



No. NSD/ESTATE/2577 / 2011-12

Dated:- 03.02.2012

NOTICE INVITING QUOTATIONS

On behalf of the National School of Drama, the Director (NSD) invites quotations from Delhi based reputed Contractors having experience of work in Govt. Departments for the comprehensive maintenance of 115 nos. Window & Split type Air Conditioners and 08 nos. Water Coolers installed in its office at Bahawalpur House, Bhagwandas Road, New Delhi for the period w.e.f. 15th March 2012 to 31st October 2012.

Details of the Air Conditioners & Water Coolers are given below: -

Sr. no.	Definition of Item	Qty.	Unit	Rate	Amount
1	W T A/c units	63 nos.	Each		
2	Split A/c units	52 nos.	Each		
3	Water Coolers	08 nos.	Each		
			Total:-	Rs.	

The quotation should reach to this office on or before 17-02-2012 upto 3.00 p.m. alongwith the Earnest Money Deposit of Rs. 5,000/- (Rupees Five Thousand only) drawn in favour of Director, National School of Drama, New Delhi. It should be clearly written on the envelope **“AMC for Air-conditioners (WT/Split type) and Water Coolers”**. The quotation will be opened on the same day at 3.30 p.m. by a Committee of NSD in the presence of such tenderers who wish to be present.

Terms & Conditions:

1. Comprehensive Maintenance and Repairing for A.C.:-

Servicing, maintenance and repairing of Acs including all parts, Gas Charging, rewinding of Motor/Compressor, replacement/change of compressor and replacement of body all are inclusive in the comprehensive maintenance. Maintenance also includes providing of a coating of rubber paint on the base and vital parts of Acs. Starting Capacitor, running Capacitor etc. and relays are also included in the comprehensive maintenance.

Shifting of Acs re-installation of Acs, Charging of gas, providing extended copper pipe & electric wire, drain pipe, air filter, ironclad plug etc. are also included in the comprehensive maintenance for the work carried out and no extra payment will be paid to the contractor on this account.


Reconditioning/body repair/sheet metal work air-conditioner, grill, Air filter, remote of split unit and spray painting are not included in the contract, rates for which may also be quoted separately.

2. Maintenance and Repairing of Water Coolers:-

Servicing maintenance and repairing of water coolers with repairing/replacement of all the parts, components/sub-assemblies with rewinding of motor and compressor and gas charging etc. whenever required are inclusive in the A.M.C., except repair of body.

3. The bidder shall ensure that:-

- I. The firm/agency should comply with statutory obligations provided under the Service Tax/VAT, Income Tax and other act applicable.
 - II. The firm/agency should have technically qualified manpower to provide necessary service during the period of contract for maintenance of Air-Conditioners/ water coolers so that the faults brought to the notice of agency should be attended to on the next working day from the day such fault is reported by the School.
 - III. In case any fault in AC/water cooler needs extensive repair for which the AC is required to be taken to the workshop, a replacement/substitute is to be provided to the next working day from the day such fault is reported by the School till the same is re-installed after due repairs.
 - IV. The services provided by firm/agency shall be to the entire satisfaction of NSD.
 - V. On the conclusion of the Contract, the bidder/firm shall ensure that all the Air-conditioners/water coolers etc. are handed over to the NSD in working condition and duly after serviced, to the entire satisfaction of the NSD.
4. Rates quoted should be net inclusive of all taxes, as applicable.
5. For any accident occurred during the working period at NSD, the NSD will not hold any responsibility. Any damage made to the building has to be re-stored in good condition by the Firm without any extra cost.
6. Payment will be made as under : -
a. 50 % after 3 months.
b. 50 % after completion of the Contract in satisfactory manners.
7. The successful bidders will have to submit performance security to ensure due performance of Contract to an amount of Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of an Account Payee Demand Draft / Fixed Deposit Receipt from a commercial Bank / Bank Guarantee from a commercial bank in the name of Director, National School of Drama as per the text provided by the NSD.
8. In case, the service is not found satisfactory. The Contract will be terminated without assigning any reason at any stage.
9. The Director, NSD reserves the right to cancel/reject any or all the quotations without assigning any reason.


(Ramkishan)
Deputy Registrar