

PUBLICATION DIVISION
MINISTRY OF INFORMATION & BROADCASTING
Soochna Bhawan, CGO Complex, Lodi road, New Delhi.

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F.No D-38011/2/18-19/A&G/Vol-II

Dated: 14.12.2020

To,

As per list

Sub: - Annual maintenance Contract (AMC) of Room Heaters, Heat Convector (Blower), Hot Case, oil filled Radiator & Geyser, Refrigerator, & Water Dispenser etc.

Sealed quotations in envelope super-scribed "quotations for Repair/Maintenance of Room Heater /Hot Case /Blower etc." are invited from the interested firm/parties for the above said work of the Division. The contract will be initially for one year & will extend for further one year as per performance basis from the date of issue of the awarding agreement. The interested firm/parties are requested to quote the rates for each of the items separately in the format given under. You may note that only ISI mark materials will be accepted.

S.No.	Name of items	Rate in Rs. (per Unit)
1.	Room Heater/Rod Heater	
2.	Blower/Sun Flow	
3.	Oil filled Heater	
4.	Hot Casde	
5.	Refrigerator	
6.	Water Dispenser	

It is informed that during the period of AMC, the maintenance of the items will be the sole responsibility of the contracted firm and no bill will be entertained for that period. While mentioning the cost of maintaining the item, it may be mentioned specifically as to whether these are inclusive of GST/Sales Tax/VAT. If this information is not given, it will be presumed that the price quoted includes all the taxes.

All the heaters/blowers, Hot Case, Water Dispenser, Freeze etc. belonging to the Publications Division will have to be checked by the contractor and installed in the rooms in working condition within one week of placement of the order. Thereafter, whenever the contractor receives any complaint from this Division. He will have to depute concerned engineer on the same day to do the job, if fail, the contract will be terminated without notice.

The quotations in sealed envelope may be sent to **Section Officer (A&G) Publications Division, Ministry of I&B, Room No. 691, 6th Floor, Soochna Bhawan, CGO Complex, Lodi Road, New Delhi-110003**. The quotations will be opened on 24.12.2020 at 3.30 P.M. in the presence of bidders/ representatives present at that time. Kindly note that

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the opening of the tender will not be delayed just because the tenders. Whose rates are not approved, will be returned to them in due course.

The quotations should be accompanied **with an earnest money of Rs. 5000/-** in the form of Bank Draft/Banker's cheque in the name of Director General, Publications Division. No tender would be accepted, if it is not accompanied with earnest money in the form of Drat/pay order. The earnest money deposited by the tenders, whose rated are not approved, will be refunded after the satisfactory completion of the contract.

The firm, which is awarded the job, shall be required to deposit **a performance security of Rs. 10,000/- with this Division in the form of Bank Draft/FDR for a period of 1 years from the date of contract duly pledged in favour of Director General, Publications Division, New Delhi.** The performance security will be refunded after the satisfactory completion of the contact.

In case of the heaters/hot case/blowers, water dispensers etc. are not checked within three working days of the placement of order or servicing is not found to be satisfactory or any of the items mentioned in Para 2 above are not supplied, DG, Publications Division, confers the right to impose a reasonable penalty and to recover it from the performance security.

This Division confer the right to accept or reject any or all quotations without assigning any reason thereof. This Division also confer the right to terminate the contract at any time during its currency without assigning any reason. No request for revision of rates on accounts of fluctuations, it any, will be considered during the period of contract. Subject to satisfactory performance by the firm during their contract period, contract may be extended for another winter season on existing rated & terms & conditions.



(B.K. Biswas)

Deputy Director(Admn.)

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