

Q/FSI-Admn/885/01/2010
Government of India
Foreign Service Institute
Ministry External Affairs
(FSI-Admn Section)

NOTICE INVITING TENDER

Old JNU Campus, New Delhi
Dated 28.04.2014

Subject:- Comprehensive Annual Maintenance Contract for the repair and maintenance of R.O. System at Foreign Service Institute, Ministry of External Affairs for one year from the date of awarding the contract.

Sealed quotations are invited from reputed firms for Comprehensive Annual Maintenance Contract for repair and maintenance of three nos. R.O. System at Foreign Service Institute for one year from the date of awarding the contract as per details given in Annex – I &- II.

2. The sealed cover containing the bids superscribed “**ANNUAL MAINTENANCE CONTRACT FOR REPAIR & MAINTENANCE OF R.O. SYSTEMS**” should be addressed to the Under Secretary (FSI-OT), Foreign Service Institute, Ministry of External Affairs, Old JNU Campus, New Delhi 110067 and dropped in the Tender Box at the Reception by 3.00 P.M. on or before **Wednesday, 07.05.2014**. The bids will be opened on the same day at 4.00 P.M. Room No. 008. The bid received after the stipulated date and time will not be considered. Vendor or his representative can be present at the time of opening of the sealed bids. The Tender document is also available on website of Foreign Service Institute: *meafsi.gov.in*

3. The bid has to be accompanied by Annexure I & II (every page of the documents to be signed by authorised signatory of the firm) and an EMD of Rs.1,000/- (Rupees one thousand only) only in the form of Demand Draft in favour of “**Pay & Accounts Officer, Ministry of External Affairs, New Delhi**”. The EMD of the unsuccessful bidder shall be returned after the finalization of the contract. The successful bidder will have to furnish performance security of 10% of total amount in the form of DD in favour “**Pay & Accounts Officer, Ministry of External Affairs, New Delhi**” before FSI return their EMD.

(P. K. Majumder)

Section Officer (FSI-Admn)
Ph. No.-26181362

ANNEXURE-I

TERMS AND CONDITIONS

1. The period of annual contract shall be for one year which can be extended for another year by the Foreign Service Institute on the basis of satisfactory report by the users. There should be at least **three periodical maintenance** during one year contract period. Prescribed TDS level should be maintained through out the contract period and monitored by vendor once a month.
2. The contract shall be inclusive of cost of R.O. System spare parts (all electrical parts like pump, adaptor, UV Lamp etc. and mechanical & plastic parts), all types of filter, candle and membrane replacement and labour charges etc.
3. The firm must be registered with VAT & SERVICE TAX departments and must enclose a copy of registration letter/certificate. The firms should have an experience of 3 years in maintenance of various types of related works in Government Departments. A list of their clients should be enclosed along with proper proof.
4. The contractor shall use the material of BIS specification for repairs /replacement. Contractor must show the new parts to Section Officer (FSI-Admn). The old parts, which are replaced, must be deposited in the General section. If the firm uses a non-ISI marked Part, it will have to intimate the reason for doing so to the FSI. The bidder should visit the Institute before submission of tender.
5. Foreign Service Institute reserves the right to terminate the contract at any point of time during the tenure of contract, if the services are not found satisfactory. The decision of the Foreign Service Institute in all respect shall be final and binding upon the contractor.
6. Any financial loss caused due to the damage of any part of the R.O. System of the Institute would be deducted from the earnest money/ performance security/bills.
7. The contractor will be required to attend to the 'break down' calls of R.O. System within 24 hours of the complaint. For this purpose, he will invariably depute one mechanic, thoroughly conversant with the maintenance and upkeep of the machine. If the complaint is not attended within 24 hours, an amount of Rs. 300/- will be deducted from the bill of the vendor. No R.O. System or any part thereof shall be taken out by the mechanic to the workshop. The work is to be carried out in the premises of the Foreign Service Institute. However, the work which cannot be done in the office premises would be allowed to be done outside and no extra charges will be paid for this work.

9. Any dispute regarding the contract shall be resolved through arbitrator to be nominated by Joint Secretary (FSI) in the Institute. The contract shall be subject to the Indian law and the jurisdiction of the courts located in Delhi.

10. Payment for the AMC charges will be made in two installments as per the details below:

(i) 50% of the total amount after all the machines have been serviced at least once and brought to good working condition.

(ii) Remaining 50% will be paid on the expiry of the contract, on the submission of the bill by the vendor duly supported by the user certificates to the effect that the machines remained in good working condition during the last one year.

* * *

Annexure-II

Sl No.	Description	Remarks
1	Name, address and contact details of the company and authrosied person with mobile number:	
2	VAT/Service Tax/PAN No. etc	
3	Details of Bank DD No. for EMD	
4	Comprehensive AMC for repair and maintenance of R.O. System Note: The contract shall be inclusive of cost of all spare parts (i.e. all electrical parts like pump, adaptor, UV Lamp etc. and mechanical & plastic parts) all types of filter, candle and membrane replacement and labour charges etc. Prescribed TDS level must be maintained though out the contract period and monitored by the vendor once in a month.	Rates per unit inclusive of all taxes (Rs.)

Signature:_____

Name of the authrosied signatory:_____

Date & Seal of the Company_____