



MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY AND RESEARCH SOCIETY, PUNE

**MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING
TECHNOLOGY - NAAC Accredited**

Affiliated to Savitribai Phule Pune University & Recognized by AICTE, New Delhi

412-A, K. M. Munshi Marg, Bahirat Patil Chowk, Shivajinagar, Pune – 16.

☎ - 25676640 Email: msihmctrsoffice@gmail.com, website: msihmctrs.in

REF: MSIHMCSTRS/BHMCT/Purchase/2025-26/ 25 C1-5)

Date: 09/01/2026

To,

As per the list overleaf.

Sub: Inviting quotation for Annual Maintenance Service Contract for the Four Lifts at Maharashtra State Institute of Hotel Management and Catering Technology, Pune (New Extension – Degree Wing.)

Dear Sir/Madam,

We would like to invite quotation for Annual Maintenance Service Contract for the Four Lifts (Comprehensive Maintenance) for new building as per the specifications detailed overleaf.

You are requested to send the quotation as per the terms and conditions for the same on or before 22nd January 2026 till 03:00 pm by hand or by post.

[Signature]
Principal
(UG & PG – HMCT)

MSIHMCSTRS, Pune.



Terms & Conditions:

1. The institute has the right to reject the quotation received after due date as specified above.
2. Payment will be issued upon successfully completing the contract.
3. Free delivery at customer premises and installment in the designated area in case of any such requirement arises.
4. **GST and other taxes as applicable should be mentioned separately.**
5. The quantity and quality of service must match with the requirement.
6. The Quotation must have a validity of 6 months.
7. **Kindly mark Degree Office and reference number on top of the Quotation Envelope.**
8. Quotations will be required in Two Envelope System as required one envelope will contain Technical Specification (Technical bid) & another will Contain Commercial Quote.
9. The **Technical Specification Envelope** must have the following documents: **Envelope 1**
 - Registration of the GST and Number
 - Registration of Business & Number.
 - Taxes paid up to September 2025.
 - Specification Sheet / leaflet if any to be provided.

P.T.O.

- Quality Certificate & Service assurance certificate to be provided.
- If the supplier is not a manufacturer then all above for the manufacturer and / or Authorization Certificate for the parts the service provider has used should be provided.

10. Quotation form should be duly filled in, signed and stamped by authorized person, and should be accompanied by necessary documents attached in Envelope no 1 (Technical Bid) and Envelope No.2 (Commercial Bid)

(To be printed on the letter head of the firm)

FORMAT 1

No.

Date:-

AUTHORISATION LETTER

To

The Principal

Maharashtra State Institute of Hotel Management and Catering Technology and Research Society, Pune,

Sub: Authorisation for submission of Quotation for _____

Ref: Your Quotation Invite No. _____ Due on _____

Dear Sir,

With reference to above, this is to inform you that. We, _____ are an established manufacturer/ Service Provider of _____, having factory/ Workshop/ Registered Office at _____ since 19____/ 20____.

We do hereby authorise M/S _____ to quote and negotiate for item/s/ services mentioned in Quotation enquiry number _____ Due on _____.

We further undertake that the products supplied by M/S _____ will be fully supported by us during and after the warranty period and all service calls will be attended by us / our authorised service provider promptly.

Thanking you.

For _____

Authorised Signatory

Date Name - _____

Place - _____

Designation - _____

(To be printed on the letter head of the firm)

QUALITY & SERVICE CERTIFICATE

No. :-

Date:-

To,

The Principal,

Maharashtra State Institute of Hotel Management and Catering Technology and Research Society, Pune,
Pune

Dear Madam,

Thanking You,

Authorized Signatory & Company Seal

Commercial Specification Envelope must have the following chart in: Envelope 2

Sr. No.	Item Specification	Quote For Comprehensive AMC	Quote For ONLY Servicing Contract
1.	Annual Maintenance Service Contract for the Two Passenger Lifts in Academic Wing – 10 passengers capacity (Elevator G+7)		
2.	Annual Maintenance Service Contract for the One Service Lift in Academic Wing – 06 passengers capacity (Elevator G+6)		
3.	Annual Maintenance Service Contract for the One Passenger Lifts in Hostel Wing – 08 passengers capacity (Elevator G+6)		
4.	Response time for in case of failure		
5.	No. of servicing cycles carried out per month – Include all types of Servicing—e.g. Mechanical, Electrical, etc.		
6. **	Miscellaneous Services provided if any**		
7. **	Insurance Provided by the Servicing Company in case of any accidents**		

** Details to be provided separately.



Principal
(UG & PG – HMCT)
MSIHMCT, Pune.

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