

**MMTC Limited**  
**Scope Complex, Lodhi Road**  
**New Delhi – 110003**

No.MMTC/CO/Admn./AC/AMC/2019

Dated 06/02/2020

**TENDER NOTICE**

**Subject : Invitation of e-Tender under two bids system for award of Comprehensive Annual Maintenance Contract(CAMC) for maintenance of Air Conditioners and water coolers installed at Scope Complex and residence of Sr. officials of MMTC, New Delhi.**

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E-tenders for Comprehensive Annual Maintenance Contract (CAMC) for maintenance of Air Conditioners and water coolers for approximately **54 windows, 49 Split, 7 Tower, three 11 ton ductable AC and 10 water coolers in MMTC Scope Complex, and resident of Sr. Officers for one year from the date of awarding the Contract**, are invited under two bid systems viz. **Technical bid and Financial bid** from reputed and experienced agencies having minimum turnover of Rs.25,00,000/- (Twenty Five Lakhs only) per year during each of the last three consecutive years in AMC business only. Maintenance firms in the relevant category of work, who have carried out similar work with Govt. Deptt./PSUs and also from the reputed AC manufacturers or their authorized dealers as per the requirement and details enclosed may participate. The copy of the proof for having carried out similar works in the last three financials years should be enclosed with the tender.

2. Under Public Procurement Policy (PPP) issued by Ministry of Micro, small & Medium Enterprises, Government of India for Micro & Small Enterprises (MSEs), a minimum 25% share out of the total procurement of goods and services by Central Ministries/ Departments /Public Sector Undertakings are to be made from MSEs. Further out of 25% target of annual procurement from MSEs, a sub-target of 4% is earmarked for procurement from MSEs owned by Scheduled Cast (SC)/Scheduled Tribes (ST) entrepreneurs and additional 3% reservation for the women owned MSEs within the above 25% reservation. Preference will be given to MSEs as per guidelines prescribed under MSMEs Act, 2006.

3. Under Procurement Policy for Micro & Small Enterprises (MSEs) order 2012” as notified by the Government of India, Ministry of Micro Small & Medium Enterprises, New Delhi vide Gazette Notification dated 23/03/2012, the parties registered with MSEs or its authorised agencies such as NSIC etc., are exempted to deposit the participation fee and EMD.

4. The documents can also be downloaded from the website of MMTC Limited i.e. <https://mmtc.eproc.in>, [www.mmtclimited.com](http://www.mmtclimited.com) or [www.tender.gov.in](http://www.tender.gov.in). The payment of Rs.500/- (Non-refundable) towards participation fee to be submitted in the form of DD/Pay order only drawn in favour of MMTC Limited, New Delhi and to be dropped in the tender box alongwith the other tender documents.

Bidders are requested to carefully go through the instructions to the bidders and terms & conditions contained in the bid documents. Bidders are also required to submit Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees Twenty thousand only) by way of DD/Pay Order drawn in favour of "MMTC Limited", New Delhi. Bids received without participation fee and EMD will not be considered and rejected summarily. **No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the MMTC in respect of any previous supply will be entertained.**

5. The tender should be submitted in a sealed envelope as below, along with Participation fee and EMD.

A) The technical bid in sealed covers (along with participation fee and EMD) superscribed "Tender for Comprehensive Annual Maintenance Contract for maintenance/repair of ACs and it should be addressed to the Chief Manager (Admn.), MMTC Limited, Scope Complex, Lodhi Road, New Delhi – 110003 and must be reach on or before 6<sup>th</sup> February, 2017 by 3.00pm. Bids may be hand delivered or sent by post at the aforementioned address so as to reach on or before the prescribed date and time. MMTC will not be responsible for any postal delay.

B) The rates quoted in the Financial Bids should be both in words and figures in prescribed format (Annexure-4) only exclusive of taxes. The Financial bid to be submitted online and other than E-Mode of financial bid will not be considered.

6. MMTC reserves the right to postpone the date of opening of the tender or to cancel any/all tender without giving any reason/s whatsoever. Any request from bidders to postpone or to change the date and time will not be considered.

