

**Indian Institute of Management, Kashipur**  
Bazpur Road, Kashipur, Udham Singh Nagar Uttarakhand, India - 244713

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No. : 1/IIM Kashipur/QTO/AMC/AC/2017-18

date: - 11/04/2017

To,

M/s.....  
.....  
.....  
.....

**Quotation for Comprehensive Annual Maintenance Contract  
of Split and window air conditioner**

**Terms & Conditions:-**

**Name of Work: - Comprehensive Annual Maintenance Contract for ACs.**

Sealed quotations are invited from firms (on official letter heads) dully filled for ACs & its Accessories as mentioned in Annexure –I, on 02/05/2017 up to 3.00PM. The received quotations will be opened on same day at 3.30PM. A detailed Schedule of Quantity (Annexure –I) is attached.

1. Each quotation is to be sent in an envelope which should be SEALED, super-scribed “**Quotation for AMC of ACs**” with Reference No. ....and date.....addressed to the Director, Indian Institute of Management, 5Kms Stone, Baazpur Road, District- Udham Singh Nagar, Kashipur-244713.
2. **Earnest Money: - ₹ 10000/-** along with quotation Document in form of Demand Draft (D.D.) payable at Kashipur in favour of “**Indian Institute of Management, Kashipur**”. Quotation received without EMD will not be considered and summarily rejected.
3. The firm must have previous experience in maintaining ACs systems in organization /Institute.
4. The firm must have expertise in preventive on-site maintenance & repair & its associated peripherals.
5. **Performance Security:** successful tenderer should furnish performance security in the form of demand draft for an amount equal to 10% of the AMC value within 10 days on acceptance of Quotation. No interest shall be paid on the performance security and shall be refunded to the successful bidder on completion of contract period. The performance Guarantee will be forfeited in the event of violation of any terms and condition of the contract.
6. Rates should be inclusive of all taxes (i.e. VAT/ Service Tax etc.).
7. Taxes as applicable shall be deducted as per norms.
8. The rates quoted by the contractor should be based on site inspection. No extra cost is allowed in the said job in case of variations.

**If a firm filling Quotation does not fulfill all or any of the above eligibility conditions mentioned above, the quotation of the Firm is liable to be rejected.**

### **Scope of the work for which quotation is being invited:**

1. Comprehensive maintenance of AC installed in the IIM Kashipur, Bazpur road, Kashipur, Udham singh Nagar, Uttarakhand.
2. The firm has to provide services in the whole campus located at IIM Kashipur, Bazpur road, kashipur, Udham Singh Nagar, Uttarakhand.
3. The rates quoted will remain in force for the full period of the contract. No demand for revision of rates on any account shall be entertained during the contract period. It will be open to the IIM Kashipur to extend the term of the agreement beyond the contractual period of one year on the same terms and conditions for a further period of one year or more depending upon the performance.
4. If any complained raised by the IIM kashipur, it has to be taken on the priority basis & it should be attend within 4 – 6 hours. It should be applied on all working days including holidays (if required).
5. Whenever complained is reported, it should be attended on the same day, if failing then it shall be attended on next day before 11:00 AM. As far as the possible, the repairs should be carried out on-site itself. If it is found that the repair is further time-consuming, the firm shall provide a similar standby system of matching specifications so that the work of IIM Kashipur should not hampered or delayed. If however, the firm fails to repair or provide a standby by the day following the day on which the complained is lodged, then a penalty of Rs. 500/- (Rupees Five hundred only) per day will be charged.
6. It shall be the onus of the firm to ensure that when the engineer is coming to the site to diagnose / repair. He/she should be equipped with necessary tool kits.
7. The firm shall maintain the equipment as per the manufacturer's guidelines and shall use standard components for replacement. In case of any instance of sub-standard repair/ replacement of parts by the firm, it may lead to cancelation of the contract and any other legal action may be taken against the firm.
8. IIM Kashipur shall not be liable to make payment over and above the comprehensive maintenance cost, in any case. All types of repair / replacement of spare parts shall be covered under the comprehensive maintenance contract.
9. No advance payment shall be made. Payment of AMC maintenance shall be made on quarterly basis after satisfactory completion of work. For making the payment, the firm will have to submit their bills on quarterly basis.
10. The number of ACs mentioned in annexure-1 may vary, i.e. it may be increased or decreased. In both cases the payment made to the contractor will also be decreased or increased according to rates quoted by the vender.
11. It may also be noted that in case of the firm with whom the contract with entered into, backs out in mid-stream without any explicit consent of the IIM kashipur. The act of

backing out will automatically debar the firm from any further dealing with the IIM Kashipur.

12. In case of any dispute or difference arising at any time between IIM Kashipur and the firm holding the contract, these shall be resolved in accordance with the provision of the Arbitration Act, 1940 and only court of Kashipur shall have the jurisdiction in all matters arising out of or connected with this contract. Further this contract is subjects to laws of India alone.

**Copy of the above terms and conditions duly signed by the firm in token of having understood and agreed to the same has to be attached with the quotation.**

Enclosed: Schedule of Quantity.

**Authorized Signatory**

**ANNEXURE-I****Schedule of Quantity.**

| Sr. No. | Type of AC  | QTY (Nos. of AC) | Per unit rate of AMC in Rupees | Total Amount (in Figures) | Total Amount (in words) |
|---------|---|------------------|--------------------------------|---------------------------|-------------------------|
| 1.      | 1.5 Ton Split AC  | 88 Nos.          |                                |                           |                         |
| 2.      | 2.0 Ton Split AC  | 11 Nos.          |                                |                           |                         |
| 3.      | 1.5 Ton Window AC   | 40 Nos.          |                                |                           |                         |
| 4.      | *Dismantling, Shifting and Installation of Split ACs with copper pipe, insulation etc. as and when Required.              | Each             |                                |                           |                         |
| 5.      | *Dismantling, Shifting and Installation of Window ACs with wooden fitting etc. as and when Required.                      | Each             |                                |                           |                         |
| 6.      | *copper pipe with Insulation  | Each             |                                |                           |                         |
| 7.      | *Buy back Compressor 1.5 Ton  | Each             |                                |                           |                         |
| 8.      | *Buy back Compressor 2.0 Ton  | Each             |                                |                           |                         |
| 9.      | *Only Dismantling and Shifting to a desired location of Split ACs with copper pipe, insulation etc. as and when Required. | Each             |                                |                           |                         |
| 10.     | *Only Dismantling and Shifting a desired location of Window ACs with wooden fitting etc. as and when Required.            | Each             |                                |                           |                         |

**\*As and when required basis.**

**Note:** - Rates should be inclusive of all Taxes

Signature of the Contractor  
Name, Full address