

To,

Sub: Annual Maintenance Contract for Six Nos Water Cooler installed at NSIC – HO Complex.

Dear Sir,

1. Sealed offers for the Annual Maintenance contract of 06 nos. of Water coolers of different capacities make: Voltas/Blue star as per the schedule of quantity enclosed at annexure-1.
2. The AMC is for preventive as well as for breakdown maintenance of water coolers.
3. All the breakdown calls are to be attended within 24 hours positively free of charge during our normal working hours.
4. Checking and servicing of the unit has to be done four times in a year.
5. The AMC is comprehensive and include free repair and replacement of parts which become necessary as a result of wear & tear during the period of contract like compressor, starting components, electrical accessories, thermostat, fan blower motor, fan blade, gas charging, overload relay. However any other material required for making the operational of water coolers during the maintenance/breakdown same will be provided by the corporation. The labour charges for replacement/rectification of the same are included in the scope of work.
6. Under preventive maintenance, you have to inspect all the water coolers once in a month periodically.
7. The AMC premium will be released quarterly at the end of each quarter and certification of satisfactory services by the Manager (Elect.), NSIC Ltd. New Delhi.

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8. The Contractor is required to start the work within 10 days from the date of award / date of communication of acceptance of the tender. In case it is found that the work has not been taken up within ten days from the date of acceptance of the tender or issue of the work order, the NSIC may cancel the work order without any reference to the Contractor.
9. The tenderer shall take into account basic price, cost of labour, T&P, taxes as applicable, conveyance / cartage etc. before quoting the rates. No extra claim what so ever in this regard shall be entertained. Parties are required to quote there Pan No., Tin No, Service Tax no, ESI Code and PF Code.
10. One chemical servicing of the Water Cooler has to be carried out during the AMC period.
11. The AMC shall be for a period of two years and may be extended for one more year on same terms and conditions against the satisfactory completion of contact of one year and it will be affected from the date of award of work.
12. The Agencies can inspect the site and equipments with the Technician after taking prior approval between 10am to 5 pm on all working days. No extra shall be payable for non awareness of the site/equipments conditions and constraints.
13. NSIC reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.
14. The rates quoted should be on FIRM & FIXED basis. You have to quote the rates in the enclosed "Schedule of quantities" only.
15. The offer should be sent in sealed envelop. The offer should reach to CGM(Works) office on or before 27.06.2010 up to 3:00 p.m. The offer will be opened on same day at 3:30 p.m. The offer received after expiry of the due date or time will not be considered.

Thanking you,

Yours faithfully,

(M.A Khan)
Chief Manager (Works)

Schedule of Quantities

S.no.	Item	Qty	Rate	Amounts (Rs.)
1	120 Ltrs Capacity stainless steel body Water cooler Make: Voltas/Blue Star	03 nos.		
2	80 Ltrs Capacity stainless steel body Water cooler Make: Voltas/Blue Star	02 nos.		
3.	40 Ltrs Capacity stainless steel body Water cooler Make: Voltas/Blue Star	01 Nos		
3.	VAT/TAXES			
4.	G. Total Rs.	.		

Total Rs.

Contractor's signature with seal