



**Balmer Lawrie & Co. Ltd**  
**(A Government of India Enterprise)**  
**Associate Service**  
**Manali, Chennai 600068**  
**Phone : 25946500, Fax : 25946539**  
**Website : Balmerlawrie.com**

SINCE 1867

Ref : BL/AS/MAN/AMCAC/LT/201920/020

Date : 04.11.2019

Due date : 16.11.2019

TO : ALL ELIGIBLE PARTIES

**Note : Interested parties may seek to register with the Unit and subject to such registration being approved, they would be considered for the subsequent tender only.**

**Sub: Tender Enquiry for Comprehensive Annual Maintenance Service contract for Split Airconditioners with stabilizers**

We are a Government of India Enterprise under the Administrative Control of Ministry of Petroleum & Natural Gas. We would like to engage an agency for providing comprehensive annual maintenance service contract for the Airconditioners with stabilizers at our factory at Manali, Chennai. The details are as follows:-

Sl No	Type	Capacity	Quantity	Period of AMC
1.	Split	2.0 Tonne	14 Nos	one year
2.	Split	1.5 Tonne	40 Nos	one year
3.	Split	1.0 Tonne	1 No	one year

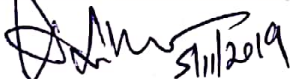
The agency shall submit their offer in a sealed cover consisting of following to the undersigned on or before the due date, ie 16.11.2019

- Covering letter in their letter pad
- EMD of Rs 2,000/- by DD
- Copies of PF and ESI Registration
- Copies of PAN, GST Regn
- Copies of work order/experience certificate
- Annexure-I duly filled, signed and sealed
- Annexure II/Price bid duly filled, signed and sealed

Thanking you

Yours faithfully

For Balmer Lawrie & Co. Ltd

  
5/11/2019

**Sriraman D**

**Chief Manager (HR&ER)**

Tender ref ; BL/AS/MAN/AMCAC/LT/201819/0020 dated November 4, 2019

**TERMS AND CONDITIONS**

The Comprehensive annual maintenance service contract shall interalia include:

1. Periodic preventive maintenance like cleaning of filters, checking condition of motor, condenser, compressor, fan, stabilisers, etc once in three months. Service report should be submitted with signature of the officer concerned.
2. All breakdown calls to be attended within 24 hours of lodging complaint. Agency should submit service report for each complaint lodged by the Company.
3. Gas leakage if any to be done at free of cost during AMC period.
4. In addition to AC, the stabilizer also to be periodically checked and serviced/repaired at free of cost during the AMC period.
5. To provide standby ACs in case of repairing takes more than 3 days time.
6. For replacement of all spares for Airconditioners, including Coils, compressors and Stabilizers, the cost shall be borne by the contractors.
7. **The agency should have Provident Fund and ESI registration and should submit copies of registration certificate along with the offer, otherwise the offer will be rejected.**
8. **The personnel engaged by the agency should be covered under ESI and the ESI number to be informed to the Company while deputing their personnel for servicing/attending complaints.**
9. In case the AC is not attended /repaired/serviced within 3 days after registering lodging complaint, the proportionate AMC amount for the number of days the AC was not working will be deducted from the AMC amount payable to the agency.
10. In case any AC which is under AMC is replaced with a new AC, the AMC for such ACs will be discontinued from the date of replacement and proportionate AMC charges will be reduced accordingly.
11. Experience - The agency should have experience in servicing of Airconditioners in industrial establishments/institutions having more than 30 ACs. Copy of service certificate/work order to be enclosed with the tender, otherwise the offer shall not be considered.
12. EMD deposit – Demand draft for Rs 2000/- favouring Balmer Lawrie & Co Ltd drawn on a nationalized bank to be submitted along with the tender. EMD will be refunded on finalisation of the contract.
13. Taxes if applicable will be paid extra as applicable.

Other terms and conditions

**The contract will be awarded to party who quote overall L1 rate**

Payment – AMC amount will be paid as per schedule given below :-

- a) 50% along with order
- b) 20% after 4 months from the date commencement of contract
- c) 20% after 8 months from the date of commencement of contract
- d) 10% at the end of the contract period on submission of service reports

**We agree to the above terms**

Place

Signature of Agency with seal

**RATE FOR COMPREHENSIVE ANNUAL MAINTENANCE SERVICE CONTRACT FOR  
AIR CONDITIONERS WITH STABILIZERS**

1. Name of the Company :
2. Address :
3. Contact person name :
4. Phone No. :
5. Mobile No :
6. e-mail id :
7. GST No :
7. PF Regn No
8. ESI Regn No
9. PAN No :
- 10 Details of experience :

Sl No	Type	Capacity	Qty	Rate per AC/stabilizer for 1 year
1.	Split AC	2.0 tonne	14 Nos	
2.	Split AC	1.5 tonne	40 Nos	
3	Split AC	1.0 tonne	1 No	

Date

Signature  
Company Seal