

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

TERMS AND CONDITIONS FOR THE AWARD OF ANNUAL MAINTENANCE CONTRACT OF WATER COOLER (WITH STABLIZERS) IN THE UGC OFFICE AND ITS BRANCH OFFICES ALONGWITH THE RATES OF THE PARTS.

1. The offices of University Grants Commission are located in three different places as per addresses indicated below:
 - i) UGC Main Office at Bahadur Shah Zafar Marg, New Delhi-110 002
 - ii) UGC Branch Office at 35, Feroze Shah Road, New Delhi – 110 001
 - iii) UGC Branch Office at South Campus of Delhi University, Benito Juarez Marg, Near Dhaula Kuan, New Delhi – 110 021
2. The rates should be quoted as per details given in **Annexure-I**
3. Over-writing must be avoided, otherwise quotation is liable to be rejected.
4. The Annual Maintenance Contract (comprehensive) stands for all in service contract on 'as is where is basis which includes replacement of all defective spare parts wherever necessary for smooth functioning of Water Coolers.
5. Sealed quotations (Technical bids and price bids separately) properly superscribed as "Quotation for maintenance of Water Coolers" addressed to Sh. Satish Ahuja, Under Secretary (Genl.Admn.), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110 002, should reach latest by 9th March, 2009.
6. The quotations will be opened by a Committee in the UGC office.
7. A Demand Draft of Rs. 10,000/- (Rupees ten thousand only) in favour of the Secretary, University Grants Commission, New Delhi may be enclosed as Earnest Money. The quotation received without Earnest Money will not be considered.
8. 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.

9. 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.
10. The successful tenderer will be required to undertake the work of repairs, if any, replacement of parts etc. at short notice with a view to provide a perfect continuous servicing of Water Coolers and Voltage Stabilizers during the currency of the contract failing which the Commission reserves the right to get the defective or in complete/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 bill of the contractor pending for payment at that time. All units Water Coolers and Voltage Stabilizers undertaken for contract should be made functional within the shortest possible time.
11. Repairing work, if necessary, during the contract will have to be carried out in the premises of UGC Offices and only in exceptional circumstances, the units will be allowed to be taken outside the Office for repairs with the written permission of the Under Secretary (Genl.Admn.) under proper receipt in writing. All new accessories/spare parts required for replacement should be a product of reputed firms with ISI mark.
12. The successful tenderer will depute two of their 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 bill of the contractor pending for payment at that time.
13. After putting all the units in perfect running condition, the firm or its representative should obtain a certificate of satisfactory performance for each unit from the user/section concerned on every alternate day. In the absence of the certificate, the payment will not be released.
14. 50% of the total amount due shall be paid after installation of all the units to the entire satisfaction of the Users/Section Officers and the balance 50% after successful completion of the contract.
15. The defective parts shall be required to be replaced at the initial stage.
16. No part or instrument from the individual unit will be taken out without the knowledge of the room occupants/incharge and without proper gate-pass from the concerned officer of the building.

17. In case of unsatisfactory services rendered by the contractor, the Secretary, University Grants Commission, 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.
18. Payment will be made on the basis of actual number of Water Cooler in use.
19. The contractor will be solely responsible for the conduct/behavior of the mechanics employed by him in various buildings of the UGC.
20. If any accident occurs with any worker of the contractor while doing his job, the UGC will not be liable in any way and the sole responsibility will be of the contractor.
21. The contractor will abide by the terms & conditions of the tender strictly.
22. The tenderer should also submit proofs in respect of his past successful performance in the field of maintenance of Water Coolers.
23. This contract shall be valid for one year which may be extended for another year depending upon the performance of the firm.
24. The tenderer should attach a copy of the Work Contract Registration Certificate required under the provisions of the Delhi Sales Tax on Work Contract Act, 1999.
25. The tenderer should also attach a copy of Service Tax Registration Certificate.
26. The Permanent Account Number of the firm may be indicated. The Quotations of the firms who do not have Permanent Account Number will not be considered.
27. The Secretary, University Grants Commission reserves the right to accept or reject any of the tenders without assigning any reason thereof.

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DETAILS OF ITEMS AGAINST WHICH THE RATES ARE TO BE QUOTED BY
THE TENDERERS FOR THE AWARD OF ANNUAL MAINTENANCE
CONTRACT FOR WATER COOLERS WITH VOLTAGE STABILIZERS IN THE
UGC OFFICE AND BRANCH OFFICES.

<u>S.No.</u>	<u>Particulars</u>	<u>Rates quoted</u>
1.	Water Coolers 40/80 capacity	Rs. _____ each unit per annum
2.	Water Cooler 60/120 capacity	Rs. _____ each unit per annum
3.	Water Cooler 150/150 capacity	Rs. _____ each unit per annum
4.	Installation Charges:	Rs. _____ each unit
5.	Rates of repair and new items as under:-	

<u>S.No.</u>	<u>Description of Items</u>	<u>Rate of each item (Rs.)</u>
1.	Repairing of Compressor 0.5 ton	
2.	Replacement of Compressor 0.75 ton	
3.	Replacement of Compressor 1 ton	
4.	Replacement of Running Capacitor	
5.	Replacement of Starting Capacitor	
6.	Stabilizer Repairing Minor Fault	
7.	Stabilizer Repairing Complete	
8.	Water Cooler Fan Motor Repairing	
9.	Out Door Body Repairing	
10.	Replacement of relay	
11.	Replacement of thermostat	
12.	Replacement of selector switch	
13.	Replacement of cooling coil	
14.	Replacement of condenser	