



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

## CENTRAL BOARD OF SECONDARY EDUCATION

# TENDER NOTICE FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR AIR CONDITIONERS AND WATER COOLERS IN CBSE, DELHI.

(Tender reference No.:- CBSE/F-85/II-B/AMC OF AC'S/2018)

### Issued By:

Deputy Secretary (A & L)  
Central Board of Secondary Education  
2, Community Centre, Preet Vihar  
Delhi-110 092.





F.No. CBSE/F-85/II-B/AMC OF AC'S/2018

DATED: 21.02.2018

**Tender Notice for the Comprehensive Annual  
Maintenance Contract for Air Conditioners and water coolers**

Online quotations are invited from experienced and reputed parties for Comprehensive Annual Maintenance contract for **Air Conditioner Machines and water coolers** installed at various offices of CBSE, Delhi. Interested parties are requested to show the rates per Air-Conditioner for Comprehensive AMC rates for the period of one year.

**Annexures of the Tender Notice**

Annexure No.	Subject
Annexure-I	Critical Date sheet & Instructions to the Bidders for bid submission
Annexure-II	Bid Submission Form
Annexure-III	Certificate on Non-Participation of near Relatives in the tender
Annexure-IV	Terms and Conditions
Annexure-V	Technical Bid Proforma
Annexure-VI	Check List on preparation of Bid

Bidder has to submit bids online only at CPPP website <https://eprocure.gov.in/eprocure/app>.

The cost of the Bid Document is Rs. 500/-(Rupees Five Hundred only) which is non-refundable and the same is to be deposited online at the time of submission of bid document Bids shall be submitted online only as per critical date sheet at CPPP eProcurement website: <https://eprocure.gov.in/eprocure/app>.

The **Hard Copy of original instruments** in respect of cost of tender document, EMD and tender fee to be send to the Assistant Engineer (Civil) at the address indicated below on or before **bid opening date/time as mentioned in critical date sheet**.

Tender documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Earnest Money deposit (EMD) of Rs.18,000/- (Rupees Eighteen Thousand Only) in the shape of an Account Payee Demand Draft, Fixed Deposit Receipt, Banquers Cheque or Bank Guarantee from any commercial Bank favoring " The Secretary CBSE Payable at Delhi" or through electronic fund transfer in CBSE A/c No. 91471010000016, IFSE Code SYNB0009147, Syndicate Bank, Preet Vihar Branch, New Delhi.

**(RAHUL TYAGI)  
ASSISTANT ENGINEER (CIVIL)**

**CRITICAL DATE SHEET**

<b>Published Date</b>	<b>21.02.2018</b>
<b>Bid Document Download / Sale Start Date</b>	<b>21.02.2018</b>
<b>Bid Submission Start Date</b>	<b>21.02.2018</b>
<b>Bid Submission End Date</b>	<b>13.03.2018</b>
<b>Bid Opening Date</b>	<b>14.03.2018</b>
<b>Duration of Contract</b>	<b>One year</b>
<b>Tentative Cost of Tender</b>	<b>6.00 Lacs</b>
<b>Validity of Bids</b>	<b>90 days</b>

**INSTRUCTIONS TO THE BIDDERS**

**1. GENERAL INSTRUCTIONS**

1. For the Bidding / Tender Document Purposes, 'Central Board of Secondary Education, Delhi shall be referred to as 'Client' and the Bidder / Successful Bidder shall be referred to as 'Contractor' and / or Bidder.
- 1.1 The Bidders are advised to inspect the site before filling in and submitting the bids to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.
- 1.2 Interested agencies can download the Tender document from the CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) (for perusal reference only) and interested agency will fill the complete tender form at CPPP eProcurement site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET.
- 1.3 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.4 The bidder shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Bidder.
- 1.5 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are **liable to be rejected**.
- 1.6 For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Office of the Central Board of Secondary Education. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

## 2. MINIMUM ELIGIBILITY CRITERIA

The following shall be the minimum eligibility criteria for selection of bidders technically.

2.1 **Registration:** The Bidder should be registered with the GST.

2.2 **Experience:** The Bidder should have experience in the similar field of work i.e. CAMC of Air Conditioners and Water Coolers in the Government Departments / Public Sector (Central or State) for the last five consecutive years.

2.3 The bidder has provided government experience / public sector experience. The bidder has to submit the relevant work experience certificates to the tune of 03 works of each 40% of estimated value, 02 works of each of 50% of the estimated value and 01 work of 80% value of the estimated value in last 5 years.

