

Consultant(S&S)
Phone No.23388140,23388285
F.No.7/20(22)/2005Paer-III/SD/S&S

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Dated: 24th February, 2015

SUBJECT: AMC of R.O Systems and Dispenser Cum RO Systems installed in various divisions of IGNC, New Delhi.

Sir,

Sealed item rate quotations are invited on behalf of Indira Gandhi National Centre for the Arts (IGNCA), New Delhi for Annual Maintenance Contract of **R.O Systems and Dispenser Cum RO Systems** installed at various points in IGNC. The quotation shall be addressed to Consultant(S&S), Ground Floor, KK Division, 11 Man Singh Road, New Delhi-110001 and should reach latest by **10th March, 2015 till 02:00PM** which will be opened at 03:30PM on same day. The details of the R.O Systems to be covered under AMC contract are as under:-

S.No.	DESCRIPTION	PLACE INSTALLED	Rate of AMC per month/per unit inclusive of taxes. And Spare parts.
1.	R.O.8/10 ltr PH	IGNCA Guest house,Asiad Village (flat - F-III/143)	
2.	R.O.8/10 ltr PH	IGNCA Guest house Asiad Village (flat-F-III/144)	
3.	R.O.8 Ltr PH	President Office AMC period from15.11.2015 to	
4.	R.O.25 Ltr PH	Media Center	
5.	R.O.25 Ltr.PH	Janpada Sampada Division,	
6.	R.O.25 Ltr PH	Cultural Archives Unit	
7.	R.O.50 Ltr PH	Kala Kosa Division	
8	R.O.50 Ltr PH	CIL Unit	
9.	R.O.50 Ltr PH	Adjacent to Drivers room (to be shifted to No.5 building after shifting of Accounts.	
10.	R.O.50Ltr.PH	Kala Nidhi Ref.Lib., 1st Floor	
11.	One Dispenser Cum RO Systems	EMU Section	
12.	One Dispenser cum RO Systems	MS Office	
13.	One Dispenser cum RO Systems	KD Division	
14.	One Dispenser cum RO Systems	KN-A (Photography Unit)	

(Name and signatures of firm)

Terms and Conditions:

1. The firms must be dealing in RO Systems and having experience of minimum 3 years.
2. The rates may be quoted for each R.O System separately inclusive of all taxes and spares.
3. The contractor has to attend the Complaint as and when required and report the attendance to S&S Section after the rectification of each complaint along-with the satisfactory report on the Job Card maintained by the firm.
4. The payments against the AMC would be released on quarterly basis on submission of the bills by the firm supported by satisfactory service report by the concerned officer of IGNC A.
5. The contract period stands for one year, but if at any period of time the work is found un-satisfactory the contract period would be cancelled by the Competent Authority, IGNC A with immediate effect.
6. Self attested photocopy of the Experience Certificates to be enclosed by the firm along-with the quotation. The experience should include jobs carried out at govt. organisation and or multinational companies.
7. Copy of the self attested PAN/TIN to be enclosed and submitted by the firm along-with the quotation.
8. An **EMD of Rs.3000/-** is to be submitted along with the quotation in the form of DD/Banker cheque favoring IGNC A, New Delhi.
9. IGNC A reserve the right to accept or reject any quotation, on valid ground.
10. The firm selected as L-1 has to provide a **security deposit of Rs.5000/-** (Rupees five thousand only) in the form of Fixed Deposit Receipt or Bank Guaranty in favour of India Gandhi National Centre for the Arts valid till April, 2016.

(Name and signatures of firm)