

# Indian Institute of Technology Indore

Khandwa Road, Simrol, Indore - 453552, M.P., India

Website : [www.iiti.ac.in](http://www.iiti.ac.in)



TENDER FOR  
**ANNUAL MAINTENANCE CONTRACT**  
FOR  
**SPLIT AIR CONDITIONERS**

Tender No. : IITI/Estate/Maint./AMC/AC/NIT/2018-19/01

## NOTICE INVITING TENDER

Tender No. IITI/Estate/Maint./AMC/AC/NIT/2018-19/01

May 10, 2018

On behalf of Indian Institute of Technology, Indore ; sealed tenders are invited in “TWO COVER SYSTEM” from eligible agencies/contractors having experience in execution of contracts of similar nature and magnitude of work.

Sr. No.	Name of Work	Period of Completion	Earnest Money ( EMD )	Period of Downloading Tender	Date & Time for raising any queries	Last Date & Time of Submission and Opening of Tender
01.	Annual Maintenance Contract for Split Air Conditioners	01 year	Rs. 25000	11 AM of May 10, 2018 to 5 PM of May 16, 2018	Upto 5 p.m. of May 14, 2018	Submission at 3 PM of May 17, 2018 Opening 3.30 PM of May 17, 2018.

Detailed Tender is available on IIT Indore website. Interested contractors may download the document from website [www.iiti.ac.in/tender.php](http://www.iiti.ac.in/tender.php)

Assistant Executive Engineer  
(In-charge Estate Maintenance)

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# INDIAN INSTITUTE OF TECHNOLOGY INDORE

Khandwa Road, Simrol, Indore (M.P.) – 453552

Website: [www.iiti.ac.in](http://www.iiti.ac.in)

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Tender No. : IITI/Estate/Maint./AMC/AC/NIT/2018-19/01

Date : May 10, 2018

Last date: May 17, 2018 up to 03:00 PM

## **Notice Inviting Tender**

**Subject : Annual Maintenance Contract for Split Air Conditioners at IIT Indore**

### **1. Introduction:-**

1.1 Indian Institute of Technology Indore invites technical & financial sealed bids in the proforma as per Annexure I, II and III from the eligible & interested agencies for Annual Maintenance Contract for Split Air Conditioners on the following terms & conditions:

1.2 Eligibility of firms:

1.2.1 The bidder must have:

i) GST registration.

ii) PAN card.

iii) EPF and ESI registration.

iv) Sale tax/ Tin number

v) Service Centre/Workshop in Indore or in surrounding areas and an experience of maintenance of Split Air Conditioners of reputed brand/ makes for atleast last three years. Out of this minimum one year's experience in Govt. Organization, Corporate Offices or Academic Institutes is required. The experience and capability must be supported through documents.

vi) Details of on-going works at other sites.( If any )

vii ) A self certificate showing the track record of contracting firm/contractor on the company letter head

1.2.2 Bidder must submit his telephone No., Mobile No, Email ID and address for easy communication.

1.2.3 Bidder must submit duly signed & stamped of complete downloaded tender document.

1.3 Earnest Money Deposit (EMD): ` 25,000/

- 1.5 Period of Validity of Tender(s): The tender(s) shall remain valid for a period of **60 days**.
- 1.6 The time period of operation **12 months**. However, performance review may be done at six months interval time.
- 1.7 Sealed envelop marked “Annual Maintenance Contract of Split Air Conditioners at IIT Indore” consisting of two envelopes containing technical & financial sealed bids separately and super scribed with “Technical Bid” and “Financial Bid” must reach the following address latest by May 17, 2018 upto 03:00 PM to Assistant Executive Engineer (In-charge Estate Maintenance) , First Floor , Hub Building, IIT Indore, Khandwa Road, Simrol, Indore – 453552.

EMD acknowledgement must be placed in the envelope containing the technical bid.

The Technical Bid will be opened on 03:30 PM of May 17, 2018 at IIT Indore.

Initially the bids shall be evaluated technically. The financial bids of only those bidders will be opened and considered, who are technically qualified by the technical evaluation committee and have submitted EMD in requisite form. Technical evaluation shall include examination of certificates / brochure/ statements submitted by the bidder, discussions with them including visit to the premises, workshops etc. if required. Date and time of opening of financial bid shall be conveyed to the technically successful bidders through email / telephone one day in advance.

