

Ref: LTE/Noida/2026-27/AMC-AC

April 30, 2026

TENDER DOCUMENT

Comprehensive Annual Maintenance Contract (AMC) of Air Conditioners
 ICAI - Noida Office – C-42, Sector-62, Noida

1.	Type of work	Comprehensive Annual Maintenance Contract (AMC) of Air Conditioners
2.	Date of Announcement	30 th April 2026
3.	Last date and time for submission of Tender	21 st May 2026 upto 3:00 PM (The Technical bid and Financial Bid are to be sealed in separate envelope super-scribing Technical Bid and Financial Bid respectively)
4.	EMD Amount	Rs. 20,000/- (Twenty thousand only)
5.	Performance Security deposit.	Rs. 30,000/- (Rupees Thirty thousand only) (To be submitted on the award of contract)
7.	Address of Submission	The Convenor, LTE , The Institute of Cost Accountants of India, CMA Bhawan, C-42, Sector-62, Noida.
8.	Mode of Submission of EOI documents	By hand or through post/courier so as to reach before the due date and time. The EOI submitted through courier must mention on the main envelope 'Tender for Comprehensive Annual Maintenance Contract (AMC) of Air Conditioners'

Before Submitting the Bids, interested vendors must visit the Institute to physically check the condition of the AC's installed at the Institute. The visit to be made during office hours 10.00am to 5.00 pm during Monday – Friday except National Holidays.

Contact details: **Mr. Sandeep – Mobile no: 8860760801**. Institute shall not be liable for any postal delays whatsoever in receipt of bid after the stipulated date and time shall not be entertained. Tenders submitted without EMD will be summarily rejected.

1. Notice Inviting Tender (NIT)

The Institute of Cost Accountants of India invites sealed quotations from reputed, experienced and authorized service providers for undertaking the Comprehensive Annual Maintenance Contract (AMC) of Air Conditioners installed at the Noida Office of The Institute of Cost Accountants of India (ICMAI), CMA Bhawan, C-42, Sector-62, Noida.

Interested firms/companies/agencies fulfilling the eligibility criteria may submit their bids in accordance with the terms and conditions specified in this tender document.



2. GENERAL TERMS AND CONDITIONS

1. The bid shall be submitted in two separate sealed envelopes, namely Technical Bid-cum-Information Sheet (Annexure 1) and Financial Bid (Annexure 2).
 - i. Technical Bid-cum-Information Sheet in separate sealed envelope should be super-scribed with “Technical Bid for Comprehensive Annual Maintenance Contract (AMC) of Air Conditioners of the Noida office of the ICMAI”.
 - ii. Financial Bid in separate sealed envelope should be super-scribed with “Comprehensive Annual Maintenance Contract (AMC) of Air Conditioners of the Noida office of the ICMAI”.
 - iii. **All documents as per checklist and the sealed envelopes for Technical Bid and Financial Bid should be placed in separate sealed envelope (main envelope) super-scribed with “Bids for Comprehensive Annual Maintenance Contract (AMC) of Air Conditioners at the CMA Bhawan, Noida”**
 - iv. **EMD to be submitted in a separate envelope along with Technical Bid.**
2. The firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other company/firm/agency/contractor without the prior written consent of this Institute.
3. The firm will be bound by the details furnished by it to the Institute, while submitting the tender or at subsequent stage. In case, any of such documents furnished is found to be false at any stage, it would be deemed to be a breach of terms of contract making the firm liable for legal action besides termination of contract.
4. Financial bids of only those firms/agencies that are technically qualified shall be evaluated.
5. Tenders without EMD shall be rejected on the spot and will be considered technically unqualified. However, bidders registered with micro and small enterprises (MSES) as defined in MSE procurement policy issued by the department of micro, small and medium enterprises (MSME) are exempted from the submission of earnest money (exemption certificate to be submitted).

