



**Meghalaya  
Information Technology Society**

**NIC Building, Secretariat Hill, Shillong 793 001**

No.MITS.03/2024/08

Dated Shillong the 13<sup>th</sup> March, 2024

**SHORT NOTICE INVITING QUOTATION**

Sealed quotations are invited from experienced Firms/Dealers/Bidders of Meghalaya for providing Annual Maintenance Contract (AMC) of the Air Conditioning (AC) and Heating Ventilation and Air Conditioning (HVAC) system and its Outdoor Units of the Shillong Technology Park, Umsawli, New Shillong for a period of 3 (three) year. Details are available at the website <https://ditmeghalaya.gov.in>. Quotations shall reach the undersigned upto **3.00 PM of 27<sup>th</sup> March 2024** and will be opened on the same day at **3.45 PM** in presence of the bidders.

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(K. L. Nongbri)

Joint Secretary to the Govt. of Meghalaya  
Information Technology & Communications Department  
&

Member Secretary

Meghalaya IT Society

Memo No.MITS.03/2024/08-A

Dated Shillong the 13<sup>th</sup> March, 2024

Copy forwarded to:-

1. The Director, Information and Public Relations, Govt. of Meghalaya with a request to publish the '**Short Notice Inviting Quotation**' in one issue of Khasi, Garo and English local daily on **14<sup>th</sup> March, 2024 positively**.

By Order, etc.

-sd-

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Joint Secretary to the Govt. of Meghalaya  
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## A.SCOPE OF WORK

Every machine shall be serviced at least once every three month or as required. A record of such services duly acknowledged by the person using the machine or in his absence, in charge of the location of the system shall be maintained.

The scope of work shall include the following services:

- a. 4 (Four) routine services in a year.
- b. Immediate attendance of break down, if any.
- c. Repairing of leakage, refrigerant Gas charging, if necessary.
- d. Replacement of parts viz. Compressor, Fan Motor, PCB, Magnetic Switch, Transformer and other electrical parts of AC.
- e. Setting of central controller whenever required.
- f. Air Filter, Sheet Metal parts, Evaporator coils, Condenser Coil Circuit Breaker, Front grill assembly/plastic cover/panel, Circuit Breaker (MCB), Remote Handset, Voltage stabilizer.
- g. Any spare parts, gas etc. will be provided by the Corporation. However, the labour will be the part of the AMC contract and nothing will be paid extra on the account of labour required for any rectification.
- h. It shall be responsibility of the contractor to hand over the all AMC awarded VRV/VRF HVAC units in working condition at the expiry of the Contract period. Cleaning of air filters, indoor/outdoor unit filters through air blower

A maintenance schedule mutually agreed upon will be prepared before commencement of the Preventive Maintenance. Any delay beyond the agreed schedule will attract penalty of 1% of Rate Contract value per day of delay.

***Note:For Replacement of any component of air conditioners (Outdoor and indoor units, inlet and outlet Pipelines, electrical connections, etc.) if found defective, after the above checks and tests and which does not fall upon the above scope of work, such estimates of cost to be incurred must be shared with the Office (MITS) for further necessary action.***

## **B. TERMS AND CONDITIONS:**

1. Rate quoted the item in the quotation should be written clearly both in figures and in words any overwriting should be duly attested.
2. Quotation should be addressed to the undersigned by designation, sealed envelope containing the tender must be super scribed by words “**Quotation for Annual Maintenance Contract of AC& HVACs and Outdoor Units at Shillong Technology Park**” and be sent the office of the Member Secretary, Meghalaya Information Technology Society, Meghalaya, Shillong.
3. Record of maintenance, failure and corrective actions taken, shall be jointly kept by both Customer and the Vendor.
4. The firms/bidders should have a functional service center and support team at Shillong.
5. The firms/bidders should have past experience of such servicing works for ACs & HVACs to be substantiated by document proof.
6. The firms/bidders should check and confirms the as-is condition of the ACs & HVACs sets before submission of the quotations.
7. The Firms/bidders should be the authorized dealers/partners with OEMs
8. MITS will not entertain for any request of increase of price after received of the quotation. If such cases arise, the firm/bidder has to bear the additional cost incurred from their side.
9. MITS have the rights to terminate the contract at any time, if the vendor is found to be in-competent/unsatisfactory in execution of the maintenance work.
10. For any clarification, firms/bidders are requested to contact to
  - a. Email: [nongbrik@gmail.com](mailto:nongbrik@gmail.com) , [shelter.war@nic.in](mailto:shelter.war@nic.in) , [ga.lyngdoh@meghalaya.gov.in](mailto:ga.lyngdoh@meghalaya.gov.in)
  - b. Phone: 9436993844/ 9856050830/ 9810163080

## **C. SUBMISSION OF QUOTATION**

Quotation should be submitted in two separate envelopes for-

- a. Technical Documents (as prescribed at Annexure-B)
- b. Financial Quote

## **D. PAYMENT TERMS:**

- a. Payment will be made on quarterly basis after completion of every quarter.
- b. Payment shall be made upon submission of following documents:
  - i. Invoice

- ii. Service Report – duly signed by the Estate Manager, Shillong Technology Park.

**E. VALIDITY:**

This contract will be in effect for a period of 3 (three) years w.e.f. the date of issuing of work order.

**F. TERMINATION:**

Each party has got right to terminate this contract by giving written notice of not less than 30 days.

**G. FORCE MAJEURE:**

Neither party will be held liable for delays or other failure to perform its obligations which are due to any factor or event outside its reasonable control. Such factors or events dispute, civil commotion, fire or other accident, governmental act or regulation, embargo, not, armed conflict, war, terrorism (Including any threat of not, armed conflict, war and terrorism), act of God, Court order, inclement weather, natural catastrophe, epidemic, respondent non-cooperation, virus/hacker attack, delay or interruption in public communication service, and utility outage

**H. GOVERNING LAWS AND JURISDICTION**

a. Any dispute or complaint should be addressed in the first instance to the persons mentioned in the work order.

b. All Disputes arising out of this agreement shall be subject to Jurisdiction of the High Court of Meghalaya only.

**I. Location:**

Shillong Technology Park  
Umsawli, New Shillong  
Adjacent to NIFT New Campus  
Meghalaya -793012

**Annexure-A**

**Details of the Equipment:**

<b>Sl. No</b>	<b>Particulars</b>
1	Outdoor Unit (Daikin) – 9 nos and all accessories included in the system
2	Indoor Unit (Daikin) – 3nos and all accessories included in the system
3	Ceiling Cassette 4 way (Daikin) – 40nos and all accessories included in the system

**Annexure-B**

<b>Sl. No</b>	<b>Descriptions</b>	<b>(Yes/No) Supporting Document to be attached</b>	<b>Remarks</b>
<b>1</b>	The firms/bidders should have support team in Shillong with experienced service engineers.		
<b>2</b>	Past experience of such servicing works for ACs &HVAC to be substantiated by document proof.		
<b>3</b>	The firms/bidders should check and confirms the as-is condition of the ACs & HVACbefore submission of the quotations		
<b>4</b>	Firms/bidders should be the authorized dealers/partners with OEMs		
<b>5</b>	Confirm that the set Terms and Condition and Scope of Work is agreed		

-sd-

(K. L. Nongbri)

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