



माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर  
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR  
Deemed to be University  
(Declared under Distinct Category by Ministry of Education, Government of India)  
NAAC ACCREDITED WITH A++ Grade  
Gola Ka Mandir, Gwalior (M.P.)- 474005, INDIA  
Ph.:+91-751-2409300, E-mail: director@mitsgwalior.in, Website: www.mitsgwalior.in



Cost of tender form: Rs. 1000+18% GST= Rs 1,180/-(Non-refundable)

S.No.



## TENDER DOCUMENT

FOR

**Maintenance/Serviceing of Air Conditioners**

**Tender, 2025-2026**

**Pre Bid Meeting: - 16/03/2026 at 04:00 PM**

**Date/Time of Closing: 23/03/2026 at 02:00 PM**

**Bid Opening: 23/03/2026 at 03:00 PM**

The tender documents contains pages 08 from page no.01 to 08



माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर  
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR  
Deemed to be University  
(Declared under Distinct Category by Ministry of Education, Government of India)  
NAAC ACCREDITED WITH A++ Grade  
Gola Ka Mandir, Gwalior (M.P.)- 474005, INDIA  
Ph.:+91-751-2409300, E-mail: director@mitsgwalior.in, Website: www.mitsgwalior.in



### TENDER NOTICE

Scaled tenders are invited from eligible registered suppliers/agencies/contractor who are registered and having TIN/PAN/GST No. and proof of Income Tax clearance Certificate. The tender form shall be issued to those agencies/firms who qualify the below criteria.

S.No.	Category of Tenders	Earnest Money (Rs.)	Cost of Tender form Rs.
1	Maintenance/Servicing of Window/Split/Cassette/Tower Air Conditioners	10,000/-	1000+18% GST= Rs 1,180/-

The tender document can be obtained from the office of the Registrar, on or before 23.03.2026 up to 01:00 PM by depositing the cost of tender form in cash/DD in favor of Vice Chancellor, MITS-DU self-finance, payable at Gwalior (Non-refundable) in the Institute working hours. The last date for the submission of completed tender form is 23.03.2026 up to 02.00 PM and tenders will be opened on at 03:00 PM in the presence of the tenderers or their representatives. The tender documents can be downloaded from the website www.mitsgwalior.in. The tenders directly downloaded from the website, must be attached with a Draft/Pay order in favor of the Vice Chancellor, MITS-DU self -finance, Gwalior, payable at Gwalior, for the tender cost.

