

CENTRAL ELECTRICITY REGULATORY COMMISSION

Ground Floor, Chanderlok Building,
36, Janpath, New Delhi - 110 001

No. 1/8(24)/2015/Gen Adm/CERC

Dated, the 15 Sep 2015

Sub: Annual Comprehensive Maintenance Contract of air conditioners installed at CERC.

Central Electricity Regulatory Commission invites sealed quotations for comprehensive Annual Maintenance Contract of following Hitachi make Cassette /Split type air-conditioning system installed at the office premises of CERC. The details of ACs are given below:-

Sl. No.	Type of AC	Qty.	Date of Purchase
(i)	Hitachi Split AC 2.0 Ton	14	08 May 2010
(ii)	Hitachi Cassette AC 2.0 Ton	9	08 May 2010
(iii)	Hitachi Split AC 2.0 Ton	6	09 May 2011
(iv)	Hitachi Split AC 2.0 Ton	2	02 Jun 2011
(v)	Hitachi Split AC 1.5 Ton	2	09 Feb 2012
(vi)	Hitachi Split AC 1.5 Ton	3	06 Apr 2013

Scope and description of Works:-

2. To undertake rectification of repairs/ replacement of damaged parts of Hitachi air conditioning system. Tentative list of parts to be replaced is as given below. The bidder may inspect the air conditioning system installed at CERC for the above repair work.

Sl. No.	Type of parts	Estimated quantity
(i)	Compressors	01
(ii)	Fan motors	01
(iii)	PCBs	01
(iv)	Contactors	01
(v)	Refrigerant gas	As required
(vi)	Capacitors	01

3. Thereafter, the agency shall be responsible for comprehensively maintaining all the above air conditioners of CERC. The agency shall be responsible for all preventive and break down maintenance of the air-conditioners and fault rectifications.

4. The agency shall be responsible for the maintenance towards routine servicing once in every quarter and labour for attending any number of breakdown calls during the contract period and fault rectification on-site as well as off-site and refrigerant gas charging as and when required.

5. The following spare parts shall be rectified/ replaced free of cost in case of any break down during the AMC period:-

- (a) Compressors
- (b) Fan/louver motors
- (c) P.C.Bs and valves
- (d) Magnetic/thermostat/selector Switches
- (e) Transformers
- (f) Gas charging
- (g) Capacitors and relays
- (h) Air filters
- (i) Fans and blowers
- (h) Any other parts as may be required.

6. On receipt of a break down intimation, a qualified and competent team would be deputed immediately on the same day and fault would be rectified immediately on priority basis and within 24 hrs so as to ensure that Air Conditioners are functioning satisfactorily.

7. **TOOLS and EQUIPMENTS:-** The agency shall arrange at its own expense all necessary tools, equipments and required parts which are required for proper execution of the work.

8. **Earnest Money Deposit:** An Earnest Money Deposit of Rs. 10,000/- (Rupees Ten Thousands only) in the form of a demand draft drawn in favour of Assistant Secretary, Central Electricity Regulatory Commission, New Delhi, may be submitted, failing which the bid will not be considered valid.

9. **TENURE OF CONTRACT:-** The tenure of the contract shall ordinarily be one year. However, the competent authority in CERC, may at the discretion, allow extension of the tenure of contract, up to two spells of one year each subject to satisfactory services of the firm.

10. The competent authority reserves the right to terminate the contract at any time before completion of the tenure in case the services of the firm are found unsatisfactory, and without assigning any reason what so ever.

11. **SATISFACTORY SERVICES:-** The decisions of Assistant Secretary (P&A), CERC or any other officer authorized by the Secretary, CERC, shall be final and binding on the firm / agency for the purpose of determining the standard of satisfactory services.

12. **PROHIBITION OF SUB CONTRACT:-** The firm / agency shall not appoint any sub-contract for this work under any circumstances.

13. The payment towards AMC shall be released on quarterly basis through RTGS on completion of satisfactory service. However, the payment towards repair of already defective ACs shall be released on successful rectification of repairs/ replacement of defective parts.

14. **DEDUCTION OF INCOME TAX AT SOURCE:-** Since it is a “Works Job Order”, Income Tax shall be deducted at source from all the accepted payment to be made, in accordance with the provision of Income Tax Act, 1961 as amended from time to time.

15. **RESOLUTION OF DISPUTE:-** In case of disputes the decisions of Secretary, CERC shall be final.

16. **Penalty Clauses:-**

(a) **Deficiency in quality:-** In case of failure on the part of agency to remove the defect within a period of 24 hrs, the CERC shall have the discretion to get it rectified from other sources at contractor’s risk and cost.

17. The Secretary, CERC reserves the right to accept or reject any or all the quotations without assigning any reason what so ever.

18. **Qualification of Bidders:**

- (i) The agency desirous of participating to this tender should have its registered office in Delhi/NCR.
- (ii) The firm must have a valid PAN Number and Service Tax Registration No.
- (iii) The Firm must have at least two years experience of providing similar service to Central Government/ State Govt. / PSUs / Private Organizations of repute. The Firm must furnish certificates from such Organizations in support of their experience.

19. **Submission of tender:** The tender must be submitted in the prescribed pro-forma provided in **Annexure- I**. Tenders not in the prescribed pro-forma are liable to be rejected.

20. Quotations strictly as per the above specifications and terms and conditions may kindly be sent to the undersigned in sealed cover on or before Friday, the 09th October 2015 up to 3.00 P.M. Any clarification in this regard may kindly be addressed to the undersigned.

Sd/- xxxxxxx
(P. Ramamoorthy)
Assistant Secretary (P&A)
Tel: 2375 3921

Website of CERC

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1. Name of the Firm _____
2. Address _____

3. Telephone No. _____ Fax No. _____
4. PAN No. _____
5. Service Tax Registration No. _____
6. List of Clients (*Additional sheet may be used if the space provided below is insufficient*):

Sl. No	Name of the Client	Duration of service			Remarks (if any)
		From	To	Total	

7. Details of Earnest Money Deposit of Rs. 10,000/-

- i) DD / Banker's Cheque No. _____
- ii) Issuing Bank & Branch _____

8. Rate quoted by the agency:-

Sl. No	Description	Rate Quoted
(i)	Charges for Comprehensive annual maintenance contract of Hitachi air conditioning system	
(ii)	One time charges for rectification of repair of defective Hitachi air conditioning system	

9. Taxes applicable shall be payable by CERC.

Dated: _____

(Signature of the authorized signatory)

Full Name _____
Mob. No. _____
Company Seal _____

List of Enclosures:

- i) DD / Banker's cheque for EMD.
- ii) Attested copy of PAN No.
- iii) Attested copy of Service Tax Registration No.
- iv) Experience certificate from client organizations.