



**F. No. -06/01/2016-G.**

भारत सरकार  
कर्मचारी चयन आयोग  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक लोक शिकायत और पेंशन मंत्रालय  
ब्लॉक नं. १२  
केन्द्रीय कार्यालय परिसर, लोधी रोड  
नई दिल्ली-110003

Government of India  
Staff Selection Commission  
Department of Personnel & Training  
Ministry of Personnel, Public Grievances & Pensions  
Block No.12  
C.G.O. COMPLEX, Lodhi Road  
New Delhi-110003

**23<sup>rd</sup> May, 2016**

### **NOTICE INVITING TENDER**

**Subject: -** Comprehensive Annual Maintenance Contract for Air Conditioners (57 Window + 33 Split) installed in the premises of SSC (Hq.), New Delhi-110003.

Sir/Madam,

The Commission has decided to invite sealed quotations from experienced AMC providers for comprehensive Annual Maintenance Contract for Window and Split Air Conditioners installed in SSC Block no. 12, CGO Complex, Lodhi Road, New Delhi as per list enclosed at Annex B.

1. The terms & conditions for AMC for the period for the year 2016-17 are as follows:-
  - a. The firm will start working immediately after award of the contract.
  - b. The AMC will include repair of motor/compressor, repair & replacement of other electrical parts, air filters, gas charging and labour charges.
  - c. Body repair, reconditioning/renovation of air-conditioner, grills, remote of air conditioners, installation, fixing of new heating system and spray painting are not included in the contract.
  - d. The firm will maintain the air-conditioners as or where basis and will not charge extra money for any initial repairs.
  - e. The firm will attend all complaints on receipt of information for breakdown/repair from the Commission directly. The services would be provided on regular basis during day time and in case of emergency beyond working hours at night including holidays.
  - f. In addition to breakdown, maintenance, routine maintenance such as cleaning of the filter should be done thrice a year.
  - g. Proper record of servicing & repair etc. of the breakdown/maintenance should be kept by the firm.
  - h. Conversion of heating system during winter should be done by the firm.
  - i. No advance payment will be made in any case. For payment purpose, the bills would be submitted month-wise along with the work completion report.
  - j. No increase in amount shall be considered during the full period of AMC. No charges like transportation fare etc. for providing the services for attending the complaints covered under this AMC will be admissible.

- k. The work which cannot be carried out in the office area will be allowed to be done outside and no extra charges would be paid for that.
  - l. Violation of the any clause mentioned above will entail cancellation of the contract.
  - m. The Commission has the rights to terminate this AMC at any time without assigning any reason what so ever, if the services are found to be unsatisfactory.
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2. Rates may be quoted in the prescribed proforma enclosed at Annex-‘A’. The rates quoted should remain valid for one year from the date of acceptance of this Commission’s Letter. However the contract can be extended for a further period of one year at the direction of this Commission on the same rates and the same terms and conditions.
  3. The bidder who has quoted lowest rates in maximum items will be considered.
  4. Details of air-conditioners to be covered under AMC along with the locations of the installation are given in Annex-B.
  5. The firm must have experience of atleast 04 years in the maintenance of AC in the Government Departments/Ministries/PSUs. The prospective firm should also furnish a copy of PAN, Service Tax registration Certificate. In the absence of the above certificates, the quotation will not be entertained.
  6. All quotations should be submitted before the time & date fixed for the receipt of quotations. Quotations received after the stipulated time & date are liable to be rejected.
  7. The quotations should be submitted in a sealed cover super scribed “QUOTATION FOR COMPREHENSIVE AMC OF AIR-CONDITIONERS” and addressed to Under Secretary (G), Staff Selection Commission, Room No. 706, 7th floor, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110003. The quotation should reach the Commission latest by 3.00 PM on 14/06/2016 the same will be opened at 3.30PM on the same day..
  8. The quotation will be opened at 3.30 PM on 14/06/2016 in Room No. 706, 7th floor,Block No. 12, CGO Complex, Lodhi Road, New Delhi-110003.
  9. Earnest Money:- Earnest Money of Rs. 10,000/- in the form of DD in favour of DDO (CASH), STAFF SELECTION COMMISSION, NEW DELHI should be submitted along with the quotation by the bidder who are not registered with NSIC/ Central Purchase Organization. Offer without Earnest Money will be ignored. The earnest money/bid bond deposited by the bidder shall be forfeited by this organization due to following reasons:  
(I) If tender is withdrawn during the validity period or any extension thereof.  
(II) If tender is varied or modified in any manner during the validity period or any extension thereof.  
If a tenderer, whose tender has been accepted, fails to furnish security deposit/performance bank guarantee within 10 (Ten) days of receipt of order the bid will be cancelled and Earnest Money forfeited. The earnest money/bid bond of unsuccessful bidders will be returned after completion of the process.
  10. A Security Deposit/Bank Guarantee of Rs.30,000/- (Rupees Thirty Thousand Only) will have to be deposited by the firm to whom the AMC is awarded before commencement of the contract within 10 days. This will be refunded on the completion of the AMC.

(R. K. Naskar)  
UNDER SECRETARY

Annexure-A

Sl. No.	Items	Rate per unit(Inclusive of all Taxes)
1	Window Ac	
2	Split AC	

Date:-

Signature of  
Bidder with  
stamp

## LIST OF AIR CONDITIONERS for AMC

Room No.	Window AC	Split AC
2 <sup>nd</sup> Floor (Hall no 1 & 2)		14
3 <sup>rd</sup> Floor	1	4
401		3
402		2
403		2
404	2	
405	2	
406		
407	1	
408		1
413		4
414	1	
415	1	
416	2	
417	1	1
419		1
601	2	
604	2	
606	1	
607	1	
611	1	

612	1	
613	1	
614	1	
615	1	
616B	1	
617	1	
618	1	
619	1	
620	1	
701	1	
701 cash	1	
704	1	
705	1	
705A	1	
706	1	
709	1	
711	1	
712	1	
713	2	
714	1	
803	2	
808	2	
809	1	

811	2	
811A	1	
812	1	
813		1
813A	1	
814	2	
Computer Room (810)	4	
Computer Lab	1	
Canteen	1	
TOTAL	57	33