*PSM*

OSD TO VICE CHANCELLOR

## GENERAL TERMS AND CONDITIONS

1. Tender documents can be obtained against cash payment/DD of Rs. 1180 (Rs 1000/- + 18% GST) in favour of **“Vice Chancellor, MITS-DU self-finance”** payable at Gwalior (non-refundable) on or before 23.03.2026 up to **01:00 PM** from the Account office of MITS-DU during working days. The tender form can also be directly downloaded from the University website [www.mitsgwalior.in](http://www.mitsgwalior.in) and shall be enclosed with tender form fees of Rs. 1180/- in form of a D.D. in name of **“Vice Chancellor, MITS-DU self-finance”**, payable at Gwalior.
2. Earnest money amount of **Rs 10,000/-** deposit (EMD) is to be submitted directly as per item Head along with the completed tender form duly sealed in 1<sup>st</sup> envelop. The EMD shall be in the form of Demand Draft in favour of the **“Vice Chancellor, MITS-DU self-finance”** payable at Gwalior. The EMD of the successful bidder will be released after the expiry of the tender duration, on which no interest shall be payable.
3. Eligibility Criteria for applying for the tender:-
  - A. Firms/Agencies Registration Numbers
  - B. Valid PAN Card Number.
  - C. Valid GST Number (Applicable as per Govt. of India Norms).
  - D. Last three-year ITR /income Tax clearance certificate.
  - E. Proof of Past Satisfactory assignment of the same nature done in the reputed departments.
4. **Submission of completed tender:** Tender shall be submitted in two bid system.
  - (i) **All relevant documents pertaining to eligibility criteria along with signed tender document, DD of E.M.D., Receipt of Purchase the tender document from MITS-DU/ DD of Tender form Cost (if downloaded from institute website),** are to be kept in duly sealed **one envelope marked as Technical Bid.** *In case the 1<sup>st</sup> envelop is not annexed for eligibility criteria in the proper form as mentioned above in clause (3) and/or is without E.M.D. the envelop marked 2<sup>nd</sup> will not be opened at all and the same will be rejected and no representations shall be entertained in this regard.*
  - (ii) Second envelope duly sealed shall have **only financial bid marked as Financial Bid.** *In case of any mismatch in numbers, only the amount written in words shall be considered final. In the event of overwriting, crossing out, or corrections, the committee reserves the right to cancel the document.*
  - (iii) Both envelopes (sealed envelopes marked as 1<sup>st</sup> and 2<sup>nd</sup>) shall be superscribed and be kept into a duly sealed third envelope. Third envelope must be addressed to the Vice Chancellor, MITS-DU Gwalior and clearly written as **“The tender document for.....”** (Name of tender).
5. The last date and time of submission of tenders is on 23.03.2026 upto **02:00 PM**.
6. Tenders will be opened on 23.03.2026 at **03:00 PM**. Technical bid will be opened at **03:00 PM** and the financial bid for the eligible tenderers will be opened on the same day.
7. Validity of the rates will be up to one year and maybe extended another one year with mutual consent/Agreement.
8. Telegraphic/Fax/E-mail and conditional tenders shall not be accepted.
9. **Vice chancellor, MITS-DU, Gwalior,** reserves the right to accept or reject any or all tenders without assigning any reason thereof, **even the lowest tender does not necessarily qualify for the order.**
10. The rates should be **F.O.R. at site (University Premises)** & No extra charges on this account (for Octroi, VAT, sales tax and surcharge, etc) shall be payable to the suppliers.
11. Our University is exempted to pay excise duty.
12. The rates should include all material, labour charges, profit & relevant taxes including GST, if any.
13. The tenderers whose tender is accepted shall have to sign an agreement as per the format of University.
14. Any amount due or becoming due for the tender shall be recovered from their bills.

15. The competent authority reserves the right to increase or decrease the quantity of any item or cell during the period of contract. The tenderers will be bound to comply with the order of the competent authority without any claim and compensation.
16. The rate should be competitive and workable.
17. **Arbitration:**
  - (i) This has been mutually agreed between the MITS-DU and successful vendors that any dispute arising out of this agreement shall be referred for "Arbitration" to the Vice Chancellor, MITS-DU, Gwalior and his decision shall be binding on the vendor. The vendor shall not raise any question of competence of the Vice Chancellor, MITS-DU, Gwalior, to act as sole arbitrator.
  - (ii) During the pendency of the arbitration proceeding and currency of contract, the Contractor/ vendor shall not be entitled to suspend the work / service to which the dispute relates on account of the arbitration and payment to the contractor/ vendor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Gwalior only.
  - (iii) The arbitration would be conducted and governed by and under the provisions of Arbitration Act. 1996. Any legal dispute will be subject to jurisdiction of civil court of Gwalior (MP) and no other court shall have the jurisdiction.
18. The Income Tax shall be deducted from the bills as per the rules.
19. The whole supply/maintenance work should be satisfactorily executed within stipulated time from the date of issue of order. Time extension will not be permitted.
20. The tenderers shall execute the work as per specification mentioned in the supply/work order.
21. The tenderer should satisfy himself regarding the magnitude of the supply and no claim on this account shall be entertained thereafter.
22. M.I.T.S-DU., Gwalior will have rights to check the sample before supply of required materials.
23. Payment will be made after the successful and satisfactory supply and completion of the work.
24. The contractor/firm have to be completed the assigned works or part of work positively otherwise it will be treated as breach of the contract and deposited earnest money shall be forfeited.
25. The EMD of successful tenderers will be released only after Completion of Tender duration.
26. The University shall not be responsible for any loss or damage of materials or labor of any kind.
27. The final rates shall be indicated both in figures and in words, and in case of any discrepancy or ambiguity, the amount expressed in words shall prevail.
28. The compressor which is in original condition will have to be replaced with new compressors of same make when they fail, the cut compressors can be got repaired.
29. On breakdown of any machine, call should be attended immediately on the same day.

