



Ref. No. NSD/ESTATE/ 2014-15/2891

11th March, 2015

M/s.

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(Name & full address of the firm)

NOTICE FOR INVITING TENDER

On behalf of the National School of Drama, the Director (NSD) invites tender from Delhi based reputed Contractors having experience of work in Govt. Departments for the Comprehensive Maintenance Contract of 138 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. 01st April to 31st October, 2015.**

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

Sr. no.	Definition of Item	Qty.	Unit	Rate	Amount
1	Air-Conditioners (Window type)	47 nos.	Each		
2	Air-Conditioners (Split type)	91 nos.	Each		
3	Water Coolers	10 nos.	Each		
	Service Tax		Rs.		
		Total:-	Rs.		

The tender should reach to this office on or before **26.03.2015 upto 11.00 A.M.** along with the **Earnest Money Deposit of Rs. 5,000/- (Rupees Five 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 tender may be opened on the same day at 11.30 A.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 & Water Coolers including all parts, including electronic parts, components, Gas Charging complete in all respect in the Comprehensive Maintenance Contract.
- B) Noting extra will be paid except only for shifting/reinstallation charges of A.C., extra copper/drain pipe if any required, at the time of shifting of A.C. will be paid extra for which item rates has to be submitted as per Annexure-I. Rest of the work is included in the comprehensive maintenance contract.
- C) Before submitting the rates, the conditions of all the installed ACs may please be seen at the places of their installments at site and satisfy themselves in all respect that all ACs & Water Coolers are in working satisfactorily as nothing extra will be paid beyond the contract.

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 other government organizations also. The agency must provide the experience certificate of completion of work satisfactorily from the Department where they are providing such services.
- II. The firm/agency should complied with statutory obligations provided under the Service Tax/VAT, Income Tax and other act applicable & should submit documentary proof, balance sheet duly certified by Chartered Accountant showing Turnover, Service Tax, Income Tax for last three financial years.
- III. The agency should submit Service Tax registration certificate without which the tender will be out right rejected.
- IV. The commencement of the work order will be from date of issue. You have to put all the A.C. units & Water Coolers in proper working order/operational immediately after doing the service.
- V. Please note that maintenance contract includes thorough check-up of the Air-Conditioners and keeping them in excellent condition. The repairing of Air-Conditioners will have to be done within 24 hours after lodging of the complaint. It is also informed that in case of non-performance or poor performance, contract awarded you shall be stand terminated.

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- VI. 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 bring to the notice of agency should be attended to on the next working day from the day such fault is reported by the NSD.
- VII. 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.
- VIII. The services provided by firm/agency shall be to the entire satisfaction of NSD.
- IX. 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. **The rates should be inclusive of all taxes except Service Tax which should be quoted extra.**
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 % completion of half period of contract in satisfactory manner.
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. 25,000/- (Rupees Twenty Five 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

National School of Drama
Bahawalpur House, Bhagwandas Road, New Delhi-110001

Annexure-I

Rates for each item (Supply & installation) which are not covered in the
Comprehensive Maintenance Contract

Sr. No.	Items	Unit	Rate
1	Dismantling of Split type A.C.	Each	
2	Re-installation of Split type A.C.	Each	
3	Dismantling of Window type A.C.	Each	
4	Re-installation of Window type A.C.	Each	
5	Copper Pipe with installation	Per meter	
6	Electric Wire three core indoor to outdoor	Per meter	
7	Drain Hose for split A.C.	Per meter	

Note:- The rates should be inclusive of all taxes except Service Tax which should be quoted extra.