

No. D-19011/13/2013-ISC  
Government of India  
Inter-State Council Secretariat  
(Ministry of Home Affairs)

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Vigyan Bhawan Annexe, New Delhi

Dated : 31<sup>st</sup> December, 2018.

**Quotation Notice**

To

Sir,

In the name of the President of India sealed quotations are invited for the AMC of various makes/models of window/split/tower Air-conditioners and Refrigerators as per list attached installed in the Inter State Council Secretariat at Vigyan Bhawan Annexe New Delhi. **The AMC will be "as is where is" basis.**

Agencies/Firms competent in the field are requested to submit tender forms duly filled and addressed to the Deputy Secretary (Adm.), Room No. 352, Inter State Council Secretariat, Vigyan Bhawan Annexe, New Delhi -110011 latest by **02/01/2019** upto 3.00 p.m. **The quotation will be opened on the same day at 4.00 p.m.** No quotation(s) shall be accepted after expiry of stipulated date and time. Quotation received after due date/time shall not be entertained. Quotation letter will also available on the website of ISCS i.e. [www.interstatecouncil.nic.in](http://www.interstatecouncil.nic.in)

**General Terms and Conditions for AMC :**

- 1. Scope of work:** The Scope of Contract shall be Installation & Commissioning of Machine. Spot Breakdown/Maintenance of machine, Preventive Maintenance of machine. Servicing/Overhauling of machine. Repairing of machines, with adequate technically sound skilled, un skilled work force. (Machine means Package AC, tower AC, Window AC, Split AC and Fridge).
- 2. Maintenance of Tower AC, Window AC, Split AC and Refrigerators etc.:** The Contract shall be executed, all in Service & Maintenance Contract for all the Tower/Window/Split ACs and Refrigerators. It will be the responsibility of the Contractor to keep the machines Air Conditioners, and Refrigerators in proper working condition round the clock. The Contractor shall ensure that the running equipments are available at Government rated parameters & capacity. The healthiness of above machines shall be ensured with no water leakage, No abnormal sound, proper setting of thermostats and their tripping etc.
- 3.** The agency is required to submit quotation through two bid systems. First envelope should contain Technical Bid specifications whereas the Second envelope should contain the Financial Bid showing Rates, Terms etc. Both the envelopes shall be submitted in a single

envelope and the envelope should also clearly indicate whether it contains both technical bid and financial bid. The envelope containing these two envelopes shall be super-scripted "*Quotations for AMC of Air-conditioners and Refrigerators*". Any quotation containing one bid or technical bid/financial bid in same envelope shall be summarily rejected.

4. **All the envelopes should be sealed properly. Partially sealed, pasted and stappled envelope shall not be acceptable.** The envelope containing **Technical Bid** shall be opened first on the same day and acceptance of the quotation will be checked/examined according to specified clauses.
5. In case the tender is of more than one page, each page must be signed and stamped properly.
6. Owners of the Agencies/Firms or their duly authorized representatives who wish to be present at that time of opening of the quotation, will be allowed to be present during opening of the Bids.
7. Each quotation must be accompanied with an earnest money of Rs. 5,000/- (Rupees Five thousand only) in the form of a "Crossed Demand Draft drawn in favour of "Pay &Accounts Officer, Ministry of Home Affairs, New Delhi". The tenders not accompanied with the earnest money shall be rejected outrightly. The earnest money is refundable after finalization of the AMC.
8. The agency shall have to deposit 10% of the AMC charges awarded as performance guarantee which shall be refunded after the expiry of the contract period without interest. The agency should have minimum three years experience in the field of delivering service of AMC of Air-conditioners in Government Sector. Documentary evidence may be attached in support of their experience.
9. Copy of clients list with telephone numbers is to be provided.
10. Copy of GST Numbers( self attested) to be given.
11. Copy of PAN Number ( self attested) to be given.
12. No advance payment shall be made. The payment will be made to the agency at the end of six months after successful completion and acceptance of performance report submitted to Adm. Section.
13. The Performance Security will be returned to the agency after completion of the AMC period or on termination of the contract. No interest shall be paid on the performance guarantee money.

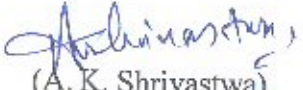
14. The AMC will be comprehensive type and inclusive of filling of *Gas, Compressor, A.C. Motors, Capacitors etc.* and also includes preventive maintenance (washing/cleaning of A.Cs, Filters, Fridges etc.) and repair/replacement of items without any cost.
15. The charges have to be quoted on annual basis, mentioning clearly whether or not it includes any tax. In case nothing is mentioned, it will be presumed that it includes all taxes.
16. No request/claim for any hike in the approved rates would be entertained, under any circumstances, during the period of the contract.
17. **Penalty:** In case of laxity reported for non/under performance of maintenance work, any violation of safety measures and/or on non-compliance of safety measures by the Contractor or his employee, the contractor shall be penalized as under :
- (i) Rs 500/- First time
  - (ii) Rs 1000/- Second time onwards If contractor continue for failing to provide the safety.

