



साहित्य अकादेमी

(राष्ट्रीय साहित्य संस्थान)

रवीन्द्र भवन, 35 फीरोज़शाह मार्ग, नई दिल्ली-110001

दूरभाष : +91-11-23386626-28, फ़ैक्स : +91-11-23382428

ई-मेल : secretary@sahitya-akademi.gov.in

वेबसाइट : http://www.sahitya-akademi.gov.in

Sahitya Akademi

(National Academy of Letters)

Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001

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SA.37/AMCIAC/19979

12th June 2018

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TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF AIR CONDITIONERS WINDOW/SPLIT/DUCTABLE/CASSETTE

Sealed tenders for comprehensive annual maintenance contract of Air Conditioner (Window/Split/Ductable/Cassette) under two bid system are invited on behalf of Secretary, Sahitya Akademi, New Delhi.

1. Period of Contract initially for one year from the date of agreement, extendable further for one year subject to satisfactory service.
2. Time and last date of submission of Bid is 26th June 2018 upto 5 pm.
3. The Bids will be opened on 28th June 2018 at 11.30 am in the III Floor Conference Hall of the Sahitya Akademi.
4. The bidders or their authorised representative may attend the bid opening.
5. The interested Companies/ Firms/ Agencies may submit the tender document complete in all respects along with interest free Earnest Money Deposit (EMD) of Rs.15,000/- and other requisite documents.
6. The tender not accompanied by the requisite **Earnest Money Deposit or incomplete**, shall be summarily rejected.
7. The Secretary, Sahitya Akademi, New Delhi reserves the right to reject any or all tenders without assigning any reasons whatsoever.
8. The sealed tender superscribed TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE OF AIR CONDITIONERS containing the "Technical Bid" and "Financial Bid" should be sent to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001.
9. The tender submitted by tenderer will remain valid for acceptance for a period of 60 (sixty) days from the date of opening of the financial bid.
10. The Sahitya Akademi reserves the right to cancel the agreement executed without any compensation whatsoever to the contractor any time before the award of the work. The action of Sahitya Akademi under this clause shall not construe the breach of contract.
11. The Sahitya Akademi reserves the right to postpone the date of opening of tender or to cancel the tender notice without assigning any reasons thereof. Any request from tenderers to postpone or to change date of opening of the tender due to any reason, whatsoever, will not be considered.
12. These instructions in the Tender shall be deemed to form part of the Contract.
13. If any of the information furnished by the contractor is found to be incorrect, the contract is likely to be terminated.

....Contd.2/-



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14. The manpower deployed by the contractor shall be sole liability of the contractor.

15. The details of the air conditioners in the Sahitya Akademi is as under:

1	Window Air Conditioners	35
2	Split Air Conditioners	08
3	Cassette Air Conditioners	02
4	Ductable Air Conditioners	09

16. The number of air conditioners may increase or decrease during the period of contract.

17. Comprehensive annual maintenance contract of Air Conditioners shall include the following:

i	During the period of contract, the vender should provide four routine services.
ii	The vender will deploy a technician during the normal office working hours or till the concluding of the programmes or as per requirement
iii	The comprehensive AMC shall include replacement of all spare parts/repairs/Compressor/Fan/Motor/Filling of Gas/PCB/Magnetic Switch/Transformer/ Remote control handset/ Relay/ Thermostat
iv	Every time a standby machine/parts will be provided without any delay till the faculty machine is repaired for re-use
v	The vender will replace the parts of the same company as of the original machine.

18. If this Office feels/found that any of the machines under the contract has not been properly maintained / serviced by the company or does not function for reasonable period after repair or if the vender does not attend to the complaint a penalty of Rs.500/- (Rupees Five Hundred Only) will be imposed per day from the initial date of complaint which will be deducted from the AMC bill.

19. The rates quoted should be net inclusive of GST/Taxes.

20. The tenderer must read carefully all the terms, conditions and specifications before filling up the tender schedule and his quotation.

21. Any tenderer participating in this tender should make sure that he is competent to carry out the work in the contract.

