



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

May 23, 2013

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 29th May 2013.

An early and quick response will be appreciated.

With best regards.

Deepak Kumar Jewani
Asst. Director (Admin)

Annex “A”

Sr.No	Jobs	Rates to Quoted (PKR)
1.	Master Service per Ac	
2.	Normal service per AC	
3.	Diagnostic chargers (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	
10.	Labor charges for replacement of compressor inclusive of old compressor.	

**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, 24 hours technician availability for server room, upkeep and maintenance of running condition for ACs, 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. **Bid Submission** Time within 07 days after receiving this RFQ.
5. **Warranty Period:** Standard (If applicable)
6. **NTN & GST:** numbers should be mentioned on the quote.
7. **Delivery:** and warranty must be mentioned on the quote (if applicable).
8. **Validity:** The charges quoted must remain valid for minimum 180 days.
9. **List of Ac's:** along with make, tonnage etc can be obtained from the numbers mentioned on the phone or by visiting the concerned office on weekdays Mon-Fri (9 am to 5pm)