

F. No. GA-20014/1/2019-GENERAL (75375)
Government of India
Ministry of Women and Child Development
General Section

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Shastri Bhawan, New Delhi
Dated: 28.10.2019

Sub: Tender for award of Annual Maintenance Contract of Repair, Maintenance and Cleaning of Water Dispensers installed in the Ministry of Women and Child Development - regarding.

I am directed to refer to the subject stated above and to invite sealed quotations from experienced and reputed different firms for awarding Annual Maintenance Contract of Repair, Maintenance and Cleaning of Water Dispensers in Ministry of Women and Child Development New Delhi.

2. The quotations should be submitted in sealed covers and the cover of the quotations shall be super-scribed with "Tender for Annual Maintenance Contract of Repair, Maintenance and Cleaning of Water Dispensers" to be dropped in the Tender Box mounted at Garage No. 17, A-Wing, Shastri Bhawan, New Delhi so as to reach latest by **04:00 PM on 21st November, 2019.**

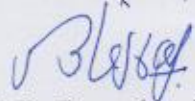
3. The Quotations will be opened by the Tender/Purchase Committee of the Ministry on the same day i.e. at 05:00P.M. on 21st November, 2019. The tenderers, if so desire, may remain present while opening the quotations.

4. The terms and conditions of the contract are as follows:

- i. Repair/Maintenance should be done as and when required and Cleaning of Water Dispensers should be done twice in a month.
- ii. The complaints regarding Repair, Maintenance and Cleaning of Water Dispensers should be attended to promptly and rectified within 24 hours.
- iii. All the cleaning/repair works should be carried out within the premises of the Ministry, However, in case the machine is required to be carried out of the building for repair, it should only be done with prior permission of the SO (GA).
- iv. In case of replacement of faulty parts, they shall be replaced only with genuine spares. The old parts will be handed back to the Ministry.
- v. The bills may be raised, duly supported by a certificate from the user.
- vi. Details of service provided (corrective as well as preventive maintenance one) during the period of contract may also be furnished each time along with the bills.
- vii. The number of Water Dispensers may vary from time to time during the period of contract due to addition of Water Dispensers after warranty period or due to scrapping of obsolete water dispensers. However, the rates quoted shall also be applicable to machine whose warranty period gets expired and no extra cost shall be payable. Rates quoted shall remain valid for the entire contract period.

- viii. The contract is not transferable. In the event the Ministry disposes of the machine, the contract will become null and void without any further amount being payable for the unexpired period.
- ix. The Ministry reserves the right to terminate the contract at any time, without assigning any reason, if the services of the firm are found to be unsatisfactory. The contract may also be terminated with mutual consent by giving one month's notice.
- x. Disputes, if any, arising in the matter shall be settled by an arbitrator to be nominated by the Additional Secretary or Secretary in the Ministry.
- xi. The Contract shall be subject to Indian Laws and the Jurisdiction of Delhi Courts.
5. The Tender/Purchase Committee will assess the ability of the agencies for Repair, Maintenance and Cleaning of Water Dispensers based on its record/profile and on such other criteria as it may be fixed and only those found technically fit will be eligible for financial bid opening.
6. The Competent Authority in the Ministry reserves the right to amend/withdraw/relax/modify any of the terms and conditions contained in the Tender Documents or reject any or all application (offers) without giving any notice or assigning any reason thereof. The decision of Competent Authority in this regard will be final and binding.

Yours faithfully,



(B.B. Baseshankar)

Under Secretary to the Government of India

Copy to:-

1. NIC Cell, MWCD with the request to upload the tender on the website of the Ministry.

(बी. बी. बसेशंकर)
(B. B. BASESHANKAR)
अवर सचिव/Under Secretary
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Dev.
नई दिल्ली/GOVT. OF INDIA
New Delhi