

ELECTION COMMISSION OF INDIA
Nirvachan Sadan, Ashoka Road, New Delhi-110 001

NOTICE

Sealed Tenders are invited from various repair/Maintenance/cooler providers for providing and/or repair/Maintenance of coolers in the Secretariat of the Commission. The firms, who are interested, may send their sealed tenders to Under Secretary, (General Admn.) Election Commission of India, Nirvachan Sadan, Ashoka Road, New Delhi-110 001 which should reach the Commission latest by 3.00 PM on 25th March, 2010.

B.M. SHARMA
UNDER SECRETARY

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi-110001.

FNo.187/3/2010(S&M)/coolers

Dated: 17th March, 2010

To

Sub:- Comprehensive/Hiring of Desert/Room Coolers (with waterman and pipe to fill water in the coolers) maintenance/repair in ECI for the period from 1.4.2010 to 31.10.2010 – invitation of Tenders – regarding.

Sir,

I am directed to refer to the captioned subject and to say that the Election Commission of India intend to (i) hire and install with running/maintenance/repair about 50 Desert/Coolers in various rooms of Nirvachan Sadan and residence offices of CEC/ECs for the period from 1-4-2010 to 31.10.2010 and (ii) Maintenance/Repair of approx.62 desert / room coolers of the different makes during the summer season, 2010. Reputed firms having proven experience in carrying out the job may submit their quotations in the Proforma prescribed in a sealed cover addressed to the undersigned by 25.3.2010 (3.00 PM) which will be opened on the same day at (3.30 P.M.) in Room No. 306, Nirvachan Sadan, Ashoka Road, New Delhi – 110001 in presence of the bidders or their representatives available. The Cover containing the quotation should be super scribed QUOTATION FOR HIRING/MAINTENANCE/REPAIR OF DESERT COOLERS/ ROOM COOLERS.

The terms and conditions for the contract will be as under:-

1. The contract will include filling of water in the coolers twice a day during the working days for which, the necessary arrangements such as requirement of hose pipes, additional wiring required etc. shall be the responsibility of the contractor.
2. Room Coolers shall be of sufficient to meet the complete cooling requirement of the room/hall where they would be installed.

3. Proper plywood shuttering and wooden/iron stands, wherever necessary shall to be provided by the contractor.
4. During the period of contract the contractor may depute two electricians and watermen for looking after the Coolers during working hours.
5. Contractor has to ensure hygienic condition of the coolers at all times including effective steps for preventing breeding of mosquitoes.
6. The undersigned reserves the right to reject any quotation in whole or in part without assigning any reason thereof. ECI's decision will be final in this regard.
7. During the currency of the contract, if it is found that the work is not satisfactory, the contract can be cancelled at any time by the ECI without assigning any reason and the Security Deposit can be forfeited. The Election Commission of India's decision will be firm and final. The decision of the Commission shall be binding upon the firm.
8. The firm will be required to do the job from 01.4.2010 to 31.10.2010.
9. The successful firm would undertake maintenance of all coolers in the Election Commission of India as and where they are lying. No additional payment will be made towards repairs etc. during the period of contract. Once the contract is undertaken, the contractor will have to hand over the cooler in working condition after expiry of the contract.
10. The firm will be entirely responsible for any loss to Government on account of any damage to the desert/room cooler or any other property of the Govt. as a result of negligence or carelessness on the part of the firm or its representatives or due to any defect in the wiring.
11. In case any desert/room cooler goes out of order during the contract period, the repair work will have to be carried out by the firm in the premises of the Election Commission of India. Only such work, as is not possible for execution in the premises of the Election Commission of India will be allowed to be done in the workshop of the firm. No transportation charges will be given by the Election Commission of India. In no case, any desert/room cooler or part thereof will be allowed to be taken out of the premises of this Commission without the prior approval of the Election Commission of India. In case the firm fails to carry out the repairs of desert/room cooler, due to any reasons whatsoever, the work will be

got done from the other firm(s) or from open market at the risk and cost of the firm to whom the contract is awarded. Proportionate deduction will be made from the payment to the firm, if any desert/room cooler remains out of order for more than one working day.

12. The firm to whom the work is awarded will be required to depute experienced and qualified machanics who will sit in the premises of the Election Commission of India on all working days, Saturdays, Sundays and other holidays in order to attend to urgent calls, in addition to periodical checking of the coolers.
13. The maintenance of room/desert coolers shall be comprehensive and shall include replacement/repair of all parts including electrical items and pads etc. including the following for which no separate rates are to be quoted.-
 - (i) Repair/maintenance of coolers
 - (ii) Watering of coolers.
 - (iii) Providing of Iron stands
 - (iv) Shifting of coolers.
14. The pouring of water is to be done at least twice a day. The firm will be required to keep record of each day, duly verified by the users in properly prepared charts for each cooler separately. Such cooler wise charts would be updated twice daily at the time of filling of water, and whenever maintenance etc. would be carried mentioning details of the same in the chart itself. Each such cooler wise should permanently hang next to cooler on a cardboard/clipboard, and should be given to the custody of the S & M Section of ECI after it gets completely filled. The firm will also depute sufficient numbers of watermen for water arrangements.
15. In case of non-availability and non-supply of water, alternative arrangements will have to be made by the contractor himself at his own cost. In any case, pouring of water twice a day has to be ensured by the contractor. Failure to do so, shall proportionate deduction from the bill of the firm.
16. Penalty may also be imposed by the ECI in case of failure to fill water/to proper maintenance. The quantum of penalty would be at sole discretion of ECI.
17. Payment terms for maintenance/repairs and watering of desert/room coolers will be as under:-
 - (i) 50% in the middle of the contract;
 - (ii) 50% at the end of the contract.

18. The invitation is open to all registered/well established contractors, who are having PAN/VAT registration.
19. The owner/firm should be available on his direct telephone (office as well as residence) and also mobile phone, so as to enable to call him in emergency cases. Mobile Nos. must also be given alongwith the quotation/tender.

Yours faithfully,

(B.M. SHARMA)
UNDER SECRETARY

PROFORMA

Name of the Firm:

Whether Registered:

Details of Security Deposit:

Experience in the field

Rates quoted for (entire summer season during 2010) for:

- (i) hiring/maintenance/repair
- (ii) Only maintenance/repair

Desert Cooler

Room Cooler