

New Delhi dated the 10th December, 2014

TENDER NOTICE

Sub: Comprehensive Annual Maintenance Contract for 16(Sixteen) Number various type of R.O. Systems installed in the DGCA Office, Opposite Safdarjung Airport, New Delhi and Central Examination organisation East Block-III, R.K. Puram, New Delhi.

Quotations in sealed covers are invited for Comprehensive Annual Maintenance Contract for 16 Nos. (Sixteen) R.O. System installed in the DGCA Office, Opposite Safdarjung Airport, New Delhi and Central Examination organisation, East Block-III, Level-III, R.K. Puram, New Delhi for the period of one year. The quotation should reach this office on or before 30.12.2014. The details of R.O. System are as under:-

S.No.	Item Description	Quantity
1	R.O. System – (capacity 25 Litre. Per Hour)	04 nos.
2.	R.O. System – (capacity 10 Litre. Per Hour)	05 nos.
3.	R.O. System – (capacity 07 Litre. Per Hour)	06 nos.
4	R.O. System – (capacity 50 Litre. Per Hour)	01 nos.
	Total	16 Nos.

2. It shall be the responsibility of the firm to maintain all the R.O. System in smooth and satisfactory working order and take prompt action to rectify the defects of the R.O.s. The comprehensive Annual Maintenance will necessarily cover following items.

- i. Replacement of membranes (make –CSM/Hydramem) every four months.
- ii. Replacement of Filter –every Two months.
- iii. Replacement of Pump (Ken flow 48W) once in a year.

3. The firm shall take prior permission from the undersigned/ Section Officer, General Section for taking the R.O. Systems or its parts out of the office premises for repairs and replacement of worn out parts with original one.

4. The rates quoted by the firm will not be enhanced during the period of contract in any case. He has to attend the urgent calls from time to time.

5. The firm will have to deposit security money of Rs.5000/- (Rupees Five thousand only) in the form of DD issued by a Nationalised Bank which will be returned to the firm after successful completion of the contract.

6. The CAMC will be valid for a period of one year, which can be extended for further period if the performance is found satisfactory. In case of non satisfactory service, the contract will be cancelled forthwith without assigning any reason what so ever and security deposit will be forfeited.

7. The payment of the CAMC charges shall be made on quarterly basis against submission of bill in triplicate along with the satisfactory report from the users.

8. The R.O. Systems installed in this office including CEO, R.K. Puram office can be checked on any working day.

9. The quotations should be addressed in the name of Shri B.Pattnaik, Deputy Director of Administration, Office of the Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi-110003 and submitted at reception counter of this office on 30-12-2014 before 3:00 pm.

(B.Pattnaik)
Deputy Director of Administration,
For Director General of Civil Aviation

**OUTSOURCING OF ANNUAL MAINTENANCE CONTRACT FOR 16(Sixteen)
NUMBER VARIOUS TYPE OF R.O SYSTEMS**

SI No.	Parameter	Yes/ No
1.	Whether the firm is having experience of at least two years of maintenance of R.O. Systems in Government/PSU?	
2.	Whether EMD of the required amount in the form of DD is attached?	
3.	Whether latest Income tax clearance certificate is enclosed.	
4.	Whether the firm has been black listed by any Govt. Department/PSU/Autonomous Bodies.	
5.	Whether it have been checked that no unrelated documents are enclosed.	
6.	Whether the tender document has been read carefully and each page of Tender Notice has been signed by the authorized person of the firm.	

Signature of the contractor