

OFFICE OF THE STATE COORDINATOR, NRC
ACHYUT PLAZA (1 ST FLOOR) BHARALUPAR, BHANGAGARH, GUWAHATI-781005

No. SPMU/NRC/Office Equipment/58/2014/194

Date the Guwahati 17th October, 2017

Short Quotation Notice

Sealed quotations affixing Court Fee Stamp of Rs. 8.25 (Rupees Eight and Twenty Five Paise) are invited for Annual Maintenance Contract for Air Conditioners (ACs) installed at the Office of the State Coordinator, State Project Management Unit (SPMU), NRC, Assam. The period of maintenance is for 1 (one) year from the date of issuing work order which may be extended or reduced as per decision of the State Coordinator, NRC, Assam. The sealed quotations with contact details (eg., phone number, email id's etc) at the top are to reach the office by 2 pm of 25th October, 2017.

The Specifications & Financial Pro Forma of ACs are placed at **Annexure- A**.

Detailed terms and conditions are placed at **Annexure-B**.



(Prateek Hajela, IAS)
State Coordinator, NRC, Assam.

Memo No. No. SPMU/NRC/Office Equipment/58/2014/194-A Date the Guwahati 17th October, 2017

1. Publication of the notice in 3 (three) local dailies.
2. NRC Official Website (nrcassam.nic.in).



State Coordinator, NRC, Assam.

FINANCIAL PROFORMA

Annual Maintenance Contract of Air Conditioners.

Sl. No.	Particulars	Requirement Details	Quantity (in unit)	Rate per unit	GST	Amount
1	2 ton Hiwall Carrier Split AC	Maintenance charges for Split ACs and Tower ACs, (the rates including of oiling, cleaning and repairing of compressor and water motor, gas charging, spare parts, arrangements of ladder for outside works etc.)	15			
	2 ton Blue Star Split AC		2			
2	1 ton Hiwall Carrier Split AC		6			
3	1.5 tr. Hiwall Carrier Split AC		4			
4	2.5 ton Tower AC Blue Star		1			
5	3.0 tr. Tower Voltas AC		2			

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ANNEXURE B

Terms and Conditions:

1. The interested firm shall be with experience of minimum 03 years in the similar field in Government Offices/ Reputed Organization.
2. The firms shall have its own qualified A. C. Mechanics and the work should not be given to any other subcontractor in any case.
3. Maintenance charges for Split ACs and Tower ACs, the rates should be including of oiling, cleaning and repairing of compressor and water motor, gas charging, spare parts, arrangements of ladder for outside works etc.
4. Any break down call reported by this office should be attended within 24 (twenty four) hours from the time of intimation made verbally or by email.
5. Payments of the maintenance will be made on quarterly basis from the date of issuing Work Order on submission of bills in triplicate along with service maintenance job card.
6. Preventive maintenance would be carried out once in 3 (three) months by the service provider so that equipments runs properly.
7. In case the service provider defaults in rendering the service beyond 24 hours in that case a penalty of Rs. 500.00 per day will be imposed for the period delayed.
8. The bidder should have at least 2 (two) years prior experience of doing similar works.
9. Copy of Trade License, PAN & GST Registration certificate and tax clearance certificate upto 30th June, 2017 are required to be submitted along with the submitted quotation.
10. This Office has the right to modify/ cancel the quotation without assigning any reason thereof.


(Prateek Hajela, IAS)
State Coordinator, NRC, Assam.