



**GUJARAT REGIONAL OFFICE
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Government of India)
Panchdeep Bhavan, Ashram Road, Ahmedabad (Gujarat)-380014
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Quotation
for
Repair and Maintenance of Air Coolers

(APRIL 2017 TO JUNE 2017)

TERMS AND CONDITIONS

Terms and Conditions for Comprehensive Repair and Maintenance Contract of Air Coolers of Regional Office Premise and Branch Offices located in Ahmedabad for summer season (APRIL 2017 TO JUNE 2017)

- (1) Sealed offers in the prescribed Performa are invited from eligible agencies for providing Comprehensive Repair and Maintenance Services listed in Annexure-‘B’.
- (2) Sealed offer should be sent in sealed envelope and should be clearly marked “ Quotation for Repair and Maintenance of Air Coolers” and should be addressed to Regional Director, ESI Corporation, Panchdeep Bhavan, Ashram Road, Ahmedabad 380014 so as to reach or on before 30.03.17, 03.00 PM. Quotation shall be opened on the same day at 04.00 PM.
- (3) The Air coolers will be available for inspection on all the working days during office hours i.e. from 10.00 AM to 6.00 PM till 29.03.17 at Regional Office, Ashram Road, Ahmedabad and at Branch Offices.
- (4) The tenderer should have minimum two years experience as on 29.03.17 in works of similar nature. Bidder shall have to supporting document/ self declaration certificate in this regard.
- (5) Bidder is required to submit copy of PAN card.
- (6) The bidder should not be under declaration of ineligibility for corrupt and fraudulent practices or any other reason whatsoever, or have not been black listed by Government of India or any of its agencies including public enterprises and/or by any State Government or any of its agencies.
- (7) The services of the Contractor (contractor shall mean any person who has been proprietor, one of the partners, one of the Directors or in any capacity related to the entity) should not have been terminated on account of deficiency in service/ non fulfillment or Tender conditions by this office or any officer of ESIC during any time in the last five years from date of publication of tender.
- (8) The rate should be free from correction/ erasures correction/ erasures. All amounts shall be indicated both in words and in figures in Annexure ‘C’. However, if there is any difference, the amount quoted in words shall prevail. No change in quotation is permissible after submission.
- (9) Rates quoted shall be firm and fixed and are inclusive of cost manpower, material, transportation charges, conveyance charges, machinery, tools and plant etc., all taxes (including service tax), duties and levies, insurance etc.
- (10) Regional Director reserves his right to accept or reject any or all quotation without assigning any reason thereof.
- (11) The payment shall be made as per the procedure of this office in utmost three installments.
- (12) The quotation received after stipulated time limit will not be accepted.
- (13) Conditional offer are liable to be rejected. In case, contract terms and condition are also offered, the same shall not be deemed to have been accepted by office.
- (14) The amount of earnest money deposit (EMD) shall be Rs 2000/- (Rupees Two thousand only) in the form of demand draft payable to ESI fund A/c No. 1, State Bank of India, Ashram Road, Ahmedabad (Specimen challan are enclosed herewith for the same). The EMD of unsuccessful parties shall be refunded within one month after the award of work to the successful party.
- (15) Performance of security of 10 % of value contract may be furnished by successful contractor in the form of demand draft payable to ESI fund A/c No. 1, State Bank of India, Ashram Road, Ahmedabad

- (16) In event of failure to execute the order as per terms and conditions and the entire satisfaction of the office, the work shall be entrusted to any other party at the risk and responsibility of the contractor and difference of rate along with penalty will be recovered from the contractor debarring him for failure.
- (17) In case of dispute, the decision of Regional Director will be deemed as final and binding.
- (18) Transfer of contract or sub contract is not permissible in any circumstances.
- (19) The Air cooler or its part shall not be removed and taken out to his factory/ work shop for repairing without prior approval of the competent authority. If the Air coolers / machine are taken out for repairing from our office to your workshop, transportation costs shall be borne by agency. Further, if there is any loss or damage found in the Air cooler/ machine during the transit, the same will be borne by the contractor.
- (20) The contractor shall have to arrange for inspection/ verification of each air cooler at least once in a month and a certificate in the regard shall be obtained by agency from competent authority by maintaining a service book in the regard.
- (21) On reporting of the complaint over the phone, e-mail or through written communication, the contractor shall have to attend the complaint immediately within 24 hours, failing which the work shall be got done from any other parties and the expenditure so incurred along with penalty shall be recovered.
- (22) Regional Director reserves his right to divide the whole or part of the work contract among the number of firms without assigning any reasons.

(M. P. Meena)
Asstt. Director
For Regional Director

Signature Name and Designation of contractor/ Authorized Representative
(With Stamp and date)

SCOPE OF WORK

1) **SERVICE** : - It shall be the responsibility of the agency to ensure proper running of 123 air cooler located at RO building (70) and (53) in Branch office (Paldi, Asarwa, Odhav, Dariyapur, Gomtipur, Isanpur, Jamalpur, Khokhara, Naroda Road, Naroda Industrial Estate, Vatva, Bapunagar) located in Ahmedabad during the summer season (APRIL 2017 to JUNE 2017)

2) **MAINTENANCE:-**

- (i) Agency shall have to ensure compulsorily servicing of air-coolers before start of the season (i.e. on or before 31 March 2017). Servicing shall, inter-alia, include cleaning, greasing/ oiling, compulsorily replacement of all the three cooling pad sets (along with dust-proof net) of each cooler, changing other required items, application of Red Oxide (if applicable), testing and other maintenance work.
- (ii) Agency shall have to ensure compulsorily servicing of all air-cooler after end of season. i.e. after 30th June 17.
- (iii) User certificate must be enclosed with the bill.

3) **REPARING/REPLACEMENT OF PARTS OF THE AIR COOLER AS PER REQUIREMENT –**

- (i) Cooler Housing
- (ii) Fan Blades/ Fan Rings/ Fan Housing (of standard quality and brand with ISI mark)
- (iii) Fan Motor as per requirement (of standard quality and brand with ISI mark)
- (iv) Water Pump (of standard quality and brand with ISI mark)
- (v) Fan Capacitor (of standard quality and brand with ISI mark)
- (vi) Water distributor (of standard quality and brand with ISI mark)
- (vii) Togen switch/ Three speed switch (of standard quality and brand with ISI mark)
- (vi) Cool flow Dispenser (of standard quality and brand with ISI mark)
- (ix) Wire (of standard quality and brand with ISI mark)
- (x) Top pin/ screw/ washer (of standard quality and brand with ISI mark)
- (xi) Knob (of standard quality and brand with ISI mark)
- (xii) Top Cover/ Auto swing/ Grille/ Watersump/ Footing/ Column/ Drain Valve/ Float Valve/ Over-lapping/PVC pipe/ Plastic T
- (xiii) Cooling pad
- (xiv) Clamp set
- (xv) Multi directional wheels
- (xvi) Any other items as per requirement.

Signature Name and
Designation of contractor/ Authorized Representative
(With Stamp and date)

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FINANCIAL BID

The comprehensive rate for work as mentioned in Annexure ‘B’ to be filled by contractor as below.
Rates quoted should be in figures and words.

| Rates in Figures | Rates in words |
|------------------|----------------|
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Note: Rate shall be for complete work. Rates for individual unit will be rejected.

Signature Name and Designation of contractor/ Authorized Representative
(With Stamp and date)