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Veermata Jijabai Technological Institute

(Central Technological Institute, Maharashtra State, INDIA)

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Ref No. STR/Maintenance/¹⁰⁸³/2025

Date:- 09/06/2025

QUOTATION NOTICE

11 JUN 2025

M/s.

**Subject:- Annual Maintenance Contract (AMC) of Water Coolers & Purifiers
In the Hostel Blocks, VJTI**

Enquiry Issue Date:- 09/06/2025

Last date of Submission:- 17/06/2025

Estimated Cost: Rs. 1,26,874/- (Including GST)

Dear Sir,

The Institute intends to undertake Annual Maintenance Contract (AMC) of Water Coolers & Purifiers in the Hostel Blocks, VJTI in the Institute for which sealed quotation are invited. You are requested to quote the rates/price/cost in Annexure – I.

TERMS & CONDITIONS

1. Quotation submission

- Sealed quotation, addressed to Director, VJTI; shall be posted or submitted at First Floor, Inward Section, VJTI, H. R. Mahajani Marg, Matunga, Mumbai 400019, in person so as to reach this Office on or before the due date and time.
- The sealed envelope shall be superscripted with Reference No. mentioned overleaf.
- Quotation must be printed on the **letterhead** of the firm/vendor/company/organization otherwise quotation shall be rejected outright.
- **Please mention your GST, PAN and any other relevant identification /registration numbers.**
- If the due date turns out to be a holiday for unforeseen reason, quotation should be accepted on the next working day.
- The quotation should be valid for a period of 60 days.
- The rate/price/cost quoted should be inclusive of all items, labour charges, transportation cost etc.

2. Payment:-

- **Payment after the satisfactory completion of work will be made by bank transfer only.**
- **As per Institute policy, no advance payment will be made.**

3. Acceptance of quotation

- Institute reserves the right of rejection of any or all the quotations without assigning any reasons.
- Canvassing in any form would lead to rejection of quotations.
- Quotations received after the due date will not be considered.
- Quotations without Signature and Stamp / Seal are likely to be rejected.
- Terms other than this may be specified separately.

Additional Terms & Conditions:-

Scope of Work (General Clauses for Water Coolers & Purifiers)

- **Monthly Cleaning:** Water storage tanks and trays of water coolers, and purifiers must be cleaned monthly using soft cloths.
- **Preventive Maintenance:** Includes gas refilling (once a year), oiling fan motors, cleaning filters and coils, greasing, checking electrical connections, and calibrating temperature based on season.
- **Repairs & Replacements:**
 - o Includes AHU coils, bottom trays, and parts damaged due to environment/corrosion.
 - o All parts (filters, pumps, UV lamps, compressors, etc.) covered except body, tray, table stand, and faucets.
- **Lubrication:** Done when needed for all moving parts and assemblies.
- **Breakdown Support:** Must attend within same day or next working day.
- **Workshop Repairs:** If not repairable onsite, the unit will be taken to the contractor's workshop (at contractor's expense), repaired, and returned within 3 days.
- **Candle Replacements:** Inline carbon/sediment candles to be replaced thrice a year (minimum twice free of charge).
- **Service Visits:** Minimum 12 monthly visits/year + on-call breakdown visits as needed.

Terms & Conditions (For Water Purifier CAMC)

- **Start Date:** Contract starts from the Work Order date.
- **Consumables:** Sediment and carbon filters replaced as needed, covered under CAMC.
- **Spare Parts:** All electrical/mechanical parts replaced with new and original (no refurbished parts).
- **Service Frequency:** 3 periodic maintenance visits per purifier/year at 3-month intervals. Complaints addressed within 48 hrs (during 8 am–5 pm, working days).
- **Communication:** Complaints via phone, SMS, or email; contact person details to be provided for off-hours issues.

Payment:- Bill given as per monthly Annual Maintenance Contract for Water Coolers & Purifier.

Safety & Compliance

- Vendor's technicians must follow site safety protocols and wear PPE (helmet, shoes, etc.).
- Vendor holds responsibility for technician safety both inside and outside the plant area.

5. Penalties

- **Late Complaint Resolution:** ₹500 per complaint if not resolved within 48 hours.
- **End-of-Contract Machine Status:** ₹1000 per non-functional machine if not rectified within 48 hrs at contract end.


Dean (I & M)
Jrehde

Annexure – I (Proforma for submission of price quote)

Details Specification are as follows:- Annual Maintenance Contract (AMC) of Water Coolers & Purifiers in the Hostel Blocks, VJTI

Sr. No.	Description	Qty	Rate per unit per year (Rs.)	Total Amount for one year (Rs.)
1.	Providing services of repairing, rectifying any defect and commissioning of the water Coolers by replacing any part with all necessary labour and material etc. complete. Note: the contract shall be inclusive of cost of spare parts, replacement of compressor, fan motors, rewinding of motors, Gas filling/charging including cost of gas cleaning, oiling, chemical washing, greasing(General servicing) filter replacement, relay, thermostat, drain/water& copper pipe replacement including cost of gas /repair any or all parts including metal clad plug, fixing of wires /plugs, insulation, running/starting capacitors and other parts required for keeping the system operational, labour charges etc. (Make of existing Water cooler is Blue star / Voltas of 150 liters capacity)	21 Nos.		
2.	Providing services of repairing, rectifying any defect and commissioning of the water purifier by replacing any part with all necessary labour and material etc. complete. Note: the contract shall be inclusive of cost of spare parts, replacement of compressor, fan motors, rewinding of motors, Gas filling/charging including cost of gas cleaning, oiling, chemical washing, greasing(General servicing) filter replacement, relay, thermostat, drain/water& copper pipe replacement including cost of gas /repair any or all parts including metal clad plug, fixing of wires /plugs, insulation, running/starting capacitors and other parts required for keeping the system operational labour charges etc.	21 Nos.		
	Total Basic Amount			
	Add CGST 9%			
	Add SGST 9%			
	Net Amount			



Dean (I & M)

Handwritten signature/initials