

**GOVERNMENT OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE
DIRECTORATE GENERAL OF HEALTH SERVICES
REGIONAL DRUGS TESTING LABORATORY
SIX MILE, GUWAHATI-781 022
Ph. 0361-2338555
Email: rdtlguwahati@cdsco.nic.in**

No.: RDTL/AMC/AC/2023-24/199

Dated: 11.05.2023

Notice Inviting Quotation

The Director-in-charge, Regional Drugs Testing Laboratory, Guwahati invites quotation from the Service Provider for Annual Maintenance Contract (AMC) of Air Condition Machine at Regional Drugs Testing Laboratory, Guwahati.

For detailed notice, please visit <https://www.cdsco.gov.in>

The detailed terms & condition of quotation for AMC of Air Condition Machine is available on the above website. Filled in quotation, accepting the stipulated terms & condition may be dropped in tender box available at Regional Drugs Testing Laboratory, Guwahati or send by post so that it could reach at Regional Drugs Testing Laboratory, Guwahati on or before the due date on any working day between 11:00 AM to 3:00 PM up to 12.06.2023. Due date of opening of quotation is on the same day at 3.30 PM on 12.06.2023



For Director in-charge,
Regional Drugs Testing Laboratory,
Guwahati

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NOTICE INVITING QUOTATION

Quotation is hereby invited from the Service Provider of Air Condition Machinery having proper and requisite workshop for providing Maintenance Service to keep Air Condition Machineries in running and good condition at Regional Drugs Testing Laboratory, Guwahati under the following specification, terms and conditions:

Schedule of Maintenance Work	Quantity
Annual Maintenance Contract for Air-Conditioners Machine (Total – 29 Nos.) as under:	
Details of AC Machine are as follows:-	
1.5 Ton Split AC Machine	23 Nos.
2 Ton split AC Machine	1 No.
1.5 Ton Window AC Machine	2 Nos.
5.5 Ton split AC Machine	3 Nos.
NB: The Air Condition Machineries are different Make and Model viz.: LG, Voltas, Blue Star, Godrej etc.	

N.B: Applicable Taxes and duties if any, which may be levied by the Government, should be shown separately.



For Director in-charge,
Regional Drugs Testing Laboratory,
Guwahati

Terms & Conditions:

1. The quotation/tender should be submitted in sealed covers. Open quotation/tender will be summarily rejected.
2. The quotation should be valid for a period of 60 (sixty) days from the date of opening of the tender / quotation.
3. The Director-in-Charge, Regional Drugs Testing Laboratory, Guwahati reserves the right to reject the quotation or supply order at any stage without assigning any reasons thereof.
4. The quoted rate should be all inclusive and nothing will be paid extra for transportation, loading, un-loading and fixing in position at Regional Drugs Testing Laboratory, Guwahati.
5. Quantity / Number of Air Conditioner Machinery, stipulated in the Schedule may deviate within the deviation limit of $\pm 20\%$.
6. Service provider should have a office/branch office in the state of Assam.
7. The person duly authorized by the successful quotationer will be allowed to take up the maintenance job from time to time at Regional Drugs Testing Laboratory, Guwahati.
8. No "Way Bill" in connection with supply and to provide Spare Parts of A.C. Machinery thereof will be issued from Regional Drugs Testing Laboratory, Guwahati.
9. That on successful completion of Half-Yearly (i.e. six months) maintenance service to upkeep all the stipulated quantity of A.C. Machinery of the Laboratory, the Quotationer / Tenderer should submit bill in duplicate along with mandate form to release half yearly e-payment through Pay & Accounts Office, Ministry of Health & Family Welfare, Kolkata.
10. The Quotationer should clearly quote their rates for both in figures and in words exclusive of any taxes and duties etc. should be shown separately. Any overwriting in rates or any change and/or alteration without attestation is liable to culminate in the outright rejection of the quotation. In case there is any error between the amount specified in figures and words, the lower of the two will be taken for consideration.
11. The Quotation duly completed as per the instruction given herein and accepting the same may be dropped in the "Tender Box" or send by post so that it could reach at Regional Drugs Testing Laboratory, Guwahati on any working days between 11.00AM to 3.00 PM up to 12.06.2023 at Regional Drugs Testing Laboratory, Guwahati. **"Quotation for Annual Maintenance Contract (AMC) of Air Condition Machine"** and **Quotation "No. RDTL/AMC/AC/2023-24/199 dt. 11.05.2023"** should be written on the top of the envelop.
12. The contract will remain in force for a period of one year from the date of award of work. However, the Contract Agreement may be extended for another one year (i.e. upto period of two years in total) subject to satisfactory performance of the firm/agency/contractor. In case, the contract is extended for another year, one more overhauling service at the beginning of each financial year to be provided along with refilling of cooling gas, oiling,



Handwritten signature and date: 11.05.23

- greasing, repairing and replacement of spare parts if any by the contractor to upkeep the machineries without any additional cost.
13. Intending Quotationer / Tenderer are advised to visit the site of work i.e. place of work for location, assessing the conditioning of A.C. Machineries, the nature of various machineries, volume of work and replacement of spare parts if any at initial stage. The quoted rate should be all inclusive and nothing will be paid extra at any circumstances.
 14. The Maintenance Contract should comprise of initially one overhauling service for all the units under contract including re-filling of coolant gas, replacement and repair of spare parts if any to upkeep the machinery, minimum of three (3) mandatory service thereafter to be provided from time to time. Apart from above, the contractor should attend immediately for providing maintenance service as and when required by office.
 15. Quoted rate of the Quotationer / Tenderer should be all inclusive to provide the maintenance service as stipulated hereinbefore and nothing will be paid extra in any circumstances.
 16. Proportionate recovery will be made in case of bad performance or any complain received from Regional Drugs Testing Laboratory, Guwahati for non-attending service timely or fail to provide the required service to any or all of machineries.
 17. The successful quotationer will have to submit the performance guarantee equivalent to 5% of the total value of the contract in the form of bank guarantee from a commercial bank/Fixed Deposit duly pledge in favour of Director-in-charge, Regional Drugs Testing Laboratory, Guwahati. Performance guarantee should remain valid for a period of sixty days beyond the date of completion of all the contractual obligations.
 18. The successful Quotationer will be allowed not more than two A.C. Machine at a time to take into their workshop for maintenance job. The successful quotationer should chalk up plan accordingly so that a loan machine may be provided in place of faulty machine. So that desired cooling service is not disturbed in the laboratory in any circumstances.
 19. Late quotation i.e. quotation received after the specified date and time of receipt will not be considered in any circumstances.
 20. The quotation so received will be opened on the same day i.e. on 12.06.2023 at 3.30 PM in presence of interested Quotationer (s) or their authorized representative.



For Director in-charge,
Regional Drugs Testing Laboratory,
Guwahati