

NOTICE

Sub: Calling Quotations towards Non-Comprehensive AMC of Ductable AC (2 Nos.) & Split AC (5 Nos.) Installed at High Court of Bombay at Goa, Porvorim-Goa.

The High Court of Bombay at Goa, Porvorim, Goa, calling quotation towards Non-Comprehensive AMC of the Ductable AC (2 Nos.), Split AC (5 Nos.), installed at the High Court Complex.

It is therefore, requested to submit your best quote in sealed envelope towards Non-Comprehensive AMC of the Ductable AC (2 Nos.), Split AC (5 Nos.), **on or before 10/03/2026**, for the period of one year from **01/05/2026 to 30/04/2027**.

The date & time of opening Quotation is **12/03/2026 between 3.00 p.m to 4.00 p.m.** in the Office of the Registrar (Admn.), High Court of Bombay at Goa, Penha-de-Franca, Porvorim, Goa.

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 Non-Comprehensive AMC of Ductable AC (2 Nos.), Split AC (5 Nos.)"** 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. **01/05/2026 to 30/04/2027.**
3. It shall have PAN number, GST Registration number.
4. The dealer should provide the name and mobile number of the person, to be contacted at any time, even beyond office hours. The person should be capable of maintaining and servicing of Ductable AC (2 Nos.), Split AC (5 Nos.).
5. The dealer will provide uniforms, Aprons, Photo I-Cards and other-Protective gear to ensure proper protection to the appointed person. It will be the responsibility of the dealer to ensure that its entire staff report for duty in proper uniform and also display their identity cards.

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

Maintenance and Servicing of Ductable AC:

- The filters in a ductable system should be cleaned or replaced regularly (every 1-3 months).
- The evaporator and condenser coils should be cleaned at least once a year.
- The drain pipe and pan should be cleaned every 6 months to avoid blockages.
- The ducts themselves should be inspected and cleaned once a year, or when the system shows signs of poor airflow.
- Inspect the system for refrigerant or air leaks.
- It's important to calibrate the system for optimal temperature control and airflow.
- A technician should inspect and refill refrigerant levels, and check for any leaks that may impact the system's performance.

Maintenance and Servicing of Split AC:

- The air filters should be cleaned every 1-2 months. If they are heavily clogged, they may need to be replaced.
- The evaporator coil (in the indoor unit) and condenser coil (in the outdoor unit) should be cleaned annually.
- The drain line should be cleared regularly to prevent clogging.
- Inspect refrigerant levels periodically.
- Ensure that the thermostat is working correctly and provides accurate temperature readings. An improperly functioning thermostat can affect cooling efficiency.
- Check that the insulation around refrigerant pipes is intact, and seals around the unit are tight to prevent air leakage.
- Thorough coil cleaning, check for any refrigerant leaks, and service other mechanical parts to ensure proper operation.
- Inspect the electrical components (such as the fan motor, compressor, and capacitor) for any signs of wear or damage.

Place:- Porvorim, Goa.
Date: 21/02/2026.

Sd/-
(D. P. Satawalekar)
Registrar (Admin.)