

A-45011/18//2006-DGCD)R&I)

Government of India  
Ministry of Home Affairs,  
Directorate General FS CD & HG

East Block-VII, Level-7  
R.K. Puram, New Delhi.-110066  
Dated, 03/03/2017

To,

As per list Attached

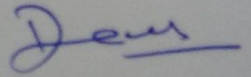
Subject:- Maintenance Contract of Air Conditions in the office of Director General, FS, CD & HG Office.

Sir,

Sealed tender/Quotations are invited for the Maintenance Contract of the Following A.C. in this Directorate.:-

Sl. No.	Type of AC's with tonnage	No. of Units
1	Window ACs	13
2	Split ACs	07

Tender/quotations for the maintenance contract of the above mentioned ACs for the year 2017-2018 be sent to this Directorate by post or dropped in the Tender Box placed in the o/o Directorate General FS,CD &HG office, East Block-VII, Level-VII, R.K. Puarm, New Delhi-66.



( D.K. SHAMI)  
Fire Adviser/HOO

Encl:--

- 1 Terms and conditions of tenders
- 2 List of companies

## TERMS AND CONDITIONS OF TENDERS

- 1 Tenders/ Quotations for AMC of above said ACs in this Directorate at R. K. Puarm, New Delhi-66 should be marked with the words QUOTATION FOR AMC OF ACs TO BE OPENED on 15/03/2017 at 3.00 P.M.
- 2 Tenders/Quotations should be reached this Directorate on or before 15/03/2017 till 02.00 PM. The tenders will be opened at 3.00 P.M. on the same day in the presence of concerned firms or its representatives, if any, present on the day at time of opening of tenders/quotations.
- 3 The AMC will be comprehensive, that is to say that all part/components of the ACs will be repaired/replaced (with Original Brand part) expeditiously.
- 4 Tender/Rate quotations should be on printed pad of the firm indicating full address including phone Nos. etc.
- 5 Reference of Tender notice should be mentioned in the Tender/Quotation.
- 6 The applicable Taxes, if any should be clearly mentioned.
- 7 Validity of tender/Quotation should be clearly mentioned in the tender/Quotations.
- 8 Tender/Quotation received after 3.00PM on 15/03/2017 will not be accepted in any case.
- 9 The firm will carry out through servicing of all ACs within one week of commencement of the contract. Thereafter, the firm will check each Air Condition every fortnight.
- 10 Tenderer will ensure that the firm will send their Engineer/Mechanic to attend the Air conditioner same day, if the complaint is lodged in the forenoon. In case of complaint is lodged in the afternoon session, the tenderer will get the job done in the forenoon session next day. The AMC will be for a period of six months from the date of tender awards.
- 11 Records of complaint sent and received will be maintained in the Directorate.
- 12 AMC amount shall be paid on quarterly basis after the services are found satisfactory, on production of bill.
- 13 Following details should be clearly indicated:-

- 1 Pan No. \_\_\_\_\_
- 2 Bank Account No. \_\_\_\_\_
- 3 Bank Branch Address \_\_\_\_\_
- 4 IFSC Code \_\_\_\_\_
- 5 MICR Code \_\_\_\_\_