

To,

04-06-07

**Subject: Annual Maintenance Contract for window A C units and water Coolers at BIS Head Quarters.**

Dear Sir,

We intend to invite quotation for the Annual Maintenance Service Contract of Air Conditioners and Water Coolers installed in our office. The schedule of work along with terms and condition are enclosed herewith. Kindly send the quotation as per terms and condition so as to reach us by **22-06-07, 1500 hrs** at the Address mentioned below. The quotation shall be opened at 1530 hrs on the same day.

Thanking You,

Yours Faithfully,

Parijat Shukla  
Assistant Director (Administration)  
Room No. 406, Manaklaya  
9, Bahadur Shah Zafar Marg  
New Delhi-110002  
Ph:23230131 extn: 4371

Encl: a/a

Bureau of Indian Standards  
(Administration Department)

Ref: Admn./M-16

Subject: Annual Maintenance Contract for window A C units and water Coolers at BIS Head Quarters.

Dear Sir(s),

Quotation(s) are invited from authorized dealer of Voltas Ltd based in Delhi for carrying out the work specified in the attached schedule as per conditions noted below:

2. Quotation(s) should reach the undersigned latest by 1500 hours on 22-06-07 in a sealed cover superscribed "QUOTATION(S)" for the job mentioned above.

3. Quotation(s) shall be opened at 1530 hrs on the same day in the presence of such tenderer or their authorized representative as may like to attend.

4. Unsealed quotation received may be cancelled.

5. Earnest money amounting to Rs7500/- (Seven thousand five hundred only) in cash or by Bank Draft in favour of the Bureau of Indian Standards must accompany each tender; otherwise it is liable to be rejected.

6 Quotation(s) shall remain open for acceptance for a period of ninety days from the date of opening.

7 Rates should be quoted as lumpsum basic charge (for AMC of all the 105 no. ACs and 17 no. Water Coolers) and taxes should be mentioned separately.

8. Rates quoted shall include provision of all tools, accessories etc. required for the proper execution of work. Rates shall also cover the cost of handling carriage, taxes, duties, royalties etc.

9. A security at the rate of Ten percent will be deducted from the bills of the contractor and which will be refundable on satisfactory completion of the work and/or after the defects liability period as the case may be. The earnest money in the event of a tender being accepted will be treated as part of the Security Deposit.

10. The Bureau reserves the right without assigning any reasons therefor to:

a) Accept or reject any or all quotations in whole or in part;

b) Increase or decrease the quantities of any item of the work and the successful tenderer shall perform the same at the rates quoted.

11 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 ISI Certification Mark are available only those shall be used.

12 Rates for extra, altered, additional or substituted etc. items of work shall be got approved before carrying out the same.

13 The advance payment shall be released on six monthly basis

14 All complaints shall be attended with in 24 hours of lodging the complaints. In case of major break down (which cant be attended within 24 hours), a standby unit shall be provided by the firm on same day / 24 hours till our unit is repaired, installed and commissioned.

15 In case of failure of above BIS may get the work done through available agency/contractor at risk and cost of the firm and amount so incurred shall be recovered from the firm. In addition a penalty @ Rs 500.00 per day shall be imposed due to inconvenience caused to BIS.

16. No claim on account of fluctation in rates for materials or labour will be entertained by the Bureau.

17. 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 thereunder from time to time.

18 The contractor shall at his own expense, arrange for all safety provisions for the workers employed by him or by any of his subcontractors

19. The contractor shall indemnify the Bureau against all claims regarding labour regulation and damage to the property 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. The contractor shall be responsible for all other damage to any property arising out of and incidental to the negligent or defective carrying out of the contract.

20. 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.

21 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.

22 All the 105 no. ACs and 17 no. Water Coolers are in working condition. The contractors are requested to visit the site and see the performance of the equipments before quoting rates. The rates are to be quoted for the equipment as on where bases and nothing extra would be paid on this account.

Yours Faithfully,

Date

Parijat shukla  
Assistant Director

**Encl: as above**

## Schedule on Work Specification

### Details of Air Conditioners:

We have a total of 105 AC units (103 units of voltas make while 3 units of Bluestar make) required to be covered under AMC. The details of these units are as below:

- a) One Tonne Window ACs : 30 No.
- b) 1.5 Tonn Window ACs : 46 No.
- c) Two tonne Window ACs : 4 No.
- d) 1.5 Tonne Split ACs : 19 No.
- e) Two tonne split ACs : 6 No.
- f) Total : 105 No.

### Details of Water Coolers :

- a) Total No. of Water Coolers: 17 No.
- b) Specification : Voltas make.

**Above AC units and Water Coolers are required to be covered under AMC for following services:**

- a) Checking and Servicing the units manufacturer maintenance manual.
- b) Attending to the unit when called upon during normal working hours.
- c) Attending break downs of the units free of charge as a result of wear and tear during the one-year period.
- d) Providing a service unit as and when required , free of charge during repair/overhaul of the unit.
- e) Supply free of charge all spares and materials except parts which are not subject to normal wear and tear like sheet metal parts, plastic parts, cooling coil and condenser coil, which are needed for the unit as a result of wear and tear during the one year period.
- f) Attending to urgent breakdown calls , during the normal working hours on holidays and Sundays except National holidays.

Total Lump sum charges for One Year for above job as per terms and conditions mentioned in quotation document:

- i) Basic Amount .....
- ii) Taxes as applicable .....

Total Amount: .....

Contractor's Signature

(Parijat Shukla)  
Sc-B, ADM

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