## **2. Time Period:-**

Time period for the work is as given in the para 1.6 above from the date of award of work, which may be extendable for a period of another year (after 6 +6 months) at the same rate, terms and conditions only if the services of the vendor are found satisfactory during the normal period of contract.

### **3. General Terms and Conditions for procurement:-**

- 3.1 The Director, IIT Indore reserves the right to reject all or any of the quotation and to split up the requirements or relax any of the conditions without assigning any reason.
- 3.2 Any quotation received after the date and time specified in para 1.7 will not be considered.
- 3.3 Each and every page of the tender document should be seal & signed by the contractor.
- 3.4 Canvassing in connection with document is strictly prohibited and the tender document submitted by the bidders who resort to canvassing are liable to be rejected.
- 3.5 If there happens to be a holiday on any date indicated in the quotation, the transaction shall be performed on the next working day.

### **4. Rates, Taxes and Prices:-**

- 4.1 Bidders should quote unit price in the prescribed proforma (as per annexure III). Rates should be inclusive of all taxes including delivery / service at the site and installation. In case of not specifically mention, no extra cost shall be payable.
- 4.2 Incomplete bids will summarily be rejected. All corrections and alterations in the entries of bid papers will be signed in full by the bidder with date. No erasing or over-writings are permissible.
- 4.3 Price quoted shall be firm and any variation in rates, prices or terms during the validity of the offer shall not be permitted.
- 4.4 The prices quoted and accepted will be binding on the tenderer and valid for a period of one year from the date of signing the contract and any increase in price will not be entertained during the contract period.
- 4.5 The rates shall be quoted in figures as well as in words.

- 4.5.1 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 word only should be written closely following the amount and it should not be written in the next line.
- 4.5.2 In case of any discrepancy between the rate quoted and the amount worked out, the rate quoted words shall be taken as correct.
- 4.6 Unconditional discount shall only be accepted, if offered, and shall be clearly indicated in the schedule of items i.e. Annexure-III.

**5. Place of delivery/service:-**

Place of delivery/service shall be IIT Indore, Simrol Campus. No additional freight or any other charges would be payable towards transportation or shifting of units from one place to another.

**6. EMD:-**

- 6.1 Tender shall be accompanied with the acknowledgement of Earnest Money paid of amounting Rs. 25,000/- and the payment should be made through digital means only. Link <https://epayments.iiti.ac.in/> under facilities tab at IITI website may be used for amount to be paid to the Institute as EMD. EMD in form of demand draft/pay order will not be allowed.
- 6.2 Bid received without EMD will not be considered.

- 6.3 The EMD shall not carry any interest.
- 6.4 EMD of unsuccessful bidders shall be return after the award of work to the successful bidder.
- 6.5 The EMD shall be forfeited:-
- i) If the bidder withdraws his bid during the validity period of the bid.
  - ii) In the case of successful bidder, if he fails to furnish the required items/ deliver services within the specified time limit.
- 6.6 The EMD of successful bidder is retained as a performance bank guarantee and will be refunded after satisfactory execution of the services and completion of the period of operation of the work order/rate-contract.
- 6.7 No interest shall be payable on EMD/PBG.

## **7. Security Deposit:-**

- 7.1 A security deposit of 5% of the tendered amount shall be withheld from each of the payments made to the bidder /service provider in favor of whom the contract shall be awarded. The said security deposit will be refunded three months after the completion of work satisfactory.
- 7.2 No interest shall be payable on security deposit.
- 7.3 The security deposit shall be forfeited as a compensation for any loss resulting from the failure to perform the obligations under the contract or in the event of termination of the contract or in any event as the IIT Indore thinks fit and proper.

## **8. Payment:-**

- 8.1 Payment will be made on quarterly basis after completion of the quarter.
- 8.2 Payment shall be made upon submission of following documents:
- i. Supplier's Invoice, if any.



- ii. Copy of the JOB CARD for maintenance / installation / gas refilling signed by the user & countersigned by the person in charge of the section/subsection of the institute.
- iii. Payment will be made on the basis of the actual work done.

