

National Institute of Public Cooperation and Child Development
5, Siri Institutional Area, Hauz Khas, New Delhi-110 016

Tender notice for service of maintenance of Air Conditions & Water Coolers/Dispenser

Sealed tenders are invited by National Institute of Public Cooperation and Child Development (NIPCCD) to provide Service of service of maintenance of Air Conditions & Water Coolers/Dispenser. The tender form may be obtained on any working day on request on deposit of Rs.200/- in cash with the Cashier of the Institute within 15 days from the Publication of the advertisement. Tender forms and details can also be downloaded from Institute's Website (www.nipccd.nic.in) which, duly filled in, may be submitted along with a demand draft of Rs.200/- towards tender form fee and earnest money deposit of Rs.15,000/- drawn in favour of NIPCCD and payable in New Delhi. Tender shall be accepted by the last date mentioned on the website.

राष्ट्रीय जन सहयोग एवं बाल विकास संस्थान

5 सीरी, इंस्टीटयूशनल एरिया, हौज खास, नई दिल्ली-110016

वातानुकूलित यंत्र, पानी के कूलर एवं वाटर डिस्पेंसर की देखभाल के लिए हेतु निविदा सूचना

राष्ट्रीय जन सहयोग एवं बाल विकास संस्थान (निपसिड) द्वारा मैं वातानुकूलित यंत्र, पानी के कूलर एवं वाटर डिस्पेंसर की वार्षिक सेवाएँ प्रदान करने के लिए मुहरबंद निविदाएं आमन्त्रित की जाती हैं। निविदा प्रपत्र इस विज्ञापन के प्रकाशन के 15 दिनों के अंदर किसी भी कार्य दिवस को 200/- रुपये संस्थान के कैशियर के पास नकद जमा करने से प्राप्त किया जा सकता है। निविदा प्रपत्र एवं विवरण को संस्थान की वेबसाइट (www.nipccd.nic.in) से भी डाउनलोड किया जा सकता है, ऐसे प्रपत्र के साथ टेंडर प्रपत्र के शुल्क के रूप में नई दिल्ली में देय 200/- रुपये का डिमांड ड्राफ्ट और प्रतिभूति राशि बतौर निपसिड, नई दिल्ली के पक्ष में देय 15,000/- रुपये का डिमांड ड्राफ्ट भेजना होगा। निविदाएं वेबसाइट में दर्शाई तिथि तक प्राप्त की जाएंगी।

TENDER FORM
FOR
**Service of Maintenance of Air Conditioners & Water
Coolers/Dispensers etc.**

Issued To:

M/s _____

Asstt.Admn.Officer, General Section

National Institute of Public Cooperation and Child Development

5, Siri Intuitional Area, Hauz Khas, New Delhi-110016

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ANNEXURE-I

INSTRUCTIONS TO BIDDERS

1. Sealed Tenders' are invited by Director, National Institute of Public Cooperation & Child Development hereinafter referred as NIPCCD intends to identify a firm for providing **Service of Maintenance of Air Conditioners & Water Coolers/Dispensers** etc.
2. The bidders must be registered with appropriate authorities to provide above-mentioned services. A copy of valid licence/permission may also be enclosed.
3. Bidders would need to describe their capabilities with their bid which would include a good track record, and demonstrated capability to undertake the above mentioned services.
4. Bidders should attach its last three years' balance sheets duly certified by a Chartered Accountant along with a copy of depositing of Service Tax Registration and copy of **PAN** Card. These are mandatory and in the absence of any of these, the tender shall be rejected on the spot.
5. Tenders should be accompanied by earnest money of Rs.15,000/- in the form of A/c payee bank demand draft in favour of Director, National Institute of Public Cooperation and Child Development and payable at New Delhi failing which tender shall not be considered .
6. The sealed tender duly super-scribed "**Tender for Service of Maintenance of Air Conditioners & Water Coolers/Dispensers etc.**" of the Institute should be dropped in the Tender Box in Room No.107 at first floor of the Institute at 5, Siri Institutional Area, Hauz Khas, New Delhi-110016 not later than _____ on _____ Bids received after the prescribed date and time shall not be considered.
7. The tender will be opened by a committee constituted by the Institute on **the same day at _____ on _____** in the presence of the bidders/ their representatives, if any.
8. The successful bidder will be required to deposit performance security equivalent to his 5% value of contract in the form of a

bank demand draft or Deposit at Call of Nationalized Bank and payable at New Delhi in favour of Director, NIPCCD within 10 days of award of the contract. In case of Deposit – at Call, it should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder.

9. Notwithstanding the above, Director of the Institute shall have right to reject any tender without giving any reasons thereof.

ANNEXURE-II

TERMS AND CONDITION FOR MAINTENANCE AIR CONDITIONERS & WATER COOLERS/DISPENSER ETC.

The institute is an autonomous body functioning under the aegis of Ministry of women & Child Development, Government of India. The Institute has window / Split type air conditioners, water coolers and dispenser of different makes. Rates are invited for annual maintenance of the above items, from reputed firms having experience in this field. The terms and conditions of the contract will be as under:

