

Annexure A-I
(Part I of Technical Bid)

To

The Director
National Council for Promotion of Urdu Language
Farogh-e-Urdu Bhawan
FC-33/9, Jasola Institutional Area
New Delhi - 110025

Subject: **Submission of Proposal for Annual Maintenance Contract of Inverters Installed in NCPUL
Offices at West Block-VIII, R.K. Puram, New Delhi**

Sir,

I/We _____ authorized signatory /proprietor on behalf of
M/S _____
(Name of agency) submit herewith proposal for taking over **Annual Maintenance Contract of four Inverters of
1200 VA installed in NCPUL Office at Block-8 R.K. Puram, New Delhi.**

Particulars:

1	Name of Agency		
2	Full Address with Telephone No. Mobile, Fax No. and Email of agency		
	(a) Mobile No.		
	(b) Fax No.		
	(c) Telex No,		
(d) Email			
3	Name & designation of the Proprietor / Owner / Authorized signatory		
	(a) Mobile No.		
	(b) Fax No.		
	(c) Telex No,		
(d) Email			

4	Whether agency is registered with the Government Department, if so submit proof.		
	(a) Registration Number and year of registration		
	(b) Class / Category		
5	Has the agency Experience of similar work for a minimum period of 3 years and similar work of Government. If so attach copy of performance certificate. (Attach Proof)		
6	Is agency agreed to deposit 10% Security on the Annual contract or allow NCPUL to deduct it from their first payment invoice		
7	Permanent Account Number (PAN) Attach copy		
8	GST Number (GSTIN). Attach copy		
9	Name & contact number of authorized person who will look after the routine complaints		
10	Total number of qualified employees in the field of work to be undertaken on AMC		
	(a) Regulars		
	(b) Contractual		
	(c) Casual		
11	Please specify similar work being carried out by the your agency in other Government Organizations' building (copy enclosed as proof)		

Signature of the authorized person

With official seal and comp

Telephone No.: _____

Date : _____

National Council for Promotion of Urdu Language

Name of proposed Work.: Annual Maintenance Contract of official four Inverters of 1200VA installed in NCPUL office at West Block-VIII, R.K. Puram, New Delhi

Terms & Conditions:-

- I. Agency/contractor will provide a qualified Engineer/Mechanic.
2. The complaint will be attended immediately. Substitute component will be provided, in case the defective component is to be taken away for repair for more than 48 hours.
3. Routine Inspection of all inverters will be carried out monthly and report to this effect duly signed by the care taker of NCPUL office building will be rendered.
4. Payment of AMC will be made in two equal installments on Half Yearly Basis after completion of the time.
5. From commencement to completion of the Works, the contractor shall take full responsibility for the care thereof and for taking precautions to prevent loss or damage and to minimize loss or damage to the greatest extent possible and shall be liable for any damage or loss that may happen to the Works or any part thereof and Council's T&P from any cause whatsoever (save and except the Excepted Risks) and shall at his own cost repair and make good the same so that at completion, the works at Council T&P shall be in good order and condition and in conformity in every respect with the requirements of the contract and instructions of the Council's officer.
6. The Contractor shall at all times indemnify the NCPUL against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936, Minimum Wages Act, 1948, Employers Liability Act, 1938, Workmen's compensation Act, 1923, Industrial Disputes Act, 1947 and the Maternity Benefit Act, 1961, or any modifications thereof or as a consequence or any accident or injury to any workman or other persons in or about the Works, whether in the employment of contractor or not, save and except where such accident or injury has resulted from any act of NCPUL, his agents or servants, and also against all costs, charges and expenses of any suit, action or proceedings arising out of such accident or injury and against all sum or sums which may, with the consent of the contractor, be paid to compromise or compound and claim, without limiting his obligations and liabilities as above provided, the contractor shall insure against all claims, damages or compensation payable under the Workman's compensation Act, 1923 or any modification thereof or any other law relating thereto.
7. Contractor will be responsible to provide insurance cover to man, machines materials involved during Routine Inspection of all inverters.
8. Contractor/agency will not sublet/transfer whole or any part of the assigned contract work to other unless prior NCPUL's written permission is obtained.
9. Contractor will deposit 10% security amount with the NCPUL on the quoted AMC consolidated amount or allow NCPUL to deduct it from their 1st Installment of the AMC, which will be retained by NCPUL free of interest till the existence of AMC. NCPUL will have right to forfeit the security deposit in whole or part in case of any breach of condition at the part of contractor.
10. NCPUL will have right to terminate the contract after due notice and forfeit the Security Deposit and recover the loss sustained in getting the balance work done through other agencies in the event of agency's continued poor progress.

I/ We _____, on behalf of M/s _____ have read the above terms & conditions carefully and these are accepted.

Signature of the authorized person

With official seal and comp

Telephone No.: _____

Date : _____

