

**SHIVAJI COLLEGE
UNIVERSITY OF DELHI
RING ROAD, RAJA GARDEN, NEW DELHI – 110027**

May 11, 2020

**Quotation For Grant of Annual Contract for Maintenance/repair of Air-conditioners (Window/Split)
& drinking Water Coolers belonging to the College.**

SEALED quotations are invited from reputed/registered firms for award of Annual Maintenance Contract for the maintenance/repair of Air conditioners [**Window 10, Split 40, Drinking Water coolers 08**] installed in the Shivaji College on the terms and conditions enumerated in the following paragraphs. Only reputed firms having atleast three consecutive experiences in the field, in the Government Ministries/Departments/Semi-Government Organizations, including Public Sector Undertaking, autonomous bodies, Private firms are requested to submit their rates in the attached proforma duly completed and signed. The prospective firms also furnish a copy of the PAN, Bank details, statutory registration and "Experience Certificate" from at least 03 Government Ministries/Departments/Semi-Government Organizations, including Public Sector Undertaking, autonomous bodies, and Private firms with their quotations.

Terms and Conditions of the Contract will be as follows:-

1. AMC Period: The College will grant AMC initially for period of ONE YEAR, which may be extended for another ONE year on the same terms & conditions, subject to the satisfactory maintenance report from the College Authority. The services of the firm would be utilized on need basis and payment will be made on pro-rata basis.
2. Security Amount (Performance Guarantee): Lowest Bidder will be required to furnish amount of Rs. 10000/- in the form DD in favour of Principal, Shivaji College at the time of license agreement. No interest will be given on the security amount (Performance Guarantee).
3. The successful firm will be required to start working immediately after award of the contract. However, the College has the right to terminate the contract at any time without assigning any reason thereof.
4. Penalty:- In case of non-compliance of any terms & conditions of the agreement, the College reserves the right to impose penalty, forfeit the EMD or Security Amount and terminate the contract with immediate effect.
5. The firm shall have to attend all complaints on receipt of information from the users directly with the prior approval of Administration Section. The services should be provided services on regular basis during office hours and in case of emergency beyond office hours or on holidays etc.
6. The existing numbers of Air conditioners (Window/Split) and Water Coolers mentioned above may change during the currency of the contract. For any such alterations, intimation shall be given to the contractor and if any new addition is hot maintained through warranty clause but through AMC, charges for maintenance shall be payable to the contractor at the rates agreed upon. Similarly, the deletion shall also be intimated to the contractor and charges shall be deducted proportionately from the payment due to the contractor.

7. The college with sufficient justification at its discretion to relax any of the condition/s mentioned in tender document and/or increase any criteria to short list the bidders during scrutiny of tender.
8. The quoted amount must be inclusive of all maintenance charges by whatever name called mentioned in tender documents.
9. In case of tie between two or more bids, preference will be given to the organization(s), which has/ have charitable objectives or which is/ are non-profitable non-government and non-profitable government organization.
10. The firm will be required to undertake maintenance/repairs of Air conditioners (window/split) & Water Coolers at Shivaji College as decided by competent authority. For payment purpose, the bills should be submitted month-wise on the prescribed format.
11. No increase in amount shall be considered at all during the currency of the AMC. No other charges like transportation fare etc., will be payable. Conditional tender will not be entertained. Similarly, quotations received after stipulated date and time will also not be considered under any circumstances.
12. The term "Maintenance" shall include oiling, cleaning, greasing, servicing and repair of motor/compressor, electrical parts, air filters and gas charging during the currency of the contract at the exclusive risk, responsibility and the cost of contractor.
13. They shall be required to inspect all the air conditioners and put these into operation immediately failing which the contract may be cancelled without assigning any reasons and the security money deposited by the contractor shall be forfeited. For regular and proper maintenance of the air conditioners, water coolers etc., and for attending to the complaints received from officers, it shall be obligatory on the part of the firm to depute sufficient number of qualified mechanics (minimum two) on all working days from 9.30 am. to 5.30 p.m. throughout the currency of the contract immediately.
14. In case of emergency, the complaints would also be required to be attended to on holidays. Only such repairs which are not possible to be undertaken in the premises, may be allowed to be done in the workshop of the firms. In no case, an air conditioner, or part thereof, shall be taken out of the premises without formal written permission of this. No transportation charges will be paid on this account. The air conditioners or part thereof, taken to the workshop will have to be brought back within two days, failing which the cost of the machine/part will be recovered from the firm and, if considered necessary, the contract will be terminated without further notice.
15. The contractor shall be responsible for smooth and satisfactory working of the air conditioners. In case the contractor fail to cope up with the work load or does not render satisfactory services the contract awarded to him shall be cancelled by giving 15 days notice without assigning any reason whatsoever and his security deposit and payment, due to him, if any, shall be forfeited. In this connection, decision of the College shall be final and binding on the contractor.
16. The rates may be quoted as per Annexure-I, Taxes (VAT, Service Tax) if any, may be specifically and separately indicated in the quotation. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by Shivaji College.

Note: Preference will be given to the companies who have done similar work in University of Delhi/ affiliated Colleges (experience proof must be submitted).

The sealed quotation marked as "**Quotation For Grant of Annual Contract for Maintenance/repair of Air-conditioners (Window/Split) & drinking Water Coolers belonging to the College.**" must reach the office in the name of **Principal, Shivaji College, University Of Delhi, Raja Garden, Ring Road, New Delhi – 110027 latest by 29.05.2020 upto 12 NOON.**

Other terms and conditions will be mutually decided with the lowest bidder or accepted bidder. The college reserves the right to accept / reject the quotation in partial form or in total without assigning any reason thereof.

Sd/-
Dr. Shiv Kumar Sahdev
Acting Principal

TECHNICAL SPECIFICATIONS**Tender for Annual Contract for Maintenance/repair of Air-conditioners (Window/Split) & drinking Water Coolers belonging to the Shivaji College:-**

S.No.	Items	Window type	Split type	Water Cooler
1.	Maintenance Charges (rate per AC/ Drinking Water Cooler including Oiling, Chemical washing and General Service)			
2.	Replacement of Components with new ones (Where applicable)			
(a)	Compressor			
	(i) 1.5 Ton AC			
	(ii) 2 Ton			
	Buy back of old compressor			
(b)	Running Capacitor			
(c)	Fan Motor			
	(i) Rewinding			
	(ii) Replacement			
	Buy back of old motor			
(d)	Grill			
(e)	Chassis			
(f)	Remote of Split AC			
	(i) Repair			
	(ii) Replacement			
(g)	Refrigeration pipe – Rate (per mtr.)			
(h)	Replay			
(i)	Thermostat			
(j)	Drain pipe (per mtr.)			
(k)	Compressor Oil			
(l)	Flushing, Vacuum & pressure the system & brazing pipe outdoor unit and indoor unit			
(m)	Insulation of AC pipe			
(n)	Fan			
(o)	Blower			
(p)	AC Plug/Iron Clad			
(q)	Air Filter			
(r)	Condenser of outdoor unit of Split AC			
3.	Valve			
4.	3 core Wire (per mtr.)			
5.	Gas Charging			
6.	Installation Charges			
7.	De-installation Charges			