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'Arogya Bhavan', 3rd floor,
St. George Hospital Compound,
P D'mello Road, Fort, Mumbai 1

NHM/Store /Air Conditioner Machine/110819/ /2026/12-4338

Date: 03/02/2026

To,

Sub :- Invitation of quotations for "Appointment of Agency for Comprehensive Annual Maintenance Contract of Air- Conditioner Machines " at G.T. Mantralaya & Arogya Bhavan - Mumbai.

Dear Sir / Madam,

We are inviting to submit your most competitive rates for "Appointment of Agency for Comprehensive Annual Maintenance Contract of Air-Conditioner Machine" at Arogya Bhavan - Mumbai.

Schedule of Requirements

Sr. No.	Description	Qty	Comprehensive - AMC Rate (Per Unit)	Total Amount
1	Appointment of Agency For Annual Maintenance - Comprehensive of Air - Conditioner Machines for one year 1) G.T. Mantralaya - 22 Nos. 2) Arogya Bhavan, (NHM & DHS) - 139 Nos. (Split AC - 1 Ton to 2 Ton)	161 Nos (22 + 139)		
			Amount -	
			GST % -	
			Total Amount -	

- The Location of Air Conditioner Machines in the office of G.T. Mantralay & Arogya Bhavan is mentioned in Annexure - 1.

Scope of Work :-

1) Cleaning:-

- Air Filters: Cleaning or replacing air filters ensures proper airflow and prevents dust buildup, which can reduce efficiency and air quality.
- Coils (Evaporator and Condenser): Cleaning the coils removes dirt and debris, allowing the AC to cool effectively.
- Drain Lines: Ensuring the drain lines are clear prevents clogs and water damage.
- Fans: Cleaning the fans ensures proper airflow and prevents noise or vibration issues.

2) Inspection and Maintenance:-

- Refrigerant Levels: Checking and topping off refrigerant levels ensures the AC operates at peak performance.

- Electrical Connections: Inspecting and tightening electrical connections prevents malfunctions and safety hazards.
- Moving Parts: Lubricating moving parts (like fan motors and bearings) ensures smooth operation and reduces wear and tear
- Thermostat: Checking the thermostat ensures it's calibrated correctly and responds accurately to temperature changes.
- Condensate Pump: Inspecting the condensate pump for any potential problems.
- Airflow: Checking airflow through the vents and ducts to ensure proper distribution of cool air.

3) Testing:-

- Safety Switches: Verifying that safety and pressure switches are functional and responsive.
- System Cycling: Monitoring the AC as it cycles on and off to ensure proper operation.
- Condensate Line: Examining the condensate line for clogs and obstructions.

Responsibilities of service provider : -

Preventive maintenance for air conditioner machine is required as follows.

- Number of visits - service provider has visit for each machine once in a month for maintenance purpose.
- Service provider should do total maintenance work of Air condition machines and keep in working condition.
- The quotation called for the annual maintenance contract to provide maintenance service for Air conditioner machines in the office of State Health Society, Mumbai. Location details of Air conditioner machines are mentioned in enquiry.
- Service provider has to submit the visit report/Service report in detail.
- The monthly visit report should be certified by concern officer for Air conditioner machine.
- If air conditioner machine is not in a working condition due to damage of any spare part, the charges will not be paid separately, for spare parts replaced by the service provider. No additional service charges will be paid for maintenance.
- In case of discrepancy between unit price and total price, the unit price shall prevail.
- Quantity may be increase or decrease; hence price should be quoted for one unit only of each item.
- The agency shall be solely responsible for any act of commission and/ or commission on the part of staff deployed.
- The agency shall be responsible for complying with statutory requirements and obligation at their own costs.
- Rates quoted by the agency shall be fixed for the duration of the contract period.
- Service provider should compulsory provide safety kit to each person while performing the duty of AC related work.
- Each and every person must wear safety kit while performing the duty of Air condition machines.
- Service provider shall cover its personnel for personal accident and death while performing the duty and the purchaser shall own no liability and obligation in this regard.

Terms and condition :

1) Bid Price:

- a) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.

- b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to the adjustment on any account.

Each bidder shall submit only one quotation. Bidder has to write following matter on sealed envelope. Quotation for Annual Maintenance Contract for Air Condition machines at G.T. Mantralay & Arogya Bhavan - Mumbai.

