

स्वास्थ्य एवं परिवार कल्याण मंत्रालय के तहत सांविधिक निकाय
Statutory Body under the Ministry of Health & Family Welfare

F.No.4-15/2017-INC

LIMITED TENDER

Bids are invited for AMC of ACs at Indian Nursing Council.

(Comprehensive)

S.No.	Details of A.C. Units	Make	Quantity (Nos.)	Remarks if any
1.	Floor mounted ACs 3 TR	Mitsubishi	02 Nos.	One year old
2.	Split ACs 1.5 TR	Daikin	06 Nos.	One year old
3.	Cassette ACs 1.5 TR	LG	02 Nos.	Three years old
4.	Split AC 1.5 TR	Blue Star	01 No.	One year old

1. Total AMC Cost (Comprehensive all the cost inclusive such as repairs, replacement of any items related to AC, filling of gas etc.) for the above 11 ACs:

Rs. _____

In words _____.

2. EMD of Rs.3,000/- D.D.No. _____ dated _____
Rupees Three Thousand Only
In favour of "Secretary, Indian Nursing Council, New Delhi"
(without EMD bid will be rejected)

(Signature of the Manager/Prop.)
Complete Address and Seal

Add. _____

Tel. No.: _____

Mobile No.: _____

Date : _____

Place: _____

नर्सिंग शिक्षा के समान स्तर को प्राप्त करने का प्रयास

Striving to achieve uniform standards of Nursing Education

Website: www.indiannursingcouncil.org E-mail: secy.inc@gov.in

Phone: 011-26819157, 26819159, 26819160

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INSTRUCTION TO THE TENDERERS

Tender notice for AMC of Split/Floor Mounted/Cassette Air Conditioners installed at Indian Nursing Council, Okhla, Phase-1, New Delhi with following terms and conditions:-

1. **General Conditions**

The Contractor if need can inspect and examine the Site and its surrounding and shall satisfy himself before submitting his tender as to the nature of the Site, the quantities and nature of works and material necessary for providing the services.

Sealed offers are invited for the Annual Maintenance Contract of 11 nos. of different kind of split, floor mounted and cassette ACs of different capacities as per the enclosed Schedule of Quantities.

Corrections, if any in the tender must be attested by the tenderer.

INC reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.

Late tenders will not be considered and shall be rejected.

2. **Earnest Money Deposited (EMD)**

The tender should be accompanied with an earnest money deposit of Rs.3,000/- (Rupees Three Thousand Only) in the form of account payee demand draft in favour of "Secretary, Indian Nursing Council, New Delhi". No Cheques are acceptable.

Tenders received without prescribed earnest money shall not be considered.

3. **Eligibility Conditions**

Bidder should have a minimum of three years of experience in the service/maintenance of Air-Conditioners (Split, Floor Mounted and Cassette ACs) to various organizations.

Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing/has provided AMC of ACs covered in the tender (one order copy for each year may be attached).

Service providers should furnish PAN, Service provider must have GST Registration, VAT Registration & other statutory requirements if any as applicable.

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4. **Submission of Tenders:**

The tender shall be submitted in sealed envelope super scribed as **“Tender for AMC of Air Conditioners installed in the office of Indian Nursing Council”** addressed to **“The Secretary, Indian Nursing Council, 8th Floor, NBCC Centre, Plot No.2, Community Centre, Okhla, Phase-1, New Delhi-110020”** and same has to be dropped in the tender box (kept at the 8th floor reception of INC) deposited before 3.00 P.M. on 05/09/2017. The tenders shall be opened on 05/09/2017 at 3.30 P.M. in INC Office, New Delhi in the presence of such of the tenderers who may wish to be present, either by themselves or through their authorized representatives. The authorized representative shall be allowed to participate in the process only upon furnishing the proper authorization from the tenderer with proper photo identification.

The tender submitted by Courier/Ordinary Post/Speed Post or in any other manner other than specified above will not be considered.

5. **Payment Terms and Conditions:**

The payment of the agency will be made on quarterly basis at the end of each quarter against invoice with PAN number, raised by the agency and based on past performance, TDS, GST and any other tax as applicable as per prevailing rates will be deducted before making the payment. Quarter shall mean three months.

The maintenance charges quoted by the agency per item is on yearly basis inclusive of all taxes and levies applicable. No escalation of prices shall be permitted on any ground.

6. **Performance Security: SECURITY DEPOSIT:**

On selection, the agency shall be required to deposit 10% of the total cost of work as Security deposit after adjusting the EMD and the same will be refunded after successful completion of the period of AMC as specified in the work order.

The EMD deposited by the successful tenderer shall be converted into security deposit. The EMD of the rest of bidders will be refunded after award of the contract. Security deposit of the above work will be retained by the Council and the same will be refunded after successful completion of the period of AMC as specified.

Security Deposit will be forfeited in the event of the contract offered in full or in part not being fulfilled by the Tenderer/Contractor.

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7. **Review of Contract:**

The performance of the firm shall be reviewed in every quarter and if the performance is not found satisfactorily, the contract will be terminated by giving on 15 days notice.

8. **Break-down service (BDS):**

Breakdown calls shall be attended within 24 hours and a record of such service, duly acknowledged by the person in charge of the location of the air-conditioner, shall be maintained. Breakdown service will include replacement of genuine spares & Compressor and Gas filling at the cost of the service provider.

9. **Annual Maintenance Services (Once a year):**

The scope of work shall include all checks and tests and detailed under routine maintenance services. In addition annual maintenance services shall also include:

- a) Cleaning the condenser and evaporator coils with suitable detergent/chemical solution and flushing with high-pressure jet of water.
- b) Greasing of blower motors and all moving parts.
- c) Prevention of rusting of units.
- d) The ACs installed are of Mitsubishi, Daikin, LG & Blue Star. In off season there is during the lien period of winter the contractor shall attend all the Air conditioner units for major attentions and keep the equipment ready for use for the next summer.

10. The Tenderer agrees that the rates submitted shall remain valid for acceptance for a period of 120 days from the date of opening of tender.

11. The AMC Contract will be awarded for a period of one year from the date of awarding the contract. The period of AMC can be extended for another on year based on the following:

- a) On satisfactory performance of the contractor of AMC of previous year.
- b) On mutual agreement/contract.

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12. All the communication with respect to the tender shall be addressed to:-

**Secretary,
Indian Nursing Council,
8th Floor, NBCC Centre,
Plot No.2, Community Centre,
Okhla, Phase-1,
New Delhi – 110 020.**

I/We agree to do the work as per above terms and conditions.

Sign. of the Contractor: _____
Name of the Agency: _____
Address : _____
Telephone No. : _____
Email Id : _____
PAN No. : _____

Date : _____
Place: _____