



NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH - Guwahati
(Dept. of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Govt. of India)
C/o. NITS Mirza Campus, NH-37, Shantipur, Parli Part, Mirza, Assam -781125

Notice Inviting Quotation for AMC of Air Conditioners

(Non-Transferable)

Name of Work	Comprehensive Annual Maintenance Contract Services for Window and Split Air Conditioners installed in NIPER-Guwahati.
Tender Ref: No	NIPER/S&P/NIQ/AC/01/2018-19
Tender Date	5 nd July 2018
Last Date & Time of Submission	20 th July 2018 (Friday) Time: 3:00 pm.
Date & Time of Opening	20 th July 2018 (Friday) Time: 4:00 pm.

To,

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Subject: Notice Inviting Quotations for Annual Maintenance Contract of Split and Window Air Conditioners.

General Terms & Conditions:

Sealed tenders are invited from reputed and experienced vendors, Authorized Dealers/Service provider for the Annual Maintenance Contract for maintenance of Window/Split Air Conditioners of different make as per the eligibility criteria given below: -

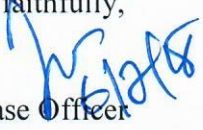
1. The vendor should have executed similar servicing contract in Govt. / PSU / Autonomous bodies and should submit proof for the same.
2. The vendor should have service facility of reputed brands like Voltas/LG/Blue Star/Panasonic /Haier, etc and should be an authorized service provider for the said brand. (enclose Certificates)

3. The vendor should have experience minimum of 03 years of experience in providing services in Govt. / PSU / Autonomous offices. (enclose Order copies)
4. The vendor should have sufficient trained manpower and workshop facility. Address for communication with contact details of the person is to be provided.
5. The vendor should have GST registration with the relevant statutory authority.
6. The company / firm should have its registered / branch office in Guwahati.
7. The rates shall include cost of labour, material, spare parts etc for the works complete in all respects for Bill of Quantities and shall be valid for 12 months from the date of issue of Work Order.
8. TDS as per rule shall be deducted. The agency must enclose copy of PAN No supported by copy of PAN Card of the firm.
9. The tender is required to be submitted in a sealed cover addressed to The Registrar, National Institute of Pharmaceuticals and Research (NIPER) Guwahati, C/o. NITS Mirza Campus, NH-37, Mirza, Guwahati-781125, Assam. The list of Air Conditioners with details is enclosed as Annexure: A
10. **Complaint Report Register** is to be maintained by the vendor as per the format enclosed as Annexure: B
11. **Payment:** Payment will be made on quarterly basis after completion of the each quarter, preferably April to June (1st Qtr.), July to September (2nd Qtr.), October to December (3rd Qtr.) January to March (4th Qtr.).
12. **Extension of Service Period:** The AMC service period may be extended base on successful service by the service provider.

Scope of Work:

1. **Monthly Service:**
 - a. Cleaning of Air Filter, Indoor Unit Grill & Filters through air blower.
 - b. Cleaning of indoor unit Body by wiping out dust, etc.
2. **Quarterly Service:** Every machine should be serviced at least once in every quarter for the following:
 - a. Replacement of filter if found damaged,
 - b. Checking motor bushing, ground damages,
 - c. Cleaning Blower, Condenser, Fan, Coil, Evaporator, etc.
 - d. Oiling Motors,
 - e. Checking power outlet, MCB, Cooling efficiency, etc.

Yours faithfully,



Purchase Officer
NIPER-Guwahati

List of Air Conditioners:**Annexure: A**

Sl. No.	Make & Model	Capacity	Location	Quantity
01	Make: HAIER	1.5 TR	LCSMSMs R-1 no.	05 nos.
			Computer Lab-1 no.	
			Cell Culture Lab-2 no.	
			Lecture Hall-1 no.	
		2.0 TR	Dir. Office-3 no.	07 nos.
			Faculty Room-2 no.	
			Faculty Room (Dr. Naidu)-2 no.	
02	Make: Tata Voltas (Blue Star)	1.5 TR	S&P Office-1 no.	03 nos.
			Lecture Hall-1 no.	
			Pha. &Tox. Lab-1 no.	
03	LG	1.5 TR	Computer Lab-1 no.	01 no.
04	Panasonic	2.0 TR	Lecture Hall-1 no.	01 no.
05	Hitachi	2.0 TR	Lecture Hall-1 no	02 nos.
			Reg. Office-1 no.	
Total				19 nos.

Complaint Report Register:**Annexure: B**

Sl. No.	Call Login Date & Time	Reported by	Problem encountered	Call Attended by	Problem Diagnosed	Call cleared date & Time	Remarks if any	Signature



Purchase Officer
NIPER-Guwahati