

No.D-19016/4/2017-Admn.(LDO)-UD/329  
Government of India  
Ministry of Housing and Urban Affairs  
Land & Development Office  
Nirman Bhawan: New Delhi.

Dated: 22/5/2020

Tender Notice

Sub: Quotation for servicing and Maintenance/repairing of Air conditioner ( All inclusive Comprehensive with Parts) in Land & Development Office of the year 2020 (up to October 2020).

Sir,

This office have Forty seven (45 split & 2 window) Air conditioners for which service maintenance & repairing contract (all inclusive comprehensive with parts) for the year 2020 up to October 2020 shall be awarded on as is where is basis. The number of equipments may increase/decrease subsequently. If necessary the bidder may examine the condition of the Air conditioner before tendering rates, period would end in the month of October 2020.

2. The bidder must read & understand some of the basic terms and conditions as stated below and the rates should be quoted accordingly:-

- i. Rates for maintenance /servicing/repairing of air conditioner providing of all items required for maintenance/servicing repairing of air conditioners (comprehensive parts) must be indicated in detail.
- ii. **Experience certificate preferably from Govt./Semi Govt. organization shall be attached with the quotation.**
- iii. Repairing work of the equipments shall be carried out in the office premise only and in the event of any such work which cannot be undertaken in the office premises they will be allowed to be taken out inside after obtaining specific written permission from the competent authority. No extra charge will be paid for such work.
- iv. Payment will be released to the firm on quarterly basis only after production of satisfactory service report from the user. It is clarified that no advance payment will be made.
- v. It shall also be the responsibility of the contractor of keep all these air conditioners covered under contract in working conditions and hand over the same accordingly at the end of the contract.
- vi. No payment would be made for repair/replacement of any parts after the first service. No advance payment will be made in any case it shall be the responsibility of the contractor of hand over all the equipments in working conditions at the end of the contract period
- vii. The contractor would be required to depute competent and qualified mechanics to inspect/ maintain/repair the air conditioners covered under contract.
- viii. Breakdown complaints, if any, received by the contractor should be added immediately and ensure that it is rectified within same day. Non attending of any complaint within the time and without any satisfactory reason shall be lead to penalty of Rs. 100/- per day per A/c as the case maybe.
- ix. A firm/ contractor black listed by any Government Organization will not be considered to be eligible to participate in this tender. Undertaking to this effect that your firm is not debarred/blacklisted by any other Government Organization will have to be furnished the time submitting the tender.
- x. Rates mentioned in the quotation once accepted will not be allowed to be enhanced during the currency of contract period.
- xi. The tender documents should be typed Any cutting/overwriting must be signed by the bidder(s) otherwise the rates in respect of that particular item may not be considered. Total of all rates of different items should be shown at the column. Incomplete tender form will be rejected summarily.
- xii. The firm shall ensure that the quality and features of the entire item supplied are of standard specification e.g. ISI. In the event of absence of such specification the firm shall get prior approval of the competent authority for its specification.

- xiii. The firm shall provide all normal tools and test equipments needed for maintenance of the air conditioner as its own cost. It would be responsibility of the firm to keep all air conditioner in good working condition, throughout the period contract.
- xiv. The quotation should reach the undersigned or should be deposited in Room No. 635-A , Land & Development, M/o Housing & Urban Affairs, Nirman Bhawan, New Delhi in sealed cover super-scribed "Quotations for servicing & Maintenance/repairing for Air conditioners(all Inclusive Comprehensive with parts) by 29.5.2020 at 3.00 PM. The Quotations would be opened on the same day at 4.00 p.m. in the Room of Dy. Land and Development Officer Room No. 626-A, 6<sup>th</sup> floor, Nirman Bhawan, New Delhi in the presence of the bidders or their representatives on production of valid identity card or authorization letter who may like to be present.
- xv. The Land & Development Office reserves all the lights to accept or reject of any tender without assigning any reason there for.
- xvi. All bidders must enclose VAT registration/service tax registration/Income Tax certificate along with the tender document.
- xvii. **The Security Deposits'@10% of total quotation value to be deposited through e-payment/RTGS/NEFT, net banking in receipt A/C N007010200032948, Axis Bank IFSE Code UTIB0000007 in favour of PAO(Sectt.) must accompany the quotation letter. Quotation received without Security Deposits' money will not be considered. Security Deposits money received from the Tendered will be returned to unsuccessful bidders without interest immediately after the process of selecting the awardee is over. The other requisite document mentioned above shall be accompanied with quotation letters.**
- xviii. Tenders received after the deadline will not be entertained under any circumstances whatsoever.
- xix. The Land & Development Office reserves the right to annul any or all the conditions of the bids or reject the tender without assigning any reason thereof. For further details please contact, the undersigned over telephone No.23061325.

Yours Faithfully



( S.Padmanaba )

Dy .Land and Development Officer

Copy to:-

1. Computer Cell NIC for publishing the invitation for quotation in L&DO.
2. Notice Board for (L&DO).



Dy .Land and Development Officer