

कॉलेज ऑफ वोकेशनल स्टडीज
(दिल्ली विश्वविद्यालय)

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College of Vocational Studies
(University of Delhi)

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संदर्भ संख्या

Ref. No. CVS/2019/2282

दिनांक

Dated

11.03.2019

**E-TENDER
For**

Annual Maintenance Contract (AMC) for Water Coolers & R.O.s

Date & time of issue of tender document (downloaded from website)	11.03.2019 from 06.00 p.m.
Last date & time for submission e-tender	10.04.2019 up to 11.00 a.m.
Date & time for opening of e-tender (Technical/financial bid)	11.04.2019 at 11.00 a.m.

- The E-tender shall be accepted under two bid system. The interested service providers are advised to submit technical & financial bids through e-portal of e-procurement website (www.eprocure.gov.in).

PRINCIPAL

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COLLEGE OF VOCATIONAL STUDIES
(UNIVERSITY OF DELHI)
SHEIKH SARAI, PHASE-II
NEW DELHI-110017

Contents of Tender Document

Sl. No.	Description of contents
01	Important notice
02	Scope of work
03	General terms & conditions
04	Technical bid
05	Financial bid

Note:

1. Tender document can be downloaded from the website www.cvs.edu.in
2. The E- Tender form can be filled up from the www.eprocure.gov.in website.
3. Earnest money deposit: Rs. 7,000/- in form of DD favoring "Principal, CVS".

01. **Important Notice:**

Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions here in contained. These terms and conditions shall be binding on the successful tenderer. Conditional tenders are liable to be rejected. College will process the tender as per standard procedures. The Principal of the College reserves the right to reject any or all or part of tender without assigning any reason and shall also not be bound to accept the lowest tender. College would not be under any obligation to give any clarification to the agency whose bid is rejected.

02. **Scope of work**

The College has several Water Cooler & R.O. and required to be maintained. The details of the same are as follows:

Sr. No.	Product	Quantity
1	Water Cooler	06*
2	R.O.	06*

*Regarding size & capacity vender may please visit the college.

03. **General Terms and Conditions:**

1. The firm must have its own qualified Water Cooler & RO Mechanics and the work should not be given to any other sub contractor in any case. The lists of qualified mechanics and engineers have to be submitted.
2. Any break down call reported by this office should be attended within three (03) hours. If any repairing of such break down cannot be completed within 24 Hours in that case a stand by Water Cooler /R.O. should be provided by the firm.
3. Payments for the annual maintenance will be made after expiry of each quarter.
4. Preventive maintenance would be carried out once in a month by the service provider so that equipment runs in a trouble free manner. A record of such preventive maintenance carried out should be submitted on each occasion before the authorized officer.
5. Upload only relevant documents.
6. In case the service provider defaults in rendering the service beyond 24 hours in that case a penalty of Rs. 50/- per day will be imposed for the period delay occurred. In that case the decision of the Competent Authority is final and binding.

7. The selected firm has to sign a separate AMC agreement with this office and shall be binding upon the every clauses of agreement.
8. The selected firm shall submit Rs.10.000/- as performance security in the form of fixed deposit which can be valid initially for 12 months.
9. The interested firm must have experience of minimum 03 years in the similar field in Govt. /Semi. Govt. /PSU entity/ Large firms.
10. Tenders must be accompanied by Earnest Money Deposit (EMD) of Rs. 7,000/- vide Demand Draft/Banker's Cheque drawn in favour of the Principal, College of Vocational Studies, payable at New Delhi.

However, this office has right to modify/cancel any quotation without assigning any reason thereof.

04. **Technical Bid:**

1. The tenderer should have full-fledged office at Delhi and experience in maintaining of Water Coolers and R.O.s for at least three years.
2. The firm should not have been blacklisted.
3. The average annual turnover of the service provider should not be less than 2 Lakhs.
4. The firm must enclose copy of Income tax, Service tax returns, GST for last three year.

05. Financial Bid

Sr. No.	Product	No. of Unit	Comprehensive			Non-Comprehensive		
			Rate	GST	Total	Rate	GST	Total
01.	Water Cooler	06						
02.	R.O.	06						