

**BY SPEED POST**

तार का पता: "मिनीस्टील"

Telegraphic Address : "MINISTEEL"



सूचना का  
अधिकार

21014/4/2014-Ad (G)

सं० \_\_\_\_\_

No. \_\_\_\_\_

भारत सरकार  
GOVERNMENT OF INDIA  
इस्पात मंत्रालय  
MINISTRY OF STEEL  
उद्योग भवन  
UDYOG BHAWAN

नई दिल्ली-110107  
Dated the \_\_\_\_\_ December, 2013  
New Delhi-110107

To,

As per the list attached

**Subject: To invite sealed Quotation for Annual Maintenance Contract (AMC) of Air Conditioners (ACs) installed in the Ministry of Steel - regarding.**

Sir,

I am directed to invite sealed Quotation for Annual Maintenance Contract (AMC) of 111 Air Conditioners (ACs) (65 Window ACs and 46 Split ACs) installed in the Ministry of Steel for the Financial Year 2014-2015 subject to the following conditions:

- (i) The contract will be Full Comprehensive Annual Maintenance Service Contract including replacement of compressors and replacement of all parts as and when required viz. relay circuit, running capacitor, starting capacitor, all kind of motors, fans, wiring, gas filling, thermostat, knob set, conciliator, fan motor/fan blade/blower, all switches, wiring, plugs, welding, remote, if any etc. No payment will be made towards replacement of parts, if required. The parts to be replaced, if any, in the air-conditions/stabilizers should be genuine and of original make, failing which the contract will be cancelled, security deposit forfeited and legal action will be taken against the firm.
- (ii) Two qualified engineers of the firm will be required to be present in this Ministry on all working days and if needed, on holidays also. These engineers will report daily to Administration (General) Section for attending complaints.
- (iii) All the complaints should be attended within one hour from the time of its receipt. In case, the air-conditioner is required to be taken to the workshop for any major repair, the same should be returned to this Ministry within 24 hours. In case of failure to return within the stipulated time a fine of ₹ 400/- for the first day and ₹ 100/- per hour for the subsequent day(s) will be charged. This amount would be deducted from the monthly bill of the firm.
- (iv) All the air-conditioners should be regularly serviced and cleaned on monthly basis and a certificate to this effect may be obtained from the user and enclosed with the bills.
- (v) The awardees of the contract will have to deposit a Demand Draft of ₹ 20,000/- in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi as security deposit in advance for due and satisfactory execution of the contract.
- (vi) In case of violation of the above terms of the contract, the security deposit would be forfeited.
- (vii) On the expiry of the contract, the firm should ensure that all the air conditioners are in good working condition failing which the security deposit will not be released.

Contd... 2/-

एच० ए० वाडहवा  
अवर सचिव  
इस्पात मंत्रालय  
उद्योग भवन, नई दिल्ली  
Udyog Bhawan, New Delhi  
Phone:-23061243

- (viii) The firm would be registered with Income Tax Department, Department of Value Added Tax of NCT Delhi and Central Excise Department for Service Tax. A certificate to this effect should be enclosed with the Quotation.
- (ix) The rate should be quoted according to the specifications given in the enclosed proforma (Annexure-I). Quotation in the same order of the proforma will be accepted otherwise it will not be entertained.
- (x) The rates quoted should be clearly written in the relevant column against each item of proforma either in ink or typed and in no case it be over written, otherwise the Quotations will not be taken into account.
- (xi) The contract entered into can be terminated by this Ministry at any time without assigning reasons thereof. Therefore, in this connection, the decision of this Ministry will be final and shall be binding upon the contractor.
- (xii) The contract will ordinarily be valid for one year w.e.f. the date of awarding the Annual Maintenance Contract (AMC), which may be extended further or curtailed at the discretion of the Competent Authority of this Ministry. Therefore, in this connection, also the decision of this Ministry will be final and shall be binding upon the contractor.

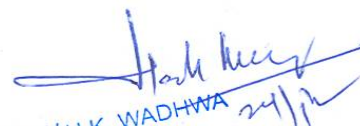
2. If your firm is interested to undertake the requisite job subject to the conditions mentioned above, send duly completed Quotation as per the prescribed proforma (enclosed) in a sealed cover addressed to the undersigned, by name. NIT may also be downloaded from the website of the Ministry of Steel (<http://steel.nic.in>) and website of CPP (<http://eprocure.gov.in>). A list of the ACs may be obtained from the Administration (General) Section of this Ministry and inspection may be carried out with the prior permission of the officers to view where these ACs are installed. **Quotation may be dropped in the Tender Box fixed outside Room No. 64, Ministry of Steel, Udyog Bhavan, New Delhi on or before 17<sup>th</sup> January, 2014 by 11.00 a.m.** The sealed cover should be clearly super scribed with 'QUOTATION FOR AMC OF ACs INSTALLED IN THE MINISTRY OF STEEL'. **The sealed Quotations shall be opened at 11.30 A.M on 17<sup>th</sup> January, 2014 in Room No. 74, Udyog Bhawan, New Delhi in the presence of authorized representative(s) of applicant firm(s) who may wish to be present at that time.**

3. PAN and TIN number of the firm must be specified at the top of the Quotation. **The Quotation should invariably be accompanied by a Demand Draft of ₹ 5,000/- in favour of 'Pay and Accounts Officer, Ministry of Steel' payable at New Delhi as Earnest Money Deposit (EMD).** The Quotations received without the requisite EMD will not be entertained.

4. The Competent Authority reserves the right to reject or select any Quotation without assigning reasons thereof.

Yours faithfully,

Encl: As above

  
एच० के० वधवा / H.K. WADHWA  
अवर सचिव / Under Secretary  
(H.K. Wadhwa)  
उद्योग भवन, नई दिल्ली  
Udyog Bhawan, New Delhi  
Phone: -23061243 23061243



Sl. No.	Name of item	Rate (in ₹)
(A)	<b>WINDOW AIR CONDITIONERS</b>	
1.	Full Comprehensive Annual Maintenance Service Contract including replacement of compressor and replacement of all parts as and when required viz. relay circuit, running capacitor, starting capacitor, all kind of motors, fans, wiring, gas filling, thermostat, knob set, conciliator, fan motor/fan blade/blower, all switches, wiring, plugs, welding, remote, if any etc. <b>The contract will also include comprehensive service and maintenance of the stabilizers attached with the air-conditioners including replacement of parts, if required.</b>	
2.	Installation Charges This will include labour and cost of materials.	
3.	Shifting Charges This will include labour and cost of all materials	
4.	Kit Change This will include labour and cost of all materials	
(B)	<b>SPLIT AIR-CONDITIONERS</b>	
1.	Full Comprehensive Annual Maintenance Service Contract including replacement of compressor and replacement of all parts as and when required viz. relay circuit, running capacitor, starting capacitor, all kind of motors, fans, wiring, gas filling, thermostat, knob set, conciliator, fan motor/fan blade/blower, all switches, wiring, plugs, welding, remote, if any etc. <b>The contract will also include comprehensive service and maintenance of the stabilizers attached with the air-conditioners including replacement of parts, if required.</b>	
2.	Installation Charges This will include labour, gas refilling and cost of materials including copper pipe upto 5 metre.	
3.	Shifting Charges This will include labour, gas refilling and cost of all materials including copper pipe upto 5 metre.	
4.	Kit Change This will include labour and cost of all materials	

  
 एच० पी० वध  
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 Phone:-23061243  
 24/12