



भारतीय लेखापरीक्षा और लेखा विभाग  
INDIAN AUDIT & ACCOUNTS DEPARTMENT

प्रधान महालेखाकार का कार्यालय (लेखा व हकदारी) - I, महाराष्ट्र  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENT)-I, MAHARASHTRA

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No. PAG(A&E)-I/Record-1/F-209/Air Conditioner-AMC/2020-21

Date: 02-09-2020

Tender Notice for

**COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR AIR-CONDITIONERS**

1. Office of the Principal Accountant General (A&E)-I, Maharashtra, Mumbai invites quotations from reputed firms / agencies for Comprehensive Annual Maintenance Contract (CAMC) for its **120 Air Conditioners** (Split /Window/Cassette).
2. The period of contract is for one year from **01-10-2020 to 30-09-2021**.
3. The terms & conditions of the contract are detailed in **Annexure-I**.
4. **Annexure-II & Annexure-III** should be duly filled and submitted *in firms/agencies letter head*.
5. The quotations should invariably be submitted only to the following **e-mail** address **[agaeMaharashtra1@cag.gov.in](mailto:agaeMaharashtra1@cag.gov.in)**.
6. The quotations may be sent on or before **10-09-2020 by 4 pm**. The subject of the email should be super scribed as "**Quotation for A.M.C. for Air-conditioners for 2020-21**"
7. A Performance security of Rs. 15,000/- (Rupees Fifteen thousand only) in the form of Fixed Deposit Receipt (FDR) /Bank Guarantee should be furnished by the successful agency/bidder within one month of award of the contract with validity period beyond 60 days of the expiry of the contract.
8. The office reserves the right to reject any or all quotations without assigning any reason and the decision of the competent authority of this Office shall be final and binding. This office also reserves the right to terminate the contract before 30.09.2021 without assigning any reasons, if the services are not found satisfactory.

Senior Accounts Officer/Record-I

## ANNEXURE-I

### Terms & Conditions for Comprehensive AMC of Air Conditioners

1. Quotations are invited from reputed/registered Service Dealers for Comprehensive Maintenance Contract in respect of **120 Air conditioners** (5 window-2TN, 19 window-1.5TN, 2 window-1TN, 85 Split-2TN, 5 Split-1.5TN, and 4 Cassette-1.5N) for the period from **01-10-2020 to 30-09-2021**.
2. The tenders (Annexure-II & Annexure-III), complete in all respect and superscribed "**Quotation for A.M.C. for Air-conditioners for 2020-21**" should invariably be send to *email address* **agaeMaharashtra1@cag.gov.in** by **4:00 p.m. on or before 10<sup>th</sup> September, 2020**. No Bid shall be accepted after the aforesaid date and time. However, the competent authority of the office of this office reserves right to extend the date / time for receipt of bids.
3. Bids shall remain valid and open for acceptance for a period of 30 days from the last date of submission of Bids. In case this office calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.
4. This office reserves all rights to reject any bids including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and **does not bind itself to accept the lowest or any specific bids**. The decision of this office in this regard shall be final and binding.
5. Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.
6. The Contract may be terminated if it is found that the bidder to whom the work has been awarded is black listed on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertaking etc.
7. It will be imperative on each bidder to fully acquaint itself of all the local conditions and factors which would have effect on the performance of the work and its cost. The bidder is advised to visit and examine the Site of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for execution of the works.
8. **The Bid should specify the spare parts that are covered under Comprehensive (i.e. provided free of cost) and should also specify name of spare parts not covered under CAMC.**

9. The Contractor (successful bidder) shall be providing the comprehensive AMC service for maintaining all the Air Conditioners on **monthly and half-yearly basis** (Dry Service- monthly and wet service-half yearly) as per the following details: -

