

# KAMALA NEHRU COLLEGE

University of Delhi  
August Kranti Marg  
New Delhi-110049

Website: [www.knc.edu.nic.in](http://www.knc.edu.nic.in)

Email: [kamla.nehru\\_du@hotmail.com](mailto:kamla.nehru_du@hotmail.com)

Contact No. 011-26494881, Fax No. 011-26495964

Dated: July 15, 2014

## Quotation inviting notice for Non-Comprehensive Annual Maintenance Contract of Water coolers of the Kamala Nehru College.

Kamala Nehru College, University of Delhi, August Kranti Marg, New Delhi-110049 invites sealed quotations from reputed firms engaged in undertaking the Annual Maintenance Contract of Water coolers. The firms forwarding their quotations must comply with the terms and conditions mentioned at **Annexure 'A'** to this letter. All the Water coolers for which the quotations are invited for Non-Comprehensive AMC for the two years (commencing from the date of the Agreement comes into existence) are installed at our Office at Delhi, mentioned at **Annexure 'B'**. The sealed quotations for non-comprehensive Annual Maintenance Contract for the different types of water coolers are invited in the proforma for filling the rates and other details enclosed with this letter at **Annexure 'C'**. Technical bid for AMC for water coolers are invited in the proforma enclosed with this letter at **Annexure 'D'**.

The quotations complete in all respects in sealed cover superscribed as "**Quotations for Non-Comprehensive AMC of Water coolers**" must be submitted to The Principal, Kamala Nehru College (University of Delhi) August Kranti Marg, New Delhi-110049 on or before **31.07.2014 upto 3.00 pm.**

The Technical Bids will be opened first on **01/08/2014 at 3.30 PM** by a committee, in the presence of representative of firms. The financial bid of only those bidders will be opened whose technical bids would clear the technical evaluation. Financial bid will be opened at the same venue. A list of clients in Government/Public Sectors with contact name and person should also be enclosed with the quotations. The Kamala Nehru College, University of Delhi reserves all rights to accept or reject any or all quotations without assigning any reason.

  
Dr. Minoti Chatterjee  
Principal

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ANNEXURE 'A'

## Terms and Conditions for the Non Comprehensive AMC of Water coolers.

1. AMC will be for a period of TWO YEAR/24 MONTHS commencing from the date of the Agreement comes into force. This can be cancelled unilaterally by the KAMALA NEHRU COLLEGE whenever the service is not found to be satisfactory or up to the mark. The College also reserves the right to shift and reinstall any of the machines to any room/other location and it will continue to be covered under AMC by the AMC provider.
2. The rates accepted will remain firm and fixed during the currency of the contract and KAMALA NEHRU COLLEGE will not entertain any claim for the upward revision/increase of these rates or for payment of any additional charges on any ground whatsoever.
3. The water coolers will be kept in working condition at all times during the currency of the contract and monthly preventive maintenance is also required.
4. In the case of repair/replacement of parts in the water coolers, only genuine spare parts, conforming to the relevant Indian Standards, will be used. In the case of replacement of compressors, the warranty card, indicating Compressor No., make, date of purchase, etc. will be deposited to this office.
5. The firm will keep sufficient stock of essential spare parts at site for replacement of defective/worn out parts expeditiously.
6. The vendor shall submit an affidavit (on Rs.10/- stamp paper & duly notarized) to the effect that the firm has never been blacklisted by any Government organization including Universities, Institutions and Colleges.
7. Any cutting and overwriting in the financial bid will not be accepted
8. Only qualified and experience engineers/technicians/mechanics/ helpers, whose character and antecedents have already been verified, will be deputed to attend the complaint/work. They will visit the Department weekly on working days before 10 AM and record their presence by signing in the register to be kept with SO (Admin).
9. The firm shall be solely responsible for any negligent acts of their personnel and shall indemnify KAMALA NEHRU COLLEGE against any loss or damage to its property or injury to its employees due to such acts.
10. KAMALA NEHRU COLLEGE shall not be a party to any dispute between the firm and the personnel deployed by them.
11. In the case of delay in attending to the complaints, penalty at the following rates will be levied :-
  - (a) Delay of upto 24 hours - Rs.200 per unit/day
  - (b) Delay in excess of 24 hours and Upto 72 hours - Rs.250 per unit/day

(c) Delay in excess of 72 hours

- Rs. 350 per unit/day

The period will be reckoned from the time of lodging the complaint by telephone/fax/letter, etc.

11. The release of payment will be made on half yearly basis (at the beginning of next half year) on the basis of satisfactory performance.

12. The firm will be required to undertake preventive maintenance by checking all the Water coolers at least once every month and confirm that the systems are in the best of the working conditions.

13. This constitutes a non-comprehensive maintenance contract by providing technical services to rectify the faults & keeping all the machines in best working condition which includes all the machines & related accessories including its parts connected to the Water coolers.

14. In the case of replacement of any part or accessory, the part will be provided by the Kamala Nehru College or only the cost of part/accessory will be made additionally by the Kamala Nehru College. For the release of such payment all the concerned document must be submitted by the AMC provider firm i.e. Inspection Report duly signed by the engineer, technical fault should be clearly mentioned due to which part/accessory cannot be repaired, estimate for new part, copy of purchase order issued by Kamala Nehru College, Challan, warranty card indicating serial number of part, make, date of purchase & bill etc. will be deposited to this office.

15. All service request/calls for repair work/ must be attended within 24 hours of the complaint being lodged with the AMC Provider. There should be adequate number of Telephone lines for lodging of service requests. If the AMC Provider firm failed to attend the calls within 48 hours with any positive response, The Kamala Nehru College reserves the right to get the work done by other firms and deduct such expenses from the AMC charges. In the Case of exceptional and repeated delays, poor services, fault, break down, etc, this office reserves the right to deduct such costs as deemed to be necessary by way of damages and may also cancel the AMC unilaterally.

