

ASSAM GAS COMPANY LTD
P.O. Duliajan Dist: Dibrugarh
Assam - 786 602

No: Elect/166/AMC/Pt-I/2021/81

Date: 07.03.2022

NOTICE INVITING TENDER (e-Tender)

1.0 INTENT:

- 1.1. Assam Gas Company Limited, Duliajan invites sealed bids under single stage two bid system (Part-I Techno-commercial bid and Part-II Price bid) from competent and experienced firms dealing with air conditioner repair and maintenance for Comprehensive Maintenance Contract for Air conditioners initially for 1 year extendable for further period of one year subject to satisfactory performance in its Head Office, Duliajan & fulfilling the other qualifying requirements stated hereunder for the works.
- 1.2. e-TENDER with **180 (One Hundred and Eighty)** days validity from the scheduled date of price bid opening under the single stage two bid system must be submitted on or before **11.04.2022 at 2:00 PM** and Technical Bids likely to be opened at 2:30 PM. (IST) on the same day. The Priced Bids shall be opened only for technically qualified tenderers on a later date after evaluation of Technical Bids. **Earnest Money (EMD) of Rs. 10,000.00 (Rupees Ten Thousand only)** is to be paid through RTGS/NEFT/internet banking in Assam government e-Procurement system www.assamtenders.gov.in.
- 1.3. Tender fee Rs. 5,00.00 (Rupees Five hundred only) is to be paid through RTGS/NEFT/internet banking in Assam government e-Procurement system www.assamtenders.gov.in
- 1.4. MSME registered bidders may be exempted for submission of the EMD and tender fees provided that they submit self attested copy of the MSME registration certificate along with the bid document.
- 1.5. The bid documents along with scan copies of all documents including EMD and Tender fees payment details should be uploaded in the portal.
- 1.6. For any clarifications, bidders may forward their queries to Manager (Electrical), Department of Power & Utility, AGCL, Duliajan at least one week in advance of scheduled date of submission of bid. The company shall not be held responsible for postal delays / transit loss, etc.
For any assistance you may please contact

Parag Kumar Das
Manager (Elect)
Email: parag.das@agclgas.com
- 1.7. The Company reserves the right to accept or reject any or all the Tenders without assigning any reason thereof. Tender submitted without the documents as mentioned & without tender fees and Earnest Money will be rejected outright.
- 1.8. "All amendments, clarifications, corrigenda, addenda, Time extension etc. to the tender will be hosted on the company's website and in the e-tender portal only. No separate

notice will be issued in the press. Prospective bidders are requested to regularly visit the website and e-portal to keep themselves updated."

1.9. In case the bid closing date happens to be a bandh/holiday, the same will be deferred to the same time of the next full working day (except Saturday/ Sunday).

2.0 DETAILS OF BID DOCUMENT:

1.	Bid Document Number & Date	Elect/166/AMC/Pt-I/2021/81 Dated: 07.03.2022
2.	Bid Due Date (Techno – Commercial & Price Bid)	14:00 hours on 11.04.2022
3.	Bid Submission at	Managing Director Assam Gas Company Ltd Duliajan-786602 (Assam) Kind Attention: Manager (P&U)
4.	Opening of Technical - Commercial Bids	14:30 hours on 11.04.2022
5.	Earnest Money Deposit	Rs. 10,000.00(Rupees Ten Thousand only) to be paid through RTGS/NEFT/internet banking in Assam government e-Procurement system www.assamtenders.gov.in
6.	Tender Fees	Rs.500.00 (Five hundred only) RTGS/NEFT/internet banking in Assam government e-Procurement system www.assamtenders.gov.in
7.	Bid Validity	180 days from the scheduled date of opening of bid

3.0 TENDER PREPARATION:

- 3.1 A statement that Bidder agrees to be bound by all contract terms and conditions stated in this Tender and as may be revised by Addendum issued before the closing date.
- 3.2 Pricing Information shall NOT be included in this part of the Tender. Bidders shall ensure that no pricing information of any type is shown in their technical Tender. The inclusion of pricing in any place other than the Pricing Tender will result in rejection of the Tender.
- 3.3 All pages of the Tender document must be numbered and sealed & signed by the authorized signatory.
- 3.4 At any time prior to the deadline for submission of tenders, Assam Gas Company Ltd. for any reason, whether at its own initiative or in response to a clarification required by a prospective bidder, may modify the tender documents by issuance of amendments. Such amendments shall be part of the tender documents pursuant to relevant Clause and will be notified in AGCL Website www.assamgas.org or <https://assamtenders.gov.in>. The same will be binding on all tenders. Managing Director Assam Gas Company Ltd. may, at his discretion, may extend the deadline for the submission of the tenders if required.

