

**No. D-13012/1/2015-Admn.  
Government of India  
Ministry of Law & Justice  
Legislative Department  
Official Languages Wing**

**Room No. 730, 'A' Wing,  
Shastri Bhawan, New Delhi  
Dated 6<sup>th</sup> February 2015**

To

M/s \_\_\_\_\_

\_\_\_\_\_

Subject: - Awarding of annual maintenance contract of airconditioners, water dispensers & voltage stabilizers in the official Languages Wing during the period for the year 2015-16.

Sir,

I am directed to state that this office has following airconditioners, water dispensers & voltage stabilizers etc., which are required to be maintained in serviceable condition during the year 2015-16. This office propose to award comprehensive annual maintenance contract for the under mentioned airconditioners, water dispensers & voltages stabilizers. The details of airconditiners, water dispensers & voltage stabilizers are as under: -

<b><u>S.No.</u></b>	<b><u>Name of item</u></b>	<b><u>Qty.</u></b>
1.	Window Aircondtioners	23 Nos.
2.	Split airconditiners	7 Nos.
3.	Water dispensers	12 Nos.
4.	Voltage Stabilizers	15 Nos.

In order to awarding contract, it has been decided to invite quotations from various firms. If your firm is interested to undertake the job in accordance with the terms and conditions, you are requested to send the quotation of your firm for comprehensive or otherwise maintenance of the airconditioners, water dispensers & voltage stabilizers categorically stating that which parts of the machine do not cover the comprehensive maintenance contract. The rates may be furnished in prescribed performa given in Annexure-I, which is attached with this letter.

The sealed quotation should be sent in the sealed cover to the undersigned latest by 23.02.2015.

**Yours faithfully,**

**( S.K. Chitkara )  
Deputy Secretary to the Govt. of India  
Phone No. 23388007**

### **Terms and Conditioners**

The maintenance work will be entrusted after completion of the following terms and conditions: -

1. The period of contract will be for one year from March 2015. However this office shall have the right to terminate the contract any time without assigning any reason therefore.
2. You will be required to furnish 'Security Deposit' of Rs. 10,000/- (Rupees ten thousand only). The Security deposit will be refunded on expiry of the service contract. The Security Deposit will be forfeited wholly or partly if the work is not found to the satisfactory of this office.
3. The repair work, if any, shall have to be carried out in the office premises of this Ministry itself. However only such work, which can not be done in the office premises, will be allowed to be done outside with the written permission of the Section Officer (Admn.), Official Languages Wing and no extra payment would be made on account of cartages etc.
4. During the contract, the firm will attend to any breakdown call during the normal working hours very promptly and depute an expert mechanic to visit the premises once a month for preventive maintenance. The firm has to depute one expert mechanic every day in during peak summer.
5. The payment on account of service and maintenance of airconditioners/water coolers will be released in the following installments: -

First installment of 50% after completion of 6 months and the rest amount after completion of the contract.

6. It should be ensured that all the airconditioners and water coolers are in the working condition at the time of expiry of the contract.

**Annexure –I**

<b>S. No.</b>	<b>Item</b>	<b>Rate(s) per unit/</b>
1.	Comprehensive annual maintenance charges for Window Airconditioner 1.5 Ton	
2.	Comprehensive annual maintenance charges for Split Airconditioner 1.5 ton	
3.	Shifting/installation of Window Airconditioner	
4.	Shifting/installation of split airconditioner	
5.	Insulating charges of pipes	
6.	Providing & fitting of channels to cover pipes	
7.	Filling of gas in split AC	
8.	Filling of gas in window AC	
9.	Change of grill of Split AC	
10.	Change of grill of window AC	
11.	Provide & fitting of water pipe	
12.	Provide & fitting of copper pipe	
13.	P/F of New compressor window AC	
14.	P/F of New compressor of Split AC	
15.	Replacement of complete New kits with Motor, Grill, Chassis & Copper Coil etc. excluding compressor	
16.	Comprehensive annual maintenance charges for Voltage Stabilizer	
17.	Comprehensive annual maintenance charges for Water Dispenser without Refrigerator	
18.	Comprehensive annual maintenance charges for Water Dispenser with Refrigerator	

