



भाकृअनुप - राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी  
राजेन्द्रनगर, हैदराबाद-५०००३०, तेलंगाणा, भारत  
**ICAR-National Academy of Agricultural Research Management**  
(ISO 9001:2015 Certified)



Rajendranagar, Hyderabad-500030, Telangana, India  
Phones: (040) 2458 1322; Fax: (040) 2401 5912; <https://naarm.org.in>

**TENDER ENQUIRY for**  
**“Onsite Comprehensive Annual Maintenance Contract (CAMC) of Split / Cassette / Tower / Plant ACs including Remotes and all accessories”**

**No. 5-556/19-20/AC-AMCs/PS**

**23<sup>rd</sup> May 2020**

NAARM is a premier publicly funded Training and Research Management Organization under ICAR, DARE, Ministry of Agriculture, and Government of India. The Director, ICAR-NAARM Rajendranagar, Hyderabad – 500 030, Telangana, India invites sealed tenders for **“Onsite Comprehensive Annual Maintenance Contract (CAMC) of Split type room ACs / Cassette / Tower / Package Type Plant ACs including Remotes and all accessories”** in **Two bid system (technical bid / financial bid)** from the eligible bidders/firms registered with appropriate Government.

S. No.	Description of Item	EMD
1	<b>“Onsite Comprehensive Annual Maintenance Contract (CAMC) of Split type room ACs / Cassette / Tower / Package Type Plant ACs including Remotes and all accessories</b>	<b>Rs.30,000/-</b>

**GENERAL TERMS & CONDITIONS**

- 1 Earnest Money Deposit (EMD):** Earnest money deposit of Rs.30,000/- (Rupees Thirty Thousand Only) may be paid by way of Demand Draft drawn from any Commercial bank in favour of **“ICAR UNIT, NAARM A/C” Hyderabad**. The Demand Draft towards EMD may please be enclosed to the tender document (technical bid) and should submit to the Director ICAR-NAARM, Rajendranagar, Hyderabad-500 030. Any other mode of payment is not accepted.
- 2 The Earnest Money Deposit (EMD) is Rs.30,000/- [Rupees Thirty Thousand only]** to be submitted in the form of Demand Draft drawn in favor of **“ICAR Unit – NAARM A/c”, Hyderabad** from any scheduled Bank and should be sent by speed post as to reach before due date at the above address. The EMD exempted for those registered with Micro, Small & Medium Enterprises (MSME) and National Small Industries Corporation (NSIC). The unsuccessful bidders EMD will be returned soon after the finalization of Tender, whereas the successful bidder EMD will be returned subject to furnishing the required Performance Security. The amount of EMD submitted along with tender document will be **forfeited** in the event of failure to supply the equipment after issue of supply order. The decision in all these matters shall be final and binding on you. No interest will be paid on Earnest Money/Security Deposit for the period of retention in the NAARM.

*Rasmani*

Asst. Admn. Officer  
ICAR-NAARM, Rajendranagar, Hyderabad  
500030

- 3 **Downloads** : Tender Document with full details can be downloaded from the Government of India, Central Public Procurement Portal (<http://eprocure.gov.in/cppp/>) and in such cases, participation in the tender will be subject to remittance of the prescribed **EMD** along with the tender (Technical Bid). **The Tender document has to be submitted in ONLINE MODE ONLY. Offline submission of Tenders are not acceptable.**
4. **General** : The bidders should submit Tender Document consisting of **technical & financial bids** with terms & conditions along with EMD (also known as earnest money deposit) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee drawn from any of the commercial banks in an acceptable form in *favour of "ICAR Unit – NAARM Account"*, payable at Hyderabad for the quoted item(s) as per terms & conditions in the Tender Document. The bidder has to submit **EMD** with the technical bid except those who are registered with Central Purchase Organization (CPO), National Small Industries Corporation (NSIC), SSI units registered with NSIC or the concerned Ministry or Department. The unsuccessful bidders EMD will be returned soon after the finalization of Tender, where as the successful bidders **EMD** will be returned subject to furnishing the required **Performance Security** for an amount of **10%** of the value of the contract in the form of **Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any commercial bank**. The amount of **EMD** submitted along with tender document will be forfeited in the event of failure to take up the contract after issue of work order. The decision in all these matters shall be final and binding on you. No interest will be paid on Earnest Money/Security Deposit for the period of retention in the NAARM.