7. The important details schedules and dates are as under:

S.NO.	Key Event	Dates
i)	Last Date for submission of Bids (No extension of time & date)	26/02/2020 at 3.00pm
ii)	Date of Opening of Technical Bids by Tender/ Purchase committee (participating bidders may wish to be present)	27/02/2020 at 11.30am
iii)	Date of Opening of financial bids	Intimated at the time opening of Technical bid
iv)	Cost of Tender	Rs.500/-
v)	Earnest Money Deposit (EMD)	Rs.20,000/-
vi)	Venue for Opening of Bids	2 <sup>nd</sup> Floor, Admn. Division, MMTC Limited, Scope Complex, New Delhi-110003

8. All the bidders are requested to read and understand the terms and conditions of the contract as detailed below in the Annexure-I before sending their tenders, as no change or violation of the aforesaid terms and conditions are permissible once the quotation is accepted by the MMTC.

9. Time and date for opening of technical bid is 27/02/2020 at 11.30 a.m. in the presence of the intending bidders or their authorized representatives who may wish to be present. The venue of opening of bid is MMTC Limited, Core-1, Scope Complex, Lodhi Road, New Delhi.
10. The MMTC does not bind himself to accept the lowest or any tender and reserves its right to accept the whole or part of the tender and the bidder shall be bound to perform the same at the rates quoted. No correspondence will be entertained from the bidders in this regard.
11. The bid of any bidder who has not complied with one or more of the conditions prescribed is liable to be rejected. Conditional bids will also be summarily rejected.
12. The bidder shall submit tender documents duly signed and stamped by an authorized and empowered representative of the bidder to confirm the acceptance of the terms and conditions of the tender by the bidder. In case of authorized representative, an authority letter must be submitted.
13. The bidder is expected to examine all instructions and terms & conditions in the tender documents. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender documents in every respect will be at the bidder's risk and may result in rejection of his bid.
14. EMD of the unsuccessful bidder shall be returned without interest at the earliest after the award of the contract.
15. EMD shall be forfeited if the successful bidder refuses or neglects to execute the Contract.
16. Validity of bid is 120 days from the opening of tender.
17. Financial bids will be opened of all the technically qualified bidders. The information of date, time and venue of the opening of financial bid shall be informed separately through email/telephonically.
18. As per the prevalent practice/norms, first technical bid will be opened and the bidder who qualify in the technical bid, financial bid shall be opened. The bidder who qualifies in Technical Bid and L-1 in financial bid will be a successful bidder. The successful bidder will be required to execute an agreement within a period of 10 days from the date of issue of Letter of Offer.

( S.K. Dutta )  
Chief Manager (E)

## **INSTRUCTION TO THE BIDDERS**

### **Bid documents**

- 1 The bid document consists of the following:
  - a. Tender Notice Invitation
  - b. Instruction to the bidder
  - c. Terms and condition of the Tender
  - d. Technical Bid format
  - e. Financial bid format (Price Schedule)
  - f. Scope of Work

2 The bidders are expected to examine all instruction, forms and terms & conditions contained in the tender document. Failure to furnish all information required as per the tender document or submission of bid not substantially responsive to the bid documents in every respect will be at the bidders risk and may result in rejection of the bid.

### **Eligibility of the bidders**

- 1 Bidders should be an Indian company/firm engaged in repair and maintenance of ACs and water coolers in Delhi/NCR.
- 2 They should have minimum three years of experience in dealing with CAMCs of ACs including 11 ton ductable ACs and water coolers with the departments/Ministries of the Government of India(Copies of satisfactory completion certificate alongwith work order received from Govt. Deptt./PSUs during each of the last three years should be enclosed).
- 3 Bidders have minimum turnover in AMC business only of Rs.25,00,000/- (Twenty five lac only) per year during each of the last three years i.e. **2016-17, 2017-18 and 2018-19**. Self-certified copies of annual turn-over details for the last three years (IT returns,) certified by C.A. signed and sealed by bidder.
- 4 Bidders should not have been blacklisted by the Department/Ministries of the Govt. of India/PSUs (declaration has to be submitted).
- 5 In case the party is registered with Ministry of MSME/ its authorized agencies, he is required to submit registration certificate and store details in addition to above. The MSEs parties will be eligible for the benefits as applicable to them under MSMEs Act, 2006.
- 6 The bidder shall submit tender documents signed and stamped by an authorized and empowered representative of the bidder to confirm the acceptance of the terms and conditions of the tender by the bidder.
- 7 MMTC reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason whatsoever. Further

addendum/corrigendum if any required will be uploaded onto website of MMTC and CPP portal only. The decision of MMTC in this regard, shall be final and binding on all.