16. Details of Water coolers to be covered under AMC along with the location of installation are given in Annexure "B".

17. Merely submission of Quotation does not entitle the firm to forward its claim for awarding the AMC even if it has quoted the lowest rates. The AMC will be awarded to the eligible firm only after all the formalities as per the terms and conditions are complied with and valid documents are produced to the satisfaction of this office.

18. The firms must have a similar experience of successfully undertaking the AMC of Water coolers in at least 2(two) Government Organization/ Semi- Government Organization/ PSUs. List of such Clients and Quantum of AMC handled must invariably be enclosed with the technical bid.

19. The firms are required to forward the following details with the quotation:

a. Valid Registration Number of the firm.

b. Income Tax Return for the last financial Year.

c. List of Government Organizations to whom maintenance services for water coolers were provided during the last two years with copies of orders.

20. All quotations in the prescribed format should be submitted before the time and date fixed for the receipt of quotations. Quotations received after the stipulated time and date are liable to be rejected.

21. The bidder must ensure that the conditions laid down for submission of offers detailed below are correctly and completely fulfilled. The quotations found to be deficient in any respect shall

be summarily rejected. Similarly, conditional offers with terms and conditions inconsistent with those contained in this document shall be rejected.

22. The first cover shall be super scribed "**Technical Bid**". The second cover shall be super scribed "**Financial Bid**". Both these envelopes, after being sealed properly, shall be put into a another envelope, which should be properly sealed before it is sent/ submitted. The other sealed cover shall also be superscribed "**Quotation for Non-Comprehensive AMC of Water coolers**" and be addressed to the Principal Kamala Nehru College, University of Delhi, August Kranti Marg, New Delhi-110049.


23. Technical bid will be opened on **01.08.2014 at 3.30 pm**, in the presence of representative of firms and financial bid will be opened at the same venue.

24. On the expiry of the contract, the firm will hand over the water coolers in perfect working condition after rectifying the defects etc., if any. In the case of the failure of the firm to comply with this condition, the defects will be got rectified by the Department and the expenses so incurred will be charged to the firm's account.

25. In case any dispute arises out of this contract, the same will be referred to The Principal, Kamala Nehru College, University of Delhi, August Kranti Marg, New Delhi-110049 who will either himself/herself arbitrate in the matter or will appoint an arbitrator. The award so given will be final and binding on both the parties.

26. Earnest Money Deposit (EMD) for Rs. 10,000/- (Ten Thousand Only) is required to be submitted in the form of Demand Draft only in favour of "The Principal, Kamala Nehru College" payable at Delhi along with the quotation and the same will returned to unsuccessful vendor after finalization of the tenders. The EMD of the successful bidder will be refunded after getting the "Performance Security Deposit (i.e. 10% of Purchase Order Value)". The Performance Security Deposit shall be deposited in the form of Demand Draft only in favour of "The Principal, Kamala Nehru College" payable at Delhi and same will be returned after expiry of the contract period. No interest will be paid on EMD in any case.

27. If the services rendered by the firm appear to be poor / unsatisfactory at any time and also if any of the aforesaid conditions are violated, the AMC will be terminated immediately and the EMD will be forfeited

  
Dr. Minoti Chatterjee  
Principal

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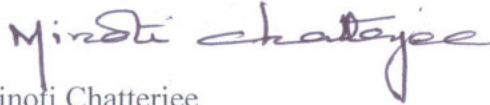
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ANNEXURE 'B'

**Details of Water Coolers and to be placed under Non Comprehensive AMC(for two years)  
in the KAMALA NEHRU COLLEGE**

S.No.	Types of Water Coolers	Quantity
01.	Water Cooler Capacity of 150 Ltrs	06



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ANNEXURE 'C'

## Financial Bid

Financial bid for non-comprehensive AMC for WATER COOLERS installed in the KAMALA NEHRU COLLEGE, UNIVERSITY OF DELHI, AUGUST KRANTI MARG, NEW DELHI-110049:

S.No.	Types of Water cooler	Quantity	Per Unit rates (Annual Charges) quoted	Total cost (Rs.)
01.				
	Total			

I/We accept the above terms and conditions and shall comply with them strictly.  
The information given in the financial bid by the undersigned is correct.

Signature.....

Name of Firm .....

Address in Full .....

Tel. No..... (O) Mob No. ....

PAN No.....

TAN No. .... /Service Tax No. ....

### Please note :

- (1) Quotations must be made in the letter head of the firm with complete address, Tele No., Mob No., PAN No., TAN. No., Service Tax No. etc.
- (2) The quantity may increase or decrease.
- (3) The firm can visit the site before quoting the rates for any type of clarification, actual position of machine & others on all working day between 2.00 pm to 4.00 pm.

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ANNEXURE 'D'

## Technical Bid

- 1) Tenderer Name.....
- 2) Tenderer Address with Telephone, Fax and E-mail.....
- 3) PAN of the tenderer (Attach copy).....
- 4) Registration NO. of the tenderer (Attach copy).....
- 5) Income Tax Return (Last Financial Year) (Attach copy).....
- 6) Service Tax Registration of the tenderer (Attach copy).....
- 7) Details of Government/Public sector client(s):-

SN	Name & Address of Govt. Org.	Name & Designation of Nodal Officer	Tele No. & Fax No.	Quantum of AMC

I/We accept the above terms and conditions and shall comply with them strictly.  
The information given in the financial bid by the undersigned is correct

Signature .....

Name of the Authorized Signatory.....

Dated.....

Seal.....