

**NATIONAL POWER TRAINING INSTITUTE ,**  
**Badarpur, New Delhi-110044**  
T el. no.26940722/26952083

**TENDER NOTICE FOR COMPREHENSIVE AMC OF SPLIT AIR CONDITIONERS FOR  
FINANCIAL YEAR FROM APRIL 2015 TO MARCH 2016**

**NATIONAL POWER TRIANING INSTITUTE , Badarpur, New Delhi** invites sealed quotations from reputed firms engaged in undertaking the Comprehensive Annual Maintenance Contract (AMC) of Split Air Conditioners. The firms forwarding their quotations must comply with the Scope, terms and conditions mentioned at **“Annexure-I”**. All the 21 Air Conditioners for which the quotations are invited for comprehensive AMC are installed at National Power Training Institute. The sealed quotations for Comprehensive Annual Maintenance Contract for the Split type ACs are invited in the proforma for filling the rates and other details enclosed at **“Annexure-C”**. The quotations complete in all respects in sealed cover super scribed as **“Quotations for Comprehensive AMC of Split Air Conditioners”** must be submitted at National Power Training Institute on or before 08.05.2015 up to 1.00 PM. The bid has to be accompanied by an EMD (Refundable) of Rs. 5,000/- (Rs. Five Thousand) only in the form of Demand Draft in favour of **NATIONAL POWER TRIANING INSTITUTE , New Delhi**.

**The Technical Bids** will be opened first **on 8.5.2015 at 2.00 PM** in the ‘Syndicate Room’ at NPTI and **Financial bids** will be opened on **8.5.2015 at 3:00 PM** at the same venue. Representatives of firms may present at the time of opening of bids, if willing. A list of clients in Government/Public Sectors with contact name and person should also be enclosed with the quotations. This office reserves all rights to accept or reject any or all quotations without assigning any reason. Conditional Quotations will not be accepted. Details can be accessed on website [www.npti.in](http://www.npti.in)

Dated .....

**HEAD OF OFFICE**  
**N.P.T.I.(N.R.)**

**NATIONAL POWER TRAINING INSTITUTE  
Badarpur, New Delhi-110044**

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**SCOPE, TERMS AND CONDITIONS FOR THE COMPREHENSIVE ANNUAL MAINTENANCE  
CONTRACT OF SPLIT AIR CONDITIONERS FOR FINANCIAL YEAR FROM APRIL 2015 TO  
MARCH 2016**

1. Comprehensive AMC will be for a period of financial year from April 2015 to March,2016 This can be cancelled unilaterally by this office whenever the service is not found to be satisfactory or up to the mark.
2. Scope of Comprehensive Annual Maintenance Contract services shall include providing routine maintenance services, pertaining to complaints as and when they occur in Split Air conditioners and annual maintenance services. Comprehensive AMC services shall include providing all man power, labour, tools and replacement of all defective spare parts including consumables. The rates quoted for the AMC services shall also include all taxes and duties as applicable and cost of transportation of freight, insurances etc.
3. The total amount of Comprehensive AMC does not exceed the lowest rates accepted by this office as per the quotations. The AMC charges are payable in four quarterly instalments and nothing over and above this amount is payable.
4. The release of payment will be made by this office on the quarterly basis (at the end of each quarter) on the production of 'Satisfactory Service Report' from all the locations covered under the AMC.
5. Even if no call is made by any of our offices/locations covered under AMC, the firm is required to undertake preventive maintenance by checking all the Air Conditioners once in every two months from the period April to September and once in every quarter from October to March and confirm that the systems are in the best of working conditions.
6. This constitutes a comprehensive maintenance contract and includes all parts of the Air Conditioners including compressor, gas, mechanical parts, Electronic parts brazing works etc.
7. Units taken out of the office premises for service at the workshop shall be returned at the earliest and in any case, within three days time failing which NPTI shall be free to impose a penalty @Rs.200/- per day per unit.  
In special case if more time would be required to hold the unit at the workshop , permission shall be obtained in writing from NPTI Authorities , failing which Rs.300/- per unit shall be charged after permissible period of three days time.
8. All service request/calls for repair work must be attended within 24 hours of the complaint being lodged with the AMC Provider. If the AMC Provider firm failed to attend the call within 24 hours, this office 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.

