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आज़ादी का  
अमृत महोत्सव

दि न्यू इन्डिया एश्योरन्स कंपनी लिमिटेड, मुं. क्षे. का. 4  
The New India Assurance Company Limited, MRO IV

MRO IV/EE/AC/004/2023-24

To,

M/s.

Dear Sir/Madam,

**Re: Annual Maintenance Contract (non-Comprehensive) for Air-Conditioning Machines at New India Centre.**

In regard to above you are requested to offer your Competitive rates for following Air-conditioning Machines installed at various locations at the below mentioned address, in the enclosed prescribed format only, as Annexure "A".

The New India Assurance Co. Ltd.  
Mumbai Regional Office-IV  
6<sup>th</sup> floor, New India Centre,  
17 A, Cooperage Road,  
Mumbai – 400 001.

**Date of Pre-bid Meeting – 04.08.2023 at 11.30 AM**

**Last date of submission of Tender is 18.08.2023 before 1.00 p.m.** in the Tender Box located at Estate & Establishment dept., MRO IV, 6<sup>th</sup> floor, New India Centre.

Bidders must submit a DD of Rs. 1000.00 as EMD amount (refundable) to The New India Assurance Co. Ltd., along with the Tender. **Bid received without EMD amount will be disqualified.** Copy of proper certificate to be submitted along with tender to claim exemption in EMD amount. EMD amount of successful bidder would be retained by us as security deposit.

The rates mentioned in the tender are excluding taxes and shall remain firm till the entire period of Annual Maintenance Contract of one year, starting from the date of work order, no escalation in price will be payable for what -so ever reason.

**COMPANY RESERVES THE RIGHT TO ACCEPT ANY , IN PART OR IN FULL OR REJECT ALL TENDERS WITHOUT ASSIGNING ANY REASON THEREOF.**

*Sarvesh Jaiswal*

**MANAGER  
MUMBAI REGIONAL OFFICE IV.**

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**ANNEXURE ' A '**

**Quotation for Annual Maintenance Contract (non-Comprehensive) of Air-conditioning Machines.**

Sr.No.	Make of Machine	Capacity	Location	Rate Per Unit	Total Rate (excluding taxes)
1.	Bluestar WAC	1.5 TR	DGM's Cabin, 6 <sup>th</sup> floor		
2.	Voltas WAC	1.0 TR	RM Cabin No.2 , 6 <sup>th</sup> floor		
3.	Voltas WAC	1.5 TR	RM cabin No.3, 6 <sup>th</sup> floor		
4.	Voltas WAC	1.5 TR	Manager's Cabin 5, 6 <sup>th</sup> floor		
5.	Bluestar WAC	1.0 TR	RM Cabin No.6, 6 <sup>th</sup> floor		
6.	Voltas WAC	1.0 TR	RM Cabin No.7, 6 <sup>th</sup> floor		
7.	Voltas WAC	1.0 TR	Manager's Cabin No.8, 6 <sup>th</sup> floor		
8.	Electrolux WAC	2.0 TR	Conference Hall, 6 <sup>th</sup> floor		
9.	Carrier WAC	2.0 TR	Conference Hall, 6 <sup>th</sup> floor		
10	Voltas WAC	1.5 TR	Claims Hub, 13 <sup>th</sup> floor		
11	Voltas Split AC	1.5 TR	Claims Hub, 13 <sup>th</sup> floor		
<b>GRAND TOTAL (Excluding Taxes)</b>					

....2/-

Contractor's Sign and Seal



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**The terms and conditions are:**

1. Checking & Servicing of A.C. Units Quarterly.
2. Attending the break down call immediately throughout the contract period free of charge during normal working hours.
3. Checking of electrical installations.
4. **Yours rates should be exclusive of all taxes and should be unconditional.**
5. If the service is not up to the mark, we may terminate the contract before expiry without giving any notice to you, and your security deposit/EMD will be forfeited.
6. We shall make payment on quarterly basis i.e. at the end of the quarter on completion of quarterly service and receipt of service report. The payment would be for the number of ACs for which service is carried out.
7. Total work should be completed within 8 days from the receipt of Work Order in case of major breakdown.
8. The Work Order of AMC contract will be issued to you only after receipt of EMD/Security Deposit of Rs. 1000.00. The Security Deposit would be refunded to you, without any interest, only after completion of the AMC contract of one year, after successful completion of all quarterly services.
9. If the contract is renewed for subsequent year, the security deposit will remain deposited with us.
10. Extra Care must be taken while performing the work. Any damage if occurred to our premises/property shall be rectified by the contractor free of cost or cost of the same would be recovered from bill.
11. The New India Assurance Co. Ltd. Shall not be held responsible for any accident /mishap taking place in respect of contract's staff. The same would solely be Contractor's Liability. You are advised to take proper insurance cover for the same.
12. **You may please quote your rates on verifying the site conditions etc on pre-bid meeting. Schedule of Air conditioning Machine situated at various locations as Annexure "A" is enclosed herewith for your ready reference.**

*Sandeep Sankar*

**MANAGER  
MUMBAI REGIONAL OFFICE IV.**