2) Validity of Quotation:

Quotation shall remain valid for a period of not less than 30 days after the deadline date specified for submission.

3) Evaluation of Quotations

The procurement cell, NHM shall evaluate and compare the quotations determined to be Substantially responsive i.e.

- a) Are properly signed.
- b) Copy of PAN Card Registration.
- c) GST Registration certificate whichever applicable.
- d) Copy of Registration of the firm/agency (Shop Act License).
- e) Confirm to the terms and conditions.

4) Award of Contract:-

The procurement cell, NHM will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- a) Not with standing the above, the procurement cell, NHM reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at anytime prior to the award of contract.
- b) The bidder whose quotation is accepted will be notified about the award of Contract by the procurement cell, NHM prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

5) Period of Contract:

The period of contract shall be one year from the date of signing of the contract agreement.

6) Place for Services:

The service provider has to render the services during contract period as per requirements 10th floor at G.T. Mantralaya & Arogya Bhavan, Mumbai.

7) Subletting of Work:

The firm shall not assign or sublet the work or any part of it to any other person or agency.

8) Payment

Payment will be made on quarterly basis after completion of satisfactory work submission of invoice along with the service report certified by authorized officer. The procurement cell, NHM shall have every right to deduct the pending dues on account of loss, compensation, or any remedial action in monetary terms from the said payment. The supplier shall not agitate the said issue in future.

9) Liquidity Damages:

Liquidity damages at the rate of 0.5% per week for the delay in work subject to maximum of 10% computed on the value of delayed.

10) You are requested to provide your offer latest by **2.00 pm hours on dt. 12/2/2026**

- 11) Quotations will be open in the presence of the committee at 3.30 PM on ~~12.12.2026~~ ^{12.12.2026}
**In the office of the Arogya Bhavan 1st floor, St. George Hospital Compound, P.D'mello
Road, Mumbai-400 001.**

We look forward to receiving your quotations for your interest in this project.


Joint Director, ~~3/12/2026~~

National Health Mission, Mumbai

Annexure – 1

The Location of Air Conditioner Machines in the office of G.T. Mantralay & Arogya Bhavan are as below -

Sr.	Name Of Officer /Employee	Department	Qty.	Floor
1	Shri. Sameer Shaikh,	MMGPA	1	1st Floor
2	Shri. Sandesh Kothawade, Chief Pharmacy	MMGPA	1	1st Floor
3	Hon. MD, Shri. Chandrakant Dange	MMGPA	1	1st Floor
4	Shri. Vikram sing Yadav, Account Manegar	MMGPA	1	1st Floor
5	Shri. Amol Mutyal, General Manegar	MMGPA	1	1st Floor
6.	Dr. D.B. Khelkar	MMGPA	1	1st Floor
7	Dr. Harshal Kesari	MMGPA	1	1st Floor
8	Cabin - 108	MMGPA	1	1st Floor
9	Cabine - 109	MMGPA	1	1st Floor
10	Meeting Hall	MMGPA	1	1st Floor
11	Cabine - 111	MMGPA	1	1st Floor
Total -			11	

Sr.	Name Of Officer /Employee	Department	Qty.	Floor
1	Hon. Commissioner Health Services & MD. NHM	Rest Room, DHS	02	2 nd Floor
2	Rajesh Asawle	Store Dep. DHS	03	2 nd Floor
3	Dr.Sunita Golait, Joint Director, Hospital Cell	Rest Room, DHS	01	2 nd Floor
4	Dr. Aashis Bharti, Asst. Director, Proc. Cell	Rest Room, DHS	01	2 nd Floor
5	Shri. Rahul Gawai (dep. Engineer), IDW Cell	IDW Cell, NHM	01	2 nd Floor
6	IDW Cell, Cabine	IDW Cell, NHM	01	2 nd Floor
7	Rahul kamble, IDW Cell	IDW Cell, NHM	01	2 nd Floor
8	IDW Cell	IDW Cell, NHM	01	2 nd Floor
9	IDW Cell, Hall	IDW Cell, NHM	01	2 nd Floor
10	Shri. Devendra Pawar, SE, IDW Cell	IDW Cell, NHM	02	2 nd Floor
11	Conference Hall, IDW CELL	IDW Cell, NHM	02	2 nd Floor
12	Telemedicin Cell	Telemedicine Cell, NHM	01	2 nd Floor
13	IPHS Cell, Hall	IPHS Cell	03	2 nd Floor
14	Ayush Cell	Ayush Cell	01	2 nd Floor
15	Asst. Director, Ayush Cell	Ayush Cell	01	2 nd Floor
16	Procurement Cell	Procurement NHM	01	2 nd Floor
17	Store Department	Store Department	01	2 nd Floor
TOTAL			24	

