

**केन्द्रीय सूचना आयोग**  
**Central Information Commission**  
2 तल, विंग बी / 2<sup>nd</sup> Floor, 'B' Wing  
अगस्त क्रान्ति भवन / August Kranti Bhavan  
भीकाजी कामा प्लेस/ Bhikaji Cama Place  
नई दिल्ली - 110066 / New Delhi – 110066

F.No. 6/7/2010-CIC-Admn

Dated: 27<sup>th</sup> April, 2010

To

(As per list attached)

**Subject:** Award of Contract for Comprehensive Repair and Maintenance (all inclusive) for Air Conditioners (Window Type/Split Type/Cassette Type) and Water Cooler/Water Dispenser for the period from 1.6.2010 to 31.5.2011.

Sir,

Sealed quotations are invited from interested and experienced firms for undertaking all in-service maintenance (including provision of genuine spares/parts) of air-conditioners (approximately 63 nos. comprising 50 STACs, 1 window type and 12 nos. Cassette Type), 2 nos. Water Coolers and 5 nos. Water Dispensers installed at the offices of the Central Information Commission located at 2<sup>nd</sup> Floor, 'B' Wing, August Kranti Bhawan, Bhikaji Cama Place, New Delhi and 4<sup>th</sup> Floor, Block IV and Club Building at Old JNU Campus, New Delhi, for the period from 1.6.2010 to 31.5.2011 (Contract period).

2. It may be noted that during the contract period, the contractor would be required to keep the WTACs, STACs, Cassette Type ACs, Water Coolers and Water Dispensers in perfect working condition including oiling, cleaning, greasing, change of filter pad, replacement of any or all spare parts (including Gas charging, metal clad plug, repair of compressors, repair/replacement of motors, fixing of wires etc). If necessary, ACs/Water Coolers may be inspected before submitting the quotations. Replacement of old air filters with new ones in all the ACs shall be essential along with initial washing/cleaning of the machines.

3. The all inclusive rates per unit for servicing and maintenance of ACs, Water Coolers and Water Dispensers including repairs, fixing of parts etc. should be quoted item wise in column 4 of the enclosed form at Annexure I. The total charges for each item of work should be worked out by multiplying the total number of units indicated by the Commission in Column (3) by the unit rates quoted by the bidder in Column (4) of Annexure I and the product should be entered in column (5) thereof. The all inclusive rates will be applicable for the entire contract period and no upward revision will be allowed during this period.

4. No extra payment whatsoever on account of natural calamities or otherwise will be made to the contractor except the rates accepted and it shall be the contractor's responsibility to ensure that ACs and Water Coolers work satisfactorily from the commencement of the contract period as also during and upto the end of the contract period.

5. It shall also be the responsibility of the contractor to hand over all the ACs and Water Coolers in good working condition to this Commission at the end of the contract period.

6. It may be noted that after the contract is awarded, the contractor will be required to fix all the required accessories in the Air Conditioners and Water Coolers and to keep these ready for use. The contractor will be required to depute competent and qualified mechanic to inspect the Air-Conditioners and Water Coolers at least thrice a week and put at least one (1) whole time expert mechanic on duty exclusively for this Commission on all working days to attend to the machines whenever a defect arises or when any complaints to this effect is made. All complaints are required to be attended on the same day.

7. The repair and servicing work shall be carried out in the premises of the Commission. However, such work as cannot be done in the premises of the Commission may be allowed to be carried out outside with the written permission of the SO(Cash) of the Commission and for this purpose no extra payment shall be made. In all cases where workshop repairs are involved, the contractor shall first provide standby AC(s) during the entire period of such repairs. Failure to repair/servicing the Air Conditioners and Water Coolers without adequate and justified reasons or failure to return the machines within 3 days at the maximum, will entitle the Commission to make proportionate reduction in the bill in respect of the total period. It should be specifically mentioned in the quotation.

8. The tenderers are required to produce certificate to prove their competence for undertaking the job in question and also to furnish proof of their standing and good will. They should have regular workshop of their own for repair/reconditioning of ACs/Water coolers etc. **They should have five years of previous experience of having undertaken similar jobs in Ministries/Departments of the Govt. of India/PSUs, duly supported by documentary proof. The tenderers must submit certificates from at least 2 Ministries/Government Departments to the effect that satisfactory service has been provided by the firms to those Ministries/Departments. The income Tax clearance certificate should also be sent along with PAN number. The tenderers should also furnish Work Contract Tax number.**

9. No advance payment will be made. The contract charges will be payable in four equal quarterly installments subject to satisfactory performance of the contract. The contractor will submit quarterly certificates of satisfactory performance from the users (duly signed & rubber stamped).

