**TENDER DOCUMENT FOR AIR CONDITIONERS**

**ANNUAL MAINTENANCE CONTRACT AT PEC LIMITED,**

**3rd Floor, Flatted Factory Complex, Rani Jhansi Road, Jhandewalan, New Delhi – 110055.**

**Tender No.PEC/AC AMC-01/2024-25 dated 10th March 2025**

**Tender Inviting Authority (GAD),PEC Limited**

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**IMPORTANT INFORMATION**

**Last date of submission**: 17 Mar 2025 at 15:00 Hours IST

**Tender Opening Date**: 18 Mar 2025 at 15:00 Hours IST

**Venue of submission/tender opening**: GAD, 3rd Floor, Flatted Factory Complex, Rani Jhansi Road, Jhandewalan, New Delhi – 110055.

**NOTICE INVITING TENDER (NIT)**

On behalf of PEC LIMITED, New Delhi, India, Sealed tenders are invited under price bid system from the experienced agencies/contractor for 21 Air Conditioners Annual Maintenance Contract at PEC LIMITED, New Delhi.

The complete tender including the Financial Bid shall be submitted to PEC, New Delhi on or before 3:00 PM on 17 Mar 2025 at GAD,3rd Floor, Flatted Factory Complex, Rani Jhansi Road, Jhandewalan, New Delhi – 110055.

The commercial bids of the bidders shall be opened on 18 Mar 2028 at 3:00 PM at PEC, Head Quarter, New Delhi in the presence of tenderers or their authorized representatives present at the time of tender opening. The financial bid of only those firms/companies which qualify in the technical scrutiny shall be opened at the time and date specified.

PEC reserves the right to accept or reject any or all the tenders without assigning any reason.

In case L1 is not accepting/responding within stipulated timeline, the L2 will be offered the tender, subject to matching the price offered by L1 bidder. The same methodology will be adopted to other bidder, if L2 fails to match the price of L1. Also, if lowest financial bid is same for more than one bidder, PEC reserves the right to select and adopt methodology for determining L1 among them.

**Tender Document for AC AMC Services**

1. **Inventory of Air Conditioners to be covered under AMC:**
   1. Window ACs 1.5 Ton - 11 Nos.
   2. Split ACs 1.5 Ton – 10 Nos.
2. **Scope of Work:**
   1. Maintenance Servicing of Air Conditioners- 02 Wet Cleaning per season for every AC.
   2. Repair - All type of repairs of ACs –inter alia repair of compressor - On need basis
   3. Filling Refrigerant/Coolant gas - On need basis.
   4. Repair / supply of Remote and Front grill
3. **Prices**: Vendor to quote average per AC Lump-sum price. Prices inclusive of GST as applicable. No extra charges shall be paid on any account including the visitation charges.
4. **Terms of Services:**
   1. Maintenance Services to be given well in advance before the start of summer season, latest by 15 April 2025.
   2. Repair Services (ON CALL) to be provided within one day.
5. **Payment Terms**: Payment shall be done for the bills raised on quarterly basis. First bill to be settled after all AC are made fully functional.
6. **Jurisdiction**- Courts at Delhi shall be applicable for any dispute arising out of above. PEC reserves the right to cancel the awarded tender due to dispute in service- level at one week notice.
7. **Documents to be submitted**:
   1. Quotation of prices with taxes for scope of work as mentioned above at point no 2.
   2. GST Certificate / Shop Act Certificate/ Udyog Adhaar.
   3. One signed copy of this tender document indicating acceptance of term and conditions.

**PRICE SCHEDULE**

**FINANCIALBID**

**ANNEXURE-1**

The following is to be filled up without any cutting / overwriting etc.

Per AC service charge must be an average of services to be provided for the entire season. Bill to be settled per Quarter basis. Kindly provide the charges per below inclusive of GST

* 1. Maintenance Servicing of Air Conditioners\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
  2. Repair -compressor - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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* 1. Filling Refrigerant/Coolant gas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
  2. Price of capacitor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**SIGNATURE OF THE BIDDER : NAME OF THE BIDDER :**

**SEAL OF BIDDER :**

**DATE & PLACE :**