

**THE MAHARASHTRA STATE CO-OP. BANK LTD.,
MUMBAI.**

(Incorporating the Vidarbha Co-op. Bank Ltd.)

Scheduled Bank

Sir Vithaldas Thackersey Smruti Bhavan,
9, Maharashtra Chamber of Commerce Lane,
Fort, Mumbai - 400 001.

**Request for Proposal for Servicing, Inspection & Preventive
Maintenance of AC & HVAC Units
at Regional Office, Nagpur**

1. NOTICE INVITING TENDER (NIT)

We invite sealed quotations from experienced and eligible HVAC/AC service contractors for carrying out Servicing, Inspection, Testing, Gas Checking, Cleaning, Commissioning and Preventive Maintenance of Air Conditioning and HVAC Units installed at Ground floor, First floor and Third Floor of Regional Office, Nagpur.

The AC units were installed approximately 4 years ago but the units has not been in use since installation. However, servicing and preventive maintenance are required to ensure smooth and efficient functioning of the systems.

Your quotation should reach at the following address on or before date 07-06-2026 during office hours i.e. 10.15 a.m. to 5.15 p.m. in the given format and should be accomplished of following terms & condition. Quotation should be in two bid format i.e. Technical bid & Commercial bid and same should be mentioned on respective envelope.

Address: -

The Manager,
The Maharashtra State Co-operative Bank Ltd.,
Regional Office, Dr. Dhananjay Gadgil Road,
Mahal, Nagpur – 440032

2. DETAILS OF WORK

Name of Work	One Time Servicing, Preventive Maintenance, Inspection, Testing and Commissioning of AC and HVAC Units at Regional Office, Nagpur
Location	Regional Office, Nagpur
Bid System	Technical Bid and Commercial Bid
Completion Period	1 Months from date of Work Order / acceptance of work order
Tender Period	30.05.2026 to 08.06.2026

Last date of submission	08.06.2026 Upto 05:00 PM
Technical Bid Opening Date	09.06.2026 at 03:00 PM at The Maharashtra State Co-operative Bank Ltd., Regional Office, Dr. Dhananjay Gadgil Road, Mahal, Nagpur – 440032
Commercial Bid Opening	Date of opening of Commercial Bid will be conveyed to Technically eligible bidders.

3. DETAILS OF NON-WORKING UNITS

Sr. No.	Floor	Type of AC	Qty	Company
1	Ground Floor	Ductable AC	2	Bluestar
2	Ground Floor	Split AC	1	
3	1st Floor	HVAC Units	3	HMAX
4	1st Floor	Central AC (VRF Cassette)	3	Bluestar
5	1st Floor	Split AC	2	
6	3rd Floor	Ductable AC	2	

Total Units: 13 Nos.

Note –

- Site visit is mandatory before submission of the Commercial Bid. The bidder shall inspect the site thoroughly and submit the Commercial Bid only after the site visit. No extra charges or additional claims shall be entertained without prior written approval from the Bank.
- The vendor shall inspect the site and submit all required reports related to additions, adaptations or changes necessary to complete the project as part of the bidding projects.

4. SCOPE OF WORK

- Cleaning of evaporator and condenser coils
- Cleaning and washing of filters
- Drain tray and drain pipe cleaning
- Checking compressor functioning
- Electrical terminal tightening
- Checking gas pressure and leakage
- Outdoor unit inspection
- Cooling performance testing
- Testing motors, blowers and control panels
- Repair or Replacement of PCB and PCB wiring
- Servicing and Commissioning of the AC units in proper working condition.
- Submission of servicing and inspection report
- Commissioning and Testing of entire Air Conditioning system in full capacity.

5. ELIGIBILITY CRITERIA

- Minimum 3 years experience in AC/HVAC servicing work.
- Experience in servicing Split AC, Ductable AC, VRF and HVAC systems.
- Contractor should possess valid GST and PAN registration.
- Contractor should deploy skilled technicians and proper tools.

6. TERMS & CONDITIONS

- Contractor shall inspect the site before quoting rates.
- All tools and testing instruments shall be arranged by contractor.
- Work shall be executed without disturbing office functioning.
- Any damage caused during servicing shall be rectified by contractor at own cost.
- No advance payment shall be made.
- Payment shall be released after satisfactory completion of work.
- GST shall be mentioned separately.
- Bank reserves the right to accept or reject any tender without assigning any reason.
- All safety precautions shall be followed during execution of work.
- Any complaint within 30 days shall be attended without additional charges.
- Any accident or mishap while carrying out the said work will be the responsibility of the contractor.

7. GENERAL INSTRUCTIONS

- Tender shall be submitted in sealed envelope.
- Technical and Commercial bids shall be submitted separately.
- Tender Fee and EMD shall be submitted in separate sealed envelopes. Bids submitted without the prescribed Tender Fee and EMD shall be liable for rejection.
- All the envelopes shall be duly superscribed with the Tender Number (if available), Name of Work, and Bidder's Name.
- Incomplete tenders are liable for rejection.
- Rates shall remain valid for 60 days.
- Envelope should superscribe: "Tender for Servicing of AC & HVAC Units at Regional Office, Nagpur."
- Contractor will be liable for any delay or damages to the bank's property while carrying out the said work.

8. Tender Fee & EMD

- Tender Fee – 500 + (18% GST) = Total Tender Fee = **590/-**
- EMD Amount – **5000/-**

Both the tender fee and EMD amount should be submitted in the form of a **Demand Draft (DD)** in favour of **The Maharashtra State Co-operative Bank Ltd. Payable at Nagpur**

9. TECHNICAL BID FORMAT

Name of Contractor: _____

Address: _____

Contact No.: _____

Email ID: _____

Sr. No.	Description	Details
1	Years of Experience	
2	GST Number	
3	PAN Number	
4	Number of Technicians	
5	Similar Work Experience	
6	List of Clients	
7	Whether Site Visited	Yes / No

Signature of Contractor

Seal & Date

10. COMMERCIAL BID FORMAT

Non Working AC & HVAC Unit								
REGIONAL OFFICE, Nagpur								
Sr No.	Floor	AC Type	No. of AC	Place	Company	Amount	GST	Grand Total
1	Ground Floor	Ductable AC	2	Meeting Hall & Accounts Dept.	Bluestar			
2		Split AC	1	Accounts Dept. Cabin				
3	1st Floor	HVAC Unit	3	Hall	HMAX			
4		Central AC (VRF) Casset AC	3	Guest House	Bluestar			
5		Split AC	2	Stage side and open passage				
6	3rd Floor	Ductable AC	2	VIP Room	Bluestar			

Summary –

Particular	Basic Amount	GST	Grand Total
Servicing, Inspection, Installation, Testing, Commissioning & Preventive Maintenance of AC & HVAC Units at MSC Bank, Regional Office, Nagpur			

Note –

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