1. The agency will deposit a security of Rs. 15,000/- with the institute which will not carry any interest. The security amount will be deposited within 15 days' time from date of award of work in the form of FDR in favour of Director NIPCCD.
2. The agency will maintain the air conditioner/water coolers in good condition to provide uninterrupted service.
3. The engineers/ mechanic of the agency will attend the complaint to repair the machine working within two hours of making call by Institute.
4. The agency will provide the replacement/standby Air Conditioners in case the Air Conditioners under AMC is to be taken for repair in the workshop outside NIPCCD. The repairs will be undertaken within 24 hours or depending on defect, maximum 36 hours.
5. The agency during the contract period will supply replace air filter, compressor, electrical accessories, fan motor, gas charging, control knob, cabinet, sheet metal panels, evaporator and condenser coil, front grill, painting, and its accessories and any change in installation free of charges at its own cost of expenses. The parts removed for replacement will be the property of the institute. Thus the rates quoted are inclusive maintenance of air conditioners/ water coolers including, repair/replacement of parts, compressor etc. and will be valid for a period of one year.
6. The rates quoted by agency are including local conveyance or cartage charges or any other charges for repair/maintenance of the air conditioner/ water coolers.
7. The Institute will pay 50% of consideration in advance (as per provision under GFR 2017) after signing of the agreement for AMC. On expiry of six months and receipt of report for satisfactory service provided by the firm is

- given by as authorized officer, the balance 50% advance will be released to the agency.
8. The Institute will be free discontinuing the contract after giving a week s notice in writing.
 9. The agency will attend to maintenance of air conditioners/water coolers during normal working hour, but urgent work will be attended to beyond normal working hours and during holidays with the proper permission of the institute, within the premises of the Institute.
 10. Periodical routine checking and serving of air conditioners/water coolers will be done by the agency every month by the tenth working day each and additionally as and when the complaint is received.
 11. The agreement is not transferable.
 12. The equipment's taken by the agency to their workshop will be entirely at the risk of the agency for loss by theft, fire or any other reason.
 13. The Institute will not be responsible for any injury to the workmen arising out the service/ repairs of the equipment's at the premises of the Institute.
 14. All dispute and differences arising out the contract shall be referred to an arbitrator appointed by the Director of the Institute.
 15. In case of more than 24 hours of downtime of ACs, the agency will provide a replacement so that the work of the Institute does not suffer in the absence of air conditioners/ water coolers.
 16. If the firm fails to carry out repairs within 24 hours, to the satisfaction of the user, a penalty of Rs.500/- (Rupees Five hundred per day) thereof will be charged for delay beyond the one day till such times AC/ Accessory are repaired. The source engineer after successfully attending the call.
 17. Parts replaced by the agency will be genuine and as per specification of the equipment's for ensuing smooth functioning.
 18. The Institute reserves the right to forfeit the security amount of agency in case of violation of any terms and condition of contract.
 19. The AMC is renewable for one year after the expiry of present AMC on the same terms and conditions.

ANNEXURE-III

LIST OF ITEMS FOR AMC FOR MAINTENANCE OF AIR CONDITIONERS & WATER COOLERS/DISPENSER ETC.

S.No.	Items	Qty.	Rate (Rs.)	Amount (Rs.) (Per Air conditioner)
1.	Hitachi 1.5/2.0 Ton Split AC LG/Voltas make 1.5 TR Ton Split AC	86		

	LT 2.0 TR Ton Split AC			
2.	LG/Carrier/Godrej make 1.5 TR Ton Window AC	33		
	Sidwal 150 ltr. Water Coolers	07		
	Hello Water Dispenser	08		
	Sub Total			
	Service Charges			
	GST (%)			
	Total			

Annexure -IVForm of Bid for providing MAINTENANCE OF AIR CONDITIONERS & WATER COOLERS/DISPENSER ETC.

FROM:
(Name of the bidder):

To
Director
National Institute of Public
Cooperation & Child Development
Hauz Khas, New Delhi - 110016

Sub: Bid for providing MAINTENANCE OF AIR CONDITIONERS & WATER COOLERS/DISPENSER ETC.

Sir,

We have carefully read and understood the terms and conditions for MAINTENANCE OF AIR CONDITIONERS & WATERCOOLERS/DISPENSER ETC. Accordingly, we are hereby submitting the tender for the same in the enclosed Annexure (as per schedule of requirement) along with terms and conditions, supporting documents and copies of certificates duly signed and attested by appropriate authority.

A bank draft No..... dated.....for Rs.....drawn on.....in favour of Director, National Institute of Public Cooperation and Child Development, New Delhi towards Earnest Money is enclosed.

Signature of the Tenderer/ his authorized representative
With date, name and address of the Tenderer

Date :
 Place:

Annexure -V

Statement of similar major contracts executed during last 3 years

S. No.	Name of the Organization	Type of work and period for which services provided	Amount (Rs.)
i)			
ii)			
iii)			
iv)			
v)			

Note: Present assignment in hand should be indicated by an asterisk mark.

Signature of the Tenderer.....
 Name of the Tenderer.....
 Seal/Rubber stamp of the Agency.....

Annexure - VI

FORM OF CONTRACT

This CONTRACT (hereinafter called the "Contract") is made the.....day of the month of.....Between, on the one hand National Institute of Public Cooperation and Child Development, 5, Siri Institutional Area, Hauz Khas, New Delhi-110016 (hereinafter called the "Institute") and, on the other hand..... (hereinafter called the "Contractor")

WHEREAS The Institute has requested the Contractor to provide as specified in the Schedule of Requirement attached to this Contract (hereinafter called the "Services"). WHEREAS The Contractor, having represented to the Institute that they have the required professional skills and personnel and have agreed to provide the "Services" on the terms and conditions set forth in this contract.

NOW THEREFORE the parties have hereto hereby agree to as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - a. The terms and Conditions of Contract
 - b. Schedule of Requirement

2. The mutual rights and obligations of the Institute and the contractor shall be as set in the contract, in particular.
 - a. The Contractor shall carry out the Services in accordance with the provisions of the Contract; and
 - b. The Institute shall make the payment to the Contractor in accordance with the provisions of the Contract.

In WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

FOR AND ON BEHALF OF..... (Contractor's Name)