

**OFFICE OF THE ACCOUNTANT GENERAL (ECONOMIC & REVENUE SECTORAUDIT),  
53 ARERA HILLS , HOSHANGABAD ROAD , BHOPAL**

**Subject: Notice Inviting Quotation for Annual Maintenance Contract of Total 84 Air conditioners (Split & Window)**

Sealed quotations are invited for Annual Maintenance Contract of the Air Conditioners (Split Ac no 78 & Window Ac 06) total 84 Ac available in AG (E&RSA) office, Bhopal. Terms and Conditions are enclosed with this letter. The quotation shall be submitted in the Section of OE-III, in the office of the Accountant General (Economic & Revenue Sector Audit), Bhopal on or before 04.05.2018 by 5:00 PM. The envelope should be superscripted in bold letters with "QUOTATION FOR ANNUAL MAINTENANCE CONTRACT OF AIR CONDITIONERS".

**Contact Person**

1. Shri Suchit Kumar  
Asstt. Audit Officer  
Mob:-8989891697
2. Shir Anand Kumar Mishra  
Auditor  
Mob:-8319158109

## **TERMS AND CONDITIONS**

### **MAINTENANCE AND SERVICE CONTRACT FOR WINDOW & SPLIT AIR-CONDITIONERS AND WATER COOLERS.**

1. All the machines will be in working condition at the time of commencement of contract. The contractor will have to hand over all the machines in working condition at the time of completion of contract.
2. All the machines should be serviced once in every month. (BDS once in 3 months).
3. This contract includes repair and replacement of all controls, compressors, fan motors including gas charging excluding sheet metal work. The compressor which are in original condition will have to be replaced with new compressors of same make when they fail, the cut compressors can be got repaired.
4. The contractor has to deploy 2 technicians and 2 helpers on regular basis for the servicing and attending breakdown of machines.
5. On acceptance of the rates quoted by the contractor, the contractor will be allowed to start the work only after producing the receipt of the security deposit @ 10% of the cost of maintenance and service contract.
6. If the Contractor fails to honour the work order EMD will be forfeited.
7. The payment will be made quarterly only after satisfactory completion of three monthly services.
8. If the contractor shall make default in any one or more of the following respects that is to say :
  - a. If the contractor without reasonable cause wholly suspends the carrying out of work before completion thereof or
  - b. If the contractor fails to proceed regularly or diligently with the work or
  - c. If the contractor refuses or persistently neglects to comply with the written notice from office asking him to remove defective work or improper material or goods, the office has the right to terminate the contract immediately.