The contractor shall immediately upon knowing of any accident, damage or losses, in which he is involved on the site, should inform the General Administration, ISCS. The contractor shall take all safety precautions and provide adequate supervision by competent persons in order to do the job safely and without damage to personnel, office equipments, premises and the environment of the Secretariat. Any accident causing fatal or non-fatal injury to the employee(s) of the contractor shall be the exclusive responsibility of the contractor. In the event ISCS and/or its employee(s) are prosecuted by any other authority under law for accident causing fatal or non-fatal accident, the contractor undertakes to reimburse ISCS all fines, penalties and expenditure incurred in connection with defending such prosecution by ISCS and towards this the contractor irrevocably agrees to ISCS meeting out such expenditure.

18. Inter State Council Secretariat reserves all the rights to accept/reject any or all quotations in part or full without assigning any reason(s) thereof. Any dispute arising regarding this contract shall be subject to the jurisdiction of Hon'ble Court Delhi.

For any clarification regarding Configurations/Installation or any AMC related items Section Officer (Admn.)( Telephone No. 23022146 ) may be contacted.

Yours faithfully

  
(A. K. Shrivastwa)

Under Secretary to the Government of India  
Tele.No. : 23022153

## TECHINCAL BID PROFORMA

Name & Address of the firm	
Year of Establishment	
Type of firm (Proprietary/private/Public/Govt.)	
Total of past experience in providing AMC (Documentary if any may be submitted )	
Copy of the PAN and Service TAX No. ( Enclosed Yes/No)	
List of Service Engineers with their qualifications and experience in the field	
Office Address with Telephone ( Land line number ) and mobile number	
Details of earnest money	
Preventive Maintenance schedule for all equipment which are under AMC	
The term and conditions of the AMC, if any	
Name of items not included in AMC, if this column will be left blank it will be presumed that all the parts are inclusive in AMC	

Place :

Date :

Signature  
Name  
Address with seal of the firm

### List of A.Cs.& Refrigerators to put under AMC

Sl. No.	MAKE/MODEL	CAPACITY	ROOM No.	Quantity *	Rate per unit in Rs.	Amount in Rs.
1	L.G. Tower A.C.	2.0 Ton	360	01		
2	L.G. Split. A.C.	1.5 Ton	341	01		
3	Amtrex Split A.C.	2.0 Ton	374	01		
4	LG Split A.C.	1.75 Ton	386	01		
5	LG Split A.C.	1.5 Ton	386	01		
6	Voltas split A.C.	1.5 Ton	346A	01		
7	Voltas split A.C.	1.5 Ton	346A	01		
8	Voltas Split A.C.	1.5 Ton	360	01		
9	LG split A.C.	1.5 Ton	359	01		
10	Voltas Split A.C.	1.5 Ton	358	01		
11	Voltas window A.C.	1.5 Ton	357	01		
12	Purisons window A.C.	1.5 Ton	356	01		
13	Lancer window A.C.	1.5 Ton	355	01		
14	Carrier window A.C.	1.5 Ton	355	01		
15	Lancer window A.C.	1.5 Ton	354	01		
16	Vieocon window A.C.	1.5 Ton	352	01		
17	Voltas window A.C.	1.5. Ton	351	01		
18	Voltas window A.C.	1.5 Ton	348	01		
19	Voltas window A.C.	2.0 Ton	392	01		
20	Voltas window A.C.	1.5 Ton	347	01		
21	Purisons window A.C.	1.5 Ton	344	01		
22	Voltas window A.C.	2.0 Ton	343	01		

23	Voltas window A.C.	1.5 Ton	342	01		
24	Voltas Window A.C.	1.5 Ton	386 A	01		
25	Purisons window A.C.	1.5 Ton	338	01		
26	Commander Window A.C.	1.5 Ton	302	01		
27	Purisons window A.C.	1.5 Ton	345	01		
	<b>Total A.Cs.</b>			<b>27</b>		
1	Godrej Refrigerator	5 Liters	386 A	01		
2	L.G. Refrigerator	5 Liters	360	01		
3	L.G. Refrigerator	5 Liters	346 A	01		
4	Videocon Refrigerator	2 Liters	343	01		
	<b>Total Refrigerators</b>			<b>4</b>		
	<b>Grand Total of items</b>			<b>31</b>		

\* Subject to increase/decrease at the time of awarding AMC