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## CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)

“SHIKSHA KENDRA”, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI – 110092

07.06.2011

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**Sub.: Limited tenders for AMC of Window / Split AC's, Water Coolers etc.**

Sir,

The CBSE intends to select experienced and reputed agencies with minimum 3yrs. experience and having satisfactorily executed minimum two works each of value Rs. 80,000/- or more for AMC of its Window/ Split AC's & Water Coolers. Interested and Competent agencies may fill-up the prescribed formats and enclose an EMD amounting to Rs.2000/- in the form of DD/BD payable in favour of Secretary, CBSE, Delhi. The last date for submission of the tenders is 22.06.2011 upto 2:00 p.m. The tenders duly filled in are to be dropped in the tender box placed at Reception Hall, CBSE HQ Bldg., Preet Vihar, Delhi-110092. Incomplete and conditional tenders shall be summarily rejected. The Secretary, CBSE reserves the right to reject any or all the tenders without assigning any reason thereof.

Yours faithfully

(S.K. SHARMA)  
SR. ENGINEER (ESTATE)

**CENTRAL BOARD OF SECONDARY EDUCATION**  
**2, COMMUNITY CENTRE, PREET VIHAR, DELHI-92**

**TECHNICAL BID**  
**(Part-A)**

**Last date of submission: 22.06.2011**  
**Upto 2:00 p.m.**

**Name of work :** Limited Tender of AMC of Window/ Split A.C's & Water Coolers.

**Locations :** CBSE Bldg. at Preet Vihar, Delhi.

**1. Credentials of the Tenderers**

- 1.1 Name of the Agency .....
- 1.2 Office Address and  
Tel. Nos. ....
- 1.3 Licence No. & Registration .....
- Details(with documentary  
evidence) .....
- 1.4 PAN No. ....
- (with documentary evidence)
- 1.5 Service Tax Regn. No.:  
(supported with documentary evidence).....
2. Annual turnover last three years  
(Supported with documentary evidence).....
- 2.1. Experience  
Total experience in year.....
- Contract of approx. equivalent value executed in the last 3 years

SL. Nos.	Period			Name of the Organization	Cost of the work (executed)	Contract person with Tel.No.
	From		To			
01.	2008	-	2009			
	2009	-	2010			
	2010	-	2011			
02.	2008	-	2009			
	2009	-	2010			
	2010	-	2011			
03.	2008	-	2009			
	2009	-	2010			
	2010	-	2011			

**2.2 Manpower details:**

2.3 No. of Supervisors:

.....

2.4 No. of Staff.....

2.5 Availability of Workshop:

.....

3.0 EMD payable through DD/BD in f/o the Secretary CBSE, Delhi

3.1 DD/BD No.....

3.2 Name of Bank.....

**Note:** Please attach the scanned copies of:

- I. License no. and Regn. No.
- II. PAN No.
- III. Service Tax Regd. No.
- IV. Attested copies of all experience documents

**3.4 TECHNICAL QUALIFICATION**

- a. The tenderer should be registered with concerned authorities. The tenderer is required to furnish legible photocopy of the concerned registrations alongwith its technical offer clearly indicating the contractor’s code no. etc. in case of non-submission of the copy of the requisite registrations, the offer shall be treated as being from an unqualified contractor and summarily rejected.
- b. The tenderer shall furnish copy of registration under Service Tax and Income Tax – giving its service tax & income tax registration number.
- c. The office of the tenderer should be located in Delhi or NCR.

**3.5 Earnest Money Deposit (EMD)**

- 1. The Govt. Departments, Public Sector Units, Small Scale Industrial (SSI) Units (only permanently registered) & agencies registered with NSIC etc., are exempted from submitting EMD.
- 2. SSI Units and agencies requesting for exemption from submission of EMD shall submit a copy of their Registration Certificate.  
Only such SSI Units and agencies registered for the same trade/Item for which the tender is relevant shall be exempted from submission of EMD.
- 3. EMDs of unsuccessful tenders shall be refunded after reasonable time without interest.
- 4. The tender without EMD or partial EMD shall be summarily rejected.
- 5. Earnest money to successful tenderers shall be returned after submitting the Initial Security Deposit (ISD) @ 10% of contract value in form as prescribed under General Financial Rules, 2005. No interest will accrue on such deposit.

4. **Particulars of D.D. as earnest money:**

Amount Rs. : \_\_\_\_\_

D.D./B.D. Nos.: \_\_\_\_\_

Issuing Ban with: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

\_\_\_\_\_

**Declaration:** All terms and conditions as mentioned in the tender are acceptable to me/us.

(Signature of the Tenderer)  
With complete address and seal

Tel. No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**PART-B**

**PRICE BID**

Last Date : 22.06.2011

**CENTRAL BOARD OF SECONDARY EDUCATION**  
**SHIKSHA KENDRA, 2, COMMUNITY CENTRE**  
**PREET VIHAR, DELHI-110092**

**SCHEDULE OF WORK**

- 01.** Name of work: Comprehensive A.M.C. of Water Coolers: 11 Nos. including cost of all spares & compressors, gas charging etc. complete.