2.4 Agency/Bidder must have office in Delhi/NCR.

2.5 Agency/Bidder have workshop in Delhi/NCR.

## 3. Documents supporting the Minimum Eligibility Criteria

3.1 In proof of having fully adhered to the minimum eligibility criteria following supporting documents in response to SL.No. 2.1 above must be enclosed.

(a) **Minimum turnover in last three years should not be less than 4 lacs Per annum/Per financial year to support. The bidder is required to submit audit financial statement.**

(b) Attested copy of document in support of above part 2.1

(c) Attested copy of document in support of above part 2.2

(d) Attested copy of document in support of above part 2.3

(e) Attested copy of document in support of above part 2.4

## 4. EARNEST MONEY DEPOSIT:

4.1 This bids should be accompanied by an Earnest Money Deposit ( **Rs. 18,000**) and Tender Fee ( **Rs.500/-**) of in the form of Bank Guarantee/Demand Draft of any nationalized bank. The Bank Guarantee / Demand Draft shall be in favour of Secretary, CBSE and payable at Delhi. The bid security will remain valid for a period of 90 days beyond the final bid validity period.

The **Hard Copy of original instruments** in respect of cost of tender document, EMD and tender fee to be send to the Assistant Engineer (Civil) at the address indicated below on or before **bid opening date/time as mentioned in critical date sheet.**

Tender documents received in incomplete shape or beyond the stipulated period shall not be entertained under any circumstances. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

### Address:

**Assistant Engineer**

**Maintenance Unit**

**Central Board of Secondary Education**

**2, Community Centre, Preet Vihar,**

**Delhi-110092.**

**Cont. No:- 22515830**

**E-mail:- [rahultyagicbse@gmail.com](mailto:rahultyagicbse@gmail.com)**

- 4.2 No request for transfer of any previous deposit of earnest money or security deposit or adjustment against any pending bill held by the Department in respect of any previous work shall be entertained.
- 4.3 The bids without Earnest Money (**Rs. 18,000**) and Tender Fee (**Rs. 500/-**) shall be summarily rejected.
- 4.4 No claim shall lie against the Government / Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
- 4.5 Bidder shall not be permitted to withdraw their offer or modify the terms & conditions thereof.
- 4.6 **The bid security may be forfeited:**
- a If the bidder withdraws its bid during the period of bid validity specified by the bidder in the bid form; or
  - b In case of successful bidder, if the bidder
    - Fails to sign the contract in accordance with the terms of the tender document
    - Fails to furnish required performance security in accordance with the terms of tender document within the time frame specified by the Client.
    - Fails or refuses to honour his own quoted prices for the services or part thereof.

## 5. **VALIDITY OF BIDS**

- 5.1 Bids shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Bids.
- 5.2 In case Client calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.
- 5.3 The Client may request for extension for another period of 30 days, without any modifications and without giving any reasons thereof.

## 6. **PREPARATION OF BIDS**

- 6.1 Language: Bids and all accompanying documents shall be in English or in Hindi
- 6.2 **Technical Bid:** Technical Bid should be prepared as per the instructions given in the Tender Document along with all required information, documents in support of the minimum eligibility criteria, Valid EMD and Tender Fee of requisite amount.  
Documents comprising the Bid:
- a. Bid Submission Form duly signed and printed on Company's **letterhead** (Section-2).
  - b. Bidder's profile with undertaking
  - c. All Forms, duly filled and signed and stamped
  - d. Earnest Money Deposit of Rs.18,000/- and Tender Fee of Rs. 500/- ( non refundable) in f/o Secretary CBSE in form of BD/DD.
  - e. All attested supporting document in proof of having fully adhered to minimum eligibility criteria.
- 6.3 **Financial Bid:** Bidder should prepare financial Bid in the Price Schedule/BOQ as provided in the Tender Document.

## 7. **SUBMISSION OF BID**

The Proposal should be submitted in two parts (Technical and Financial) as described below:-

“**Part 1: Technical Proposal**” which will consist of the proof for meeting eligibility Criteria, receipt of online payment of Tender Fee and EMD.

“**Part 2: Financial Proposal**” which will consist of the details of financial matters.

- i. The Proposal submitted in online mode comply with instructions issued by CBSE.
- ii. CBSE reserves the right to reject any proposal which is not substantially responsive.

Any Proposal received after the time stipulated will not be accepted by CBSE.

