

To,
The Purchase officer
India International Centre,
40, Max Mueller Marg, Lodhi Estate,
New Delhi - 110 003.

Subject: **Annual Maintenance Contract for the WATER RO SYSTEMS Comprehensive type at India International Centre, 40 Max Mueller Marg, Lodi Estate, New Delhi-110003 (Main Centre + Annexe) for the period 01 April 2025 to 31 March 2026**

Dear Sir,

1. I/We* have read and examined the offer documents relating to the above said work, which is consisting of:
 - A) Instructions to Contractors
 - B) Scope of Work
 - C) General Conditions of Contract
 - D) Financial bid form – Comprehensive AMC
2. I/We* hereby submit my/our* offer for providing **Annual Maintenance contract for the Water RO System Comprehensive type at India International Centre, 40 Max Mueller Marg, Lodi Estate, New Delhi-110003 (Main Centre + Annexe)** for the complex referred to in the aforesaid documents, upon the terms & conditions contained or referred to therein, and in accordance to and in all respects of specifications and instructions issued from time to time at the rates quoted for the services in the financial bid form during the period set out in the tender documents.
3. I/We* hereby undertake to keep my/our* offer valid for a period of 3 months from the date of opening of offer.
4. I/We* hereby further undertake, that during the said period, I/We* shall not vary, alter or revoke my/our* tender.
5. Should this offer be accepted, I/We* hereby agree to abide by, and fulfill all the terms, conditions and provisions of the aforesaid tender documents.
6. I/We* understand, that IIC is - not bound to accept lowest offer or not bound to assign any reason for rejecting my/our* offer.

Name & Signature along with
Seal of Company

INDIA INTERNATIONAL CENTRE

CHECK LIST FOR TENDER FORM

1	Name of Contract		
2	Name of the Vendor		
3	Status of the Vendor i.e. Whether applying as a Principal/Authorised Distributor/Dealer. Documentary proof to be enclosed. (Must)		
4	Complete Address of the Vendor		
5	Telephone No. / Mobile No /Fax No. /Email ID		
6	Name of Contact Person & Mobile No.		
7	Copy of Registration of Shop in Delhi for doing Business is enclosed. (Must)	Yes / No	
8	Whether EMD of Rs. 5,000/- enclosed. Original DD/Cash receipt to be enclosed. (Must)	Yes/No	DD/Cash Receipt No. Date.....
9	Whether EMD exemption sought	Yes / No	(No EMD for existing vendor)
10	Whether Tenderer (Principal / Authorised Distributor / Dealer/ Merchant.) is having 3 yrs experience in supply of _____ business. List of suppliers to be enclosed in support of experience.		
11	Whether having PAN/GIR Regn No. A self attested copy to be enclosed. (Must)	Yes/No	Regn No....., Date....
12	Whether self-attested copy(s) of Income Tax (Latest Income Returns enclosed) (Must)	Yes/No	
13	Whether having GST / TIN Number / C.S.T. Self attested copy to be enclosed. (Must)	Yes/No	Regn No....., Date....
14	Whether Certificate for unconditional acceptance of all the terms and conditions of the tender on the Bidder's letter head enclosed as per format. (Must)	Yes/No	
15	Has your company been Black Listed by any company in Delhi, If yes, give details.	Yes/No	
16	Whether ESI & PF compliance is being done by the vendor for staff deployed.	Yes/No	(For Services Contract)

Vendor Signature with Stamp

INSTRUCTIONS TO CONTRACTORS

1. Sealed offers are invited by India International Centre, New Delhi for providing Annual Maintenance Contract for the Water RO System Comprehensive type at India International Centre, 40 Max Mueller Marg, Lodhi Estate, New Delhi-110003 (Main Centre + Annexe)
2. Offer will be sent to the office of the Purchase officer, India International Centre which shall receive them up to **1700 hrs, 27TH February 2025.**
3. The rates shall be quoted neatly both in figures and in words. In case of discrepancy in the rates quoted in words and figures, rates quoted in words shall prevail.
4. The contractor shall keep his offer open for acceptance for three months from the date it is opened.
5. IIC reserves the right to reject any or all the offers without assigning any reasons.
6. The IIC reserves the right to extend the AMC period beyond 31 March 2026 for a period of Two months, on the same terms and conditions which the Vendor agree to honor.
7. Instructions to contractors shall form part of the contract.

