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*ISO 9001:2008 Certified*

F.No. Works & Maintenance/AMC Air Conditioner /2017-18

Dated: 20/02/2018

To

Subject : Quotations for Comprehensive AMC of Air Conditioners :- reg.

Sir,

This Institute ( Central Institute For Cotton Research ) is situated at Panjari near Khapri Phata ( 15 Km. away from Zero miles of Nagpur) on Wardha Road Sealed quotation are invited by the Director, CICR, Nagpur for the “Comprehensive Annual Maintenance contract for the 157 nos Air Conditioners”(window/split).

In view of the above it is requested to kindly quote your rate in Annexure-A for Comprehensive Annual Maintenance Contract of Air Conditioners for the period for one year only in the enclosed proforma with terms and conditions. The sealed quotation addressed to “THE DIRECTOR, CICR, P.B. NO. 2, SHANKAR NAGAR POST OFFICE NAGPUR-440010 should reach to the office before 20/03/2018 (15.00hrs). The sealed quotation may also be put in the tender box kept in the chamber of Sr. Administrative Officer, CICR, Nagpur before the due date. Envelops may please be super-scribed with the word “Quotation for Comprehensive AMC for Air Conditioners”.

### *Terms and Conditions*

1. Rates to be quoted as per prescribed format in Annexure – A.
2. The status of service provider shall either be a partnership firm or a corporate entity. The service provider shall provide direct service and not employ sub-contractors.
3. The service provider shall provide at least 2 nos. of standby window Air-conditioners as & when required..
4. The service provider shall be based in or around Nagpur & should available within 1hour in emergency case.
5. Units taken for service at workshop should be returned within a week’s time. Non-attendance of complaints of this nature beyond a week would entail deduction of a penalty of Rs. 100/day/unit till the complaint is attended.
6. Any absence/default in this regard would involve proportionate deduction of AMC charges payable to the service provider. Repeated absence/default in this regard shall lead to termination of contract.
7. The service provider shall provide standby Air-conditioner along with the list indicating the machine sl. Nos. as also the list of technician and helper deployed in the Institute.
8. The firm will have to provide a preventive maintenance service (Comprehensive) once in a month and to maintain a log book to the effect for every visit /checking/servicing etc under the signature of complainant.
9. A breakdown complaint book /call will be maintained at the Works & Maintenance, which will have to be attended within 24 hrs. the complaint, failing which Rs. 100/- per will be charged.
10. TDS will be deducted as per rule.

11. All AC's should be filled with Gas in the beginning. No extra charges will be paid for filling gas first time.
12. Work should be taken within 7 days of the issue of work order.
13. No payment will be made if the work is left incomplete and unsatisfactory.
14. The complaint as well as preventive maintenance service has to be done only during the office working hours i.e. 9.30 AM to 4.30 PM on working days.
15. Any kind of error/problem found which may damage the AC's should be informed to the I/c Works Maintenance.
16. The firm will be responsible for the repairs of any damages or physical loss caused to the AC's during maintenance.
17. Maintenance charges will be payable on quarterly basis on completion of each quarter. No part payment or advance payment will be made.
18. In case of any part is required to be taken away from the AC, the same should be replaced by similar part in working conditions so that Institute's work shouldn't suffer.
19. There shall not be any upward revision in AMC charges during the contractual period on account of increase in wages, spare parts etc. and rates shall remain firm during the period of contract.
20. This is an all inclusive comprehensive AMC of AC's which cover all the parts and services. Concerned officer depending upon gravity of the breakdown shall impose.
21. The contract can be terminated by either party by given one months notice in writing, however, in case of non compliance of terms and conditions the contract will be terminated by the Director, CICR, Nagpur without any notice .
22. The labourers provided by the contractor under this contract will not be the employees of the CICR, Nagpur and there will be no employer-employee relationship between the CICR and labourers so provided.
23. The Director, CICR Nagpur shall have the right to impose any penalty by way of deduction from the bill for non satisfactory performance of the work by the personnel employed by the contractor. In case of any dispute arising out of this contract provision the decision of the Director, CICR Nagpur shall be final and binding on the contractor.
24. All the documents including details of payment made by the contractor to the personnel employed by it shall be open for inspection by the Director CICR, Nagpur.
25. Any compensation for disengagement on account of death, disability of any personnel provided for deployment in the CICR Nagpur during the contract period will be the responsibility and liability of the contractor even if such disability manifests after the termination of assignment.
26. The Director CICR Nagpur is having the right to add or delete any provision of the terms and conditions of the contract and the contractor is binding by the same.
27. Firms would follow standards of maintenance and operations strictly, fidelity of the system, imported, before quoting their rates.
28. The servicing may be carried out in the Institute as per as possible
29. The old spare-parts may be handed over to Institute.
30. The contract will be for one year & may be extended a period of one year on mutual consent.
31. Firms having valid PAN/GST No. etc. may only apply.
32. An earnest money of (Rs. 5000/-) (Five thousand only) must be deposited in the form of demand draft / pay order payable to Director, C.I.C.R., Nagpur. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the draft / pay order number and date, failing which the Quotations will not be opened. The Quotations will not be considered if earnest money is not deposited with the Quotations.
33. Inspection Period : Any working day between 10.00 a.m. to 4.00 p.m. upto 19/03/2018  
Last date for submission of quotations : 20/03/2018 (15.00 hrs.)
34. Validity of bids should be for a period of three months.

**The selected service provider shall execute Maintenance Contract in the Form prescribed by this office. Once selected, the service provider shall, at the end of the service period/termination of contract hand over the Air-conditioner units in working condition to the successor service provider.**

**The payment for the final quarter shall be made to the selected service provider only after completion of handing over of all Air conditioners units in working condition to the successor-service provider and after receipt of taken over note from the successor-service provider.**

**Sd/-**

**Sr. Administrative Officer**

**Copy to: Incharge, ARIS Cell for uploading on CICR, Website [www.cicr.org.in](http://www.cicr.org.in)**

## ON COMPANY'S LETTER HEAD

### ANNEXURE – A

To

The Director,

C.I.C.R., Panjari, Wardha Road, Nagpur

Sir,

I/We wish to submit our Quotation for **The maintenance of 157 Air Conditioners at C.I.C.R. Panjari , Wardha Road, Nagpur** on the following rates.

S.No	Particulars	Rate @ per unit of AMC Covering all the parts and services	
1.	<b>consolidated rate offered for Comprehensive maintenance of 157 Air Conditioners at C.I.C.R. Panjari , Wardha Road, Nagpur exclusive of taxes.</b>	<b>Maintenance rate for Window AC's</b>	(In Figures) Rs. _____  (In words) Rs. _____ _____
		<b>Maintenance rate for Split AC's</b>	(In Figures) Rs. _____  (In words) Rs. _____ _____
<b>Total</b>		(In Figures) Rs. _____  (In words) Rs. _____ _____	

I / We agree to forfeit of the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

We have carefully read the terms and conditions of the quotation and are agreed to abide by these in letter and spirit.

**Authorized Signatory**

Name & Address of the Firm \_\_\_\_\_

Telephone No./Mobile No. \_\_\_\_\_