

**LIMITED TENDER : CORPORATE OFFICE/KOLKATA**

Sealed Tenders are invited from Experienced and Contractors for the following services:

**Tender No.& Date**

**Scope of Service**

**CORP/COMM-302/2008  
Feb 18, 2008**

**Comprehensive on site Service Maintenance of Air Conditioners (Room Air conditioners capacity 1 Ton and 1.5 Ton and split type capacity 1.5 Ton) and Water Coolers – Details as per Annexure**

- The offer has to be submitted in two parts, one containing the **Technical bid** and other containing the **Financial bid**. The Technical bid and Financial bid should be sealed in separate envelopes.
- The **Technical bid** should contain the following:
  - a) Acceptance of tender terms and conditions
  - b) List of existing clients
  - c) Copy of valid Trade License
  - d) List of Equipments with details of infrastructure
  - e) Copy of Service Tax Registration Certificate, if any
  - f) Copy of Income Tax Clearance/Copy of PAN
  - g) Recent order copies for similar job with any Public Sector Organisation/Govt./Leading Private/Public Limited Companies
- In the **Financial bid**, the price should be quoted on per machine basis inclusive of cost towards Oiling, Cleaning, Servicing on monthly basis and all Taxes/Duties and shall remain fixed during entire period of contract. However, the list of items which are not covered under the Comprehensive Maintenance contract should be clearly indicated. Bidders may inspect the machines before quoting.
- **Duration of the contract: 01.04.2008 to 31.03.2009, subject to satisfactory performance. The same may be extended further depending upon the performance of the contractor and also discretion of HCL.**
- Payment would be made on monthly basis with normally **45 days credit** terms after submission of clear bill duly certified by Administrative Department .

- The company shall have no responsibility and obligation towards Taxes, Fees, salary, statutory obligation etc. or any other charges payable for executing the contract except the order rate
- The **validity** of the offer should be minimum up to **31.03.2008**.
- Both the **sealed envelops** namely Technical bid and Financial bid should be kept in a separate envelope marked as “**Quotation for Maintenance of Air Conditioners and Water Coolers** ” and should be submitted to **The General Manager(C & M/MIS), Hindustan Cables Limited, 9, Elgin Road, Kolkata – 700 020**.
- The last date and time for submission of offer is up to **5:30 P.M on 27.02.2008**.
- Price bid will be opened only if the technical bid is accepted by HCL
- Offers received over Fax/E-mail will not be considered.
- The Company reserves the right to accept or reject the tender without assigning any reasons thereof.

**DEPUTY MANAGER(COMMERCIAL)**

## **ANNEXURE**

- Location for maintenance of Air Conditioners and Water Coolers would be in Kolkata.
- The approximate number of Air Conditioner and Water Cooler under maintenance contract will be 35 nos. & 5 nos. respectively. The make of Air Conditioner are Voltas/Fedders Lloyd/Carrier and Water coolers are Voltas/Shriram Usha.
- The Air Conditioner and Water Cooler shall have to be attended on Preventive Maintenance once in a month.
- Corrective/Break down maintenance has to be carried out within same day normally within an hour on receipt of complaint from the Company. In case the time required for repairing/overhauling is more than a day, the contractor must provide a service unit as substitute irrespective of make.
- The contractor must be widely experienced for similar type of job having proper infrastructure facilities for supplying at least 8 to 10 stand by Air Conditioner machine within a day or two.
- Company reserves the right to have the Air Conditioner and Water Cooler serviced/repared by outside agency if the contractor fails to repair the fault within the specified time and the cost thereof have to be borne by the contractor.