Sd/-
Managing Director
Assam Gas Company Limited

Part-A

MINIMUM PRE-QUALIFICATION CRITERIA

(Attested Documentary proof for each item is to be furnished with Technical Bid)

THE TENDERER SHOULD FULFIL ALL THE FOLLOWING CONDITIONS TO BE ELIGIBLE FOR PARTICIPATION IN THE TENDER:

1. The tenderer should be an Authorized service provider or Original Equipment Manufacturer for at least one of the reputed brands of air conditioners namely Carrier, Voltas, Blue Star, L.G, Lloyds, Toshiba, Daikin, Panasonic, Godrej, Samsung, Hitachi, Micromax, Haier. However they should have requisite expertise in servicing and maintenance of other Brands of Air Conditioners also. A copy of Certificate/ Authorization letter issued by at least one company to the tenderer for being Authorized service provider is to be submitted.
2. The tenderer must have its office /branches located in the state of Assam. Address Proof and contact details of the office / branch are to be submitted along with the technical bid.
3. The tenderer should have the experience in providing either Comprehensive or Annual Maintenance Contracts for air conditioners or repair and maintenance works of air conditioners under rate contract in any central govt. organization/PSU/state govt. organization/semi-state govt. organization or any other central/state govt. undertaking/E&P firms during the last five years. The period of five years will be reckoned preceding the schedule date of opening of Techno-commercial bid as specified in NIT.
4. The tenderer should have satisfactorily completed at least one AC maintenance of similar type for total air condition tonnage of not less than 20 tons (approx. 10 nos of ACs) during the last 2 years as on 1st May, 2022 in any central govt. organization/PSU/state govt. organization/semi-state govt. organization or any other central/state govt. undertaking/E&P firms within the Republic of India
(‘Similar works shall mean Comprehensive Maintenance Contract or Annual maintenance contract or repair and maintenance job under rate contract of Air conditioners consisting replacement of spares, periodical servicing, break down servicing etc. At least one year of the maintenance job has to be completed to consider completion of 1 job. Completion Certificate issued by the authorized officer of the client will have to be submitted along with the tender document. The Completion Certificate along with the copy of the client’s work order must be submitted.
5. The average of the annual turnover of the tenderer during any of the last three financial years ending March 2021 shall be more than Rs.10 Lakhs (Rupees Ten Lakh only). A copy each of the Audited balance sheet along with profit and loss account statements for 3 financial years i.e. 2018-19, 2019-20 & 2020-21 duly audited by a Chartered Accountant indicating the code number should be submitted along with the Technical Bid.
6. The tenderer should be registered for Goods and Services Tax (GST). The copy of the GST number should be submitted along with the Technical Bid. 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.
7. All the forms provided in the tender documents must be completed in full and all pages of tender documents must be signed and sealed before their submission.

Date: Signature and seal of the Tenderer

Place:

FORM OF APPLICATION
(On Tenderer letter Head)

Date:

To,
The Managing Director,
Assam Gas Co. Ltd,
Duliajan, Dist: Dibrugarh
Assam- 786602

Dear Sir,

Sub: -- Tender No:

Tender for Comprehensive Maintenance Contract (CMC) of Air conditioners in the Head Office of Assam Gas Co. Ltd, Duliajan

1. I/we have read and understood the instructions and other terms and conditions furnished Bid document in respect of the captioned tender. I/we hereby submit my/our application for the captioned "Request for proposal" of your organization. I/we do hereby declare that all the information furnished in the application and supplementary sheets are correct to the best of my/our knowledge and belief.
2. I/we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
3. I/we clearly understand and agree that if any of the information furnished by me/us hereunder is found to be wrong or untrue or false or incorrect or incomplete, my/our application is liable to be rejected. Further, if I am/we are appointed as the 'Executing Agency' for the above Project on the basis of the information furnished in my/our application and the information furnished therein is subsequently found to be wrong, untrue, false or incorrect, my/our contract with the AGCL is liable to be terminated forthwith at the discretion of AGCL, at any stage, without notice and without any compensation whatsoever for such termination.
4. I / We understand and agree that the decision of AGCL in selection of the CMC Provider is final and binding to me / us.