Tender Document (Technical Bid) received without **EMD** will not be considered under any circumstances. The bidders should submit the entire original Tender Document duly sealed by them super scribed with seal and signature on each page at the time of submission of Tender Document.

**The original EMD in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee should be submitted to the Stores and Purchase Officer before the due date of submission of Tender.**

5. **Security Deposit**: The successful bidder has to furnish an amount equivalent to ten (**10**) per cent of the order value as **Performance Security Deposit** which will be refunded / returned only after satisfactory completion of the contractual obligations. The Security Deposit should be in the form of Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any commercial bank and on which no interest will be paid.

**Important Dates:**

Sl. No.	Description	Date	Time
1)	Tender Publishing Date	23.05.2020	1500 hrs
2)	Document Download start date	23.05.2020	1600 hrs
3)	Seek Clarification Start Date	23.05.2020	1600 hrs
4)	Seek Clarification End Date	12.06.2020	1000 hrs
5)	Bid Submission Start Date	23.05.2020	1600 hrs
6)	Bid Submission Closing Date	12.06.2020	1400 hrs
7)	Bid Opening Date	13.06.2020	1400 hrs

- 6 **Submission: Tender should be submitted in ONLINE mode only. Offline mode Tender submission is not acceptable.**



- 7 **Contract Period:** The Contract Period shall be for **Three (03) Years** w.e.f. the date of signing of the Agreement which shall be renewable after proper review of each quarter / year by the Competent Authority of the Academy. Performance of the firm will be watched. Failure to fulfill the terms and conditions will be viewed seriously and liable for termination of the contract.
- 8 **Rates, Taxes and Prices and Contract Amount:** The amount accepted per year is inclusive of all taxes including service tax and other taxes if any, to be levied by appropriate governments applicable to these contracts.
- The rates shall be quoted in figure as well as in words.
    - ✓ Special care should be taken to write the rate and amounts in figures as well as in words in such a way that interpolation is not possible. The total amount should be written before the figure of rupees and word paisa should be written at the end (unless the rates are in whole rupees) and followed by the word .It should invariably be up to two decimal places .While quoting the rates in schedule of quantities, The words only should be written closely following the amount and it should not be written in the next line.
    - ✓ In case of any discrepancy between the rates quoted and the amount worked out, the rate quoted words shall be taken as correct.
- 9 **Payment:** Payment shall be made by the Academy, on quarterly basis on completion of each successive quarter and due submission of service reports and certification by the Competent Authority of the Academy.
- 10 **Scope of Maintenance of Contract:** The Maintenance Contract in all respects would also include the following services “**Onsite Comprehensive Annual Maintenance Contract (CAMC) of Split/ Multi Split / Cassette / Window / Tower / AC Plants including Remotes and all accessories**”. This comprehensive Contract includes replacement of all faulty spares like compressors, starting capacitors, running capacitors, relays, thermostats, fan capacitors, fan motors, selector switch, power contactor, external time switch units provided for specific time running of A.C’s, stabilizers, remote control of the AC units etc. at contractor cost including gas charging, gas top-up and attending all complaints and breakdowns of all types of air-conditioners.
- 11 **New Air-Conditioners:-** During the AMC period any new air conditioners installed and which are under warranty / guarantee period presently will not come under the purview of this contract immediately on awarding of AMC. The details of such Air conditioners presently existing will be provided during awarding of the work. When the Warranty period of these units expire during the period of AMC then, these units are to be maintained by the contractor till the expiry period of AMC. Additional AMC charges will be paid on the pro-rata basis for the period for which these units are to be maintained at the same terms and conditions of the AMC.
- 12 If any additional number of air-conditioners is added during period of AMC in the offices covered in tender, after completing of warranty periods of additionally installed air conditioners, the additionally installed air conditioners are to be maintained by the contractor till the expiry period of the contractor according to the same terms and conditions of the contract. If any units are removed from AMC the same will have to be covered under these AMC. The AMC contractor has to maintain these units at the same units rates offered by them for the similar units in the contract proportionate amount as per the units rate of the tender will be deducted.



