

**Prasar Bharati**  
**(India's Public Service Broadcaster)**  
**Doordarshan Kendra**  
**24, Ashok Marg, Lucknow- 226001**

No. TV (LKO)/3(4)/E/ES/2020-21

Dated: - 38/22

**Sub:-** Tender for Comprehensive Annual Maintenance Contract of Split AC installed at Doordarshan Kendra, Ashok Marg and Doordarshan Transmitter, Hardoi Road, Lucknow.

Tender are invited for comprehensive maintenance contract of 46 Nos. Split AC as detailed below for one year in Studio at Doordarshan Kendra, Ashok Road, Lucknow and Doordarshan Transmitter, Hardoi Road, Lucknow.

Sr. No.	Particulars	Qty.	Location
1.	Split AC Units 2 Ton installed at Studio Make- Voltas, Carrier, Haier, Whirpool, Hitachi etc.	33 Nos.	24, Ashok Marg, Lko
2.	Split AC Units 1.5 Ton installed at Studio Make- Voltas, Carrier, Haier, Whirpool, Hitachi etc.	02 Nos.	24, Ashok Marg, Lko
3.	Split AC Units 2 Ton installed at Transmitter Make- Voltas, Carrier, Haier, Whirpool, Hitachi etc.	11 Nos.	Doordarshan Transmitter, Dubagga, Lucknow
<b>Total Units</b>		<b>46 Nos.</b>	

A. Submission of tender 24/8/22... (15:00 Hrs.)

B. Opening of tender 25/8/22... (15:30 Hrs.)

C. For details of terms and condition of tender please refer the attached annexure.

Firms are requested to submit the quotation in the enclosed annexure I & II or on their letter head.

**Address: The Dy. Director General (Engg.)**  
**(By Name Shri S. P. Kanchan, ADE)**  
**Doordarshan Kendra,**  
**24, Ashok Marg, Lucknow- 226001.**

Note: Please note that the quantity of units may increase or decrease at the time of award of the CAMC.

*S. P. Kanchan*

(S. P. Kanchan)  
Assistant Director (E)  
For Dy. Director General (E)

### **Terms and Conditions**

1. CAMC will be awarded for one year only.
2. DDK, Lucknow will not be responsible for any postal delay or non-receipt of tender.
3. The tender document should be sent in sealed envelope superscribing the name of the job/enquiry no./date of opening etc. with sender's complete address. All the relevant information must be incorporated in the letter of tender also.
4. The received offer shall be opened on 25/8/22 at 15:30 Hrs. in the presence of undersigned or any other officer(s) authorized by the Dy. Director General, Doordarshan Kendra, Lucknow.
5. The Dy. Director General reserves the right to alter the date mentioned above and to reject any or all offers without assigning any reasons thereof to the bidders.
6. Incomplete tenders are liable to be rejected.
7. Tenderer should clearly indicate the acceptance of terms and condition of the enquiry.
8. In case of any dispute during the award or execution of the CAMC, the Dy. Director General shall act, as arbitrator and his decision shall be final and binding on both the parties.
9. The whole process of awarding and execution of order shall be under the Lucknow Jurisdiction only.
10. Inspection of all the units by the Service Engineer every week, preferably on Thursday, is to be carried out and a report is to be obtained from the Assistant Engineer (nominated by DDK Lucknow) for satisfactory servicing done.
11. Supplying all spares and materials which are needed for maintenance/servicing of all units including refrigerant and compressor etc. are to be supplied by the firm.
12. Motors/ Protective devices are to be checked at least once every month and serviced as required.
13. The offer should be valid at least for a period of six monthly from the date of opening of the tender.
14. Servicing of units is to be carried out on regular basis in respect of the following items.
  - a. Lubrication of bearings / brushes / cleaning of pipes and filters.
  - b. Checking / servicing / repairing of safety control system / testing of gas leak / servicing of measuring devices fitted.
15. Contractor will be required to bear the transportation charges whatsoever if some component are to be taken out from DDK Lucknow for necessary repairs either to their workshop or to the market and if some welding machine is being brought to the spot of work.
16. On satisfactory completion of job, bill in duplicate is to be submitted quarterly so that payment may be arranged. No advance payment will be made for CAMC awarded.
17. The Contractor shall be required to sign a contract agreement on a NJSP of Rs. 100/- for smooth and proper maintenance of the AC units after the award of the CAMC. The contract will include all the material / labour / supervision on the part of contractor.
18. The Contractor has to submit, within 10 days of the award of contract, a Fixed Deposit Receipt (FDR) of value equal to 3% of the contract amount as security money. FDR is to be drawn in favour of "Director, Doordarshan Kendra, Lucknow"
19. If by any way the Contractor fails to attend the fault of the units within specific time (By 24 Hrs.) and the work is executed by the department, the charges made for the attending faults will be deducted from the pending payment of CAMC or the security deposit.



