



भारत सरकार
Government of India
विज्ञान और प्रौद्योगिकी मंत्रालय
Ministry of Science and Technology
विज्ञान और प्रौद्योगिकी विभाग
Department of Science and Technology
प्रशासन अनुभाग
Administration II (B) Section
New Mehrauli Road, New Delhi-110 016

File No. D- 24012/1/2/2011 Admn II (B)

Date: 03 Oct., 2011

To.

All Interested vendors

(Firms are already registered with the Department and the registration is valid, need not to apply afresh)

Sub: Invitation for registration of contractors for Comprehensive Annual Maintenance Contract (AMC) and other Air-conditioning related works in Department of Science & Technology, Technology Bhavan, New Delhi.

Dear Sirs,

Applications are invited for registration of contractors for a period of three years for Comprehensive Annual Maintenance Contract (AMC) of Room Airconditioners and other Room Air-conditioners related works in Department of Science & Technology, Technology Bhavan, New Delhi. The work will include comprehensive annual maintenance contract of room air conditioners & stabilizers fitted with air conditioners and other room Airconditioners related works such as dismantling, re-installation, gas charging, supply of air conditioner stands, supply of stabilizers (ISI Marked) and other requirements to upkeep the functionality of the air conditioners and the works, as per the requirement of the Department.

2. Firms are required to apply for registration along with following information:-

- a) Type of agency held & nature of services offered
- b) Sales tax/ VAT registration certificate
- c) Certified copy PAN card
- d) Dealership certificate of two types of leading air-conditioners having registered with DGS&D.
- e) Attested copy of proof of registration for service contract existing with other Govt/ Semi Govt/ Central Autonomous bodies/ CPWD/ PWD/ Railways etc.

Cont'd....02/-

- f) Copies of past performance with Govt. Departments during the last three years. This will include copies of work orders and completion certificates.
- g) Copies of existing contracts, if any, with Govt. Departments for AMCs of Airconditioners.
- h) Number of Technical personnel permanently employed giving their bio-data stating their qualifications and experience details etc.
- i) Postal address/ Telephone/ FAX/ E-mail of office and work place.
- j) Name of bank & account No.
- k) Bank statement with P & L Account for the last three years.

3. Application should be submitted in the format given at **Annexure-I**. Applications received will be scrutinized and verified for authentication of information, including inspection of vendor's business premises before acceptance/ rejection of application. The department reserves the right to accept or reject any application for registration. Grant of registration by DST would not confer any guarantee for award of a work/ contract by DST.

4. Firms if already registered with DST for these items are also requested to submit fresh application with requisite documents for registration, stating nature of services for which they intend to be registered again addressed to **Section Officer, Admin II (B) Section, DST, New Mehrauli Road, New Delhi-16**.

5. There is no processing fee or application fee for Registration with DST. Applications submitted in the relevant Proforma appended herewith will only be considered or processed. Application complete in all respects may be submitted to the undersigned immediately. Registration process remains open throughout the year. However, Limited Tender floated for the item by DST will be issued to only those firms who have already secured registration on the date of issue of Limited Tender. Only those vendors will be allowed to compete/ quote tender, who have been granted Registration on or before the Tender opening date. Request for postponement in Tender opening date due to delay in securing registration shall not be entertained. Application form, Annexure can be downloaded from departmental website www.dst.gov.in and use of the same shall be acceptable. Firms granted registration shall be exempted from submission of EMD.

Yours faithfully,

(Anil Kumar Yadav)
Under Secretary to the Govt of India
Tel: 26590204

TO: 1. FICCI, DST for posting on DST web site.

Application form for registration of contractors for Comprehensive Annual Maintenance Contract (AMC) and other Air-conditioning related works in Department of Science & Technology, Technology Bhavan, New Delhi.

I. Category and items to which registration is sought:

Sl No.	Category	Items	Yes/ No
1.	All Categories	All items	
2.	A	All items	
3.	B	All items	
4.	C	All items	
5.	D	All items	

Note: Preference will be given to firms seeking registration for all categories/ all items category wise

II. General Information:

1.	NAME OF THE FIRM (IN BLOCK LETTERS)	
2.	a) PERMANENT ADDRESS (OFFICE ADDRESS)	
	b) CORRESPONDENCE ADDRESS	
	c) TELEPHONE NUMBERS (i) OFFICE (ii) RESIDENCE (iii) MOBILE	
	d) FAX NO.	
	e) E-mail id	
3.	CONSTITUTION OF FIRM (i) Proprietary Concern (ii) Partnership Firm (iii) Public/ Private Ltd. Company	
	3.1. Name of the proprietor/ Partners/ Directors	
	3.2. Date of registration of the Firm	
	3.3. Copy of Banker's certificate as per Annexure - II.	
4.	Whether registered with SSI/ NSIC (furnish details with copies of certificates)	i) SSI : Yes/ No ii) NSIC: Yes/ No

PROFORMA FOR BANKER'S REPORT
(To be submitted on the Bankers' letterhead)

The Under Secretary
Administration II (B) Section
Department of science & Technology
Technology Bhavan, New Mehrauli Road
New Delhi-110016

Sub: **Financial credibility report in respect of M/s (Name of the firm with address) for the purpose of registration with Department of science & Technology, New Delhi**

Sir,

This is to certify that M/s.....
(name of the firm with address) are maintaining Current/Saving Account No with this bank branch for the last.....years. The firm has been provided with a credit limit of Rs..... This is further certified that their account with this bank has been operated in a satisfactory manner.

Yours faithfully,

()
Chief Manager
Bank/Branch with seal