**SCHEDULE OF REQUIREMENT**

**A.**

S. No.	Type of AC	Capacity in Tonnes	No.of Units
1.	Split	1.5	226
2.	Split	2	43
3.	Split	3	2
4.	Plants	30	3
5.	Plants	7.5	9
6.	Cassette	3	25
7.	Cassette	4	28
8.	Tower	4.5	16
9.	Tower	4	2
10.	Tower	3	3
11.	Tower	2.5	3
			<b>360</b>

**B.**

S. No	Items
1.	Inclusive of washing, oiling, cleaning, greasing, servicing, and repair of compressor & motor etc for ACs which are not included in the AMC contract.
2.	Any other servicing (Pl specify)

**C.**

S.No	Type of Air Conditioner	Capacity in Tonnes	Only Gas Charging / Gas Top-up	Installation of new air conditioner	Shifting and re-installation of air conditioner (Inclusive of gas filling etc.)	Supply of extra copper pipe (good quality )(per Meter)	Any other (Specify)
1.	Split	1.5					
2.	Split	2					
3.	Split	3					
4.	Plants	30					
5.	Plants	7.5					
6.	Cassette	3					
7.	Cassette	4					
8.	Tower	4.5					
9.	Tower	4					
10.	Tower	3					
11.	Tower	2.5					

*Rudransh*

**13 The following Maintenance jobs are to be carried out from time to time.**

a)	Quarterly descaling, cleaning, Overhauling and Servicing of each Unit.
b)	Lubricating the bearing of Motor, Rewinding work of Motors, Pumps and Fans as and when required.
c)	Changing of Compressor Oil.
d)	Repairing of the Components of the equipment at site in your service station, including replacement of all worn out parts which also includes gas charging or replacement of compressors.
e)	Refilling of refrigerant required as a result of leak in the system arising out of fair wear and tear. Vendor has to maintain gas in all systems at above 80% or their full capacity.
f)	Cleaning of Cooling condensers, pads, and air handling units etc., on regular basis. Checking of valves and pipes of Gas leakage etc., should be conducted once a week.
g)	Appropriate machinery like Blower Fan, nylon brushes, quality chemicals and packing materials should be used for the maintenance.
h)	Maintenance contract will also cover plumbing lines, cooling condenser including cleaning work, Gas, Compressor, relays and other parts.
i)	Replacing of Air Filters as and when required.
j)	Any other work connected with the maintenance and upkeep of these A.C. Units.
k)	The AC Units are to be checked completely and serviced / repaired thoroughly at least once in three months as prescribed by the manufacturer of the AC units. In, addition to this AC Units shall be attended on break down calls during normal working hours as and when called upon without any extra Cost.
l)	Maintenance work shall be carried out in accordance with the standard engineering practices / codes, technical specifications given by the concerned technical staff or OIC (Electrical).
m)	You shall be responsible to make free of cost any damage caused by the technician to the Air Conditioners.
	The contractor shall not do any private jobs in customhouse premises.
n)	You are required to submit a monthly report of preventive maintenance and corrective maintenance. The report must contain the detailed report information about the time of complaint, complaint received by, attended by and nature of complaint. A copy of the same must be submitted to the Office for verification while admitting the payment, and renewal of the contract etc.
o)	You shall also provide necessary instructions or guidelines required to be followed for preventive and corrective maintenance of the Air Conditioners.
p)	Rate Revision in the contract amount is not be permitted during the validity period of the contract for any reason including during the extended periods if any.
q)	All security and safety regulations and guidelines as per the applicable law are to be followed. The safety of your staff while working in our premises is your responsibility. The injuries to your employee(s) while working at our Academy due to accident or otherwise will be your responsibility and you will only bear the liabilities incurred thereon, financial or otherwise.
r)	The competent authority reserves the right to conduct performance review of the contracting firm at any time during the contract period and deficiencies ,if any, noticed will be required to be rectified and compliance immediately .
s)	If at any point of time, the services of the service Engineers, being provided by the firm are noticed to be unsatisfactory or not of the expected level in any manner, the firm will be responsible to change the service engineer immediately.
t)	During the period of the contract, if any mishap occurs due to electrocution or faulty fitting, it will be the responsibility of the contractor to compensate the loss on account of injury or death of any person and loss of any property.



