

NOTICE

Sub: Calling Quotations towards Servicing & Maintenance /AMC of HVAC System installed at High Court of Bombay at Goa, Porvorim-Goa.

The High Court of Bombay at Goa, Porvorim, Goa, calling quotation towards **Servicing of & Maintenance / AMC of HVAC System**, installed at the High Court Complex.

It is therefore, requested to submit your best quote in sealed envelope towards Servicing of & Maintenance / AMC of HVAC System, **on or before 20/05/2025.**

The quotations will be opened on **23/05/2025 at 3:00 p.m.** in the office of the **Registrar (Administration), High Court of Bombay at Goa**, located at **Penha-de-Franca, Porvorim, Goa**. Bidders may remain present at the time of opening of quotations.

Any assistant in the above, be please to call on mobile no. 9823018130 (Mr. Hipolito Azavedo).

GENERAL TERMS AND CONDITIONS:-

1. The Sealed Quotations must be superscribed as **“Quotations for Comprehensive & Non-Comprehensive AMC of HVAC System”** and addressed to **the Registrar (Admn.), High Court of Bombay at Goa, Penha-de-Franca, Porvorim, Goa.**
2. The quoted rate shall remain valid for one year i.e. w.e.f. **01/06/2025 to 31/05/2026.**
3. It shall have PAN number, GST Registration number.
4. The Contractor should provide the name and mobile number of the person, to be contacted at any time. The person should be capable of maintaining and servicing of HVAC System.
5. The dealer will provide uniforms, Photo I-Cards and Protective gear to ensure proper protection to the appointed person.
6. The Registrar (Admn.), High Court of Bombay at Goa, Porvorim, reserves all rights to reject any offer or terminate the P.O. at any point of time, without assigning any reason.

AMC REQUIREMENTS

• **Scope of AMC (HVAC)**

1. Preventive Maintenance

- Scheduled inspections (monthly, quarterly, or as agreed).
- Cleaning of filters, coils, condensers, ducts.
- Lubrication of moving parts.
- Calibration of controls, sensors, and thermostats.
- Checking refrigerant levels and topping up if necessary.
- Checking electrical connections and control panels.
- Testing system efficiency and performance.
- Duct inspection for leaks or damages.
- Indoor Unit Associated With Pipeline

2. Corrective/Breakdown Maintenance

- Repair or replacement of faulty components.
- Emergency support.
- Troubleshooting operational issues.

3. Consumables and Spare Parts

- All spare parts and consumables are included in the comprehensive AMC.
- Original or OEM-approved parts to be used.
- Maintaining a stock of frequently required parts.

4. Manpower Support

- Deployment of **one skilled technician** for operation and maintenance of the HVAC system.
- **Technician to be present on-site daily from 9:30 A.M. to 5:30 P.M., excluding Sundays and holidays.**
- The technician must be well-trained in handling routine maintenance and troubleshooting of HVAC equipment.

5. Documentation & Reporting

- Maintenance logs and service reports after each visit.
- Asset performance tracking.
- Preventive maintenance schedules.
- Detailed incident/breakdown reports.

Sd/-

Place:- Porvorim, Goa.

Date: 07/05/2025.

(D. P. Satawalekar)
Registrar (Admin.)