners (Window, Split and Tower) mostly of 1.5 ton capacity Units and the related Voltage Stabilizers of different types, installed in various Sections/Units of DGM (HQ) Office, Lodi Road, New Delhi for a period of two years.

Service contract will be awarded as per terms and conditions:

1. Date of issue tender : As per approval by competent authority
2. Last date for submission of the quotation : 27.04.2020 at 1200 Hrs.
3. Earnest Money deposit with the quotation : Rs. 10,000/-
4. Date of opening of Quotation : 27.04.2020 at 1630 Hrs.

The cover of the quotation should be super scribed "Quotation for AMC for Air Conditioners" Late received quotation will not be entertained. **The date and time of Opening of Tender is 27 April,2020 at 1630 IST in Caretaker Unit.**

Tenderers shall ensure that their tenders complete in all respects, are dropped in the **Tender Box at entrance of Main Gate (Reception), IMD, Lodi Road, New Delhi- 110003**. The office is not responsible for any delay whatsoever postal of otherwise.

In the event of the tender opening date being declared as holiday, the tender will be opened on the next working day; the venue and time of tender opening will remain the same.

The Tender Quotation may be submitted along with required EMD of Rs. 10000/- (Rupees Ten Thousand only) in form of FDR in favour of "**Administrative Officer (DDO), O/o DGM, New Delhi**".

Yours faithfully,

(Virendra Singh)
Meteorologist-A
for Director General of Meteorology

Enclosed:

1. Terms and Conditions.
2. Quotation Form

Service contract will be awarded on following terms and conditions:

1. The Annual Maintenance Contract is for the period of two years from the date of issued as per approval by competent authority.
2. The service provider shall be based in Delhi NCR.
3. The service provider shall provide direct service and shall not employ Sub- Contractors for execution.
4. There shall be two types of Maintenance Service to be carried out by the Service Provider viz. Preventive Maintenance Service(PMS) and Breakdown Service(BDS).

Preventive Maintenance Service (PMS):

Every machine shall be serviced at least once every month. A record of such service, duly acknowledged by the person in charge of the location of the Air- Conditioner, shall be maintained, and produced along with bill.

Breakdown Service (BDS):

Breakdown calls shall be attended to immediately/swiftly and a record of such service, duly acknowledged by the person in charge of the location of the Air- Conditioner, shall be maintained and produced along with bill for office records.

5. This Annual Maintenance Contract shall be Comprehensive contract for different types of Air- conditioners and for different types of maintenance. Comprehensive service includes replacement of all spares except front panel, plastic components, electrical installations, brazing works etc.
6. There shall be a minimum of two teams stationed at out premises on full-time basis, each team consisting of 1 technician and 1 helper, at any given point of time. The number of teams shall be suitably increased by the service provider, if necessary, in order to provide a satisfactory service.
7. There shall be an exclusive person posted at our premises on a full-time basis to receive the complaints, over phone and in person. The contact details may be provided on receiving work/supply order.
8. All the technicians and helpers posted on duty shall sign the attendance prescribed for the purpose. Any absence/default in this regard would involve proportionate deduction of AMC charges payable in the service provider.
9. Repeated absence/default in this regard shall lead to termination of contract.
10. All break-down calls shall be attended to immediately and in any case, the same day. Breakdown calls that could not be attended to on the same day for exceptional reasons shall be attended to the next day without fail.
11. The firm should provide standby Air Conditioners, if any unserviceable Air Conditioners is required to be taken from the office to the firm's workshop or elsewhere for repair/replacement of spare part in case of major breakdown in an AC, if the AC is taken to the firm's workshop, the firm will bear the charges like; transportation, loading/unloading, repair/service, cost of the parts replaced, etc.

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12. Units taken out of the office premises for service at the workshop shall be returned at the earliest and in any case, within a week's time. Non- attendance of complaints of this nature beyond a week would entail deduction of penalty of Rs. 200/- per day. Unit till the complaint is attended to.
13. Quarterly bills shall be submitted to the undersigned along with the Service Report acknowledgements from controlling officials (both for Preventive Maintenance Service and for Break-down Maintenance Service) before 5th of the following month.
14. Payment shall be made after verification of the Records and the same shall be restricted to actual number of Air-Conditioners serviced during the month.
15. The payment for the final month shall be made to the selected Service provider only after completion of handing over of all Air-conditioner Units in working condition to the successor service provider and after receipt of take-over note from the successor-service provider.
16. DGM (HQ) reserves the right to terminate the contract at any moment in the case of unsatisfactory service and contract will have no claim for the work and period of unsatisfactory service rendered.
17. In case of dispute, the decision of DGM (HQ) , New Delhi will be final and binding to all.
18. On the expiry of AMC the firm should surrender all the Air Conditioners in working condition.
19. Initially AMC will be given for two years; however same can be extended on successful & satisfactory completion of the contractor on same terms and conditions.
20. The approx nos. of Window, Split and Tower ACs are 98, 46 and 06 respectively. Nos. of different types of ACs may be increased or decreased during the contract period as per the requirement of the office.

(Virendra Singh)
Meteorologist-A
for Director General of Meteorology

Quotation for AMC of Air Conditioners for the period from 2020-2021 and 2021-2022

To

**The Director General of Meteorology
India Meteorological Department
Mausam Bhawan, Lodi Road, New Delhi – 110 003.**

Sub:- Quotation for AMC of Air Conditioners.

Sir,

The comprehensive rate for Annual Maintenance Contract (AMC) of Air Conditioners for two years is as under:

S.N	Description	Rate per AC
1	Windows AC	
2	Split AC	
3	Tower AC	
Note:	Comprehensive Maintenance will include Free Overhauling, Free Service Unit, Free Transportation, Free Commissioning, Free Gas Charging, Free Compressor, Free Spares, Free Electrical Wiring, Free Fan Motor, Free Chemical Washing, Free Labour, etc.	
4	GST No.	
	Total Rs.	

I have read the job description and Terms & Conditions of the AMC and I will abide by them.

Signature of proprietor of the firm

Name of proprietor of the firm

TIN No. of the firm

Seal of the firm

Dated:

Place:

