NATIONAL INSURANCE ACADEMY
Bale wadi, Baner Road, NIA P.O.,
Pune 411 045 (India).
Tel. (O): 020 – 27204000 / 27204042
Email: kishor@niapune.org.in
Website: www.niapune.org.in

Ref. NIA/ENGG/2025-26/010

Date: 09/02/2026

Subject: Quotation form for Comprehensive annual maintenance contract for HVAC AC system for Lecture Hall 7 and 8 at NIA, Pune.

Dear Sir/Madam,

NIA invites you to submit your offer by sending sealed quotations at National Insurance Academy(Office no 17-Reprography) for Comprehensive annual maintenance contract of HVAC AC system for Lecture Hall 7 and 8 at NIA, Pune in complete accordance with enquiry documents:

Due Date & Time : 18.02.2026 at 05:00 pm.

Quotation Evaluation Criterion :

The quotation completed in all respects should reach NIA on or before 05.00 pm of the scheduled date. Quotations received after the due date and time are liable to be rejected. NIA reserves the right to accept or reject any or all quotation received to its absolute discretion without assigning any reason whatsoever.
Thanking You,

Yours truly,

Engineering Department
National Insurance Academy
Pune-411045

Signature and seal of agency/firm/company
Date:

Address:
Mobile No

1) DOCUMENT REQUIRED FROM THE BIDDERS.

1. Attested copy of the valid **Registration Certificate** of Registered contractors engaged in State PWD / CPWD / MES / MJP / Railways / P&T / Municipal Corporation / Semi-Government Organization / Government Organization / Large Corporate Entity for electrical worksAuthority letter from the holder of the certificate/Proprietor Certificate
2. **PAN & GST** Certificate.
3. Attested copy of **Partnership deed / Memorandum** and articles of association, as the case may be if the tenderer is a Partnership Firm.
4. **Power of Attorney** on behalf of firm issued in the name of person/s authorized to sign agreements / bills etc. for the work done.
5. Valid Electrical Contractor License issued by government.
6. Details of similar three works/projects (Electrical works) completed **with a work completion certificate from the client.**
7. Bidder Information
8. **EMD of Rs.10,000/- (Rs. Ten thousand Only)** in the form of Demand Draft/NEFT/RTGS in the Favor of National Insurance Academy Pune.
9. **Annual Turnover Certificate** duly certified by CA. (For last 3 years i.e. 2022-23,2023-24,2024-25)
10. Client List with contact details.
11. Quotation form duly signed along with Stamp agreeing all the terms and conditions.

("**Bidders should note that submission of all the documents mentioned above is mandatory. Failure to provide any one of these documents may result in disqualification of the quotation.")**

Signature and seal of agency/firm/company
Date:

Address:
Mobile No

2) TERMS AND CONDITIONS:

1. Prices- Rates quoted should be firm.
2. The rates should be quoted on the basis on the units specified in words as well as in figures without any cutting, in case of differences in values / rates in figure and words or any confusion it will be constituted to take the rates which are lowest.
3. **Payment-** Payment shall be made within **15 days of receipt of bills in hard copies** along with compliance documents from the agency/firm/company after the completion of entire work/Period. Quarterly payment will be made after successful completion of service and submitting the reports
4. The quotation should be valid for a minimum period of **90 days** from the date of enquiry letter date.
5. The acceptance of items/modifications is subject to inspection by the ENGG. Dept.
6. Incomplete quotation will be rejected summarily.
7. Kindly note that changes will be made in the contract as and when required as per requirements of NIA, Pune
8. **The successful bidder whose quotation is accepted shall, within seven days from issuing / receiving the work order must be required to provide letter of acceptance along with deposit of 10% of awarded contract amount as a security deposit by Demand Draft/NEFT/RTGS in** the Name of National Insurance Academy, payable at Pune and to attend in person or through a duly authorized representative at the Office of ACADEMY and execute the Contract Agreement with the ACADEMY as per the General Conditions / Special conditions enumerated in the Prescribed form documents, on a Non-Judicial Stamp Paper of Rs.500/-. If he / she / they decline/s or fail/s to remit the Security Deposit or to execute the contract agreement within the stipulated time, the entire amount of EMD submitted shall stand forfeited, without prejudice to ACADEMY's right to rescind the contract and other rights and remedies warranted by the law.

Signature and seal of agency/firm/company
Date:

Address:
Mobile No

3) Scope of Work:

Objective

To ensure continuous, safe and efficient operation of the HVAC installations serving Lecture Hall 7 & Lecture Hall 8, through preventive maintenance, breakdown maintenance, and comprehensive coverage of spares/parts/kits, maintaining downtime within specified limits and ensuring optimum indoor comfort conditions.

Equipment Covered (As per Annexure "A")

- The CAMC shall cover all components of the HVAC system installed for Lecture Hall 7 & 8, including but not limited to the following:
- A. Air-Cooled Condensing Units – 8.5 TR (Voltas)
- Quantity: 6 Nos. (8.5 TR x 3 Nos. x 2 halls)
- Compressor: Danfoss Scroll (Model: SM110)
- Refrigerant: R-22
- Control: Individual control panel per condensing unit
- Includes: condenser coils, condenser fan/motor, safety controls (OLP etc.), LCD monitoring display, DOL starting arrangement, electrical protections, and all accessories.
- B. Air Handling Units (AHUs) – Voltas V-180H (Double Skin)
- Quantity: 2 Nos.
- Includes: 4-row DX cooling coil, mixing chamber, SA & RA dampers, DIDW forward curve blower, motor, belt drive, filter section with washable filters, access doors/panels, marine light, limit switches, HP/LP cut-outs, expansion valve, strainers, drier, isolating valves and associated piping/accessories within equipment assembly.
- C. Electrical & Control Panels
- Main Electrical Panels: 2 Sets (for 2 AHUs)
- Condensing Unit Control Panels: 6 Nos.
-

Contract Coverage – "Comprehensive" Definition

- Under this CAMC, the contractor shall provide:
- Preventive Maintenance (PM)
- Planned periodic maintenance to prevent failures, ensure efficiency and extend equipment life, including cleaning, inspection, lubrication, calibration, testing and adjustments.
- Breakdown/Corrective Maintenance
- Attending complaints, troubleshooting, repair/replacement of faulty parts, restoring system operation within defined downtime.
- Spares / Parts / Kits Coverage
- Free-of-cost supply and replacement of spares/parts/kits required for restoring equipment performance, except items explicitly excluded (see Section 10).
- No extra labour charges shall be payable for maintenance/breakdown work as labour is deemed included in AMC.

Services Included – Detailed Work Components

- 4.1 Condensing Units (8.5 TR) – Preventive & Breakdown Maintenance
- The contractor shall perform, at minimum, the following:

- Mechanical & Refrigeration Checks
- Check compressor operating parameters (current, voltage, suction/discharge pressures, superheat/subcooling as applicable).
- Inspect for refrigerant leaks; rectify leaks and perform nitrogen pressure testing / vacuuming where required.
- Verify refrigerant charge; top-up/charging as necessary as part of comprehensive coverage (unless restricted by statutory limitations—if any).
- Check condenser coil condition; cleaning with suitable chemical/jet wash (as per site safety).
- Check fan blades, fan motor bearings, mounts, vibration; tighten/align as needed.
- Ensure proper airflow across condenser; remove obstructions.
- Electrical / Control Checks
- Tightening of all power/control terminations in control panel.
- Check contactors, relays, overload protectors, timers, fuses/MCBs, indication lamps, selectors.
- Test safety devices (OLP, HP/LP cut-outs where applicable), and verify LCD display readings.
- Check DOL starter performance and interlocks.
- Operational Performance
- Verify stable operation across load conditions and ensure minimum cycling.
- Ensure noise/vibration within acceptable level; take corrective action (mounts/balancing/fastening).
-
- 4.2 AHUs (Voltas V-180H) – Preventive & Breakdown Maintenance
- Air Side
- Cleaning of AHU internal sections, drain pans, and casing.
- Checking & cleaning/replacement of washable filters (10-micron); ensure filter seating and no bypass.
- Inspection and operation of mixing chamber, SA/RA dampers, damper linkages and actuators (if present); lubrication and alignment.
- Check access doors, hinges, gaskets; ensure air tightness.
- Check marine light and limit switches.
- Coil & Refrigeration Side
- Cleaning of DX cooling coils, fin straightening (if required), ensure coil face is clean.
- Check condensates drain line for choking, cleaning and flushing.
- Check expansion valve operation, liquid line strainers, driers (Catchall type); replace as required.
- Fan, Blower & Drive
- Inspect DIDW fan condition, cleaning and balancing.
- Check bearings, shaft alignment, vibration.
- Check V-belts (2 nos.); alignment/tensioning/replacement as required.
- Check pulleys (fan and motor) for wear and alignment.
- Controls & Protection
- Verify HP/LP cut-out's function, overload protections, interlocks.
- Verify sensors/controls (if any) and set points as per requirement.

Electrical Panels – Main Panels & CU Control Panels

- Panel cleaning (dry), checking for overheating marks.
- Tightening of busbar and cable terminations.
- Testing of MCB/MCCB/isolators, contactors, relays, OLRs.
- Checking earthing continuity and insulation health (as per schedule).
- Verification of phase sequence, voltage balance and record readings.

Signature and seal of agency/firm/company Address:
Date: Mobile No

Preventive Maintenance Schedule (Minimum Frequency)

- The contractor shall deploy trained service engineers and execute PM as per schedule below (minimum):
- Monthly (1 visit/month)
- General inspection and operating readings (all CUs & AHUs).
- Filter cleaning (or as needed based on dust load).
- Drain line inspection and flushing.
- Panel tightening check (visual and accessible terminals).
- Refrigerant pressure checks and leak inspection.
- Condenser/AHU coil surface cleaning (light cleaning).
- Quarterly
- Deep cleaning of condenser coils (chemical/pressure wash).
- Deep cleaning of AHU coils and internal sections.
- Belt, pulley alignment checks and vibration checks.
- Testing of safety cut-outs and control sequences.
- Electrical insulation check (where feasible without shutdown risk).
- Half-Yearly
- Detailed performance audit of each hall system (temperature drop, airflow issues, coil condition).
- Replacement of drier/strainer elements if required.
- Checking motor bearings/greasing (where applicable).
- Yearly (Annual Overhaul)
- Comprehensive servicing of all CUs and AHUs.
- Thorough electrical checks of all panels.
- Calibration/verification of protections and control logic.
- Final report with "as-found" and "as-left" status.
- Note: Frequency may be increased based on site conditions, dust, usage patterns, or NIA instructions—without extra labour cost.

Complaint Handling, Response & Downtime

- The contractor shall attend breakdown calls promptly.
- HVAC downtime shall not exceed 24 hours from the time complaint is lodged.
- If repair requires extended time due to non-availability of critical spares, the contractor shall provide immediate mitigation/temporary restoration plan and arrange spares on priority.

Maintenance Register & Documentation

- Contractor's service engineer shall maintain a Maintenance Register at site.
- Each call (preventive or breakdown) must record:
- Date/time of complaint and attendance
- Equipment details (Hall 7 / Hall 8, CU No./AHU No.)
- Fault observed, action taken, spares replaced
- Before/after readings
- After completion of each call, engineer shall obtain signature of authorized NIA personnel.
- Monthly PM report and quarterly summary report to be submitted to NIA.

Spares Availability & Quality

- Contractor shall ensure adequate stock of original spares for timely repairs.

Signature and seal of agency/firm/company
Date:

Address:
Mobile No

- Spares shall be best quality and strictly as per OEM/contract/tender specification.
- No substandard/duplicate parts shall be used.
- Typical spares under comprehensive coverage (indicative):
- Filters, V-belts, contactors/relays/OLR, capacitors (if any), fan motors (as applicable), sensors/switches, driers, strainers, solenoids, gaskets, terminals, indication lamps, etc.

Safety, Manpower & Tools

- Contractor shall deploy trained HVAC technicians and electricians with required PPE.
- All works shall comply with site safety rules.
- Contractor shall arrange all tools, tackles, gauges (pressure gauges, clamp meter, IR thermometer), vacuum pump, nitrogen kit as required.

