

UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI-110 002

NOTICE INVITING TENDER

TERMS AND CONDITIONS FOR Quotations for repairing, hiring and filling water in Deser Coolers during the summer Season of the year 2008 w.e.f. Ist April, 2008 to 30th September, 2008 in the UGC Office.

1. The office is located in three different places as per addresses indicated here under:-
 - i) UGC Main Office at Bahadur Shah Zafar Marg, New Delhi – 110 002.
 - ii) UGC Branch Office at 35- Feroze Shah Road, New Delhi – 110001.
 - iii) UGC Branch Office at South Campus of Delhi University, Benito Juarez Marg, Near Dhaula kuan, New Delhi-110 021.

2. The interested firms may quote their rates as under:

S.No.	Particulars	Quantity	Rates Quoted
1.	Repair-cum-Service Contract of Desert Coolers (All inclusive with spare parts)	100 (Approx.)	Rs.-----each for entire season. (including filling of water in Desert Coolers)
2.	Hiring of Desert Coolers	The number of Desert Coolers required is tentatively 80 which may increase or decrease depending upon the requirement.	Rs.----- each for entire season. (including filling of water in Desert Coolers).

3. The Repair-Cum-Service contract stands for all in service for all in service contract on 'as is where is' basis which included replacement of defective parts like knobs, polythene pipe, distribution of water box, capacitors, bush, ball bearing, pump rods etc., oiling greasing, washing, fixing of pads, providing of wool pad 1-1/2 thick, painting of water tank, full painting (inside & outside of body), rewinding of water pump, rewinding of motor, replacement of front grill, replacement of water tank, replacement of back and side cover (steel), are installation after remolding the existing window, closing the window with plywood, fixing of window steel stand 26"x26" mm., wire-3 core of Plaze/sethia (all ISI mark), Plug (a) 5 Amp., (b) 15 Amp. Of Leader/Anchor/Cona (all ISI mark) etc.
4. Over writing must be avoided, otherwise quotation is liable to be rejected.
5. Sealed quotations properly superscribed as "Quotation for Repair-cum-Service, Hiring and Filling of Water in Desert Coolers" addressed to Mrs. Shakuntala Kashyap, Deputy Secretary, (Admn.II), Room No. 206, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi- 110 002.
6. A Demand Draft of Rs. 10,000/- (Rupees ten thousand only) in favour of the Secretary, UGC, New Delhi may be enclosed as Earnest Money. The quotation received without Earnest Money will not be considered.
7. The Earnest Money will be refunded to the unsuccessful tenderers without any interest. However, the Earnest Money deposited by the successful tenderer will be kept as Security Deposit. The same will be refunded without any interest after the successful completion of the contract.
8. Contractor will also be required to maintain the coolers clean and ensure that water of the coolers is changed every week so that there is no mosquito breeding inside the coolers. The contractor shall also be responsible for adding anti mosquito breeding chemical in the coolers periodically as per the specifications of the Municipal Corporation of Delhi. The UGC will not be responsible in any way for the penal action by the Municipal Authorities, if any larva or mosquito is found in the water of the coolers by them.

9. The contractor will be required to provide necessary pipes and other equipments for filling water in the coolers.
10. If any accident occurs with any worker of the contractor while installing the coolers or filling water in the coolers, the UGC will not be liable in any way and the sole responsibility will be of the contractor.
11. The contractor will abide by the terms & conditions of the tender strictly.
12. The Secretary, University Grants Commission reserves the right to accept or reject any of the tenders without assigning any reason thereof.
13. The PAN number of the firm may be indicated. The Quotations of the firms who do not have PAN number will not be considered.

In order to give wide, publicity for inviting sealed quotations for repairing, hiring and filling water in desert coolers during the summer season for the year 2007 i.e. w.e.f. 01.04.2008 to 30.09.2008 the matter is being placed on the UGC website also.

Yours faithfully,

(Mrs. Shakuntala Kashyap)
Deputy Secretary