### **Part 1- Technical Proposal**

- i) Scanned copy of Tender fee and EMD.
- ii) Scanned copy of Appendix I, Tender Acceptance Letter.
- iii) Scanned copy of all the relevant documents for Pre-qualification bid as mentioned in Eligibility Conditions.

### **Part 2- Financial Proposal**

- a) Schedule of price bid in the form of BOQ\_XXXX .pdf

## ***Proposal Evaluation***

CBSE will evaluate the technical bid as per the eligibility criteria mentioned in the TENDER and Financial bid of those qualified technically will only be opened online.

## 8. **CLARIFICATION ON TECHNICAL BID EVALUATION.**

- 8.1 The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the Client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Client shall not be considered. The Client’s request for clarification and the response shall be in writing.
- 8.2 If a bidder does not provide clarifications of its bid by the date and time set in the Client’s request for clarification, its bid may be rejected.
- 8.3 Client also reserves right to seek confirmation/clarification from the ISSUER agency, on the supporting documents submitted by the bidder as per clause 2.1.

## 9. **FINANCIAL BID OPENING PROCEDURE**

- 9.1 The Financial Bids of all the technically qualified Bidders shall be opened by evaluation Committee.

## 10. **Lowest bidder i.e. L-1 in Financial Bid would be selected.**

## **11. RIGHT OF ACCEPTANCE:**

- 11.1 The Chairman Central Board of Secondary Education reserves all rights to reject any bid including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the Chairman, Central Board of Secondary Education, Delhi -110092 in this regard shall be final and binding.
- 11.2 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.
- 11.3 The competent authority of the office of the Central Board of Secondary Education reserves the right to award any or part or full contract to any successful agency (ies) at its discretion and this will be binding on the bidders.
- 11.4 In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the Competent Authority of the Office of the Central Board of Secondary Education reserves the right to award the contract to the next higher bidder or any other outside agency and the difference of price shall be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the bidders.
- 11.5 The office of Central Board of Secondary Education may terminate the Contract if it is found that the Contractor is black listed on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertaking etc.

## **12. NOTIFICATION OF AWARD BY ISSUANCE OF 'LETTER OF ACCEPTANCE'**

- 12.1 After determining the successful evaluated bidder, Client shall issue a Letter of Acceptance (LoA) in duplicate, who will return one copy to Client duly acknowledged, accepted and signed by the authorized signatory, within Three (3) days of receipt of the same by him.
- 12.2 The issuance of the Letter of Acceptance to the bidder shall constitute an integral part and it will be a binding to the contract.
- 12.3 The time taken between the date of issue of LoA and Notice to Proceed shall not prevent the contractor to mobilize the man power.

## **13. RETURNING OF EARNEST MONEY DEPOSIT (BID SECURITY AMOUNT)**

- 13.1 The Earnest Money Deposit of the unsuccessful bidders in the technical Bid evaluation stage shall be returned after opening of the eligible financial bid.
- 13.2 The Earnest money Deposit of the unsuccessful bidders shall be returned on award of contract to the Successful bidder.

**BID SUBMISSION FORM**

Date:

**LETTER OF BID**

To

**The Secretary  
Central Board of Secondary Education,  
2, Community Centre, Preet Vihar,  
Delhi-110092.**

**Ref: Invitation for Bid**

We, the undersigned, declare that:

1. We have examined and understand that no reservations should be corrected by undersigned to the Bidding Documents including Addenda issued in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the Bidding Documents for CAMC for Air Conditioner in CBSE Building at Delhi i.e. HQ Building, Preet Vihar, Regional Office, Delhi Building Patpargunj and Shiksha Sadan Building, 17, Rouse Avenue.
3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
5. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,

Authorized Signatory

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation

*(To be printed on Bidder's letter head) (To be printed on Bidder's letterhead)*

## CERTIFICATE

### **Certificate on Non-Participation of near Relatives in the tender**

I \_\_\_\_\_, S/O \_\_\_\_\_,  
R/O \_\_\_\_\_ hereby certify that none of my  
relative(s) as defined in Section 12 of tender document is/are employed in CBSE, H.Q  
Building, Preet Vihar, DELHI as per details given in tender document. In case at any stage,  
it is found that the information given by me is false/ incorrect, CBSE office shall have the  
absolute right to take any action including termination of the Contract as deemed fit/without  
any prior intimation to me.

