



# भारतीय राजमार्ग अभियन्ताअकादमी

(सड़क परिवहन एवं राजमार्ग मंत्रालय, भारत सरकार)

## Indian Academy of Highway Engineers

(Ministry of Road Transport and Highways, Govt. of India)

A-5, Sector-62, Institutional Area, NH-24 Bypass, Noida-201301, UP, India

Tel 0120-2400085-86, 2405006-9, Fax 2400087

Email: iahe.training@gmail.com, Website: iahe.org.in

All communications to this office should be addressed to the Director by designation and not by name

IAHE/Admin/23 /Procurement ACs/2014-15

Dated: 22-04-2016

### Notice Inviting Quotations (NIQ)

To,  
As per list identified  
through Internet/ local enquiry  
& web site of IAHE

**Sub: Servicing, repair and gas filling of Window ACs installed at hostel rooms of Indian Academy of Highway Engineers (IAHE), Noida.**

Sir,

Your quotation may be submitted to Director in sealed envelope so as to reach by **05-05-2016, 02.00 PM** in the format as given at **Annexure-I** (in the letter head of agency) as per the following terms and conditions for **servicing, repair and gas filling of Window ACs installed at hostel rooms of IAHE**. In the quotation, the letter number and date of this NIQ may be mentioned.

#### Terms & conditions

1. The Agency submitting quotation should have valid **Authorized Service Provider of LG Electronica India Pvt. Ltd. and PAN, Sales Tax registration number and Service Tax registration no (if applicable)**. Agencies are required to submit proposals in 2 covers. **The first cover shall contain a copy of Authorized Service Provider of LG Electronica India Pvt. Ltd. Certificate from LG, PAN Card, Sales Tax registration, Service Tax registration no (if applicable) and security deposit of Rs. 3,000/- in the form of Demand Draft/ Bankers Cheque of a scheduled bank drawn in favour of Indian Academy of Highway Engineers payable at Noida. The second cover shall contain the Financial Quote/ Quotation as given at Annex-1. The first cover shall be opened at first and agencies who have submitted Authorized Service Provider Certificate from LG, PAN Card, Sales Tax registration, Service Tax registration no (if applicable) and security deposit shall be eligible for opening of the second cover i.e. the cover containing the Financial Quote. The work shall be awarded to the firm submitting the lowest Financial Quote (Grand total price)**. Both the covers should be enclosed in a third cover with "Quotation for servicing, repairs and gas filing of Window ACs installed at hostel room in response to IAHE's NIQ bearing no. IAHE/Admin/23 /Procurement ACs/2014-15 dated 22-04-2016"
2. Prospective bidders are encouraged to visit the site for proper understanding the scope of work before submitting the quotation.
3. All the items shall be of approved brand/ make as mentioned in Annexure-1 of NIQ and have 06 months Guarantee/Warrantee from the date of installation/ gas filling.
4. Executing agency/firm shall be responsible for the service and maintenance of ACs for a period of six months post completion of the work i.e **servicing, repair and gas filling of Window ACs installed at hostel rooms of IAHE**.

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5. Quantities of procured items may vary up to  $\pm 25\%$  from the estimated quantities mentioned in Annexure-1 of NIQ for which quoted rates shall be applicable.
6. The rates quoted should be inclusive of freight/ all taxes (Sales tax, VAT, Service tax etc.) etc., complete and SITC should be at site in the Campus of IAHE, A-5, Sector-62, Noida, U.P.
7. The work should be completed in all respect within seven (07) days after issue of work order.
8. **75% payment shall be made on successful completion of the work in all respect within ten days and balance 25% shall be released after 06 months of completion of the work based on satisfactorily performance of the work.**
9. Security deposit of bidders except lowest bidder is returnable in the form of a cheque or online transfer to bidder's account not later than 15 (Fifteen) days from the date of opening of financial proposal. The security deposit of the successful firm (lowest bidder) will be released after successful completion of the work mentioned in the annexure I of NIQ.
10. Any bid not accompanied by security deposit, as mentioned above, shall be rejected by the academy as non - responsive.
11. The IAHE shall not be liable to pay any interest on the security deposit and the same shall be interest free.
12. Repairs, servicing and gas filling of all items mentioned in annexure I should be completed within 07 (Seven) days after issue of order. In case the agency fails to complete the work listed in NIQ with in specified period, than the security deposit is liable to be forfeited.
13. Rates for all the items (mentioned in Annexure-I of NIQ) must be quoted by the agency/ firm. If any agency/firm fails to quote any items, his quotation shall be considered as incomplete and shall be rejected. Evaluation will be done on the basis of Grand total price. Rates must be quoted as per units mentioned in quantities column at Annexure-I.
14. Payment shall be made through cheque or NEFT/RTGS within ten days of satisfactory **repair, servicing and gas filling of Window ACs for hostel room in Indian Academy of Highway Engineers (IAHE), Noida**. Details of Bank A/c (name of account holder, nature of account, account number, bank name/ branch) shall be specified in the quotation.
15. In case any item is found defective, the same should be replaced with new one within a period of one week.
16. IAHE reserves the right to cancel the NIQ even after receipt of quotations without assigning any reason whatsoever.
17. Quotation shall be submitted to Director in sealed envelope superscribing **“Quotation for Servicing, repair and gas filling of Window ACs installed at hostel rooms of Indian Academy of Highway Engineers (IAHE), Noida in response to IAHE's NIQ bearing no. IAHE/Admin/23 /Procurement ACs/2014-15 dated 22-04-2016”** so as to reach by **05-05-2016, 14.00 hrs.**

Yours faithfully,

(M. Riten Kumar Singh)  
Joint Director



**Format should be on the letter head of the agency submitting the quotation**

IAHE/Admin/23 /Procurement ACs/2014-15

Dated:

To  
**The Director**  
**Indian Academy of Highway Engineers (IAHE)**  
**A-5, Institutional Area**  
**Sector-62, Noida (UP)**

Sir,

Please find our quotation with respect to your NIQ bearing no. IAHE/Admin/23/Procurement ACs/2014-15 dated 22-04-2016.

Sl No	Work to be done	Approx. quantity	Rate/ Window AC in Rs.	Total Amount in Rs.
1	Window AC 1.5 tone – Servicing	47		
2	Window AC 1.5 tone - Fan Motor change	07		
3	Window AC 1.5 tone - Gas filling	07		
<b>Grand total</b>				

- Note** i. Quantity can be vary upto  $\pm 25\%$ . Payment will be made as per actual quantity of work done.  
ii. 75% payment shall be made on successful completion of the work and balance 25% shall be released after 06 months of completion of the work based on satisfactorily performance of the work.  
iii. Gas filling and parts change (were ever required) should have 06 months warranty, if any problem arises within 06 months then the agency have to rectify it without any cost forthright.  
iv. Servicing of AC shall be done by wet cleaning by removing the ACs from cabinet, wash/clean it properly and re-fitted in the AC cabinet.

I accept all the terms and conditions stated in NIQ issued bearing No. IAHE/Admin/23/Procurement ACs/2014-15 dated 22-04-2016.

**Signature of Authorized Signatory**  
**Name of the Firm with stamp and date**

*Handwritten signature in blue ink*