



Securities and Exchange Commission of Pakistan
State Life building 4th Floor Wallace Road-Karachi
Support Service Division
(Administration Department)
Tel: 92-21-99213423-4, Fax: 92-21-99211379,

12-5-2014

Subject: RFQ- Procurement of “Annual Maintenance of Split type Air conditioners”

The Commission requires quotations from the financially sound firms/Dealers/Suppliers registered with income or sales tax departments, for “Annual Maintenance of Split type Air conditioners”, as per scope of work & items given on Annex “A”.

Note: In case of any query you may visit the sight/location or contact undersigned.
The Commission reserves the right to accept, cancel / reject, amend all or any part of the Quotation.

Sealed quotations clearly marked **“Annual Maintenance of Split type Air conditioners”** may reach the above mentioned address by 19th May 2014.

An early and quick response will be appreciated.

With best regards.

Sajjad Ahmed
Deputy Director (Admin)

**TERMS AND CONDITIONS
FOR
AIR CONDITIONER MAINTENANCE SERVICES**

The Commission intends to acquire services for the subject matter; the quantity of the ACs is 73 approx. Nos. of different tonnage. The services will be required under following terms & conditions:

1. **Scope Of Work:** includes but not limited to, Periodic maintenance (gas charging, AC service etc), corrective maintenance, bi-weekly/weekly visits, upkeep and maintenance of running condition for ACs, earliest response time in case of emergency, air filter cleaning, washing of evaporator and condenser, in/out door unit servicing and complete test (electrical & Gas system checking for current drawn, oil leaks and grill temperature). Replacement of parts will be on as per actual basis and on market competitive rates.
2. **Price:** must be inclusive of all taxes applicable by Govt. of Pakistan.
3. **Rates:** Complete in all respect i.e. gas charging, general maintenance, electrical work (if required) on per UNIT basis.
4. **Submission of quotation Time:** Within 10 days after receiving this RFQ.
5. **Warranty Period:** Standard (If applicable)
6. **NTN & GST:** numbers should be mentioned on the quote.
7. **Delivery & Warranty** must be mentioned on the quote (if applicable).
8. **Validity:** The charges quoted must remain valid for minimum 180 days.
9. **Details of ACs :** Make, tonnage, quantity etc. can be obtained on the phone or by visiting the concerned office on weekdays Mon-Fri (9 am to 5pm)

Annexure “B”

S.NO	Jobs	Rates to Quoted (PKR)
1.	Master Service per Ac	
2.	Normal service per AC	
3.	Diagnostic charges (Please confirm if diagnostic charges are adjustable in below mentioned charges)	
4.	Labor charges for filling of Gas	
5.	Charges for gas per kg	
6.	Labor charges for replacement of Capacitor.	
7.	Cost of capacitor all type Fuji	
8.	Labor charges for replacement of Circuit	
9.	Cost of circuit (circuit repairing)	
10.	Recondition compressor	
11.	Labor charges for replacement of Compressor inclusive of old Compressor	
12.	Installation of AC charges	
13.	Dismantle of AC charges	
14.	Copper pipe for 2 ton AC per fit	
15.	Copper pipe for 1.5 ton AC per fit	
16.	U-band	
17.	Wall charges for 2 ton AC	
18.	Wall charges for 1.5 ton AC	