Signed \_\_\_\_\_

For and on behalf of the Bidder

Name (caps) \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

**TERMS AND CONDITIONS**

1. The term “maintenance” shall mean keeping the Air-conditions hereinafter called ‘machines’ in perfect working condition at all times, and covers each and every part of the system. Maintenance also includes on-call corrective as well as periodic preventive maintenance service visits by the service engineer of the CAMC holder. CAMC includes dehydration and gas charging, repair of fan motor etc. complete.
2. Replacement/repair of any of the part of the machine during the currency of the contract shall be at the risk, responsibility and the cost of the contractor. However, all parts included/covered in the CAMC.
3. This office does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason whatsoever. Tenders in which any of the particulars and prescribed information are inadequate or incomplete in any respect or the prescribed conditions are not fulfilled, are liable to be rejected.
4. A complaint lodged should be attended within 6-8 working hours but at the most within 24 hours. Preventive servicing of machines shall be done quarterly. Washing of filter of A/C shall be done every month.
5. All air Conditioners shall be inspected by the successful tenderer before being taken over for maintenance under the “Maintenance Contract” and missing/non functional parts may be listed out and brought to the notice of Assistant Engineer of respective building within two days of the award of contract in the presence of representative of this office and a representative of current CAMC holder firm, failing which the contractor shall be deemed to have taken over the air conditioner of this office complete in all respects.
6. All tools and materials will be provided by the successful tenderer at their own cost/labour.
7. The contractor shall keep sufficient stock of items/spare parts which may be required for replacement/ repairing in the event of the machines becoming non-functional or defective, during the currency of the contract. The successful tenderer shall be fully responsible for supply and installation of items/parts of good quality with ISI mark.
8. It shall be obligatory on the part of the contractor to carry out repair/maintenance of machines under his direct supervision and control and under no circumstances the work shall be assigned to sub- contractor.
9. The work shall be carried out in the premises of the Department. No cartage shall be paid for transportation of any type of items to be taken to workshop for repairs etc. Written prior permission of competent authority will be required before taking out such goods/items from the premises.
10. This office also reserves the right to renew or extend the contract for the one year, taking into account the satisfactory services rendered by the contractor during previous year.

11. The damage caused if any either to any machine or to any other property of the CBSE through negligence or otherwise, shall be at the risk, cost and responsibility of the contractor. The financial or any other loss suffered by the CBSE on this account shall be made good by the contractor and decision of the Chairman in this context shall be binding on the contractor.
12. The contractor shall be responsible for smooth and satisfactory working of the units. If repair works remain pending beyond reasonable time frame resulting none functioning of ACs in unusable condition. A penalty of Rs.500/- (Rupees five hundred only) per day/ per unit shall be imposed.
13. In case the contractor fails to comply with the terms and conditions of the contract and if the contractor is found to be incapable to do the job satisfactorily and within the specific time, it will be at the discretion of this office to take any further action or to cancel the contract without assigning further reasons.
14. Every scanned page of tender document along with enclosures must be signed by the bidder.
15. The offers / bids received incomplete and / or submitted after the due date shall be summarily rejected.
16. Financial bids of only those agency/firms would be opened, who qualify in technical requirements.
17. If any of the terms and conditions above, is not found fulfilled during currency of contract, the Chairman, CBSE reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by the either side.
18. No additional terms & conditions over and above the conditions stipulate above shall be entertained by this office.
19. In case of any dispute, the decision of the Chairman shall be final and binding.
20. No advance payment shall be released. Payment released based on satisfactory performance Pro rata quarterly payment will be released.
21. In case of defect involving replacement of the compressor, the work has to be completed within 48 hrs. failing which penalty @ Rs. 1000/- per day shall levied.
22. To meet emergent requirement, the agency shall be found to replace he window/split A.C's as per direction of the Engineer In Charge.
23. The agency will ensure proper up keep of all equipment in found functional condition during the CAMC period.
24. Monthly satisfactory work report on the prescribed format must be submitted along with the running/final bill.
25. The above quantity is tentative and may vary.

26. The agency must have e-mail id so that complaints are lodge through e-mail and telephonically as well.
27. The agency shall be found to execute an agreement on non-judicial stamp paper of Rs. 100/- before taking up the work. The cost of the stamp paper shall be born by the agency.

Accepted by me.

Owner/Manager  
Seal of the firm.

