



भारत सरकार, श्रम और रोजगार मंत्रालय

GOVERNMENT OF INDIA, MINISTRY OF LABOUR & EMPLOYMENT

कारखाना सलाह सेवा और श्रम संस्थान, महानिदेशालय

(DIRECTORATE GENERAL FACTORY ADVICE SERVICE & LABOUR INSTITUTES)

क्षेत्रीय श्रम संस्थान, कोलकाता

REGIONAL LABOUR INSTITUTE, KOLKATA

व्यावसायिक सुरक्षा और स्वास्थ्य भवन, VYAVASYIK SURAKSHA AUR SWASTYA BHAVAN

लेक टाउन, कोलकाता - 700 089, LAKE TOWN, KOLKATA - 700 089

No.RLIC/IHL/AC(AMC)/2012

Date: 30.01.2018

**Sub: Inviting quotation for Annual Maintenance Contract (AMC) of 08 (Eight) numbers of split air conditioners of RLI, Kolkata- reg.**

Sir,

This Institute intends to take the services of any Experienced Agencies, worked at least ten years in the subject mentioned relevant field, for carrying out the maintenance of its existing eight split air conditioners (Capacity - 1.5 Ton – 7 nos and 2 Ton-1 No) installed at RLI Kolkata on an Annual Maintenance Contract (AMC) basis. You are requested to send your lowest rate for offering the subject services on the terms and conditions mentioned below.

**TERMS AND CONDITIONS**

1. Your offer should be sent on Official Letterhead with relevant experience details in a sealed envelope on which “Quotation for AMC of split air conditioners installed at RLI, Kolkata” should be super scribed. It should be addressed to the Director-in-Charge, Regional Labour Institute, Kolkata – 700 089 and it should be reached on or before **28<sup>th</sup> February, 2018**.
2. Agency has to provide six services per machine in a year irrespective of breakdown calls with all spare parts and gas charging.
3. Taxes and other additional charges as applicable should be mentioned clearly.
4. Breakdown call should be attended within 24 hours from the time of complain received.
5. The period of contract shall be for one year from the date of commencement of services. However, the contract can be terminated at any time during the period of contract by giving an advance notice of 15 days, if the firm does not render satisfactory services or providing any faulty/ substandard parts or spare or any other reason if the Institute may deem it proper.
6. No revision of rate on any account shall be entertained during the contract period.
7. The Institute may extend the contractual period for next two years with same terms and conditions based on the satisfactory performance of the firm.
8. Post services, the bill may be submitted for payment and no advance payment will be made. The mode of payment will be on half yearly basis.
9. Your offer should remain valid for a period of ninety days.
10. The Head of Office reserves the right to reject the any received offer without assigning any reason thereof.

Yours faithfully

(A.K.Chakraborty)  
Dy. Director(Safety)  
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