### **Documents/Certificates to be attached**

- 1 The bidders are required to submit technical bid enclosing therewith photocopies of the following documents
- 2 Registration Certificate as per existing norms (indicating the legal status – company/partnership firm/proprietorship concern, etc.
- 3 Copy of GST Registration Certificates.
- 4 Copy of PAN Card.
- 5 Copies of Income Tax Return filed for last three financial years.
- 6 Copies of audited Account statements i.e. balance sheets and Profit and Loss A/c certified by C.A. signed and sealed by bidder for last three financial years.
- 7 Proof of experience in CAMC with Govt. Department (Copies of satisfactory completion certificate alongwith work orders received from Govt. Deptt./ PSUs during each of the last three years should be enclosed).
- 8 Declaration regarding blacklisting of otherwise.
- 9 In case the party is registered with Ministry of MSME/ its authorized agencies such as NSIC, required to submit registration certificate and store details in addition to above.

### **Rejection of incomplete and conditional tenders**

- 1 The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.

### **Non transferability**

- 1 The tender is not transferable

### **Preparation of Bids**

#### **Document comprising the bid**

- 1 The technical bid should be sealed in a separate cover and superscribed “**Technical Bid for Comprehensive Annual Maintenance Contract of Air Conditioners and AC’s**”. All the information/documents sought should be provided with the technical bid.
2. The Financial bid to be submitted online and other than E-Mode of financial bid will not be considered.

**N.B. :** All the documents submitted in the bid must be legible and self-attested. Otherwise the bid is likely to be rejected.

**TERMS AND CONDITIONS**

1. Bidder are required to submit participation fee of Rs.500/- and Earnest Money Deposit (EMD) of Rs. 20,000/- (Twenty thousand only) by way of DD/Pay Order drawn in favour of “MMTC Limited” New Delhi Bids received without participation fee and EMD will not be considered and rejected summarily.
2. The Period of annual contract shall be for one year from the date of award of the contract. The contract may be extended mutually for one year at the same rates, terms and conditions on mutual basis subject to satisfactory performance, at the sole discretion of MMTC.
3. After the contracts awarded, the contractor will be required to service all the ACs and bring them in perfect working order so that these are ready for use before the commencement of the summer season.
4. The maintenance/servicing include oiling, cleaning greasing gas filling repair of the compressor/motor, electrical parts, air filter wiring and replacement of old motor by new one etc.
5. The firm must be registered with GST and must enclose a copy of GST. The firm should have an experience of three years in maintenance of various types of ACs and water Cooler and other related works in Govt. Deptt./PSUs. A list of their clients should be enclosed along with proper proof.
6. The contractor shall use ISI marked parts for repair/replacement. The old parts which are replaced must be deposited in the Caretaking Cell, MMTC Ltd. If the firm uses a non-ISI marked parts a penalty of double the cost of the part will be imposed.
7. MMTC Limited reserves the right to terminate the contract at any point of the time during the tenure of contract, if the services are not found satisfactory or if the contractor dishonors the contract, the decision of the MMTC in this regards shall be final and binding upon the contractor.
8. The financial loss caused / damaged to any part of the ACs of MMTC by the contractor would be deducted from the performance security/bills.
9. No request for revision/increase of approved rates during the currency of the CAMC will be entertained. No other charges will be payable like transportation fare etc. for providing the services.
10. The successful bidder will attend to all complaints immediately after receiving call from MMTC. As and when the contractor is not able to do assigned repair/maintenance work. MMTC reserves the right to get the same done from any other source and recover from the contractor the cost of such work not attended by it.
11. Only such work which cannot be done in the office premises will be allowed to be done outside with prior permission of the MMTC and no extra payment would be made for the same.