u)	<p><b>Preventive Maintenance Service (PMS) Schedule:</b></p> <p><b>Monthly:-</b> i). Cleaning of air filters, indoor unit grills &amp; filters through air blower ii). Cleaning of the indoor unit body by wiping out the dust etc. with wet cloth</p> <p><b>Quarterly:-</b> i). Every machine shall be serviced at least once every quarter. A record of such service duly acknowledged by the person using the machine or in his absence, in charge of location of the AC shall be maintained. Quarterly PMS shall at least the following services.</p> <ul style="list-style-type: none"> <li>✓ Replacement of filter if found damaged /unusable.</li> <li>✓ Checking motor bushings.</li> <li>✓ Checking ground Connections.</li> <li>✓ Cleaning of blower and condenser fan.</li> <li>✓ Cleaning the evaporators and condenser coils.</li> <li>✓ Checking and tightening of nuts &amp; bolts.</li> <li>✓ Oiling the Motors.</li> <li>✓ Checking of the backup electrical outlet /MCB/Starter Box etc.</li> <li>✓ Checking of the drive motors and fans.</li> <li>✓ Over hauling pf the AC, with chemical washing process.</li> <li>✓ Checking cooling efficiency.</li> <li>✓ Checking the firmness of the supporting arrangement for the Compressor, blower motor, air conditioners casing and fixing of the air conditioners etc.</li> <li>✓ Replacement of any component of air conditioners outdoor and indoor units (including compressor), Inlet and outlet pipelines (including copper pipes), Electrical Components etc., found defective after the checks and tests.</li> <li>✓ Charging of refrigerant gas during the period of contract if need arises.</li> </ul> <p><b>Annually:-</b> i). The Scope of work shall include all checks and tests as detailed under routine maintenance services. In addition annual maintenance services shall also include.</p> <ul style="list-style-type: none"> <li>✓ Cleaning the condenser and evaporator coils with suitable detergent /chemical solution and flushing with high-pressure jet of water.</li> <li>✓ Greasing of blower motors and all moving parts.</li> <li>✓ The above activity must be carried out within 15 (fifteen) days from the date of award of contract and also it is mandatory that above all will be done before commencement of the summer season (preferably in the month of February).</li> </ul>
v)	<p><b>Service / Breakdown Register:</b> The air conditioners serviced /maintained /repaired has to be recorded in register and endorsement from end user user /section /department has to be obtained in register. Also further service reports are to be made after carrying out periodical servicing and endorsement (sign and seal) to be obtained from end user user /section /department.</p>
w)	<p><b>Complaint Register:</b> All complaints received with respect to air conditioners under AMC are to be recorded with time and date of receipt, as and when complaints are received from end user departments in the specified pro forma in Annexure given in tender.</p>
x)	<p>The tenderer shall have a valid PAN number. The copy of the PAN number should be enclosed to the TENDER. The tender should be registered for GST. In case the firm is not covered under GST an undertaking must be provided stating the clause under which GST is not applicable to them.</p>
y)	<p><b>Manpower:</b> Two qualified technicians with one helper shall be available at the site from 0800 to 2200 hrs on all working days and also during the events, if conducted on Holidays. Separate logbooks have to be maintained for each AC units which may be got signed on by the user and concerned in-charge. In case of delay in repair for more than 02 days for Split units, vendor has to provide alternate unit.</p> <p>Contractor shall be called to attend to complaints during any time and on holidays in some very special cases, without any extra charges. For regular and proper maintenance of the air conditioners and for attending to the complaints received from the officers immediately, it shall be obligatory on the part of the contractor to depute sufficient number of qualified mechanics (minimum one in addition to the above) on all working days and during the special programmes / events conducted in</p>



