

संख्या:- आईसीडब्ल्यूए/बिल्डिंग/885/1/2007

विश्व मामलों की भारतीय परिषद

सप्रू हाउस, नई दिल्ली

रखरखाव अनुभाग

**26.10.2016**

**Notice inviting quotations**

**Sub: Comprehensive Annual maintenance contract for inverters (17 no.)**

The Indian Council of World Affairs (ICWA) invites sealed quotations for comprehensive annual maintenance contract of Inverters (17 no.) installed at different wings of ICWA for a period of one year from the date of awarding the work . The list of inverters to be covered under AMC is attached. The parties are required to furnish the unit as well as total cost of comprehensive maintenance strictly for as per in the attached Performa. ICWA reserves the right to accept or reject any or all of the offers, in full or in part, without assigning any reasons whatsoever. The firms should have proven experience in carrying out similar types of work in various offices. Last date of submission of proposal is **18 November, 2016**.

The terms and conditions of AMC are as under:

1. The selected agency will be responsible for repair / maintenance work of the inverters installed at ICWA including cost of defective parts (excluding batteries). To the extent possible, all repair and maintenance work would be carried out in ICWA office premises only. For this purpose, the agency will send their qualified service engineer at ICWA from 9.00 AM to 5.30 PM on working days and even on holidays or beyond office hours, if need arises.
2. All the complaints should be attended to and defects rectified immediately on receiving of the report and in any case on the day of reporting. In case the defect is major and it is not possible to rectify within a day, the problem should be reported to the concerned officer and a standby equipment should be provided with in 48hrs. In case, there is delay beyond the estimated time then a charge of Rs. 200/- per day will be chargeable and this would be deducted from the bills directly. (Not applicable in case of Hardware failure)
3. The jobs which are not possible to be carried out in the office premises will be allowed to be done outside with due approval but without payment of any extra charges. For this, the agency would be required to provide standby equipment.

4. The rates once approved will not be enhanced by the AMC provider in any case during the currency of the contract.
5. No advance payment will be made in any case. The payment will be released on quarterly basis after making statutory deductions like TDS at the end of each calendar quarter and after securing a satisfactory certificate.
6. ICWA shall not be responsible for damages of any kind for any mishap/injury/accident caused to any service engineer of the AMC Provider while during work in ICWA premises. All liabilities, legal or monetary, shall be borne by the AMC Provider.
7. The contract can be terminated by ICWA at any time without assigning any reason. In this connection the decision of ICWA shall be final.
8. The contract may be terminated by the agency by assigning valid reason by giving a 2(Two) months notice so as to ensure that the alternate arrangements can be put in place.

**Note:-**

*Sealed quotations should be sealed properly and super-scribed as quotation/2016-17 for comprehensive annual maintenance contract for INVORTERS . The name of firm should be mentioned on the envelope addressed to Deputy Director General, Indian Council of World Affairs, Sapru House, Barakhamba Road, New Delhi.*

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Performa for Submission of Quotation

To,  
Deputy Director General,  
Indian Council of World Affairs  
Sapru House, Barakhamba Road  
New Delhi – 110001.

Sub : AMC of Inverters

Dear Sir,  
With reference to your enquiry Ref. संख्या:- आईसीडब्ल्यूए/बिल्डिंग/885/1/2007  
Dated 26-10-2016, given below are our AMC charges for comprehensive annual  
maintenance charges for Inverters installed at ICWA.

Details of Technical Specification of Inverters are as under:

<u>Sr. No.</u>	<u>Description</u>	<u>Quantity</u>	<u>Remarks</u>
1	Inverter - Make- Genius capacity -2500 VA/48 Volts	4	
2.	Inverter Make- Genius Capacity -1400VA/24 Volts	6	
3.	Inverter Make- Genius Capacity -HUPS 800 VA/12 Volts	7	
4.		17 No.	

We agree to all the terms and conditions specified in your enquiry Ref. संख्या:-

आईसीडब्ल्यूए/बिल्डिंग/885/1/2007 Dated 26.10.2016

Thanking you,

Rubber Stamp of the  
Company

Yours faithfully,

Signatures \_\_\_\_\_

**Financial Bid/Offer**

Description	Amount (Rs.)
Comprehensive annual maintenance charges for Inverters (17 Nos.)	

Thanking you,

Rubber Stamp of the  
Company

Yours faithfully,

Signatures \_\_\_\_\_

**(B) TERMS & CONDITIONS**

1. Sealed quotation should be sent along with copy of PAN or number on company's letter-head.
2. **Last date for submitting the quotation is 18/11/2016.**
3. Total cost should be inclusive of all taxes.
4. The bidder should have an office in NCT Delhi or NCR.
5. Quotation shell submit details of organization, where they have undertake such similar services (work order copies) at least 2 or 3 .
6. The department reserves the right to reject or accept any application without assigning any reason.
7. ***Sealed quotations should be sealed properly and super-scribed as quotation/2016 for comprehensive annual maintenance contract for INVORTERS. The name of firm should be mentioned on the envelope addressed to Deputy Director General, Indian Council of World Affairs, Sapru House, Barakhamba Road, New Delhi.***