**Technical Bid Proforma**

**General:**

1. Name of the company.....
2. Name of the authorized person submitting the Bid “Shri/Smt.....
3. Designation of the authorized person submitting the Bid.....
4. Name, Designation, address and Mobile Number of alternate person.....  
.....
5. Address of the company.....
6. Tel no. with STD code (O).....(Fax).....(R).....
7. Mobile No. of the person submitting the Bid.....
8. E-mail of the person submitting the Bid.....
9. Organization's email ID.....
10. Website Address (if any) .....
11. Registration & incorporation particulars of the firm:
  - i) Private Limited
  - ii) Public Limited
  - iii) Any other - Please specify.....
12. Name of Director/owner or partner (s).....
13. Email ID of Director (s).....
14. Mobile Number of Director (s).....
15. Bidder's bank, its address and current account number .....
16. Permanent Income Tax number,.....  
**(Please attach copies of income tax return for last three years)**
17. GST No.....  
**(Please attach copies of GST Number)**
18. Particulars of EMD - (Rs.18,000/-)
  - i) Demand Draft / B.D./Cash Receipt No. ....
  - ii) Date.....
  - iii) Name of Bank.....
  - iv) Address of Bank.....
  - v) Validity of BD/DD.....

20. Particulars of Tender Fee – (Rs.500/-)

- i) Demand Draft No/Cash Receipt.....
- ii) Date. ....
- iii) Name of Bank.....
- iv) Address of Bank. ....
- v) Validity of DD.....

21. Description of similar work of CAMC for Air Conditioners executed during the last five years (Please furnish copies of completion certificate from the Government Department / Organization) - As per Clause 2(d) Section 5.

As per Clause 2.3	Description of Work /order executed	Actual Value work / order executed	Name of Government Department / Organization	Start Date	Finish Date	Document evidence at page No.
40% Value						
50% Value						
80% Value						

**UNDERTAKING**

1. I/We the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me/undersigned are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
3. I/We give the rights to the competent authority of the CBSE to forfeit the Earnest Money/Security money deposit by me/us in case of breach of conditions of Contract.
4. I /We hereby undertake to Renovation of Toilets work as per the directions given in the tender document/contract agreement.

**Place:**

**Date:**

Signature of Bidder/Authorized signatory .....

Name of the Bidder .....

Seal of the Bidder

## **CHECK LIST ON PREPARATION OF BID**

<b>Sl. No.</b>	<b>Particulars</b>	<b>YES/NO</b>
1.	Have you filled in and signed Bidder Profile?	
2.	Have you read and understood various conditions of the Contract and shall abide by them ?	
<b>TECHNICAL BID</b>		
3.	Have you enclosed the EMD of Rs18,000/- and Rs. 500/- tender cost in the Technical Bid ?	
4.	Have you taken prints of all the Sections of Tender, in the Prescribed paper size.	
5.	Have you attached proof of having met the following minimum? eligibility criteria?	
5.1	Financial Capacity: Have you attached Audited Balance Sheets, Audit Reports?	
5.2	Experience: Have you attached the attested experience certificates issued by the Organizations / Government Depts. of the last five years?	
6.	Have you attached the proof of authorization to sign on behalf of the bidder in the Technical Bid?	
<b>FINANCIAL BID</b>		
7.	Have your financial Bid proposal is duly filled?	
8.	Have you quoted prices against each of the category?	

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

**Date:**

To,

The Assistant Engineer (Civil)  
Central Board of Secondary Education,  
Shiksha Kendra, Preet Vihar,  
Delhi-110092

**Sub: Acceptance of Terms & Conditions of Tender.**

Tender Reference No: CBSE/F-85/II-B/AMC OF AC'S/2018

**Name of Tender / Work: - Tender for Inviting Bids for participation in CAMC for Air Conditioners .**

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <https://eprocure.gov.in/eprocure/app> as per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. **1 to 14** (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

**(Signature of the Bidder, with Official Seal)**

## SCHEDULE OF WORK

### Annexure-I

(A) Name of work: Comprehensive AMC of Window/ Split AC's Preet Vihar.

S.No.	Type of ACs	Capacity	Qty.	Rate/Unit / Annum	Amount
1.	Window Type	1.5 Tr.	30 nos.		
2.	Window Type	2.0 Tr.	12 nos.		
3.	Split AC	1.5 Tr.	45 nos.		
4.	Split AC	2.0 Tr.	20 nos.		
Total (A) .....					

(B) Name of work: Comprehensive AMC of Window/ Split AC's R.O. Delhi, Patparganj.

