

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: CARETAKING BRANCH  
ROOM NO. 254-256, OLD SECTT., DELHI-110054.

No. F.1 (67)/CTB/2013-14/ 1569  
To,

Dated: 9-5-13

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1. ✓ A copy of limited tender was also sent to Programmer, Education Department for web based publicity on department website.
2. Notice Board of the Department.

**Sub: - Sealed quotations are invited from the reputed Firms to offer rates for repair/replacement of parts of the approximate no. 65 AC's into two bid system (i) Technical Bid & (ii) Financial Bid.**

- Opening of Technical Bid 24.05.2013 at 3 P.M.
- Date of opening of Financial bid will be decided later on.

Information required is to be submitted as per the terms and conditions and to be submitted in the Performa available in the Annexure I & II.

❖ **List of documents to be submitted along with Technical Bid.**

1. Self attested Certificates of Experience, for the repair/replacement of parts of Split AC's/Window AC's.
2. Copy of Bank Draft/FDR/Bankers cheque/Bank Guarantee towards EMD of Rs.3000/-
3. Registration certificate under following should be submitted:-
  - a. Delhi Value Added Tax Department/Tin No. duly self attested.
  - b. Firm/bidder to produce the latest filed DVAT return.
  - c. Service Tax Registration Certificate (self attested).
  - d. PAN card copy (self attested).
4. Affidavit regarding work not to be executed through another agency etc.
5. Any other Document as specified in tender.
6. List of their owners/partners etc. along with their contact numbers and an Affidavit executed on stamp paper duly notarized to the effect that the firm is neither blacklisted by any Govt. Department nor any criminal case is registered/ pending against the firm.
7. Experience & Past performance on similar contracts for last 01 or more years in Govt. Departments/PSU (copy of supply orders and performance certificate must be attached)

Or

Self attested certificate.

8. A copy of the terms and conditions duly signed by the tenderer in token of having understood and agreed to the same should be attached along with the Technical Bid.
9. Certificate regarding validity of rates for one year.

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**Terms and Conditions must be followed while submitting the bid which are as follows:-**

- ❖ Sealed quotation is invited for award the contract for Service/repair of Split AC's & Window AC's. The tender should be duly signed by Prop/Partner/Director of the firm with rubber stamp and will be addressed to **Assistant Director (CTB), O/o Directorate of Education, Old Sectt. Delhi-110054**. The time for submission of complete quotation including Technical and Financial Bid is by 13.00 PM on 24.5.2013 in separate sealed covers duly superscripted. The Technical Bid will be opened at 03.00 PM on 24.05.2013 in Room no. 13, in the office of Chairman, Purchase Committee, Directorate of Education, GNCT of Delhi, Old Sectt. Delhi-110054.
- 1. That successful bidder shall Service/repair Split AC's & Window AC's with trained service person in the premises of **Directorate of Education, HQ, Old Sectt. Delhi-110054, Patrachar Vidhyalaya & Lucknow Road office**. The contract is for one year from the date of signing the agreement.
- 2. That the department will provide only the required space for service and electricity, without cost for the purpose of Service/repair of Split AC's & Window AC's.
- 3. Tender consists of Technical Bid and Financial Bid, Bidder should submit the tender in two bid system i.e. (i) Technical Bid (ii) Financial Bid **separately**, otherwise the **Tender shall be rejected out rightly**.
- 4. That bidder shall undertake the job of Service/repair of Split AC's & Window AC's exclusively for the department and will not do any Service/repair of Split AC's & Window AC's work of any other department/outside agency in department premises.
- 5. That for carrying out the Service/repair of Split AC's & Window AC's, requisitions duly signed and stamped by the concerned branch will be given to successful bidder, which are to enclosed along with the bills for payment. Bidder shall execute the work only on receipt of such requisitions.
- 6. That bidder will submit the bills, in triplicate, along with requisitions to the Caretaking branch, alongwith satisfactory report from the concerned branch where the AC's have been serviced/repaired.  
That the waste item will not be taken out from the department.
- 8. That **Director of Education, Govt. Of Delhi** reserves the right to terminate contract, without assigning any reason or providing prior notice.
- 9. The tenderers will have to deposit earnest money for an amount of Rs. 3000/- in the form of Bank Guarantee/Account payee Demand Draft/Fixed Deposit Receipt/ Banker's Cheque from a commercial Bank in favor of Director, Directorate of Education, Government of NCT of Delhi at the time of submitting the tender documents having validity of minimum six months. The exemption from the Earnest Money will be applicable as per the General Financial Rule 157. However, the tenderer must submit the relevant valid supporting documents in order to get such exemption. Further, no interest will be paid on EMD. If the successful bidder refuses or neglects to execute the contract or fails to furnish the required Performance security @ 10% of the amount of the awarded work within 10 days of the placement of the work order, the bid security/ EMD will be forfeited.

