



कृषि वैज्ञानिक चयन मंडल  
AGRICULTURAL SCIENTISTS RECRUITMENT BOARD  
भारतीय कृषि अनुसंधान परिषद्  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
कृषि अनुसंधान भवन-1, पूसा, नई दिल्ली-110 012  
KRISHI ANUSANDHAN BHAVAN-I, PUSA, NEW DELHI-110 012  
Telephone : 25840251, 25848172 Fax : 25846311



F.No.3(3)/2016-GA

Dated 28<sup>th</sup> April, 2016

To,

As per list attached

**Subject: LIMITED TENDER FOR COMPREHENSIVE AMC OF WINDOW/SPLIT AIR-CONDITIONERS, COMPRESSORS AND STABILIZERS OF VARIOUS MAKE INSTALLED AT ASRB, NEW DELHI.**

Sir,

Sealed quotations are hereby invited on behalf of Secretary, ASRB for the award of comprehensive Annual maintenance contract for Window/Split Air Conditioners, compressors and stabilizers of various makes installed at ASRB Office, KAB-I, Pusa, New Delhi. In case you are interested to undertake the work, you are requested to send your Quotation in a sealed cover super scribed as "**COMPREHENSIVE AMC OF WINDOW/SPLIT AIR-CONDITIONERS, COMPRESSORS AND STABILIZERS OF VARIOUS MAKES INSTALLED AT ASRB, NEW DELHI.**", accompanied by a Demand Draft of ₹5000/- as earnest money drawn in favour of Secretary, ASRB, which should reach the undersigned latest by 3.00 PM on 27.05.2016. The quotation may be dropped in the Tender Box kept outside Room No.109, ASRB, Krishi Anusandhan Bhawan-I, Pusa, New Delhi – 110012. The quotation will be opened on the same day at 3.30 PM in Room No. 101, ASRB, Krishi Anusandhan Bhawan-I, Pusa, New Delhi-110012, in the presence of tenderers who may wish to be present.

A copy of the prescribed form showing specifications and tentative quantity of equipments along with Terms & Conditions is enclosed.

Yours faithfully,

*Daulat Ram*  
(Daulat Ram)  
Section Officer (GA)

## Terms and Conditions

1. The sealed quotations superscribed with name of work may be addressed to Secretary, ASRB, KAB-I, Room No.101, Pusa, New Delhi-110012 which should reach in this office by 3.00 p.m. on 25.05.2016. It will be opened on the same day at 3.30 p.m.
2. Quotations received after the stipulated date and time/incomplete quotations / unsigned quotations will not be entertained. The interested representatives of the tenderers may be present during the opening of the tender by the Committee.
3. Before quoting the rates, ACs can be inspected/ checked anytime in the premises of the Board.
4. An amount of ₹5,000/- towards earnest money in form of Demand Draft drawn in favour of Secretary, ASRB has to be sent alongwith the bid. The quotation received without earnest money shall be summarily rejected. The earnest money will be refunded to the tenderers only after contract has been awarded to the successful firm. No interest will be payable on earnest money.
5. The successful bidder will be required to deposit 10% of the tendered amount in the form of Demand Draft in favour of Secretary, ASRB, payable at New Delhi as Performance Guarantee after the award of work contract. It shall be refunded to the agency after satisfactory completion of work contract.
6. No interest will be payable on security money. The security money will liable to be forfeited in case the contractor fails to comply with the terms and conditions of the contract.
7. Rates once finalized will not be enhanced during the currency of the contract.
8. The contract may be considered for extension by mutual consent and for such further period as may be agreed upon subject to proper services provided by the firm and approval of the competent authority in the Board.
9. The contractor will be responsible for maintaining and keeping the air conditioners in the perfect working condition throughout the year.
10. The rate shall be inclusive of all type taxes, nothing extra will be paid to contractor.
11. In case the contractor fails to maintain the air conditioners in time and in attending the related complaints within 24 hours, the Board shall have the right to get the ACs repaired in any way and the cost of repair will be deducted from the bills of the contractor.
12. The contractor shall not sublet any portion of the contract to any other agency/firm for maintenance of ACs without prior consent of ASRB.
13. During installation or taking out the ACs from ASRB, if any damage/loss is caused to the properties by any of the workers deployed by the contractor for the maintenance job, the same shall have to be rectified/repared.
14. The service of ACs will be done four times after completion of every 3 months of previous service during the period of contract in a year. This will include 2 wet and two dry services of air conditioners.
15. Cost of all parts repaired such as fitter cooling, coil, heating coil, condensing coil, electrical accessories, motor rebinding, gas charging etc. excluding replacement of compressor will be borne by the firm.
16. No charges will be payable like transportation etc. for providing the service for attending complaints covered under AMC.
17. While taking the AC out of this office for major repair, the contractor has to provide standby AC in emergency case.

18. Charges, if any, spent by the contractor during the period of contract, will be borne by the firm. All material required for repairs etc. shall be arranged by contractor at site himself and no extra amount will be payable on this account.
19. The payment of AMC shall be made quarterly. The bill should be submitted along with service and satisfactory working report.
20. Proper record of servicing and repair etc. of the breakdown/ maintenance should be kept with the firm.
21. The firm must have adequate experience of at least 5 years of doing maintenance job in the Govt. Department/ Ministries. Requisite experience certificate should be attached with the quotation. The prospective firm should also furnish a copy of PAN, EPF & ESDC registration number and service tax, VAT registration and experience certificate of the requisite year of their working with the Govt. Department/ Ministries/ Agencies.
22. The contract can be terminated any time without assigning any reason.
23. If a tenderer doesn't accept the offer within a period of fifteen days after the issue of award letter, the offer shall be deemed to be withdrawn without any notice and earnest money will be forfeited.
24. Bid shall remain valid for a period of 60 days after the date of bid opening.

**Terms & conditions are acceptable**

Dated

(Authorized signatory)



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To,

The Section Officer,  
Agricultural Scientists Recruitment Board,  
Krishi Anusandhan Bhawan-I, Pusa,  
New Delhi – 110012

Sub: AMC for split/Window Air Conditioners, Compressors and stabilizers at ASRB.

Sir,

We have carefully read the terms and conditions of the quotation and agree to abide by them in letter and spirit. We have inspected/checked the conditions of the air conditioners (split and window type) at site. We wish to submit our quotation for maintaining the air conditioners at ASRB premises, KAB-I, Pusa, New Delhi – 110012 on the following rates:

Rates of AMC of air conditioners including repair of all parts such as fitter cooling coil, heating coil, condensing coil, electrical accessories, motor rebinding, gas charging repair of compressors and servicing of air conditioners etc.	Split Type: ₹ _____
	Window Type: ₹ _____

Rate for replacement of Compressor (including gas charging while replacing compressor)	Split Type: ₹ _____
	Window Type: ₹ _____

Stabilizer	₹ _____
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Signature \_\_\_\_\_  
Name & Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: