

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 Comprehensive Annual Maintenance Contract (AMC) of Air Conditioning Units and Ducting Systems installed in both NCPUL Offices ( in Jasola and R.K. Puram) .**

Sir,

I/We\_\_\_\_\_ authorized signatory /proprietor on behalf of  
M/S\_\_\_\_\_ (Name of agency) submit herewith proposal for taking over **Comprehensive Annual Maintenance Contract (AMC) of Air Conditioning Units and Ducting Systems installed in both NCPUL Offices ( in Jasola and R.K. Puram) .**

1. 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 (PAN) 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	Is the agency willing to undertake the work of Annual Maintenance Contracts on Comprehensive basis? Also 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 : \_\_\_\_\_

**Name of Works proposed for AMC.: Comprehensive Annual Maintenance Contract  
(AMC) of Air Conditioning Units, Ducting Systems, Split ACs and Window  
ACs installed in both NCPUL Offices ( in Jasola and R.K. Puram)**  
**Terms & Conditions**

1. The period of Comprehensive AMC will be one year from date of award.
2. Agency will provide a qualified resident Engineer/Mechanic with tool kit and refrigerant permanently from 0930 Hrs a.m to 0600 p.m. every day for a period of .....months from ..... to ..... . The resident engineer placed by the agency will resolve the issues/complaints immediately. Any complaint which is beyond the control of resident engineer will be attended immediately. The resident engineer will mark his attendance while coming in the morning and in the evening at the time of going back. Any period of absence of the resident engineer will invite payment proportionate payment deduction.
3. The engineer of your agency will also be available on call/requirement basis from ..... to .....
4. Substitute component is to be provided, in case of defective component is to be required to taken away for repair for more than 48 hours. Monthly routine service of the assigned work will be carried out.
5. Payment of AMC will be made on half yearly basis.. Payment towards first installment of AMC will be released on completion of first six months of AMC. Second and final installment of AMC will be released on completion of full period of AMC. It is accepted,
6. From commencement to completion of the Works, the agency 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. The agency 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 at completion of the works and 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.
7. The agency 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.

8. The agency will be responsible to provide insurance cover to man, machines materials involve for execution of maintenance work including resident engineer.
9. The agency will not sublet/transfer whole or any part of the assigned contract work to other unless prior NCPUL's written permission is obtained.
10. The agency will deposit 10% amount of the approved AMC towards security with the NCPUL 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 conditions on the part of contractor.
11. 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 poor performance.

I/We \_\_\_\_\_ (Name of the person signing the contract) , on behalf of  
\_\_\_\_\_ (Name of agency) have read the above terms & conditions  
carefully. I have understood all the above terms and conditions and these are accepted.

Signature of authorized person\_\_\_\_\_

With official seal and complete address

Telephone No :- \_\_\_\_\_

Date :- \_\_\_\_\_