Date:
Place: New Delhi

Purchase Officer

SCOPE OF WORK**1 Annual maintenance of Water Ro System (Comprehensive type)**

Bidder has to depute skilled, trained and experienced personnel to execute AMC jobs throughout the period of contract.

Preventive maintenance:

- i) Periodic check to ensure satisfactory performance of Water RO Systems
- ii) Take corrective actions in case of abnormal alarm conditions.
- iii) Making minor modifications & trouble shooting as and when required.
- iv) Replacement of Filters, membranes, electrical parts and consumables

2 Routine maintenance:

- i) Check all the RO Systems and preventative maintenance is required to be carried out.

MC PRICES:

- (i) The quoted prices shall be firm for the entire period of AMC.

DEDUCTION OF TAXES AT SOURCE

- (i) Taxes at source shall be deducted from all the payments, in accordance with the provisions of Income Tax Act, 1961, or any other relevant act in force.

PAYMENT ON ACCOUNT

- (i) Payment of the Contractor's bills shall be made by IIC within 15 days from the date of submission of the bill subject to, there being no dispute or discrepancy in the Bill.

CANCELLATION OF AMC IN FULL OR IN PART

- (i) If at any time the Contractor makes default in proceeding with the works with due diligence, and continues to do so, after a notice in writing of 7 days from the Engineer-in-charge, or commits default in complying with any of the terms and conditions of Contract and does not remedy it or take effective steps to remedy it or fails to complete the items of work as per schedule attached and does not complete them within the period specified in the notice given to him in writing, IIC may without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to IIC, by written notice, cancel the contract.

ARBITRATION:

- (i) Except where otherwise provided for in the contract, all questions and disputes relating to the meaning of the specifications, and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, specifications, instructions, orders or these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole Arbitrator to be appointed by Director, IIC.
- (ii) The arbitrator(s) may from time to time with consent of the parties enlarge the time for making and publishing the award.
- (iii) The work under the Contract shall, if reasonably possible, continue during the arbitration proceedings, and no payment due or payable to the Contractor shall be withheld on account of such proceedings.
- (iv) The arbitrator shall be deemed to have entered on the reference on the date, he issues notice to both the parties fixing the date of the first hearing. The arbitrator shall give a separate & reasoned award in respect of each dispute.
- (v) The venue of arbitration shall be within Delhi, such place, as may be fixed by the Arbitrator with his sole discretion within Delhi.
- (vi) The award of arbitrator shall be final, conclusive and binding on all parties to this Contract.
- (vii) The cost of arbitration shall be borne by the parties to the dispute as may be decided by the arbitrator (s).

OTHER TERMS & CONDITIONS OF THE CONTRACT:

Contractor's Staff

- (i) The Contractor shall ensure that the workers are properly dressed and in uniforms, as approved by IIC. Identity cards must be displayed at all times. Movement in the Complex shall be done only on bonafide works. General discipline and good behavior shall be maintained at all times.

Scope of work - Comprehensive Annual Maintenance Contract of Water RO Systems installed at Main Centre, Kamala Devi Block, Annexe Building				
S.no	Particular	Qty	Rate	Amount
	Details of RO Systems			
1	Water RO Systems 50 LPH Eureka Forbes 50 LPH Reviva	09		
2.	Water RO System 30 LPH	01		
3	Water RO System 15 LPH	01		
	Total			
	GST			
	Final Amount			

Vendor Signature with stamp

(On Vendor Official Letter Head)

To,

Date:

The Purchase Officer

India International Centre

40, Lodhi Estate, Max Mueller Marg,

New Delhi - 110003

**CERTIFICATE FOR UNCONDITIONAL ACCEPTANCE OF
TERMS & CONDITIONS, SPECIFICATIONS OF THE TENDER**

Sir,

It is certified that I/we have studied/understood and hereby agree for the terms and conditions, Scope of Supplies and specifications of the Tender for **AMC OF Water Ro Systems** at India International Centre.

Vendor Signature with stamp