GOVERNMENT OF INDIA

National Museum of Natural History

(Ministry of Environment,Forest & Climate Change)

FICCI Museum Building, Tansen Marg, New Delhi-110001

No.10 (05)/14-15/NMNH/Admn Dated: 1st May 2015

To,

M/s. ----------,

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SUB: NOTICE INVITING TENDERS FOR COMPREHENSIVE ANNUAL MAINTENANCE & SERVICING CONTRACT OF WINDOW, SPLIT & CASSATTE TYPE AIRCONDITIONERS OF THIS OFFICE- REG.

Sealed quotations are invited for **COMPREHENSIVE ANNUAL MAINTENANCE & SERVICING CONTRACT of about 39 Numbers of Window Air conditioners capacity 1.5 ton, 1.0ton and 0.80 ton in different make, 05 numbers of Split Air conditioner capacity 1.5 ton and 1.0 ton in different make and 05 numbers of Cassette Type Air conditioner capacity 4.5. ton Make Voltas** IN THE NATIONAL MUSEUM OF NATURAL HISTORY at FICCI Museum Building Barakhamba Road, New Delhi for a period of one year (which may be extended for a further period of one year, if services is found satisfactory during the year. Bid should consist of (i) Technical Bid and (2) Financial Bid as per annexure-I in separate sealed covers. The details of which are given below:

TECHNICAL BID

a) Experience on the above job.
b) **List of clients.**
c) **Annual turnover.**
d) **PAN Number.**
e) **Registration with Service Tax Department.**

(Supporting documents to be attached with Technical bid)

FINANCIAL BID

a) Monthly inspection of all the units and repairs if found necessary and routine servicing and oiling every quarter.

b). Scheduled preventive maintenance one in three months. This will cover the following:

i) Checking the connections.
ii) Cleaning of filters.
iii) Cleaning evaporator and condenser coils.
iv) Cleaning the equipment
v) Checking and frightening units & bolts.
vi) Oiling the motors.

c) Comprehensive AMC (including compressor) all defective parts including the compressor will be replaced free of charge by the contractor during the AMC period.

d) Attending the complaint within 24 hours whenever called upon NMNH during normal working hours. A register should be maintained by the contractor for receiving of complaint thereafter attending the date and time.

(Note: the financial bid should be submitted as per format of annexure- I)

TERMS AND CONDITION

1. The firm should also furnish earnest money deposit amounting of Rs. 3,000/- (Rupees Three Thousand Only) in form of DD/Pay order in favour of Pay &Accounts Officer, Ministry of Environment Forests and Climate Change , New Delhi along with quotation. The amount of the earnest money deposit will be released to all the firms after the finalization of the contract.

2. The successful tenderer will be required to furnish "Security Deposit "equivalent to 10% of the total contract with in 10 day from the acceptance of the contract. The security deposit shall be in form of Demand Draft/Bank guarantee/Fixed deposit receipt in favour of Pay & Accounts Officer, Ministry of Environment Forests & Climate Change, New Delhi. The successful tenderer will be required to enter into a contract with the National Museum of Natural History through MOU duly signed by the successful tenderer.

3. The security deposit will be refunded only after satisfactory completion of the contract. The contract will be cancelled/terminated without assigning any reason thereof before the date of the expiry of the contract, in case during the period of contract, the services of the contractor are found to be unsatisfactory in any respect or in the event of breach of terms and conditions of the contract.

4. In case of any dispute arising between the contract holder and the NMNH or any constituent being party to the contract the sole authority for settlement of such disputes, will rest with the Arbitrator, appointed by the Director, NMNH

5. The quarterly payment of the Annual Contract amount will be paid after expiry of the period of each quarter on satisfactory completion of the work.

6. The Director, National Museum of Natural History, New Delhi reserves the rights to accept or reject any of the tenders(s) without assigning any reason.

7. After expiry of last date and time, no tender will be considered for awarding of contract.

Quotations should be in a sealed cover superscripted as **"Bid for COMPREHENSIVE ANNUAL MAINTENANCE & SERVICING CONTRACT OF WINDOW, SPLIT & CASSATTE TYPE AIRCONDITIONERS OF NMNH- REG.** This cover should contain two separate sealed envelopes one containing Technical Bid along with relevant documents and superscribed as **"Technical Bid" "Bid COMPREHENSIVE ANNUAL MAINTENANCE & SERVICING CONTRACT OF WINDOW, SPLIT & CASSATTE TYPE AIRCONDITIONERS OF NMNH- REG.** while the other sealed envelope should contain Financial Bid superscribed as "**Financial Bid" COMPREHENSIVE ANNUAL MAINTENANCE & SERVICING CONTRACT OF WINDOW, SPLIT & CASSATTE TYPE AIRCONDITIONERS OF NMNH- REG.** The quotation should be addressed to Smt. Reena Dey, Scientist D/Head of Office NMNH, Ministry of Environment Forests & Climate Change, FICCI Museum Building, Tansen Marg, New Delhi so as to reach her latest by 1.00 PM on ***19.05.2015*** by post/by hand. The tender will be opened on the same day at 3.00 PM.

Yours faithfully,

(Vinod Kumar Garg)
Administrative Officer

FINANCIAL BID

Annexure-I

Sl.No.	Particulars	Rate per Cassette Type Air Conditioner capacity 4.5. ton	Rate per Split air Conditioner capacity 2 ton.	Rate per Split air Conditioner capacity 1.5 ton.	Rate per widow Air Conditioner capacity 1.5. ton	Rate per widow Air Conditioner capacity 1.0 ton	Rate per widow Air Conditioner capacity 0.80 ton
	a)Monthly inspection of all the units and repairs if found necessary and routine servicing and oiling every quarter.. b).Scheduled preventive maintenance one in three months. This will cover the following: (i) Checking the connections. (ii) Cleaning of filters. (iii) Cleaning evaporator and condenser coils. (iv) Cleaning the equipment (v) Checking and frightening units & bolts. (vi) Oiling the meters. c) Comprehensive AMC (including compressor) all defective parts including the compressor will be replaced free of charge by the contractor during the AMC period. (d)Attending the complaint within 24 hours whenever called upon NMNH during normal working hours. A register should be maintained by the contractor for receiving of complaint thereafter attending the date and time.						

Note: **COMPREHENSIVE ANNUAL MAINTENACNE & SERVICEING CONTRACT OF WINDOW, SPLIT & CASSATTE TYPE AIRCONDITIONERS OF NMNH** for a period of one year (which may be extended for a further year, if services are found satisfactory during the year).

I have physically inspected the premises and understand the volume of work and agree to the terms and conditions laid down in the letter inviting quotations.

Signature of Authorized Signatory
NAME OF THE AGENCY WITH SEAL