

# OFFICE OF THE MUNICIPAL COUNCIL, SONEPUR

Ph.06654-220475, e-Mail-sonepurm.hud@nic.in

No. 1419 /Dt. 18.5.26 /

## QUOTATION CALL NOTICE

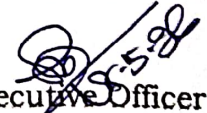
Sealed Quotations are invited in the Prescribed Proforma from the reputed Agencies/ certified firm/ Authorized Dealer/ Sole Proprietor having up to date GST clearance certificate/ PAN card, Electrical License etc. for providing comprehensive annual maintenance contract (AMC) O General Air Conditioner for one year installed in the Town Hall of Sonapur Municipality. The quotation along with price list should reach the undersigned on or before **dt.28.05.2026 at 01.00P.M** through Regd. Post /Speed post or in person drop in tender box and the same will be opened on **dt.29.05.2026 at 10.00A.M.** in presence of tender committee members and quotationer or their authorised representatives. Beyond the date and time and any postal delay no quotation shall be entertained. The quotation paper is available in Dist. website of Subarnapur i.e. [www.subarnapur.nic.in](http://www.subarnapur.nic.in) with effect from dt.19.05.2026 to 28.05.2026 up to **01.00P.M.** .The quotationer shall have to deposit **Rs.1000/-** (Rupees One Thousand) only towards cost of tender paper and **Rs.10,000/-**(Rupees Ten thousand) only towards EMD in shape of Demand draft in favour of **Executive Officer, Sonapur Municipality** Payable at Sonapur Nationalized Bank. The quotationer have to furnish the experience certificate with the quotation paper showing similar nature of work order. **If required the quotationer may visit the Town Hall to inspect the ACs during office hours before submitting the quotation.** The undersigned reserves the right to reject whole or part of quotation without assigning any reason thereof.


  
Executive Officer

 Sonapur Municipality

Memo No. 1420 /Dt. 18.5.26 /

Copy submitted to Joint Secretary, Information and Public Relations Department, Govt. of Odisha, Bhubaneswar through e-mail with a request to publish the above notice in daily two nos. of odia newspaper tomorrow for one day only.


  
Executive Officer

 Sonapur Municipality

Memo No. 1421 /Dt. 18.5.26 /

Copy to the District Informatics Officer, NIC, Subarnapur for favour of information with request to Display the above Quotation in District Web Site.

  
Executive Officer


 Sonapur Municipality

Memo No. 1422 /Dt. 18.5.26 /

Copy submitted to the Collector, Subarnapur/Project Director, DUDA, Subarnapur/ Sub-Collector, Sonapur/BDO, Sonapur/Tahasildar, Sonapur for favour of kind information and request to publish the same in their office notice board for wide publication.

Copy to this office notice board.

  
Executive Officer

 Sonapur Municipality



## TERMS & CONDITION

1. The quotationer should furnish true copies of valid GST clearance certificate/PAN card certificate duly attested along with the quotation paper.
2. Rate should be mentioned both in figure and words.
3. Cost of tender paper Rs.1000/- (Rupees One thousand ) only and EMD of Rs.10,000/- (Rupees Ten thousand) only in shape of demand draft from any scheduled bank in favour of Executive Officer Sonepur Municipality should accompany with the quotation paper which shall be refunded to unsuccessful tenderers in due course. No other payment towards EMD shall be accepted. Quotation received without cost of tender paper , EMD shall be rejected.
4. Any tender received incomplete will be summarily rejected.
5. All documents as per advertisement must be enclosed with the tender schedule otherwise tender will not be taken into consideration.
6. Any legal dispute arising shall be settled under the jurisdiction of Sonepur court & no power of attorney or affidavit shall be allowed.
7. Any deviation of violation to the terms & conditions, the quotation shall be rejected.
8. The quotation shall be addressed to the Executive Officer, Sonepur Municipality and superscripted with "Comprehensive Annual Maintenance Contract of Air Conditioners for 1 (One) year at Sonepur Municipality".
9. The quotationer furnish the experience certificate with the quotation paper showing Similar nature of work. (Similar types of work means maintenance/ repairing contract of ACs).
10. The bidder would give a declaration that they have not been banned or delisted by any Government or Quasi Government agencies or PSUs and they accept all terms and conditions of the quotation as per the format attached. If a bidder has been banned or delisted by any Govt. or Quasi Govt. agencies or PSUS, this fact must be clearly stated and it may not necessarily be a cause for disqualification. If the declaration is not given, the bid will be rejected as non-responsive.
11. The tenderer must have a proper establishment in Odisha for the maintenance work of ACs. Address proof of the office/ branch is to be submitted with tender documents.
12. L-1 will be decided on the overall quoted value (i.e. cost to the company). The overall lowest tenderer shall be considered for award of work.
13. The CAMC (Comprehensive Annual Maintenance Contract) shall be valid for a period of one year from the date of commencement of work.



