



**OFFICE OF THE MUNICIPAL COUNCIL: RAYAGADA
DIST-RAYAGADA**

PIN CODE-765001, ODISHA
E-mail ID - raygadam.hud@nic.in
raygadam.hud@gmail.com



Letter No. 821

Date. 25.02.2026

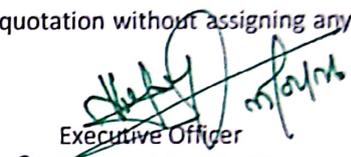
Quotation Call Notice

Sealed Quotations are hereby invited from local established firms to provide Annual Maintenance contract service in respect of Centralized Air Conditioners and split AC's installed at Biju Patnaik Auditorium, Rayagada Municipality. The details of the service required and other terms and conditions relating to the award of Contract are given in the Annexure-I. The Quotations should reach in the office of Executive Officer, Rayagada Municipality on or before Dt 13/3/2026 by 1.00 P.M through speed post / courier or by hand and will be open on same day at 4.00 PM in the presence of Quotationer or their authorized agent if present. The Quotationer should submit the PAN Card & GST registration certificate enclosing with the Quotation paper along with covering letter. The Quotation received after due date and time will not be entertained. The paper cost of Rs 1000 /- (Non- Refundable) and EMD Rs 10,000 /- (Refundable) should be furnished in shape of Bank Draft/Bankers Cheque from any nationalized bank in favour of " Executive Officer, Rayagada Municipality" and attach the same with the quotation paper. This Quotation paper alongwith annexure available in office website www.raygadamunicipality.in for wide publication and download.

The undersigned reserves the right to cancel / reject any or all the quotation without assigning any reason thereof.

Memo 822

Copy to Office Notice Board, Rayagada Municipality for wide publication of General Public.


Executive Officer
Rayagada Municipality
Dt 25.02.2026

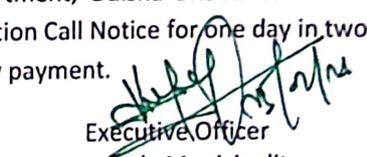
Memo 823

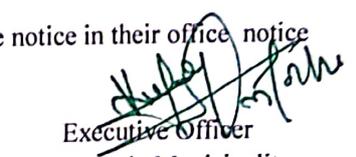
Copy to State Information & Public Relation Officer, I&PR Department, Odisha Bhubaneswar for information and necessary action. They are requested to publish the quotation Call Notice for one day in two daily odia newspaper in minimum size and intimate this office for necessary payment.


Executive Officer
Rayagada Municipality
Dt 25.02.2026

Memo 824

Copy submitted to all local Govt. Offices with a request to display the notice in their office notice board for wide publicity.


Executive Officer
Rayagada Municipality
Dt 25.02.2026


Executive Officer
Rayagada Municipality



SCHEDULE OF EVENT AND TERMS AND CONDITIONS

ANNEXURE-I

1. Name of Department : Rayagada Municipality
2. E.M.D : Rs 10,000 /-
3. Cost of Quotation Paper : Rs 1000 /-
4. Date and Time for Download of Quotation Paper : Dt 26.2.26 at 11.00 AM to Dt 12.3.26 upto 5.00 PM from this office website www.rayagadamunicipality.in
5. Last Date and Time for receipt of Quotation : Paper Dt 13.3.2026 upto 1.00 PM at Municipal Office Rayagada
6. Date and Time for Opening of quotation paper : Dt 16.3.2026 at 4.00 PM at Municipal Office Rayagada.

Sl.No	Description of Work	Unit	Rate Quoted Per Ton	Total Quoted Rate inclusive all taxes etc. (For One Year)
1	8 no.s of Voltas Ducktable Air Conditioners @ 11 TR per AC	88 tons		
2	4 no.s of Split Air Conditioner @ 1.5 Ton Each	6 tons		

Terms & Conditions

- i. The successful tenderer has to execute agreement with the undersigned within 07 days from the date of receipt of work order.
- ii. The Selected agency /firm shall be responsible to provide comprehensive annual maintenance of all AC units. The comprehensive AMC will include
 - a. Wet Service to all Air Conditioner Units once in a quarter
 - b. Periodical preventive maintenance
 - c. All repairs and spares (Except Compressor and plastic parts)
 - d. Gas Charges
- iii. The Quoted amount shall include all repairs and replacement of parts except the Compressor and plastic parts.
- iv. The Comprehensive annual maintenance contract shall be for a period of One year from the date of award of contract. However, the contract may be extended for further period on mutual consent.
- v. All complains must be attended to within One Hour.
- vi. The successful bidder shall be required to deposit an amount equal to 10% of the contract value within 30 days of issue of work order as Performance Security in shape of Bank Guarantee from any Nationalized Bank in favour of Executive Officer, Rayagada Municipality.
- vii. Payment to the selected agency shall be released on submission of bills on quarterly basis subject to satisfactory performance.


EXECUTIVE OFFICER
RAYAGADA MUNICIPALITY