12. It will be responsibility of the contractor to keep the machines in fully operational & functional condition during the CAMC period. Contractor's qualified technician should be available for attending to the complaints in any days. They may be called for on holidays also for attending to urgent/emergency repairs.
13. No advance payment will be made. Payment will be made in 4 quarters of the contract period. Payment will be made only in respect of the actual number of ACs and water coolers maintained by the firm on submission of bills.
14. If an AC is disposed of by MMTC or is otherwise taken out of service, the payment of CAMC charges will be made only till the AC remained with us on pro-rata basis.
15. Successful bidder should deposit Performance Security of Rs.20,000/- (Twenty thousand only) in the form of Demand draft or Pay order in favour of MMTC Limited, New Delhi within ten days from the date of award of contract; if he fails to furnish the same within the specified period, its EMD will be forfeited and shall be barred from participating in future tenders of the MMTC Limited. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.
16. All safety precautions should be taken during execution of the work and MMTC will not be responsible for any accident caused to its labour during execution of work. In the event of any accident occurring during the course of work, which may result in any injury to contractor's employee, the responsibility of their medical treatment will fully rest with the contractor and expenditure incurred thereon will be borne entirely by the contractor. MMTC shall be totally indemnified of any liability whatsoever.
17. If any incident of theft/pilferage by the worker of the contractor is reported causing pecuniary loss of the Government, the entire cost will be recovered from the firm besides annulments of the contract. If any action or inaction on the part of workers of the contractors causing damage to contracted items is reported then full amount equivalent to that of damaged article will be recovered from the contractor in addition to any other action as deemed appropriate by the Competent Authority.
18. The successful bidder undertakes to fully indemnify and at all times keep MMTC fully indemnified and harmless against any actions, sanctions, claims, losses, demurrage, demands, expenses or costs whatsoever that MMTC may incur and / or suffer on account of any default on the part of the successful bidder in the discharge of the obligation under this agreement, including but not limited to the claims on account of any other circumstances incidental to the scope of work. In case, successful bidder fails / has failed to give the services as agreed in the tender, scope of work, terms and condition, subsequent agreement, undertaking or if MMTC at its sole discretion considers that the successful bidder is not in a position to fulfill its obligations, MMTC may without being obliged to do so and without prejudice to any of its other rights and remedies, repudiate this agreement and procure the scope of work done at the cost and risk of the successful bidder from alternative sources. The provisions of the aforementioned indemnity clause shall survive the termination of this agreement.
19. The SUCCESSFUL BIDDER shall observe and implement laws of the land and rules framed thereunder and in any event MMTC shall not be liable or responsible for any

default that may arise out of non-observance of such laws/rules on the part of the SUCCESSFUL BIDDER and that MMTC shall be kept indemnified for such damage/injury caused to the premises or the properties of MMTC through neglect, default or otherwise.

