

Sir,

Sealed Quotations are invited for award of Annual Maintenance Contract for Comprehensive Maintenance of 61 Number Air Conditioners (Split/Window Air Conditioners) as listed below for a period of Two Years.

**1. DETAILS OF EQUIPMENT**

Sl. No	Equipment Description	Capacity (Ton)	Make	Quantity
1	Split Air-Conditioners	1.5	Videocon	27
2	Split Air-Conditioners	2.0	Videocon	02
3	Split Air-Conditioners	1.5	L.G.	03
4	Split Air-Conditioners	2.0	L.G.	03
5	Split Air-Conditioners	1.5	Voltas	01
6	Window Air-Conditioner	2.0	Voltas	01
7	Hi-Wall Split A/C	1.5	Blue Star	15
8	Cassette Split A/C	2.0	Voltas	01
9	Tower Type Split A/C	2.0	Carrier Midea	08

**2. SCOPE OF WORK**

- 2.1 All materials (Compressor, Thermostat, Relay, OLP, Fan Motors, Timers, PCB Heaters, Temperature sensors, Evaporators, Condensers, Refrigerant charging, Driers, Capillaries, Blowers, Fan Blade, Control Box (PCB), Magnetron, Electrical Switches, Transformers (Internal), Diodes, Capacitors, Wire harness) which may become necessary as a result of fair wear and tear during the AMC period are to be supplied by you without any extra cost and properly connected.
- 2.2 During the period of comprehensive maintenance period the firm will have to depute a qualified engineer for all the works in connection with Maintenance Work and no sub-contracting is allowed.
- 2.3 The Air-Conditioners shall be attended once in a monthly for filter cleaning (Air filter in case of A/Cs. The quarterly servicing should include leak testing and arresting, cleaning of filters, condensers, blower fan, electrical contacts, starter, temperature setting, checking refrigerant and refitting if required and cleaning of the unit.

- 2.4 The breakdown call/complaints shall be attended free of charge immediately.
- 2.5 The replacing of the compressor shall be carried out only with the new compressor supplied by OEM. No repairing of compressor is allowed under any circumstances. Confirmation to this effect needs to be produced for Compressor changing.
- 2.6 The spares should be genuine and original. Any other make should be used only after getting approval of the Competent Authority.
- 2.7 The time for completing of any break down work on any unit will be one week. Failure to do so will entitle proportionate deduction in the bill in respect of the total period.
- 2.8 No Air-conditioner will be taken out by Contractor to the Workshop without prior approval/permission of the competent Authority. In that case, the firm will provide stand by arrangement without any extra cost.
- 2.9 The materials used in the AMC shall be guaranteed for a period of 12(Twelve) months from the date of completion of such AMC.

### 3. **TERMS AND CONDITIONS**

- 3.1 The firms should have an experience of Two (2) years in maintenance of various types of Air-Conditioner/Split Air-Conditioners and other related works with a minimum yearly turnover of Rs.5.00 lakhs. A list of clients should be enclosed along with the proper documentary proof.
- 3.2 The firm must possess the requisite registration with Work Contract/labour Contract/income Tax and Allied Statutory Authorities.
- 3.3 The period of Comprehensive Annual Maintenance of the Equipment shall be for a period of Two Years from the date of final acceptance of the quotation and placement of Order unless terminated earlier by the University on the basis of poor performance or violation of terms of the contract.
- 3.4 The quotation must be submitted in the Pro-forma given as Annexure-1 to this document.
- 3.5 The quoted shall include all the taxes applicable
- 3.6 The rate quoted shall include the transportation cost of the unit from University Campus to service station and back
- 3.7 The firms must submit the following documents along with the quotation.
  - a) Documentary proof of 2 years' experience and financial turnover of Rs.5.00 lakhs.

- b) Documentary proof of PAN Card
  - c) Proof of income Tax Assessment
  - d) Documentary proof of Service Tax Registration issued by the concerned Department.
  - e) Documentary proof of VAT Registration issued by the concerned department.
- 3.8 Agreement shall be entered in to by the lowest quoted agency on Rs.100 stamp paper for the Annual maintenance Contract and cost of the stamp paper shall be borne by the agency.
- 3.9 The University reserves the right to summarily to terminate the contract at any time without assigning any reason. In this connection the decision of the University shall be final and binding on the contractor.
- 3.10 The accepted value towards Annual Maintenance would be paid on quarterly basis after successful completion of the satisfactory service during the quarter of service.
- 3.11 Security deposit equivalent to 10% of the final accepted value shall be retained from the quarterly instalments towards due performance of the contract and will be returned after expiry of the contract period.
- 3.12 Income Tax will be deducted at source at the applicable rate from time.
- 3.13 The quotations received without complying with any of the above is liable for rejection without assigning any reasons.

The sealed quotation complete in all respect duly superscribed as “Quotation for Comprehensive Annual Maintenance Contract for Split/Window Air Conditioners” with Quotation Reference and due date. The Quotation addressed to the Director, Indian Maritime University, Visakhapatnam Campus, Gandhigram, Visakhapatnam-530 005 must be reached on or before 1500 Hrs. of 24<sup>th</sup> July, 2015. The Quotation received will be opened on the same day.

Yours faithfully,  
Indian Maritime University  
Visakhapatnam Campus

Encl.: Annexure-1

**Quotation for Comprehensive Annual Maintenance Contract  
For Air- Conditioners**

- 1 Name of the Firm / Agency : \_\_\_\_\_
2. Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Phone Number : \_\_\_\_\_  
Fax Number /E mail : \_\_\_\_\_
4. PAN Number : \_\_\_\_\_  
(Copy to be enclosed)
5. Service Tax Registration No. : \_\_\_\_\_  
(Copy to be enclosed)
6. VAT Registration No. : \_\_\_\_\_  
(Copy to be enclosed)

Sl. No.	Equipment / Description	Capacity (in Tons)	Make	Qty. (Nos.)	Rate per each Unit For Two Years	Total for All Units for Two Years
1.	Split Air-Conditioner	1.5	Videocon	27		
2.	Split Air-Conditioner	2.0	Videocon	02		
3.	Split Air-Conditioner	1.5	L.G.	03		
4.	Split Air-Conditioner	2.0	L.G.	03		
5.	Split Air-Conditioner	1.5	Voltas	01		
6.	Window AirConditioner	2.0	Voltas	01		
7.	Hi-Wall Split Air Conditioner	1.5	Blue Star	15		
8.	Cassette Split Air Conditioner	2.0	Voltas	01		
9.	Tower Type Split Air Conditioner	2.0	Carrier Midea	08		
<b>Total</b>				<b>61</b>		
<b>Taxes on Total, if any (indicate percentage)</b>				<b>%</b>		
<b>Grand Total in Figures (With Taxes)</b>						
<b>Grand Total in Words (With Taxes)</b>						

**Note: The type of tax may be indicated**

Place : \_\_\_\_\_

Signature of Authorized  
Person with Seal

Date : \_\_\_\_\_