10. Interested firms may submit their tenders in two sealed envelopes as prescribed below:

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(i) The first sealed envelope superscribed 'Technical bids for all in-service/maintenance of ACs/Water Coolers should contain the following:-

(a) Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees five thousand only) in the form of DD/Pay Order drawn in favour of the Pay & Accounts Officer (CAT). No interest will be payable on this deposit.

(b) The details of experience along with copies of work orders from different Ministries/Government Departments in this regard.

(c) The copies of certificates of successful completion of the contract from at least 2 Ministries/Government Department/PSUs etc.

(d) The number of mechanics/service engineers to be deputed on day-to-day basis to attend to the defects in the ACs/Water Coolers.

(e) Permanent income Tax Account No. and copy of latest IT clearance and work contract Tax number.

(f) A Declaration that the firm has a regular workshop of its own for repair/reconditioning of ACs/Water Coolers etc. Location and other details of the workshop to be furnished.

ii) The second sealed envelope superscribed 'Financial bid for all in service/maintenance of ACs/Water Coolers should contain the following:-

(a) Financial bids in the form at **Annexure-I** as indicated in para 3 above. The bids will be inclusive of all taxes including Sales Tax/VAT/Service Tax etc.

(b) A copy of DD/Pay Order sent along with the technical bid.

11. The two sealed envelopes containing the bids as in para 10 above should be placed in another single sealed envelope. This single sealed envelope superscribed "Bids for all in-service/maintenance of ACs/Water Coolers in CIC" **addressed to the Section Officer (Cash), Central Information Commission, Room No. 304, 2<sup>nd</sup> Floor, 'B' Wing, August Kranti Bhawan, Bhikaji Cama Place, New Delhi and duly accompanied with EMD shall be sent either by Post or shall be dropped in the tender box placed in the above cited Room No.304, on or before 3.00 P.M. on 17.5.2010.** The Commission will not be responsible for non-receipt of the sealed covers at the address mentioned above on account of any postal delay/lapse or for any reason not attributable to the Commission.

12. The technical bids will be opened on the same day at 4.00 P.M. in Room No. 309, 'B' Wing, 2<sup>nd</sup> Floor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi in the presence of such tenderers who may wish to be present. The technical bids of all the tenderers who do not fulfill any one or more of the requirements/conditions mentioned in paras 8 and 10 (i) above shall be rejected. The tenderers who qualify in the technical bid as also those whose technical bids are rejected will be informed of the outcome by the Commission.

13. The financial bids of only those tenderers whose technical bids fulfill the requirements/conditions indicated in paras 8 and 10(i) above will be opened. Date, time and venue for the same will be communicated after evaluation of the technical bids.

14. After opening of the financial bids those bids which are not in the form as prescribed in **Annexure-I** will be rejected at the outset. The bids which are in the prescribed format will be

ranked L-1, L-2 .... in that order beginning with the bid where the total of the item wise charges as in Column 5 of **Annexure-I** is the lowest followed by the next lowest and so on. In case of a tie (i.e. the total being the same for 2 or more parties), the relative ranking will be decided by draw of lots.

11. The bidder whose total of the item wise charges quoted as in column 5 of **Annexure-I** is the lowest (L-1) will be declared the 'Preferred Party' for entering into the Agreement.

Yours sincerely,

(S.T. Vijayaraghavan)  
Deputy Secretary (P&B)  
Ph.No.26183996

Copy to :- NIC Room - with the request to upload in the CIC Website

**Annexure- I**

**QUOTATION FOR ANNUAL SERVICE MAINTANCE CONTRACT (ALL INCLUSIVE)  
AIRCONDITIONERS AND WATER COOLERS FOR CENTRAL INFORMATION  
COMMISSION FOR THE PERIOD 1.6.2009 TO 30.6.2010**

S.No.	Item of work	Total no. of units	Rate per Unit (inclusive of taxes like VAT/Sales Tax/Service Tax) (Rs.)	Total charges for all units of type = Col (3) x Col (4) (Rs.)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1	Maintenance of WTAC 1.5, 2 Ton (1.6.2010 to 31.5.2011)	1			
2.	Maintenance of STACs 1.5, 2 Ton (1.6.2010 to 31.5.2011)	50			
3.	Maintenance of cassette Type AC (1.6.2010 to 31.5.2011)	12			
4.	Maintenance of Water Cooler (1.6.2010 to 31.5.2011)	2			
5.	Maintenance of Water Dispenser (1.6.2010 to 31.5.2011)	5			
Total		70	Not to be filled in		

Note: Bidders have to fill up columns (4) and (5). Remarks, if any, may be filled in column 6.

2. Certified that I/We have read and understood the implication of the full terms and conditions of the AMC for ACs and Water Coolers and the same are acceptable to me/us.

Signature of tenderer  
Name & Address with telephone number