



State Road Transport Undertakings,
ASRTU Bhawan, Plot No-4A,
PSP Block, Pocket-14,
Sector-8, Dwarka,
New Delhi-110077, India

Tender No. ASRTU/OP&PR/AC/2016)

Association of State Road Transport Undertakings (ASRTU) is an apex coordinating body of all the State Road Transport Undertakings (SRTUs) in the country under the aegis of the Ministry of Road Transport and Highways.

SHORT NOTICE TENDER **Tender No. ASRTU/OP&PR/AC/2016**

ASRTU invites sealed quotations from established, reputed & experienced firms to provide Annual Maintenance Services Contract (AMSC) in respect of Air conditioners installed in the office of ASRTU at ASRTU Bhawan Plot No-4A, PSP Block, Pocket-14, Sector-8, Dwarka, New Delhi-110077, & its lease premises in Dwarka, New Delhi.

1. Mode of tendering: Two-bid system
2. Earnest money deposit (EMD): Rs. 5,000/- (Rs. Five Thousand only)
3. Last date & time for submission of bid: 14.03.2016 15:00 hrs
4. Date, time & venue for opening of bid(t): 14.03.2016:15:30hrs at ASRTU HQ New Delhi
5. Financial bids of technically qualified bidders will be opened same day in the presence of authorized representative of bidders
6. Validity of bid: 1 Year from the date of opening.

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2. Tender process:

The Bid shall be submitted in Two Bid System as under:

A) Cover-1(Technical Bid) should contain the following:

- Earnest Money Deposit (EMD) amount of Rs. 5,000/- (Rupees Five Thousand only) in the form of Demand Draft drawn in favour of Executive Director, ASRTU, payable at New Delhi along with compliance as per Annexure- A & Annexure-B.

B) Cover-2(Financial Bid) should contain the following:

- Financial Bid as per Annexure-C

Technical Bid and Financial Bid are to be placed in two separate sealed envelopes (clearly super scribing 'Technical Bid' and 'Financial Bid' respectively) which in turn are to be placed in one bigger (Wax/Tape sealed only) cover. The bids of all the bidders whose Financial Bid is not in a separate sealed cover or the rates quoted by them find mention in their Technical Bid, shall be rejected forthwith. The Financial Bids of only those bidders shall be opened whose Technical Bids are found to be eligible as per the criterion mentioned in the tender document.

3. Each page of tender document must be signed and stamped by authorized signatory to ensure the compliance with the scope & services and general terms & conditions. No overwriting, correction and cutting is permitted.
4. Bid should be submitted with a forwarding letter on letter head of the Bidder.
5. Bid validity should be of 365 days from the specified date of opening.
6. (a) The selected bidder shall act in a transparent manner for the running of air conditioners at optimum utilization and shall not in any way act in the manner that is detrimental to the interest and reputation of ASRTU.
(b) The selected bidder shall undertake to abide sincerely by all rules, regulations and laws of land for their responsibilities to manage the AMSC and shall agree to keep itself liable and responsible for any such violation directly or malfunctioning of unit(s).
7. EMD of unsuccessful bidder shall be refunded without any interest. EMD of successful bidder will be retained as part of performance security deposit and be refunded along with release of final payment.
8. The completely filled bid document, duly sealed should be addressed to the Executive Director, ASRTU, ASRTU Bhawan, Plot No-4A, PSP Block, Pocket-14, Sector-8, Dwarka, New Delhi-110077, India and should reach on or before 15:00 hrs on 01.03.2016 in tender box kept at main security reception duly super scribed on the top of envelope as "BID FOR HIRING FINALIZING AGENCY FOR ANNUAL MAINTENANCE SERVICES CONTRACT (AMSC) FOR MAINTINANCE OF AIR-CONDITIONERS INSTALLED IN ASRTU BHAWAN & ITS LEASE ACCOMMODATION IN DWARKA, NEW DELHI"
9. ASRTU shall not be responsible for postal or any other delays. Bids received in an envelope that is damaged /torn or merely stapled will be summarily rejected.
10. Bidders are requested to be present at the time of opening of the bids. If the date of tender opening, by any chance happens to be a holiday, the tender will be opened on

ulated time.

be awarded to the technically qualified bidder quoting the lowest amount in the Annexure-C .In case the lowest amount thus quoted is identical in case of more than one bidder then the contract will be awarded to the bidder whose experience in conducting such AMSC is more.