	the Academy. And if required the technicians are available during night time as and when the VIPs, VVIPs visit are there in the Academy. In case of emergency, the complaints would also be required to be attended on holidays.										
z)	<b>Call attending:</b> All breakdown calls should be attended within 24 hours and any major repair shall be taken up within 48 hours, without any problem to our operations.										
aa)	<p><b>Down time and Penalty:</b> Appropriate penalties will be charged for failure to observe / maintain terms and conditions of the offer / agreement shall as down time, specified visits, use of substandard parts for repair / replacement etc. If there is undue time dealing in attending the calls, measured on quarterly basis, there will be a penalty on that quarter amount. The downtime shall be counted until the unit starts functioning normally again and certified by the competent authority. This shall be in addition to the liquidated damages, which can be levied.</p> <p><b>Penalty Clause :</b></p> <table border="1"> <thead> <tr> <th></th> <th>Period</th> <th>Penalty</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Response Time</td> <td>Above 24 Hours &amp; below 48 Hours</td> <td>Warning but no penalty</td> </tr> <tr> <td>Above 48 Hours &amp; below 96 Hours</td> <td>A Penalty of 1% of the Contract amount per system</td> </tr> <tr> <td>Above 96 Hours</td> <td>A Penalty of 2% of the Contract amount per system</td> </tr> </tbody> </table>		Period	Penalty	Response Time	Above 24 Hours & below 48 Hours	Warning but no penalty	Above 48 Hours & below 96 Hours	A Penalty of 1% of the Contract amount per system	Above 96 Hours	A Penalty of 2% of the Contract amount per system
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ab)	<p><b>Stock of Spares and Tools and Tackle Register:</b> The contractor will maintain stocks and supply all the spares necessary for smooth functioning of the units including the compressor, the wear and tear of the parts to be identified and the same are to be replaced immediately to avoid any down time of the units.</p> <p>Under the Annual Maintenance Service Contract, the contractor shall maintain all air-conditioners units as indicated in Annexures given in tender document in good working condition throughout the period of contract. For this purpose the contract shall establish full-fledged workshop within custom house with all servicing facilities and also adequately manned. The workshop shall be equipped with all essential spare parts for all the categories of equipment listed. The work shop shall be well equipped with all tools, testing equipment's for servicing arrangements such as vacuum pump, gauges, blow pumps, required ladder should be available for the technicians, voltmeter and ammeter boxes etc.</p> <p>The contractor shall make his own gas filling, brazing, and welding arrangements in the place of workshop at his own risk.</p> <p>Sufficient stock of spare parts for all kinds of machines shall be kept in his stores. The contractor shall ensure that no machine is ideal due to non-availability of spare parts.</p> <p>All the spares and tools and tackles are to be recorded in the register. Spares taken outside the premises also to be recorded with serial number of spare /unit and in and out date and time with prior permission of the Office.</p>										
ac)	<b>Safeguarding of materials:</b> It is your responsibility to store and safeguard the material brought to the site for the maintenance.										
ad)	<b>Identify of the Personnel:</b> The names and designations with due signatures of the personnel to be engaged by you for this contract should be made available to us for security check. They should wear proper uniform and Identity Card issued by you whenever they enter the premises of the Academy. Normal code of ethics and discipline has to be followed by the contractor's labour while working at site. The contractor and his staff shall be allowed to enter the premises only on production of valid gate passes issued by custom house.										