....Contd.3/-



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22. The tenderers who are confident of executing the contract in time by employing the required resources, men and materials should only participate in this tender offer.
23. The Contract may be extended on the same terms and conditions or with some addition / deletion /modification further for a period not exceeding one year without any change in the value of AMC.
24. The payment will be made on quarterly. The bill should be attached along with the satisfactory reports/ job cards for the work / complaints attended.
25. The Sahitya Akademi will maintain a complaint register and the service engineer shall sign the same before and after attending the complaints.
26. The tenderer shall certify and sign on each and every page of tender document at the bottom in the tender document in acceptance of each term and conditions of the contract. All signatures in the tender document shall be dated.
27. The Successful bidder would be required to deposit a Performance Security Deposit of Rs. 20,000/- by way of demand draft in f/o Secretary, Sahitya Akademi, New Delhi. The EMD would be adjusted against the PSD.
28. The unsuccessful tenderer will be refunded the EMD/Bid Security without interest within reasonable time after award of the contract.
29. The Air Conditioner Units (Window/Split/Ductable/Casette) may be inspected between 4PM-5PM during the normal working days (except Saturday/Sunday/holidays).

(Renu Mohan Bhan)
Deputy Secretary (Admn.)

Matter for placing on the website of the Sahitya Akademi

(on the company letter head)

ANNEXURE – I

To,
The Secretary,
Sahitya Akademi
New Delhi – 110001

Subject: Technical Bid

Dear Sir,

In response to the Tender notice, I/We submit our Technical Bid for COMPREHENSIVE ANNUAL MAINTENANCE OF AIR CONDITIONERS and enclosed the following documents duly signed and stamped.

1	Tender has been submitted in the prescribed format duly signed/stamped on each page	Attached	Not Attached
2	Certified copy of PAN	Attached	Not Attached
3	Certified copy of GST Registration	Attached	Not Attached
4	Documentary evidence for exemption from deposit of tender cost/ EMD	Attached	Not Attached
6	Earnest Money Deposit by demand draft *	Attached	Not Attached
7	Income Tax Return for the last three financial Years.	Attached	Not Attached
8	List of Engineers and other technically qualified employees in the organization with years of experience.	Attached	Not Attached
9	Self-certificate showing total years of experience in providing Maintenance services for Air Conditioners.	Attached	Not Attached
10	Certificate of firm not blacklisted	Attached	Not Attached
11	Certificate that tendered quantity will be supplied within the time limit	Attached	Not Attached
12	Certificate of authorised dealer/brand	Attached	Not Attached
13	Certificate of rates validity period	Attached	Not Attached
14	Certificate of acceptance of terms & conditions	Attached	Not Attached
15	Certificate with regard to validity of service center by any A.C. manufacturing company, if any.	Attached	Not Attached
16	Name and e-mail /mobile number of the authorised person	Attached	Not Attached

Signature & Seal of the Tenderer

(on the company letter head)

ANNEXURE – II

To,
The Secretary,
Sahitya Akademi
New Delhi – 110001

Subject: Financial Bid

Dear Sir,

In response to the Tender notice, I/We submit our Financial Bid for
COMPREHENSIVE ANNUAL MAINTENANCE OF AIR CONDITIONERS as under:-

S. No.	Particulars	Rates Per Unit (comprehensive AMC)	TOTAL
1.	Window Air-Conditioners (1.0T/1.5T/2T-35 Units)	Rs. _____	
2.	Spilt Air-Conditioners (1.5T/2T-08 Units)	Rs. _____	
3.	Cassette Air-Conditioners (4 Tonnes-2 Units)	Rs. _____	
4.	Ductable Air-Conditioners (42.5 Tonnes-9 Units)	Rs. _____	
Total Comprehensive value of AMC			
5.	Installation/shifting of		
	(a) Window type AC	Rs. _____	
	(b) Split type AC	Rs. _____	

Note:- (1) Rates should be inclusive of Taxes/CGST/SGST.
(2) No deviation/addition/deletion in this format is allowed.

Signature of authorized person

Date:

Full Name:

Place:

Seal:

Signature _____