



ਪੰਜਾਬ ਸਰਕਾਰ
ਸੁਚੱਜਾ ਪ੍ਰਸ਼ਾਸਨ ਅਤੇ ਸੂਚਨਾ ਤਕਨੀਕ ਵਿਭਾਗ
GOVERNMENT OF PUNJAB
DEPARTMENT OF GOOD GOVERNANCE & INFORMATION TECHNOLOGY

No : No.DGR- PSeGSMIS/20/2025-FA DGR E951901

Dtd : 4-5-2026

Request for Quotation for

A-Annual Maintaince of Central Air Conditioners & other
B- Maintaince of Heating System

Punjab State e-Governance Society (Psegs), Government of Punjab, invites Request for Quotation (RFQ) from eligible and interested firms/service Annual Maintaince of Central Air Conditioners and other with Maintaince of Heating system in DGR building .

• **Part-A - Annual Maintaince of Central Air Conditioners & other.**

Scope of Annual Maintenance Contract Services of Central Air Conditioner & Split Air Conditioners

The quantity of various type/make of AC/split ac is as under:-

SR NO.	DETAILS/MODEL	CAPACITY	QUANTITY	REMARKS
CENTRAL AC UNIT				
1.	BLUE STAR 2017	3 TON	3	
2.	BLUE STAR 2017	5.5 TON	3	
3.	BLUE STAR 2017	8 /8.5TON	2	
4.	BLUE STAR 2017	11 TON	1	
5.	BLUE STAR 2017	17 TON	3	
SPLIT AC UNIT				
1.	BLUE STAR	1.5TON	1	
2.	BLUE STAR	2 TON	3	
3.	LG	2 TON	3	
4.	LG	1.5 TON	4	
5.	CARRIER 2015	2 TON	4	

Quantity may increase/decrease and rates paid will be on actual Ton Basis. The quantity may be increased or decreased, depending upon the requirement or as the case may be.

The Detail scope of Work is attached herewith **Annexure "A"** and is also mentioned in the tender document



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**Part-B- Installation of Heating System (Ground floor & Second floor)
List of Tentative Equipment's**

Sr. No	Heat mode Install on Deductible AC		Qty	Price	Qty * Price
1	Heater 3 K.W. Charges		40		
2	Heater 2 K.W. Charges		10		
3	Thermostat Charges		13		
4	Geezar Charges		13		
5	Togen Switches		17		
6	Outdoor Contactor Charges		17		
7	Electrical wire Charges 4 Core		320		
8	Electrical wire Charges 2 Core	Mtr	260 approx		
9	Labour Work	Mtr	13 approx		
	Total Rates				

Equipment's may increase or decrease. Payment shall be made on actual basis. Increase or Decrease will be subject to 10% of the tender bid.

The quotations may be submitted in sealed cover or through email at psegs.procurement@punjab.gov.in on or before 19-5-2026, up to 5:00 PM at Punjab State e-Governance Society (PSeGS), Plot No. D-241, Industrial Area, Phase-8, Sector-74, Mohali. Quotations received after the due date and time shall not be considered. **Detailed tender is enclosed herewith for your reference.**

The quoted prices should be inclusive of all charges, with GST indicated separately, and shall remain valid for a minimum period of 90 days.


GM-FINANCE

PUNJAB STATE E GOVERNANCE SOCIETY

Scope of Work :-

The services shall include providing all manpower, tools and plants like ladder, stools, spanners, testing of equipment's and replacement of defective spare parts(**except compressor & one spare costing above Rs. 5000/-**), such as replacing of chillier Pipes, outlet pipes etc. including consumables at any height/ any floors as and where required.

1 .Preventive Maintenance Services (PMS) Monthly:

The monthly services include:

1. Cleaning of air filters, indoor unit grills, ducts & filters through air blower etc.
2. Cleaning of the indoor unit body by wiping out the dust etc. with wet cloth.

Preventive Maintenance Services (PMS) Quarterly:

1. Every machine shall be serviced at least once every quarter.
2. Quarterly PMS shall include at least the following services :
 - a. Replacement of filter if found damaged/unusable.
 - b. Checking selector switch, thermostat, relays, remote control etc.
 - c. Checking motor bushings.
 - d. Checking ground connections.
 - e. Cleaning of blower and condenser fan.
 - f. Cleaning the evaporator & condenser coils.
 - g. Checking and tightening of nuts & bolts.
 - h. Oiling the motors.
 - i. Checking of the drive motors and fans.

- j. Wash & Checking cooling efficiency.
- k. Checking Firmness of the Supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of the air conditioners etc.
- l. Replacement of any component of air conditioners (Outdoor and indoor units, inlet and outlet Pipelines, electrical connections etc.) found defective after the above checks and tests.
- m. Charging of Refrigerant Gas during the period of Contract if need arises.

A maintenance schedule mutually agreed upon will be prepared before commencement of the AMC. Any delay beyond the agreed schedule will attract penalty of 1% of Rate Contract value per day of delay or part there of subject to maximum deduction of 10% of the Rate Contract value.

3. Annual Maintenance Services:

The scope of work shall include all checks and tests as detailed under routine maintenance services. In addition, annual maintenance services shall also include:

- A) Cleaning the condenser and evaporator coils with suitable detergent/chemical solution and flushing with high-pressure jet of water.
- B) Greasing of blower motors and all moving parts.

4. Break-down Services (BDS):

On call AMC services shall include attending to any complaint any time of

the year, on receipt of verbal/written complaint from caretaker PSeGS / DGG&IT. A record of the break-down calls attended duly acknowledged by the occupant or user of the AC & in his absence by the person in charge of the location of the AC, shall be maintained & displayed on the "Maintenance Card" kept with the AC& also copy of the same in records of the person in charge.

Ordinarily a complaint must be attended within 4 hours whenever no change of part is involved, however, in case of requirement of change of spare part, the complaint may be attended within 48 hours of its receipt. Thereafter, under both the cases the delay in attending complaint shall attract a levy of compensation at the rate of Rs.300/- per day& per AC subject to a maximum of Rs.1500/- against the complaint. Thus after 5 days PSeGS shall have the right to get the complaint rectified on his own through any other agency and the amount shall be recovered from the concerned agency.