**9. Award of Contract:-**

The IIT Indore will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined as lowest evaluated tender, provided further that the tender is determined to be qualified to perform the contract satisfactorily. The IIT Indore will place work orders on staggered basis, if necessary, during the contract period to the lowest evaluated responsive tenderer and will be governed by all the terms and conditions stipulated in the tender document.

The IIT Indore reserves the right to increase or decrease the quantity of items and also reserves the right to cancel or revise or any of the all the tenders or part of tenders without giving any reasons thereto with no cost to the IIT Indore.

**10. Default Clause / Cancellation of AMC:-**

The IIT Indore may debar the defaulting supplier from future orders, for a maximum period of 3 years. The IIT Indore shall be the final authority to reject full or any part of the Service Providers/Contractors contract, which is not confirming to the specifications and other terms and conditions. No payment shall be made for unsatisfactory service(s).

If performance review is found to be unsatisfactory by IITI, the AMC may be cancelled.

**11. Confidentiality:-**

Information relating to the examination, clarification, evaluation and comparison of tenders, and recommendations for the award of a Contract shall not be disclosed to tenderer or any other persons not officially concerned with such process until the notification of Contract award is made.

Any effort by the tenderer to influence the IIT Indore in the Technical bid evaluation, bid comparison or contract award decisions may result in the rejection of the Tenderer's bid.

**12. Institute's Obligations:-**

1. The Institute shall not be responsible for any loss, breakage or theft of Contractor's material for which he has to make his own arrangements for storage.
2. The Institute shall not pay any compensation in respect of any injury or death caused to the workers of the Contractor. It will be the sole responsibility of the Contractor.
3. The Institute will not charge any amount from the Contractor for water or / and electricity for carrying out work.

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract.

Registrar In-charge

**TENDER FORM**

I/We have read and examined the Notice Inviting Tender, General Rules, Conditions of Contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the Director of Indian Institute of Technology Indore (IIT-Indore) within the time specified in NIT, schedule of quantities and in accordance in all respects with the specifications, and instructions, with such materials as are provided for and in respects in accordance with such conditions so far as applicable.

We agree to keep the tender open for sixty (60) days from the due date of its opening and not to make any modifications in its terms and conditions.

I/We hereby declare that I/we shall treat the tender documents and other records connected with the work as secret/ confidential documents and shall not communicate information / derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the state or IIT Indore.

Dated .....

Seal & Signature of Contractor

Postal Address

Address:

Occupation:

Name and Address:

**13. Annexure-I: -Scope of Annual Maintenance Contract Services of Split Air Conditioners**

The tentative quantity of various type/make of split AC is as under:-

<b>Sr. No.</b>	<b>Description of Items</b>	<b>Qty.</b>	<b>Unit</b>
<b>1.</b>	Carry out the monthly, quarterly and annual maintenance of split AC's of Carrier / Samsung /Voltas etc. make & capacity as under & all as specified & stipulated as directed by IITI authorized and complete with Labour (for 1.5/ 2.0/3.0 ton)		
<b>(i)</b>	1.5 TR (Single Phase)	100	Nos.
<b>(ii)</b>	2.0 TR (Single Phase)	150	
<b>(iii)</b>	7.5 TR (Three Phase) including indoor / outdoor units	01	Nos.
<b>(iv)</b>	3.0 TR (Single Phase)	02	Nos.
<b>2.</b>	Installation of split Air Conditioners (complete with Indoor /Outdoor unit, piping, supply)	50	Nos.
<b>3.</b>	Gas refilling charge	50	Nos.

The services shall include providing all manpower, tools and plants like ladder, stools, spanners, testing equipments, etc.

**13.1 Preventive Maintenance Services(PMS)Monthly:**

The monthly services include:

13.1.1 Cleaning of air filters, indoor unit grills & filters through air blower.

13.1.2 Cleaning of the indoor unit body by wiping out the dust etc. with wet cloth.

13.1.3 A record of such services duly acknowledged by the person using the machine or in his absence, in charge of the location of the AC shall be maintained.

