

Notice Invitation of Quotations
For ACMC OF AIR CONDITIONERS

At

State Common Entrance Test Cell, MS Mumbai



STATE COMMON ENTRANCE TEST CELL, MS. MUMBAI

(GOVERNMENT OF MAHARASHTRA AUTONOMOUS BODY)

NIQ No. : FN.02/State CET CELL/Estate/CAMC-
Air Conditioner/Quotation/**2962**/2025-26
NIQ Issue Date : 22th September 2025
Last Date of Submission : 29th September 2025

SEPTEMBER-2025

STATE COMMON ENTRANCE TEST CELL, MS, MUMBAI (CET CELL),
8thFloor, New Excelsior Building,
A.K. NAYAK MARG,
FORT
Mumbai-400001

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GOVERNMENT OF MAHARASHTRA STATE COMMON ENTRANCE TEST CELL



8th Floor, New Excelsior Building,
A.K. Nayak Marg, Fort, Near CSMT,
Mumbai – 400 001 (M.S.)

Tel No. : 022 - 2201 6159
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F.No.2/STATECETCELL/Estate/CAMC-Air Condi. /Quotation/ 2962 /2025-2026

Dt.:22.09.2025

1. NOTICE FOR INVITING QUOTATION FOR ANNUAL COMPREHENSIVE MAINTENANCE CONTRACT (CAMC) OF AIR CONDITIONERS

On behalf of the Commissioner of State Common Entrance Test Cell, Fort, Mumbai under the Higher & Technical Education Department, Government of Maharashtra (Govt. Autonomous Bodies) invites Competitive Sealed quotations in two bid format (Technical bid and Commercial Bid) from the eligible and experienced OEM (Original Equipment Manufacturer) or OEM authorized dealers/suppliers/licensed reputed parties/ firms/ companies/ agencies well experienced in One Year Comprehensive Maintenance Contract of air Conditioners of the State Common Entrance Test Cell, Mumbai The details of terms and condition of CMC under this quotation can be downloaded from the website www.mahacet.org

The Commissioner of State Common Entrance Test Cell, Mumbai, invites sealed quotations from firms of outstanding reputation engaged in under taking the Annual comprehensive One Year Maintenance Contract of Air conditioners. The scope work is given at **Annexure- “A”** to this notice. The firm forwarding their quotations must comply with the terms and conditions mentioned at **Annexure- “B” and Annexure- “C”**. All the air conditioners for which quotations are invited for Annual CMC are installed in the Commissioner of State Common Entrance Test Cell, Fort, Mumbai. **The vendors are compulsory required to visit the office of Commissioner, State Common Entrance Test Cell, Mumbai prior to placing of bids for inspection of the AC's.**

The sealed quotations for Annual comprehensive One Year Maintenance Contract for cassettes, window and split air conditioner are invited in the pro-forma for filing the rates and other details enclosed with this NIQ. NIQ documents shall be accompanied by a Demand Draft/NEFT/RTGS/IPMS/Banker's Cheque for Rs.1,000/- (Rupees One Thousand only) drawn on any Nationalized Bank in favour of the Commissioner, State Common Entrance Test Cell, as tender fees

Earnest Money: The bidder shall furnish as part of its bid, an EMD of Rs.5000/- (Rupees Five Thousand only). The EMD is to be submitted through NEFT/RTGS or Demand Draft of any Scheduled/ Nationalized Bank (drawn in favour of “Commissioner, State CET CELL, MS. Mumbai”) Payable at Mumbai. Any quotations not accompanied by such earnest money will not be opened. The earnest money in the shape of demand draft/bank guarantee of successful bidder will be adjusted towards initial security deposit.

Tender is invited in two parts, i.e. (1) Technically Qualifying Bid (2) Financial Bid. The Bidder form for qualifying bid as detailed in Annexure-“D” sealed separately, and kept in sealed cover together, should be super scribed as **“Quotation for Annual CMC for Air Conditioners”** and should be submitted to the Commissioner, State Common Entrance Test Cell, Fort, Mumbai, 8th Floor, New Excelsior Building, A.K. Nayak Marg, Fort, Mumbai- 400 001.

Issue of NIQ documents is from 22.09.2025.

Last date of submission/acceptance of Quotation is 29.09.2025 till 06.15 PM.

Date of opening of Quotation is 30.09.2025 at 12.00 PM in the 8th floor, State Common Entrance Test Cell, New Excelsior Building, A.K. Nayak Marg, Fort, Mumbai

Incomplete tender/tender received beyond date/time notified above shall be out rightly rejected.

Commissioner of State Common Entrance Test Cell
Fort Mumbai.

Phone No. 022-2201 6159

2. Important Dates:

- 2.1. STATE COMMON ENTRANCE CELL (CET CELL), MUMBAI, invites sealed tenders from eligible firms located in and around Mumbai with experience in carrying out air conditioner repair and Annual Comprehensive Maintenance Contract for Air conditioners installed at STATE COMMON ENTRANCE CELL (CET CELL), New excelsior Building ,A.K. Nayak Marg, Fort, Mumbai,400 001.

