

**THE STATE TRADING CORPORATION OF INDIA LTD**  
**JAWAHAR VYAPAR BHAWAN, TOLSTOY MARG, NEW DELHI**  
**(A GOVT. OF INDIA ENTERPRISES)**

Building Project and Maintenance Division  
First basement, Jawahar Vyapar Bhawan  
Tolstoy Marg,  
New Delhi-110001

**QUOTATION**

Ref-STC/CO/BLD-E/01112/D-

Date-30.05.2018

Name of the work- Quotation for annual maintenance contract (AMC)/Repair of air conditionings installed at, Jawahar Vyapar Bhawan/ AGVC/at our executives residences, New Delhi-110001.

Sealed quotations are invited to undertake the work given in the Schedule of Quantities (Annexure-A) to be carried out at various locations.

The Quotation/tenders should be dropped in the tender box kept in the STC Reception office, Ground floor, Jawahar Vyapar Bhawan, 1-Tolstoy Marg, New Delhi. No other form of delivery is acceptable and tenders not dropped in the tender box shall be summarily rejected.

Quotation duly filled in all respect must reach to this office on 11.06.2018 till 11:00 AM and technical bid will be opened on same day 11.06.2018 at 11:30 AM. The date of opening of price bid shall be informed to technically qualified bidders after evaluation of technical bid. The price bid of technically qualified bidders shall only be opened. Both the bids (Technical and price) shall be placed in separate envelops inside a main envelop.

In the price bid enclosure the signed, stamped & filled Annexure -A must be put and all other documents shall only be kept in technical bid enclosure. The price bid in technical envelop and technical documents in price bid envelop, may lead to rejection of quotation.

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

(R.K.Avasthi)  
Deputy General Manager-Electrical  
JAWAHAR VYAPAR BHAWAN,  
TOLSTOY MARG, NEW DELHI.  
011-23462400

Encl:-As above.

M/s

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**Terms and Condition**

1) **EARNEST MONEY AND TENDER FEE:-**

The EMD (Rs. 3500/-) & tender fee- Rs.525/- (if applicable) have to be deposited online prior to closing time of bid, as per below. The details of the same have to be submitted with tender technical bid-

1. Name of Bank :- Indusind Bank, Barakhamba Road, New Delhi 110001
2. Name of beneficiary :- The state Trading Corporation of India Ltd., New Delhi-110001
3. Account No. :-200000550077 4. IFSC:- INDB0000005.

Any tender, not accompanied with EMD and tender fee are liable for rejection. In case of unsuccessful bidder, the earnest money will be refunded to them, after award of work to L1 successful firm. The concept of NSIC/MSME shall be applicable.

Request for adjustment/appropriation of earnest money/deposits if any already lying with the Corporation in connection with some other tender/orders/works shall not be entertained. No interest shall be payable on earnest money deposits.

2) **Technical enclosure must contain the following-**

- A. The firm must be registered with GST and must enclose a copy of registration letter/certificates.
- B. The firm must have minimum 07 years experience of repair/service of window/split ACs in center govt, state govt, PSU, autonomous bodies and should be enclosed with proper proof of completion of work.
- C. The copy of PAN card, address proof, Bank account detail and copy of online deposited tender fee & EMD detail.
- D. Copy of ESI and PF registration.

- 3) The firm shall use genuine/OEM parts for repair and maintenance. The old parts which are replaced shall be deposited with STC. If the firm uses non-standard parts (genuine) a penalty of double the cost of that part will be imposed.
- 4) STC reserve the right to terminate the contract at any point / during the tenure of contract, if the services are not found satisfactory or if the contractor dishonors the contract. The decision of the STC in this regard shall be final and binding upon the contractor.
- 5) Any financial loss caused due to damage of any part of the ACs of the STC would be deducted from the EMD/performance security/bills.
- 6) Complain calls should be attended promptly and within a reasonable time on all days, including Sundays, Saturdays and holidays. In case the complaints of maintenance/repair of the ACs are not attended within 24 hours, penalty of Rs. 200/-(Per day) will be made and if the AC is out of order for more than 15 days in one season then penalty of Rs. 5000/-(Per day) will be made.