20. The laws of the land mentioned above are only indicative and not exhaustive. Any law/regulation that may become applicable to the SUCCESSFUL BIDDER, the same shall be complied without any default by the SUCCESSFUL BIDDER.
21. That in case any injury is sustained by any person including any person deployed by the SUCCESSFUL BIDDER and/or that the said injury had connection with the discharge of the obligation undertaken by it and/or deployment of such person by the SUCCESSFUL BIDDER, the SUCCESSFUL BIDDER shall be liable to settle the claims of the aggrieved person(s).
22. In case of violation of any terms and conditions of the tender document, MMTC reserves the right to terminate the Agreement by giving **30** days notice in writing and it will entitle MMTC to retain full or a part of the security deposit to indemnify itself of any loss suffered or prospective loss to be suffered as a result of early termination of the contract or otherwise. SUCCESSFUL BIDDER shall not be entitled to any compensation in case of such termination.
23. Nothing in the Agreement constitutes any fiduciary relationship between the MMTC and Selected Bidder/Bidder's Team or any relationship of employer employee, principal and agent, or partnership, between the MMTC and Selected Bidder.
24. No party has any authority to bind the other party in any whatsoever except as agreed under the terms of the tender/subsequent Agreement. MMTC will not be under any obligation to the implementation successful bidder except as agreed under the terms of the Agreement.
25. The compensation, connected expenses and legal disputes between the successful bidder and its staff deployed and any unforeseen casualty shall be borne/paid/ settled by the firm and the Department in no way shall be party to the disputes and will have no liability on this account. It is also the firm's liability to provide wages etc. and follow other statutory obligations as per extant rules.
26. **FORCE MAJEURE** : If at any time during the existence of this agreement the successful bidder is unable to perform in whole or in part any obligations under this agreement because of war, hostility, military operations, civil commotion, sabotage, quarantine, restrictions, acts of God and acts of Government (including but not restricted to prohibitions of exports and imports), fires, floods, explosions, epidemics, strikes, or any other labour trouble, embargoes, then the date of fulfillment of any obligations engagement shall be postponed during the time when such circumstances are operative.

If operation of such circumstances exceeds **three months**, either party shall have the right to refuse further performance of the agreement in which case neither party shall have the right to claim eventual damages. The party which is unable to fulfill its



obligations under the present agreement shall, within 15 days of occurrence of any of the causes mentioned in this clause inform the other party of the existence or termination of the circumstances preventing the performance of the agreement. In case either party invoking the force majeure clause, it is incumbent on him to submit the documentary evidence to that effect from the competent government authority/chamber of commerce. Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the agreement.

27. **ARBITRATION CLAUSE** : Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this agreement/contract or validity or breach thereof shall be settled by arbitration by a Sole Arbitrator to be nominated by CMD, MMTC, in accordance with the rules of Arbitration of the Arbitration & Conciliation Act 1996 subject to the latest amendments thereof, the award made in pursuance shall be binding on the parties. The venue of the Arbitration shall be Delhi and governing law shall be Indian Law.
28. **APPLICABLE LAW AND JURISDICTION** : All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.
29. **HOLIDAY LISTING CLAUSE** : Notwithstanding anything contained in this agreement, MMTC's policy for Holiday-Listing of an Agency mutatis mutandis applies to this agreement and in the event, the agency(s) while discharging its obligations under the Agreement or otherwise, come(s) within the ambit of the said policy, MMTC at its sole discretion reserves the right to suspend/discontinue dealings or take any curative measures with the agency(s) in accordance with the policy in force.
30. **CONFIDENTIALITY AND SAFEGUARD OF PROPERTY** : MMTC and Successful bidder respectively agree to keep in confidence, and not to disclose or use for its own respective benefit or for the benefit of any third party (except as may be required for the performance of services under this agreement or as may be required by law), any information, documents, or materials that are reasonably considered confidential regarding each other's products, business, customers, MMTCs, suppliers, or methods of operation; provided, however, that such obligation of confidentiality will not extend to anything in the public domain or that was in the possession of either party prior to disclosure. MMTC and Successful bidder will take reasonable precautions to safeguard property of the other entrusted to it.
31. **FRAUD PREVENTION POLICY** : All the bidders shall be required to certify that they would adhere to the Fraud Prevention Policy of MMTC and shall not indulge themselves or allow other (working in MMTC) to indulge in fraudulent activities and that they would immediately apprise the organization of the fraud/suspected fraud as soon as it comes to their notice. Concealment of facts regarding their involvement in fraudulent activities in connection with the business transaction(s) of MMTC is liable to be treated as crime and dealt with by the procedures of MMTC as applicable from time to time.

34. **GENERAL :**

The terms and conditions laid down in this Tender, scope of work, subsequent agreement and all Annexures thereto as also the Proposal and any Attachments/annexes thereto shall be read in consonance with and form an integral part of the Agreement.

The subsequent Agreement/contract constitutes the whole of the agreement between the Parties relating to the matters dealt with herein along with any allied exchange correspondence and, save to the extent otherwise provided herein, no undertaking, representation, term or condition relating to the subject matter of subsequent Agreement/contract not incorporated in this Agreement/contract shall not be binding on either of the Parties.

All provisions and the various clauses of subsequent Agreement/contract are, notwithstanding the manner in which they have been grouped together or linked grammatically, severable from each other. Any provision or clause of subsequent Agreement/contract which is or becomes unenforceable in any jurisdiction, whether due to voidness, invalidity, illegality, unlawfulness or for any other reason whatever, shall, in such jurisdiction only and only to the extent that it is so unenforceable, be treated as pro non script and the remaining provisions and clauses of subsequent Agreement shall remain of full force and effect. The Parties declare that it is their intention that Agreement would be executed without such unenforceable provision if they were aware of such unenforceability at the time of execution hereof.

35. ***The scope of work of the proposed CAMC is as per Annexure IV attached.***  
**Special terms & conditions for bids to be submitted in electronic mode**

- Offers to be submitted online on MMTC's e-procurement portal <https://mmtc.abcprocure.com> against the respective tender along with scanned copy of duly signed offer on letter head

For any technical issues difficulties pertaining to the e-Procurement portal bidders are advised to get in touch with the service providers helpdesk:

Vendor's Queries	Contact Numbers	Mail ID
<b>Mr. Himanshu (Dedicated Helpdesk for MMTC)</b>	<b>+91 9265562826</b>	<a href="mailto:delhi.support@eptl.in">delhi.support@eptl.in</a>
Technical Assistance : New Bidder Registration (Portal Registration), Vendor's ID/ Profile Activation, Renewal of Vendor's ID.	+91-(79)- 68136823/54	<a href="mailto:support@abcProcure.com">support@abcProcure.com</a>
	+91-(79)- 68136850	
	+91-(79)- 68136878	<a href="mailto:fany.shah@eptl.in">fany.shah@eptl.in</a>
	+91-(79)- 68136849	
For e-Tender or e-Auction Services (uploading / Bidding) (Offsite Team).	+91 93745 19729	<a href="mailto:Mr. Nikhil Khalas">Mr. Nikhil Khalas</a>
	+91-(79)-6813 6848 / 49/ 61/71	<a href="mailto:nikhil@eptl.in">nikhil@eptl.in</a>

2. The bidder shall have valid Class-III Digital Signature Certificate (DSC) (with signing and encryption) issued from licensed Certifying Authorities operating under Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) in India. The details of the licensed CA's are available on [www.cca.gov.in](http://www.cca.gov.in) wherein details have been mentioned.
3. The bidders shall register on the e-portal so as to have a valid user id for accessing e-tendering / e-auction portal of MMTC.
4. For minimum system requirements clients/bidders should refer to home page of the URL <https://mmtc.abcprocure.com> under tab Download/ Minimum System Requirements- V2.0
5. Bidders are advised to print and save bid submission receipt on submission of bids.

**36. SUBMISSION OF BIDS**

The Technical Bid with prescribed EMD and participation fee bearing the name and address of the bidders in envelop superscribed **“TENDER for Comprehensive Annual Maintenance Contract(CAMC) for maintenance of Air Conditioners and water coolers”** to be submitted as per terms and conditions of the tender to be dropped in Tender Box kept in Administration Division, 2<sup>nd</sup> Floor, Scope Complex, Lodhi Road, New Delhi latest by 3.00 pm on 26<sup>th</sup> February, 2020. The rates to be quoted in the prescribed format only in E-Mode (As per the format in the Price Bid). The price bid submitted other than E-Mode will not be considered.

( S. K. Dutta )  
Chief Manager (E)

**TECHNICAL BIDS**

1	Name of the firm	
	Address (with Telephone No.)	
	Contact Person with Mobile No.	
	E-mail address	
2	Name of Bankers	
	Address	
3	Status Proprietary/Partnership/Pvt./Public/ltd. Co.	
4	PAN Number (Enclosed copy of Pan No.)	
5	GST No. (Enclose copy of TIN/Service Tax No.)	
6	Details of Past Experience in the same trade (Please enclose copies of satisfactory service provided alongwith work orders received from Govt. /Semi Govt. /PSUs /MNC organization.	
7	Turnover details of last three financial years (enclose copies as mentioned in the tender documents)	
8	MSME/NSIC registration (enclosed copy)	
9	Participation fee Rs.500/- paid vide	
10	Earnest Money of Rs.20,000/- paid vide	

**Declaration:**

I hereby certify that the information furnished above is full and correct to the best of our/my knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealing with the Ministry in future.

