

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

No.F.1(891)/CTB/2019-20/

Dated:

To

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Sub: Limited Tender Enquiry regarding Hiring of 49 Air Conditioners.

Sir,

The Directorate of Education intends to install 49 Air conditioners (36 Window & 13 Split – Total 49 ACs) in various branches of Headquarter for which Limited Tender Enquiry (Quotations) are being invited from your firm. The detail terms & conditions are as under:-

**SCOPE OF WORK:-**

1. Total 49 Air Conditions are to be hired & installed. The agency will be required to provide & install only New Air Condition. All installation allied work will be done by agency however power point will be provided by DoE.
2. Each & Every Air Condition would be capacity of 1.5 Ton (at least energy efficiency having 03 star rating).
3. Air Conditions would be from reputed brand only such as any of brands - Carrier/Hitachi/LG/Voltas/Blue star/Daikin/Whirlpool. The agency will install Stabilizer with each unit. Apart from installation, the agency will be liable to keep the ACs functional & operational during entire contract period. Comprehensive Maintenance including all parts & consumables will be done by agency concerned. Complaint raised from any branch would be resolved within the same day for which support/technical staffs (along with all essential tools & equipments) will be made available by the agency.
4. Estimated Cost of the Hiring of ACs will be below Rs10.00 lakh (including GST) per annum.

**Technical Terms & Conditions**

- 1 The agency shall submit the following documents along with quotation:-
  - i) Self attested copy of GST Registration of the Company /Firm.
  - ii) An Earnest Money Deposit / Bid Security of Rs. 20,000/- (Rupees Twenty thousand only) in the form of Demand Draft/ Fixed Deposit Receipt/ Bank Guarantee in favour of Director, Dte. of Education, GNCT of Delhi.
  - iii) An Undertaking to the effect that the Agency has not been blacklisted by any of the Department/ Organizations /autonomous bodies/ undertaking of the Govt. of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency.
2. Each and every document submitted along with the quotation should be signed by the Prop./partner/Authorized signatory.

3. Any person who is in Government service or an employee of the Department should not be made a partner to the contract, by the tenderer directly or indirectly in any manner whatsoever.
4. The contract shall be valid for period of two years from the date of award of work which can be extended for another two years (yearly basis) subject to satisfactory performance on same rates, terms & conditions.
5. The tenderer shall require completing the installation work within 07 days from issuance of work order or as desired in the order, failing which EMD as well as Performance Security submitted by the firm shall be forfeited.
6. The Department reserves the right to cancel the tender or to withhold payment in the event of non-commencement or unsatisfactory performance by the agency. In such an eventuality, the Department further reserves the right to get the work done from open market at the cost of the agency. Agency may be blacklisted by the Government for a period of three years to participate in any type of tender & his security money shall also be forfeited.
7. If any information furnished by agency is found to be incorrect or false at any time, the tender will be liable to be terminated without any notice and the security deposit is liable to be forfeited including black listing of agency.
8. The Department reserves the right to terminate the tender at any time without assigning any reason.
9. The agency shall indemnify the Department against all damages/charges and expenses for which the Government may be held liable to pay on account of the negligence of the agency or any person under his control whether in respect of accident, injury to the person or damages to the property of this department or any member of the public or any person or in executing the work or otherwise and against all damages and demands thereof.
10. The agency may visit the office of the Directorate of Education and check the installation locations during the working hours before submitting the quotation.
11. In the event of specified date of opening of tender having been declared as a holiday, the tender shall be opened at the same place and same time on next working day.
12. The department reserves the right to accept or reject any or all quotations without assigning any reasons.
13. In the event of any dispute arising out in connection with the interpretation of any clause in the terms & condition of the tender agreement, or otherwise the matter shall be referred to the Arbitrator nominated by the Chief Secretary, Delhi. The Courts at Delhi/New Delhi shall have the exclusive jurisdiction in connection with any dispute/litigation arising out of this tender.



## Financial Terms & Condition

1. The agency is required to submit their PRICE BID in following format:-


### PRICE-BID

S.N	Work Description	Number of Units to be Hired	Rate per Unit (in Rs) (Excluding GST)
1	Hiring/Installation of Brand New Window Air Conditioner (1.5 ton)- Minimum 3 Star Energy Efficiency Rating along with Stabilizer	36	
2	Hiring/Installation of Brand New Split Air Conditioner (1.5 ton)- Minimum 3 Star Energy Efficiency Rating along with Stabilizer	13	
3	Installation charges, if any	49	

2. The rate should be offered per unit of AC (Separately for Window & Split).
3. The rate should be offered excluding GST and other applicable taxes as per Government Rules time to time.
4. The rate shall be valid during entire contract period i.e. two years with effect from the date of issue of work order and may be extendable, if required, by mutual agreement for a period 02 years (on yearly basis) on same terms and conditions, but the GST & other taxes should be applicable as per existing government rules.
5. The L-1 bidder will be selected on the basis of overall Lowest Rate corresponding to total number of ACs proposed to be installed.
6. Successful agency will have to submit Performance Security @ 5% of annual value of work in the form of Fixed Deposit Receipt/Bank Guarantee from any of scheduled bank in favour of Director, Directorate of Education, Delhi, along with a signed contract/agreement on Non-Judicial Stamp paper of Rs.100/- (to be paid by tenderer) within 07 days from the date of award of work order -to provide the above work at the approved rates up to the validity of tender. The Performance Security should be valid for 26 months from the date of award of work contract. The validity would be renewed whenever the extension of contract granted by the Directorate of Education.
7. The Earnest Money Deposit submitted along with tender document will be returned by the department on receipt of said performance security and duly signed contract/agreement for "Rate contract of Networking/repair of Computers". The performance guarantee shall remain valid for a period of sixty days beyond the date of completion of all contractual obligation of the tender or service provider including warranty obligations.
8. The payment towards the contract will be made on annual basis to the contractor only. For this purpose the contractor will have to submit bills well in time. Payment on account of Installation would be made one time only i.e. along with billing of 1<sup>st</sup> year. No further payment will be made on this account.

In view of above, you are requested to submit your quotations (Price Bid in prescribed format along with EMD and other technical documents as sought above) in a sealed big envelope scribed as "Limited Tender Enquiry- Hiring of ACs" containing 02 separate-separate sealed envelopes -(i) Price Bid and (ii) EMD & Technical Documents. Both internal envelopes should be scribed accordingly.

The quotation must be reached to Caretaking Branch latest by 19<sup>th</sup> June 2020 (05:00pm). Delayed quotation will not be entertained and no further correspondence will be made in this regard.

  
(RAVINDER KUMAR)  
OSD (CTB)