Thanking You,

Yours faithfully

Signature of the Tenderer
Name:
Designation

Date:
Place:

PART B
INSTRUCTIONS TO THE TENDERERS

1. Sealed Bids are invited on behalf of the Assam Gas Company Limited, Head Office, Duliajan in the state of Assam, hereinafter known as the “AGCL”, for awarding Comprehensive Maintenance Contract of Air Conditioners existing in Head Office initially for 1 years extendable for further period of one year subject to satisfactory performance.
2. Scope of work: The successful tenderer shall be in a position to provide Comprehensive Maintenance Contract for Air conditioners consisting of replacement and repair of all spares except **Compressor Condensers and Printed Circuit Boards**. All other jobs such as periodical servicing, break down servicing ,gas charging ,leak testing , braising etc are to be carried out by the bidders. Only the replacement cost of compressor, Condenser and PCB parts will be paid by AGCL as additional charges if required. Additionally, bidder shall have to dismantle and reinstall ACs as instructed by the Engineer-in-charge.
3. The tender shall be uploaded in the website in two separate bids i.e. ‘Technical Bid’ and ‘Price Bid.’ The bid along with scan copies of all documents including EMD and Tender fees should be uploaded with the Tender documents.

4. BID SUBMISSION:

PART-A : TECHNO – COMMERCIAL BID

- a) EMD amounting Rs.10, 000/-(Rupees Ten Thousand only) to be paid through RTGS/NEFT/internet banking in Assam government e-Procurement system www.assamtenders.gov.in
- b) Tender fees amounting Rs. 5,00.00 (Rupees Five hundred only) only to be paid through RTGS/NEFT/internet banking in Assam government e-Procurement system www.assamtenders.gov.in
- c) Technical Submission containing all relevant documentation as per Qualification criteria (Minimum Pre Qualification Criteria).
- d) Certification in regard to Technical Compliance & Past Performance, Technical Catalogues etc.
- d) Commercial Terms
- e) Technical Bid Compliance Statement.
- g) Commercial Bid Compliance Statement
- h) Un Priced Price Bids but with other information filled in.

PART-B : PRICE BID

Priced offer in prescribed format to be submitted.

The price bids shall be opened only for technically qualified bidders

7. EMD & Tender Fees mentioned in the tender document has to be submitted without fail. Tenders without EMD & Tender Fees will be rejected. The EMD of unsuccessful tenderers will be returned after issue of work order to the successful tenderer.
8. The EMD of successful tenderer will be returned after submission of Performance Bank Guarantee for the period of CMC for 10% of the CMC award cost. In case of extension of CMC the validity of Performance Bank Guarantee must also be extended accordingly. The Performance Bank guarantee of 10% must be submitted within 10 days from award of

CMC to successful tenderer. The format of AGCL PBG will be communicated along with work order.

9. The bidder shall perform the work in a first class, workmanlike and professional manner and that all work shall be performed in accordance with highest quality, efficiency, and with all specifications, standard and drawings set forth or referred to in the Specifications, and with instructions and guidance which Company may, from time to time, furnish to the Bidder. In case of default on part of the Bidder to comply with the foregoing or to conform to the provisions of this specification, the Company shall invoke the performance bank guarantee and the security deposit will be forfeited. In the event of non performance of the contract, if the losses suffered by AGCL are more than the value of the Performance Security/ Performance bond, AGCL in addition to forfeiting the performance security, reserves the right to claim the balance amount of damages/losses suffered by AGCL.
10. No corrections such as cuttings, interpolations, omissions, over-writings etc in the application are permitted. Minor corrections such as cuttings, interpolations, omissions and over-writings if any, shall be duly authenticated by the authorized representative of the applicant.
11. AGCL reserves the right to amend, delete or modify any of the pre-qualification criteria prescribed as above.
12. Addenda, if considered necessary by the AGCL, to the tender, may be issued prior to the date of opening of the Technical Bids. Any changes / modifications/amendments in the tender will be uploaded in AGCL website www.assamgas.org and <https://assamtenders.gov.in>.
13. Any printing or typographical errors/ omission in tender document observed by the applicant shall be referred to the AGCL's decision regarding its interpretation/correction shall be final and binding on the applicants.
14. Applicants are advised to examine and fully satisfy themselves before submitting their applications as to the nature of work/project to be executed and the other aspects pertaining to and/or impacting the work/project and shall themselves obtain all necessary information/clarification as to the risks, contingencies and other circumstances which may influence or affect the work/project. Applicants may contact P&U Department for accessing the conditions of the AC units before participating in the tender.
15. By submitting the application and agreeing to the terms and conditions specified in the tender, the applicant shall be deemed to have full knowledge of the proposed scope of work/project and no extra charges consequent to and arising out of any misunderstanding/misinterpretation or otherwise shall be allowed by the AGCL. Submission of an application by an applicant implies that he has read this notice and all other documents relating to this tender and has made himself fully aware of the scope and specifications of the work/project to be undertaken and also the terms and conditions and other factors having a bearing on the execution of the work/project.
16. The applicants will not be entitled to any claim of compensation, financial or otherwise, for difficulties, if any, faced or losses incurred by them on account of submission of the application or on successful short listing/final selection.
17. Applications which do not satisfy any of the conditions prescribed in the tender or if any condition, including the offer of conditional rebate/discount put forth by the applicant, shall be summarily rejected.
18. The acceptance of an application will rest with the AGCL and AGCL reserves to itself the discretion/authority to reject any or all the applications received without assigning any reason whatsoever. An application, in which any of the prescribed condition is not fulfilled

