



प्रसार भारती
PRASAR BHARATI

(भारत का लोक सेवा प्रसारक)
(India's Public Service Broadcaster)

अति.महानिदेशक(कार्य.)The Addl. Director General (Prog.)
आकाशवाणी, प्रसारण भवन, All India Radio, Broadcasting House
एच.टी.पारेख मार्ग, मुंबई H.T.Parekh Marg, Mumbai : 400 020



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No. AIR/MUM/29(14) AMC(AC)/2019/G/1152

Date : 10/10/2019

Sub.:(Comprehensive) Annual Service Maintenance Contract for
Air conditioner Machines installed in this office.-Reg.

Sir,

The sealed quotations from interested firms are invited for Comprehensive Annual Service Maintenance Contract for Air conditioner Machines installed in this office on the terms and conditions as per **Annexure 'A'**. The details of Air conditioner Machines are as per **Annexure 'B'** attached.

The sealed quotation should reach to the undersigned **on or before 22.10.2019**, latest up **by 03.00 p.m.** The quotation received will be **opened at 3.30 p.m.** on the same day in the chamber of the undersigned on 4th Floor, office block, A.I.R., Mumbai in the presence of such renderers or their representatives as may opt to attend.

The Air conditioner Machines can be inspected on working day from Monday to Friday during office hours i.e. from 10.00 am to 12.00 noon, with prior permission of the undersigned.

Yours Faithfully,


(S.K.Sinku)

Sr. Administrative Officer
For Addl. Director General (P)

Encl.: Annexure A & B

ANNEXURE 'A'

Terms and Conditions :

1. The quotation should specifically mentioned works to be carried out. Completion date, terms and condition of works.
2. The quotation should specifically mentioned rates for specified works & taxes separately, if any.
3. The tenderer should quote for all the required items to be maintained with specification of work. The Partial tenders will be rejected.
4. **Earnest Monday** amounting to **Rs.5,000/- [Rupees Five thousand only]** in the form of Demand Draft of Nationalised Bank/Commercial Bank drawn in favour of **Station Director, All India Radio, Mumbai** should accompany the tender. The tenders without EMD shall be summarily rejected.[EMD exemption is applicable for those who are registered with the Central Purchase Organisation, National small Industries Corporation (NSIC) or the concerned Ministry or Department [MIB/DG:AIR/DG:DD]. The Earnest Money should initially be valid up to 45 days beyond period of Bid validity. The Earnest Money of unsuccessful bidders will be returned on finalization of tender. The Earnest Money of successful bidders will be returned on receipt of Security Deposit or it may be adjusted in the security deposit if requested by the tenderer.

Security Deposit: the successful tenderer shall furnish **5% of the Order Value** as a Security Deposit in the form of FDR / Bank Guarantee drawn in favour of **Station Director, All India Radio, Mumbai**, within 2 weeks after placement of order, **failing which the EMD will be forfeited automatically to Prasar Bharati, without any notice.** The Security Deposit will be returned in full, only on completion of successful Contract period.

5. The quotations submitted shall remain open for acceptance for the period of **180 (One Hundred Eighty) days** from the date of opening of the Tender. If any Tenderer/Suppliers withdraws his Tender/Quotation before the said period or makes any modifications in the Terms & Conditions on the Tender/Quotation which are not acceptable to the Department, then the Government shall, without prejudice to any other right or remedy, be at the liberty to forfeit 50% of the Earnest Money as aforesaid.
6. The Addl. Director General (P)/Head of Office, AIR, Mumbai reserves the right to reject the lowest tender or all the tenders without assigning any reasons whatsoever. Further, the undersigned reserves himself the right to increase or decrease or decrease up to 50% of the quantity of AC machine specified in the schedule of the requirement without any change in the unit price of the order quantities or other terms & conditions at the time of award of contract. All Quotations/Tenders in which any of the prescribed conditions are fulfilled or found incomplete in any respect are liable to be rejected. The competent authority on behalf of Prasar Bharati reserve himself the right of accepting the whole or any part of the Tender shall be bound to perform the same at the rate quoted.

Contd....2...

