



OFFICE OF THE MISSION DIRECTOR  
NATIONAL HEALTH MISSION, ASSAM

Saikia Commercial Complex, Sri Nagar Path, Near Post office Bus Stand, G. S. Road, Christian Basti, Guwahati - 781005  
Website: <https://nhm.assam.gov.in> :: Phone No: 0361-2340236/39 :: Email Id: [mdnrhmasm@gmail.com](mailto:mdnrhmasm@gmail.com)

NO.NHM/32039/21/2022-Construction-NHM/8

Dated: 16 /09/2022

**REQUEST FOR PROPOSAL**

Sealed proposal 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 O/o the Mission Director, NHM, Assam, Saikia Commercial Complex, Christian Basti, Guwahati-5 under the National Health Mission, Assam for the year 2022-23 as per following specification, terms and conditions as appended in Annexure-I

**A) Description of the A.C. Machines for Annual Maintenance**

Sl. No.	Capacity	Qty.	Make
1.	1 Ton (Split Type A.C. Machine)	18	Make: Samsung/voltas/Videocon
2.	1.5 Ton (Split Type A.C. Machine)	75	Make: Samsung/voltas/Godrej/Bluestar/LG/Daikin
3.	2 Ton (Split Type A.C. Machine)	11	Make: Samsung
4.	Starter & Stabilizer for Split Type A.C. Machine	97	Stabilizer Make: Blow link/De-lite/Orizon & Starter Make: Crabtree/Legrand/MK etc.
5.	2.0 Ton (Stand Type A.C. Machine)	01	Make: Haier
6.	4.0 Ton (Stand Type A.C. Machine)	02	Make: Haier
7.	4.5 Ton (Stand Type A.C. Machine)	01	Make: Bluestar

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

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

**C) Terms & Conditions -**

- (i) The interested Firm / Contractor is requested to submit the bid from 21/09/2022 to 26/09/2022 before 2:00 P.M. in the office undersigned.
- (ii) The undersigned reserves the right to accept or reject any or act of the proposal without assigning any reason thereof.
- (iii) The undersigned does not bind herself to accept the lowest or any other rates.
- (iv) The decision of the Mission Director, NHM will be final in all cases.
- (v) The bids will be opened on 26/09/2022 at 3:30 P.M.

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

  
Dr. M. S. Lakshmi Priya (IAS)  
Mission Director

National Health Mission, Assam

Memo NO.NHM/32039/21/2022-Construction-NHM/8-A

Dated: 16 /09/2022

Copy to:

1. Executive Director, NHM, Assam for information.
2. OSD, NHM, Assam for information.
3. Chief Consultant (CW),NHM, Assam for information.
4. Consultant (CW)/Supdt. Engg.(Elect),NHM Assam for information and necessary action.
5. SME, NHM, Assam for publication in newspaper.
6. Manager MIS, NHM, Assam for uploading in website.
7. Notice Board of the office of the undersigned.

  
Mission Director

National Health Mission, Assam



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Annexure-I

**SPECIAL TERMS AND CONDITION**

Name of work: Comprehensive Annual Maintenance of Air Conditioner Machine of O/o the Mission Director, NHM, Assam at Saikla Commercial Complex, Christian Basti Guwahati-5 for the year 2022-23.

1. All the ACs 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 technician.
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 should be maintained in this office for recording periodical checking of AC Machines and should be signed by the in-charge of the firm. The reporting time & date of defect of any AC Machine should 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 technicians should be provided by the firm / contractor with identity cards.
10. Penalty will be imposed upon the firm / contractor, if any AC Machine remains non functional more than 24 (twenty four) hours from report time of defects @ Rs. 210/- per day. If 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 2% 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 the performance is not satisfactory and in case of misconduct.
15. Payment will be made on quarterly basis as per assessment made by Engineer in charge.
16. The Firm/Contractor must engaged dedicated Manpower for repair & maintenance of AC machines during office working hours.

Mission Director  
National Health Mission, Assam