

COTTON COLLEGE STATE UNIVERSITY
PANBAZAR, GUWAHATI – 781001, ASSAM, INDIA.

Notice Inviting quotation

Sealed quotations are invited from reputed registered firms for award of Annual Maintenance Contract for the maintenance of Air Conditioners installed at Cotton College State University located at Panbazar Guwahati Assam. Only reputed firms having adequate experience are requested to submit their rates in the below mentioned proforma duly completed and signed.

S. No	Details of AC	Rate/AC
1	Split A/C of 2 Ton	
2	Split A/C of 1.5 Ton	
3	Split A/C of 1 Ton	
4	Split A/C of .75 Ton	

Other terms and Condition: The quotations must reach University office on or before 4 PM, June 22nd 2015. The bidders must attach the required documents.

The quotations will be opened at 4 PM, June 22nd 2015. The University reserve the right to accept or reject all or any of the quotations without any reason thereof.

For all other details please visit our website www.ccsu.c.in.


Registrar

Memo no: CCSU/GAD/2015-16/065/ 745 - 751

Dated 12.6.15

Copy to:

1. P.S to the Vice – Chancellor.
2. Officer on Special Duty (GA, CCSU)
3. Finance Officer.
4. Executive Engineer, CCSU for information.
5. Computer System Manager, with a request to upload the same in the University website.
6. Office File
7. Notice Board


Registrar

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TERMS AND CONDITION OF THE CONTRACT

1. Period: The successful firm will be required to start working immediately after award of the contract. The University however has the right to terminate the contract at anytime without assigning any reason thereof.
2. The period of AMC will be valid for 12 (Twelve Months) w.e.f June 1st 2015 to May 31st 2016. After the mentioned period till the time the contract is renewed or assigned to any other firm, the services of the existing firm will be utilized on a pro rata basis or need basis.
3. The firms shall have to attend all complaints on receipt of information from the user directly with the prior approval of Administration Section. The services should be provided on regular basis during office hours and in case of emergency beyond office hours or on holidays etc.
4. The existing number of Air conditioners (Window/Split) mentioned above may change during the currency of the contract. For any such alterations, intimation shall be given to the contractor and if any new addition is not maintained through warranty clause but through AMC, charges for maintenance shall be payable to the contractor at rates agreed upon. Similarly, the deletion shall also be intimated to the contractor and charges shall be deducted proportionately from the payment due to the contractor.
5. The firm also be required to undertake maintenance/repairs of Air conditioners (Window/Split) coolers at Cotton College State University located at Panbazar, Guwahati-01, opp. college hostel road or any other location as decided by competent authority.
6. The contractor shall be responsible for smooth and satisfactory working of the air conditioners.
7. In case the contractor fail to cope up with the work load or does not render satisfactory services the contract awarded to him shall be cancelled by giving 15 days notice without assigning any reason whatsoever. In this connection, decision of the University shall be final and binding on the contractor.
8. The rates may be quoted as per format, Taxes (VAT, Service Tax) if any, may be specifically and separately indicated in the quotation.
9. All the tenderers are requested to read and understand the terms and conditions as detailed out in the foregoing paragraphs before sending their quotation, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by this University.


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10. No increase in amount shall be considered at all during the currency of the AMC. NO other charges like transportation fare etc will be payable.
11. The term "Maintenance" shall include oiling, cleaning, greasing servicing and repair of motor/compressor, electrical parts air filters and gas charging during the currency of the contract at the exclusive risk responsibility of the contractor
12. They shall be required to inspect all the air conditioners and put these into operation immediately failing which the contract may be cancelled without assigning any reason.
13. As far as possible, the repair work shall be carried out in the premises of the University. Only such repairs which are not possible to be undertaken in the premises of the University may be allowed to be done in the workshop of the firm. In no case an air conditioner or part thereof, shall be taken out of the premises without formal written permission of this University. No transportation charges will be paid on this account. The air conditioner or part thereof, taken to the workshop will have to be brought back within four days, failing which the cost of the machine/part will be recovered from the firm and if necessary, the contract will be terminated without.