1	Name / Nature of the work	Annual Comprehensive Maintenance Contract of Air Conditioners (Window, Split and Cassette) of various types and Tonnage existing in STATE COMMON ENTRANCE CELL (CET CELL), MUMBAI.
2	Time Period for execution	Initially for one year further extendable for two year based on performance of successful bidder
3	Period of issue of Quotation Document	From 22/09/2025 to 29/09/2025 During office hours, available at STATE CET CELL office website www.mahacet.org
4	Physical inspection of the AC's	Up-to-05:00 P.M. 29.09.2025
5	Last date & time of submission of Quotation	29/09/2025, till 6.00pm
6	Date & Time of opening of Technical Bid	30/09/2025, till 12.00pm
7	Date and Time of opening of Financial Bid	The Financial Bid will be opened after evaluation of Technical Bid, which will be announced later
8	Cost of Quotation document	The bidder has to submit Rs.1000/- as non-refundable tender fee in the form of Bank Draft, in favour of "COMMISSIONER, STATE COMMON ENTRANCE TEST CELL, M.S. Mumbai", payable at Mumbai or RTGS/NEFT in the Account no. 35415981641, IFSC Code – SBIN0000300, State Bank of India, Mumbai Main Branch (00300) Mumbai.
9	EMD	Bidder EMD of Rs.5,000/- (Rupees Five Thousand Only) is to be deposited through NEFT/ RTGS/ Demand Draft before closing of bid which is refundable after completion of the tender procedure. EMD may be deposited through RTGS/NEFT in the account no. 35415981641, IFSC Code – SBIN0000300, State Bank of India, Mumbai Main Branch (00300) Mumbai. The EMD may also be paid through demand draft in favour of "COMMISSIONER STATE CET CELL MAHA STATE" payable at Mumbai. However, earnest money will be forfeited in case of bidder withdraws or modifies the offer after opening the tender document.
10	Submission of Quotation	The Bid documents are to be submitted in two separate envelopes, Envelope No-(1)-Technical Bid and Envelope No-(2)- Financial Bid. The Technical Bid and The Financial Bid are to be placed in two separate envelope sealed and super scribed as "Technical Bid" and "Financial Bid" respectively. These two envelopes are then to be placed in Envelope No-3 which is to be sealed and super scribed on the outside with the narration "Quotation for CMC of Air Conditioners at" STATE CET CELL, MUMBAI.
11	Bid Validity Period	Period not less than 60 days

- 2.2. The Quotation/Tender document can be downloaded from our office website www.mahacet.org and downloaded applications can be used for submission.

- 2.3. The applicants who have downloaded the application from website have to submit, along with the application form, a non-refundable Quotation Fees for ₹1000/- (Rupees One Thousand only) and EMD Fees Rs.5000/- in favour of, COMMISSIONER, STATE COMMOMN ENTRANCE CELL, Mumbai, Payable at Mumbai towards cost of the tender document.

- 2.4. The state CET Cell reserves the right to accept or reject, wholly or partly, any or all the applications without assigning any reason whatsoever. Company's decision in this regard will be final and binding on all applicants.

Sd/-

COMMISSIONER,
STATE COMMOMN ENTRANCE CELL, Mumbai

3. Bid Submission:

Sealed quotations are to be submitted in two separate envelopes super-scribed as:

Envelope-A: Technical Quote and **Envelope-B:** Financial Quote.

For details see (**Appendix-I**)

Both these envelopes should be enclosed in an outer envelope, which should also be sealed and clearly mentioning on top right corner of the envelope “**Quotation for Annual CMC for Air Conditioners**”.

The sealed envelope should be submitted by **29th September 2025 (1800 hours)**

3.1. Envelope-A: Technical Quotation: The following Part-A all details document are to be enclosed (**Annexure-D, Appendix-I, Appendix-II-A, Appendix-I-B, Appendix-III, Appendix-IV, Appendix-V**)

3.2. Envelope-B: Financial Quote: The following details are to be enclosed:

1. Bidders must have to quote their supply price in specified format (**Annexure-E**)
2. The GST charges are applicable on the price after discount. No other charges will be acceptable.
3. Prices should be quoted State CET CELL, Mumbai.
4. Bid price to include all cost components
5. State CET CELL, Mumbai reserves the right to cancel any or all quotations without assigning any reason thereof.

PART-A

4. Qualification Criteria:

MINIMUM PRE-QUALIFICATION CRITERIA

(Attested Documentary proof for each item is to be furnished with Technical Bid)

**THE TENDERER SHOULD FULFIL ALL THE FOLLOWING CONDITIONS TO BE ELIGIBLE
FOR PARTICIPATION IN THE TENDER**

1. Bidder must have to provide their details as per **Appendix-II (A) and Appendix-II (B)**.
2. Registration Certificate of bidder under any suitable act e.g. Shop and Establish Act, Company Act, Partnership Act etc. or MSME Registration Certificate. Copy of such certificate shall be enclosed as a proof.
3. The bidder must have its office /branch located in Mumbai or nearby areas. Bidder should have a functional registered Office within 100 KM radius of Consignee Location. Address Proof for the office / branch is to be submitted i.e. telephone bill or electric bill in the name of agency pertaining to the address is to be submitted.
4. The bidder should have necessary infrastructures/service set up in Mumbai to provide ACMC Services.
5. The bidder shall have a valid PAN number. The self-attested copy of the PAN number should be enclosed a proof.

6. The bidder should have been registered with State Goods and Services Tax (GST). Self-attested Copy of such certificate shall be enclosed as a proof. The bidder should have valid GST Number. In case the firm is not covered under GST, an undertaking must be provided stating the clause under which GST is not applicable to them.
7. The bidder should be an Authorized service provider or Original Equipment Manufacturers for at least one of the reputed Brands of air conditioners namely Carrier, Voltas, Blue Star, L.G, Hitachi, Samsung, Daikin etc.. However, they should have requisite expertise in servicing and maintenance of other Brands of Air Conditioners also. A copy of Certificate/ Authorization letter issued by the company to the tenderer for being Authorized service provider is to be submitted.
8. Bidder should have a proper service set up with minimum two Technicians. Valid Proof of appointment to be attached.
9. The bidder should have been engaged in providing Annual Maintenance Contracts for 40 nos. air conditioners for a minimum period of 3 years as on 31st March 2024. Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing/has provided CMC of ACs should be submitted in the tender.
10. The bidder must have Annual Turnover of ₹15 Lakhs in at least one of the last three Financial Years ending on 31-03-2024 (Annexure “D” along with necessary document to be enclosed with Technical Bid).
11. The bidder should not be blacklisted by any Government or Semi Government organization or Govt. Autonomous Bodies. The bidder must submit an affidavit/Signed undertaking for not blacklisted by any other Government Organization.

12. Tender fee:

The bidder has to submit Rs.1000/- as non-refundable tender fee in the form of Bank Draft, in favour of “**COMMISSIONER, STATE COMMON ENTRANCE TEST CELL, MS. Mumbai**”, payable at Mumbai or RTGS/NEFT in the account no. 35415981641, IFSC Code – SBIN0000300, State Bank of India, Mumbai Main Branch (00300) Mumbai.

