

F.No. 13-56/2010-11/GA
NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION
17-B, Sri Aurobindo Marg, New Delhi-110016

TENDER NOTICE

Sub: AMC of Winodw ACs/Split ACs/Geysers/Water Coolers

Sir,

National Institute of Educational Planning and Administration is a deemed university under the Ministry of Human Resource Development, Government of India. The Institute wishes to engage a service provider for the award of Annual Maintenance Contract of Air-conditioners/Geysers/Waters Coolers in NIEPA Office, Hostel and VC Bungalow.

Interested parties may submit their quotations in a two bid system i.e.' Technical Bid' and 'Financial Bid' in a sealed cover as per the prescribed format at Annexure-A and Annexure-B addressed to the Registrar, 17-B, Sri Aurobindo Marg, New Delhi-110016 to reach on or before March 16, 2018 upto 03.00 PM. The 'Technical Bids' will be opened on the March 16, 2018 at 03.30 PM in presence of the representatives of the firms. In case of any query you may contact at 011-26544833

Sd/-
REGISTRAR

Terms and Conditions for AMC of Air Conditioners/Geysers/Water Coolers

1. AMC will be for a period of one year commencing from the date of the Agreement comes into force which can be renewed for a further period subject to satisfactory performance.
2. Firms/agencies with experience of 5 years and above in maintaining ACs in government offices and located in South Delhi within 5 km radius of the Institute will be given preference.
3. The total amount of AMC does not exceed the lowest rates accepted by this office as per the quotations. The AMC charges are payable in quarterly installments and nothing over and above this amount is payable. The release of payment will be made on the production of '**Satisfactory Service Certificate**' by the authorized nominee of the Institute.
4. The firms submitting should comply with the eligibility conditions laid down in Annexure-A. The firm will have to quote as per the enclosed format in the Annexure-B. Participating firms are also advised to visit the office for any other additional information/clarification.
5. The AMC will include cleaning, oiling, chemical washing, greasing (General servicing), filter cleaning and labor charges etc. Any other replacement/repair/installation work will be paid as per the rates at Annexure-A.
6. Any complaint should be attended within 2-3 hours, failing which the Institute may impose a penalty of upto Rs.500/- per day. In case the AC unit is not repairable within the office, the same shall be carried to the Contractor workshop at his own expenses with written permission from the Institute and returned within 3 days.
7. Merely submission of Quotation does not entitle the firm to forward its claim for awarding the AMC even if it has quoted the lowest rates. The AMC will be awarded to the eligible firm only after all the formalities as per the terms and conditions are complied with and valid documents are produced to the satisfaction of this office.
8. The firms must have a similar experience of successfully undertaking the AMC of Air Conditioners/Geysers/Water Coolers in a Government Organization/ Semi-Government Organization/ PSUs. List of such Clients and Quantum of AMC handled must invariably be enclosed with the bid.

9. Payment Terms: Payment will be made in quarterly installments after successful completion of the quarter on submission of bill, duly certified by the Section Officer (GA) or any authorized nominee of NIEPA.
10. All quotations in the prescribed format should be submitted before the time and date fixed for the receipt of quotations. Quotations received after the stipulated time and date are will not be entertained/accepted.
11. The technical bid containing all supporting document as mentioned in Annexure-A and financial bid as per the format given at Annexure-B should be enclosed in two separate covers superscribing "Technical Bid" and "Financial Bid" as the case may be. The technical bid and financial bid should be placed in the main cover superscribing "AMC of Air-conditioners/Geysers/Water Coolers" and shall be addressed to the Registrar, NIEPA. The quotations will be opened on March 16, 2018 at 03:30 P.M. in the presence of representative of firms.
12. A Security deposit / Bank Guarantee of 10% of the total AMC amount will have to be deposited by the Contractor to whom the AMC is awarded before commencement of the contract. This will be refunded on the completion of the Annual Maintenance Contract. The Security Deposit will be forfeited if any of the condition of the contract is contravened besides any other action that may be taken against the contactor.
13. The successful Bidder should execute an agreement for the fulfillment of the contract in the stamp paper within fifteen days from the date of acceptance of the tender. The contract will come into effect only after the execution of agreement and submission of security deposit of 10% of the total AMC amount.

Annexure-‘A’

The firms are required to submit following documents in the ‘Technical Bid’ part of the tender:

1. Profile of the firm.
2. Valid registration Number of the firm.
3. PAN No. of the firm. In case proprietary firm, a certificate to that effect.
4. Copy of GST registration certificate.
5. Income Tax Return for the last three financial Years. The firm should have turnover of at least Rs. 20 Lakh in the last three years.
6. The firm should have minimum experience of at least 5 years in providing Maintenance services for Air Conditioners/Geysers/Water Coolers in government/private institutions
7. The firm should also enclose list of Organizations where it is providing Maintenance Services for Air Conditioners/Geysers/Water Coolers.
8. The technical bid should also contain proof of depositing the requisite earnest money deposit of Rs. 10,000/- (Rupees Ten Thousand Only) in the Institute’s account.
 1. Bank Name: Syndicate Name
 2. Branch Address: Syndicate Bank, NIEPA Campus, 17-B, Sri Aurobindo Marg, New Delhi-16
 3. Beneficiary Name: NUEPA
 4. Bank Account Name: NUEPA Account Main
 5. Bank Account Number: 91392010001112
 6. IFSC Code: SYNB0009139
 7. MICR Code: 110025108
8. Financial bids of eligible firms only will be opened, the date of which will be conveyed to the eligible bidders subsequently.

Financial Bid

S.No.	Item/Service	Rates
A	AMC charges of 225 nos. Window/Split AC Note: The AMC will include cleaning, oiling, chemical washing, greasing (General servicing), filter cleaning and labor charges etc.	
B	Rates for Shifting/Installation/Dismantling/Repair	
1.	Compressor change charges of Split and Window AC	
2.	New Motor charges of Split and Window AC	
3.	New grill charges of Window AC	
4.	Fan Motor Repair (Window AC)	
5.	Fan Motor Repair (Split AC)	
6.	Capacitor Run (1.0, 1.5 TR)	
7.	Capacitor Run (2.0 TR)	
8.	Relay (All Models)	
9.	Capacitor start (All models)	
10.	Servicing of AC (All models)	
11.	Wiring & Minor Repair	
12.	Installation charges of Window AC	
13.	Installation charges of Split AC	
14.	Remote repairing	
15.	Gas charging – Window AC	
16.	Gas charging – Split AC	
17.	Gas Top up (Split AC)	
18.	Copper pipe	
19.	3 core pipe	
20.	Drain pipe	
21.	Outdoor Stand	
22.	Any other item, which is not included above	

C	AMC charges of 72 nos. Geysers installed in NIEPA Hostel	
1.	Geyser-thermostat	
2.	Geyser – Element	
3.	Geyser – Indicator	
4.	Geyser – connecting pipe	
5.	Geyser - tank	
6.	Any other item which is not included above	
D	AMC charges for 4 nos. Water Coolers	

Note: The rate should be inclusive of all taxes.