

**GOVERNMENT OF INDIA**  
*National Museum of Natural History*  
**(Ministry of Environment & Forests)**

FICCI Museum Building,  
Barakhamba Road  
New Delhi-110001  
Dated: 27<sup>th</sup> July '2011.

No.10 (01)/08-09/NMNH

To,

M/s.-----,

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**SUB: NOTICE INVITING TENDERS FOR COMPREHENSIVE ANNUAL MAINTENACNE & SERVICEING CONTRACT OF WINDOW & CASSATTE TYPE AIRCONDITIONERS OF THIS OFFICE-REG.**

Sealed quotations are invited for **COMPREHENSIVE ANNUAL MAINTENACNE & SERVICEING CONTRACT OF WINDOW** about 28 Nos Window Air conditioners 1.5 ton capacity of 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 and (2) Financial bid in separate sealed cover. The details of which are given below:

**TECHNICAL BID**

- a) **Experience on the above job.**
- b) **List of clients.**
- c) **Annual turnover.**
- d) **Pen 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 tightening 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.

S.No.	Rate per window Air Conditioner capacity 1.5. ton	Rate per Cassette Type Air conditioners Capacity 4.5 ton

## **TERMS AND CONDITION**

1. The firm should also furnish earnest money deposit amounting of Rs. 4,000/- (Rupees Four Thousand Only) in form of DD/Pay order in favour of Pay &Accounts Officer, Ministry of Environment & Forests, 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 and forests, 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 satisfactorily 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, no tender will be considered for awarding of contract.

Quotations should be in a sealed cover superscripted as **“Bid for TENDERS FOR COMPREHENSIVE ANNUAL MAINTENACNE & SERVICEING CONTRACT OF WINDOW & CASSTEE TYPE AIR CONDIONERS IN THE NATIONAL MUSEUM OF NATURAL HISTORY”**. This cover should contain two separate sealed envelopes one containing Technical Bid along with relevant documents and superscribed as **“Technical Bid” “Bid FOR COMPREHENSIVE ANNUAL MAINTENACNE & SERVICEING CONTRACT OF WINDOW & CASSATEE TYPE AIRCONDITIONERS IN THE NATIONAL MUSEUM OF NATURAL HISTORY** while the other sealed envelope should contain Financial Bid superscribed as **“Financial Bid” for TENDERS FOR COMPREHENSIVE ANNUAL MAINTENACNE & SERVICEING CONTRACT OF WINDOW & CASSATEE TYPE AIRCONDITIONERS IN THE NATIONAL MUSEUM OF NATURAL HISTORY IN THE NATIONAL MUSEUM OF NATURAL HISTORY**. The quotation should be addressed to Dr. Reena Dey, Scientist C, NMNH, Ministry of Environment and Forests, FICCI Museum Building, Barakhamba Road, New Delhi so as to reach her latest by 3.00 P.M. on , **17<sup>th</sup> August 2011** by post/by hand. The tender will be opened on the same day at 4.00 PM.

Yours faithfully,

(Dr. Reena Dey)  
Scientist C & Head of Office