12. ASRTU reserves the right to reject any or all of the bids or accept them in part or to reject lowest bid without assigning any reason there of at any stage.
13. Bidder will provide the Material, Services etc. up to the mark as per scope of works.
14. Termination by default:
ASRTU may, without prejudice to any other remedy for breach of contract, by written notice of default sent to bidder, terminate the Contract in whole or part:
 - A) If the Bidder fails to provide services within the time period specified in the contract.
 - B) If the Bidder fails to perform any other obligations under the Contract.
15. Forfeiture of EMD/Performance Security deposit: If the successful bidder refuse/fails to accept the Work Order issued by ASRTU or the work assigned are not done as per the scope, EMD/Performance Security will be forfeited.
16. Rejection of the bid
 - A) The bidder is expected to examine all instructions, formats, terms & conditions, & scope of work in the bid document. Failure to furnish complete information required as per bid document or submission of bid which is not substantially responsive to the bid document in all respect shall result in rejection of bid. In respect of interpretation/clarification of this bid document and in respect of any matter relating to this bid document, the decision of ASRTU shall be final.
 - B) The bidder will have to furnish the requisite documents as specified in the tender document, failing which the bid is liable to be rejected.
 - C) Bids without EMD will be summarily rejected
 - D) The bids received after specified date & time shall not be considered.
 - E) The bids received through Fax/ Telex/E-Mail shall not be considered.
17. Black listing
Company/Firm black listed by Govt./PSU/Corporate organization are not eligible to Bid. If at any stage of bidding process or during the currency of contract, such information comes to knowledge of ASRTU, the ASRTU shall have right to reject the bid or terminate the contract, as the case may be, without any compensation to the bidder.

I have read and understood all terms and condition and agreed upon.

Signature& Seal of the Bidder

(Tender No. ASRTU/OP&PR/AC/2016)

AMSC TERMS & CONDITIONS

1. VALIDITY OF THE CONTRACT:

This agreement comes into effect from 01.04.2016 and shall be valid for a period of One year from the date of issuance of award. By mutual agreement in writing, this Contract can be renewed for a further period of One Year, on successful completion/expiry of the Contract with or without altering any or all the Terms and Conditions of the Contract.

2. SCOPE OF SERVICE/AMSC CHARGES:

The detailed Scope of Services are Four Quarterly Preventive Maintenance Service (Three Dry and One Wet Service) & Unlimited Breakdown calls including cost of replacement of spares per annum.

The nature of the Contract is Comprehensive Annual Maintenance Service, which includes the cost of spares required for replacement such as Motor, PCB Thermostat, Refrigerant Gas, Lubricating Oil, Grease etc., including Compressor. The Contractor shall get the defective Compressors replaced by the Manufacturer of the Compressor or their Authorized Service Agents only, during the tenure of the Contract without any extra cost. Repairing/Rectification locally by any Unauthorized Agency will not be accepted during the tenure of the Contract.

3. AMSC Charges & Taxes:

The charges indicated in the Annual Maintenance Contract are firm and fixed and inclusive of the Cost of spares required for replacement and there shall not be any revision during the tenure of the Contract. However, additional statutory levies if any, when applicable, shall be paid extra as applicable on production of documentary proof/evidence by giving necessary breakup of Taxes in the Party's original Tax Invoices/Bills.

