



CIN NO. L51909DL1963GOI004033

DELHI REGIONAL OFFICE

F-8-11, Flatted Factories Complex, Rani Jhansi Road, Jhandewalan,
New Delhi – 110055, Tel: 011-23623955

TENDER NO. MMTC/ADMN/DRO/AC MAINT/2015-16

DATE: 08-03-2016

AMC FOR AIR CONDITIONERS

- 1) MMTC Limited invite sealed quotations for comprehensive AMC for air conditioners as per Annexure-I from reputed and experienced firms who have successfully completed annual maintenance of air conditioners in PSUs/Banks/Railways/Govt. Deptts/Goovt. Insitutions during last 2 years. The work shall be executed at Delhi Regional Office, F8-11, Jhandewalan Flatted Factories Complex, Rani Jhansi Road, New Delhi, and CO Showroom at Lodhi Road, New Delhi. Details of the services required and other terms & conditions relating to the award of Contract are given below:
- 2) **Validity of the Contract:** The period of contract shall be for a period of one year from the date of commencement of the contract. However, the contract may be extended for a further period of one year on mutual consent.
- 3) **Eligibility Conditions:**
 - I) The bidder shall have an experience of atleast 2 years or more in this field. In this regard copies of completion certificate/work order should be submitted.
 - ii) Copy of VAT/Sales Tax/Service Tax Registration Certificates and PAN Card should be submitted.
- 4) **Earnest Money Deposit (EMD):** The bidder shall furnish an amount of Earnest Money of Rs.10,000/- (Rupees Ten Thousand only) by way of Demand Draft/Banker's cheque drawn in favour of MMTC Limited payable at New Delhi. The bid security of the unsuccessful bidder will be discharged /returned subsequent to the award of Contract.
- 5) **The earnest Money may be forfeited in the event of:**
 - i) If a tenderer withdraws its tender during the period of tenders validity.
 - ii) In the case of successful tenderer, if the tenderer fails to commence the work as required.
- 6) **Submission of Tenders:**
 - i) All interested service providers are requested to submit their sealed quotations and drop in the Tender box kept at F8-11, Jhandewalan Flatted Factories Complex, Rani Jhansi Road, New Delhi – 110055 on or before 1500 hours of 21st March'2016.
 - ii) Late/Delayed tenders due to any reason, whatsoever, will not be accepted under any circumstances.
 - iii) Agencies are advised to visit the place of work for assuring the nature and volume of work realistically before quoting the rates.
 - iv) The rates should be mentioned in figures as well as in words inclusive of all charges, taxes and levies.

7) PERFORMANCE GUARANTEE:

- i) The successful bidder shall deposit 10% value of the contract amount by way of DD/Banker's cheque in favour of MMTC Limited payable at New Delhi within 30 days from the date of Work Order on account of Performance Guarantee.
 - ii) Performance Security will be discharged after completion of contractor's performance obligations.
 - iii) If the contractor fails or neglects any of his obligations under the contract, MMTC reserve the right to forfeit either whole or any part of Performance Security furnished by the bidder as penalty for such failure.
- 8) **PAYMENT:** Payment to the successful bidder shall be released on Quarterly basis on submission of the bills of ACs for the services rendered in the particular quarter through E-payment system.
- 9) **VALIDITY OF TENDER:** Rates quoted by the Firm shall remain valid for a period of 30 days.
- 10) TDS and any other Government levies applicable shall be deducted from bill amount as per Government of India instructions issued from time to time.
- 11) The contractor shall be responsible for any injury caused to persons, property of MMTC etc. which may arise from the operations or neglect of any person of the tenderer/contractors team or any person engaged by him for any purpose related to the execution of this contract. The tenderer/contractor shall indemnify MMTC of all liabilities arising out of his operations in any way under any acts of the Government and also in award of any compensation or damaged consequent upon any claim arising out of the above.
- 12) It is expressly understood and agreed to between the parties to this tender that the persons deployed by the contractor for the above work shall be employee of the contractor for all intents and purposes and in no case, shall a relationship of employers & employees between the said persons & MMTC shall accrue implicitly and explicitly.
- 13) The successful tenderer shall not sub-let the part or complete work without written permission of MMTC. The tenderer is fully responsible to MMTC for the work if awarded to him.
- 14) For any query and clarifications on the tender document, please contact Administration Division, F8-11, Jhandewalan Flatted Factories Complex, Rani Jhansi Road, New Delhi – 110055 (Tel: 23623955).
- 15) MMTC reserve the right to cancel the Contract any time during the currency of the Contract without assigning any reason, whatsoever, if the services provided by the firm are found to be unsatisfactory.
- 16) Any dispute or difference arising from interpretation of the tender items or its terms & conditions, the matters in dispute shall be referred to the sole arbitration of a person to be nominated by the Chairman-cum-Managing Director (CMD), of MMTC Limited, whose decision shall be final and binding on the parties to the contract. The venue of the arbitration shall be New Delhi.
- 17) MMTC Limited reserves the right to accept or reject any tender at its sole discretion without assigning any reason whatsoever.