7. Further, this office reserves the right for not awarding contract to any of the bidders, without giving any justification. In such case E.M.D. of all the bidders will be returned back.
8. All information supplied by the Tenderer & all markings, notes, designation on the drawings & associated write-ups shall be **"English/Hindi language"** only.
9. If a dispute arises out of or in connection with the contract, or in respect of any defined legal relationship associated therewith or derived there from, the parties agree to submit that dispute to arbitration under ICADR Arbitration Rules, 1996. The Authority to appoint the arbitrator(s) shall be the International centre for Alternative Dispute Resolution will provide administrative services in accordance with the ICADR Arbitration Rules, 1996.
 - a. The number of arbitrator(s) shall be one who has legal as well as Technical background.
 - b. The place of arbitration proceedings shall be Mumbai only.
10. The cover should be superscripted with the following details :
 - a. Work for which quotations are submitted.
 - b. Reference letter of enquiry.
 - c. Due date of opening quotation.
11. The contractor shall make his/her own arrangements for procuring necessary skilled & unskilled labours. He should confirm to all local government laws and regulations covering labour and their employment.
12. The contractor and his employees shall comply with the regulation in force for controlled entry into premises where work is being carried out.
13. The contractor shall take insurance for his men while working at B.H. site, against any injury, accidents death etc. Similarly the equipment, instruments, tools, etc. belonging to the contractor shall be insured against damage, loss, theft, etc.
14. While engaging labour for carrying out obligations under the contract, the contractor shall satisfy the conditions laid down under contract labour (Regulation and Audition Act 1970 and (Central) Rules 1971) as amended from time to time and observe all formalities required as per said Act/Rules.
15. The contractor shall indemnify and hold harmless A.I.R. Mumbai against all claims in respect of injury to any person howsoever arising out of the work in the course of such work installation. The contractor shall discharge his entire obligation under the Indian Workmen Compensation Act in as far as it affects workmen in his Employment.

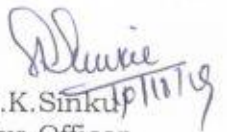
16. AMC shall be carried out as per schedule of requirement and the payment will be released on satisfactory completion of work on every quarter.
17. On registering a fault, the service team is required to attend the fault within 24 hours. Until or otherwise there is enough reasons at the discretion of AIR, Mumbai, a fault should be rectified within 7 days. Otherwise the proportional amount for the AMC for **Split ACs, Window ACs & Package Units** for the month will be deducted.
18. This office reserve right to cancel the contract or portions thereof by serving 30 days prior notice to the Contractor.
19. If the Contractor had defaulted in the performance of the original contract, this office shall have the right to ignore his tender for risk purchase even though the lowest, where the contract is terminated at the risk and cost of the firm under the provision of this clause, it shall be in the discretion of the purchaser to exercise his discretion to collect or not, the Security deposit from the firm on whom the contract is placed, at the risk and expense of the defaulted firm. The agency who participates in this tender shall have a registered office in the municipal limits of Mumbai, Thane, New Mumbai.
20. Schedule of service requirement :
 - i. Details of the Annual Maintenance contract are as per Annexure B at Broadcasting House, Mumbai.
 - ii. Cleaning and washing of filters, cooling coil of AC units. Air filters are to be cleaned only at the designated place.
 - iii. Inspection for any loose electrical connection/contacts, heating up of compressor abnormal drawing of current, low gas, formation of ice.
 - iv. Tightening of nut and bolts of indoor and outdoor unit with frame and mounting wall.
 - v. Greasing/oiling of the motors, blowers and other moving parts.
 - vi. Supply & Replacement of any defective components such as motor, blower, compressor, charging of gas, thermostat, relay, capacitor etc.
 - vii. Attending the complaint on call within 03 hrs & submit the report duly signed by concerned section.
 - viii. The Servicing should be done once in every month and maintaining the records.
 - ix. All material required for cleaning will be arranged by the contractor.

