

भारतीय लेखा तथा लेखापरीक्षा विभाग  
कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी),  
तमिल नाडु  
361, अण्णा सालै, चेन्नै - 600 018.



INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL  
(ACCOUNTS & ENTITLEMENTS), TAMIL NADU  
361, Anna Salai, Chennai - 600 018.

प्र.म.ले(ले व ह) PAG(A&E)/ का.जा.-I OM-I/III/2026-27

दिनांक/Dated: 15.05.2026

**TENDER NOTICE**

**विषय/Sub:** Comprehensive AMC for Air - Conditioners for the period from  
01/06/2026 to 31/05/2028 – reg.

There are around 30 “**Godrej Brand**” Air Conditioners (30- Split AC’s) and 7 other brand AC’s available in this office. This office requires Godrej authorized agencies for entering into comprehensive **Annual Maintenance Contract** for servicing the ACs for the period 01/06/2026 to 31/05/2028. Quotation for the AMC may kindly be addressed to:

SMT PILLI VIJAYA, IA&AS,  
Deputy Accountant General (Admn)  
Office of the Principal Accountant General (A&E)  
361, Anna Salai, Chennai – 600018

so as to reach this office on or before **22/05/2026 by 4.00 PM**. The terms & conditions governing the contract are listed in the ANNEXUR. No notice will be taken of the tenders received after the prescribed time. This office reserves the right to accept or reject any or all the offers in part or in full without assigning any reason.

Yours faithfully,

  
Sr. Accounts Officer/OM

## ANNEXURE

### Condition of equipment:

The Air-conditioners are of 1½ tonnage capacity of the following models: “GODREJ” and were purchased in the year 2024.

### Service:

The Service agent will provide three or four services (preferably one wet service) in a year and maintain them in good operating condition. Apart from attending to the normal three/four services, any number of break-down calls due to repair or otherwise should be attended to within 1 or 2 working days. There will not be any charge for any labour for the breakdown calls. If at any time of the year, the service is found to be unsatisfactory either due to poor quality of service arising out of incompetent service personnel or if there is delay in providing the service, then the client will have the right to terminate the contract after giving one-week notice. Care should be taken not to tamper with the components of the Air-conditioners while servicing the units.

### Component replacement/ repair:

Replacement of all electrical components, compressor, Thermostat selector, switch of fan/blower, motor re-winding, arresting of leakage of evaporator coil and condensing coil, gas filling, water wash will be done free of cost by the service agent only. If any replacement of parts is required, such replaced component of the Air-conditioners should be from the same manufacturer of the Air-conditioner. Tinkering and painting, shifting of ACs from one place to another if any required will be borne by the client.

### Payment terms:

An advance payment of 50% only <sup>may</sup> ~~will~~ be made before every half year of the contract.

Brand authorization certificate is mandatory while submitting the quote.

  
Sr. Accounts Officer/OM