

Our Ref: CL/BM/BID-10/2008

Date: 07-04-2008

Subject: Invitation of Quotation for AMC of Air Conditioners at BIS Sahibabad

Dear Sirs,

Sealed Bids are invited for for AMC of AC at BIS, Sahibabad from experienced, competent and established contractors/service providers which should reach the undersigned latest by 1700 h, on **28th April 2008**, at the following address.

Director & Head (Building Maintenance)
BUREAU OF INDIAN STANDARDS
Central Laboratory, Plot No.20/9, Site-IV,
Sahibabad Industrial Area, Sahibabad,
Distt. Ghaziabad-201010 (U.P.)

2. The details of AC's are given in Annex-I,
3. Terms and conditions are given in **Annex-II**,
4. Earnest money amounting to **Rs 3200.00 (Rs Three thousand Two Hundred only) by Bank Draft in favour of the Bureau of Indian Standards** must accompany each tender, otherwise it will be summarily rejected.
5. The Bids shall be opened in the **Conference Hall**, of the Central Lab, at the address mentioned above at **1500 h on 29th April 2008** and in the presence of such tenderers or their duly authorized representatives, who may like to attend.
5. Please ensure that the envelopes containing Bids are sealed properly i.e. either wax sealed or with adhesive cello tape on both ends. **Unsigned Bids, Unsealed /stapled envelopes** and bids **without EMD** shall be summarily rejected. **No exemption** whatsoever for payment of EMD shall be accorded.
6. The schedule of work and terms & conditions can also be downloaded from BIS Website – www.bis.org.in

Thanking you,

Yours faithfully,

Head (Building Maintenance)
Phone:- 0120-2770416
Fax:- 0120-2776663

ANNEX-I
(AC AMC 2008-09)

<u>Sl No</u>	<u>AC Type</u>	<u>Capacity</u>	<u>Rate of Comprehensive AMC</u> <u>(Please quote your rate in Rupees per AC)</u>
1	Window	1.0 Ton	
2	Window	1.5 Ton	
3	Window	2.0 Ton	
4	Split	1.5 Ton	
5	Split	2.0 Ton	

NOTE

1. At present, **approximate** number of AC's at BIS CL is as given below. The number may vary with time depending on whether under warranty period or not.

Window	1.0 Ton	3
Window	1.5 Ton	61
Window	2.0 Ton	6
Split	1.5 Ton	--
Split	2.0 Ton	10

2. Comprehensive AMC shall cover Free three service in a year, attending to any number breakdown calls, Gas Charging, Repair and rewinding of fan motor, Compressors, Capacitors, Relay parts etc EXCEPT Main Body Structure, Voltage Stabilizers attached with the unit, consumables plastic parts like Grille, Filters, Knobs or like.
3. Taxes to be mentioned extra.
4. **No advance Payment shall be made. Quarterly payment after successful completion of the job shall be made after deducting taxes as applicable.**

