



प्रसार भारती / PRASAR BHARATI
भारतीय लोक सेवा प्रसारक / INDIA'S PUBLIC SERVICE BROADCASTER
दूरदर्शन / DOORDARSHAN
हैदराबाद / HYDERABAD - 500 013.



सं. / No: 1(2)/2015-E/TVH

दि. / Date: 08.09.2015

विषय/Sub :- Comprehensive Annual Maintenance Contract (CAMC) for Split & Window AC units of Doordarshan Kendra, Hyderabad for the year 2015-16.

महोदय / Sir,

You are requested to quote your competitive rates in the sealed quotations for awarding of Comprehensive Annual Maintenance Contract (CAMC) in respect of Split & Window AC units in the office of Doordarshan Kendra, Hyderabad, Ramanthapur, Hyderabad – 5000013 for a period of one year with effect from the probable date 1.10.2015. CAMC has also been displayed in our office **web site** www.ddyadagiri.tv & www.ddsaptagiri.tv for the convenience of the firms who desire to send the quotations.

The technical and financial terms and conditions of the AMC shall be as follows:

(A) TECHNICAL :

The firm should have the following:

- (i) Be a registered one under Company's Act or registration under CPWD/MES/Railways etc and
- (ii) It should have an experience of at least one year in the field of maintenance of AC units and accessories.
- (iii) Be registered with Sales / Service Tax Department, Government of TELANGANA / united Andhra Pradesh.

The firm shall submit supportive documents along with tender to substantiate above eligibility conditions, failing may treated as incomplete tender which will rejected.

If supply meets all the above technical requirements, they may apply in the proforma placed at **Annexure-I**, in a sealed cover.

(B) FINANCIAL:

1. The rates may be quoted on comprehensive basis for Split & Window AC units in the proforma placed at **Annexure- II** in sealed cover.
2. The contract shall be on a comprehensive maintenance service basis and the department shall make no extra payment for any general wear and tear / spare parts etc., During the contract period it will be responsibility of the Company to keep the equipment in perfect working order.
3. The other terms and conditions governing the CAMC shall be as follows:
 - i. The contractor has to provide services in Doordarshan Kendra, Hyderabad (Both at Ramanthapur & Malakpet)
 - ii. The contract shall cover both preventive as well as corrective maintenance of all AC units as per terms and conditions specified in Annexure-III.
 - iii. The existing list of AC units with tentative numbers are to be brought under AMC is enclosed at **Annexure-I**. However, the work order will be placed with exact numbers.
 - iv. The response time in attending the complaint will be within one day from the time of receiving complaint. The contractor shall have to depute at least one well qualified technician. The service engineer/technician will sign the complaint register by entering time of arrival and exit time after completion of work.

- v. The service of the technician of the contractor may be required on non-working days or beyond office hours on working days on some occasions to meet emergency situation. The contractor shall ensure that on such occasion also the personnel are deputed;
 - vi. The contract will be valid for a period of one year and the period of AMC will be informed after finalisation of the contract. The rates quoted will remain in force for the full period of the contract;
 - vii. No demands for revision of rate on any account shall be entertained during the contract period.
 - viii. It may also be noted that in case of contracted firm backing out in midstream without any explicit consent of this office, the firm will be liable to recovery at higher rates, vis-a-vis those contracted with, which may have been incurred by this office on maintenance of machines for the balance period of contract by alternative means;
 - ix. No advance payment would be made in any case. The payments towards comprehensive Maintenance Contract shall be made in four instalments each at the end of three months/ each quarter on production of satisfactory report i.e., on completion of satisfactory performance;
 - x. The AC unit and associated peripherals (to be placed under CAMC) may be inspected by the qualified renderer. The non-functional, items and the items required for repair may be pointed out to this office within 15 days of commencement of CAMC.
 - xi. The contract is comprehensive and covers free replacement of all defective parts as per terms and conditions laid in Annexure-III.
 - xii. The contractor shall not further sublet the CAMC under any circumstances to a third party / sub-contractor for the maintenance;
4. Interested firms may submit their quotations in a sealed envelope superscribed as **"Quotations for Comprehensive Annual Maintenance Contract" for AC Units for the year 2015-16"** and addressed to the Deputy Director General(E), Doordarshan Kendra, Ramanthapur, Hyderabad – 500013 **so as to reach by 12.00 p.m. on or before 21st September, 2015. The quotations will be opened on the same day at 3.00 p.m.** Interested parties who wish to be present at the time of opening of quotations may remain present or may nominate their representative.
 5. Quotations received out of sealed cover or without quoting rates in the specified proforma will not be accepted.
 6. The rates quoted should be net and no discount, free services/offers quoted in the quotation will be considered.
 7. This contract will be terminated at any time without assigning any reasons.
 8. If any dispute arise on this contract the decision of the Deputy Director General(E), Doordarshan Kendra, Ramanthapur, Hyderabad – 500013 will be final.