13. Earnest Money Deposit (EMD):

Bidder EMD of Rs.5,000/- (Rupees Five Thousand Only) is to be deposited through NEFT/ RTGS/ Demand Draft before closing of bid which is refundable after completion of the tender procedure. EMD may be deposited through RTGS/NEFT in the account no. 35415981641, IFSC Code – SBIN0000300, State Bank of India, Mumbai Main Branch (00300) Mumbai. The EMD may also be paid through demand draft in favour of ‘**COMMISSIONER STATE CET CELL MAHA STATE**’ payable at Mumbai. However, earnest money will be forfeited in case of bidder withdraws or modifies the offer after opening the tender document.

5. SCOPE OF WORK

5.1. Comprehensive Annual Maintenance Contract:

- a. Preventive maintenance service of the product.
- b. Visiting charges of all breakdown calls.
- c. Repairs, rectification or replacement of components like electronic PCB, IDU evaporator coil, ODU condenser coil and gas charging.
- d. The successful bidder shall be in a position to provide Annual Comprehensive Maintenance Contract for Air conditioners consisting replacement of all spares, periodical servicing, break down servicing etc.
- e. ACMC is required for the ACs installed in the office of the Commissioner of State Common Entrance Test Cell, Fort, Mumbai.
- f. Attending to complaints raised by the office of the Commissioner of State Common Entrance Test Cell, Fort, Mumbai/users office in-charge/users on daily basis within two hours of the complaint
- g. On site preventive and corrective maintenance of air conditioners at the office of Commissioner of State Common Entrance Test Cell, Fort, Mumbai.
- h. The maintenance contract will include necessary repairs to the installed systems and replacement of defectives/damaged parts, components and other accessories free of cost.
- i. The maintenance service should be provided on all working days and as per the call on emergency basis from 09.30Hrs. to 18.00Hrs. The agency shall make the service of service engineers available on Saturdays, Sundays or other holidays in case of any exigency. Service engineer availability during the above time slot shall be ensured in the building.
- j. The agency shall also carryout periodic preventive maintenance including external cleaning of equipment once every month, during days and timings convenient to the users.
- k. The agency shall also carry out full routine service of the AC's thrice in the year.
- l. Health check up of the Room Air Conditioner and provide a feedback
- m. Periodic Cleaning & washing of Air Conditioner
- n. Provide tips for efficient usage of Air Conditioner

5.2. Routine CMC Services:

Routine maintenance services shall include at least the following services:

- a) Cleaning/Replacement of filter.
- b) Checking operation of the controls of the air conditioners such as selector switch, thermostat, relays, remote control etc.
- c) Checking airflow through the supply air grill, return air grill, condenser.
- d) Checking operation of the voltage stabilizers and back up electrical power outlet/MCB.
- e) Checking operation of the drive motors and fans.
- f) Checking air temperature at the following location (Dry Bulb & Wet Bulb Temp.):
 - a) Supply of air grill
 - b) Return air grill
 - c) Inlet air condenser
 - d) Out-let air from the condenser
- g) Checking firmness of the supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of the air conditioners etc.
- h) Replacement of any component of air conditioners (outdoor and indoor units, in-let and out-let pipeline, electrical connections etc. Found defective after the above checks and tests.
- i) Charging of refrigerant Gas during the period of contract if need arises.
- j) Maintenance schedules mutually agreed upon will be prepared before commencement of the CMC. Any delay beyond the agreed schedule will attract penalty of 0.5% of work order value per day of delay or part thereof subject to maximum deduction of 10% of the work order value.

6. INSTRUCTIONS TO THE BIDDERS :

- 6.1. Sealed Applications are invited on behalf of Maharashtra State Common Entrance Test Cell, Mumbai for awarding Annual Comprehensive Maintenance Contract of Air Conditioners existing in its Head Office, 8th floor New excelsior Building, A.K. Nayak Marg, Fort, Mumbai, 400 001, initially for period of One year, extendable for further period of two years at maximum 10% increasing rate as per terms and conditions.
- 6.2. The CET CELL is at liberty to make additions/deletions/modifications/amendments in the NIQ document and the applicants are bound by the same. Reasonable extension of time will, however be given to them to revise their Technical/Financial Bids in case such additions/deletions/modifications/amendments are material in nature.
- 6.3. The Technical Bids will be opened in the above said office on 30.09.2025, 12:00 pm. Any one authorized representative of the tenderer will be allowed to be present during the opening of the Technical bids, if it chooses to do so, The date of opening the financial bids will be intimated subsequently only to such applicants who have qualified and shortlisted for their financial bid to be opened based on the above pre-qualification criteria. The applicants are requested to be present during the opening of the proposals in their own interest. In case of any change in the date of submission and opening of the tenders, the same will be intimated.
- 6.4. The two envelopes are classified as: (1) Technical Bid and (2) Financial Bid. The sealed envelope No: 1 super scribed as “Technical Bid” submitted should contain all the following details/documents:
 - i. The bidder proposal, completed in all respects, should be signed by the authorized signatory of the applicant on all the pages of the application document at bottom right side corner in token of acceptance of the terms and conditions of the tender and for the purpose of identification. This is to ascertain that the applicant has quoted against all relevant items. No reference to the financial bid should be made in the Technical Bid failing which; the entire proposal will be disqualified and rejected summarily.
 - ii. All the documents in support of the prequalification criteria are mentioned in the tender Application form. The documents have to be self-attested by the authorized signatory with official seal.
 - iii. The technical features/brochures and such other details / data required for the Technical evaluation. All technical information considered relevant and useful should be furnished at the first instance itself along with the Technical Bid in envelope No;1. No additional/supplementary information/document shall be entertained by the Company subsequently unless it is found necessary and sought by the Company in writing.
 - iv. The EMD of ₹5,000/- (Rupees Five Thousand only) in the name of Commissioner, State CET CELL, Mumbai and Quotation Fees ₹1000/- (nonrefundable) towards the cost of the