  
**I/c Electrical Maintenance Cell**

  
**OSD TO Vice Chancellor**

I have studied the above general conditions of the contract and shall abide by them.

**Seal & Signature of the Agency/Firm**

## FINANCIAL BID

**(A) Required materials for maintenance:**

S.N.	Items	Make	Quantity	Warranty/ Guaranty	Rate With GST
1	Indoor Split A/c 01 Ton Fan Motor DC new	Std. Make	01 No.		
2	Indoor Split A/c 1.5 Ton Fan Motor DC new	Std. Make	01 No.		
3	Indoor Inverter Split A/c 1.5 Ton Fan Motor DC new	Std. Make	01 No.		
4	Indoor Split A/c 02 Ton Fan Motor DC new	Std. Make	01 No.		
5	Indoor Cassette A/c 02 Ton Fan Motor DC new	Std. Make	01 No.		
6	Indoor Split A/c 01 Ton Blower new	Std. Make	01 No.		
7	Indoor Split A/c 1.5 Ton Blower new	Std. Make	01 No.		
8	Indoor Split A/c 02 Ton Blower new	Std. Make	01 No.		
9	Indoor Split A/c 01TonFlap swing motor new	Std. Make	01 No.		
10	Indoor Split A/c 1.5 Ton Flap swing motor new	Std. Make	01 No.		
11	Indoor Split A/c 02 Ton Flap swing motor new	Std. Make	01 No.		
12	Indoor Cassette A/c 02 Ton Flap swing motor new	Std. Make	01 No.		
13	Indoor Split A/c 01 Ton Flap new	Std. Make	01 No.		
14	Indoor Split A/c 1.5 Ton Flap new	Std. Make	01 No.		
15	Indoor Split A/c 02 Ton Flap new	Std. Make	01 No.		
16	Indoor display new for 01 Ton Split A/c	Std. Make	01 no.		
17	Indoor display new for 1.5 Ton Split A/c	Std. Make	01 no.		
18	Indoor display new for 1.5 Ton Inverter Split A/c	Std. Make	01 no.		
19	Indoor display new for 02 Ton Split A/c	Std. Make	01 no.		
20	Indoor display new for 01 Ton Window A/c	Std. Make	01 no.		
21	Indoor display new for 1.5 Ton Window A/c	Std. Make	01 no.		
21	Indoor display new for 02 Ton Window A/c	Std. Make	01 no.		
22	Indoor display new for 02 Ton Cassette A/c	Std. Make	01 no.		
23	Indoor Internal PCB new for 01 Ton Split A/c	Std. Make	01 no.		
24	Indoor Internal PCB new for 1.5Ton Split A/c	Std. Make	01 no.		
25	Indoor Internal PCB new for 1.5Ton Split Inverter A/c	Std. Make	01 no.		
26	Indoor Internal PCB new for 02 Ton Split A/c	Std. Make	01 no.		
27	Indoor Internal PCB new for 01 Ton Window A/c	Std. Make	01 no.		
28	Indoor Internal PCB new for 1.5 Ton Window A/c	Std. Make	01 no.		
29	Indoor Internal PCB new for 02 Ton Window A/c	Std. Make	01 no.		
30	Indoor Internal PCB new for 02 Ton Cassette A/c	Std. Make	01 no.		
31	Evaporating coil for 01 Ton Split A/c	Std. Make	01 no.		
32	Evaporating coil for 1.5 Ton Split A/c	Std. Make	01 no.		
33	Evaporating coil for 1.5 Ton Split Inverter A/c	Std. Make	01 no.		
34	Evaporating coil for 02 Ton Split A/c	Std. Make	01 no.		
35	Evaporating coil for 01 Ton Window A/c	Std. Make	01 no.		