( Signature with Stamp of Tenderer)

## FINANCIAL BIDS

S.NO.	Air Conditioner (AC)	Rates Per unit (Rs.)	Cost (Including Taxes)
1	Air conditioning Per unit per annum (i) Split 1.0 ton (ii) Split 1.5 ton (iii) Split 2.0 ton (iv) Window 1.5 ton (v) Tower AC 2.0 ton (vi) Tower AC 4.0 ton (vii) 11 ton ductable AC (viii) Water Cooler (Note: The term maintenance will include : Oiling, greasing, servicing, gas charge, wiring, cleaning, electrical parts, air filter, repair of compressor, repair and replacement of motor		
2.	Installation/Dismantle of charges with material (applicable only when the location of the AC changes on the direction of the MMTC) (i) Window AC (ii) Split AC (iii) Tower AC		
3	Cost of New Compressor (ISI) marked		
4	Body replacement of AC per unit (i) Window AC (ii) Split AC (iii) Tower AC		
5	Heating Kit (Per Kit)		
6	Cooling Kit (Per Kit)		
7	Copper tube pipe		
8	PVC drain pipe		
9	Inner Unit of split AC		
10	Outer Unit of Split AC		
11	AC Stabilizer (Comprehensive maintenance per stabilizer per annum)		

(Signature of the authorized person)

Name:

Designation :

Seal :

Date:

Place:

**SCOPE OF WORK**

Under the proposed CAMC the contractor will be required to do the full and comprehensive maintenance, Gas filling, repairs including replacement of all parts as required including servicing. At present the numbers of AACS and Water Coolers installed in the MMTC Scope Complex and residential of Sr. Officer of MMTC are as follows:

1. Window AC (1.5 ton)	54
2. Split AC (1.0 ton)	01
3. Split AC (1.5 ton)	43
4. Split AC (2.0 ton)	05
5. Tower AC (2.0 ton)	05
6. Tower AC (4 ton)	02
7. Ductable AC (11 ton)	03
8. Water Cooler	10

Above mentioned number of ACs and water Coolers may increase or decrease.

2. The CAMC rates should be an “All inclusive lump sum Rates” per unit in respect of above mentioned machines. The all inclusive lump sum rates will be for a comprehensive overall maintenance including cost of all repairs and replacement of parts required to keep them functional.

3. It may specifically be noted that the contract rates tendered here-under would include, where as necessary without any extra cost:

- a) Rewinding of burnt motors of air-conditioners
- b) New condensers of air conditioners
- c) Pair of bushes of air-conditioners
- d) Off and on switches and knobs of air-conditioners and voltage stabilizers
- e) Gas Charging
- f) Carrying out pressure leak testing including vaccumizing the system at a maximum temperature of 130 F to 150 F.
- g) Liquid line strainer and overload protective device
- h) Any other items necessary for efficient running of the air-conditioners and voltage stabilizers.

4. No other charges repeat any other charges: apart from the approve lump sum CAMC rates, will be payable by the MMTC.

5. As mentioned in terms & conditions of the Tender Notice, payment will be made for that number of machines actually repaired/maintained, subject to conditions specified in the Tender Notice.

6. In case at any time during the currency of the contract if the MMTC so desires to discontinue the use of any machine(s) payment in respect of that/those machine(s) will be made for that specific period on pro-rata basis.

7. The period of maintenance contract will be initially valid for a period of one year and shall expire after one year from the date of approval to be indicated in the maintenance contract. However, if MMTC deems it necessary and subject to the satisfactory services of the Contractor during the initial maintenance, contract may be extended for a further period of one year on Annual basis with mutual consent of the MMTC and Contractor.

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