NIQ document (if downloaded) should be kept separately in the envelope No.1 containing the Technical Bid. Tenders received without EMD or payment of tender fees will be rejected without assigning any reasons thereof. The envelope No.2 super scribed as “Financial Bid” should be sealed in the manner described in sub-paragraph 3.2 above and submitted on the same date and time specified above,

- 6.5. By submitting the application and agreeing to the terms and conditions specified in the tender, the applicant shall be deemed to have full knowledge of the proposed scope of work/project and no extra charges consequent to and arising out of any misunderstanding/misinterpretation or otherwise shall be allowed by the Company. Submission of an application by an applicant implies that he has read this notice and all other documents relating to this tender and has made himself fully aware of the scope and specifications of the work/project to be undertaken and also the terms and conditions and other factors having a bearing on the execution of the work/project.
- 6.6. The applicants will not be entitled to any claim of compensation, financial or otherwise, for difficulties, if any, faced or losses incurred by them on account of submission of the application or on successful short listing/final selection.
- 6.7. Applications which do not satisfy any of the conditions prescribed in the tender or if any condition, including the offer of conditional rebate/discount put forth by the applicant, shall be summarily rejected.
- 6.8. The acceptance of an application will rest with the National insurance company Ltd and the company reserves to itself the discretion/authority to reject any or all the applications received without assigning any reason whatsoever. An application, in which any of the prescribed condition is not fulfilled or is incomplete in any respect, is liable to be summarily rejected. The Company reserves the right to accept or reject the applications in full or in part and applicants shall have no claim on the matter.
- 6.9. The tender offers shall remain valid for acceptance for a period of 10 days from the date of opening of Financial Bid. The Successful Bidder has to start the AMC Work of air conditioning units on, as is where basis from the date intimated in letter of award.
- 6.10. The amount quoted in financial bid should be inclusive of all charges but exclusive of GST.
(Attached - Annexure-II)
- 6.11. Bidder has to submit the tender documents as per the checklist (**Appendix-I**). All the forms provided in the NIQ documents must be completed in full and all pages of quotation documents must be signed and sealed before their submission.
- 6.12. The bidder should submit the Technical Bid envelope containing signed hard copy as per checklist (**Appendix I**) along with **Appendix II(A), Appendix II(B)**, forwarding letter (**Appendix III**), **Declaration Form IV and V**. Envelop should marked as “**Quotation for Annual CMC for Air Conditioners**” and it must reach to the **Commissioner, State Common Entrance Test Cell, 8th Floor, New Excelsior Building, A.K. Nayak Marg, Fort, Mumbai – 400 001 (Maharashtra)** on or before prescribed date and time given in tender notice. The quotation received after this will not be considered.

- 6.13. Bids once quoted can't be changed.
- 6.14. The Quotation received after due date will not be considered
- 6.15. The right to accept or partially accept or to reject the offer is reserved, and cannot be challenged.
- 6.16. Once offer rejected, there will not be any kind of reconsideration for inclusion in the contract.
- 6.17. In case of any dispute, decision of **Competent Authority**, shall stand final.
- 6.18. The jurisdiction for any legal dispute shall be Mumbai court only.
- 6.19. Amendment of bidding documents (corrigendum), at any time prior to the deadline for submission of bids, CET CELL may, for any reason, whether its own initiative or in response to the clarification request by a prospective bidder, modify the bidding documents. The corrigendum will be published on website <http://www.mahacet.org> only. In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids, at its discretion, CET CELL may extend the deadline for the submission of bids.
- 6.20. CET CELL reserves all rights to cancel the part or whole tender without giving any reason.
The successful bidder(s) shall submit the following documents within a maximum of 02 (Two) days from the date of placement of the work order.
- a) Duplicate copy of the Work Order duly signed and stamped by the tenderer as a token of acceptance of the order.
 - b) Security Deposit as detailed Terms and Conditions (In case it is not deposited, the same will be deducted from the bills payable to the agency. In such event, EMD will form part of the Security Deposit).
- 6.21. CET CELL reserves the right to forfeit the EMD of the Tenderer and may blacklist, if found violating the terms and conditions of this Tender Document and vitiating the whole exercise.
- 6.22. CET CELL will finalise the L-1 bidder based on 'Amount' as mentioned in the column 'f' of the Financial Bid quoted by bidder.
- 6.23. This contract is non-transferable.

PART D

Annexure- “C”

7. Terms and conditions on the Annual Maintenance Contract

- 7.1. APMC is required for approximately 20 air Conditioners in all installed in the offices of the Commissioner of State Common Entrance Test Cell, Fort, Mumbai, which may increase or decrease, **the WORK ORDER will be issued on the basis of actual No. of Air Conditioners.**
- 7.2. The details, location and their address where the Air Conditioners under proposed AMC are covered is at STATE COMMON ENTRANCE CELL (CET CELL), 8th floor, New excelsior Building ,A.K. Nayak Marg, Fort, Mumbai-400 001.
- 7.3. The Annual Maintenance Contract will be of comprehensive in nature and for a period of one year, commencing from the date of the Agreement comes into force. If the services are found satisfactory, the contract may be extended for a period of one more year of the same terms and conditions and increase rate ten percent per year. The contract may be extended for a period of maximum Two years.
- 7.4. If any additional number of air-conditioners are added during period of AMC in the offices covered in Tender, after completion of warranty period of additionally installed air conditioners, the additionally installed air conditioners are to be maintained by the Contractor till the expiry period of AMC of the Contractor according to the same terms and conditions of the Contract.
- 7.5. This office also reserves the right to transfer/reinstall any of the machines to another location in Mumbai.
- 7.6. Only original spare parts/quality approved by the CET CELL will be permitted to be used for the maintenance during the AMC Period
- 7.7. The service provider shall maintain adequate stock of required spare parts in the store in his nearest service center.
- 7.8. Any parts which are not covered in the Tender Schedule of this Contract gets damaged and requires replacement during the Tenure of this Contract, then, CET CELL will purchase (either directly from contractor or outside vendor) and supply the parts to the Contractor. It is the responsibility of the Contractor to accurately specify the damaged spare parts for the procurement by the CET CELL and to rectify the fault in AC under maintenance.
- 7.9. Periodical preventive servicing has to be carried out once in three months for all the Air conditioners covered under AMC. During the quarterly servicing, the contractor should water service the AC unit including water washing of filter, drain tray and pipe cleaning, Evaporator brush cleaning, oiling/greasing of all Fans, checking of current consumption, checking of output performance, testing of Gas pressure if necessary, water washing of Condenser Coil, etc.
- 7.10. Complaints regarding the non-functioning of air-conditioners are to be attended within one day from time of reporting the complaint. The AMC Contractor is entitled to take back the old faulty/damaged parts of the Air-conditioner, which are replaced by new parts.
- 7.11. All the Air-conditioners covered in this contract have to be maintained as per the standards of the original manufacturing company. The contractor has to repair /service/ maintain the air conditioners under the AMC in as is where is condition when handed over to them under.

