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**ACHARYA NARENDRA DEV COLLEGE
(UNIVERSITY OF DELHI)
Govindpuri, Kalkaji, New Delhi – 110 019**

**Dr. Savithri Singh
Principal**

**Ref. No. ANDC/RO/
Dated : 23/04/2014**

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Subject: Tender for comprehensive AMC of RO Systems for the year 2014-15

Dear Sir,

Sealed Tenders are invited for the AMC of RO systems for the year 2014-15. The details along with the specifications is attached as Enclosure-I.

It is requested that the following protocol should be carefully observed in every detail while submitting the tender; otherwise the tender may not be considered.

1. The technical and financial bids should be quoted separately and sealed in separate envelopes.
2. The tender should be sent under sealed cover addressed to the **Principal, Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi – 110 019 not later than Monday, 12th May 2014.**
3. The word “**AMC for RO Systems- 2014-2015**” should be written prominently on the envelope.
4. The quoted price should be inclusive of all taxes and other charges.
5. Earnest Money Deposit (Rs. 5,000/- only) in the form of a demand draft in favour of Principal, Acharya Narendra Dev College, should be deposited along with the bid. Name, address and telephone number of the bidder should be clearly written on the backside of the Demand Draft. The same is to be enclosed with the technical bid.
6. Tenders will be opened on Tuesday, 13th May, 2014 at 02:00 p.m.

Yours Sincerely,

(Savithri Singh)

Enclosure I

ACHARYA NARENDRA DEV COLLEGE (UNIVERSITY OF DELHI)

Tenders are invited for Comprehensive annual maintenance/servicing of RO Systems installed in the college. The details are as under

Specifications of R.O's for Annual Maintenance Contract

S.No.	R.O.	Make	Quantity
1.	100 LTRS per Hour	BIONICS	01 No
2.	60 LTRS per Hour	SANJOSE	03 No
3.	18 LTRS per Hour	EUREKA FORBES	01 No

You are requested to furnish the rates for Comprehensive annual maintenance/servicing of these RO Systems separately for each model including change/replacement of water filters, membranes, pumps and other parts etc. in the College.

The detailed terms and conditions for the AMC are given below:

TERMS & CONDITIONS:

1. The initial servicing of the RO Systems will have to be completed within seven days from the date of commencement of the contract.
2. During the period of contract, the agency will be responsible for proper & consistently good functioning of all the RO Systems installed in the College. They should make at least one visit per month or as and when called for.
3. The complaint lodged before 2 PM should be attended on the same day by a regular qualified technician, between 9.00 AM to 5.30 P.M. He may also be called on holidays, if it is considered necessary for urgent repair etc.
4. In case any RO System goes out of order, the repair work should be carried out by the agency in the premises of this campus. Only such work, which cannot be executed in the premises of our campus, would be allowed to be done in the workshop of the agency with the prior permission of the undersigned.
5. If the college feels that any of the RO system, under the contract was not properly maintained/serviced by the agency or does not function during any period, a reasonable deduction of up to 5% from the bills will be made. The decision of the College in regard of the reasonability of deduction will be final and binding on the agency.
6. The contract may be terminated by the College at any time without assigning any reason thereof, if the work of the agency is found to be unsatisfactory and the College will be at liberty to entrust the same to any other firm at the risk and expenses of the defaulting Company. In this Connection, the decision of this College shall be final and binding upon the agency.
7. The tenders are invited for all inclusive rates for comprehensive annual maintenance/servicing including repair/replacement of each part of the RO systems. The technical and financial bids should be quoted separately and sealed in separate envelopes. These separate envelopes are to be put in an outer envelope which too should be sealed.

8. The rates be quoted in figures (all typed or printed) and cuttings should be avoided. The final figure should be in figures as well as in words. If there are cuttings, they should be duly initialled, failing which the bids are liable to be rejected.
9. The technical and financial bids should be addressed to Principal, Acharya Narendra Dev College, University of Delhi, Govindpuri, Kalkaji, New Delhi 110 019.
10. The selected vendors will have to pay a performance bank guarantee for an amount equal to 10% of the total amount of the contract for the duration of warranty period.
11. The selected vendors will have to provide the complete bank details in case the college desires to make the payment through ECS/RTGS
12. The company should clearly indicate their past performance, technical capability and financial position etc. while submitting the tender in the technical bid.
13. In case of any deviation from the tender specification or any misconduct, the firm will be held responsible and may lose the Earnest Money Deposit/performance bank guarantee with additional penalty imposed.
14. No tenders will be considered after the due date and time under any circumstances. The tender should be sent not later than Monday, 12th May, 2014. The tenders will be opened on Tuesday, 13th May, 2014 at 02:00 p.m.
15. No advance payment will be made. TDS applicable for professional services will be deducted.
16. The payment towards AMC charges will be made quarterly after satisfactory completion of the contract period.
17. In all matters of dispute relating to this Contract, the decision of the College shall be final and binding upon the agency. The Principal reserves the right to accept or reject any quotation without assigning any reason thereof.
18. Earnest Money Deposit (Rs. 5,000/- only) in the form of a demand draft in favour of Principal, Acharya Narendra Dev College, should be deposited along with the bid. Name, address and telephone number of the bidder should be clearly written on the backside of the Demand Draft. The same is to be enclosed with the technical bid. Earnest Money Deposit of the selected vendor will be retained by the college till furnishing of the 10% bank guarantee. Earnest Money Deposit of the rejected vendors will be returned back by the college.

Principal
Acharya Narendra Dev College
(University of Delhi)
Govindpuri, Kalkaji, New Delhi-110 019

Undertaking Form

(To be submitted along with the Quotation)

The Principal
Acharya Narendra Dev College
University of Delhi
Govindpuri, Kalkaji
Delhi-110 019

We the undersigned (herein after called as Contractor/Vendors/Suppliers) hereby offer to execute supply of items as per specification against which we have quoted our rates and for which this tender may be accepted at the rates stated there in and subject to the terms & conditions set forth for such items as may be ordered by the Principal, Acharya Narendra Dev College or officer acting on his/her behalf.

Date this _____ Day of _____

Signature of Contractor _____

Address _____