4. PAYMENT TERMS:

Payment to the selected agency shall be made on quarterly arrear basis within 30 days on completion of Preventive Maintenance Service for each quarterly block period and on submission of Service Reports and Invoice for the previous quarter.

5. SERVICES:

The Contractor shall provide Maintenance Service normally between 09:30 Hours to 17:00 Hours on working days from Monday to Friday at ASRTU Bhavan, Plot No.4 A, PSP Block, Pocket -14, Sector-8, Dwarka, New Delhi.

The Preventive Maintenance Services shall be carried out by the Contractor Quarterly & Regularly which includes checking attending the breakdown calls and to ensure the good working condition of the AC units. After completion of each Quarterly Preventive Maintenance service, the Service Report shall be submitted to the Officer (P & PR), ASRTU Bhavan, Plot No.4 A, PSP Block, Pocket -14, Sector-8, Dwarka, New Delhi by the Service Personnel of the Contractor. It shall be the responsibility of the Contractor to keep the AC units covered under the Service Contact in sound working condition during the tenure of the Contract.

6. SPARE PARTS FOR Comprehensive AMSC:

During the currency of the Contract the Spare parts required for replacement, if any, shall be replaced at free of cost after confirmation from ASRTU. All the old/worn out/unserviceable parts shall be returned to ASRTU Maintenance Department on confirmation from the User Division regarding smooth functioning of the equipment covered under AMSC.

7. EXTENSION OF THE CONTRACT:

In case the Preventive Maintenance Service could not be carried out within the specific period by the Contractor for reasons beyond their control, ED, ASRTU shall have the option to extend the period of contract proportionately for the unattended period, without any change in the terms and conditions of the contract.

8. DOWN TIME REQUIREMENTS:

The Contractor shall depute their Service Engineers to ASRTU Bhavan, Plot No.4 A, PSP Block, Pocket -14, Sector-8, Dwarka, New Delhi premise & its leased premises within 24 Hours from the receipt of Emergent/Breakdown calls from the User Division/their Representatives. Contact Person shall be the Officer (P& PR) at ASRTU Bhawan, Plot No.4 A, PSP Block, Pocket -14, Sector-8, Dwarka, New Delhi who will be the focal point for any Technical Assistance/Smooth Execution of the Contract.

9. FORCE MAJEURE:

If, at any time, during the continuance of the agreement, the performance in whole or in any part by either party of obligation under the agreement shall be prevented or delayed by reasons of any war, hostile acts of the enemy, civil commotion, sabotage, fire, floods, earth quakes, explosions, epidemics, strikes and quarantine restrictions by acts of God, (herein after referred to as eventualities) then provided notice of the happening of any such eventualities is given by either party to the other within two days from the date of occurrence there on, neither party shall, by reason of such eventualities be entitled to terminate this contract agreement nor shall either party have any claim of damages against the other in respect of such non performance nor delay in performance. Performance of the contract agreement shall, however be resumed as soon as practicable after such eventuality has come to an end.

10. REMOVAL OF EQUIPMENT TO CONTRACTOR'S WORKS:

The Contractor shall make all efforts for maintenance of the equipment covered under the contract, as far as possible, at the ASRTU Bhavan, Plot No.4 A, PSP Block, Pocket -14, Sector-8, Dwarka, New Delhi premises itself. However, if it is felt absolutely necessary to take the equipment/or any part of it to the Contractor's works for repairs, The Contractor shall take the entire responsibility for the safe custody of the Equipment/Spares taken out for repairs till they are duly repaired and returned to ASRTU Bhavan, Plot No.4 A, PSP Block, Pocket -14, Sector-8, Dwarka, New Delhi.

The Annual Maintenance Service charges quoted by the Contractor under this Contract shall not in any event exceed the lowest charges for the similar contract entered into by the Contractor with another Third Party during the currency of the said contract. At any time during the said period if Contractor reduces the Service Charges/Prices of spares to any other customer at a charge less than the amount payable by ED, ASRTU the Contractor shall forth with notify such reduction to the Head, the Price/Charges payable under the Contract shall stand correspondingly reduced from the date of coming into force of such reduction.

