

DGM-HQ-21016(41)/1/2022-CARETAKER  
India Meteorological Department,  
Office of the Director General of Meteorology,  
Mausam Bhawan, Lodhi Road, New Delhi

Dated: - 04.05.2022

To,

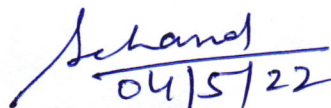
Subject: - Quotations for Maintenance contract for the Desert Coolers.

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 2022 (w.e.f 01.06.2022 to 31.08.2022) for 23 Nos Desert Coolers along with Painting Asian Paint (ISI) & Filing of water in Desert 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 18.05.2022 at 1200 Hrs and open on the same day at 16.00 Hrs.

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

  
(Sumesh Chand Verma)  
Meteorologist-A  
For Director General of Meteorology

Enclose:

1. Annexure-I
2. 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 23 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 01.06.2022 to 31.08.2022. 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 30.05.2022.
  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, Pump, 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 the desert coolers regularly . Breeding of Mosquitoes to be regularly checked.
  10. The firm will take sufficient Mark of Branded Asian Grey or Silver painting in Desert coolers.
  11. The firm will ensure that there is not leakage of current in the coolers and in case of any mishappening, due to his negligence. Firm will be held in 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 ar 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 years 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 Servie Tax should also be enclosed with quotation.
  20. This office reserves 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 work order.
  22. Each bidder will have to deposit a sum of Rs.5000/- (Rupees Five Thousand Only) as earnest money through Bank draft alongwith quotation in favour of Administrative office (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 the undersigned up to 1200 hrs of of 18.05.2022 and open on the same day at 1600 Hrs. The cover of the quotation should be superscribed "Quotation for Maintenance charge for Desert Coolers. "Late received Quotation will not be entertained.

**QUOTATION FORM**

**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 31.08.2022 as under

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

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

Signature of proprietor of the Firm \_\_\_\_\_

Name of proprietor of the Firm \_\_\_\_\_

Seal of the Firm \_\_\_\_\_

Dated:

Place:

ISSD, DGM New Delhi

Kindly find enclosed tender AMC for maintenance contract for the Desert Coolers for period of the 01.06.2022 to 31.08.2022. It is requested to upload the office website <http://www.gov.in> immediately.

*Sehond*  
04/5/22  
(Sumesh Chand Verma)  
Met-A (Caretaker)

No. DGM-HQ-21016(41)/1/2022-CT Dated 04.05.2022