**9.1 Monthly Service shall include:**

- (a) Cleaning / Replacement of filter
- (b) Checking operation of the controls of the air conditioners such as selector switch, thermostat, relays, remote control etc.
- (c) Checking air flow through the supply air grill, return air grill, condenser.
- (d) Checking operation of the drive motor and fans
- (e) Checking air temperature
- (f) Checking firmness of the supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of the air conditioners etc.
- (g) Replacement of any component of air conditioners found defective after the above checking and tests

**9.2 Half-Yearly Service shall include:**

- (a) Cleaning the condenser and evaporator coils with suitable detergent / chemical solution and flushing with high pressure jet of water
  - (b) Greasing of blower motors and all moving parts
10. The Contractor shall completely indemnify and hold harmless the Client and its employees against any liability, claims, losses or damages sustained by it or them by reason of any breach of contract, wrongful act or negligence by the Contractor or any of its employees engaged in the provision of providing the required services.
11. The Contractor shall arrange to get the character and antecedents of workers verified from Police authorities before their deployment to this office
12. The contractor will attend to the complaints and breakdowns promptly as and when intimated by the Client through telephone.
13. Contractor shall ensure that during the progress of the work no damage shall occur to installations/equipment due to any reason, if so happens, contractor shall have to repair/replace the same at his own risk and cost.
14. Contractor shall positively observe all safety measures required to be undertaken for safety of persons, labours, public and properties at work site.
15. The contract shall be valid for a period of one year from 01.10.2020 to 30.09.2021. However, on failure to provide continuous satisfactory performance by the contractor, this office shall have the right to terminate the contract at any point.
16. Quarterly payments shall be made by e-payment to the Contractor, after rendering satisfactory services. The Contractor shall raise invoice at the end of each quarter and this office shall make all endeavour to make payments within 30 days from the date of the receipt of the invoice to the Contractor.

17. This office shall be entitled to deduct in accordance with Applicable Law, **Income Tax, GST** or withholding tax or other deductions (as the case may be), from any payments made to the Contractor.
18. **The successful tenderer shall submit Performance Security of ₹15,000/- (Rupees Fifteen thousand only) by way of Fixed Deposit Receipt (FDR)/Bank Guarantee. The performance security should be furnished within one month of awarding the contract with validity beyond 60 days of the expiry of the contract.**

SR. ACCOUNTS OFFICER (RECORD-1)

(Letter Head)

**ANNEXURE-II**

- (i) Full Name of the Firm :
- (ii) Firm's Address :
- (iii) Telephone /Mobile No. (O) :
- (iv) PAN/TIN No. :
- (v) GST No. :
- (vi) Has the firm been  
blacklisted :
- (vii) Whether the firm has  
experience of 3 years. :

**UNDERTAKING**

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
3. I/We give the rights to the competent authority of the Office of the Principal Accountant General (A&E)-I, Maharashtra, Mumbai to forfeit the Earnest Money/Security deposit by me/us in case of breach of conditions of Contract.
4. I hereby undertake to provide the services as per the directions given in the tender Notice No.

**Signature of the Authorised Signatory**

Date :-

Place:-

**Designation :**  
**(Office seal of the Bidder)**

(Letter Head)

**ANNEXURE-III**

**PRICE Bid**  
**for**  
**CAMC of Air-conditioners for the period 01-10-2020 to 30-09-2021**

Sl. No.	Capacity of Air-Conditioner machines		Comprehensive Annual Maintenance Charges		
	Capacity	Type	Quoted price per unit per year	No. of ACs	Total Quoted Amount
1	1 TN	Window		02	
2	1.5 TN	Window		19	
3	2 TN	Window		05	
4	1.5 TN	Split		85	
5	2 TN	Split		05	
6	1.5 TN	Cassette		04	
<b>Total Bid Price for CAMC of 120 Air conditioners</b> (Prices should be exclusive of GST/Taxes)					

<b>Spare parts covered under CAMC</b> (i.e. provided free of cost)	
<b>Spare parts not covered under CAMC</b> (i.e. chargeable parts)	

Date :

Place:

(SIGNATURE & OFFICIAL SEAL)  
FULL NAME & DESIGNATION