3. Scope of Work

- Routine servicing (minimum four services per year – quarterly basis)
- Cleaning of filters, cooling coils and condenser coils
- Checking refrigerant gas levels and topping up (if required)
- Checking electrical connections, compressor, thermostat and fan motor
- Attending breakdown complaints within stipulated response time
- Replacement of minor spare parts
- Preventive maintenance and performance testing

Note: Detailed list of AC units is enclosed as Annexure – A.



4. Type of Comprehensive AMC

Comprehensive Annual Maintenance Contract-AMC **(Including all spare parts except replacement of compressor)**

5. Contract Period

The AMC shall be valid for a period of one year from the date of award of contract. The contract may be extended for a further period of one year, based on satisfactory performance and mutual consent.

6. Eligibility Criteria

- Registered firm/company/agency
- Minimum 3 years' experience in AC maintenance services
- The agency/firm should have average turnover of Rs.10 lakh during the last three years (2022-23, 2023-24, 2024-25) a certificate from Practicing Chartered Accountant or Certified Copy of P/L Account and Balance Sheet or GST Return should be submitted as proof of turnover.
- Valid GST registration
- Experience of serving in Government/PSU/Corporate offices
- Submission of PAN, GST and Registration Certificate
- At least two work completion certificates from the reputed organisations.
- The agency/firm should not have been blacklisted by any Govt. Office.

7. Terms & Conditions

- Complaint response time shall be within 24 hours.
- Quarterly preventive maintenance is mandatory.
- Breakdown complaints shall be attended promptly.
- The Institute reserves the right to inspect work at any time.
- Payment shall be released quarterly, subject to satisfactory performance.

- The Institute reserves the right to accept or reject any bid without assigning any reason thereof.

8. PERFORMANCE SECURITY

To ensure due performance of the contract, Performance Security of Rs. 30,000/- (Rupees Thirty thousand only) to be paid by the successful bidder to whom the contract was awarded. Performance Security may be furnished in the form of an account payee demand draft or bank guarantee from a commercial bank or online payment.

B. Performance Security shall remain valid for thirty (30) months from the date of commencement of the contract. No interest would be paid on the amounts.



9. Payments

- No advance payment will be made. Payment will be made on quarterly basis after completion of satisfactory supply and submission of invoice / bill in hard copy. Taxes will be extra as applicable.
- The payment will be made in electronic mode only within 15 days of submission of bills.

10. Penalty Clause

Time is the essence of the services. The minor repairs will be completed within 8 hours (i.e servicing, small repair works, gas filling which does not require any bought out material). The major repair work (PCB & Compressor problems) is to be completed in all respects in 3 (Three) days from the date of Complaint. In case of any delay beyond 8 hours for minor & 3 days for major repair works, supplier has to arrange standby AC. If the bidder fails to arrange standby AC, penalty will be imposed @ 1% of the contract value per day of delay of the particular quarter.

11. Jurisdiction

All disputes shall be subject to the jurisdiction of courts at New Delhi only.



Annexure I

TECHNICAL BID-CUM-INFORMATION SHEET TO BE FILLED BY BIDDER

1	Name of the Bidder										
2	Address										
3	Contact person & Designation										
4	E-mail Address										
5	Contact Number										
6	Year of Incorporation/Establishment										
7	PAN No.										
8	TAN/TIN No.										
9	GST No.										
10	Turnover/business Volume per year during last three financial year (Attach proof)- Average Turnover for following three years must be INR 10 lacs. (in Rs.)	F.Y. 2022 - 23									
		F.Y. 2023 - 24									
		F.Y. 2024 - 25									
11	RTGS Bank Account Details Bank Name & Address: Bank Account No: IFSC Code: MICR Code: Branch:										

Declaration -

I _____ hereby certify that "I am not debarred by Department of Commerce or any Central or State Ministry/Department concerned."