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**10. Performance Guarantee:-**

The bidder whose bid is accepted will be required to furnish performance guarantee of 10% (**Ten** Percent) of contractual value within 10 days of the award of the work. This guarantee shall be in the form of Account payee DD, Fixed Deposit Receipt or Bank Guarantee from a commercial bank. In case the successful bidder fails to deposit the said performance guarantee within the said period, the Earnest Money deposited by the bidder shall be forfeited without any notice. The performance guarantee must remain valid for the period of 14 months from the date of signing of agreement.

11. The performance security will be released only after the successful completion and final payment of the job. No interest will be paid by the Education department on performance security.
12. That in case of dispute, matter will be referred to arbitration for settlement, by the **Directorate of Education** and its decision will be final and acceptable to both parties.

**Note:- Quotation without submitting above documents shall be rejected out rightly.**



(RAJPAL SINGH)  
ASST. DIRECTOR EDUCATION (CTB)

**Annexure-I**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION  
CARE TAKING BRANCH  
OLD SECRETARIAT, NEW DELHI-110054.**

**PROFORMA FOR TECHNICAL BID for repairing/replacement of parts of Air conditioner i.e.  
Split/Window AC's of the Dte. Of Education Govt. of NCT of Delhi**

1. Name of the firm :
2. Address :
3. Name & Address of Prop. / Partner/Authorized signatory :  
(In case of Pvt. Ltd. firm)

S. No.	Name of desired Documents	Whether copy of desired certificate/documents are enclosed	Page no.
1.	Copy of self attested Delhi Sales tax/VAT/TIN Regn. Certificate. Copy of the latest Delhi VAT return.	<u>Yes/No</u>	
2.	Copy of self attested PAN card number and copy of the latest ITR.	<u>Yes/No</u>	
3.	Bank Guarantee/Account payee Demand Draft/Fixed Deposit Receipt/ Banker's Cheque from a commercial Bank in favor of Director, Directorate of Education, Government of NCT of Delhi for Rs. 3000/- as Earnest Money Deposit.	<u>Yes/No</u> Bank Guarantee/Account payee Demand Draft/Fixed Deposit Receipt/ Banker's Cheque No. _____ Dated _____ Name of Bank and Branch _____	
4.	List of their owners/partners etc. along with their contact numbers and an Affidavit executed on stamp paper duly notarized to the effect that the firm is neither blacklisted by any Govt. Department nor any criminal case is registered/pending against the firm.	<u>Yes/No</u>	
5.	Experience & Past performance on similar contracts for last 01 or more years in Govt. Departments/PSU (copy of supply orders and performance certificate must be attached)  <b>Or</b> Self attested certificate regarding experience in the field of tendered item.	<u>Yes/No</u>	

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6.	A copy of the terms and conditions duly signed by the tenderer in token of having understood and agreed to the same should be attached along with the Technical Bid.	Yes/No	
7.	Certificate regarding validity of rates for one year.	Yes/No	

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**(Name & Signature of tenderer)**  
**(Rubber seal)**

**Annexure-II**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION  
CARE TAKING BRANCH, OLD SECRETARIAT  
NEW DELHI-110054.**

**Subject:-Financial rate Bid for repairing/replacement of Air conditioner i.e. Split/Window AC's of the Dte. Of Education Govt. of NCT of Delhi during the year 2013-14.**

**PART-"A"**

Issued to	:	M/S _____
Date of issue	:	_____/_____/_____ Date of opening of tender on : _____ AT _____ P.M.

**PART-B**

I/We submit Financial Bid for the **repairing/replacement of parts of Air conditioner i.e. Split/Window AC's** as per the terms and conditions of the Directorate of Education, GNCT of Delhi, which are acceptable to me/us.

**Rate quoted (net. Inclusive of all taxes F.O.R.)**

S.No.	Description of work	Unit	Rate per unit including Vat Taxes and Service Tax and all other levies/duties	
			In figure (Rs.)	In words
1	Gas Charging	Each		
2	Installation of window A/c	Each		
3	Installation of split A/c	Each		
4	Providing and fixing of copper pipe of A/c(running feet)	Per running feet		
5	Gas charging of split A/c	Each		
6	Gas charging of window A/c	Each		
7	Replacement of compressor 2 Ton (Hitachi, Career, Kirloskar, Techmarka and should be ISI mark )	Each		
8	Servicing of window A/c	Each		
9	Servicing of Coil	Each		
10	Servicing of split A/c	Each		
11	Solution of Drainage problem	Each		
12	Replacement of capacitor (GEC, Afcos & Tripcon and should be of reputed company )	Each		
13	Repair of compressor	Each		
14	Repair of Fan Motor	Each		
15	Repair and replacement of PC(Remote system)	Each		
16	Gas charging at work shop if required	Each		
17	New Fan	Each		

(i) **Rate should be mentioned both in figures as well as in words.**

**Signature of the tenderer**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

(Seal)