

OFFICE OF THE DY. COMMISSIONER OF POLICE, SOUTH DISTRICT, DELHI

No. **28261** / Admn.-IV(SD), dated Delhi the **2017.20/04/17**

SHORT NOTICE TENDER

Subject : Notice regarding re-tendering for awarding the Seasonal Contract for service/repair/ Maintenance of Water Coolers installed in various Police Stations/Offices/Units of South District, Delhi Police up to 30.09.2017.

Reference this office tender notice No.11034/Admn.-IV(SD),dated 09.03.2017, so far it relates to award of seasonal contract for service/repair/maintenance of Water Coolers installed in various Police Stations/Offices/Units of South District, the same has been cancelled due to administrative reasons. However, consequent after accord of administrative approval of competent authority, this office hereby again invites fresh quotations from interested firms to enter into Seasonal Contract for service/repair /maintenance of Water Coolers installed in various Police Stations/Offices/Branches/ Section of South District. The tenders should reach this office by **02:00 P.M.** on **27/04/17** by post or can put personally in the tender box kept in Admn. Branch, Room No.311, office of DCP, South District, Hauz Khas, New Delhi-110016.

The vendor/participating agencies may inspect the Water Coolers installed at various Police Stations/Offices /Units of South District with the assistance of user to assess the work/condition before quoting the rates, no plea what so ever shall be entertained at later stage in this regard.

The interested agencies may quote their rates, after carefully study the terms & conditions, which may be collected from **Admn. Branch, Room No.311, Office of DCP, South District, Hauz Khas, New Delhi-110016** free of cost on any working day from 10.00 A.M to 5.00 P.M or may download from the website of Delhi Police (www.delhipolice.nic.in) **on or at 02 PM before 27/04/2017**

Terms & Conditions.

1. Percentage (%) of TAX, if any to be claimed shall be indicated clearly in the quotation.
2. The tenderer(s) shall quote their rates on the below mentioned proforma:-

Sl. No.	Description of the Item	Per Unit Cost for the entire season upto 30.09.2017	Tax, if any
(i)	Rates for service/repair/ maintenance including repair/replacement of fan motor, re-binding fan motor, fan blade, shaft, repair of compressor, gas refilling,	Rs. ____/- each	

	repair/replacement of condenser, capacitor, dis-connector switch, thermo-state, water tap etc. of water coolers.		
(ii)	Providing/fixing of new compressor in case of non repairable.	Rs._____/-	each

3. If the Compressor of Water Cooler is not repairable the same may be replaced/changed by the contractual firm taking prior approval and declaring condemnation by the Condemnation Committee as per GFR. **The new compressor in case, it is replaced by the contractual firm should carry minimum warranty of one year.** After changing of compressor, the contractual firm will get the same logged into Malkhana Register of concerned PS/Unit as well as with I/C General Store, South District. The old defective compressor will be deposited in General Store, South District for onward disposal in P&L, Delhi.
4. As per limit fixed by the PHQ, the rates for service/maintenance/repair of Waters coolers during the entire period of contract i.e. up to 30.09.2017 should not exceed Rs.3500/- per cooler plus taxes.
5. Conditional tender shall not be accepted at any cost and will be rejected straightway.
6. In case the successful tenderer is found in breach of any terms & conditions at any stage, legal action as per rules/law shall be initiated against the agency concerned regarding debaring the agency by black listing for future dealing in Govt. departments.
7. All the firms participating in the Tender must submit a Certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India.
8. Earnest money deposit of Rs. 6,000/- in form of Account Payee Demand Draft from any Commercial Bank in India must accompany with each tender in favour of DCP/South District, Delhi. No tender shall be accepted without earnest money and shall be rejected straightway. Earnest money deposit with the tender shall bear no interest. The EMD can also be submitted in the form of fixed deposit receipt, Banker's Cheque or Bank Guarantee from any Commercial Bank in an acceptable form.
9. Any agency which has exemption of Earnest Money Deposit being registered with DGS&D/NSIC shall furnish a certified copy of such order indicating therein clearly that they are exempted; failing which tender shall not be taken into consideration.
10. The contract shall be valid for the period upto 30.09.2017.
11. The firm shall be required to depute technically and professionally competent personnel to provide requisite maintenance service as and when

required. The response time for attending calls shall not be more than 2 hours of intimation and machine should be repaired and put work within 4 hours. In case the technician is unable to repair it in given time, stand-by replacement in working condition having same capacity must be provided within 4 hours of intimation till the time the machine repaired failing which Rs. 50/- per hour will be charged as penalty. In case, after of award of contract any of the water cooler cannot be repaired, it shall be the responsibility of the contractual firm to provide replacement of water cooler with equivalent parameters upto the termination of contract period i.e. 30.09.2017.

12. The quotation must be in sealed envelop and word "Quotation for repair/service maintenance of Water Coolers must be written on the top of envelop and addressed to the **"Dy. Commissioner of Police, South District, Hauz Khas, New Delhi -110016.**
13. The tenderer may quote their rate after confirming the makes & models and condition of the Water Coolers, no plea what so ever shall be entertained at later stage in this regard.
14. The tendered shall also mention this office reference number in the quotation.
15. Last date for submission of tender in the office of ACP/Headquarters, South District New Delhi is 27/04/17 by **02 PM**. Applying agencies/their representatives are at their liberty to attend the proceedings of opening of the tender at **3:PM** on the same day, depending upon the availability of members of the Purchase Committee. In case, the tenders are not opened on 27/04/17 due to any administrative or law & order problem or due to holiday etc., the same shall be opened on the next working day or convenient date & time decided as per decision of Purchase Committee, South District. However, the tender Box shall be closed and sealed on specified date and time.
16. No correction, fluid/cuttings, over writing shall be allowed and such tender shall be rejected straightway.
17. No advance payment shall be given to any agency on any grounds what so ever. The payment shall be arranged only after satisfactory report from the user. The name, rank and number of the user must be mentioned on the service report.
18. The tender must contain the name, office and residential address including telephone number(s) of the person or persons with his/their usual signatures.