9. At the end of period / termination of Comprehensive AMC , the contractor shall demonstrate satisfactory testing and operation of all the air conditioners .

10. Details of Air Conditioners to be covered under AMC are given in **“Annexure -B”**.

11. 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.

12. The firms must have a similar experience of successfully undertaking the AMC of Air Conditioners in a Government Organization/ Semi- Government Organization/ PSUs. List of such Clients and Quantum of AMC handled must invariably be enclosed with the technical bid along with 13(e) and 13(f) below.

13. Firms are required to forward the following details with the quotation:

- a.) Valid registration Number of the firm for the VAT / Service Tax purpose.
- b.) Income Tax Return for the last financial Year.
- d.) Total years of experience in providing Maintenance services for Air Conditioners.
- e.) Form 16 A (copies) issued by the Government Organizations deducting TDS on AMC services provided by the firm.
- f.) List of Government Organizations which renewed the AMC with the firm, with copies of orders.
- g.) Signed copy of tender document along with scope, terms & conditions.

14. 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.

15. 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 and offers with terms and conditions inconsistent with those contained in this document shall be rejected.

16. The bid shall be submitted as per procedure mentioned below: -

a. **Part I: - Technical Bid** may be furnished as per **Annexure-A**, which will consist of the company/ establishment's profile indicating the capability, self attested documentary proof of experience, and other documents/ statutory requirement certificates as mentioned in eligibility conditions, bid document, bid security etc. This first cover shall be super scribed **“Technical Bid”**.

**b. Part II: - Financial Bid** – may be furnished as per **Annexure-C** which will contain the price of the tender items including all Taxes. This second cover shall be super scribed **“Financial Bid”**.

Both these envelopes, after being sealed properly, shall be put into a third envelope, which should be properly sealed before it is sent/ submitted. The third sealed cover (super scribed as **“Quotations for Comprehensive AMC of Split Air Conditioners”**) shall be addressed to the **Head of the Office , National Power Training Institute , Badarpur, New Delhi-110044**

**17.** Technical bid will be opened on 8.5.2015 at 2.00 PM in the ‘Syndicate Room’ in the presence of representative of firms and Financial bid will be opened on 8.5.2015 at 3:00 PM at the **same venue**.

**18.** A Security deposit / Bank Guarantee of Rs.10000/- (Rupees Ten Thousand only) will have to be deposited by the Contractor to whom the AMC is awarded before commencement of the contract. This Security deposit / Bank Guarantee (Rs.10000/ only) will be refunded on the successful completion of the Annual Maintenance Contract. The Security Deposit will be forfeited if any of the condition of the contract is contravened besides any other action that may be taken against the contactor.

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HEAD OF OFFICE  
N.P.T.I.(N.R.)

**Annexure 'B**

**DETAILS OF HITACHI MAKE SPLIT AIR CONDITIONERS (INSTALLED AT DIFFERENT LOCATIONS IN NPTI ) TO BE PLACED UNDER COMPREHENSIVE AMC FOR FINANCIAL YEAR FROM APRIL 2015 TO MARCH 2016**

Sl.No.	Particulars	Quantity
1.	Split Air Conditioners 1.5 ton capacity	05 numbers
2.	Split Air Conditioners 2.0 ton capacity	16 numbers

HEAD OF THE OFFICE  
NPTI (NR)

'ANNEXURE - C'

Reference: NPTI/NR/ADM/AMC/2015

Dated:-.....

**PRICE BID**

**QUOTATION FOR COMPREHENSIVE AMC FOR SPLIT AIR-CONDITIONERS INSTALLED AT DIFFERENT LOCATIONS IN NATIONAL POWER TRAINING INSTITUTE , BADARPUR, NEW DELHI-110044**

PARTICULARS	TOTAL COST QUOTED IN RUPEES (IN FIGURES AND IN WORDS)
Yearly Comprehensive Servicing / Maintenance / Repair of twenty one Air Conditioners (Details of Air Conditioners as per Annexure-B)	

Signature.....  
Name of Firm .....  
Address in full  
.....  
Tele.No.....  
Mobile No. ....  
e-mail address: .....  
PAN No.....  
TAN No...../  
Service Tax No. ....