

No: MSACS/Proc/AC-CMC/2024-25  
Date:- 10-05-2024

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Invitation for Quotations for Annual Comprehensive Maintenance Contract for “Air Condition Machine” for year 2024-25.**

Dear Sir,

- 1) You are invited to submit your most competitive quotation for the Annual Maintenance Contract for “Air Condition Machine” at the MSACS Office for year 2023-24 as per stated below.

Sr. No	Description	Quantity
1	<b>Centralized AC 5 ton each</b>	6
2	<b>Split AC 1.0 ton</b>	8
3	<b>Split AC 1.5 ton</b>	4
4	<b>Split AC 2.0 ton</b>	4
5	<b>Walk in Cooler</b>	2
6	<b>Water Purifier</b>	1
7	<b>Water Cooler</b>	1

2) **Terms and conditions :**

- Each air –conditioning unit will be provided routine service once in a month for the period of contract.
- The routine servicing will cover the following :
  - i. Checking motor bushings
  - ii. Ground connections
  - iii. Checking connections at the main plug
  - iv. Cleaning of blower and condenser fan
  - v. Cleaning air filter
  - vi. Cleaning the evaporator and condenser fan
  - vii. Checking of equipments
  - viii. Oiling the motor regularly.
  - ix. Checking cooling efficiency.
- The minor repairs required will be carried out as a part of the contract without any extra charges.
- Additional emergency service shall be given during the period of contract without any extra charge on the receipt of intimation in writing or on phone.
- Any major repairs such as compressor/gas charging/fan/motor, repairing & replace of any part etc. will be including in contract price.
- Periodical preventive servicing has to be carried out once in three months for all the Air conditioners covered under CMC. During the quarterly servicing, the contractor should water service the AC unit including water washing of filter, drain tray and pipe cleaning, Evaporator brush cleaning, oiling/greasing of all Fans, checking of current consumption, checking of output performance, testing of Gas pressure if necessary, water washing of Condenser Coil, etc.

**3) Bid Price :**

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to the adjustment on any account.
- d) The prices shall be quoted in Indian Rupees only.

**4) Each bidder shall submit only one quotation along with**

- Copy of Registration/Incorporation Certificate
- Copy of GST Certificate
- Copy of Pan Card
- Copy of signed inquiry form
- Price schedule on letterhead

**5) Validity of Quotation :**

Quotation shall remain valid for a period of not less than 30 days after the deadline date specified for submission.

**6) Evaluation of Quotations :**

The purchaser shall evaluate and compare the quotations determined to be substantially responsive i.e. which

- a. are properly signed; and
- b. conform to the terms and conditions and specifications.

The quotations would be evaluated for all the items together / would be evaluated separately for each item.

**7) Award of Contract :**

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

8.1 Notwithstanding the above, the Purchaser reserve the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

8.2 The bidder whose quotation is accepted will be notified about the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

**8) Payment Terms:**

CMC Charges will be paid at end of every quarter of the CMC period as per the actual. The actual number of air conditioners for which service has been rendered will be considered for making payment for the quarter post completion of the quarter. The quarterly bill must be enclosed with service reports endorsed by End User Department for all air conditioners which have been covered under CMC during the quarter. Bills without service reports will be deemed incomplete submission and payments will be made only on submission of all service reports. However, no interest is liable to be paid by the office in case of delays if any in payment.

**Penalty Clause:**

Penalty will be recovered from bills of CMC as per following in case of no satisfactory services provided under CMC:

Rs 200/- per air conditioner per day for all the air conditioner that are not rectified within 48 hours from reporting of complaint.