- 7.12. The service provider shall ensure that in case of compressor breakdown. It shall be replaced with a new compressor of same model with at least one-year replacement warranty. Repairing of burnout compressor shall not be allowed
- 7.13. The spare parts used for replacement shall be of same make/quality as installed in new air conditioner with warranty or guarantee of one-year period.
- 7.14. The service provider shall maintain service log book/file containing maintenance report duly countersigned by the office of the Commissioner of State Common Entrance Test Cell, Fort, Mumbai official/users and user officer.
- 7.15. The details of air conditioners in the Commissioner of State Common Entrance Test Cell, Fort, Mumbai office is enclosed at **Annexure-“E”**. Bidders can visit to the installation site before quoting the price in the attached BOQ (**Annexure-“E”**). Bids placed without inspection of the AC's shall not be considered.
- 7.16. The quoted price shall be inclusive of all the expenses on amount of excise duties. Sales tax, GST, transportation, handling insurance etc.
- 7.17. Unsatisfactory performance of service will render this contract to be terminated without notice.
- 7.18. At the end of the period, the service provider shall demonstrate satisfactory testing and operation of all the air conditioners.
- 7.19. Any liability arising on the Commissioner of State Common Entrance Test Cell, Fort, Mumbai shall be deducted from the bills of the vendor and if required the full amount.
- 7.20. Vendor must submit documentary proof towards turnover, working capital, net worth and return in equity in the form of Audited Balance Sheet/ Certificate from a Chartered Accountant.

8. LIABILITIES: -

- 8.1. The Party is liable to ensure that statutory liabilities like ESI, PF and Minimum Wage Etc. are paid. The first party will, in no way, be associated with the payment of statutory liabilities and salary to the personnel engaged/provided by the second party. Further, the first party shall not be responsible in any way with regard to injury or a mishap to the work force during their duty in the premises.
- 8.2. The employees/workers of the party deployed on the above job shall have no rights to claim with State Common Entrance Test Cell Department or to claim absorption on completion of the above contract tenure.
- 8.3. Any damage caused to any equipment/or items available at the office premises due to negligence of the party's work force shall be entirely on second party account. The amount so involved on this account shall be deducted from the payment due to the party.
- 8.4. The vendor shall personally be responsible for the conduct of his staff and in case of any complaint against any staff; vendor will be under obligation to change the worker when instructed by authority. The vendor shall observe all the laws and will be responsible for any prosecution of liability arising from breach of any of those laws. The Commissioner of State Common Entrance Test Cell, Fort, Mumbai will not hold any responsibility with regard to staff on the role of the vendor whatsoever.
- 8.5. The vendor and his staff shall follow the rules and regulations of the Commissioner of State Common Entrance Test Cell, Fort, Mumbai in force and instruction issued from time to time. The Commissioner of State Common Entrance Test Cell, Fort, Mumbai will be free to take action against the vendor for violating the same.

8.6. In the event of the vendor failing to execute the work under contract in whole or in part an alternative arrangement will be made by the Commissioner of State Common Entrance Test Cell, Fort, Mumbai totally at the cost and risk of vendor besides any suitable fine/penalty.

8.7. Following registers are to be maintained by technicians at Head Office without fail:

- i) Complaint Register: All complaints received with respect to air conditioners under CMC are to be recorded with time and date of receipt and as and when complaints are addressed should be maintained.
- ii) Spare Tool and Tackle Register: All the spares and tools and tackles are to be recorded in the register. Spares taken outside the premises also to be recorded with serial number of spare and in and out date and time.

PART-E

LIST OF PARTS COVERED UNDER THIS CONTRACT

Sl. No	Items
1	Compressors
2	Starting Capacitors
3	Running Capacitors
4	Relays, Thermostats Switch
5	Fan Capacitors
6	Fan Motors
7	Louver Motor
8	Selector switches
9	Remote Control
10	Fan & Blower
11	Evaporator and Condenser Coils
12	Contactors (Power/Control)
13	Gas charging
14	Rewinding of motors
15	Ball bearings of motors
16	Fan blades
17	Electronic Control Circuitries
18	Micro Swing Motors
19	Built-in Timer kit
20	Air-Filters
21	External Electronic/Analog time switches provided for timed running of A.C's
22	Outdoor unit mounting frames
23	Condenser Coils/Copper Tubes of indoor/outdoor units
24	Parts of indoor/Outdoor unit enclosures
25	Cabling from indoor to outdoor
26	Existing copper piping from indoor to outdoor

9. REPORTING: -

The party shall provide a report on the activities undertaken by his work force/supervisor in the premises to the State Common Entrance Test Cell on a monthly basis

10. SECURITY DEPOSIT : -

10.1. Successful bidder has to submit 3% of Work order as a Security Deposit in the form of Bank Draft in favor of “COMMISSIONER, STATE COMMON ENTRANCE TEST CELL, M.S. Mumbai”, payable at Mumbai OR NEFT/RTGS in the Account no. 35415981641, IFSC Code – SBIN0000300, State Bank of India, Mumbai Main Branch (00300) Mumbai before the commencement of the work. This amount shall be refunded to the bidder; by the department upon termination or expiration of this agreement after adjusting such dues or claims or both as may remain unpaid by the party to the State Common Entrance Test Cell at the time of determination or expiration of this agreement.

