



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/ADMIN/F/AC-MAINT/2025/12/ 259

Date: 27-03-2025

NOTICE INVITING QUOTATION

Sealed quotations, affixed with non-refundable Court Fee Stamp of Rs. 8.25 (Rupees Eight and Twenty-Five paise) only, are hereby invited from reputed firms/agencies/individuals for **Comprehensive Annual Maintenance Contract of Air Conditioners for the Financial Year 2025-2026 (except the month of November 2025, December 2025 & January 2026) for Nine (9) months** at National Law University and Judicial Academy, Assam as per the details and terms & conditions given below. The quotations will be received at the office of the Registrar, NLUJA, Assam during office hours on or before **April 4, 2025 (01.30 p.m.) and will be opened on the same day at 02:00 PM**. The Quotationer/Tenderer or their authorized agents may remain present at the time of opening of the quotations.

Details of air conditioners to be placed under Annual Maintenance Contract (2025-2026) in National Law University and Judicial Academy, Assam are as follows:

Table: A

Sl. No.	Types of AC	Quantity
1	1.0 TR split AC	40 nos.
2	1.5 TR split AC	44 nos.
3	2.0 TR split AC	06 nos.
4	5.5 TR ductible AC	42 nos.
5	8.5 TR ductible AC	05 nos.

Qualifying Criteria:

Minimum qualifying criteria for firm/agencies participation shall be as follows:

1. Must be registered with Govt./Semi Govt. Department/Autonomous Body/ reputed PSU for similar type of work.
2. The firm must have experience of successful execution of similar type of work of value not less than 4,00,000.00. Endorsing documents must be submitted.

Scope of work:

1. AMC shall include gas charging, repair of compressor, repair/replacement of motor, repair/replacement of minor/major parts (capacitor, PCB, controller, relay, conductor etc.) excluding replacement of compressor. AMC shall include checking of refrigerant pipe for any leakage and repairing, checking machine for noise, vibration and rectification the same, cleaning of air filter/replacement of air filter, changing of lubricant oil periodically in the compressor, checking suction and discharge pressure of compressor.
2. The contractor shall have to provide services against breakdown incidents and the same has to be attended to within 24 hours.
3. The contractor shall have to undertake preventive maintenance at least once in every three months other than breakdown services.
4. Any parts required for replacement shall be of the same make and specification as the existing parts.

Terms and Conditions:

1. The rates should be quoted for the Financial Year 2025-2026 (except the month of November 2025, December 2025 & January 2026) for Nine (9) month against the work/items/articles and should be inclusive of GST/taxes applicable at any point of time as per **Annexure-A**.
2. The sealed envelope should bear the following 'superscription' on the top:
"The Registrar, National Law University and Judicial Academy, Assam".
3. The Quotationer/Tenderer will have to deposit Earnest Money of **Rs. 25,000/-** in the form of Demand Draft in favour of Registrar, National Law University and Judicial Academy, Assam. The EMDs will be released after finalization of bid selection process. However, EMD in respect of the successful bidder will be retained as Security Deposit till completion of contract period.
4. **Each Firm must have GST registration, Trade License, PAN Card, Labour License, ESI & EPF Registration Certificate, Income Tax Clearance Certificate, Experience details etc. A copy of the same must be submitted along with the Quotation/Tender.**

Hajo Road, Amingaon, P.O. - Amingaon, District - Kamrup (Rural), Guwahati - 781 031, Assam (INDIA)

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5. The contractor shall also supply the requisite number of workmen with means and materials as well as tools, spares, appliances, machines, implements, vehicles for transportation etc. required for proper execution of work.
6. AMC will be for a period of nine months commencing from 01.04.2025 to 31.03.2026 (except November 2025, December 2025 & January 2026). This contract can be cancelled unilaterally by NLUJA, Assam whenever service is not found satisfactorily or up to the mark.
7. The rates accepted will remain firm and fixed during the currency of contract.
8. Payment will be made on quarterly basis.
9. The ACs will be kept in working condition at all the times during currency of contract.
10. The contractor will be responsible for the safety of the human resource/personnel engaged and will not deploy any minor to work.
11. It is to be clearly understood by the contractor that the contract is purely a commercial engagement and is not an employment. There will be no employer employee relationship between National Law University and Judicial Academy, Assam and the contractor's employees. Immediately on termination of this contract, the contractor shall be obliged to withdraw all employees from the said premises of work.
12. The contractor shall be liable for any damage or compensation payable in accordance with law in respect or in consequences of any accident or injury to any workmen or other person in their employment as per the provision of the Workmen Compensation Act.
13. The AMC service provider shall maintain log book/file containing maintenance report duly countersigned by NLUJA, Assam officials.
14. The firm will be required to undertake preventive maintenance by checking all the air conditioners at least twice in a year and confirm that the systems are in the best of working conditions.
15. All service request/calls for repair work must be attended to within 24 hours of the complaint being lodged with the AMC provider. There should be adequate number of telephone lines for lodging of service requests. If the AMC provider firm fails to attend call within 24 hours, NLUJA, Assam reserves the right to get the work done by other firms and deduct such expenses from the AMC charges.
16. Merely submission of quotation does not entitle the firm to forward its claim for awarding the AMC even if it has quoted the lowest rates. The AMC will be awarded to the eligible firm only after all the formalities as per the terms and conditions, are complied with and valid documents are produced to the satisfaction of this office. Previous experience will be taken into consideration for award of work order.
17. All quotations in the prescribed format should be submitted before the time and date fixed for the receipt of quotations.
18. The payment to the contractor will be made by account transfer only on production of bill duly certified by NLUJA, Assam authority and necessary deduction for tax etc. will be made as per rule.
19. On the expiry of the contract, the firm will hand over the ACs in perfect working condition after rectifying the defects etc., if any. In case of failure of the firm to comply with this condition, the University will consign the repair work to some other party and the expenses so incurred will be charged to the firm's account.

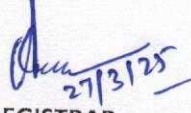
Memo No: NLUJAA/ADMIN/F/AC-MAINT/2025/12/260-264

Copy to:

1. Finance Officer I/C for information.
2. System Administrator, NLUJA, Assam with a request to upload in the University website.
3. Asst. Engineer for information and necessary action.
4. P.S. to VC for kind appraisal of the Hon'ble Vice-Chancellor.
5. Notice Board


27/3/25
REGISTRAR

Date: 27-03-2025


27/3/25
REGISTRAR

<To be printed in letter head of bidder >

Annexure-A

**Quotation for Comprehensive Annual Maintenance Contract of Air Conditioners
at National Law University and Judicial Academy, Assam**

Sl. No.	Types of AC	Unit	Quantity	Nine Months rate including all Taxes (INR)	Total Amount (INR)
1.	1.0 TR split AC	No	40 nos.		
2.	1.5 TR split AC	No	44 nos.		
3.	2.0 TR split AC	No	06 nos.		
4.	5.5 TR ductible AC	No	42 nos.		
5.	8.5 TR ductible AC	No	05 nos.		
				Total Amount (INR)	
				Discount if any @%	
				Grand Total (INR)	

Date:

Place:

Authorised Signatory

Seal