S.No.	Type of ACs	Capacity	Qty.	Rate/Unit / Annum	Amount
1.	Window Type	1.5 Tr.	18 nos.		
2.	Split AC	1.5 Tr.	14 nos.		
3.	Split AC	2.0 Tr.	12 nos.		
Total (B) .....					

(C) Name of work: Comprehensive AMC of Window/ Split AC's Rouse Avenue, Delhi.

S.No.	Type of ACs	Capacity	Qty.	Rate/Unit / Annum	Amount
1.	Window Type	1.5 Tr.	12 no.		
2.	Split AC	1.5 Tr.	20 no.		
3.	Split AC	2.0 Tr.	13 no.		
Total (C) .....					

- Financial evaluation will be on composite rates for all three building & lowest composite rate per annum would be selected.

**GROSS AMOUNT Rs...../ Annum  
(A+B+C)**

**Tax if any / GST .....**

## SCHEDULE OF WORK

### Annexure-II

(A) Name of work: Comprehensive AMC of Water Coolers: Qty. 20 (40/80 Ltr.) R.O. Delhi.

S.No.	Make of Water Cooler	Capacity	Qty.	Rate/Unit Annum	Amount
1.	Any make	40/80 Ltr.	7 nos.		
2.	Any make	20/40 lt.	1 nos.		
3.	Gas Charging	NA	LS		
Total					
(A).....					

(B) Name of work: Comprehensive AMC of Water Coolers: Qty. 20 (40/80 Ltr.) in Preet Vihar.

S.No.	Make of Water Cooler	Capacity	Qty.	Rate/Unit / Annum	Amount
1.	Any make	40/80 Ltr.	11 no.		
2.	Gas Charging	NA	LS		
3.	Water Dispenser	20 Ltr.	4 nos.		
Total					
(B).....					

(C) Name of work: Comprehensive AMC of Water Coolers: Qty. 20 (40/80 Ltr.) in Rouse Avenue, Delhi.

S.No.	Make of Water Cooler	Capacity	Qty.	Rate/Unit / Annum	Amount
1.	Any make	40/80 Ltr.	02 no.		
2.	Gas Charging	NA	LS		
Total					
(C).....					

**GROSS AMOUNT**.....  
**(A+B+C)**  
**Tax if any / GST** .....

**Annexure-III**

(A) Name of work: Rates for repairing of Window/ Split A.C's and Water Cooler.

<b>S.No.</b>	<b>Make of Water Cooler</b>	<b>Capacity</b>	<b>Qty.</b>	<b>Rates only</b>
1.	Compressor replacement charges for water cooler	40/80 Ltr.	1	
2	Compressor replacement charges	1.5 Tr. / 2.0 Tr.	1	
3.	Gas Charging WAC	1.5 Tr. / 2.0 Tr.	1	
4.	Gas Charging Split Units	1.5 Tr. / 2.0 Tr.	1	
5.	Motor repairing charges	1.5 Tr. / 2.0 Tr.	1	
6.	PCB remote Circuit repairing	1.5 Tr./ 2.0 Tr.	1	
7.	Capacitor 45/50 MFD	1.5 Tr./ 2.0 Tr.	1	
8.	P & F of Window A.C Tray	Each		
9.	PVC Drain Pipe	Meter	1	
10.	P & F of Copper Pipe with insulation for Split A.C's capacity	1.5 Tr. / 2.0 Tr. Meter.	1	
11.	Supply & installation of 2.5 MM 3 Core wire	Meter	1	
12.	Dismantling of Window A.C	1.5 Tr. / 2.0 Tr.	1	
13.	Dismantling of split A.C	1.5 Tr. / 2.0 Tr.	1	
14.	Installation of Window A.C	1.5 Tr. / 2.0 Tr.	1	
15.	Installation of split A.C	1.5 Tr. / 2.0 Tr.	1	
16.	Split A.C Outdoor wall hanging stand	1.5 Tr. / 2.0 Tr.	1	
17.	Split A.C Surface Stand	1.5 Tr. / 2.0 Tr.	1	
18.	P.V.C casing for cover of Split A.C Gas pipe	1.5 Tr. / 2.0 Tr.	1	
19.	Aluminum casing for cover of split A.C Gas pipe.	1.5 Tr. / 2.0 Tr.	1	

**Applicable tax / GST.....%**

**Accepted by me**

**Owner/ Manager  
Seal of the Firm**