- 7) No Ac or any part shall be taken out by the mechanic to the workshop. The work is to done at site. However, the work which can't be done at site would be allowed to be done outside with written permission from STC and no extra charges will be paid for this work.
- 8) Payment of the firm shall be done once in a month on submission of bill duly supported by user certificate to the effect that machine has been serviced and working in good condition.
- 9) Security deposit to the tune of 10% of the contract value shall be submitted by the successful contractor online, within 07 days of award of work along with acceptance of the contract. The security deposit will be forfeited if any deviation by the contractor is found from the instruction given by the STC. After expiring of the contract the same will be returned after deduction of dues, if any, without any interest.
- 10) The firm shall have to attends all complains on information/direction received from the STC. The services shall be provided on regular basis during the office hours also in case of emergency beyond office hours or holidays.
- 11) If the work of the contractor is found unsatisfactory, the job may be entrusted to other firm at the risk expenses of the defaulting contractor.
- 12) No increase in amount shall be considered at all during the full period of AMC.No other charges will be payable like transportation, fare, etc. for providing the services.
- 13) The rates quoted by the quotationer should be inclusive of cartage, labour, material etc and there should be no ambiguity whatsoever. The rates shall be firm and no revision of the rates on any account whatsoever shall be considered during the contract. GST shall be extra.
- 14) The quotationer should quote the rates for the work as mentioned in the bill of quantity (Annexure-A).
- 15) STC reserve the right to accept or reject all the quotations without assigning any reason thereof.
- 16) The quotationers must inspect the STC premises/site, before quoting the rates.
- 17) The work shall be carried out as per the direction of the Engineer In-charge.
- 18) STC may its discretion, change or alter any specification or design during the course of execution of work.
- 19) Payment to the contractor shall be released by STC on the basis of work and the amount certified by the Engineer-In-Charge. The contractor shall submit the bills in duplicate, giving complete description of the item of the work done strictly as per the bill of the quantity.
- 20) Taxes will be deducted from the running account bills /final bill as per the prevailing rates.
- 21) The contactor shall abide by municipal bye-laws, safety regulation and labour laws during the execution of the work.
- 22) In case of any dispute, decision of Chief General Manager-Admin, STC will be binding on both the parties.
- 23) Since the payment to the party will be remitted through RTGS/EFT, as such, complete detail like Account no., name and address of Bank and Branch, IFS code with the name and complete address of the firm shall be required at the time of payment.
- 24) The warranty period of the work shall be six months or OEM warranty which is later.
- 25) The contractor shall start the work which is stipulated period as mentioned in the award letter failing which no tender /quotation shall be issued in future works and EMD shall be forfeited.
- 26) The period of the annual contract shall be for one year from the date of award of the contact. The contract may be extended for further period of one year by STC on the basis of satisfactory performance by the firm.
- 27) The maintenance/servicing include oiling,cleaning,greasing,gas charging, repair of compressors/motors, electrical parts, air filters,wiring,replacement of old motor by new one etc.
- 28) The Indemnity Clause  
The Contractor shall at all times indemnify and keep STC indemnified against any claims / liability/ proceedings etc. in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its employees/workmen or agents or by any other third party resulting from or by any action, omission or operation conducted by or on behalf of the Contractor.  
The Contractor shall at all times, indemnify and keep indemnified STC against any and all claims / liability/ proceedings etc. of the Employees, Workman, agent(s), employed engaged or otherwise working for the Contractor, in respect of wages, salaries, remuneration, compensation or the like.

All claims regarding indemnity shall survive the termination or expiry of the Contract and shall be recoverable from Security Deposit in addition to any other means.

29) VALIDITY OF TENDER:-

The bid shall remain open for 60 days which will reckon from the date of opening of bid. During this period the bidder shall not be allowed to withdraw or amend or impair or derogate his offer and Earnest money deposited shall not be withdrawn within this period.

30) The L1 firm has to sign agreement with STC on 100/- non judicial stamp paper on the agreement format provided by STC. The cost of agreement/stamp paper shall be borne by the contractor within 15 days of work order.

31) All the pages of quotation shall be signed and stamped by the authorized person of the firm.

**(SIGNATURE OF THE QUOTATIONER WITH SEAL)**

<b>MAKE AND LOCATION OF THE AIR-CONDITIONERS COVERED UNDER AMC</b>					
S.no	Location	Capacity(TR)	Make	Quantity	Location
	<b>WINDOW AIR CONDITIONERS</b>				
1	MTNL Telephone exchange,Basement-1	2	Voltas	1	Jawahar vyapar bhawan
2	CGM-P office 5th floor	1.5	Hitachi	1	Jawahar vyapar bhawan
3	Auditor's room 17th floor	1.5	LG	1	Jawahar vyapar bhawan
4	Site office STC colony	1.5	LG	1	STC colony
5	Driver Room GD floor	1.5	Voltas	2	Jawahar vyapar bhawan
6	Stationery store basement	1.5	Voltas	2	Jawahar vyapar bhawan
7	GAD Telephone Exchange and R&I Office	1.5	Voltas	3	Jawahar vyapar bhawan
8	Carpenter Workshop Basement-1	1.5	Voltas	1	Jawahar vyapar bhawan
9	DGM(F)-CSK's room	1.5	Voltas	1	Jawahar vyapar bhawan
10	RWIT office STC colony	1.5	Voltas	1	STC colony
11	CGM-F(BRD) office,17 <sup>th</sup> floor	1.5	LG	1	Jawahar vyapar bhawan
	Total(Window Acs)			15	
	<b>SPLIT AIR CONDITIONERS</b>				
S.no	Location	Capacity	Make	Quantity	Location
1	10th floor,CVO's office	2	Hitachi	1	Jawahar vyapar bhawan
2	10th floor,DIR Marketing(RC)'s office	2	LG	1	Jawahar vyapar bhawan

