

No. ICMR-NIVMU/NIV Funds/PP No.189/2025-26

21.08.2025

QUOTATION ENQUIRY

Sealed quotations are invited on behalf of the Officer-in-Charge, ICMR-National Institute of Virology, and Mumbai Unit for Non-Comprehensive maintenance Contract (Six monthly Contracts) as mentioned below.

Sr. No.	Particulars	Quantity	Important Note
1.	Annual Maintenance Contract (Non-Comprehensive) for half yearly from the period 1 st October 2025 to 31 st March 2026.		
	Air Conditioner Central 16.5 TR (HCL/ERC/B-49)	1 no.	Attached Scope of work.
	Air Conditioner Central 16.5 TR (HCL/ERC/B-50)	1 no.	

The quotation superscribed as “**Quotation for AMC for Air Conditioner Central half yearly**” addressed to the **The Officer In-Charge, ICMR - National Institute of Virology, Haffkine Institute Compound, Acharya Dondhe Marg, Parel Mumbai - 400012 (Attention: Section Officer-Purchase/Stores)** should be dropped at the Admin Department and sent through by Speed post / courier (with signature & seal in company letter head) latest by **04.09.2025 till 3.00P.M**

OTHER TERMS & CONDITIONS

8. This is an enquiry and must not be treated as an order.
9. The NIV office reserves the right to accept or reject any or all applicants without assigning any reasons.
10. Any decision taken by the Director and Officer-In-Charge, NIV at any point of time in connections with this process shall be final and conclusive and no claim or dispute from any quarter in that regard shall be entertained.
11. No advance payment will be made. The payment will be made on receipt of services / material availed and satisfactory report of the end users.
12. ICMR-NIV will not be responsible for any delay for receipt of quotations.
13. Requirement of material quantity will either increase or decrease. Final requirement will be mention in the purchase order issue to the firm.
14. Quotation validity should be mentioned in the quotation. Delivery period should be clearly indicated in the quotation.

SECTION OFFICER

Scope of Work for Air Conditioner:

- Cleaning of indoor and outdoor unit with water jet machine or blower without disturbing lab Environment
- Checking switches, insulation, physical and cable connections of unit.
- Checking general performance of unit.
- Checking blower motor and compressor if any predictive breakdown happened.
- Service Engineer should have valid office ID and deep knowledge of HVAC.