Name and Signature of Bidder / printer with Corporate Seal

Date:



Annexure-II

Financial Bid Format

Sl. No	Equipment	OUTDOOR CAPACITY	Total Outdoor Capacity	RATE PER HP/TR	Amount (in Rs.)
1	TOSHIBA VRF (HP) 14HP*4=56 HP 16HP*4=64 HP	120	150		
2	DAIKIN VRF (HP) 12HP*1=12 HP 18HP*1=18 HP	30			
3	DAIKIN INVERTER CASSETTE AC (2TR*6)	12	12		
4	BLUE STAR SPLIT INVERTER AC (1.5TR*2)	3	3		
5	VOLTAS SPLIT AC INVERTER (1.5TR*4)	6	6		
	TOTAL (INR)				
	GST @18%				
	GRAND TOTAL (INR)				

Amount must be quoted in the format given. No other format is acceptable.

Name and Signature of Bidder / printer with Corporate Seal

Date:

Annexure-A

Details of ACs								
S. No.	MAKE NAME	TYPE UNIT	INDOOR MODEL No.	TR/HP	QTY.	OUTDOOR MODAL NO.	QTY.	YEARS
Ground FLOOR								
1	DAIKIN	CASSETTE INVERTER	FCVFQ71AV16	2 TR	6	RZVFQ71AV16	6	2022
1st FLOOR								
2	TOSHIBA	CASSETTE VRF	MMU-UP0301HP-E	3.2 HP	4	MMY-MAP1606HT8D-XA	1	2023
3	TOSHIBA	CASSETTE VRF	MMU-UP0361HP-E	4 HP	3			
4	TOSHIBA	CASSETTE VRF	MMU-UP3241HP-E	2.53	2	MMY-MAP1406HT8D-XA	1	2023
2ND FLOOR								
5	TOSHIBA	CASSETTE VRF	MMU-UP0361HP-E	4 HP	3	MMY-MAP1606HT8D-XA	1	2024
6	TOSHIBA	CASSETTE VRF	MMU-UP0241HP-E	2.53 HP	1			
7	TOSHIBA	CASSETTE VRF	MMU-UP0181HP-E	2 HP	2			
8	TOSHIBA	CASSETTE VRF	MMU-UP0151HP-E	1.60 HP	5			
9	TOSHIBA	CASSETTE VRF	MMU-UP0121HP-E	1.8 HP	2	MMY-MAP1406HT8D-XA	1	2023
10	BLUE STAR	SPLIT INVERTER AC	IC324VKU	1.5 TR	1	IC324VKU	1	2024
11	BLUE STAR	SPLIT INVERTER AC	IC324DNU	1.5 TR	1	IC324DNU	1	2024
3rd FLOOR								
12	DAIKIN	CASSETTE VRV	FXFSQ80ARV16	3.28 HP	3	RXYQ18ARY6	1	2022
13	DAIKIN	CASSETTE VRV	FXFSQ63ARV16	2.17 HP	4	SER.NO. 0004967		2022
14	DAIKIN	CASSETTE VRV	FXFSQ40ARV16	1.25 HP	1			
15	DAIKIN	CASSETTE VRV	FXFSQ32ARV16	1 HP	1	RXYQ12ARY6		2022
16	DAIKIN	CASSETTE VRV	FXFSQ25ARV16	1 HP	5	SER.NO. 0006215	1	2022

Details of ACs								
S. No.	MAKE NAME	TYPE UNIT	INDOOR MODEL No.	TR/Hp	QTY.	OUTDOOR MODAL NO.	QTY.	YEARS
	4th FLOOR							2023
17	TOSHIBA	CASSETTE VRV	MMU-UP0481HP-E	5 HP	6			
18	VOLTAS	SPLIT INVERTER AC	EU183V VECTRA PRIME	1.5 TR	4	CU183V VECTRA PRIME	1	
	5th FLOOR							
19	TOSHIBA	CASSETTE VRV	MMU-UP0481HP-E	5 HP	6			2025
20	TOSHIBA	CASSETTE VRV	MMU-UP024HP-E	2.53 HP	1			2025