



Directorate of Technical Education

Maharashtra State, 3, Mahapalika Marg,
Post Box No.1967, Mumbai- 400 001.
Telephone No.022-68597470/411/431,

E-mail-desk11@dtmaharashtra.gov.in, Web: <http://www.dtmaharashtra.gov.in>



No : 11/DTE/AMC- Water cooler / 2026-27/416

Date: 11 4 AUG 2026

Invitation for Quotation (2 Envelope)

Sealed tender (2 envelope system) are invited from service providers / their authorised supplier's / for fixing annual rates for the maintenance and repair services of Water Cooler and Water Purifier at the Directorate of Technical Education. The tender in specified format, along with necessary supporting documents should be sealed in an envelopes and submitted to this office on or before the prescribed time and date mentioned in this invitation letter.

Tenders are to be submitted for the items / services mentioned below and such envelope must be super scribed with enquiry number and date & time of submission of the tenders for that item.

Sr. No	Discription	Qty	Rate per Unit in Rs. (inclusive of all taxes)
AMC rates for Two Years			
1.	AMC OF 82 Ltr. Water Cooler	2	
2.	AMC OF 82 Ltr. Water Cooler with Purifier	1	
3.	AMC OF High flow water Purifier	2	
4.	AMC OF 20" inch bowl High Flow Water Purifier	1	

Last date for submission of Tendering the offers in sealed envelope (Envelope 1 and Envelope 2 to be packed and sealed in Third bigger envelope) to this office is 25 /08/2026 till 1.00pm.

1. Scope of Work

The AMC shall cover preventive maintenance, routine servicing, breakdown maintenance and replacement of all consumables and spare parts required to keep the Water Coolers and Water Purifiers in perfect working condition.

The AMC shall include following Spare parts. No extra charges shall be payable during the contract period.

A. Water Coolers -

Item Name			
Compressor	Condenser fan motor	Thermostat	Relay and overload protector
Relay and overload protector	Starting and running capacitors	Water taps	Water tank cleaning
Copper tubing and drain pipes	Gas charging/refilling in case of gas leakage	Electrical wiring and switches	Chemical cleaning and descaling
Replacement of damaged fittings	All labour and transportation charges		

B. Water Purifiers (RO/UV)

Sediment filter candles	SMPS
Carbon filters	Float switch
Pre-carbon and post-carbon cartridges	TDS controller
RO membrane	Pipes and fittings
UV lamp	Hose clips
Booster pump	Electrical components
Solenoid valve	All labour and transportation charges

2. Preventive Maintenance Schedule

Water Purifiers

Sr. No.	Activity	Frequency
1	General servicing and cleaning	Monthly
2	Replacement of Sediment Filter Candle	Every 3 months (4 times/year)
3	Replacement of Carbon Filter	Every 6 months (2 times/year)
4	Replacement of Pre Carbon and Post Carbon	Every 6 months (2 times/year)
5	Replacement of RO Membrane	Once every year or earlier if required
6	Replacement of UV Lamp	Once every year
7	Checking TDS level and output quality	Monthly
8	Sanitization and chemical cleaning	Quarterly

Water Coolers

Sr. No.	Activity	Frequency
1	General servicing	Quarterly
2	Cleaning of condenser and cooling system	Quarterly
3	Chemical descaling and tank cleaning	Quarterly
4	Inspection of thermostat and electrical system	Quarterly
5	Gas pressure checking	Quarterly
6	Gas charging/refilling in case of leakage	As and when required

3. Breakdown Maintenance

1. Complaints shall be attended within 24 hours of intimation.
2. The equipment shall be restored within 48 hours.
3. In case of major repairs requiring shifting of equipment, prior permission of the Directorate shall be obtained.

4. No equipment or parts shall be removed from office premises without written permission.

4. Gas Leakage

The contractor shall detect and rectify gas leakage and refill refrigerant gas whenever necessary.

The cost of:

Refrigerant gas	Copper tubing
Brazing and welding work	Compressor oil
Labour charges	

shall be included in the AMC charges and no additional payment shall be made.

5. Consumables to be Replaced Free of Cost

The following items shall be replaced free of cost during AMC:

1. Sediment Filter Candle – Four times in a year.	9. SMPS.
10. 2. Carbon Filter – Twice in a year.	10. Float Switch.
11. Pre Carbon Cartridge – Twice in a year.	11. TDS Controller.
12. Post Carbon Cartridge – Twice in a year.	12. Pipe fittings and connectors.
13. RO Membrane – Once in a year or whenever required.	13. Water taps.
14. UV Lamp – Once in a year.	14. Relay, thermostat and capacitors.
15. Solenoid Valve.	15. Fan motors.
16. Booster Pump.	16. Any other part required to maintain uninterrupted operation.

6. Monthly Preventive Visits

The successful bidder shall carry out minimum twelve preventive maintenance visits during the contract period.

In addition, breakdown calls shall be attended without any extra charges.

