

Association of Indian Universities

No. Admn/CAMC for AC's
Feb. 2018

Comprehensive Annual Maintenance Contract for Air Conditioners:-

The Association of Indian Universities is a registered society and the apex body of Universities and Institutes of Higher Education in India. It has its Secretariat in its own building at AIU House, 16, Comrade Indrajit Gupta Marg (Kotla Marg), New Delhi-110002.

The Association invite quotations for Comprehensive Annual Maintenance Contract of Air Conditioners servicing in of AIU House on the following terms & conditions.

The terms and conditions of the **Comprehensive Annual Maintenance Contract** are:

1. The agency will carry out complete overhauling of the units at the beginning of the season.
2. The agency will carry out regular inspection of the units, besides routine servicing, oiling and gas charging, if necessary, at the beginning of every quarter.
3. Apart from attending to the complaints, Engineer will visit the premises fortnightly to ensure faultless operations of the systems.
4. In case of break down or major fault, the engineer will attend to the complaints promptly, within a day and provide standby machine if the repair takes more than a day. However, complaints received after 6 PM may be attended before 11.00 A.M on the following day. The response time will not exceed 24 hours.
5. Complaints will be attended to on holidays as well.
6. The agency will provide, free of cost, replacement of all electrical and moving parts filter, switches, canvas, etc. of Air conditioners .
7. The agency will repair/replace all spare-parts including compressor and carry out gas charging, rewinding of motor, etc., free of charge during the duration of the contract.
8. The AIU will pay after physically verified of the quantity for annual maintenance of the Air-conditioners Plus service Tax (As per rule) per annum payable in completed quarterly installments on raising the bill.
9. The release of quarterly installments shall be subject to the satisfactory performance during the preceding quarter.

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10. Please enclose the list of Organizations/Offices, where #service has been provided.
11. Bids should be accompanied with a Demand Draft/Bankers Cheque favoring "Association of Indian Universities" payable at New Delhi for *Rs.10,000/- (Rupees Ten Thousand only) as Earnest Money, which will be retained by this Association until the contract remain in force or canceled by the AIU in writing.
12. The Quotations should reach us in sealed envelope latest by March 12, 2018 addressed to: "The Joint Secretary (Admn), Association of Indian Universities, 16, Comrade Indrajit Gupta Marg, New Delhi 110002."

The Association reserves the right to accept or reject any or all quotations without assigning any reason.

Yours faithfully,



(Sampson David)
Joint Secretary (Admn.)
Tele. No. 23230059

* No interest will be paid on the earnest money.

Performa for quoting **Comprehensive** rates for AMC of AC's is enclosed on **Annexure-I.**

Annexure-I**Association of Indian Universities**

Performa for quoting **Comprehensive AMC rates for AC's** in AIU House.

<u>Sl No.</u>	<u>Particulars</u>	<u>Capacity in Ton</u>	<u>Rates(Rs.)</u>
1.	Split ACs	02 Ton	
2.	Split ACs	1.5 Ton	
3.	Window ACs	02 Ton	
4.	Window ACs	1.5 Ton	
5.	Window ACs	1.0 Ton	
6.	GST @		
7.	Service charges, if any		

Signature and seal

Association of Indian Universities

AIU House, 16, Comrade Indrajit Gupta Marg (Kotla Marg),
New Delhi-110002

Phone:23230059, 23231097, 23232429, 23232435, 23233390

Website:www.aiu.ac.in Fax:011-23232131

Common to all

Cost of the Tender Document:
Rs.100/- (Rupees One Hundred Only)

SUBJECT: TENDER TO CALL QUOTATION

Tender No.: Admn/2018-19

Dated:01.03.2018

1 Name of the Agency:.....

2 Address with telephone No:.....

.....

3 Earnest Money Deposit (EMD):

(to be deposited along with tender
Document)

a) Bank Draft No.....

b) Date.....

c) for Rs.....

d) Drawn on.....

4 Cost of Tender Document:

a) Bank Draft No.....

b) Date.....

c) for Rs.....

d) Drawn on.....

4 TAN/ PAN No.:

5 GST No.:

6 Registration No., if any:

Seal & Signature of the tenderer

Date:

*Separate Demand Draft is required for each of the eight categories.