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आई सी एम आर - राष्ट्रीय विषाणु विज्ञान संस्थान

स्वास्थ्य अनुसंधान विभाग  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

**ICMR - NATIONAL INSTITUTE OF VIROLOGY**

Department of Health Research  
Ministry of Health & Family Welfare, Govt. of India

Dt. 17<sup>th</sup> April, 2025

### **QUOTATION ENQUIRY (TWO BID)**

Sealed quotations are invited on behalf of the Director, ICMR – National Institute of Virology, Pune for “Annual Maintenance Contract (AMC) for Water cooler cum purifier” 37 nos. installed at the ICMR-NIV, Pune & Pashan. Interested vendors should submit their quotation along with their company/personal profile and details given below:

Description of the Item required for AMC	Quantity	Contract Period
Water cooler cum purifier	37 Nos.	1 Year (Further extendable for One Year)

The quotation super scribed as “Quotation for Annual Maintenance Contract of Water cooler cum purifier” addressed to the Director, ICMR-National Institute of Virology, 20-A, Dr. Ambedkar Road, P.B.No.11, Pune - 411001, should be dropped at the Stores Department at NIV Pune or sent through Speed post/Courier by 02<sup>nd</sup> May, 2025 till 3.00 p.m.

### **Scope of Work**

- I. Minimum Number of preventive visits during AMC: Four Preventive visits & all breakdown calls.
- II. Routine maintenance on every preventive visit: General maintenance.

Apart from the above mentioned routine maintenance, the company should attend breakdown calls within 24 hrs or maximum 48 hrs.

### **Terms & Conditions:**

- 1) This is an enquiry and must not be treated as an order.
- 2) This bid is in two bid system, please create two separate bids for financial bid and technical bid. Kindly submit technical and financial quotation in different envelope. The L-1 will be evaluated out of the technically qualified bidders only.
- 3) The Preventive Maintenance service has to be done only during the office hours i.e., 9:00 am to 05:30pm on working days. ICMR-NIV may permit servicing on closed holidays or out of office hours as per requirement.
- 4) No advance payments will be made. The payment will be on half yearly basis i.e. in two installments upon rendering the services and on receipt of satisfactory report from the end users.
- 5) No extra payment will be made on account of transportation, handling, loading, unloading, labour charges etc.
- 6) While submitting the quotations, the rate against each work and net amount to be paid, GST etc. should be specified separately.
- 7) In case any discrepancy/breach in a service contract is noticed during the period of AMC, the loss will be ascertained and is liable to recover and the AMC can be terminated immediately.
- 8) Preference shall be given to be the OEM or its authorized dealers. Dealers to submit the authorized dealership certificate.
- 9) AMC can be terminated on both sides by serving a notice of one month.
- 10) The period of AMC shall be initially for one year. Further extendable for one year, depending upon the life of equipment, satisfactory performance of vendor & requirement of institute. During the extended period decisions on extension will be as per the approval of the competent authority.

Yours faithfully,

*[Signature]*  
Administrative Officer