Sr.	Name Of Officer /Employee	Department	Qty.	Floor
1	HWC Cell	HWC Cell	01	3 rd Floor
2	Meeting Hall	3 rd Floor Hall	01	3 rd Floor
3	Shri. Shyam Gaikwad	Audit Cell	01	3 rd Floor
4	Dr. Kendre, Asst. Dire.Blood Cell	Blood Cell	01	3 rd Floor
5	Hall	Hall, NHM	07	3 rd Floor
6	Meeting Hall	NUHM	02	3 rd Floor
7	Smt. Bhagyashree Rangari, ADV	LEGAL Cell	01	3 rd Floor
8	Dr. Duryodhan Chavan, DD	PDE Cell	01	3 rd Floor
9	Dr. Sarita Hajare, DD,DHS	Desk - 7	01	3 rd Floor
10	Shri. Sidhart Howal, AO	PDE Cell	01	3 rd Floor

11	Dr. Dipti Deshmukh, Asst. Dire. NUHM	NUHM Cell	01	3 rd Floor
12	Confrance Hall	DHS	02	3 rd Floor
13	Shri. Chandrakant Dange, Hon. MD. Procurement Authority	MD Cell	02	3 rd Floor
14	Dr. Nasima Khedkar, SPM NUHM	NUHM Cell	01	3 rd Floor
15	Audit Hall	AUDIT Cell	02	3 rd Floor
TOTAL			25	

Sr.	Name Of Officer /Employee	Department	Qty.	Floor
1	Hon. Director Finanace	FMG Cell, NHM	01	4 th Floor
2	Shri Sanjay Barge, FMG	FMG Cell, NHM	01	4 th Floor
3	Shri Sachine Bhosale, FMG	FMG Cell, NHM	01	4 th Floor
4	FMG Cell	FMG Cell, NHM	01	4 th Floor
5	Shri. Subhash Borkar, JD (NT)	JD (NT) NUHM	01	4 th Floor
6	Dr. Nagnath Muddam, DD, Narsing	NURSING DHS	01	4 th Floor
7	Dr. Nilima Sonavane, ADHS, Nursing	NURSING DHS	01	4 th Floor
8	Shri Amit Jaswal, Refral Transport	EMS	01	4 th Floor
9	AO, PG CELL	PG CELL	01	4 th Floor
TOTAL			9	

Sr.	Name Of Officer /Employee	Department	Qty.	Floor
1	Shri. Praveen Bagde, Adv.	Legal Cell	01	5 th Floor
2	Cash Cell	Cabin - 511	02	5 th Floor
3	Smt. Sushma Pawar, AO	DESK- 5	01	5 th Floor
4	Shri Praveen Nagrale, AO	DESK-1	01	5 th Floor
5	Shri. Bhau Bhangre, AO	DESK-2	01	5 th Floor
6	Shri Vishwash Kumavat, AO	C. A.O	01	5 th Floor
7	Smt. Bhoir,AO	2 A	01	5 th Floor
8	Shri. Omkar Shiddhewad	2 B	01	5 th Floor
9	Smt. Surwade,CEO	C A O	01	5 th Floor
10	Shri. Solanke, Joint Director	Public Administetive	03	5 th Floor
11	Smt. Kargavkar, CEO	CHIEF ADMINISTRATIVE OFFICER	01	5 th Floor
TOTAL			14	