12. SAFETY/DAMAGES TO PROPERTY/INJURY TO THE PERSONNEL

Your Service Personnel shall ensure to adhere to all the required safety measures while attending the preventive Maintenance service and breakdown calls at our premises.

- a. In the event of any damages caused to our property or injury to our personnel due to the negligence of your employees, the responsibility shall solely rest with the Contractor.
- b. The Department will not be held responsible for any injury sustained to your Personnel, damage to your Tools/Tackles, property caused at our site.

13. FAILURE OF CONTRACTOR:

ED, ASRTU reserves the right to revoke the Service Contract in part or in full or entrust the Contract with any other Third Party in case the Contractor fails to comply with the contractual obligation during the currency of the of the Contract. The Contractor shall be responsible for any loss to ED, ASRTU as a result of non-compliance of contractual obligation and breach of trust.

14. TERMINATION OF CONTRACT:

It shall be open to either Party to terminate this contract at any time during the currency of the contract period by giving three months notice to the other Party in writing.

15. Arbitration

In case of any dispute or differences arising under the terms of this Agreement the same shall be settled by reference to arbitration by a Sole Arbitrator to be appointed by Executive Director, ASRTU, Delhi. The provisions of Arbitration and Conciliation Act 1996 shall be applicable. If any dispute of any kind what so ever, and not resolved through arbitration, arises between ASRTU and the Successful Bidder in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity, or termination, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference by mutual consultation then all the litigation and proceedings, if arises at any time should be subject to jurisdiction of Delhi Court only.

Kindly acknowledge receipt, within Seven days and arrange to return the duplicate copy of this contract, duly signed in token of your acceptance of the terms and conditions of the Annual Maintenance Service Contract within Ten days from the date of receipt of the AMSC.

PROFORMA FOR TECHNICAL BID

Sr. No.	Description	Information / Inputs to be filled by the tenderer (if required separate sheets may be enclosed)
1	Name of the firm / agency	
2	Address of the firm / agency	
3	(a) Telephone no. with STD code (b) Mobile No. (c) Fax No. (d) e-mail.	
4	Name & address of the directors / proprietor/ partners	
5	Nature of business carried by the firm / agency	
6	Year of formation of the company	
7	Contact number in case of emergency	
8	Whether any services provided to ASRTU earlier.	
09.	(A) Service tax no. (B) PAN no. of the owner of firm / agency	
11.	Details of Earnest Money	D.D. No. Dt. Bank Name.
12.	Any other information	

Name of the signatory : _____

Date : _____

Place : _____

PROFORMA FOR FINANCIAL BID

1. Name, Address & Telephone number
Of the Organization
2. Name of CEO / Proprietor with Tel. No.
3. Rates offered

S. No	Details of A.C Units	Make	Unit	Qty	Rate/unit (Rs.)	Amount (Rs.)
	Window AC Units					
1	1.5 Tr Window AC	Blue Star	Nos	1		
2	1.5 Tr Window AC	Oqgeneral	Nos	1		
3	1.5 Tr Window AC	LG	Nos	1		
4	1.5 Tr Window AC	Haier	Nos	2		
	Split AC Units					
1	1 Tr Split AC	L G	Nos	4		
2	1.5 Tr Split AC	L G	Nos	4		
3	1 Tr Split AC	Oqgeneral	Nos	1		
	Cassette AC Units					
1	1.5 Tr Cassette AC	L G	Nos	25		
2	2.0 Tr Cassette AC	L G	Nos	7		
	Slimline AC					
1	2.0 Tr Slimline	Mitsubishi	Nos	1		
	TOTAL			47		

Signature of owner/ Joint owners/Authorised Signatory

Name of the signatory : _____

Date : _____

Place : _____



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