Yours faithfully,

बि.सीनिवासा राव / B.SRINIVASA RAO
सहायक निदेशक (अभियंता) / ASST. DIRECTOR (E)
कृते उप महा निदेशक (अभियंता) / For Deputy Director General (E)



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ANNEXURE-I

List of units to be placed under CAMC for a period of one year for the year :2015-16:

S. No	Description of Stores & Specifications	Qty.	Place of service
1.	Annual Maintenance Contract (Comprehensive including all materials & labour) for the following Air-conditioners at Doordarshan Kendra, Hyderabad. As per terms and conditions enclosed. a). 1.5 Ton Room Air-conditioners b) 1.5 Ton Split Air-conditioners c) 2 Ton Split Air-conditioners d) 3Ton Tower type Air-conditioner	 06 * 04 * 32* 7*	 DDK, Hyd. (studio & Transmitter)

* As per actual at the time of work order (Tenderer should quote rate per unit basis in Annexure-II)

(बि.स्रीनिवासा राव / B.SRINIVASA RAO)
सहायक निदेशक (अभियंता) / ASST. DIRECTOR (E)
कृते उप महा निदेशक (अभियंता) / For Deputy Director General (E)

PRICE BID

(To Be Filled In By Tenderers)

No: 1(2)2015-E/TVH/

Date : 08.09.2015 .

Comprehensive Annual Maintenance Contract (CAMC) for Split & Window AC units of Doordarshan Kendra, Hyderabad for the year 2015-16.

Tenders Name -----

Due Date-----

Delivery Period: -----

Tenderers Quotation No.

Srno	Description of Services	Quantity	Rate (Both in figures and words)	Taxes if any (Rate & Amount)	Total Amount In Rs
	Annual Maintenance Contract (Comprehensive including all materials & labour) for the following Air-conditioners at Doordarshan Kendra, Hyderabad.				
1	1.5 Ton Room Air-conditioners	01			
2	1.5 Ton Split Air-conditioners	01			
3	2 Ton Split Air-conditioners	01			
4	3Ton Tower type Air-conditioner	01			

Validity of Quotation -----

Place :

Date :

Signature of the Tenderer
With seal.



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ANNEXURE-III

TERMS & CONDITIONS FOR THE ROOM AIRCONDITIONERS & SPLIT AIRCONDITIONERS AT DDK, HYDERABAD.

1. The Contractor is to ensure the good working condition of all the Air-conditioning units at the Centre throughout the year under contract.
2. It is the responsibility of the Contractor to deploy the workers/technicians to attend to the maintenance, repairs, replacements as and when required.
3. The firm Fortnightly inspection in detail and servicing the Plants as detailed below.
 - a. Checking the Refrigeration System, Air distribution System, Air Filters, Blowers and Compressors.
 - b. Checking and cleaning of Relays, Coils, Condensers and other parts of the A/C Units.
 - c. Lubricating the bearings of Motors, Fans as and when necessary.
 - d. Checking the operating controls, for their proper working.
 - e. Periodic tonnage measurement is to be reported for every unit.
 - f. Checking the gas pressures and gas charging systems for leakage etc.
4. Attending to Service Calls for rectifying the faults as and when required.
5. Detailed work/log sheet is to be submitted on every visit along with the details of the work carried on that visit
6. Report to the Duty Engineers of the Kendra for the changes and adjustments made during the maintenance.
7. The contract is providing inspection, servicing, replacement of spares including Compressors, Electrical circuit & OLP's etc at the time of defective. The labour charges for all the such works is inclusive.
8. The general maintenance of the AC units covered under AMC shall be carried weekly basis apart from the service calls
9. The Contractor is also responsible for the effective maintenance of the units and any defects or replacements of parts that have occurred due to maintenance failure, the cost of the same will be recovered from the Contractor.
10. No spare parts or gas or Compressor will be supplied for replacements by this Kendra as they are to be covered under AMC.
11. If any Unit is to be taken to workshop for repairs, a spare unit is to be kept in its place by the Contractor for continuous services without any break.
12. The quarterly Bills are to be submitted on completion of every quarter along with a satisfactory certificate from the competent Authority of this Kendra to the effect that the work has been done satisfactorily. These bills are to be attached with the detailed worksheets for which bills are prepared.
13. The contract is liable to be terminated if the work is found unsatisfactory, without assigning any reason at any time, and without any notice.
14. Payment will be made by Cheque in the name of the firm on receipt of the pre-receipted bill in duplicate.

(बि.सीनिवासा राव / B.SRINIVASA RAO)

सहायक निदेशक (अभियंता) / ASST. DIRECTOR (E)

कृते उप महा निदेशक (अभियंता) / For Deputy Director General (E)