

No.D.13012/01/2015-Ad.III
Government of India
Ministry of Home Affairs

Hall No. 2, North Block,
New Delhi, the 07 February, 2017

Subject:- Hiring of Desert Coolers for summer season, 2017.

The Ministry of Home Affairs intends to hire Desert Coolers of very good quality for the Summer Season, 2017. The number of coolers required would be around 225 out of which 60 Desert Coolers should be of Plastic Body and 165 Desert Coolers of normal body. Plastic Body Desert Coolers (18' size) are required to be provided in the corridors. All the plastic body Desert Coolers should be of same design, size and same colour and so that the normal Desert Coolers to be provided in different buildings. Details are also available at this Ministry's website i.e. www.mha.nic.in.

2. The Representative of the firm will have to show samples of plastic body desert coolers for approval before installation of the same. The requirement of Desert Coolers may vary also. The rooms where the coolers are to be installed would be shown by our representative. The Desert Coolers will also be required to be installed at the residential offices of Ministers in Delhi/NCR, as per requirement. The installation of Desert Coolers must be completed by 15th April, 2017 and these coolers will have to be provided till 15.10.2017.

3. The approximate number of Desert Coolers required in each building of MHA would be as under:-

i)	Ministry of Home Affairs, North Block, New Delhi - 1	120
ii)	Jaishalmer House, Man Singh, New Delhi - 10	10
iii)	Lok Nayak Bhawan, Khan Market, New Delhi - 3	05
iv)	NDCC-II Bldg., 1, Jai Singh Road, New Delhi - 1	35
v)	Other locations (Residential offices of Ministers, MOS etc.	55

4. The detailed terms & conditions for hiring Desert Coolers is as under:-

- (i) The Desert Coolers should be fitted with 450 mm/375 mm Exhaust Fans and electric Water Pump with separate tanks with enough capacity to store water for the whole day.
- (ii) All the Desert Coolers should be in very good working condition and in perfect working order. In case of frequent break down and unsatisfactory maintenance/service the Ministry will have the right to employ a mechanic and the charges incurred together with the cost of material will be recovered from the firm. In case of breakdown of any spare part like Motor, Fan, Pump etc., the same will be repaired/replaced by the firm immediately at its own cost. Any laxity will be viewed seriously.

Contd.....2/-

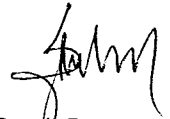
- (iii) All charges for installation including provision of platform (low/high) and transportation will be borne by the firm.
- (iv) The Desert Coolers installed in various buildings will be fitted by the firm at its own cost. Sufficient number of watermen may be provided to fill the water in these Coolers. It may be ensured that water remains in the Coolers during the whole day. The safe custody of spare parts of Desert Coolers would be the responsibility of the Contractor.
- (v) After removal of Coolers, the window flaps and glass panels will be put in original position by the firm without asking for any compensation from the Ministry of Home Affairs.
- (vi) Payment will be made in three instalments i.e. 30% amount of total charges will be paid after installation of Desert Coolers by 15.04.2017 in working order to the satisfaction of this Ministry, second instalment representing the 30% amount will be payable after July, 2017 provided the coolers have worked satisfactorily and the balance 40% amount will be payable after 15th October, 2017, on satisfactory completion of contract. While submitting the bills for payment for necessary certificate regarding satisfactory performance has to be submitted along with each bill.
- (vii) The selected firm will have to deposit Security money amounting to Rs. 50,000/- (Rupees fifty thousand only) in the form of Demand Draft of FDR in favour of "**DDO, MHA, New Delhi**" which will be refundable on expiry of the contract and no interest will be paid on Security money.
- (viii) The firm will have to depute the requisite number of full time Electricians and Watermen to attend the complaints relating to Desert Coolers and fill the Water in the same at above mentioned buildings on all working days and on holidays also.
- (ix) In case of failure to supply the required number of Desert Coolers, the Ministry of Home Affairs reserves the right to procure the Coolers and install the same from the market at the current rate and the charges will be recovered from the firm.
- (x) The firms which have three years' of experience in the field, can only submit their quotation and they will have to give necessary details of similar works undertaken in Government offices. The firms will have to submit Proof of Income Tax Assessment/Return for the last three year and Proof of Annual Turnover, which should not less than Rupees ten lakh for the last year.
- (xi) The Tenderers' will have to deposit a sum of Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft in favour of "**DDO Ministry of Home Affairs, New Delhi**" as earnest money failing which tenders will not be considered.

5. If you desire to provide 225 nos. of very good quality Desert Coolers (Plastic/normal body coolers) on hiring basis to this Ministry, you may send the quotations for the same. The quotations should reach the undersigned by **28.02.2017** up-to **3.00 p.m.** and the same would be opened at **4.00 p.m.** on same day i.e. **28.02.2017**. The representatives of the firms may be present at the time of opening of tenders, if they desire. The quotations received after specified date & time will not be considered.

6. Mere quoting lowest rates will not amount to commitment for award of contract. However, the contract will be awarded on merit bases and overall examination of tender bids of the firm. Overwriting/corrections or incomplete (blank) quoting of rate would result in rejection of quotation and shall not be considered under any circumstances.

7. The firm will have to give an undertaking about the acceptance of term & conditions of hiring of Desert Coolers.

8. This Ministry reserves the right to reject any or all quotations without assigning any reason.




(Sunil Bareja)

Under Secretary to the Govt. of India

Tele. 23094956

Copy to:-

1. SO(IT), MHA.... It is requested that this tender may kindly be placed/uploaded on MHA's Website for wide publicity.
2. All Ministries and Departments of Govt. of India located at New Delhi/Delhi with the request that the firms/contractors engaged by them for the purpose may be requested to submit their bids, if interested.



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