

No. D-11011(11)MF.CGA(A)/Vol.III/Admn/2008-09/
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
OFFICE OF CONTROLLER GENERAL OF ACCOUNTS
7TH FLOOR, LOK NAYAK BHAWAN, KHAN MARKET,
NEW DELHI – 110003.

Dated : _____

To,

Sub: AMC (comprehensive) for Window type and Split type Air Conditioners of various make for one year (extendable upto 3 years) on year to year basis.

This office intends to enter into Annual Maintenance Contract for one year for the following AC's installed in various rooms/floors of this office which will be extendable upto 3 years if the services are found excellent, on the same rates and terms & conditions:-

<u>Sl. No.</u>	<u>Type of AC</u>	<u>Quantity</u>
1.	1.5 ton window type	17
2.	2.0 ton window type	4
3.	1.5 ton split type	18
4.	2.0 ton split type	<u>28</u>
	Total	<u>67</u>

Award of AMC shall be subject to the following terms and conditions:-

2. Terms & conditions shall be as under:-

1. The firm should mention the registration No. and TIN No. Documentary evidence in respect of the same should be attached alongwith the quotations.
2. Tendering parties should have atleast 5 years of previous experience of AMC of all type of Airconditioners for more than 50 ACs.
3. The selected party would ensure that material of standard and approved quality shall be used and shall be subject to approval of this office.
4. Tendering parties must have annual turnover of minimum Rs. 10,00,000/- (Rs. ten lakhs) documentary evidence in this regard may be submitted alongwith the quotation.
5. Interested parties must deposit earnest money of Rs. 5000/- in form of Demand Draft in favour of PAO, CGA, New Delhi.
6. Tendering parties must submit an undertaking to the effect that they have not been blacklisted anywhere and have the capacity to work.
7. AMC rates quoted should be comprehensive in nature inclusive of parts etc. (including Voltage stabilizer).
8. The qualified / trained technician shall visit this office daily and get signature in token thereof from our officer so authorized.
9. It shall be incumbent upon service suppliers to ensure that all the Air Conditioners are maintained in good working condition and worn out / defective parts etc. are replaced immediately without fail.

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10. It shall be incumbent upon the service suppliers to attend daily to all complaints and failure to do so will result in levying of penalty @ Rs. 50 per day for each continuing day of default.
11. In case of continued non-performance and inability to meet service requirements, this office shall reserve the right to terminate the contract after giving one month's notice in writing. In such eventuality, the unexpired portion of the AMC in which the contract is terminated will have to be refunded by the service supplier to the Government.
12. Service suppliers must invariably include details of Government and/or other reputed organizations where they are providing comprehensive services of this nature. Failure to provide these details may result in rejection of the concerned party's bid.
13. Replacement and/or repair of compressor/motor etc. shall be undertaken through manufacturers or their authorized agents. Local repairs shall not be permissible nor will extra charges be paid for replacement.
14. In the contract gas charging and replacement of other parts are included without any extra charges. During the contract you will attend to any breakdown call including those noticed after daily visit of your mechanic, on the same day.
15. Regular inspection of the units including any adjustment of the same if found necessary and routine servicing and oiling every quarter at site.
16. Supply of spare parts, dehydration and recharging of refrigerant, as and when needed. Where replacements are made, you may retain the defective components.
17. Removal and delivery of the unit or parts to and from your workshop without any extra charges to the Government.
18. Providing a service airconditioner for the period the defective unit is in your workshop for repairs.
19. Annual servicing and repainting of airconditioners.
20. Payment of the AMC value shall be made in 4 equal instalments at the ending of each quarter, and subject to satisfactory performance.
21. In case of any breach or non performance or delay in carrying out any of the obligations mentioned in this contract, security deposit shall be liable to forfeited.
22. Type and quantity of the various machines mentioned on page 1 may vary i.e. may decrease or increase.
23. Interested parties may accordingly send sealed quotations in respect of a comprehensive AMC for the Air Conditioner mentioned at para 1 above so as to reach the undersigned latest by **20.07.2009 upto 3.00 PM**. This office reserve the right to reject any or all the quotations received without assigning any reasons thereto.

Yours faithfully,



(SUNIL KUMAR)

Sr. Accounts Officer (Admn)