- x. Replacement of any defective condenser/cooling coil will be supplied by All India Radio, Mumbai.
 - xi. A record of work carried out will be entered into a register & got countersigned by or his authorized person.
21. Printed terms & conditions of tendering firms will not be considered as forming parts of their tender.
22. The firm should provide an engineer as and when required on all working days (during working hours 9.30 a.m. to 6.00 p.m.) and also on Saturdays and Sundays, if required.
23. The system of maintenance of the firm will be monitored for the first three months and it will be permitted to continue for a period of one year from the date of entering in, only if the maintaining services found satisfactory else, the Head of Office, All India Radio, Mumbai reserves the right to terminate the contract, immediately after said three months.
24. Preventive maintenance shall be carried out once in every 30 days for each Air Conditioner machine under A.M.C. and each maintenance call shall be recorded in the service card/ chart register (to be provided by the firm) of respective Air Conditioner machine and reports are to be submitted with D.D.O. on or before 5th of forthcoming month.
25. In case, the firm fails to repairs the Air Conditioner machine and if the office needs to approach private repairer, the expenditure incurred will be deducted through payment due or security deposit.
26. The Head of Office, A.I.R., Mumbai reserves the rights at the time of awarding the contract or during the continuance of the contract to decrease the quantity of items offered for A.M.C. on the basis of reduction by virtue of expiry of life of the asset or addition after expiry of warranty period and service in the schedule of requirement without any change in unit price for similar configured items on the same terms and conditions.
27. The Head of Office, A.I.R., Mumbai reserves the right to accept or reject any or all quotation without assigning any reason thereof.
28. In case, the services is not found satisfactory, the Head of Office, A.I.R., Mumbai reserve the rights to terminate the contract at any stage with 15 days notice period, without assigning any reason, thereof and the bank guarantee will be forfeited.
29. On expiry of the contract, the firm shall handover the machines in perfect working condition to this office, failing which liquidated damages, if any, the amount will be deducted from the payment.

30. The firm should quote their rates for the Comprehensive Annual Maintenance as the format/list enclosed. (Annexure- A & B)
31. Correction or over-writing in the tender document are not permissible. Every sheet of the tender documents and the terms and conditions should be serially numbered, signed and stamped by the authorized Signatory of the firm.
32. Mere quoting lowest rates not amount to commitment on part of A.I.R., Mumbai for award of contract as other technical conditions stipulated herein are also required to be fulfilled.
33. For Tender inquiry firms can visit official site of All India Radio i.e. <http://prasarbharati.gov.in/information.tenders>

34	Company should be a Registered firm for AC servicing. (Attach copy of certificate).	
35	The firm should have at least 3 years previous experience and expertise in maintaining all type of models of Air Conditioners machines in Govt. Organizations / PSU, etc. (attach copy of work orders)	
36	The firm should be registered with concerned Tax Authority and have PAN (Permanent Income Tax Account Number), & copies of Income Tax return and GST Certificates must be attached along with the quotation. (attach copy of certificates)	


(Mention Yes or No in the blank space)


(S.K. Sanku)
Sr. Administrative Officer
For Addl. Director General (P)

ANNEXURE 'B'

Sr. No.	Location of AC's	Brand	No. of AC
1	Addl. Director General (P), 1 st Floor, Studio Block	Voltas Window AC 1.5 ton	02 Nos.
2	Conference Hall, 1 st Floor, Studio Block	Hitachi split AC 1.5 ton	02 Nos.
3	Dy. Director General (E), 1 st Floor, Studio Block	LG split AC 1.5 ton	01 No.
4	Telephone Operator Room, Ground Floor	Voltas Window AC 1.5 ton	01 Nos.
5	DDAR Room, 4 th Floor, Office Block	Amtrex Rx window AC 1.5 ton	01 No
6	News Section, 5 th Floor, Office Block	Hitachi split AC 1.5 ton	03 Nos
7	Editor (News) 5 th Floor, News Section, Office Block	Voltas Window AC 1.5 ton	01 No.
8	News Section (Reporting Room), 5 th Floor	Carrier Split AC 1.5 ton	01 No.
9	Asstt. Director (News), 5 th Floor	Hitachi split AC 1.5 ton	01 No.
10	Dy. Director (Engg.), 1 st Floor	LG split AC 1.5 ton	01 No.
11	Guest Room No.1, 6 th Floor, Office Block	Voltas Window AC 1.5 ton	01 No.
12	Guest Room No.2, 6 th Floor, Office Block	Voltas Window AC 1.5 ton	01 No.

(Total 16 Nos. of AC's)


(S.K. Sinku)
Sr. Administrative Officer
For Addl. Director General (P)