

D-13017/1/2010-Genl.II  
Government of India  
Ministry of Social Justice & Empowerment  
Shastri Bhawan, New Delhi  
Dated: 18<sup>th</sup> April, 2011.

To

As per list

Subject:- Annual Maintenance contract of R.O. System with capacity of 15 liter to 25 liter in the Ministry of Social Justice and Empowerment for one year from the date of awarding the contract.

Sir,

I am directed to refer to the subject stated above and to say that this Ministry is considering awarding the contract for service/maintenance and repair of R.O. Systems with capacity of 15 to 25 liter for one year. In case you are interested, you may drop your sealed quotation in the tender box kept at the Facilitation Center of this Ministry located on Ground Floor, Shastri Bhawan, New Delhi near Gate No. 3 latest by **3.00 PM on 29<sup>th</sup> April, 2011**. Rates should be quoted in the proforma given in **Annexure I**. The cover of quotations should be prominently super-scribed with the words "QUOTATION FOR MAINTENANCE OF R.O. SYSTEM". The quotations will be opened at **4.00 PM, the same day in Room No, 623 A, 'A' Wing, Shastri Bhawan, New Delhi**. You or your representative is at liberty to be present at the time of opening of the quotations. Over writing must be avoided otherwise the quotation is likely to be rejected.

2. The quotations should be accompanied by a Demand Draft of **Rs. 2,000/- (Rupees two thousand only)** in favour of the Drawing & Disbursing Officer, Ministry of Social Justice & Empowerment, Shastri Bhawan, New Delhi as earnest money, which would be returned, once the successful bidder has submitted the performance security.

3. The rates quoted will remain in force during the full period of the contract.

4. If the services rendered by you are not found satisfactory at any point of time during the period of contract, the contract is liable to be cancelled without any notice.

5. Disputes, if any, arising in the matter shall be settled by an arbitrator to be nominated by the Special Secretary or Secretary in this Ministry.

6. The contract shall be subject to Indian Laws and the jurisdiction of Delhi Courts.

7. This notice is also available on our website of this Ministry (<http://socialjustice.nic.in>).

Yours Truly,

(Shankar Choudhary)  
Section Officer

**Annexure- I**

<b>S. No.</b>	<b>Name and Description of work</b>	<b>Rates</b>
1.	Maintenance charges of RO per unit (the term maintenance will include: All type of filters, Housing pipe, replacement of membrane/motor pump/Adapter/wiring Solenoid Valve, High Pressure switch, Low Pressure switch, fluid valve etc.	
	(i) R.O. with capacity of 15 litre	
	(ii) R.O. with capacity of 25 litre	

I have read and understood, the terms and conditions mentioned in Annexure – II and undertake to abide by them. I am enclosing the requisite documents.

**Signature of the authorized signatory**

**Name & Designation of the authorized signatory**

Terms and conditions

1. The representative of firm/company shall report to General Section (Room No. 623-A) Ministry of Social justice & Empowerment. The technician will attend the complaint on same day. The quality of water should be checked once in week.
2. The firm/Company shall use only ISI marked material whenever providing new items or repairing old items.
- 2A. The contractor shall be responsible to keep the RO systems in working order. In case any defect occurs, the same should be rectified within 48 hours. If the system is not brought to working order within 48 hours (excluding holidays), a penalty of Rs. 250/- per day will be imposed. The contractor shall replace all defective parts (consumable or otherwise) free of cost. Only these firms who have access to spare parts should submit quotations. If any system goes out of order frequently, it would be treated to the out of order for the entire period of the contract. No payment shall be made for the repair/maintenance of such a system.
3. The work which is not possible to be carried out or completed in the office premises will be allowed to be done outside the office premises, but no extra charges would be paid for the same.
4. No advance payment will be made in case of providing and repairing of R.O. items.
5. Users certificate duly signed and stamped by the controlling officer of concerned branch or section will be submitted along with bills for payment in respect of items provided and repaired.
6. Payment will be made on quarterly basis. The final payment shall be made only if all the systems are in working order and certificate to this effect submitted.
7. The firm/company should have its own well established workshop and possess experience of doing work in the Govt. Offices or reputed organizations. Proof thereof needs to be submitted alongwith the quotation.
8. The Ministry shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the manpower deployed by the contractor in the course of repairing R.O. of this Ministry. Neither the Contractor nor his workers shall any claim on this Ministry for compensation or financial assistance on this account.
9. The deployment of workers shall be made only after verification of their character and antecedents through Police authorities by the contractor.