14. No escalation in rate will be allowed during the entire contract period of 1 (one) year. However, applicable GST will be admissible.
15. The offer shall be valid for 4 (four) months from the date of opening of the tender.
16. The tender document in which the tender is submitted by the tenderer shall become the property of Sonapur Municipality shall have no obligation to return the same to the tenderer.
17. The successful bidder has to carry out servicing of all ACs falling under the contract as per the schedule given by the Executive Officer, Sonapur Municipality with a minimum of four visits per year for the routine maintenance.
18. The successful bidder has to attend to the repair and service of Air Conditioners whenever called for by Executive Officer, Sonapur Municipality for which the contractor will not be paid any allowance and travelling expenses.
19. It will be at the discretion of Executive Officer, Sonapur Municipality to increase or decrease the nos. of AC during the CAMC period at the same rate & terms and conditions of the contract. The payment for increased no. of AC or reduced nos. of AC will be done quarterly.
20. At the time of attending the complaint/breakdown, the mechanic of the Contractor shall prepare a service report in which he shall clearly mention the fault that occurred in the ACs, the spare parts replaced (name of the spare parts) in his report, and submit the same to authorized Official. The report should have the name of the mechanic, date, and timing of attending the complaint. In case the service report is not signed by the authorized Official, the complaints shall be assumed as unattended.
21. A log book shall be maintained by the Contractor to record the maintenance of ACs. Every visit/ repair, servicing, or replacement of any damaged part shall be recorded in the log book with the name of the mechanic, date and time.
22. Delivery: In case of major repair, the air conditioner will be handover to the Contractor and the same should be repaired and delivered to Executive Officer, Sonapur Municipality within seven days.
23. Transport of ACs: To and fro transport shall be arranged by the Contractor at their cost.
24. **Manufacture's Authorization Form (MAF): Bidders must submit a valid authorization letter from the OEM specifically for this tender to ensure they have direct access to genuine spares and technical support.**
25. The AMC holder shall take all safety measures during the maintenance work of the ACS and will be solely responsible for this.



26. Terms of payment: Payment will be made quarterly after satisfactory completion of work in every scheduled visit on a pro-rata basis and no advance will be paid for the maintenance contract.
27. Paying authority: Payment will be made by the Executive Officer, Sonapur Municipality within 21 days of submission and acceptance of the bill.
28. Rejection of offer: Executive Officer, Sonapur Municipality reserves the right to accept or reject the offer or consider part of the offer without assigning any reason whatsoever.
29. The contractor shall be responsible for the correct and complete execution of the work in a workmanlike manner with the materials as and when required.
30. If required the quotationer may visit the Town Hall to inspect the ACs during office hours before submitting the quotation.
31. The authority reserves the rights to reject any or all the quotations without assigning any reason thereof.

  
Executive Officer  
Sonepur Municipality

## DECLARATION

1. I, Shri \_\_\_\_\_, Son/ Daughter \_\_\_\_\_ wife of Shri \_\_\_\_\_, Proprietor/ Director/ Authorised signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. I have acquired the requisite information related to the subject work after visiting of the site and examining the form of contract, nature, and quantum of work as affecting the tender invited by Executive Officer, Sonapur Municipality in connection with AMC for Air Conditioners.
4. I haven't been banned or debarred or delisted by any Govt. or Quasi Govt. Agencies or PSUs.
5. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
6. I/ we, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
7. The Executive Officer, Sonapur Municipality further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

Thanking you,

Yours faithfully,



Name:

Signature:

Seal:

Mob:

OFFICE OF THE MUNICIPAL COUNCIL, SONEPUR  
Ph.06654-220475, e-Mail-sonepurm.hud@nic.in

Quotation Scheduled

Name of Work: - **Comprehensive Annual Maintenance Contract of Air Conditioners for 1 (one) year installed in the New Town Hall, Sonepur Municipality.**

QUOTATION CALL NOTICE NO.....1419.....Dt.....18-05-2026.....

Last date of received quotation paper Dt 28.05.2026 upto 01.00P.M.

Opening of quotation paper Dt.29.05.2026 at 10.00A.M

Cost of tender paper for Rs.1000/- vide DD No..... Dt.....

EMD Amount Rs.10,000/- vide DD No..... Dt.....

Sl. No.	Scope of work	Quantity	Rate per AC per year (including all taxes)	Total Amount (col. 3 & 4)
1	2	3	4	5
1	SPLIT AC (O GENERAL) Maintenance and free servicing 4(four) times in a year of ACs of different types/ make. Free replacement/ repair of all spares including compressor, outer housing, condensing coil, evaporating coil, grill, copper piping and insulation material for ACs, Stabilizers etc	Indoor 32 nos.		
		Outdoor 06 nos.		
	Total			

Total Amount in words (for one year):

Note:

1. Amount shall be rated per AC per year multiplied by the respective quantity.

Signature of Quotationer  
with seal

  
Executive Officer  
Sonepur Municipality  
Executive Officer  
Sonepur Municipality