Sr.	Name Of Officer /Employee	Department	Qty.	Floor
1	Conference Hall	DHS	02	6 th Floor
2	Dr. Hankare, ADHS	ASS. DIRECTOR DHS	01	6 th Floor
3	Dr. Golait, JD, Hospital	Hospital Cell	03	6 th Floor
4	Dr. Umesh Shirodkar, JD,Proc.	PURCHASE DEP.	01	6 th Floor
5	Dr.Prashant Uike, ADHS	HOSPITAL CELL	01	6 th Floor
6	Dr. Pooja Sing, DD	DHS	01	6 th Floor
7	Dr. Aprana Govkar, ADHS	ASS. DIRECTOR DHS	01	6 th Floor
8	Dr. Ashish Bharti, ADHS	ASS. DIRECTOR DHS	01	6 th Floor
9	Dr. Abhijeet Fadnavis, ADHS	HOSPITAL CELL DHS	01	6 th Floor
10	Shri Karbhari Choure, AO	HOSPITAL CELL DHS	01	6 th Floor
11	Shri. Prabhakar Arvindekar, AO	HOSPITAL CELL DHS	01	6 th Floor
12	Smt. Anjali Dangle, OS	HOSPITAL CELL DHS	01	6 th Floor
13	Gues Room	DHS	02	6 th Floor
14	Cabin - 615	Cabin - 615	01	6 th Floor
TOTAL			18	

Sr.	Name Of Officer /Employee	Department	Qty.	Floor
1	Dr. Vijay Baviskar, JD, NCD	NCD, NHM	01	7 th Floor
2	Dr. Sarita Hajare, DD, JD	NCD Cell	01	7 th Floor
3	Hon. Director	Director Cabin	03	7 th Floor
4	DHS CELL	DHS CELL	01	7 th Floor
5	Dr. Ashish Bharti, Asst. Dire.,DHS	DHS CELL	01	7 th Floor
6	Dr. Swapnil Lale, CEO	Mental Health Cell	02	7 th Floor
7	Dr. Madhuri Kale, Asst. Dire.	NCD Cell	01	7 th Floor
8	Dr. Sanjive Kumar Jadhav, DD	DHS	01	7 th Floor
9	Cabin - 711	Mental Health Cell	01	7 th Floor
10	Shri. Bhimshing Gawit	Mental Health Cell	01	7 th Floor
11	Dr. Dinesh Sutar	Dental Cell	01	7 th Floor
12	Guest Room	DHS	02	7 th Floor
TOTAL			16	
Sr.	Name Of Officer /Employee	Department	Qty.	Floor
1	IT CELL	IT, NHM	02	8 th Floor
2	Dr. Sameer Aglave	SPM Cell	01	8 th Floor
3	SPM Cell	SPM Cell	01	8 th Floor
4	15 Finance	15 Finance	02	8 th Floor
5	Shri. Kiran Nikalje	MD CELL	01	8 th Floor
6	Dr.Govind Pandit Chaudhari, JD	JD (T), NHM	02	8 th Floor
7	Meeting Hall - 804	MD Cell	01	8 th Floor
8	Shri. Vaibhav Patil	MD Cell	01	8 th Floor
9	Hon. Commissioner Health Services and MD., NHM, Cabin	MD Cell	03	8 th Floor
10	Meeting Hall - 802	MD Cell	02	8 th Floor
11	Conference Hall - 805	MD Cell	04	8 th Floor
12	Meeting Hall	Meeting Hall	02	8 th Floor
TOTAL			22	
Sr.	Name Of Officer /Employee	Department	Qty.	GT.Floor
1	Shri. Deepak Kendre, (DEP.SECRETARY)	Public Health Department	01	10 th Floor
2	Shri. Shivdas Dhule, (DEP.SECRETARY)	Public Health Department	01	10 th Floor
3	Shri. Atram, (JOINT SECRETARY)	Public Health Department	01	10 th Floor
4	Shri. Lahane, (JOINT SECRETARY)	Public Health Department	01	10 th Floor
5	Shri. Vahul, (DEP. SECRETARY)	Public Health Department	01	10 th Floor
6	Smt. Manisha Yadav, (P A)	Public Health Department	01	10 th Floor
7	Smt. Archana Valjhad,	DESK-5	01	10 th Floor
8	Inward Cell	Inward Cell	01	10 th Floor
9	Cash Section	Cash Section	01	10 th Floor
10	Hon. Secretary - 2	Public Health Department	05	10 th Floor
11	Hon. Secretary - 2, Waiting Hall	Waiting Hall	02	10 th Floor
12	Smt. Sonal Govande	OSD	02	10 th Floor
13	Hon. Add. Chief Secretary, Public Health	Public Health Department	04	10 th Floor
TOTAL			22	
Grand Total -			161	