



**IIM SIRMAUR**  
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

भारतीय प्रबन्ध संस्थान सिरमौर

Rampur Ghat Road,  
Paonta Sahib, Sirmaur,  
Himachal Pradesh-173025, India.

रामपुर घाट रोड,  
पांढटा साहिब, सिरमौर।  
हिमाचल प्रदेश-173025, भारत।

IIMS/Project/62/25-26

Date: 12.03.2026

**Request for Quotation**

To  
Senior Consultant (Project)  
Indian Institute of Management Sirmaur  
Dhaura Kuan, District Sirmaur  
Himachal Pradesh – 173031

Subject: Call for e-Quotations for Repair, Maintenance & Servicing of Air Conditioner of Admin Building at, City Campus, Rampur Ghat, IIM Sirmaur, H.P.

Sealed password-protected e-quotations are invited for the work titled: Repair, Maintenance & Servicing of Air Conditioner of Admin Building at, City Campus, Rampur Ghat, IIM Sirmaur, H.P. Interested and eligible contractors may submit their quotations as per the details mentioned below.

Work Type	Quantity	Unit	Unit Rate (₹)	Total (₹)
AC wet Servicing	78	Nos		
Gas Refilling 2 ton	14	Nos		
Gas Refilling 1.5 ton	6	Nos		
Gas Refilling 1 ton	3	Nos		
Fan Motor replace 2ton/1.5 ton	4	Nos		
Capacitor Replacement 1.5/ 2 /1 ton	8	Nos		
PCB Repair 2 ton	3	Nos		
Compressor change 2 ton	2	Nos		
Major Repairs outdoor	3	Nos		
Copper pipe with insulation and termination	25	Meter		
3 core wire-copper 2.5mm with sleeve	25	Meter		
Uninstallation and re-installation –Shifting of AC with all respect	8	Nos		
<b>Total Amount including GST and all applicable taxes</b>				

Page 1 of 4





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Quoted Amount in Words: \_\_\_\_\_

### SPECIAL CONDITIONS OF CONTRACT (SCC)

#### 1. Scope of Work:

1.1 The work shall include comprehensive servicing, repair, maintenance, gas refilling, rectification of water leakage, replacement of defective parts (such as capacitors, fan motors, etc.), and restoration of non-functional Air Conditioners installed at IIM Sirmaur, City Campus, Rampur Ghat.

1.2 It is observed that most of the AC units are experiencing water leakage issues. The contractor shall be responsible for proper rectification of such leakage during execution of the work without any additional cost to the Institute.

#### 2. Eligibility & Statutory Documents

2.1 The bidder shall submit self-attested copies of the following valid documents

- a) GST Registration Certificate
- b) PAN Card
- c) EPF Registration Certificate
- d) Aadhaar Card
- e) Copy of Trade Registration/Enlistment Certificate.

#### 3. Site Visit

3.1 The bidder shall mandatorily visit the site prior to submission of the bid to assess the actual condition of the AC units. No claim whatsoever arising out of lack of knowledge of site conditions shall be entertained after submission of the bid

3.2 Submission of the bid shall be deemed as confirmation that the bidder has inspected the site and is fully acquainted with the scope and site conditions.

#### 4. Rates & Taxes

The rates quoted shall be inclusive of all applicable taxes, GST, labour charges, transportation, tools & tackles, consumables, and all incidental expenses required for complete execution of the work. The rates shall remain firm and fixed during the entire period of the contract. No escalation shall be permitted.

#### 5. Replacement of Spare Parts

All spare parts replaced shall be of reputed make and subject to prior approval of the Engineer-in-Charge. All defective parts replaced shall be handed over to the Institute.

#### 6. Performance Security / Retention Money

6.1 An amount equivalent to **20%** of the billed amount shall be retained as Retention Money to ensure satisfactory performance of the serviced/repaired AC units.

Page 2 of 4





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6.2 The Retention Money shall be released after successful completion of the Defect Liability Period, subject to certification by the Engineer-in-Charge.

7. Defect Liability Period (DLP)

7.1 The Defect Liability Period shall be one (03) month from the date of satisfactory completion and certification of work.

7.2 Any defect observed during this period shall be rectified by the contractor at no additional cost to the Institute.

8. Payment Terms

8.1 Payment shall be released after satisfactory completion of work and submission of a proper tax invoice with GST details.

8.2 Statutory deductions, if any, shall be made as per applicable rules.

9. Safety & Responsibility

9.1 The contractor shall be solely responsible for the safety of manpower, materials, and Institute property during execution of the work.

9.2 Any damage caused to Institute property during the execution of work shall be made good by the contractor at their own risk and cost.

A. Instructions to the Participants

1. The bidders shall submit this RFQ after filling the rates on their official letterhead in password-protected PDF format only to IIM Sirmaur via email at ([Projectoffice@iimsirmaur.ac.in](mailto:Projectoffice@iimsirmaur.ac.in)) with the subject line: Repair, Maintenance & Servicing of Air Conditioner of Admin Building at, City Campus, Rampur Ghat, IIM Sirmaur.
2. The quotation must be signed and stamped and should be free from viruses or corrupted files.
3. Rates Quoted should be inclusive of all applicable taxes.
4. Quotations received without password protection shall not be considered for further processing.
5. The quotation should be submitted on or before 02:00 PM on 18.03.2026 (Wednesday). The password for opening the quotation must be shared between 02:30 PM and 03:00 PM on the same date via email to ([Projectoffice@iimsirmaur.ac.in](mailto:Projectoffice@iimsirmaur.ac.in))
6. The firm should be an enlisted contractor with CPWD / MES / State Government Departments/ registered firms with specialization in Electrical Works.
7. Payment shall be released after completion of the work and submission of measurements recorded by IIM Sirmaur.
8. Work Order (WO) shall be issued to the L1 vendor fulfilling the required experience and eligibility criteria.



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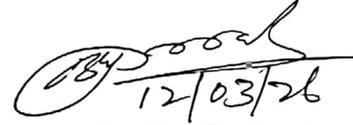
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9. Vendors must submit password-protected financial quotations on their official letterhead strictly as per this RFQ along with all required documents.
10. Work Execution period will be of 10 days.

Name of Firm \_\_\_\_\_  
Address of the Firm \_\_\_\_\_  
GSTIN \_\_\_\_\_  
PAN \_\_\_\_\_  
Email Address \_\_\_\_\_  
Contact No \_\_\_\_\_

  
12/03/26

**Dr. B.K. Panigrahy**  
Senior Consultant (Project)  
Indian Institute of Management Sirmaur  
Distt. Sirmaur, Himachal Pradesh