

TENDER DOCUMENT FOR AMC OF SEMI MICRO BALANCES AND MICRO BALANCES ON PAC BASIS.

Unit: India Government Mint, Hyderabad of Security Printing and Minting Corporation of India Limited

Firm's Reference		Quotation No: Nil		Date	18.03.2026	
E-mail	purchase.igmh@spmcil.com IGMH.Hyderabad@spmcil.com		PAC Procurement	Address: P.B. NO. 10, H.C.L. POST, I.D.A. PHASE - II, CHERLAPALLY, HYDERABAD - 500 051. (TELANGANA)		
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M/s. A & D Instruments India Pvt. Ltd., D-48, Udyog Vihar, Phase-V, Gurgaon-122016 Contact no.0124-4715555/ 9884181300 e-mail id: k-magesh#aanddindia.in			Enquiry No and Date	6000019718, Dated 03.07.2026		
			Date of Tender Opening	2 nd August, 2026 at 03:00 PM (IST).		
Please submit on or before 3:00 PM on date of tender opening, your quotation for AMC of Semi-micro balances and Micro Balances, in accordance with the Terms and Conditions, in a sealed cover, marked on top with – Enquiry No, Date of Tender opening.						
Yours Sincerely (V.Kiran Kumar) Joint General Manager(Materials)						
Tender Schedule						
S No	Description and Specification of Material / Part No	Quantity (A)	Unit (B)	In figure and in words Rs.		Taxes & Duties
				Rate Per quarter/visit (₹) (C)	Total Value (₹) (CxA)	
1.	AMC of one no. of Semi-Micro balances	4	AU			
2.	AMC of one no. of Micro Balances	4	AU			

3.	Annual Calibration of Semi-Micro Balance	1	AU			
4.	Annual Calibration of Micro Balance	1	AU			

Enclosed Specifications/ Drawings/ Special Conditions of Contract:

I. Scope of work for AMC with Annual Calibration of Semi-Micro & Micro Balances:

1. The AMC shall broadly cover:

- i. Periodic preventive maintenance visits (1 in every quarter).
- ii. Functional inspection and performance verification.
- iii. Calibration and adjustment of balances.
- iv. Traceable calibration certificates wherever applicable.
- v. Emergency breakdown support (1 no.) in 48hrs.
- vi. Technical support to maintain instrument performance within specified tolerances.

2. Scope of Work :

- i. The service provider (OEM) shall be overall responsible for the Annual Maintenance along with calibration certificate of both the Semi Micro & Micro Balances.
- ii. The AMC must include 4 service visits i.e. preventive maintenance (PM) and 1 no. of breakdown visits if required at any time within one year from the date of issue of purchase order.
- iii. For any breakdown, the issue must be addressed within 48 hours from the date of email intimating the same.
- iv. The Service Provider (OEM) must update the software if and when required during the AMC.

Item/ Tender Specific Conditions of this tender:

1. The bidder needs to submit duly signed, stamped and sealed copy of Bid document, as a token of acceptance of all the terms and conditions of the tender without any deviation.
2. Payment Terms & Conditions:
 - i. Payment for each AMC visit shall be made within 30 days upon satisfactorily completion of the preventive maintenance, submission of service report, bills and acceptance by competent authority.

- ii. Payment for annual calibrations shall be released within 30 days from the date of receipt of Tax Invoice along with valid calibration certificate valid for 1 year.

3. SCHEDULE OF SERVICES:

- i. First visit: Within 30 days
- ii. Second visit: Between day 120 to 150 days
- iii. Third visit: Between day 210 to 240 days
- iv. Fourth visit: Between day 330 to 360 days
- v. The annual calibrations for both the balances must be carried out during the 1st visit only.
- vi. All the days are to be considered from the date of issue of Purchase Order only.

4. The service provider shall arrange for transportation at their own for each visit.

I/ We engage to supply the material(s)/service(s) to your office and comply the following:

- 1. Tender Schedule and Technical Specification indicated
- 2. Item/ Tender specific conditions for this tender.
- 3. I/ we confirm that set off for the GST etc. paid on the inputs have been taken into consideration in the above quoted Price and further agree to pass on such additional duties as sets offs as may become available in future under GST etc.
- 4. This offer is valid for 90 days from the date of opening of tender.

Signature & seal Place & Date:		Name of Authorized Signatory:	
Address:		Tel. No/ Fax. No / Mobile No Email ID:	