Instructions to bidders and Terms & Conditions

1. The tender must be submit in sealed envelope, in prescribed format with details of enquiry super scribed on envelope. Online / email tenders will not be accepted.
2. The tender including Technical envelope (envelope 1) and commercial envelope (envelope 2) must be submitted in the drop box kept in Desk11 of this office on or before the 1.00pm, on 2-5/08/2026 . Tenders will be opened at 4.00pm on the same day.
3. The tender must be submitted by necessary technical literature and other documents as mentioned in this document.
4. The bidder must not be a defaulter to any Government authorities and must not have been black listed/debarred from supplying of goods. Submit an undertaking to that effect.
5. The bid must be for all-inclusive prices of the goods / services and must include all taxes and levies, transportation charges, freight etc. Delivery to the consignee has to be effected within 4-6 weeks from the date of issue of purchase order.
6. The contract will be initially for period of 1 Year. If the service is satisfactory during the Contract period, then the contract may be extended for next 1 year, with mutual Consent. Such extension of contract shall be as per same terms and conditions and rates in the previous contract.
7. Rates quoted should be valid for 90 days from the last date of submission of quotation.
8. The bid offer must comply with all technical requirements of the user department/consignee. Mere quoting of lowest price will not be the criteria for award.
9. Successful vender will have to sign a contract agreement in non-judicial stamp paper of Rs.500/- Format of Agreement is available in this office.
10. The bidder must quote and submit the GST paid proof for the last quarter.
11. The consignee will make payment for the goods / services received by way of RTGS/NEFT/ECS, so the supplier will have to provide bank details to the consignee.
12. Payment will be made after delivery, successful installation, and a working trial at the consignee's location. Successful vender must submit the invoice in three copies, one copy affixed with a rs.1 revenue stamp if amount is exceeded above 5000/-.
13. A Complaint Register shall be maintained in this office. The successful bidder shall be required to attend to and rectify complaints pertaining to the air-conditioning units recorded therein. Complaints intimated by this office up to 1:00 p.m. on working days shall be attended to within 24 hours from the time of intimation. Complaints intimated after 1:00 p.m. on working days shall be attended to within 48 hours from the time of intimation.
14. In the event of failure on the part of the successful bidder to attend to a complaint within the stipulated time period, a penalty at the rate of 0.5% of the Annual Maintenance Contract (AMC) value, excluding applicable taxes, shall be imposed for each day or part thereof of delay beyond the prescribed response period. The amount of penalty so levied shall be recovered from the monthly/quarterly bill(s) payable to the contractor.
15. The total penalty recoverable during the contract period shall not exceed 10% of the total AMC value (excluding applicable taxes). In case of persistent default or unsatisfactory

performance, this office reserves the right to terminate the contract and make alternative arrangements at the risk and cost of the contractor, without prejudice to any other rights available under the contract.

16. This office may call for additional documents and/or information required for processing the bids.
17. This office reserves the right to reject any or all bid offers, without assigning any reason(s), thereof.
18. List of documents to be attached: -

Sr.No.	Type of document to be attached in bid offer Envelop -1
1	covering letter with details of bidders, address, telephone number, mobile number, email ID, name, signature and seal
2	Type of Business Entity; manufacturer/ authorised dealer, any other (to be specified).
3	PAN card photocopy
4	sales tax /VAT /GST TIN number and proof of GST paid for the last quarter.
5	Offer letter on bidder's letterhead stating make and model quoted (THIS OFFER LETTER SHOULD BE SEPERATE FROM OTHER DOCUMENTS mentioned therein).
	Type of document to be attached in bid offer Envelop -2
6	Price quote along with taxation, inclusions and exclusions, if any
7	Undertaking the bidder has not been blacklisted or debarred from supplying previously.
8	Undertaking about compliance of terms and conditions mentioned in this quotation
9	Bill of Material / Bill of quantity (BoM/BoQ/Packing list)
10	Envelope 3 - Envelope 1 and Envelope 2 are to sealed and packed in Envelope 3. Envelope 3 should be super scribed with enquiry number and date and addressed to the Director Technical Education, Maharashtra, Mumbai. This envelope should be submitted on or before the last date and time mentioned in this document.

(Dr. Promod Naik)
I/C Director,
Technical Education,
Maharashtra State. Mumbai

Copy to: -1) NoticeBoard, Desk11, DTE HO
2) IT cell, DTE for publishing on website

ANNEXURE 1

AMC rates for Two Years		
Sr. No	Discription	Qty
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4.	AMC OF 20" inch bowl High Flow Water Purifier	1

DECLARATION

I, the undersigned, hereby declare that I have read and understood all the terms and conditions prescribed by the Directorate of Technical Education for this quotation and that I fully accept them.

I further declare that all the information furnished by me along with this quotation is true and correct, and that all documents enclosed herewith are true copies of the original certificates/documents.

I/my organization represented by me have experience in handling confidential documents. I am fully aware that if any information provided by me or any of the documents submitted along with this quotation is found to be false, legal action may be initiated against me. I accept full responsibility for the authenticity and correctness of the information and documents submitted by me.

Date :-

Signature:-

Place :-

Name :-