ae)	<b>Termination of the Contract:</b> Under normal conditions, the contract shall be terminated by two months notice in writing from either side. If the services are not satisfactory without valid reason, the Maintenance Contract will be terminated by the Academy at any stage. However, Director, NAARM will have the right to terminate the contract at any stage without assigning any reason.
af)	The Contractor shall maintain all the machines in good working condition throughout the contract period and they will be handed over to customhouse in working condition on the event of the expiry of the contract period.
ag)	The contractor shall be responsible for smooth and satisfactory working of the air conditioner and shall obtain a certificate from the users at least once a month to the effect that the air conditioners are working satisfactorily during the month in question
ah)	It is the primary duty of the successful to ensure that all air conditioners under the contract are in working condition including those in unmanned areas. Hence the contractor should monitor and daily inspect all air conditioners in unmanned areas of all sections.
ai)	<b>Billing:-</b> An Advanced Stamped Receipt along with a pre-receipted bill in triplicate, indicating the details of work in a standard bill format containing GST etc. addressed to Director, ICAR-NAARM, Rajendranagar, Hyderabad – 500 030 may please be submitted on completion of each quarter to Stores & Purchase Officer, NAARM, for arranging early payment.
aj)	<b>Taxes to be deducted at Source:</b> Income Tax, and other Statutory levies applicable to such contracts / services will be deducted at source, as per the rate applicable at the time of payment.
ak)	<b>Signing of Agreement:</b> You are also required to execute a contract agreement for the purpose in the prescribed format to be printed / typed on Rs. 200/- non-judicial stamp paper.
al)	Renewal is not automatic and will be subject to review by the competent Authority from NAARM and will be effective only on issuing a written communication for each year.

The above said Maintenance jobs are to be carried out from time to time.

NOT WITHSTANDING ANYTHING CONTAINED HEREIN ABOVE, THE CONTRACT SHALL BE TERMINABLE BY US FOR VIOLATION BY YOU OF ANY OF THE TERMS AND CONDITIONS COVENANTS SET OUT ABOVE IN WHICH CASE YOU SHALL NOT BE ENTITLED TO ANY COMPENSATION ON ANY COUNT WHATSOEVER.

The Director, ICAR-NAARM reserves the right to reject any Tender Document without assigning any reason thereof. A brief detail of Tender Document is given in the following format. Decision of the Director, ICAR-NAARM will be final and legally binding. All disputes will be subject to Hyderabad Jurisdiction only.

Note:

1. The Tender document should invariably be filled in and duly signed by the authorized signatory on every page of Tender Document and the terms and conditions should strictly be followed before submitting the Quotation.
2. The Tender Document may be addressed to the Director, ICAR-NAARM, Rajendranagar, Hyderabad –500 030

(Asst. Admn. Officer [S&P])



## TENDER FORM, PRICE SCHEDULE AND OTHER PROFORMAE

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### Tender Form

(To be filled in by the Tenderer duly printed on their letterhead)

Tenderer's Ref.No. \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_

Grams: \_\_\_\_\_

PIN \_\_\_\_\_

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

To

**The Director**

NAARM, Rajendranagar,  
HYDERABAD – 500 030

Dear Sir,

I/We hereby offer for your requirements detailed in the schedule hereto or such portion thereof as you may specify in the Acceptance of tender document at the rates given in the said schedule and agree to hold this **offer for 180 days (6 months)** from date of submission the Tender Document. I/We shall be bound by a communication of Acceptance dispatched within the prescribed time and also execute agreement required in this regard.

