



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

19-4-2016

**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 25<sup>th</sup> April, 2016.

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 75 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”**

| <b>S.NO</b> | <b>Jobs</b>   | <b>Rates to Quoted (PKR)</b> |
|-------------|---|------------------------------|
| 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.         | Valve charges for 2 ton AC  |                              |
| 18.         | Valve charges for 1.5 and 1 ton AC  |                              |
| 19.         | Compressor Cable  |                              |