



**OFFICE OF THE MISSION DIRECTOR,  
NATIONAL HEALTH MISSION, ASSAM**

**Saikia Commercial Complex, Christian Basti, Sri Nagar Path , G.S.Road, Guwahati-05**

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NO.NHM/C-CW/Elect/AMC-AC(17-18)/3641/3

Dated the 5<sup>th</sup> Feb'2018

**SHORT QUOTATION NOTICE**

Sealed quotations affixing non refundable court fee stamp of Rs. 8.25 is hereby invited from the intending **firm /contractor** for Annual Maintenance of Air Conditioner machine of the 0/0- the Mission Director, NHM, Assam, Saikia Commercial Complex, Christian Basti, Guwahati-5 under the National Health Mission, Assam for the financial year 2017-18 as per following specification and terms and conditions as appended in Annexure-I

**A. Description of the A/C machines for Annual Maintenance**

Sl. No.	Capacity	Qty.	Make
1.	0.8 ton (Split Type A.C. machines)	06	Make : Samsung
2.	1 ton (Split Type A.C. machines)	20	Make : Samsung –12 nos. Make : Voltas –6 No. Make : Videocon –2 No.
3.	1.5 ton (Split Type A.C. machines)	63	Make:Samsung/voltas/ Godrej/Bluestar/LG/Daikan
4.	2 ton (Split Type A.C. machines)	08	Make : Samsung
5.	Starter & Stabilizer for A/C machines (Split Type A.C. machines)	97	Stabilizer Make: Blow link/De-lite/Orizon & Starter Make: Crabtree/Legrand/MK etc.
6.	2.0 ton stand type. (A.C. machines)	01	Make : Haier
7.	4.0 ton stand type (A.C. machines)	02	Make : Haier
8.	4.5 ton Stand type(A.C machines)	01	Make- Bluestar

**B) The following documents are to be duly enclosed with the quotation**

1. GST registration, PAN No.with copy and Electrical License.
2. Experience certificate of similar nature works taken up during last 5(five) years.
3. The rate quoted shall include all statutory taxes as per current Govt. rules in the state.
4. The rate should be quoted including cost of spares / materials required during maintenance with compressors.
5. The rate should be quoted both in figure and words.

**C) Terms & Conditions -**

- (i) The interested firm / contractor is requested to submit quotation on 16.02.2018 before 2:00 p.m. in the office undersigned.
- (ii) The undersigned reserves the right to accept or reject any or act of the quotations without assigning any reason thereof.
- (iii) The undersigned does not bind himself to accept the lowest or any other rates.
- (iv) The decision of the Mission Director, NHM will be final in all cases.
- (v) The Quotations will be opened at same date at 3:30pm.

**D) Special Terms& Conditions (Enclosed Annexure-I)**

**Sd/-**

Mission Director  
National Health Mission, Assam  
Saikia Commercial Complex,  
Christian Basti, Guwahati-5



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**Annexure-I**

**SPECIAL TERMS AND CONDITION**

Name of works : Comprehensive and preventive Annual Maintenance of A/C machines in NHM office at Saikia Commercial Complex, Christian Basti Guwahati-5.

1. All the A/C installed at NHM office complex should remain functional continuously throughout the year. The firm / contractor should provide regular supervision of the machines with required qualified staffs.
2. The contractor / firm should possess the required T&P materials like gas cylinder, flaring tools, clamp gas charging pipe, vacuum pump, leak detector etc.
3. The required spare materials should be kept ready at site so that it can be used immediately as and when required. The maintenance rate quoted should cover the cost of spares and no any payment for any type of spare parts will be paid separately, including replacement of Compressor.
4. The engaged staff should have suitable coverage by insurance package so that they can claim their benefits in case of any disaster. This office will not entertain any sort of compensation, accidental benefit to any staff of the firm / contractor in case of accident.
5. All damaged materials should be replaced by the firm / contractor immediately to prevent from any sort of breakdown.
6. A register will be maintained in this office for recording periodical checking of A/C machines should be signed by the in-charge of the firm. The reporting time & date of defect of any A/C machine will be in the register.
7. Replaced materials should be of same brand as the brand of the machine.
8. During the contract period, the firm / contractor will be fully responsible for the malfunction of any machine.
9. Engaged staff should be provided by the firm / contractor with identity cards.
10. Penalty will be imposed upon the firm / contractor, if any A/C machine remains non functional more than 24 (twenty four) hours from report time of defects @ Rs. 210/- per day. It. Any legal dispute over the implementation of the provisions of the terms of reference if arises will be settled within the jurisdiction of Assam only.
11. The work shall be carried out in accordance with general specification for electrical works and Electricity Rules 1956 as amended up to date as and as per all relevant I.S. codes and Indian Electricity Rules.
12. Sales Tax, excise duty, octopi or any tax livable on materials in respect of contract shall be payable by the firm / contractor. The department will not entertain any claim what so ever in this respect.
13. The contractor / firm have to submit 5% security deposit in the form of Call Deposit / Fixed deposit in favour of State Health Society, Assam during allotment of work.
14. The job contract is awarded initially for a period of one year. It extendable for another one year based on review of performance. However, the terms of agreement may be discontinued by giving 1(one) month notice if this performance is not satisfactory and in case of misconduct.
15. Payment will be made on quarterly basis as per assessment made by site in charges.
16. The Firm Contractor must engaged dedicated Manpower for Air Conditioner Repair & Maintenance during

Office working hours.

Sd/-

Mission Director

National Health Mission, Assam  
Saikia Commercial Complex,  
Christian Basti, Guwahati-5