

DELHI BUREAU OF TEXT BOOKS

25/2, INSTITUTIONAL AREA, "D" BLOCK
PANKHA ROAD, JANAKPURI,
NEW DELHI-110058

Ph.28522049,28524202,28520901
email:-delhibureauoftextbooks@gmail.com

No. Admn/DBT/AMC-Lift-Vol V/2009-10

Dated

To

M/s _____

Subject:- Quotation for Annual Maintenance of passenger lift- OTIS

Sir,

Delhi Bureau of Text Books has one passenger lift – OTIS in its building. It intends to get repaired / serviced under Annual Maintenance contract. The lift is already being maintained and serviced regularly on monthly basis under Annual Maintenance Contract and it is working satisfactorily.

You are requested to quote your rates for AMC of lift. It is advised before quoting your rates. You must get this lift inspected by your engineer. The Bureau will not pay any TA/DA or conveyance charges on this account.

The AMC charges must be inclusive of all taxes and statutory annual inspection charges of concerned department. The bureau will not pay any advance or any other charges over and above AMC charges.

The copy of terms and conditions of AMC is enclosed.

The quoted rates of AMC of lift must reach in the office of Secretary Delhi Bureau of Text Books in sealed cover on which it must be clearly written that "QUOTATION FOR AMC OF OTIS LIFT", with in 15 days from the date of issue of this letter i.e.

Yours faithfully



(Bimla Kumari)
Dy. Education Officer, DBTB

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TERMS AND CONDITION OF THE COMPREHENSIVE ANNUAL MAINTENANCE OF THE OTIS LIFT OF DELHI BUREAU OF TEXT BOOKS

1. That the maintenance & servicing of the lift will be done by the firm once in a month under the terms and condition already accepted and as per standard laid down by its manufacturer. The servicing of the lift will be done in the supervision of the officials of the bureau i.e. the operator of the lift and the caretaker.
2. The period of the AMC of the lift is for one year only.
3. The AMC charges will be inclusive of statutory annual inspection charges and taxes. As such it will be the responsibility of the firm to get the lift inspected from the concerned department. The annual inspection of the lift becomes due in the month of January of every year.
4. That the charges of the AMC will be paid during period of the contract, in four equal installments i.e. after providing satisfactory monthly servicing of the lift. No advance or any charge over & above quoted AMC charges will be paid. The TDS will be deducted at source as per rules from the bills of the firm.
5. The complaints lodged by the Bureau in respect its lift of any kind must be attended at top most priority. i.e. the complaints lodged either on phone before 3.00 PM is to be attended on same day and complaints lodged after 3:00 PM is to be attended on next working day before 11:00 AM without any fail.
6. In the event of non-compliance of the instruction, terms & conditions or complaints remains unattended for 24 hours, or servicing of the lift is not done within stipulated period, the Bureau reserves the right to get the defect removed or servicing done by other firm at the risk & cost of the firm
7. While submitted the bill, the firm has to furnish a satisfactory working certificate of the lift from the officials along with monthly servicing done by the firm.
8. The firm has to make ensure for proper upkeepment and maintenance of the lift as per standard of the OTIS. Since the nature of the AMC is

comprehensive as such it includes the charges of replacement of the following components:

Thrust Bearing; Drive Sheaves Bearing; Brakes Contacts; Lining & Components; Motor winding; Rotation Elements; Commutators; Brushes' Brush; Brush Holder; Bearings; Coils Resistance for separating and Motor Circuits; Magnets frames and other mechanical parts; Selectors; Leveling Devices; Cams; Relays; Solid State Components e.g. PCB; Transducers; Resistors; Condensers; Power Amplifiers; Transformers; Contacts; Leads; Dash pots; Timing Device; Steel Selectors Tapes and mechanical & electrical driving equipments; Governor's Sheaves; Shaft Assembly; Bearing Contacts and Governor's Jaws; Car & Hall mechanical Buttons; Car & Hall position indicators; and landing signal fixtures as installed & supplied by OTIS.

The firm has to replace any parts with OTIS genuine parts under the intimation & supervision of the higher official of the Bureau.

9. The firm has to commence the work of servicing & maintenance of the Lift with in a week from the date of issue of the AMC award order.
10. The Bureau reserves the right to cancel the contract without assigning any reason at any time during the period of the AMC contact, if the servicing is not found to be satisfactory.
11. The firms has to give its concurrence with in a week from the date of issue of the award letter failing which the AMC will stand rescind and the contract will be awarded to next eligible quote.

(Signature of the authorised
firm)

Name _____

Designation _____

Ph.No. _____