10.2. It may also be noted that in case of the party backing out during the contract period without the explicit consent of the State Common Entrance Test Cell, he will be liable to forfeiture of security deposit.

11. PERFORMANCE: -

11.1. If the performance of the party is not up to the mark, then the state Common Entrance Test Cell may take either of the following actions:

- (a) To engage another contractor,
- (b) To cancel the contract.

11.2. Any complaint made shall be attended within two hours. The delay if more than 24 hours will be treated as deficiency in service and will attract penalty of Rs.500 per day per Air conditioner. The party shall provide a dedicated phone no. & E-mail for lodging of complaints.

12. SUBLETTING: -

12.1. The party shall not sublet or transfer any part of the contract there of without the written permission of the State CET CELL. Any change in the placement of workers at the premises of the State Common Entrance Test Cell has to be intimated in advance to the first party.

13. INTRODUCTION OF NEW PARTNER: -

13.1. No one connected with or in the employment of State Common Entrance Test Cell, Mumbai shall admit by the party as a partner or shall have any interest in this contract.

14. REPLACEMENT: -

14.1. The performance of services will always be to the satisfaction of the State CET CELL whose decision in this regard shall be final and binding on the party. Should the performance of services by any of the workers not be satisfactory, the State CET CELL has the right to ask the party to replace the said worker at any time?

15. PAYMENT TERMS: -

15.1. The release of payment will be made on quarterly basis (at the end of third month on the production of ‘Satisfactory Service Certificate’ from the users/office prepared on the basis of service book/job card/log book maintained.

15.2. Payment shall be made on quarterly basis on receipt of bill from the party. No advance payment in any case would be made. The quarterly payment shall be made after accounting for any deductions/penalty, if applicable.

- 15.3. Merely submission of quotation does not entitle the service provider to forward its claim for awarding the CMC even if it has quoted the lowest rates. The CMC will be awarded to the eligible firm only after all the formalities as the terms and conditions are compiled with and valid documents are produced to the satisfaction of this office.
- 15.4. The contractors shall not be entitled to lodge claims for payments with regards to interest, etc., for delay in settlement of his dues due to any administrative reason.

16. TERMINATION: -

- 16.1 In the event of non-satisfactory performance of maintenance services by the party, the State CET CELL shall have the right and discretion to terminate this agreement and to forfeit the proportionate amount from the security deposited by the party.

17. VALIDITY OF CONTRACT: -

- 17.1 The Annual Maintenance Contract will be of comprehensive in nature and for a period of one year, commencing from the date of the Agreement comes into force. If, the existing service provider will provide good services and found satisfactory, the contract may be extended for a period of one more year of the same terms and conditions and increase rate ten percent per year. The contract may be extended for a period of maximum Two years.
- 17.2 The agreement can be renewed on mutually acceptable terms before its expiry as decided by both the parties.

18. ASSIGNMENT: -

- 18.1. The party shall not assign this agreement or any part thereof or any benefit there under without the written consent of the Commissioner of State Common Entrance Test Cell, Mumbai to any other party.

19. ARBITRATION: -

- 19.1. In the event of any question, disputes or difference arising between the parties relating to the interpretation and application of these provisions of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration to the nominee of the Commissioner of State Common Entrance Test Cell, Fort, Mumbai. The decision of Arbitration to the agreement in this regard shall be final and binding upon both the parties.
- 19.2. The parties shall continue to perform their obligation under this agreement during arbitration proceedings. The venue for arbitration will be Mumbai.

Technical Bid

Annexure-D

Special conditions for the Annual CMC of air Conditioners

Bid opening

- 1.1. Technical Bids shall be open on 30.09.2025 at 12.00PM in the 8th floor, State Common Entrance Test Cell, New Excelsior Building, A.K. Nayak Marg, Fort, Mumbai in the presence of the bidder's representative who wishes to be present.
- 1.2. Technical Bids containing the tender fee Rs.1000/- non-refundable and the EMD of Rs. 5,000/- (Five thousand only) shall be opened first. If the Security Deposit is not found as prescribed in the bid documents shall be summarily rejected. The Tender Evaluation Committee formed by the Commissioner of State Common Entrance Test Cell, Fort, Mumbai will examine the bids to determine whether they are complete, whether the requisite Security Deposit has been furnished, whether the bids have been properly signed and stamped and whether the bids generally in order (Fax/e-mail offer will be treated as defective) in the technical bid.
- 1.3. The technical bids of only the technically qualified bidders shall be opened & considered. Only summary of prices quoted by the bidders will be readout. Rates quoted shall include all incidental charges and nothing extra shall be paid for extra hikes or any hindrances etc.
- 1.4. The bidder's names, general technical/ commercial details, the presence of the requisite bid security and such other details as the committee, at its discretion may consider appropriate will be announced at the end.
- 1.5. Company will finalize the L-1 tenderer on the basis of 'Amount' as mentioned in the column 'h' of the Financial Bid quoted by bidder.