36	Evaporating coil for 1.5 Ton Window A/c	Std. Make	01 no.		
37	Evaporating coil for 02 Ton Window A/c	Std. Make	01 no.		
38	Evaporating coil for 02 Ton Cassette A/c	Std. Make	01 no.		
39	Contactora	Std. Make	01 No.		
40	Split A/c remote	Any make	01 No.		
41	Outdoor Fan Blade for 01 Ton A/c	Std. Make	01 no.		
42	Outdoor Fan Blade for 1.5 Ton A/c	Std. Make	01 no.		
43	Outdoor Fan Blade for 02 Ton A/c	Std. Make	01 no.		
44	Outdoor Fan Motor new for 01 Ton Split A/c	Std. Make	01 no.		
45	Outdoor Fan Motor new for 1.5 Ton Split A/c	Std. Make	01 no.		
46	Outdoor Fan Motor new for 1.5 Ton Split Inverter A/c	Std. Make	01 no.		
47	Outdoor Fan Motor new for 02 Ton Split A/c	Std. Make	01 no.		
48	Outdoor Fan Motor new for Window A/c	Std. Make	01 no.		
49	Outdoor Fan Motor new for 02 Ton Cassette A/c	Std. Make	01 no.		
50	Running/starting Capacitor 40 mfd for 01 Ton A/c	Std. Make	01 no.		
51	Running/starting Capacitor 50 mfd for 1.5 Ton A/c	Std. Make	01 no.		
52	Running/starting Capacitor 60 mfd for 02 Ton A/c	Std. Make	01 no.		
53	Capacitor for ODU motor Capacity 3.5 mfd	Std. Make	01 no.		
54	Outdoor Tray for Water drain Size 2.5feetx04 feet	-----	01 no.		
55	Drain Pipe 0.75mm UPVC	Std. Make	01 mtr.		
56	Rubber Gutka for mounting	-----	01 set		
57	Relay overload	Std. Make	01 no.		
58	Air conditioner Capillary Tube	Std. Make	01 feet		
59	Filter (for condensing coil)	Std. Make	01 no.		
60	Condensing coil for split A/c 01 Ton	Std. Make	01 no.		
61	Condensing coil for split A/c 1.5 Ton	Std. Make	01 no.		
62	Condensing coil for split A/c 02 Ton	Std. Make	01 no.		
63	Condensing coil for window A/c 01 Ton	Std. Make	01 no.		
64	Condensing coil for window A/c 1.5 Ton	Std. Make	01 no.		
65	Condensing coil for window A/c 02 Ton	Std. Make	01 no.		
66	Condensing coil for Cassette A/c 02 Ton	Std. Make	01 no.		
67	Outdoor PCB new for Split A/c	Std. Make	01 no.		
68	Outdoor PCB new for Split Inverter A/c	Std. Make	01 no.		
69	ODU Expansion Valve Size 1/2"	Std. Make	01 no.		
70	ODU Expansion Valve Size 1/4"	Std. Make	01 no.		
71	ODU Expansion Valve Size 3/8"	Std. Make	01 no.		
72	ODU Expansion Valve Size 5/8"	Std. Make	01 no.		
73	Filler Nut Size 1/2"	Std. Make	01 no.		
74	Filler Nut Size 1/4"	Std. Make	01 no.		
75	Filler Nut Size 3/8"	Std. Make	01 no.		
76	Filler Nut Size 5/8"	Std. Make	01 no.		
77	Rotary compressor 1.5T(R32)	Blue Star	01 no.		
		Mitsubishi	01 no.		
		Highly	01 no.		
		GMCC	01 no.		
		Hitachi	01 no.		
78	Rotary compressor 1.5T(R410)	Blue Star	01 no.		