Exclusions / Paid Separately (Major Repairs)

- The following are not included in CAMC and shall be paid separately only after prior approval of NIA:
- Replacement of ducting / major duct modifications.
- Major civil works, insulation replacement, structural fabrication.
- Any major replacement outside the defined equipment/components covered in Annexure "A" scope.
- NIA reserves the right to get such major works executed through outside agencies if contractor's estimate is found high.

Deliverables

- Monthly PM checklist and readings log (Hall-wise).
- Breakdown call reports with action taken and spares used.
- Quarterly performance and health report.
- Annual servicing report and system condition statement.

Signature and seal of agency/firm/company
Date:

Address:
Mobile No

ANNEXURE "A"

S.N.	DESCRIPTION	UNIT	QTY
1	Air Cooled Condensing Unit of 8.5 TR (Single compressor) Scroll with individual control panel of the unit.	No.	6
	8.5 TR x 3 Nos. x 2 Halls		
	Model: DCUSC875DG		
	CONDENSING UNIT		
	Manufacturer's Name		**Voltas**
	COMPRESSOR		
	Manufacturer's Name		Danfoss
	Model:		Sm110
	Type of Compressor.		Scroll
	Nominal Capacity of each machine TR		8.5 TR
	Refrigeration Capacity in Kcal/ Hr.		24900
	Max. RPM		2900
	Mode of start		DOL
	Refrigerant used		R-22
	Qty. of Refrigerant used		8.5 Kg
	Safety devices & controls		OLP
	Monitoring Devices		LCD Display
	CONDENSER		
	Make		Voltas
	Material of tube/fins		Cu/Al.
	No. of fins/cm.		12 fins / inch
	No. of rows deep		3
	Día of tubes (MM)		9.52 mm
	Face area (sq. metre)		1.09 Sq.M.
	Number of tubes		36
	Length of tubes		1180 mm
	CONDENSER FAN & FAN MOTOR		
	Type of Condenser Fan		Propeller
	Number of Condenser Fans		1 No
	Width and dia of fans(mm)		24"
	Fan Speed		900 RPM
	Make and type of motor		6 pole motor
	Class of insulation		F
	Voltage/frequency fluctuation permissible		230 /50
	Brake Horsepower in HP - Motor KW		0.5
	Motor RPM		900 RPM
	Protections available		IP55
2	Air Handling Unit complete with 4 Row DX cooling coil, Mixing Chamber, SA and RA dampers, DIDW forward curve blower with motor, Filter section with 10 Micron washable filters and standard	No.	2

Signature and seal of agency/firm/company
Date:

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	accessories like marine light, limit switch etc.		
	Model: V180 H		
	DOUBLE SKIN AIR HANDLING UNIT		
	Manufacturer's Name		Voltas Ltd
	Model:		V-180H
	General:		
	Model		V-180H
	Range of Capacity (CMH) / (CFM)		10400 CFM
	Cooling coil:		
	Make		Voltas
	No. of fins/cm.		4.72 fins / cm
	No. of rows deep		4
	Día of tubes (MM)		12.7
	Face area (sq. metre)		1.94 Sq.M.
	Face Velocity (metres per second)		2.54 m /s
	Test Pressure (Kg/cm sq.)		21
	Number of tubes		36 x 4 rows
	Length of tubes		67 inches
	No. of circuits		3
	Fin Length		1701.8 mm
	Fin Height		1143 mm
	Type of filters		Box Type
	Size of filters		600 x 600 x 50 mm
	Number of filters		6
	Filter Area		23.24 sq.ft.
	Mixing Box with Filter and Dampers		Yes
	No. of Dampers		2
	Damper Size - RA		850 x 859 mm
	Damper Size - FA		300 x 275 mm
	Fan and Fan Motor:		
	Make		Kruger
	Model		FDA 560 CM
	Type of Fan		DIDW
	Number of Fans		1
	Type of blade / construction		Forward
	Air quantity CMH		17680 CMH
	Fan Speed		643
	Provision and range of speed reduction.		NA
	Brake Horsepower in HP		5.5
	Motor RPM		1440 RPM
	Type of Starter		DOL
	Protections available		Overload
	Sound level generated at outlet of AHU		75DB (+- 3)
	No of V Belts		2
	Direction of Discharge		Top / Front
	Fan Pulley - PCD		280 mm