- 9) The successful agency will have to enter into an agreement with MSACS within 7 days from the date of Acceptance of quotation.
- 10) The successful bidder has to submit performance security @ 5% of total contract amount within 7 days from the date of acceptance of Acceptance of quotation in the form of Bank guarantee or Demand draft in favor of Project Director MSACS.
- 11) Notification of award of contract will be issued after submission of Contract agreement & Performance Security Deposit.
- 12) **Each bidder shall submit only one quotation in prescribed format attached with this inquiry letter in a sealed envelope superscripting.**

**“Quotation for CMC for Air Condition machine for MSACS,2024-25”**

- 13) Normal commercial warranty/guarantee shall be applicable to the supplied goods.
- 14) You are requested to provide your offer latest by 17-06-2024 upto 5.00 p.m.
- 15) Quotations will be open in the presence of the bidders or their representative at 12.30 pm on 18 -06-2024 in the office of the MSACS.
- 16) We look forward to receiving your quotations and thank you for your interest in this project.



Date :

To,  
Project Director  
Maharashtra State AIDS Control Society  
R. A. Kidwai Marg, Near Wadala Overbridge,  
Wadala (W), Mumbai – 400 031.

**Sub: - Submission of quotation for “CMC of Air condition machine for MSACS, 2024-25”.**

**Ref: - Your inquiry No: \_\_\_\_\_ dt. \_\_\_\_\_.**

**QUOTATION**

Sr. No.	Brief Description of the items	Qty.	Unit Price for CMC in Rs.	Total amount in Rs.
<b>MSACS Building</b>				
1.	Centralized AC 5 ton each	6		
2.	Split AC 1.0 ton	8		
3.	Split AC 1.5 ton	4		
4.	Split AC 2.0 ton	4		
5.	Walk in Cooler 3.5 ton	2		
6.	Water Purifier	1		
7.	Water Cooler	1		
Total Amount in Rupees				
GST @ 18%				
Net Total Amount in Rupees				

We agree to provide the above service in accordance with the requirements given in your inquiry letter for a total contract price of Rs. ....(Amount in figures) .....( Amount in words) within the period specified in the Invitation for Quotations.

Sr. No.	Description of the items	Price in Rs.	GST %	Total Amount
1.	New Copper condenser Coil (per unit)			
2.	New copper pipes (running ft)			

All other terms & conditions mentioned in the invitation of quotation are acceptable to us.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

**Name & Address of Supplier with Stamp**

**Signature of Supplier**

Annexure A

<b>Service Report for Comprehensive CMC of Air Condition Machine</b>			
<b>Date</b>			
<b>Name Of Customer: Maharashtra State AIDS Control Society, Wadala, Mumbai.</b>			
<b>Call received on date and Time</b>		<b>Work Completed on date and Time</b>	
<b>Details of work</b>			
<b>Details as per below</b>			
<b>Sr. No.</b>	<b>Place of Air Condition</b>	<b>capacity</b>	<b>Sign of person from concern department</b>
1	MSACS Building no.2 ( Avert Store Room) Hall	1.5 ton	
2	MSACS Building no.2 ( Avert) Hall	1.5 ton	
3	Joint Director Finance cabin	1.5 ton	
4	Joint Director IEC cabin	1.0 ton	
5	Joint Director TI cabin	1.0 ton	
6	Joint Director SEMU cabin	1.0 ton	
7	Joint Director CST cabin	1.0 ton	
8	Project Director Cabin	2.0 ton	
9	Project Conference Room	2.0 ton	
10	Project Director Antechamber	2.0 ton	
11	Finance Officer Cabin	1.5 ton	



12	Admin Officer	1.5 ton	
13	Deputy Director TI cabin	1.5 ton	
14	IT server room	1.5 ton	
15	Deputy Director IEC cabin	1.5 ton	
16	Deputy Director CST cabin	1.0 ton	
17	MSACS Building centralized Air condition machine	5.0 ton	
18	MSACS Walk-in Cooler	3.5 ton	
19	Water Purifier (Candles to be change four times in a year & change the carbon quarterly)	1	
20	Water Cooler	1	
	<b>Complaint Attended by Person name and Sign</b>		
	<b>Sign and Customer Office Seal</b>		