(ENQUIRY FORM)  

No: BPL/DDK/1(11)(12)/2019-20/E(S)/Repair-AC/ E(S)  
Dated: 9.6. 2020

Sub. : Repairing of 1.5 & 2 Ton Capacity ACs of different makes.

Dear Sir,

This office is interested in the repair of few Air Conditioners of 1.5 T and 2 T capacities of different makes as per the particulars given below and terms and conditions given over leaf.

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<th>S no.</th>
<th>Description of stores</th>
<th>Rate</th>
<th>Remarks</th>
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| 01.   | Earth Station / 1.5 Volts AC  
1. Condensing Coil Change - 01 no.  
2. Gas Charging - 01 no.  
3. Nitrogen testing - 01 no. | Rates to be mentioned | |
| 02.   | Earth Station 2T AC  
1. Gas Charging - 01 no.  
2. Nitrogen testing - 01 no.  
3. Indoor Fan motor Change - 01 no.  
4. Service Charge - 01 no.  
5. PCB Repairing - 01 no.  
6. Gas Top up - 01 no.  
7. Servicing of AC - 01 no. | one unit only | |
| 03.   | Transmitter AC 1.5T  
1. Out door Fan motor Change -01no.  
2. Gas Top up - 01 no.  
3. Indoor Fan Motor Change - 01 no.  
4. P C B Repairing - 01 no.  
5. AC installation - 01 no.  
6. Gas Charging in 1.5 Volts Split Ac in Dormetry | do.. | |
| 04.   | ADMIN Building : 2 T AC  
1. Condensing Coil Repairing - 01 no.  
2. Condensing Coil replacement - 01 no.  
3. Nitrogen testing - 02 nos.  
4. Gas Charging - 02 nos.  
5. Out door Panel - 01 no. | do.. | |
| 05.   | Shifting of ACs  
Shifting of Complete unit 2T Carrier AC from Old OB Van to new OB Van with gas charging and Nitrogen testing. | One job | |
| 06.   | Gas Charging of LG 1.5 Ton Split AC at ENG Section | 01 No. | |

Period of validity of quotation should be One year. Please refer the terms and conditions which is given over leaf. Interested parties may visit the office on any working day during office hours to inspect the ACs before submitting the quotation. The quotation should be sent in sealed cover addressed to the Dy. Director General(E), Doordarshan Kendra, Bhopal(MP)- 462013, so as to reach on or before 30.6.2020 at 15.00hrs. The cover should be superscripted with the following details.

1. ENQUIRY REFERENCE : No: BPL/DDK/1(11)(12)/2020-21/Repair AC/E(S)/

2. DATE OF THE OPENING: --- 30.6.2020

The quotations will be opened in the office of the Dy. Director(Engg.), Doordarshan Kendra, Shyamla Hills, at 03.00 PM. on -- 30.6.2020 in the presence of such tenderers who may choose to attend.

Yours faithfully,

(Pradeep Agrawal)
Asstt. Engineer
For Dy. Director General(E)
TERMS & CONDITIONS FOR REPAIR of ACs ON SPARE / WORK BASIS

05. Tenderers should mention GST Number/PAN / on the quotation.
06. Firm must provide a copy of PAN CARD/fill up the GST vendor registration form attached with the enquiry form.
07. Relevant HSN/SAC codes have to be mentioned in the quotation along with the extant GST rate on each of the quoted amount.
08. Income tax at the rate of 2% will be deducted for every procurement / work amounting to Rs. 20,000/- or above in a financial year.
09. Agency must have authorization from any of the company i.e. VOLTAS, CARRIER, HITACHI, VIDEOCON, LLOYD, WHIRLPOOL, GODREJ for sales & Service of Air Conditioner.
10. Agency should supply and install original spares of respective make and provide the warrantee/guarantee as provided by the company.
11. Agency bound to attend the defective unit within 24 hours from the lodging of complaints telephonically. Complaints may be attended on all seven days.
12. The agency should provide warrantee/guarantee on the works carried out particularly on gas charging/motor rewinding/insulation on copper pipes.
13. Before attending the complaint, the agency must provide the inspection certificate for each unit inspected in the presence of EOD/AE of that area and same will be duly signed by the EOD/AE. This inspection report must have all the details, i.e. works required, spare required. This report duly signed will be submitted to stores. No any additional work/ spares will be allowed to include until unless required in addition to the first inspection report certified by AE of concerned area.
14. All maintenance and repairing work to be carried out at site only.
15. No any advance payment will be made by this office. Agency must produce bill in triplicate on quarterly basis.
16. The contract will be valid for one year. Agency must handover the units in working condition after completion of AMC period.
17. Agency must carry out routine maintenance and inspection of each unit once in Two month and mention the time period required for each common defects.
18. The comprehensive AMC should cover all the parts, including Compressor. Item if any not covered should be specifically mentioned in the quotation. The rate of Compressor may be quoted under buy back and new, and also the guarantee, warrantee of replaced compressor, to be mentioned.
19. The contract will be terminated any time, if the work of agency is not found satisfactory.
20. Period of validity of quotation should be TWELVE months from the opening date.
21. Price should be F.O.R. station of despatch/destination in India and inclusive of charges of packing, forwarding, octroi etc. Wherever applicable octroi exemption certificate will be issued by this office.
22. The purchaser will not pay separately for transit insurance and you will be responsible for safe arrival of stores at destination.
23. The firm has to raise GST compliant bill mentioning clearly the SAC/HSN code and tax bracket/value.
24. The firm has to provide copy of GSTR 1 indicating the payment details of GST pertaining to bill or provide the undertaking that the GST shall be submitted within the due period and copy of GSTR 1 shall be provided to DDK, Bhopal. In absence of above the bills will not be cleared by the DDK.
25. Payment will be made within 30 days from the date of receipt of bill.
26. RIGHT TO ACCEPTANCE : This office reserves the right to reject the lowest tender or any or all the tenders without assigning any reason whatsoever. Further this office reserves the right to itself the right for decreasing the quantity of materials tendered depending upon the actual requirement. The unit rate quoted in the tender should be applicable to the quantity for which the order is placed.