



Delhi College of Arts & Commerce

(University of Delhi)

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Ref No DCAC/2018/08.....

03.04.2018

NOTICE

Invitation of Quotation for Annual Maintenance Contract (AMC) of Air Conditioner at different locations in Delhi College of Arts & Commerce for a period of one year.

Quotations in sealed cover superscripted with "Quotation for Annual Maintenance Contract (AMC) of Air Conditioners" are invited from manufactures or their authorized dealers/service providers for Annual Maintenance Contract (AMC) of 28 Numbers of **Air Conditioner** installed at different locations in Delhi College of Arts & Commerce for a period of one year so as to reach the Principal DCAC latest by 20.04.2018.

Terms and conditions

1. Total Services Agreement include repair and replacement of all parts and also supply of all consumables without any further charges.
2. The contract will be for a period of one year. The period of the contract may be extended on a yearly basis up to a maximum of three years, on request by the firm at sole discretion of Delhi College of Arts & Commerce on the performance of the firm by the competent authority in Delhi College of Arts & Commerce.
3. The contract will be awarded on "as is where is basis". However, the bidders may inspect the A.C's and satisfy themselves, if they desire to do so, on any working day before closing of date of submission of quotation with the permission of Principal/Administrative Officer (Administration) of the college.
4. The contractor will be required to depute competent and qualified mechanics to provide the services exclusively for the College on all working days if needed to attend to complaints whenever a defect arises therein or when any complaints to this effect is made.
5. All complaints should be attended to and fault rectified on the same working day. The repair and servicing etc. would be carried out in the premises of this College. However, only such work as cannot be done in the College premises, will be allowed to be done outside with the written permission of the Principal of the College and for this purpose no extra payment will be made.
6. If complaints is not attended to in time specified above and Air Conditioner is not made functional or re-installed within 24 working hours after lodging the complaints, the firm will have to arrange for a "Standby A.C." failing which a penalty of Rs. 500/- (Rupees Five hundred only) per day will be levied counting from the day when the time of 24 hours period expires.
7. During the entire period of the contract, no request for any increase in the rates on any account would be entertained and the performance would be reviewed from time to time to ensure that it is up to the entire satisfaction of the Delhi College of Arts & Commerce.
8. The contractor shall ensure that no damages is caused to the equipment/building in the performance of the services. Any loss suffered therein will be recovered from the contractor.
9. Delhi College of Arts & Commerce reserves the right to abandon the tendering process at any stage without assigning any reason to this effect.

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Qualifying Documents

The bidder shall submit the following documents along with quotation:

1. Complete Profile of the firm / company / dealer / service provider (address, phone, email etc.)
2. Experience Certificate/Copy of the Agreement/Purchase order issued by the Government Department/PSU if any.
3. Certificate relating to VAT/GST/Income Tax and any other Tax applicable.
4. Self declaration statement with regard that the firm has not been blacklisted by any govt. Department or Semi Govt. Department in the past.

Bid Format

Quotation for **Annual Maintenance Contract of Air Conditioners.**

S. No.	Description	Total Number of A.Cs	Rate of Maintenance per A.C. per month	Tax if Any	Total Amount Inclusive of all taxes

The prices should be quoted in Indian Rupees both in figure and words.

General Instruction

1. Quotation shall remain valid for a period not less than 90 days after the closing date specified for submission of quotation.
2. The bids shall be typed or written in indelible ink and signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All Pages of the bid, except for un-amended printed literature, shall be initiated by the person signing the bid.
3. No communication should be allowed through email in response to quotation.

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Evaluation of Quotations

The College will evaluate and compare the quotations determined to be substantially responsive i.e.

1. Properly Signed
2. Fulfill the qualifying criteria
3. Conform to the term and conditions and specifications.

Award of Contract

1. The contractor whose rates for the above cited work is lowest and fulfills the terms and condition of the contract would be the successful bidder. However, Delhi College of Arts & Commerce reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations without assigning reasons thereof at any time.
2. The bidder whose bid is accepted will be notified for the award of contract by the purchaser prior to expiration of the quotation validity period.
3. The successful bidder will sign an annual maintenance (contract/agreement) with Delhi College of Arts & Commerce on a non-judicial stamp paper for Rs. 100/- at the time of award of contract.

Supply of Maintenance Services

1. The ordered Maintenance services shall be supplied as per terms and conditions within seven days of receipt of award of contract.

Payment

1. 40% payment will be made after completion of six months satisfactory services and rest 60% after completion of the contract period.
2. Final payment shall be released only after handing over of all Air Conditioners in working condition.

(Dr. Rajiv Chopra)
OSD-Principal

B.K. Chopra
03/4/18