2. I/We have understood the Instructions to Tenderers / Quotationers and General Conditions of Contract governing such contracts placed by Indian Council of Agricultural Research and its Research Institutes and the Special Conditions of Contract, and have thoroughly examined the details indicated in the Schedule to Tender Document / Quotation thereof and am/are fully aware of the goods and/or services required and my/our offer to supply/provide the goods and/or services strictly is in accordance with the requirements.

3. D.D.No. \_\_\_\_\_ Dt. \_\_\_\_\_ for Rs \_\_\_\_\_ (in \_\_\_\_\_ words) Rupees \_\_\_\_\_ only) drawn on (Bank) \_\_\_\_\_ is enclosed towards Earnest Money Deposit.

The following pages have been added to and form part of this Quotation.

Yours faithfully,

Signature of the Witness

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_



Asst. Admn. Officer  
ICAR-NAARM, Rajendranagar, Hyderabad  
500030

**BANK GUARANTEE FORM FOR BID SECURITY**  
**(Stamp Paper worth `200/-)**

Whereas.....[*name of bidder*]

[Hereinafter called "the bidder"] has submitted his bid dated.....[*date*] for the supply of .....(*brief description of the relevant goods and services*) (hereinafter called "the bid").

KNOW ALL PEOPLE by these presents that WE .....(*name of the bank*) having registered office at.....(*full address*) (hereinafter called "the bank") are bound unto.....(*name of the purchaser*) (hereinafter called "the purchaser") in the sum of Rs.....(*Rupees.....(amount in figures and in words)*) for which payment well and truly to be, made to the said purchaser, the bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said bank this..... Day of....., 20.....

THE CONDITIONS of this obligation are:

1. If the bidder

- I. Withdraws its bid during the period of bid validity specified by the bidder on the bid form; or
- II. Does not accept the correction of errors in accordance with the Instruction to Bidders.

OR

2. If the bidder, having been notified of the acceptance of its bid by the purchaser during the period of bid validity.

- I. Fails or refuses to execute the contract form, if required; or
- II. Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

We undertake to pay to the purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the above mentioned two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 (forty five) days after the period of bid validity and any demand in respect thereof should reach the bank not later than the above date.

Date.....

Place.....

.....  
Signature of the Bank

SEAL of the Bank



## TECHNCAL BID

### SCHEDULE OF WORK / COMPLIANCE

**Schedule of Work:** For "Onsite Comprehensive Annual Maintenance Contract (AMC) of Split / Multi Split / Cassette / Window / Tower / AC Plants including Remotes and all accessories"

**TECHNICAL COMPLIANCE:**

S.No.	Item	Compliance Yes/No
1.	EMD for Rs.30,000/-	
2.	<b>Tender Form:</b> The entire original Tender Document including EMD with seal and signature of the authority authorized to sign this Tender Document on each page at the time of submission of Tender Document. Otherwise, Tender Document will not be considered at any cost.	
3.	Quotations for all items mentioned in Financial Bid	
4.	Proof of undertaking contracts for AC's Maintenance in Government / reputed organizations in Hyderabad for value above Rs.5 lakhs per annum during past two years (Enclose proof).	
5.	Certificates of registration of firm/incorporation/Service Tax issued by appropriate Government	
6.	Income tax Returns for the preceding three financial years i.e., 2017-18, 2018-19 and 2019-20	
7.	Vendor must be authorized representative for any Air-conditioner manufacturer (enclose certificate).	
8.	NSIC certificate if, registered as small scale industries	
9.	Document showing the firm/company's turnover be Rs.25 (Twenty Five) lakhs per annum for the preceding two financial years i.e. 2018-19 and 2019-20 certified by the Chartered Accountant.	
10.	Any other document or information as required in the Quotation document.	

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Seal: \_\_\_\_\_

