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विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

No.F.5-9/2005(Admn.II)

Date:

28th February, 2005

To,

M/s. _____

Sub: Quotation for repairing, hiring and filling water in Desert Coolers during the summer Season of the year 2005 w.e.f. Ist April 2005 to 30th September 2005 in the UGC Office.

Sir,

I am directed to invite sealed quotations for repairing, hiring and filling water in approximately 150 Desert Coolers during the summer season of the year 2005 w.e.f. Ist April, 2005 to 30th September, 2005 in the UGC office as per terms and conditions given below:-

1. Our offices are located in three different places as per address indicated here under:-
 - i) UGC Main Office at Bahadur Shah Zafar Marg, New Delhi-110002..
 - ii) UGC Branch Office at 35, Feroze Shah Road, New Delhi-110001.
 - iii) UGC Branch Office at South Campus of Delhi University, Benito Jauraz Marg, Near Dhaula Kuan, New Delhi.
2. The interested forms 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 50 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 contract on 'as is where is' basis which includes replacement of defective parts like knobs, polythene pipe, distribution of water box, capacitors, bush, ball bearings, 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), new installation after remoulding the existing window, closing the window with plywood, fixing of window steel stand 26"x26" mm., wire-3 core of Plaza/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 Sh.R.C. Kandra, Under Secretary,(Admn.II), University Grants Commission, Room No. 205, Bahadur Shah Zafar Marg, New Delhi-110002, should reach latest by ~~20th Feb. 2005~~ *27th March, 2005*.
6. A Demand Draft of Rs.10,000/- (Rs.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. Non-compliance of terms and conditions will result in forfeiture of Security Deposit. Similarly, non-acceptance of contract by the successful tenderer will also result in forfeiture of Earnest Money.
9. The firm shall submit the list of mechanics and workers to the Administrative Incharge of respective offices.
10. Repair work, if necessary, during the contract will have to be carried out in the premises of the UGC offices only. All the defective parts to be replaced will be the property of the UGC office. All new accessories required for replacement should be a product of the reputed firms with ISI mark.
11. Successful tenderer will be required to undertake the work of repairs if any, replacement of fresh wood/wool pads at short notice with a view to provide a perfect continuous servicing of these coolers during the currency of the contract from 01.04.2005 to 30.09.2005 failing which the Commission reserves the right to get the defective or incomplete/unattended work done from other agencies at the risk and cost of the successful tenderer and any loss thus incurred, will be made good from the repairs bills of the tenderer pending for payment at that time. All coolers undertaken for contract should make satisfactory in functional condition latest by 25th March 2005 as such the work for their maintenance/Repair etc. must be started immediately after accepting the contract.
12. After putting the coolers in perfect running conditions, the firm or its representative should obtain a certificate of satisfactory performance for each cooler from the user/officer section concerned on every week. In absence of the certificate, the payment will not be released.
13. 50% of the amount due shall be paid after installation of all the coolers to the entire satisfaction of the Users/Section Officers and the balance 50% after completion of the contract.
14. The successful tenderer will depute at least two mechanics daily on all working days to be present in our office premises during normal working hours for attending the normal complaints, otherwise a proportionate amount for the days of absence will be deducted from the bills for service charges.
15. The intending tenderers are requested in their own interests to visit this office on any working days for survey and preparation of initial estimates of pair.
16. The defective parts shall be required to be changed at the initial stage.

17. The contractor who is capable of maintenance shall also submit proofs in respect of past successful performance and income tax/sales tax assessment.
18. After the contract is over, the contractor shall also remove the coolers and place them at a place to be specified by the Administrative Incharge within 15 days of the termination of the contract.
19. In the case where windows and other installation are disturbed for installation of Desert Coolers, these shall also have to be reaffixed/closed after the period of contract.
20. The contractor will be required to maintain a register detailing complaints about the Desert Coolers wherein each complaint received and action taken thereon along with timings, will be recorded by his mechanic. The complaint register will be produced on first of each month to the Section Officer (Admn.II) for inspection/further directions as the case may be.
21. While handing over the Desert Coolers at the end of the contract, these should be in perfect working condition. Any defect should be rectified by your engineer or else the cost of such repairs will be charged from your due payments.
22. Every cooler should clearly bear the sticker of the company indicating the telephone no., mobile no. and name of the contact person. It may be noted that these nos should be in operation and complaint be attended on these telephone nos. during office hours.
Non-compliance of this clause can attract penalty which will be sole discretion of the UGC, New Delhi.
23. After the contract is awarded, this office will not be responsible for any loss/breakage of any part and if during the period of installation of coolers, any damage is done to Govt. property, it will be the responsibility of the contractor who will have to pay the compensation for the damage done.
24. It may please be noted that in case a cooler goes out of order due to minor or major defects and the same is not repaired within 12 hours then the appropriate penalty for non-functioning of coolers will be deducted from bill of the contractor.
25. Watch & ward will be responsibility of the contractor. The work must be completed by 1st April,2005 positively and functioning of coolers must start by 25th March,2005 positively. Failure to install coolers in all the buildings of the UGC and to put into operation by due date would attract penalty and penal charges will be deducted from the bill of the contractor. His request to work on holidays is acceptable but on every weekend or occasion he will have to obtain written permission for the same from the undersigned.

26. It should be further noted that in case the contractor is failed to provide the coolers or the necessary services by due date and time mentioned in the contract, then the UGC will be at the discretion to purchase such services from the market and bill for the same shall be recovered from the contractor.
27. The contractor should survey the electrical points in the rooms where the coolers are to be installed well in advance and in case there is any defect, the same should be removed and reported to the concerned officer. Every cooler's connection to the electric point will be made through three pin plugs. In case of default, this shall be treated as major defect and appropriate penalty will be imposed.
28. The contractor will keep 10% of pumps and motors in reserve with the Section Officer (Admn.II) for immediate replacement and ensure that all the defects are removed at the spot immediately.
29. No part or instrument from the individual coolers will be taken out without the knowledge of the room occupants incharge and without proper gate-pass from the concerned Officer of the building.
30. In case of unsatisfactory services rendered by the contractor, the Secretary, UGC, New Delhi reserves the right to terminate the contract even during the season and no payment will be made after that. Of course, an opportunity will be provided to him to clarify the position.
31. Payment will be made on the basis of actual number of Room/Desert Coolers installed and used.
32. To perform the work of filling of water properly the contractor will be required to submit the list of names of workers to be deployed by him in each building of the UGC, New Delhi before the commencement of the work.
33. It may please be noted that in case water is not filled in a cooler on a particular day, appropriate payment for non-performance will be deducted from his bills as the case may be. The contractor will have to adjust the timing for filling water in the coolers as per the availability of water in the building. Non-availability of water will be no excuse.
34. The contractor will be solely responsible for the conduct/behaviour of the labour employed by him in various buildings of the UGC. The contractor will also ensure that the cleanliness of the building is maintained while filling water in coolers.

35. 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.
36. The contractor will be required to provide necessary pipes and other equipments for filling water in the coolers.
37. 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.
38. The contractor will abide by the terms & conditions of the tender strictly.
39. The Secretary, University Grants Commission reserves the right to accept or reject any of the tenders without assigning any reason thereof.
40. The PAN number of the firm may be indicated. The Quotations of the firms who do not have PAN number will not be considered.

Yours faithfully,

(R.C. Kandra)
Under Secretary