



Ref. No. NSD/ESTATE/2329 / 2013-14

24th March, 2014

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NOTICE FOR INVITING QUOTATION

On behalf of the National School of Drama, the Director (NSD) invites quotation from Delhi based reputed Contractors having experience of work in Govt. Departments for the Comprehensive Maintenance Contract of 96 nos. Air Conditioners (Window & Split type) and 10 nos. Water Coolers installed in its office at Bahawalpur House, Bhagwandas Road, New Delhi for the period w.e.f. 15th April, 2014 to 14th November, 2014.

Details of the Air Conditioners & Water Coolers are given below: -

Sr. no.	Definition of Item	Qty.	Unit	Rate	Amount
1	Air-Conditioners (Window type)	41 nos.	Each		
2	Air-Conditioners (Split type)	55 nos.	Each		
3	Water Coolers	10 nos.	Each		
		Total:-	Rs.		

The quotation should reach to this office on or before **07.04.2014 upto 3.00 p.m.** along with the Earnest Money Deposit of Rs. 20,000/- (Rupees Twenty Thousand only) drawn in favour of The Director, National School of Drama, New Delhi. It should be clearly written on the envelope **“Comprehensive Maintenance Contract for Air-conditioners (WT/Split type) and Water Coolers”**. The quotation may be opened on the same day at 3.30 p.m. by a Committee of NSD in the presence of such tenderers who wish to be present.

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TERMS & CONDITIONS

1. Comprehensive Maintenance and Repairing for A.C.s:-

- A) Servicing, maintenance and repairing of ACs including all parts, components, Gas Charging are also included in the Comprehensive Maintenance Contract.
- B) The rates for the items which are not included in the Comprehensive Maintenance Contract may also be quoted separately by the firm.
- C) Before submitting the rates, the conditions of all the installed ACs may please be seen at the places of their installments. In case, any machine needs special repair/replacement may please be pointed out separately.
- D) After giving the satisfactory report, no major repair/replacement charges would be accepted by the NSD, the service provider has to make it workable at its own cost.

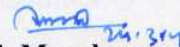
2. Maintenance and Repairing of Water Coolers:-

Servicing, maintenance and repairing of water coolers with repairing/replacement of all the parts, components and gas charging etc. whenever required are inclusive in the Comprehensive Maintenance Contract.

3. The bidder shall ensure that:-

- I. The firm/agency should have provided such services to at least five other government organizations. The agency must provide the satisfaction certificates from the heads of the Department where they are providing such services.
- II. The firm/agency should comply with statutory obligations provided under the Service Tax/VAT, Income Tax and other act applicable.
- III. The firm/agency should have technically qualified manpower to provide necessary service during the period of contract for maintenance of Air-Conditioners/ water coolers so that the faults brought to the notice of agency should be attended to on the next working day from the day such fault is reported by the NSD.
- IV. In case any fault in AC/water cooler needs extensive repair for which the AC is required to be taken to the workshop, a replacement/substitute is to be provided to the next working day from the day such fault is reported by the NSD till the same is re-installed after due repairs.

- V. The services provided by firm/agency shall be to the entire satisfaction of NSD.
- VI. On the conclusion of the Contract, the bidder/firm shall ensure that all the Air-conditioners/water coolers etc. are handed over to the NSD in working condition and duly after serviced, to the entire satisfaction of the NSD.
4. **Rates quoted should be net inclusive of all taxes, as applicable.**
5. For any accident occurred during the working period at NSD, the NSD will not hold any responsibility. Any damage made to the building has to be re-stored in good condition by the Firm without any extra cost.
6. Payment will be made as under : -
a) 50 % after 4 months.
b) 50 % after completion of the Contract in satisfactory manners.
7. The successful bidders will have to submit performance security to ensure due performance of Contract to an amount of Rs. 40,000/- (Rupees Forty Thousand only) in the form of an Account Payee Demand Draft / Fixed Deposit Receipt from a commercial Bank / Bank Guarantee from a commercial bank in the name of The Director, National School of Drama as per the text provided by the NSD, which would be released back only after offering of AMC in the next season.
8. In case, the service is not found satisfactory. The Contract may be terminated without assigning any reason at any stage.
9. National School of Drama does not bind itself to accept the lowest or any other tender and reserves the right to reject any or all the tenders. Tenders in which any of the prescribed conditions are not fulfilled, shall be summarily rejected.
10. The Director, National School of Drama reserves the right to accept or reject any & all tender(s) without assigning any reason(s) thereof. No tenderer shall have any cause of action or claim against the NSD for rejection of his tender.


(Suresh Mansharamani)
Deputy Registrar