13.1.4 Cleaning of the outdoor unit body by air blower, water pressure, wet clothes, etc.

**13.2 Preventive Maintenance Services (PMS) Quarterly:**

13.2.1 Every machine shall be serviced at least once every quarter.

13.2.2 Quarterly PMS shall include at least the following services:

- a. Replacement of filter if found damaged/unusable (To be certified by Institute Engineer).
- b. Checking switch, thermostat, relays, remote control etc.
- c. Checking motor bushings.
- d. Checking ground connections.
- e. Cleaning of blower and condenser fan.
- f. Cleaning the evaporator & condenser coils.
- g. Checking and tightening of nuts & bolts.
- h. Oiling the motors.
- i. Checking of the backup electrical power outlet/ MCB.
- j. Checking of the drive motors and fans.
- k. Over hauling of the AC, with chemical washing process.
- l. Checking cooling efficiency.
- m. Checking Firmness of the Supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of the air conditioners etc.
- n. Replacement of any component of air conditioners (Outdoor and indoor units, inlet and outlet Pipelines, electrical connections etc.) found defective after the above checks and tests with prior approval from the Incharge Engineer, IIT Indore.
- o. Charging of Refrigerant Gas during the period of Contract if need arises (To be certified by Institute Engineer).

A maintenance schedule mutually agreed upon will be prepared before commencement of the AMC. Any delay beyond the agreed schedule will attract penalty of 1% of Rate Contract value

per day of delay or part there of subject to maximum deduction of 10% of the Rate Contract value.

### **13.3 Annual Maintenance Services:**

The scope of work shall include all checks and tests as detailed under routine maintenance services. In addition annual maintenance services shall also include:

- a) Cleaning the condenser and evaporator coils with suitable detergent/chemical solution and flushing with high-pressure jet of water.
- b) Greasing of blower motors and all moving parts.

The above activities must be carried out within 15 (fifteen) days from the date of award of the contract .

### **13.4 Break-down Services (BDS):**

On call AMC services shall include attending to any complaint any time of the year, on receipt of verbal/written complaint from coordinating officer of IIT Indore. A record of the break-down calls attended duly acknowledged by the occupant or user of the AC & in his absence by the person in charge of the location of the AC / Coordinating Officer of IIT Indore shall be maintained & displayed on the “Maintenance Card” kept with the AC & also copy of the same in records of the person in charge.

Ordinarily a complaint must be attended within 4 hours whenever no change of part is involved, however, in case of requirement of change of spare part, the complaint may be attended within 48 hours of its receipt. Thereafter, under both the cases the delay in attending complaint shall attract a levy of compensation at the rate of Rs.300/- per day& per AC subject to a maximum of Rs.1500/- against the complaint. Thus after 5 days IIT Indore shall have the right to get the

complaint rectified on his own through any other agency and the amount shall be recovered from the concerned agency / Contactor / Service Provider.

**13.5 Terms and Conditions:**

If spare is requested by IIT Indore,

- a. The spare parts used for replacement shall be procured from the authorized dealer/service center of same make/quality as installed in new air conditioner with warranty or guarantee as per manufacturer. The original bills/vouchers of purchase of spare parts are attached with the quarterly payment claims as a proof of its genuinity.
- b. The service provider shall maintain services logbook/file containing copy of the cards duly signed by the users and countersigned by IIT Indore official.
- c. In case of continued non-performance and inability to meet service requirements, this office shall reserve the right to terminate the contract after giving 15 days' notice in writing.
- d. It will be the sole responsibility of the Contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract :
  - i. Employment of Children Act
  - ii. Workmen Compensation Act
  - iii. Employment of Labour/Contract Labour Act
  - iv. Industrial Employment Act
  - v. Contract Labour Abolition and Regulation Act 1970
  - vi. Minimum Wages Act
  - vii. Employee Provident Fund Act
  - viii. Any other act or legislation which may govern the nature of the contract.

