

GOVT. OF N.C.T. OF DELHI
LAND & BUILDING DEPARTMENT
(General Branch)
VIKAS BHAWAN, NEW DELHI

No. F.4 (157)/2015-16/L&B/Gen./ 456-468

Dated 30/03/17

To,

M/s _____

Sub: Quotation for comprehensive contract for maintenance/repair and filling of water in desert coolers at Vikas Bhawan for the period of five months from the date of award in the current summer season 2017.

Sir,

Sealed quotations are invited for comprehensive contract for maintenance/repair and filling of water in desert coolers 18 Nos. approximately at Vikas Bhawan for the period of five months from the date of award in the current summer season 2017. You are requested to quote your rates on Annexure-I alongwith Annexure-II (terms and conditions duly signed), Annexure-III in a sealed cover super scribing the envelope "Quotation for maintenance/repair of Desert Coolers", so as to reach the undersigned at Deputy Secretary (General), Land & Building Department, GNCT of Delhi, C-Block, Vikas Bhawan, I.P. Estate, New Delhi not later than 1:00PM on 12.04.2017. The terms and conditions of the comprehensive contract is enclosed herewith. The quotation shall be opened on the same day at 4:PM in the chamber of the Chairman/Dy. Controller of Accounts, Land & Building Department, GNCT of Delhi, 1st Floor, D-Block, Vikas Bhawan, New Delhi, where you or your representative may be present.

Encl.: As above ,

Yours faithfully,

(TAPAN JHA)
Dy. Secretary (Gen.)

Copy to:

- ✓ 1. The System Analyst, computer Cell, L&B with the request to publish the above limited tender/quotation on the web site of Land & Building Department.
2. Notice Board


(TAPAN JHA)
Dy. Secretary (Gen.)

**LAND & BUILDING DEPARTMENT
(GENERAL BRANCH)**

Terms and conditions for maintenance/repair and filling of water in desert coolers:-

1. The comprehensive contract may be valid for five month from the date of award of AMC.
2. After the contract is awarded, the contractor will be required to fix all the accessories in quotation, bring all desert coolers in perfect working condition order, so that these are ready for use before commencing of summer season
3. The contractor will service and repair all the desert coolers and will replace all such parts like grass Pads, Wire, Plugs, RE-winding of Fan Motors/Pumps, Motors, water Distributors pipes, Switch, Condensers etc. thereof as may be necessary with new ones at his own cost.
4. Thereafter, the contractor will arrange to get install all the desert coolers in the window of various rooms by supplying all the necessary material such as wooden planks, stands plywood, nails etc. at his own cost and through his own carpenter.
5. The appropriate deployment of the manpower for filling water includes maintenance shall be ensured by the contractor as per the need and requirement of the premises.
6. The work for filling up of water as contained in the agreement will be filled up at least twice a day, first time before 10.00 A.M. and 2nd Half upto 2.00 P.M. positively.
7. That once in a week, all desert cooler must be empty and clean properly and also drop kerosene oil etc. in desert coolers twice a week to prevent or safe guard from breeding of mosquitoes/ any disease.
8. At the end of season, contractor will have to safely remove the desert coolers from the window and after it's proper cleaning/washing, install/store it back on the same window/store.
9. An amount of Rs.20/- (Rs. Twenty only) per day per cooler will be deducted for not filling up of the water in a day due to any reason. No work no payment formula is applicable here.
10. The contractor shall engage the staff for filling up of water in Desert Coolers between age group of 18 years to 45 years and any, if complaint of misbehavior and misconduct comes into the knowledge of the Principal Employer then all such responsibility shall be of the contractor and any loss due to negligence or mishandling by the staff, the contractor shall himself be responsible to make good for the losses so suffered by the Department.
11. The daily record for filling up of water twice in a day in the desert coolers should be submitted duly verified by the branch in-charge/staff member and may be submitted by him along with monthly bill to the Dy Secretary (General)
12. The contractor shall abide by all the necessary provisions of various Labour Laws/Act viz. ESI/Bonus, contract Labour, workmen's compensation and any other laws and rules, if applicable to him in this regard.
13. The contractor himself will be responsible /liable for any type of statutory/mandatory claims or penalties in light of the default with reference to the above provisions. During currency of contract, if any mishap occurs due to electrocution or faulty fittings, it will be the responsibility of the contractor to compensate the loss on account of injury to any person/property.