SL. NO.	DESCRIPTION OF ITEM	QTY.	RATE/UNIT	AMOUNT (IN RUPEES)
1.	Comprehensive Annual Maintenance contract of water coolers installed at its H.Q. The water coolers are of Voltas, Bluestar, Usha and Sidwal Makes and varying capacity i.e. 20/40, 40/80 Litres.	11		
2.	Charging of Gas/ Refrigerant	Rate only		

Grand Total in Rs.....

- 02.** Name of Work: Comprehensive A.M.C. of Window/ Split AC Units including cost of all spares and compressors, gas charging etc. complete.

SL. NO.	DESCRIPTION OF ITEM	QTY.	RATE/UNIT	AMOUNT (IN RUPEES)
01.	Comprehensive Annual Maintenance contract of the window/ Split A.C's installed at H.Q. Bldg., Preet Vihar.			
	Window: 1.5 Tr	16		
	Window: 2.0 Tr	08		
	Split AC: 1.5 Tr	20		
	Split AC: 2.0 Tr	07		

Grand Total in Rs. ....

**03.** Name of Work: Servicing of Window/ Split A.C's -24 / 27 Nos.

SL. NO.	DESCRIPTION OF ITEM	QTY.	RATE/UNIT	AMOUNT (IN RUPEES)
1.	Servicing of Window/Split A.C's installed at H.Q. Building having capacity of 1.5 /2.0 Tr by chemical washing, replacement of fitters, Oiling/ Greasing, Gasket/ packing replacement/ compaction, checking of all parts. Caliberation/ adjustments for efficient & smooth functioning of machines.  Window : 1.5 Tr Window: 2.0 Tr Split AC: 1.5 Tr Split AC: 2.0 Tr	Rate only		
2.	Charging of Gas/ Refrigerant  Window : 1.5 Tr Window: 2.0 Tr Split AC: 1.5 Tr Split AC: 2.0 Tr	Rate only		

**Grand Total in Rs. ....**

**CENTRAL BOARD OF SECONDARY EDUCATION**  
**SHIKSHA KENDRA, 2, COMMUNITY CENTRE**  
**PREET VIHAR, DELHI-110092**

**IMPORTANT TERMS & CONDITIONS**

1. Incomplete and conditional tenders shall be summarily rejected.
2. The rates quoted should be inclusive of all the Taxes whatsoever.
3. There should not be any cutting/ overwriting in the rates.
4. Complaints lodged shall have to be attended within 24 hrs.
5. In case the complaint is not cleared within 24 hrs., penalty @Rs.200/- per day shall be levied in r/o defective AC/ Split AC/ Water Cooler.
6. For monitoring the efficiency, the agency shall have to depute a Supervisor weekly.
7. Satisfactory Work-Report must be submitted alongwith the bill. Log Book shall be maintained for each machine.
8. The AMC shall be valid for a period of one year.
9. The agency shall be bound to use only genuine spares which shall be got approved by the Engineer-In-Charge before installation.
10. In case the repair is not feasible within 24 Hrs., the agency shall provide stand-by machine of equivalent size/rating.
11. Concerning servicing of the window/ split Unit, the agency shall have to deploy skilled manpower with proper equipments & filters.
12. The Contractor shall keep all the equipments in perfect working condition.
13. The Service Engineer/ Technician deployed by the agency shall not tamper with any other installation of the Board.
14. The agency must inspect the systems/ installation before submitting the tenders.
15. In case, any additional staff is required for major repairs, the contractor shall have to engage extra manpower within the quoted rates.
16. The Contractor shall take all precautionary measures for the safety of the workers during performance of their duties at site and in case of any untoward incident, Board shall not be liable to pay any compensation to any workmen and employee of the contractor.
17. No extra payment shall be made on account of labour charges.
18. The Board will be entitled to terminate contract at any time, if performance is found unsatisfactory in the opinion of the Engineer-Incharge.
19. The equipments shall be handed over in perfect working condition & after the expiry of the contract the agency shall handed over in same condition.
20. In case the Board is put to any financial loss directly or indirectly by any act of commission or omission on the part of the contractor and its workers, the Board shall have the right to impose cash penalty on the contractor or deduct such amount from its security deposit.

**Acceptance by the Tenderers:**

I hereby affirm that I have read all the terms and conditions before submission of the Price-Bid and are acceptable to me.

Office Telephone Nos. \_\_\_\_\_

(Signature of Tenderer) .....

Mobile No. of contact Persons \_\_\_\_\_  
with complete address and office

Place: Delhi

Date: