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must be deposited in the General Administ

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working days and if needed, on holidays  
t daily to General Administration D

the complaints should be attended withi  
e complaint. In case, the complaints ar  
penalty of Rs.100/- (Rupees one hundre  
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ce security deposit shall be forfeited. Th  
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payment for AMC for a particular air cond  
ditioner is out of order for more than 15

air conditioner is dis...

rate quoted should clearly specify whether GST/VAT are applicable and, if so, at what rate. If not indicated in the quotation, it will be assumed that the rates quoted are inclusive of all type of taxes. The quotation should be in the format at Annexure-I.

Incomplete or conditional tender will be treated as non-responsive and therefore rejected.

The rates quoted will remain in force for full duration of the contract and no revision of rate on any account shall be allowed during the tenure of contract.

The firm should be located in NCR and must have experience of various types of ACs and other projects for various Ministries/Departments. Certificate to this effect should be submitted alongwith their tender application.

The firm should be registered with Income Tax and GST of Value Added Tax of NCT Delhi and also liable for Service Tax. A copy to this effect should be submitted along with the application.

on satisfactory completion of the contract and performance security deposit.

The tender will be finalized on the basis of the lowest price. However, the Department is not bound to accept the lowest price and reserves the right to reject any/all offers.

The contractor entered into is liable to be terminated by the Department at any time without assigning any reason if the work tendered by the firm is not satisfactory or if the contractor fails to provide the service. In this connection, the decision of the Department will be final and shall be binding upon the contractor.

Bidders are advised to inspect the place where the work is to be done before submitting the bid. The inspection will be held from 10 a.m. to 5.30 p.m.

No.D

**OF ITEMS FOR AWARD OF CONTRACT FOR  
REPAIR/MAINTENANCE OF THE AIRCOND**

Name of item	Basic Rate per Unit
<b>WINDOW TYPE AIR-CONDITIONERS</b>	
Comprehensive annual maintenance service including all parts e.g. compressor, fan, running capacitor, starting all kinds of motors, fans, wiring, gas thermostat, knob set, capacitor, fan blade/blower, remote, all switches, soldering, copper pipe, welding etc. Contract will also include comprehensive preventive maintenance of the stabilizers connected with the air-conditioners including replacement of parts, if required.	
Charges (applicable only when the AC changes, on the direction of the authority/Department). This will include the cost including wooden ply/board etc.	

### **DETAILS OF FIRM**

(Information to be filled by firm)

Particulars	To be filled
Name of the Firm	
Address of the firm	
Name of Proprietor	
Telephone No.	
Mobile No.	
E-mail Address	
Number (copy to be enclosed)	
Number (copy to be enclosed)	
Tax Registration No. (copy enclosed)	
of Government Offices/Departments showing presence in the field (copy of the certificate to be attached).	
of EMD Amount	