20. On the date of expiry of CAMC, the Contractor must hand over all the units in well working condition. Payment will not be released till certificates are signed by both the parties (Contractor / DDK Lucknow).
21. The Contractor must bear in mind that the proper working of equipment is directly related to the air conditioning system having effective cooling from the deployed unit.
22. Service calls must be attended as and when required and immediate rectification of fault is to be ensured even during odd hours and holidays. No extra payment shall be made for attending the works on such occasions.
23. If any work is left out on the date of expiry of contract, the firm is responsible to get repair the defective units even after the expiry of the CAMC failing which the charges incurred on repair by the department will be deducted from the pending payment / FDR etc.
24. Any defect noticed at the time of award of CAMC is to be brought to the notice of the Kendra otherwise it will be responsibility of the firm to rectify the defect at their own cost.
25. DDG, DDK Lucknow reserves the right to accept / reject any tender without assigning any reason thereof and is not bound to accept the lowest tender if sufficient proof to the satisfaction of the authorities is not given regarding capabilities of tender to maintain uninterrupted service to all the units.
26. The DDG, DDK Lucknow will have the right to terminate the contract any time during the period of CAMC if the firm does not provide satisfactory service of the units and payment will not be released accordingly.
27. If the contractor itself terminates the CAMC before the date of expiry, the pending payment including the guarantee money will not be released in any circumstances.
28. All replacement for defective compressor shall be accompanied by a certificate from the original compressor manufacturer to the effect that it is repaired at their authorized service centre.
29. If the work is found satisfactory, the said CAMC may be reviewed for renewal for another one year.
30. The CAMC shall not include-
  - a. Day to day running of the Split AC Units.
  - b. Any work related with the modification / replacement / repair of civil / mechanical work.
31. The firm must be registered for GST. A copy of registration should be attached by the tenderer along with his tender.



(S. P. Kanchan)  
Assistant Director (E)  
For Dy. Director General (E)

**ANNEXURE- I**

Quote the rates for comprehensive maintenance contract for year for the following units as per agreement and condition laid down in tender document..

Sr. No.	Unit Capacity Make	Qty.	Rate for one year
1.	Split AC Units 2 Ton installed at Studio Make- Voltas, Carrier, Haier, Whirpool, Hitachi etc.	33 Nos.	Rs.
2.	Split AC Units 1.5 Ton installed at Studio Make- Voltas, Carrier, Haier, Whirpool, Hitachi etc.	02 Nos.	Rs.
3.	Split AC Units 2 Ton installed at XTR. Make- Voltas, Carrier, Haier, Whirpool, Hitachi etc.	11 Nos.	Rs.
<b>Total Units</b>		<b>46 Nos.</b>	
<b>+ GST Charges</b>			
<b>Grand Total</b>			

(Name and Signature of Proprietor)

Name of Firm

## ANNEXURE- II

The firm is required to go through the tender document before filling the form.

1. Name of company/Firm

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2. Full postal address for communication with Telephone No

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3. Name of Contractor / Executive Head with postal address and Phone No

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5. Name with address separately in respect of partners, if any, with Phone No

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6. Address of workshop with phone No .  
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7. Telephone Nos. for contacting during holidays / odd hours:  
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8. Are you a manufacturer / service agency:  
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9. GST registration No .....

10. Year of establishment: .....

11. Income Tax return of last three years: 2021-22, 2020-21, 2019-20

12. Man power details:-

a. No. of qualified engineers :

b. No. of diploma holder :

c. No. of ITI trained :

d. No of unskilled worker :

e. Other staff :

f. Total No. of employees :

12. Past experience :-

a. Type of AC units and capacity :

b. Name of clients (Govt. Organization and PSU only) :

c. Clients postal address and GSTN no. :

d. Scope of Job (Operation / Maintenance) :

e. Period of service :

f. Certificate of client :

g. Any other information :

(Name and Signature of Proprietor)

Name of Firm