GENERAL TERMS & CODNTIONS:

- 1) In order to attend our day-to-day complaints, it shall be binding on the contractor that they depute service mechanic in our office premises on all working days during the period of AMC.
- 2) AC units covered under this AMC are in working condition. It is, therefore, shall be binding on the contractor that they maintain them throughout the period of AMC and hand over the same in good running condition at the time of expiry of this contract.
- 3) In case there occur any major break down in an air conditioner, same will be allowed to carry to workshop for providing of service. The service will be done free of charge at the contractor's service station.
- 4) During the period of this maintenance contract if we dispose of any of the AC unit covered by the AMC, the AMC amount will be reduced proportionately. The payment will be made for actual units maintained during a particular quarter.
- 5) Removal and reinstallation of AC is not included in the AMC. This job will be carried out by you as per the instruction of Administration Division. Charges will be paid as per the rates quoted by you in the Price Bid.
- 6) Periodical service shall be done by the contractor during the period of this AMC. This includes one overhauling in a year normally during the off-season.
- 7) The contractor shall be replacing spare parts and materials free of charge which get defective during the AMC period. However, this excludes replacement of cage, grills and knobs etc. of air conditioners.
- 8) Replacement/rectification of compressors during the period of this AMC shall be made by the contractor at their own cost.
- 9) The charging of refrigerant gas in air conditioners during the period of this AMC shall be done by the contractor on its own cost.
- 10) The services which are felt essential for the effective working of air conditioners shall also be rendered by the contractor during the period of this AMC.
- 11) Any complaint made against not satisfactory working of air conditioner shall be attended immediately i.e. the same day positively and in no circumstances the attending of such complaints shall be postponed to the next day.
- 12) Routine maintenance and proper operation must be ensured by the contractor which includes cleaning of filters, checking of loose electrical connections etc. at regular intervals.
- 13) The unit service/repair shall be carried out by the contractor only. In case, the contractor or his employee gets the AC unit serviced/repared by any other party, all such charges relating to that repairs/maintenance shall be borne by the Contractor only.
- 14) The electricity power supply shall be provided and maintained by MMTC which includes the wiring to AC Unit, the connecting and disconnecting switches/circuit breakers etc. These will, however, be attended to by our own electrician at our own expenses.
- 15) No. of ACs given in the statement is tentative, actual number of ACs will be given at the time of awarding the order to the party.

ANNEXURE –I

PRICE BID

ANNUAL COMPREHENSIVE MAINTENANCE CONTRACT FOR SPLIT AND WINDOW AIR CONDITIONERS INSTALLED AT PLACES AS UNDER:

1. ANNUAL COMPREHENSIVE MAINTENANCE OF ACs:

Sl. No.	Description of AC	Location	No. of Unit	Rate per unit (Rs.)	Amount (Rs.)
1.	Split AC	MMTC Showroom, SCOPE COMPLEX, Lodhi Road, ND-110003	01		
2.	Split AC	Jhandewalan Flatted Factories Complex, ND-11055	05		
3.	Window AC	Jhandewalan Flatted Factories Complex, ND-11055	26		

2. (a) Charges for removal/dismantling of AC Units not covered under AMC:

- (i) Window AC : Rs. _____
(ii) Split AC : Rs. _____

(b) Charges for installation of :

- (i) Window AC : Rs. _____
(ii) Split AC : Rs. _____

(c) Charges for AC Units not covered under AMC:

- (i) Gas charging of Split AC : Rs. _____
(ii) Refrigerant Pipe : Rs. _____
(iii) 3 core Cable for AC : Rs. _____

The above rates will be valid for one year and extended period, if any.

(Signature of Owner/Authorised Reresentative)

Name of the company/agency with Seal

Date: _____