Type of Contract	Technical Requirement	Commercial Requirement
One Year Comprehensive Maintenance Contract for Cassettes AC's/ Split AC's	<p>A. The firms must have a similar experience of successfully undertaking the comprehensive CMC of Air conditioners in at least 2 (two) Government Organizations/ Semi-government Organization / PSUs/ Big establishments.</p> <p>B. Vendor must have completed at least 1 work order of 3 lakhs in last one year and at least three similar works in last three years. Documentary proof (Copy of the W.O and its completion certificate from the client) duly notarized by Notary Public must be submitted. *Similar work is defined as experience of providing Annual Comprehensive MAINTENANCE CONTRACT SUCH TYPE OF AIR CONDITIONERS BEING OFFERED in Office.</p> <p>C. Electrical License.</p> <p>D. ESI/PPF</p> <p>E. Authorized service provider certificate respective company</p>	<p>I. Bidder must have a turnover of minimum Rs.15 Lakh in the immediately preceding financial year i.e. 2021-22, 2022-23 and 2023-24 Vendors must submit documentary proof in the form of Audited Balance Sheet/ Certificate from a Chartered Accountant.</p> <p>II. Vendor must provide valid registration Number of the firm for the GST purpose.</p> <p>III. Income Tax Return for the last three financial years i.e.2021-22 2022-23 and 2023-24, Form 16 A (copies) issued by the Government Organization deducting TDS on APMC service provided by the firm.</p>

***Similar works means providing CMC service of Cassettes, Split air conditioner of reputed brand.**

Financial Bid (On Bidder Letter Head)

Annexure-E

I/we, is offering the prices for tender floated by the Commissioner, State Common Entrance Test Cell, 8th Floor, New Excelsior Building, A.K. Nayak Marg, Fort, Mumbai – 400 001 (Maharashtra) for Quotation for Annual Comprehensive Maintenance Contract (ACMC) for Air conditioners installed in 8th Floor New Excelsior Building, Fort, Mumbai.

Product	Make	Installation Year	Capacity	Tenure	Qty	Charges Per AC (Rs.)	Grand Total
A	B	C	D	E	F	G	H=F*G
Split AC (Inverter AC)	Hitachi	June-2018	1.0 Ton	1 Year	-		
Split AC (Inverter AC)	Hitachi	May-2024	1.0 Ton	1 Year	1		
Split AC (Inverter AC)	Hitachi	June-2018	1.5 Ton	1 Year	5		
Split AC (Inverter AC)	Blue Star	Mar.-2025	1.5 Ton	1 Year	2		
Split AC (Inverter AC)	Hitachi	June-2018	2.0 Ton	1 Year	5		
Cassette AC	Hitachi	June-2018	1.5 Ton	1 Year	1		
Cassette AC	Hitachi	June-2018	2.0 Ton	1 Year	1		
Cassette AC	Hitachi	June-2018	3.0 Ton	1 Year	4		
Cassette AC	Hitachi	June-2018	4.0 Ton	1 Year	1		
Total			15.0 Ton		20		
Total Basic Amount							
GST Rate							
GST Amount							
Grand Total Amount							

Name of Firm

Address in full

.....

Telephone No. (Off.) Mobile No.

TAN, GST No.

PANRegistration

No..... Any other information

.....

(Please note: Quotations must be made on the letter head of the Service Provider giving the detailed as above.

- The Commissioner of State Common Entrance Test Cell, Mumbai reserves the right to accept or reject any or all quotations without assigning any reason. Quotation should be sent by Regd. Post/Courier/by hand. Quotation should be sent in sealed covers super scribed **“Quotation for Comprehensive One Year Maintenance Contract for Air Conditioners.”** and should reach the office of the State Common Entrance Test Cell, 8th Floor, New Excelsior Building, A.K. Nayak Marg, Fort, Mumbai on or before 29.09.2025 by 6.00 PM. The Quotation will be opened on 30.09.2025 at 12.00PM in the 8th floor, New Excelsior Building, A.K. Nayak Marg, Fort, Mumbai in the presence of the parties or their representatives who wish to be present.
- The period of the contract shall be one year from date of agreement/work order. Initially for one year, further extendable for two year and ten percent increase in rate per year based on performance of successful bidder.

**Commissioner of State Common Entrance Test Cell
Fort, Mumbai.
Phone No. 022-2201 6159**

**APPENDIX-I
CHECKLIST**

Sr. No.	Document / Certificate
1	Tender Fee: Demand draft of Rs. 1000/- (Non-Refundable).
2	EMD: Demand draft of Rs. 5000/- (Refundable).
3	Terms and conditions duly signed on each page
5	Appendix-I (Check list)
6	Appendix-II(A) & (B) (Bidders details)
7	Annexure-E (Dully filled Financial Bid)
8	Appendix-III (Forwarding Letter)
9	PART-A (enclose all Documents)
10	Appendix-IV (Declaration)
11	Appendix-V (Declaration)
12	GST certificate
13	Authorized Dealer/ Manufacturer certificate/Authorization Certificate
14	Information literature

Note: All the above documents are mandatory; missing of any may be lead to rejection of the tender.

DECLARATION

I/We solemnly declare that I/we have submitted all the documents mentioned here above and mentioned in the tender. It is verified that all the certificates / permissions/ documents are valid and current as on date and have not been withdrawn / cancelled by the issuing authority.

I/We further undertake to produce on demand the original certificate / permission / document for verification at any stage during the processing of the tender.

I/We also understand that non-compliance of any documents will be treated as non-respective tender and we will lose our claim to participate in the Tender Enquiry automatically and our tender will be liable to reject.

Name of the Firm:

Place:

Date:

Signature of bidder
(With Stamp, Name & Designation)

(Appendix II-A)

**FORM OF APPLICATION
(On Bidder Letter Head)**

Date:

To,
The Commissioner,
State Common Entrance Test Cell, ,
8th floor New excelsior Building,
A.K.Nayak Marg, Fort, Mumbai, 400 001,

Dear Sir,

Notice for Invitation of Quotations Annual Comprehensive Maintenance Contract (CMC of Air Conditioner

1. I/we have read and understood the instructions and other terms and conditions furnished in the Company's Website in respect of the captioned tender. I/we hereby submit my/our application for the captioned "Notice for Inviting Quotation" of your Company. I/we do hereby declare that all the information furnished in the application and supplementary sheets are correct to the best of my/our knowledge and belief.
2. I/we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
3. I/we clearly understand and agree that if any of the information furnished by me/us hereunder is found to be wrong or untrue or false or incorrect or incomplete, my/our application is liable to be rejected. Further, if I am/we are appointed as the 'Executing Agency' for the above Project on the basis of the information furnished in my/our application and the information furnished therein is subsequently found to be wrong, untrue, false or incorrect, my/our contract with the Company is liable to be terminated forthwith at the discretion of Company, at any stage, without notice and without any compensation whatsoever for such termination.
4. I / We understand and agree that the decision of Company in selection of the ACMC Provider is final and binding to me / us.