Signature and seal of agency/firm/company
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	Fan Pulley - ID		40 mm
	Fan Pulley - Type		SPA
	Fan Pulley - Groove		2
	Motor Pulley - PCD		125 mm
	Motor Pulley - ID		38 mm
	Motor Pulley - Type		SPA
	Fan Pulley - Groove		2
	Refrigerant Circuits: Refrigerant Piping for Air-cooled Packaged		
	Provision of strainers for liquid line		yes
	Provision of Drier / type		Catchall Drier
	Provision of isolating valves for various Controls in refrigeration circuit.		yes
	Details of access doors / panels and windows		Yes
	Control		
	HP Cut-out switch		yes
	LP Cut-out switch		yes
	Expansion valve		Yes
3	Main Electrical Panel for 2 AHUs and 6 Control Panels of Condensing Units	Sets	2+6

Signature and seal of agency/firm/company
Date:

Address:
Mobile No

4) Additional Terms and Conditions:

- The CAMC shall be valid for **Two year** from the date of commencement unless terminated earlier under applicable clauses.
- All preventive maintenance shall be carried out during normal working hours of NIA, unless otherwise approved.
- Only trained and qualified HVAC technicians/engineers shall be deployed. NIA reserves the right to ask for replacement of any personnel found unsuitable.
- All necessary tools, instruments, cleaning materials, consumables and safety gear required for maintenance shall be provided by the contractor at no extra cost.
- Any damage caused to the equipment/property due to negligence of the contractor's staff shall be repaired/replaced by the contractor at their own cost.
- All parts replaced under CAMC shall carry a minimum 12-month warranty from the date of replacement.
- The contractor shall comply with all statutory regulations, labour laws, and safety rules applicable during execution of the contract.
- Any information related to NIA equipment, layout, or infrastructure shall be treated as confidential and shall not be disclosed without authorization.
- The contractor is responsible for:
  - Safe handling of HVAC units and components
  - Proper disposal of waste materials, used filters, packaging etc.
- Maintaining cleanliness in the work area Service engineer must report to the designated NIA authority before starting and after completing any maintenance work.
- NIA reserves the right to terminate the contract with 30 days' written notice in case of poor service, repeated failures, or violation of conditions.
- Payments shall be made quarterly (as agreed) after submission of service reports and satisfactory performance certification.
- Neither party shall be held responsible for delays or failures due to natural calamities, war, or circumstances beyond reasonable control.
- Any disputes arising out of the contract shall be subject to jurisdiction of appropriate courts within Pune, Maharashtra.

Signature and seal of agency/firm/company
Date:

Address:
Mobile No

5) Particulars of the Bidders

INDIVIDUAL / FIRM / COMPANY PROFILE		
Sr. No.	**Required Information (QUERY)**	**ANSWER**
1	Name and registered address of the Individual/firm/company.	
2	Name, designation, and telephone nos. of the contact person / persons. Mobile Nos. Fax No. E-mail id	
3	Month and Year of commencement of service business in present name.	
4	**(Photocopies of following documents to be Uploaded)**	
	• Registration number of the firm. (As per Shop and Establishment act.)	
	• PAN No. and TIN No.	
	• Goods and Service Tax No	
5	Name and complete postal address of bankers.	
	Name of Bank	
	Branch	
	Account No	
	Account Type	
	IFSC Code	
6	Additional Information if any.	

Signature and seal of agency/firm/company
Date:

Address:
Mobile No

6. Commercial Details

Format for quotation

To be filled in by agency on their letterhead

S No	Description	Qty	Unit	Rate in Rs 2026-2027	Rate in Rs 2027-2028	Total Amount in Rs
1	Comprehensive Annual Maintenance Contract Charges for HVAC systems mentioned in **ANNEXURE-A (On pages 8 to 10)**	1	Set			
					Total amount	
					GST	
					Final Amount	

Signature and seal of agency/firm/company
Date:

Address:
Mobile No

Signature and seal of agency/firm/company
Date:

Address:
Mobile No