



# NEW INDIA ASSURANCE

दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड  
The New India Assurance Co. Ltd

Annual Maintenance Contract (AMC) of Window ACs, Split Acs and Water Cooler

**Tender Reference Number: ARO/ESTB/ACWC/2025-26/1**

Name Of Work: Annual Maintenance Contract (AMC) of Window AC Units, Split Ac Units and Water Cooler Units

Maintenance Contract Period : 2 Years

Tender Type : Single Bid System ( In Closed Envelope Mentioning Tender Reference Number on Cover)

Rates: Inclusive of Labour, Service Charges ,tools,Tackles,Transportation etc. and excluding GST, which shall be paid extra.

Last Date Of Submission:20/03/2026 Upto 3:00 PM

Address Of Tender Submission: Estate and Establishment Department, 401, The New India Assurance Company Limited,Opposite Sales India,Ashram Road, Ahmedabad, Gujarat - 380009

The details of the equipment proposed to be covered under the new AMC, along with their locations, are given below for ready reference:

Location	Window Ac	Split Ac	Water Cooler
R.O. at 302, 3rd Floor, Popular House, Opposite Sales India, Ashram Road	3	0	1
R.O. at 401, 4th Floor, Popular House, Opposite Sales India, Ashram Road	1	0	1
R.O. at 402, 4th Floor, Popular House, Opposite Sales India, Ashram Road	0	6	0
R.O. at 501, 502, 5th Floor, Popular House, Opposite Sales India, Ashram Road	2	4	0
Regional Training Centre at 2nd Floor, Mill Officer's Colony, Ashram Road	0	6	1
Guest House at F-3, 1st floor, Avadh Apartment, Near Karnavati Pagarkha Bazar, Above Parimal Underbridge, Ellisbridge	3	1	0
Total Quantity	09	17	3

## Bidder's Details

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Seal/Stamp of Firm: \_\_\_\_\_





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We are pleased to give our rates as under. We confirm that we have gone through the terms & conditions & noted that your company - The New India Assurance Co Ltd. reserves the right to accept or reject any or all tenders without assigning reason.

SR NO.	Description Of Item	Unit	Quantity	Rate per Unit Per Service (Rs.) Excluding GST	Amount For 2 Years (Rs.) Excluding GST
1	Annual Maintenance Contract of Window Ac units ( including Periodic Servicing, Cleaning of filter, condenser and evaporator coil, checking gas pressure, electrical connection, minor adjustment, etc.)	Per Unit			
2	Annual Maintenance Contract of Split Ac units ( including Periodic Servicing, Cleaning of filter, condenser and evaporator coil, checking gas pressure, electrical connection, minor adjustment, etc.)	Per Unit			
3	Annual Maintenance Contract of Water Coolers ( including Periodic Servicing, Cleaning, checking Compressor,thermostat,electrical Components,Water line inspection etc.)	Per Unit			

## Bidder's Details

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Seal/Stamp of Firm: \_\_\_\_\_





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## TERMS & CONDITIONS:

1. Payment will be made on Half yearly basis after satisfactory services i.e. 25% amount of total AMC after completion of every 6 Month of the contract.
2. Each unit will be provided 4 (Four) Routine Service in a year i.e. once per quarter. Additional breakdown calls will be attended immediately on the same day.
3. If any machine will require more than two days for repairing, Bidder will provide an alternate arrangement.
4. The contract can be terminated by the company if services are not found satisfactory.
5. The company reserves the right for addition / exclusion of AC machine and/or Water Cooler during any time of the contract term and in such case proportionate amounts will be paid additionally / deducted respectively from the contract amount.
6. No Advance is payable against the contract.
7. The contract is not transferable. Further More, Renewal of Contract after its completion will be at the discretion of the company.
8. The bidder shall quote the rate strictly in Rupees Per Unit Per Service Without G.S.T. which shall be paid extra as applicable.
9. Payment shall be made strictly on the basis of actual number of services done.
10. Bidders must sign and stamp each page of Tender Document cum Form.
11. The Maintenance contract may be extended for further periods subject to rates, terms agreed by both the parties.
12. Minor spare parts such as nuts,bolts, insulation tape, screws, etc. shall be deemed included and no charges shall be paid.
13. Amounts for the spare parts such as Compressor, fan motor, PCB, etc. which are not covered, shall be paid extra, the amount charged for the same must be reasonable and whenever possible discount should be allowed.
14. No spare part shall be replaced without prior approval.
15. Penalty may be imposed at Rs. 500 per day per unit for delay.
16. The bidder shall not cause any damage to office property.
17. The bidder shall follow office security and safety rules.
18. The company reserves the right to accept or reject any or all tenders without assigning reason.
19. The bidder must have a functional local office within Ahmedabad. The local office must be operational for service support, complaint handling, and ensuring timely maintenance services during the contract period.
20. Tenders submitted by bidders not having local office in Ahmedabad shall be liable for rejection.

## Bidder's Details

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Seal/Stamp of Firm: \_\_\_\_\_