Thanking You,

Yours faithfully,

Signature of the Authorized Person.

Name:

Designation

Place:

TECHNICAL BID
(DETAILS TO BE FILLED BY THE BIDDER PROFILE)
(On Bidder Letter Head)

Sr. No.	Particulars	
1	Name of the Tendering Company/ Organization/ Firm/ Proprietor/ Agency (Attach Certificate of Registration)	
2	Constitution of the Establishment: (Proprietary/ Partnership/ Public/ Private Company)	
3	Name of Authorized Person/Proprietor/Director/Partner, etc Telephone No. : Mobile No. : Fax No : Email : Web site (if any):	
4	Full Address of Head Office / Registered Office with Telephone No. : Fax No : Email : Web site (if any):	
5	Full Address of Operating/Branch Office / Service Centre with Telephone No. : Fax No : Email : Web site (if any):	
6	Commercial Information Registration : Enclose Attested Self Attested Copy wherever Applicable)	
6.1	PAN No.(Attach Self Attested Copy)	
6.2	GST Registration No. (Attach Self Attested Copy)	
6.3	MSME Registration No.(Attach Self Attested Copy)	
6.4	ESIC Registration Number (Attach Self Attested Copy)	
6.5	Authorized service provider certificate respective company (Attach Self Attested Copy)	
7	Year of Experience in the Maintenance of Air Conditioners	
8	Details of Quotation Fee: NEFT/RTGS/IMPS/Demand draft of Rs.1000/- (Non Refundable).	
9	Details of EMD: NEFT/RTGS/IMPS/Demand draft of Rs.5000/- (Refundable).	
10	Bank Detail Bank Name, Branch Address, Account No., Type of Account (Current/ Savings), MICR No, IFSC Code.	
11	Turnover for las Three Financial Years (Attach Audited/Unaudited, as applicable) Profit & Loss Account and Balance Sheet for each year. FY 2021-22 FY 2022-23 FY 2023-24	
12	Whether acknowledgement of filling of Income-tax Returns has been attached for the following Assessment Years	
(a)	Assessment Year 2022-23	
(b)	Assessment Year 2023-24	

©	Assessment Year 2024-25	
13	The firms must have a similar experience of successfully undertaking the comprehensive CMC of Air conditioners in at least 2 (two) Government Organizations/ Semi-government Organization / PSUs/ Big establishments	
14	Vendor must have completed at least 1 work order of 1 lakhs in last one year and at least three similar works in last three years. Documentary proof (Copy of the W.O and its completion certificate from the client) duly notarized by Notary Public must be submitted. *Similar work is defined as experience of providing Annual Comprehensive MAINTENANCE CONTRACT SUCH TYPE OF AIR CONDITIONERS BEING OFFERED in Office.	

Place:

Date:

Signature of bidder

(With Stamp, Name & Designation)

Appendix-III
(Forwarding letter)

Date:

To,
Commissioner,
State Common Entrance Test Cell,
8th Floor, New Excelsior Building, A.K.Nayak Marg, Fort, Mumbai-400 001

Subject: Submission of Quotation for Annual Comprehensive Maintenance Contract (CMC of Air Conditioner

Reference: NIQ (No. FN.02/State CET CELL/Estate/CAMC-Air Conditioner/Quotation/
/2025-26) published in website.

Sir,
I/We hereby submit the offer (duly filled) in response to the NIQ for for Annual Comprehensive Maintenance Contract (CMC of Air Conditioner in accordance with the terms and conditions of such supply and declare as under:

I/We hereby offer to supply to State Common Entrance Test Cell, 8th Floor, New Excelsior, Building, A.K.Nayak Marg, Fort, Mumbai in accordance with the terms and conditions, attached herewith.

I/We enclose herewith Tender Fee and EMD in favor of “**COMMISSIONER, STATE COMMON ENTRANCE TEST CELL, M.S. Mumbai**” drawn on State Bank of India, Fort, Mumbai with following details.

Particulars	Amount (Rs.)	Amount in Words	DD No. and Date
Quotation Fee	1000	Rs. One thousand only	
EMD	5000	Rs. Five thousand only	

I/We carefully read and understood and agree to abide by the said terms and conditions set in the tender document hereto annexed and the description of the items.

I/We agree that in case of dispute, if any, the decision of **competent authority** shall be final and binding upon me/us.

Signature of bidder
(with Stamp, Name and Designation)

(Appendix IV)

DECLARATION
(to be filed bidder Letterhead)

Date:

This is to certify that I / We have no close relative as an employee of the State Common Entrance Test Cell, Mumbai (close relatives means: Father, Mother, Brother, Sister, Son, Daughter and Spouse) nor any such close relatives are associated with us as proprietor/partner/share holder/ director and like.

The information furnished is correct to the best of my knowledge and belief

.....
(Signature of Bidder/Proprietor/Partner/Chief Executive)

Name

(In Capital Letter)

Place: (Seal of the signatory)

Date:

INSTRUCTIONS TO Bidder:

1. All details in forms to be furnished.
2. Use additional sheets for want of space.
3. Attach copies of latest documents in support of details provided.

(Appendix V)

Date:

D E C L A R A T I O N

(to be filed bidder Letterhead)

We, do hereby accept the General Terms and Conditions as provided by the State Common Entrance Test Cell, Mumbai along with tender documents for Annual Comprehensive Maintenance Contract of Air Conditioners (Window, Split and Cassette) of various types and Tonnage existing in STATE COMMON ENTRANCE CELL (CET CELL), MUMBAI and also undertake to execute the work strictly as per the Scope of work of State CET CELL, Mumbai as provided along with the tender documents in the event of placement of any Work Order on us State Common Entrance Test Cell, Mumbai shall be at liberty to cancel the order in full or in part and forfeit the Earnest Money Deposit or Security Deposit retained with them in the event of failure of any of the declaration made by us.

(Signature of Bidder/Proprietor/Partner/Chief Executive)

Name

(In Capital Letter)

Place: (Seal of the signatory)

Date: