

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES

No 1 Development Enclave, Rao Tula Ram Marg

Delhi Cantt., New Delhi – 110010

Advertisement No.IDSA/038/2010

No. IDSA/A/388/08
Dated: 1st March 2011

To,

Subject: Annual Maintenance Contract for Window/Split Airconditioners at IDSA, New Delhi.

Dear Sir(s),

Quotations are invited for Annual Maintenance Contract for Window and splitairconditioners as per scope/specifications of works given in Appendix-'A' enclosed. Conditions of the order shall be as follows: -

1. Time Schedule

The work shall be commenced within 15 days from the date of placing of order. A sum of Rs 500 per day will be charged for delay in completion of work. Director General IDSA's decision in this regard shall be final and binding.

2. Execution of Work

The materials supplied and /or incorporated into the work shall be best available and strictly conforming to specifications, brands, catalogue No., sizes and dimensions as mentioned and shall be brand ISI certifications. The job work shall be executed in best workman like manner according to standard engineering practices to the entire satisfaction of the Director General, IDSA.

3. Unit Price

Unit rates quoted for the work shall be deemed to include for all material and labour, tools, plants and accessories, as required for proper execution of work complete in all respects. Any missing minor details which are not spelt out in the description of items but are required for proper completion of job work, shall be deemed to have been taken into account in the quoted rates. The rates shall also include for all taxes, octroi, excise duty, transportation etc. including price escalations, contractor's overheads and profits. Nothing extra shall be admissible on any such account.

4. Approval of Material and Workmanship

All the material and workmanship shall be subject to the Director General's, approval. The materials which stand rejected shall be removed from the site forthwith and

replaced with approved materials at no extra cost. The site of work shall be cleared of all debris and un-used materials. Old dismantled/demolished materials obtained from the work becoming Govt's property shall be, if so directed by the Director General, IDSA deposited to the IDSA's store where directed without any extra cost or to be taken away by the contractor as scrap after paying credit for the same.

5. Services

Bidders has to carried out 4 service per year of each machine. Material /consumables used for this purpose will be considered as part of contract. If any additional Service required, no extra amount will be paid. No Extra Amount will be paid for any breakdown calls also.

6. Breakdown calls will be attended within 12 working Hours and with spares The fault should be removed within 36 working Hours. Failure to above a penalty of Rs 1000/- will be imposed and payment will be deducted from Quarterly payment bills.

7. Spares

Any other spares required other than service will be brought by the contractor from Original Equipment Manufacturer or its Authorized Dealer. IDSA will pay 10 % extra on purchase on production of bills in original and duplicate.

8. Log Book

The contractor has to keep a service report /logbook and will record all necessary parameters before and after service of each machine and after Breakdown calls.

9. Delivery of Materials/Items and Completion

Pre-delivery inspection of the finished product will be carried out by the representative IDSA. On completion, items/materials supplied shall be delivered to the Unit/Users as indicated in Appendix 'A'. These shall be accompanied with delivery challans, indicating description of items/materials, their sizes and quantity. Delivery challans shall be got signed by the use's/Unit's representatives in token of having received the item/material and submitted to Director General General, IDSA along with claims for payments/bills by the suppliers/agencies. No payment against the supplies shall be admissible without furnishing signed delivery challans along with Bills. The work shall be completed to the entire satisfaction of the Director General, IDSA and shall be considered as complete only when certified as such by the Director General, IDSA. On completion of the work, the contractor shall inform the Director General in writing with the date of physical completion of work for final approval and issues of completion certificate.

10. Defect Liability

The work completed shall have defect liability period of 12 months from the certified date of completion. The contractor shall rectify, re-do and/or replace all the components/item of works wherein defects have developed during this period under the direction of the Director General at no extra cost.

11. Submission of quotation

Appendix 'A' to the quotation duly quoted and signed on all pages along with this letter in token of the acceptance of terms and conditions mentioned herein-before, should be submitted in sealed covers duly marked "quotation for Supply and installation for IDSA", at No 1 Development Enclave, New Delhi addressed to Director General, IDSA, so as to reach on or before 1500 hrs on 31st March, 2011. No late quotation shall be entertained.

12. Following documents to be attached with Tender Document:

- (i) Name of the Firm
- (ii) Office Address of the Firm
- (iii) Work Done during last three years.
- (iv) Works in hand
- (v) Balance sheet for last three years
- (vi) Income tax Return for last three Years
- (vii) Service tax Registration
- (viii) Pan No of the Firm.

13. Dispute Resolution

Disputes if any, with regards to the interpretation, execution and/or implementation of these terms and conditions shall rest exclusively in the Director General, IDSA whose decision shall be final and binding upon the parties. Disputes, if any, with regard to the decision of the Director General, in this regard, shall be referred to arbitration at the hands of a sole arbitrator to be appointed by IDSA and all proceedings in this regard shall be subjected to the sole and exclusive jurisdiction of courts of competent jurisdiction at New Delhi.

- 14.** Upon the acceptance of bid, the bidder shall be required to enter into an appropriate agreement with IDSA incorporating the aforesaid terms and conditions, in accordance with law. All expenses and statutory/regulatory levies in this regard shall be borne by the bidder.

15. Earnest Money Deposit

Bidders are required to submit Earnest Money deposit along with their bid of Rs 2000/- in form of demand draft. Tenders without Earnest money will be summarily rejected. No interest will be paid on earnest money. Earnest money of the unsuccessful bidders will be returned at the earliest.

16. Security Deposit

Successful bidders have to deposit 10% of Annual Contract value as a security deposit (interest free, refundable).

17. Payment

Payment will be made on Quarterly basis on production of bills in duplicate.

- 18.** Upon acceptance of bid, no sub letting/transfer would be allowed by the operator except with the prior written permission of Director General, IDSA.
19. Standard force-majeure conditions would be applied.

Director General, IDSA reserves the right to accept or reject the lowest or any offer or all offers without assigning any reasons thereto.

Please acknowledge.

Yours Sincerely,

Wing Cdr Hemlata Lohani
Assistant Director

Encl: Appx. 'A'

Form of Tender
(Note: the appendix forms part of the tender)

To,

**IDSA
No 1, Development Enclave
Rao Tularam Marg
New Delhi-110010.**

**Sir,
Name of work: -----**

1. Having visited the site and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract, specifications and schedule of quantities of this tender documents or such other sum as may be ascertained in accordance with the said condition of contract.

- (a) We undertake to complete and deliver the whole of the works comprised in the contract within the time started in appendix hereto.
- (b) We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents a fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
- (c) We agree to abide by this tender for the period of one year from the date fixed for receiving the same or agreed extended period and it shall remain binding upon us may be accepted at any time before the expiry of the period.
- (d) Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.
 - 1. We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.
 - 2. We understand that you are not bound to accept the lowest or any tender you may receive.

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Dated Day of

Signature.....In the capacity of
Duly authorized to sign for and on behalf of.....
Name and address of the tenderer.
(IN BLOCK CAPITALS)

WITNESS

Signature

Name and address.....

Occupation.....

Price Bid
Annexure-A

Subject : Annual Maintenance Contract for Window/Split Airconditioners at IDSA
(Rates Quoted should be inclusive of all Taxes)

S. No	Description	Rate	Amount
1.	Annual Maintenance Contract for Window/Split Airconditioners at IDSA as per list attached		
		Total	

Amount in words:

Sign:
Stamp

Appendix-A

Details of Window/Split/Cassete Airconditioners at IDSA, to be taken under AMC

Sn o	Location	Description of Item	Brief spec.	Year of Manufacturing	Unit	Qty
1	DG Office	Daikin 3 Ton Cassete type split AC complete with outdoor unit and drain pump complete in all respect including scanner	Model No FHYC 100	Aug-08	Nos	1
2	PS to DG Office	Daikin 1.5 TR High wall mounted split AC complete with outdoor unit and drain pipe	Model No FT 50	Aug-08	Nos	1
3	DDG Office	Daikin 1.8 TR Split AC High wall Mounted along with outdoor unit and drain pipe complete in all respect	Model FT 60	Apr-08	Nos	1
4	LBSC Office	Daikin 1.8 TR Split AC High wall Mounted along with outdoor unit and drain pipe complete in all respect	Model FT 60	Apr-08	Nos	1
5	Server Room	O-General 2 Tr Hi Wall Split Aircondion with outdoor unit	Model No HwC	Sep-08	Nos	2
6	Business Centre	Split Aircondioner Make Federal Lyod-2 TR Capacity	N/A			2
7	AD Office	Split Aircondioner Make Carrier-2 TR Capacity	N/A	Mar-85		1
8	Room No A-107	Window Airconditioner Model No 654 K Make Federal Lyod	N/A	Mar-94		1
9		Split Aircondioner Make Carrier-2 TR Capacity	N/A	Mar-94		2
10	DG Residence	Split Aircondioner Make Carrier-2 TR Capacity	N/A	Mar-94		2
		Total				14 Nos