



IISER Mohali

# भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

मानव संसाधन एवं विकास मंत्रालय, भारत सरकार द्वारा स्थापित  
सैक्टर 81, नॉलेज सिटी, पी. ओ. मनोली, एस. ए. एस. नगर, मोहाली, पंजाब 140306

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

(Established by Ministry of Human Resource Development, Govt. of India)

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IISER M(144)14/15 Pur.(1)

Date : 23<sup>rd</sup> January 2015

## **NOTICE INVITING QUOTATION**

Sealed Quotations are invited on behalf of Director IISER Mohali for the Comprehensive Annual Maintenance Contract for the following items so as to reach latest by 16<sup>th</sup> February 2015 before 1 pm. The Quotations will be opened on the same day at 4 pm in the presence of tenderers, if any :-

Sr.	Description	Qty
01.	<b>AMC for Air Conditioners</b> Maintenance contract for Air Conditioners, 0.75, 1.5, 2.0 ton (As per attached details with terms & conditions) for NINE months Make: - 1. Hitachi- 159 2. Voltas- 15 3. Vrstar- 02 4. Toshiba- 02 5. Blue Star- 15 6. LG- 03 7. Lloyd- 35 8. Panasonic- 01 Preferably through Hitachi Authorized dealer	<b>232 Nos.</b>

Sd/-  
(Mukesh Kumar)  
Assistant Registrar (S&P)

## **INSTRUCTIONS**

1. Inquiry will be sent by UPC/Courier/Speed Post and IISER Mohali will not be liable for any kind of postal delay.
2. The Quotation should be addressed to the Director IISER Mohali invariably giving on the envelop reference number, last date & time of receipt of tender and date & time of opening of the tender.
3. One time importers from China with custom made specifications are highly discouraged.
4. The quantity mentioned in this inquiry is and shall be deemed to be only approximate and will not in any manner be binding on the Institute.
5. Firms will quote separately for each article.
6. The rates offered should be FOR Chandigarh/Mohali, in case of firms situated outside Chandigarh/Mohali, and free delivery at the Institute premises in case of local firms. Suppliers outside India may please mention the FOB/FCA price clearly.
7. In case of Ex-godown terms the amount of packaging forwarding freight etc should clearly be indicated by percentage or lump sum amount. Institute has policy not to make any advance payment towards any purchase, Letter of credit can be opened if required.
8. In case of foreign consignment CIF/FOB should be mentioned clearly. THE INSTITUTE IS EXEMPTED FROM EXCISE AND CUSTOM DUTY.
9. SALES TAX :- This Institute is not exempted from the payment of Sales Tax/Service Tax/VAT. The current rate (i.e. percentage of Sales Tax should be clearly indicated included or excluded) wherever chargeable.
10. The delivery period should be strictly adhered, the firm have to execute the supply according to purchase order.
11. The firms are requested to give detailed description and specifications together with the detailed drawings, printed leaflets and literature of the Article quoted. The name of the manufactures and country of manufacture should also invariably be stated. In the absence of these particulars, the quotation is liable for rejection.
12. Validity of offer: 90 days.
13. Late or delayed quotation will not be accepted.
14. Service Facility: Please mention the nearest service centre to IISER Mohali and the time required to attend the call.
15. The right to reject all or any of the quotation and to split up the requirements or relax any or all the above conditions without assigning any reason is reserved.

## **DETAILS OF TERMS AND CONDITIONS OF MAINTENANCE CONTRACT**

1. The selected contractor shall be responsible to provide comprehensive maintenance of all AC units. This will include:-
  - i) Wet Service of Air Conditioner Units once in a quarter.
  - ii) Periodical preventive maintenance.
  - iii) All repairs, replacement of damaged part, Gas filling etc.
2. All service request/calls for repair work must be attended within 24 hours of the complaint being lodged with the provider. There should be adequate number of Telephone lines for lodging of service requests. If the service Provider firm failed to attend the calls within 24 hours, this office reserves the right to get the work done by other firms and deduct such expenses from the maintenance charges. In the case of exceptional and repeated delays, poor services, fault, break down, etc., this office reserves the right to deduct such costs as deemed to be necessary by way of damages and may also cancel the maintenance unilaterally.
3. This constitutes a comprehensive maintenance contract and excludes replacement of compressors.
4. Even if no call is made by any of our offices covered under maintenance, the firm is required to undertake preventive maintenance by checking all the Air Conditioners at least once every month and servicing every 3 months and confirm that the systems are in the best of the working conditions. The service provider must hand over job card, after servicing highlighting all the activities carried out by them during servicing for 0.75Tr, 1.5Tr & 2.0Tr Acs respectively
5. The firm shall use only genuine spare parts for replacement.
6. The maintenance for the items should be comprehensive on site. In case the AC unit is not repairable within the office, the same shall be carried to contractor workshop at his own expense with written permission of IISER Mohali. The units carried to the workshop shall be returned within 3 days.
7. It shall be responsibility of the firm to handover the AC units to this office under contract in working condition at the expiry of the contract.
8. The maintenance will be for a period of nine months only commencing from the date of the agreement coming into force. This can be cancelled unilaterally whenever the service is not found to be satisfactory or up to the mark.

**Executive Engineer**