- e. Any liability arising on IIT Indore shall be deducted from the bill of the Contractor and if the full amount is not recovered then the same shall be recovered from the security deposit of the Contractor. There would be no liabilities towards the workers of the Contractor by IIT Indore.
- f. IIT Indore through its officers, reserves the right of altering the specifications of works of adding to or omitting any items of work or of having portions of the same carried out departmentally or otherwise and such alterations and variations shall not violate this contract.
- g. In the event of the Contractor failing to execute the work under contract in whole or in part an alternative arrangement will be made by IIT Indore at the risk and cost of the contractor besides any suitable fine/ penalty.
- h. The Contractor shall be liable to pay compensation for any loss and damage caused to the property of IIT Indore by the Contractor or his workers.
- i. The Contractor shall personally be responsible for the conduct of his staff and in case of any complaint against any staff; Contractor will be under obligation to change the worker when instructed by authority. The contractor shall observe all the laws and will be responsible for any prosecution or liability arising from breach of any of those laws. IIT Indore will not hold any responsibility with regard to staff on the role of the contractor what so ever.
- j. The Contractor and his staff shall follow the rules and regulations of the Institute in force and instructions issued from time to time. IIT Indore will be free to take action against the Contractor for violating the same.
- k. The contractor shall station at least one team consisting of 1 qualified technician & 1 helper on full time basis in the IIT premises, at any point of the time. The teams shall be suitably increased in order to provide satisfactory services.
- l. Units taken out of the office premises for the service at workshop shall be returned at the earliest & in any case, within a week time.



- m. Dress Code: The workers/supervisors should be properly dressed (preferably uniforms with company's logo) to be identified separately.
- n. Identity card: The contractor must issue identity card to his workers/supervisors and submit police verification certificate for all work men engaged by him along with supervisors to IIT Indore.
- o. Any action on the part of the tenderer to influence any officer of the institute or canvassing in any form shall make the tender liable for rejection.
- p. The contract will be for a period of one year initially, which can be extended further on satisfactory performance of the previous year of the contract. IIT Indore may renew/ extend the contract to such further period(s), as it may deem proper, having regard to the quality and manner of the contractor's performance. However, it shall be with consent / written request by the contractor in this regard.
- q. The quantities indicated are purely tentative and likely to vary on either side up to any limit.
- r. Time is the essence of this contract. In case the contractor fails to adhere to the time schedule, IIT Indore shall have the absolute right to take up the work at the contractor's risk and cost and recover any and all such expenses from the amounts due to the contractor including Security Deposit. The Institute shall have right to impose a penalty commensurate with the fault and if any, shall be deducted from the bill.
- s. All letters posted to the contractor on the address given by him will be considered to have been delivered in time.
- t. If at any stage, it is found that the work is not being executed as per detailed specifications and special conditions as per contract, it will be the duty of the Contractor to remove all such

works from the worksite and make them good. The entire costs incurred shall be borne by the Contractor. The detailed specifications, special conditions are part of this contract.

- u. If it is observed at any stage that the quality of work is not satisfactory, the contract/work order as a whole will be terminated and security deposit will be forfeited. The Contractor will have no claims what so ever on the Institute.
- v. In case it is found at later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Contractor shall remain liable to pay compensation to IIT Indore for inferior works as determined by the IIT Indore and in case all payments have been made to the Contractor for this work, this amount will be deducted from any sum due to the Contractor on any other work within the IIT Indore.
- w. Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made on this part. The Contractor shall indemnify the Institute from any claims arising out of accidents, disabilities of any nature or death arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor.
- x. All dismantled/replaced spare parts to be deposited with the authorized representative of IIT Indore and details be entered in the register (demolition/dismantled register) & signed by the both parties.
- xi. In the event of any question, dispute/ difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under the agreement) the same shall be referred to the sole arbitration by the Director, IIT Indore & his decision will be final and binding to the contractor.

xii. The Arbitrator may give interim awards and/or directions, as may be required, Subject to the aforesaid provisions the Arbitrator & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

xiii. **JURISDICTION:** Disputes of any nature that may be arise in connection with the execution of this order shall be governed by the laws of India and subject to the jurisdiction of courts situated in Indore, India only.

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14. **Annexure-II :- Technical Bid Proforma (Eligibility)**

A.

