



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

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No. Record-1/Air Conditioner-AMC/2022-23/173

Date: 16/08/2022

Tender Notice for

COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR AIR-CONDITIONERS

Office of the Principal Accountant General (A&E)-I, Maharashtra, Mumbai invites sealed quotations from firms / agencies for Comprehensive Annual Maintenance Contract (CAMC) for its 154 Air Conditioners (Split/Window/Cassette). Out of these 28 ACs were purchased in June 2022 and shall meet the criteria for AMC from July-2023. (126 ACs for one year & 28 ACs from 01/07/2023 onwards)

1. The period of contract shall be for one year from the date of award of contract.
2. The terms & conditions of the contract are detailed in **Annexure-I**.
3. **Annexure-II & Annexure-III** should be duly filled and submitted *in firms/agencies letter head*.
4. Tender complete in all aspect must reach **Sr. Accounts Officer, Record-I Section, O/o the Principal Accountant General (A&E)-I, Pratishtha Bhavan, 101, M.K. Road, Mumbai-400020 on or before 05/09/2022 by 2.00 p.m.**
5. The tender should be accompanied by an **Earnest Money Deposit (EMD)** of **Rs.5,000/-** (Rupees Five thousand only) in the form of crossed Demand Draft/Pay Order from any nationalised/scheduled bank drawn in favour of DDO, **Sr.A.O., Pr.A.G.(A&E)-I, Mumbai.** In the absence of EMD the tender shall be rejected summarily.
6. Micro & small enterprises registered with NSIC or Udyog Aadhaar Memorandum are exempted from submission of EMD as per General Financial Rule no. 170 *subject to submission of valid certificate.*
7. The earnest money shall be refunded to the unsuccessful bidders after finalisation of the contract within one month; no interest shall be paid on EMD amount.
8. The **successful bidder** shall be refunded EMD amount after submission of **5% of contract amount** as **Performance Security**. The validity of Performance Security should be 60 days beyond the contract period.
9. 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 anytime without assigning any reasons, if the services are not found satisfactory.

Per [Signature] 16/8/22
Senior Accounts Officer/Record-I
Ok [Signature] 16/8/22

Annexure-I

Terms & Conditions for Comprehensive AMC of Air Conditioners

1. Sealed quotations are invited from reputed/registered Service Dealers for Comprehensive Maintenance Contract in respect of 154 **Air conditioners** (126 Split-2TN, window 1.5TN-16 nos, window2 TN-08 nos and Cassette1.5TN-04 nos) for one year. **Out of these 28 ACs are purchased in June 2022 and shall meet the criteria for AMC from July -2023. (126 ACs for one year & 28 ACs from 01/07/2023 onwards)**
2. The sealed cover containing the tenders (Annexure-II & Annexure-III), complete in all respect and super scribed "**Annual Maintenance Contract for Air Conditioner Units**" with the Name and address of the Bidder, should be dropped in **Tender Box** kept in **Room No.202, Record-I Section, O/o the Pr. Accountant General (A&E)-I, 'Pratishta Bhavan', 101, M.K. Road, New Marine Lines, Mumbai-400020** by **02:00 p.m. on or before 05/09/2022**.
3. No Bid shall be accepted after the aforesaid date and time. However, the competent authority of this office reserves right to extend the date / time for receipt of bids. In the event of the specified date for submission of bids being declared a holiday, the bids will be received up to the appointed time on the next working day.
4. Bids shall remain valid and open for acceptance for a period of 120 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. The office may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.
5. 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.
6. 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.
7. 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.
8. 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.
9. **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.**
10. 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:-
 11. (a) **Monthly Service shall include:**
 - I. Cleaning / Replacement of filter.
 - II. Checking operation of the controls of the air conditioners such as selector switch, thermostat, relays, remote control etc.
 - III. Checking air flow through the supply air grill, return air grill, condenser.
 - IV. Checking operation of the drive motor and fans
 - V. Checking air temperature.
 - VI. Checking firmness of the supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of the air conditioners etc.

VII. Replacement of any component of air conditioners found defective after the above checking and tests

11. (b) **Half-Yearly Service shall include:**

- I. Cleaning the condenser and evaporator coils with suitable detergent / chemical solution and flushing with high pressure jet of water.
 - II. Greasing of blower motors and all moving parts
12. 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.
 13. The Contractor shall arrange to get the character and antecedents of workers verified from Police authorities before their deployment to this office
 14. The contractor will attend to the complaints and breakdowns promptly as and when intimated by the Client through telephone.
 15. 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.
 16. Contractor shall positively observe all safety measures required to be undertaken for safety of persons, labours, public and properties at work site.
 17. The contract shall be valid for a period of one year from 01.10.2022 to 30.09.2023. However, on failure to provide continuous satisfactory performance by the contractor, this office shall have the right to terminate the contract at any point.
 18. **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 payment will be made accordingly to the firm.**
 19. 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.
 20. The earnest money shall be refunded to the unsuccessful bidders after finalisation of the contract within one month; no interest shall be paid on EMD amount.
 21. The **successful bidder** shall be refunded EMD amount after submission of **5% of contract amount as Performance Security**. The validity of Performance Security should be 60 days beyond the contract period.

Sr. Accounts Officer /Record-1

24/155

(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)	EMD Amount : Rs..... (to be drawn in favour of Sr.A.O., Pr.A.G.(A&E)-I, Mumbai	Banker Cheque/DD/Bank Draft No..... dated..... Rs..... Bank Name & Branch
(vi)	Has the firm been blacklisted	
(vii)	Whether the firm has experience of 3 years (attach work order of AMC)	

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.

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 of one year

Sl. No.	Capacity of Air-Conditioner machines		Comprehensive Annual Maintenance Charges		
	Type	Capacity	Quoted price per unit	No. of ACs*	Total Quoted Amount
1	Split	2 TN		126*	
2	Window	2 TN		8	
4	Window	1.5 TN		16	
5	Cassette	1.5 TN		04	
Total Bid Price for CAMC of 154 Air conditioners (Prices should be exclusive of GST/Taxes) *28 split ACs (2TN) CAMC from 01/07/2023 onwards.					

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

Date:
Place:

(SIGNATURE & OFFICIAL SEAL)
FULL NAME & DESIGNATION