

IRCS Website

No.D-31014/01/19-Estate Cell

20 February, 2020

**Subject: Annual maintenance Contract of Window AC's, Split AC's and water coolers installed at IRCS, NHQ building, 1-Red Cross Road, New Delhi for period 01.04.2020 to 31.03.2021.**

Quotations are invited for the Annual maintenance Contract of Window AC's, Split AC's and water coolers installed at IRCS, NHQ building, 1-Red Cross Road, New Delhi. The rates should cover preventive checking, routine servicing (minimum two services in a year), including replacement of any part whatsoever including compressor and voltage stabilizers and attending any break down. The interested bidders may visit the site on any working day between 9:30 am to 6:00 pm to inspect the Window/ Split A.C's and Water Coolers as per the attached details of AC's and water coolers before quoting rates. Quotations should be furnished by the agencies who have carried out similar works and certificates to this effect may be provided.

The quantities indicated in the attached schedule may vary. The payment shall be made on the basis of the actual work done. The quotation addressed to the Secretary General, Indian Red Cross Society, 1 Red Cross Road, New Delhi-110001 be submitted in sealed cover by 3:00 pm on or upto 12.03.2020.

The Secretary General reserves the right to accept or reject any or all quotations without assigning any reason.

Yours faithfully,

(N. K. Singh)  
Deputy Secretary

Encls: As stated above.

Indian Red Cross Society  
**Schedule of Quantities**

**Name of work : Annual Maintenance Contract of Window / Split AC's and Water Coolers installed at Indian Red Cross Society, 1- Red Cross Road, New Delhi.**

S. No.	Ton	Total Unit	Unit	Rate		Amount (Rs)
				Figure	Words	
1.	Split 1 Ton	01Number	Each			
2.	Split 1.5 Ton	58 Numbers	Each			
3.	Split 2 Ton	03 Numbers	Each			
4.	Split 3 Ton	01 Number	Each			
5.	Water Cooler	03 Numbers	Each			
				Total		

Deputy Secretary  
IRCS, NHQ

## Terms and Conditions

1. To provide scheduled visits of trained engineers / technicians for scheduled and preventative maintenance of AC's installed at IRCS, NHQ premises. The entire AC's are covered in this contract.
2. To carry out preventative maintenance at least in a period of AMC i.e 1 year.
3. To supply spares for carrying out maintenance for which payment will be made separately.
4. To repair / overhaul AC's as and when required.
5. To attend unlimited break down calls under AMC within 24 hours of complaint.
6. To keep the equipments neat and clean.
7. The rates quoted by the contractors shall be applicable for all heights and depths, leads & lifts involved unless otherwise specified in the items.
8. 10% Security Deposit will be deducted on gross amount from each running bill and final bill. The amount of Security Deposit will be refunded after 6 months from the date of completion of work.
9. A work site order book shall be maintained in which all the instructions issued to the contractor or his authorized agents in respect of the execution of work shall be recorded by the Architect/ Engineer-in charge or Society's representatives. The contractor or his authorized agents shall be bound to carry out the instructions & sign the relevant entries in this Book.
10. The Contractor shall return to I.R.C.S. all dismantled material obtained while doing the work.
11. Payment of any taxes on account of billing of materials purchased for the maintenance will be contractor's responsibility.
12. Contractor will be responsible for safety of the workers and will provide safety tools and appliances to the Engineers and Technicians.
13. GST or any other tax in respect of the Contract shall be payable by the contractor and society shall not entertain any claim, what so ever, in this regard.
14. No increase in rates of contract and what so ever will be permissible during the period of contract.
15. Any compensation payable under the works compensation Act shall be borne by Contractor.
16. It will be the responsibility of the contractor to organize statutory obligations towards staff such as ESI and PF etc. IRCS , NHQ will share its contribution on submission of necessary documents
17. The Contractor will ensure that only the genuine spare parts are used in the work and give certificate in respect of the same.
18. The contractor will make all arrangements of scaffoldings/ladders, appliances and safety equipments etc. wherever required, and will be responsible for safety of the workers
19. The Contractor shall be bound bear the expenses of defence of every suit / action or other proceeding at Law that may be brought by any person for injury sustained for damaged to any property, what so ever, which may arise out of or in consequence of the construction and maintenance of work owing to neglect of the proper precautions and to pay damage and cost which will be awarded in any such suit, action of proceeding to any such person or which may with the consent of the contractor to be paid to compromise any claim by any such person.
20. The work will be carried out to the entire satisfaction of the Engineer-in charge of IRCS, NHQ. In case service provided by the contractor are not found satisfactory, the contract will

be terminated by the society without assigning any reason / penal deduction will be charged

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-2-

after evaluation by a committee set up by the competent authority for the purpose from time to time.

21. In case of any dispute, the matter will be referred to Dispute Redressal Committee. In case of any need for adjudications, the jurisdiction will be Delhi.
22. In case contractor is not satisfied with the decision of the Dispute Redressal Committee, then he can invoke provision of Arbitration and the sole Arbitrator shall be approved and appointed by the Secretary General, IRCS, whose decision shall be final and binding on all parties concerned.

Deputy Secretary  
IRCS, NHQ

**Details of AC's**

Name of work : Annual Maintenance Contract of Window / Split AC's and Water Coolers installed at Indian Red Cross Society, 1- Red Cross Road, New Delhi.

S. No.	Ton	5 <sup>th</sup> Floor	Make	Ground + Blood Bank	Make	DMC Building	Make	Total
1.	Split 1 Ton	....	....	1	Daikin	....	....	01
2.	Split 1.5 Ton	9 10	Daikin LG	3 3	Daikin Voltas	21 12	Voltas LG	58
3.	Split 2 Ton	....	....	1	LG	2	Voltas	03
4.	Split 3 Ton	....	....	1	Blue Star	....	....	01
5.	Water Cooler	1	Blue Star	1	Blue Star	1	Blue Star	03
							Total	66

Deputy Secretary  
IRCS, NHQ