1. Name of the bidder (Firm):- \_\_\_\_\_
2. Name of the representative: - \_\_\_\_\_
3. Address of the bidder: - \_\_\_\_\_  
\_\_\_\_\_
4. Land line Tel No. of the bidder: \_\_\_\_\_
5. Mobile No. of the bidder: - \_\_\_\_\_
6. Email of the bidder: - \_\_\_\_\_
7. Registration No. of the Firm (If any): \_\_\_\_\_
8. Please enclose the copy of registration):- \_\_\_\_\_
9. GST No. :-  
(Please enclose the copy)
10. PAN No. :-  
(Please enclose the copy)
11. Sales Tax / TIN No. :-  
(Please enclose the copy)
12. EPF and ESIC registration :-  
(Please enclose the copy)
13. Copy of Income Tax Return  
(Last 03 Current years )
14. Availability for demonstration of AMC Plans at IIT Indore : Yes / No [Please ✓]
15. Earnest Money Deposit acknowledgement enclosed: Yes / No [Please ✓] if Yes,

B Experience: - Details of AMC works executed especially with Govt. &/or PSU / Corporate Organization / Academic Institution during last three years. (Please submit certificates/work orders from the authorities not below the rank of Executive Engineer or equivalent. Please add additional pages/sheets if required)

1

2

3

- C Copy of work orders of on-going AMC works at other sites.( If any )
- D A self certificate showing the track record of contracting firm/contractor on the company letter head
- E Details of Manpower availability (Number with their qualification & experience):-.
- F Details of workshops (Define Location, area, type of machineries' available etc.):-
- G Proposal to carry out the work at IIT Indore:-
- H **Declaration:-**

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in NIT .

Sign of bidder:- \_\_\_\_\_

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

Name of the bidder:- \_\_\_\_\_

Firm's Name:- \_\_\_\_\_

(Please add additional pages/sheets if required)

15. **Annexure-III: Financial bid (Schedule of quantity)**

**(Subject – A)**

Sr. No.	Description of Items	Qty .	Unit	Rate (Per Nos.)	Total Amount (in Rs.)
1.	Carry out the monthly, quarterly and annual maintenance of split AC's of Carrier / Samsung /Voltas etc. make & capacity as under & all as specified & stipulated as directed by IITI authorized and complete with Labour (for 1.5/ 2.0/3.0 ton)				
(i)	1.5 TR (Single Phase)	100	Nos.		
(ii)	2.0 TR (Single Phase)	150			
(iii)	7.5 TR (Three Phase) including indoor / outdoor units	01	Nos.		
(iv)	3.0 TR (Single Phase)	02	Nos.		
2.	Installation of split Air Conditioners (complete with Indoor /Outdoor unit, piping, supply)	50 (approx)	Nos.		
3.	Gas refilling charge	50 (approx)	Nos.		

Sign of bidder: - \_\_\_\_\_

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

Name of bidder: - \_\_\_\_\_

Firm's Name: - \_\_\_\_\_

Tel: - \_\_\_\_\_

**16. ANNEXURE-IV: Complaint Register Proforma**

Sr. No	Complaint Registered		Complaint Registered By		Complaint Attended		Sign. of Occupant	Remarks
	Date	Time	Name	Mobile No	Date	Time		

**17. ANNEXURE-V:JOB-CARD Proforma for Maintenance -**

Sr. No	Date	Cleaning	Cooling	Noise	CC Coil	Firmness of AC	Grill Temp	Amp	Tech. Sign	Client Sign	Remarks

**18. ANNEXURE-V:JOB-CARD Proforma for Installation/Gas Refilling -**

S. No.	Date	Location of Installation / gas refilling	A.C. installed / gas refilled by		Attended By	Signature of Occupant	Remark
			Name	Contact no.			



**19. FORM – A : Particulars for refund of EMD to successful/unsuccessful bidder.**

RTGS/National Electronic Fund Transfer (NEFT) Mandate Form

1.	Name of the Bidder	
2.	Permanent Account No (PAN)	
3.	Particulars of Bank Account	
	a) Name of the Bank	
	b) Name of the Branch	
	c) Branch Code	
	d) Address	
	e) City Name	
	f) Telephone No	
	g) NEFT/IFSC Code	
	h) RTGS Code	
	i) 9 Digit MICR Code appearing on the cheque book	
	j) Type of Account	
k) Account No		
4.	Email id of the bidder	

Note: - Please attach original cancelled cheque along with the RTGS/National Electronic Fund Transfer (NEFT) Mandate Form.