

**GOVT. COLLEGE OF ENGINEERING, AMRAVATI**

Near Kathora Naka, Amravati - 444604

(An Autonomous Institute of Govt. of Maharashtra)

Towards Global technological Excellence

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(Principal)

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**Inquiry Letter ( AMC )**

Due Date - 25/08/2025

No. GCoEA/C.Store/AMC/2025/3054

Date: 08/ 08 /2025

To,

M/s. ....

**Subject :- Quotation for Annual Maintenance Contract for Diesel Generator..**

Dear Sirs,

Sealed quotations are hereby invited from the service providers by the undersigned for Annual Maintenance contract of various Generator of Institution so as to reach this office on or before **25/08/2025** during office hours only. Please note quotations received after this date will not be considered. The quotations shall be **opened on 26/08/2025 At 12.00 pm**. Description of items for said AMC is given below.

**1. Generator Details**

S.N.	Particulars	Description	Description	Remarks if any
1	Make	Mahindra & Mahindra	Kirloskar	
2	Capacity	125 KVA	125 KVA	
3	Model No.	MPower 615654	AEP-EMF 125k-SPC3	
4	Date of Purchase	03/12/2018	30/03/2006	
5	Period of Warranty (if any)	-----	-----	
4	Location [Site Address]	Near Workshop Deptt.	Near Workshop Deptt.	

**2. Scope of Work:**

- Quarterly preventive maintenance (4 visits per year)
- Attending breakdown calls as and when required
- Inspection and maintenance of engine, alternator, battery, fuel line, oil filter, air filter, etc.
- Labour charges for regular service (spares and consumables will be paid separately if not included)
- Cleaning, greasing, and general health check-up
- Load test, battery condition check, fuel line check, etc.
- Warranty clause of task carried out (if any)

**Note:** 1) Spare parts, oil, and consumables if required will be charged extra on actual  
2) No visit / transportation / inspection charges are admissible in case of only inspection visit

**3. Quotation Details Required:**

- Annual AMC Charges (including/excluding spare parts)
- Taxes (GST, if applicable)
- Response time in case of breakdown
- Validity of quotation
- Terms and conditions of payment
- PAN/GST details
- Firm Registration documents ( as applicable)

**4. Payment Terms**

- Total AMC Amount: Rs \_\_\_\_\_ (inclusive/exclusive of GST)

- Payment shall be made in [quarterly/half-yearly/annual] instalments upon submission of service reports and invoices.
- TDS and applicable taxes will be deducted as per Government rules.
- No cash payments
- Mode of Payment: NEFT / Cheque in favour of [Firm Name]

#### 5. Responsibilities of the Service provider

- Use genuine spare parts and provide warranty for replaced parts
- Maintain service logs and submit reports after each visit
- Ensure technician availability during working hours and on-call support
- Quick and reliable service as per demand
- Service Response Time: Within **24 hours** of complaint

#### 6. Responsibilities of the Organisation

- Provide access to the generator location
- Inform the contractor of any issues in a timely manner
- Make payments as per agreed schedule

#### 7. Termination of the contract

Either party may terminate the contract with **30 days' written notice**. In case of unsatisfactory performance, the Organisation reserves the right to terminate the contract immediately.

#### 8. Penalty Clause

In case of failure to respond to breakdown calls within 24 hours, a penalty of Rs \_\_\_\_ per day of delay may be levied.

#### 9. Validity of Quotation:

This quotation shall be valid for **90 days** from the date of issue

Your's



( Dr. A. M. Mahalle )  
Principal

Government College of Engineering,  
Amravati

Cc: (1) Service Providers as per List attached (2) Institute Notice Board, GCoEA Amravati  
(3) Uploading Web Portal on Institute website GCoEA