3	10th floor, vacant office.	2	Voltas	1	Jawahar vyapar bhawan
4	10th floor,DIR(SKS)'s office	1.5	Daikin	1	Jawahar vyapar bhawan
5	4 th floor auditorium	2	Voltas	4	Jawahar vyapar bhawan
6	10 th floor,mini board room	2	LG	1	Jawahar vyapar bhawan
7	10 th floor, board room	2	Hitachi	2	Jawahar vyapar bhawan
8	SC/ST association 5th floor	2	Carrier	1	Jawahar vyapar bhawan
9	Officer association room	1.5	LG	1	Jawahar vyapar bhawan
10	Bullion dealing room 7th floor( Mr. AS Verma office)	2	Amtrex	1	Jawahar vyapar bhawan
11	DGM-Civil(BSB) office	2	Amtrex	1	Jawahar vyapar bhawan
12	Dir-Marketing-Mr.Dass office 10th floor	2	Amtrex	1	Jawahar vyapar bhawan
13	GM(Legal) office 10floor	1.5	Voltas	1	Jawahar vyapar bhawan
14	JGM-F(SK Singal) office 17 <sup>th</sup> floor	2	LG	1	Jawahar vyapar bhawan
15	Dir(KR)'s res. Office B-260	1.5	Daikin	1	AGVC
16	Dir(KR)'s res. Office B-260	1.5	Daikin	1	AGVC
17	MTNL office basement-1	1.5	Voltas	1	Jawahar vyapar bhawan
18	B-258,AGVC	2	Voltas	1	AGVC
20	B-256,AGVC	1.5	Daikin	1	AGVC
21	B-259,AGVC	2	LG	1	AGVC
22	B-259,AGVC	1.5	Voltas	1	AGVC
23	CGM(JK)'s office	1.5	Samsung	2	Jawahar vyapar bhawan

24	Electrical Engg. Office first basement	1.5	Voltas	1	Jawahar vyapar bhawan
25	Dir-F Office,10th floor	1.5	Daikin	1	Jawahar vyapar bhawan
26	Ex. Dir(SKG) office 10 <sup>th</sup> floor	1.5	Voltas	1	Jawahar vyapar bhawan
27	GM-F(RN) office	1.5	Voltas	1	Jawahar vyapar bhawan
28	CGM-MSD(SP Lakpa) office 23rd floor	2	LG	1	Jawahar vyapar bhawan
29	CGM( Vivek Mathur) office on 10th floor	2	AB-smart Dx	1	Jawahar vyapar bhawan
30	GM-Marketing (R.K.Goyal) office 10th annex.	1.5	Voltas	1	Jawahar vyapar bhawan
31	GM(DP Misra) Agro 6th floor office	2	LG	1	Jawahar vyapar bhawan
	TOTAL(Split ACs)			35	
	<b>Grand total of Acs (split and window)</b>			<b>50</b>	

(SIGNATURE OF THE QUOTATIONER WITH SEAL)

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**ANNEXURE-A**

**Price Bid**

<b>Air conditioned Quantities covered under AMC</b>				
<b>S.no.</b>	<b>ACs</b>	<b>1.5 TR</b>	<b>2.0 TR</b>	<b>Total</b>
1	Window Ac	14	1	15
2	Split Ac	20	15	35
				<b>50</b>

<b>Split and window ACs repair/maintenance work detail</b>							
<b>S.no.</b>		<b>Description</b>	<b>Quantity/Number</b>		<b>Rate(Rs)/No.</b>		<b>Total (Rs.)</b>
			<b>2 TR (A)</b>	<b>1.5 TR (B)</b>	<b>2 TR (C)</b>	<b>1.5 TR (D)</b>	
1	A	Split A/c----- service charges	30	40			
	B	Window A/c ----service charges	2	28			
2	A	Split A/c ----installation charge	2	2			
	B	Split Ac---Dismantling. and installation charge	2	2			
	C	Window A/c ---- installation charge	2	2			
3	A	Split ac ----gas charging	4	5			
	B	Window AC -----gas charging		5			
4		Supply and laying of Cu Piping(m)		30			
5		Supply and fixing of Outdoor stand		4			
6		Split Ac outdoor unit fan motor replacement.	2	2			
7		Tower Ac 2 Tr gas charging.	1	0			



8		Supply and installation of relay starting capacitor kit of ,Ac outdoor unit of split ac.	1	2			
9		Split Ac Out door unit value changing charge.	1	1			
10		Supply and fixing of window Ac capacitor kit.		2			
11		Supply and installation Voltage 4 kva stabilizer		2			
12		Replacement of AC thermostat		2			
						<b>Total(Rs.)</b>	
		GST shall be extra					

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