

**PUBLICATIONS DIVISION
MINISTRY OF INFORMATION & BROADCASTING
SOOCHNA BHAVAN, CGO COMPLES, LODHI ROAD, NEW DELHI-3**

No.D-21014/1/2012-A&G

Dated:-14-01 -2015

Sub: - Maintenance of Air-conditioners (Split, Window, etc.) & Voltage Stabilizers

To

Sir,

Publications Division invites quotations for maintenance/service/repair of A.C. (Window, Split, Cassete, Tower) on all comprehensive basis of this office for summer period for 6 months from April 2015 & onward on the following terms and conditions:-

1. These ACs are used in Hqrs. Soochna Bhawan, CGO Complex, Lodhi Road; Kurukshetra Unit, Nirman Bhawan; Journals Unit R.K. Puram; Sales Emporium Old Secretariat; and Feeder Store, Faridabad.
2. The shifting work of the office of Publications Division at Ground floor, 1st, 2nd, 3rd of Soochana Bhawan, Yojana Bhawan, Nirman Bhawan, R.K.Puram to 6th floor, Soochana Bhawan has already been started, the agency shall have to do all necessary work for shifting of A.C.s (window, split) installed at these offices. The rate of shifting of A.C.s includes dismantling and installation of A.c.s wherever required.
3. The maintenance of A.C.s includes repair/service/washing/etc, which are necessary to keep the A.C.s in proper working condition.
4. The maintenance of A.C.s also includes repair/service/etc. stabilizers installed with A.C.
5. This is a comprehensive maintenance contract. The rates quoted includes repair/service/change of any parts/etc. and no extra amount/charge will be payable in respect of AC and voltage stabilizer.
6. If any tax/charges is payable in addition to the rates quoted, it should be specifically mentioned otherwise it will be presumed that the rates quoted are inclusive of all charges/taxes.
7. The payment will be made in two equal instalments. The 50% of total amount will be made after the completion of 3 months and the rest 50% after the completion of the contract.
8. The parts, if changed, shall be of ISI mark or of reputed brand.
9. The prices/rates quoted in respect of all the concerned items mentioned in Annexure A shall be valid till the expiry of the contract and any request for increase in prices on account of fluctuations, if any, in the rate of these items in the market will not be entertained. The agency shall have to shift the A.C.s before April 2014. No extra charge/tax/etc. will be paid except the quoted rate against SL. No. 10 & 11 of
Annexure – A
10. The contractor will have to depute his electrician/engineer daily from 9.30 am to 5.30 pm to service/set right/ maintain all the Air Conditioners. Any fault shall be repaired by the agency within 24 hours from the date and time of complaint.

11. If the service of the agency is found satisfactorily during the contract period, the contract period may be extended further for another summer period on the same rates, terms and conditions.
12. The Publications Division reserves their right to recover from the contractor in any manner possible excess payment made/recoverable / any loss to the Department for the ignorance and negligence of the contractor which may come to the notice during audit or any other time.
13. The contractor shall at once inform this Division in the event of any of his licence, being cancelled or he is deregistered or blacklisted or any action taken against him by any authority whatsoever.
14. The Division can terminate the contract entered into at any time without assigning any reason. Therefore, in this connection the decision of Additional Director General will be final and shall be binding upon the contractor.
15. The tenderer must enclose the photocopy of PAN number, Service Tax number, TIN number of the firm and a non-blacklisting certificate that the firm does not have been blacklisted by any Govt/PSU.
16. The tenderer must enclose with the quotation an **Earnest Money of Rs. 5 000/-** (Rupees five thousand only) in the form of DD favouring Additional Director General, Publications Division, New Delhi. No tender without the earnest money will be accepted.
17. The firm that is awarded the job shall be required to deposit a security of **Rs.10000/-** (Rupees ten thousand only) with this Division in the form of F.D.R. valid for the period of one and half year duly pledged in favour of the Additional Director General (I/C) Publications Division, New Delhi. The security deposit will be refunded after satisfactory completion of the contract.
18. The Publications Division reserves the right to accept or reject any quotation in full or part without assigning any reason thereof. The decision of the Additional Director General in this regard shall be final and binding on the firm.
19. The interested firm/agency may submit their quotation in Sealed Cover addressed to Dy. Director (Admn.), Room No. 691, 6th Floor, Sochna Bhawan, CGO Complex, Lodhi Road, New Delhi 110003. The quotation should reach this Division completely in all respect by **3.00 PM on 03-02-2015**. The quotation will be opened on the same day at **3.30 PM. The tenderer or his representative may, if they so desire, be present at the time of opening of quotation.**

Yours faithfully



(Latita T. Hedao)
Section Officer, A&G

Publications Division

No.

Comprehensive Rates for maintenance/service/repair of Air Conditions & voltage stabilizers (installed with A.C.) installed at Hqrs. Sookna Bhawan, CGO Complex, Lodhi Road; Kurukshetra Unit, Nirman Bhawan, Journals Unit R.K. Puram; Sales Emporium Old Secretariat; and Feeder Store, Faridabad.

SL. No.	Name of Items	Rates Per UNIT
1.	Service/maintenance/repair/etc. of Window AC (each)	
2.	Service/maintenance/repair/etc. of Split AC (each)	
3.	Service /maintenance/repair/etc. of Tower AC (each)	
4.	Service /maintenance/repair/etc. of Caset AC (each)	
5.	Service/maintenance/repair/etc. of Voltage Stabilizers (each)	
6.	Cooper pipe per feet	
7	Installation charges of Window AC	
8	Installation Charges of Split AC	
9.	Main Lead 3 core per meter	
10.	Shifting (dismantation & installation) of window AC	
11.	Shifting (dismantation & installation) of split AC	