		Mitsubishi	01 no.		
		Highly	01 no.		
		GMCC	01 no.		
		Hitachi	01 no.		
		Samsung	01 no.		
79	Rotary compressor 1.5T(R22)	Blue Star	01 no.		
		Mitsubishi	01 no.		
		Highly	01 no.		
		GMCC	01 no.		
		Hitachi	01 no.		
		Samsung	01 no.		
80	Rotary compressor 02T(R32)	Blue Star	01 no.		
		Mitsubishi	01 no.		
		Highly	01 no.		
		GMCC	01 no.		
		Hitachi	01 no.		
		Samsung	01 no.		
81	Rotary compressor 02T(R410)	Blue Star	01 no.		
		Mitsubishi	01 no.		
		Highly	01 no.		
		GMCC	01 no.		
		Hitachi	01 no.		
		Samsung	01 no.		
82	Rotary compressor 02T(R22)	Blue Star	01 no.		
		Mitsubishi	01 no.		
		Highly	01 no.		
		GMCC	01 no.		
		Hitachi	01 no.		
		Samsung	01 no.		

**(B) Maintenance/Repairing Work:-**

S.N.	Name of Job	Quantity	Rate With GST
01	Servicing of Split Air conditioner 01 Ton (Ordinary service without Jet)	01 Job	
02	Servicing of Split Air conditioner 1.5 Ton (Ordinary service without Jet)	01 Job	
03	Servicing of Split Air conditioner 02 Ton (Ordinary service without Jet)	01 Job	
04	Servicing of Split Air conditioner 01 Ton (Water Jet service)	01 Job	
05	Servicing of Split Air conditioner 1.5 Ton (Water Jet service)	01 Job	
06	Servicing of Split Air conditioner 02 Ton (Water Jet service)	01 Job	
07	Servicing of window Air conditioner 01 Ton (Water Jet service)	01 Job	
08	Servicing of window Air conditioner 1.5 Ton (Water Jet service)	01 Job	
09	Servicing of window Air conditioner 02 Ton (Water Jet service)	01 Job	
10	Servicing of cassette Air conditioner 02 Ton (Water Jet service)	01 Job	
11	Servicing of Tower Air conditioner (Water Jet service)	01 Job	
12	Gas Charging of 01 Ton Split A/c	01 Job	
13	Gas Charging of 1.5 Ton Split A/c	01 Job	
14	Gas Charging of 02 Ton Split A/c	01 Job	
15	Gas Charging of 1.5 Ton Window A/c	01 Job	
16	Gas Charging of 02 Ton cassette A/c	01 Job	
17	Gas Charging of Tower A/c	01 Job	
18	Repairing of Indoor PCB for 01 Ton Split A/c	01 Job	
19	Repairing of Indoor PCB for 1.5 Ton Split A/c	01 Job	

20	Repairing of Indoor PCB 02 Ton Split A/c	01 Job	
21	Repairing of Indoor PCB 02 Ton cassette A/c	01 Job	
22	Repairing of outdoor Fan Motor for window A/c 01Ton	01 Job	
23	Repairing of outdoor Fan Motor for window A/c 1.5 Ton	01 Job	
24	Repairing of outdoor Fan Motor for window A/c 02 Ton	01 Job	
25	Repairing of outdoor Fan Motor for Split A/c 01Ton	01 Job	
26	Repairing of outdoor Fan Motor for Split A/c 1.5 Ton	01 Job	
27	Repairing of outdoor Fan Motor for Split A/c 02 Ton	01 Job	
28	Repairing of outdoor Fan Motor for cassette A/c 02 Ton	01 Job	
29	Repairing of outdoor Fan Motor for Tower A/c	01 Job	
30	Uninstallation of Split A/c	01 Job	
31	Uninstallation of Window A/c	01 Job	
32	Uninstallation of cassette A/c	01 Job	
33	Installation of Split A/c	01 Job	
34	Installation of Window A/c	01 Job	
35	Installation of cassette A/c	01 Job	
36	Core cutting for split a/c installation Dia min 03"	01 hole	
37	Repairing of Indoor Evaporator coil for Split A/c	01 Job	
38	Repairing of Indoor Evaporator coil for window A/c	01 Job	
39	Repairing of Indoor Evaporator coil for cassette A/c	01 Job	
40	Repairing of outdoor condensing coil for Split A/c	01 Job	
41	Repairing of outdoor condensing coil for window A/c	01 Job	
42	Repairing of outdoor condensing coil for cassette A/c	01 Job	

**Name:**

**Signature:**

**Date:**

**Seal & Signature of the Agency/Firm**