Signature & Seal of the bidders :-

ANNEX-II

TERMS & CONDITIONS

1. Quotation(s) shall remain open for acceptance for a period of Ninety days from the date of opening.
2. Rates/amount quoted shall include material, labour, the provision of all tools, plants accessories etc. required for the proper execution of work. Rates shall also cover the cost of handling carriage, taxes, duties, royalties etc. and the removal of debris (if any) from the work site to outside disposal yard within 50 meters lead.
3. The contractors should be competent, skilled and should have thorough experience of AC repair & maintenance works.
4. The AMC shall be awarded to the successful bidder normally for a period of one year which can be extended to further one year depending on the performance etc. EMD shall be kept till the contract period as a security deposit. Non-acceptance to undertake work within the validity period due to any reason including the escalation in price of materials will attract penalty and EMD may be forfeited & the contractor may be blacklisted also.
5. **No advance Payment shall be made. Quarterly payment after successful completion of the job shall be made after deducting taxes as applicable.**
6. The Bureau reserves the right without assigning any reasons therefore to:
 - a) Accept or reject any or all quotations in whole or in part;
 - b) Increase or decrease the quantities of AC under AMC and the successful tenderer shall perform the same at the rates approved.
7. Validity of this bid shall be 90 days from the date of opening of the bid.
8. The safe custody of supplied material, if any, for execution of the job will be contractor's responsibility.
9. All material and workmanship shall be of the kind described in the schedule of quantities or specifications and in accordance with the instructions of Officer-in-charge. Wherever materials bearing BIS standard Mark are available only those shall be used.
10. All material shall be received; job executed shall be subjected to approval or inspection. The decision of our Inspecting-officer shall be binding and final. Rejected items shall be removed by the tenderer at his own cost and risk, within 10 days of receipt of notice to this effect after which the Bureau shall not be responsible for the rejected/disapproved items. Works embracing more than one process shall be subjected to examination and approval at such stage.
11. Rates for extra, altered, additional or substituted etc. items of work shall be got approved before carrying out the same.
12. The date of completion of job is the essence of this contract. You are, therefore, requested to complete the job or complain as early as possible so that the testing of samples is not affected. You should, however, find during the progress that the completion date stipulated cannot be adhered to, please apply to this Bureau, well in advance for extension of time along with the reasons thereof. This does not, however, involve any commitment on the part of the Bureau and is without prejudice to our right to:
 - a) Cancel/rescind/revoke the order if work is not carried out satisfactorily and in time.

- b) Impose a penalty upto 10% for unsatisfactory service during currency of the contract.
13. The Bureau may delay the progress of the work in case of rain or other unforeseen reasons revoking the work order and extend the period suitably. In consequence of such delays the contractor shall not make any claim for compensation or damage.
 14. No claim on account of fluctuation in rates for materials or labour will be entertained by the Bureau.
 15. Particular care must be taken to see that no damage is caused to the floors, walls, furniture and other fixtures. They shall be left neat and clean after completion of work.
 16. The contractor shall in respect of labour employed by him comply with or cause to be complied with the contract labour regulation, payment of wages etc. or any other law relating thereto and rules made there under from time to time.
 17. The contractor shall at his own expense arrange for all safety provisions for the workers employed by him or by any of his subcontractors.
 18. The contractor shall indemnify the Bureau against all claims which may be made upon the Bureau whether under the Workman's Compensation Act or any other statute in force during the currency of this contract or a common law in respect of any Employee of the contractor and shall at his own expense effect and maintain, until the virtual completion of the contract with an approved office, a policy of insurance in the joint name of the Bureau and the contractor against such risk and deposit such policy or policies with the Bureau during currency of this contract. The contractor shall be responsible for anything which may be excluded from the Insurance Policies above referred to and also for all other damage to any property arising out of and incidental to the negligent or defective carrying out of the contract.
 19. In case any material is issued by the Bureau, the contractor shall account for the same. The contractor shall also be responsible for any loss or damage of such materials.
 20. The Bureau reserves the right to increase or decrease the quantities of work the contractor will be bound to perform the same at the rates quoted in his quotation.
 21. The contractors may visit the site before filling of rates to acquaint themselves regarding the work conditions, etc. of the AC's installed. Rates quoted shall include shifting of items, covering of same with polythene sheets, resetting of items, cleaning of floors etc. after completion of work complete as per instruction of user labs wherever applicable.
 22. In case of non compliance with the Terms & Conditions of the contract, the Bureau reserves its right to:
 - a) Cancel/rescind/revoke the order if work is not completed in time and is not Conforming to the required specification.
 - b) Impose Penalty up to 1% of the total value of the order for a delay of every seven days after the schedule date subject to the ceiling of a maximum of 10% of the total value of the order.
 26. All questions, disputes or difference arising under, out of or in connection with this tender enquiry shall be subject to the exclusive jurisdiction of Delhi/ Ghaziabad Courts.