14. The contractor shall be responsible for checking/eradicating of mosquitoes breeding in Desert cooler. If violation, noticed by MCD or other Govt. agencies, the contractor shall be fully responsible for the lapse and shall pay fines so imposed.
15. In case of any person engaged by the contractor, found to be inefficient, quarrelsome, infirm, invalid or found indulging in unlawful or union activities, the contractor shall replace such person with a suitable substitute at the direction of the department.
16. The department shall not be liable to provide any sort of accommodation to the staff or person deployed by the contractor and no cooking/lodging will be allowed in the premises of the department at any time.
17. The successful tender/contractor will be required to deposit an amount equivalent to 10% of the total contract value as performance security in favour of D.D.O., Land & Building Department and no interest shall be paid by the Deptt. in this regard. The security money of the successful tenderer will be refunded after 60 days of expiry of the contract satisfactorily.
18. The contractor shall not engage any sub contractor or sublet/transfer the contract to any other agency/person in any manner.
19. The contractor shall not, at any stage, cause or permit any sort of nuisance in the premises of the department or do anything which may cause unnecessary disturbance or inconvenience to others working there as well as to the general public in the department.
20. The contractor shall be liable to change in case of any part/goods like fan motor, cable, pump etc. is found out of order/repairable on the same day or before first half in the next day. In case of failure on part of the contractor a penalty of Rs. 50/- per day per cooler shall be charged.
21. If, any dispute/difference arising out or relating to this contract including the interpretation of the terms will be resolved through discussions and if not so then the matter may be referred to the Arbitrator as appointed by the competent authority of the GNCT of Delhi and courts at Delhi/ New Delhi shall only have the jurisdiction over the same.
22. Earnest Money Deposit of Rs. 2,500/- in form of FDR in favour of D.D.O., Land & Building Department may be deposited with the quotation which is refundable. Quotations without EMD will not be considered in any case.
23. The firm must be registered with VAT and Service Tax Department and must necessarily include a copy of the registration letter/certificate. The firm should have an experience of at least three years in maintenance of various type of desert cooler and list of their clients should be enclosed along with proper proof


(TAPAN JHA)
DY. SECRETARY (GEN.)

**Annexure-I
PROFORMA**

**COMPREHENSIVE CONTRACT FOR MAINTENANCE/ REPAIR & FILLING OF WATER IN
DESERT COOLERS IN THE LAND & BUILDING DEPARTMENT.**

(Period of contract for 05 Months)

S.No.	Item of work	No. of Units	Rate per unit(excluding taxes) (in Rs.)
1.	Comprehensive maintenance of Desert cooler (i.e. installation/fixing of desert cooler, oiling, fixing of pads, replacement of motor, capacitors, wiring, all kind of plugs, pads and replacement/repair of all other parts which are required to keep the coolers in perfect working condition, filling of water in coolers, twice in a day, once in the morning and once after lunch) and store the same in the store of the Department, after the season is over.	18 Nos	

1. Signature with Seal _____
2. Name (Block letter) _____
3. Firm's Name _____
4. Phone No./Mobile No. _____
5. PAN No.(Copy to be enclosed) _____
6. Service Tax No.(Copy to be enclosed) _____
7. VAT/TIN No.(Copy to be enclosed) _____
8. Experience of 03 years in
Govt./PSU sector in the relevant field
(Copy of award letter or experience
certificate to be enclosed) _____
9. Undertaking on Non-Judicial stamp paper of Rs. 100/-
(Annexure-III) _____

SIGN. & STAMP OF BIDDER _____

ADDRESS: _____

TELEPHONE NO. _____

UNDERTAKING
(On non-judicial stamp paper of Rs. 100/-)

The Dy. Secretary(General)
Land & Building Department,
Vikas Bhawan, new Delhi

I/We the undersigned (herein after called the Contractor/Vendor/Supplier/ Bidder) hereby offer for maintenance/repair and filling of water in Desert Coolers for a period of 05(Five) months unless other extended against which I/We have quoted rates and for which this tender may be accepted at the rates quotes by us and as per terms and conditions set forth for such purpose as may be ordered by the Dy. Secretary, Land and Building or any other officer acting on his/her behalf.

Dated this.....Day of

Signature
Name and Address with Seal