or is incomplete in any respect, is liable to be summarily rejected. The AGCL reserves the right to accept or reject the applications in full or in part and applicants shall have no claim in the matter.

19. The tender offers shall remain valid for acceptance for a period of 180 days from the date of opening Bid. The Successful Bidder has to start the CMC Work of air conditioning units on as is where basis from the date intimated in letter of award.
20. The price quoted in price bid should be inclusive GST with break-up. No extra charges will be paid over and above the contract amount on account of any taxes (existing or future addition) or on any other account.
21. All forms provided in the tender documents must be complied in full and all pages of tender documents must be signed and sealed before submission.

Signature and seal of the Tenderer

Date:
Place:

PART C:
Terms and conditions on the Comprehensive Maintenance Contract

1. The details of offices and their address where the Air Conditioners under proposed CMC are covered is given below:

Sl.No	Name Of the Office	Complete Address Of the Office	Approximate No. of Air Conditioners and their total tonnage
1	AGCL Head Office	Assam Gas Company Limited, P.O.: Duliajan, Dist: Dibrugarh, Assam-786602	73 Nos 112 Tons

2. Totally at present 73 Nos air conditioners will be covered under this contract located in various locations within the AGCL Campus offices mentioned above. The details of Air Conditioner Brands, Type, Capacity and numbers covered under the CMC are provided in BOQ of price bid. The available details of ACs installed in the offices where air conditioners are installed is provided in the Part F.
3. New air-conditioners installed and which are under warranty period presently will not come under the purview of this contract immediately on awarding of CMC. The details of such Air conditioners presently existing will be provided during awarding of the works. When the Warranty period of these units expire during the period of CMC then, these units are to be maintained by the Contractor till the expiry period of CMC. Additional CMC Charges will be paid on the pro-rata basis for the period for which these units are to be maintained at the same unit rate as applicable to similar item in the original CMC and on the same terms and conditions of the CMC.
4. The Comprehensive Maintenance Contract will be of Comprehensive in nature and for a period of one years. AGCL at its discretion may extend the term further by a period of another one year.
5. This Comprehensive Contract will include the replacement of faulty spares like relays, PCB, Starting Capacitors, Running Capacitors, Relays, Thermostats, Fan Capacitors, Fan Motors, Selector switches, pressure coil, temperature sensor, Power Contactors, Control Contactors etc. **However, compressor, condenser and PCB replacement cost if required, will be paid as extra by AGCL.** Repairing of condensers, Rewinding of motors, providing Ball bearing of motors, Fan blades, Electronic Control Circuitry, Remote Control units, etc. including leak testing ,Gas charging, flashing whole system with Nitrogen and attending all complaints and breakdowns of all types of air-conditioners will be at Contractor's scope
6. Only original spare parts/ good quality parts approved by the AGCL will be permitted to be used for the maintenance during the CMC Period.
7. **If any Compressor/Condenser /PCBs which are not covered in the Tender Schedule of this Contract gets damaged and requires replacement during the Tenure of this Contract, then, AGCL will purchase (either directly from contractor or outside vendor) and supply the parts to the Contractor. The contractor will have to replace the parts at his own cost. No additional payment will be made for fitting the new compressor, condenser or PCBs. It is the responsibility of the Contractor to accurately specify the damaged spare parts for the procurement by the AGCL and to rectify the fault in AC under maintenance.**
8. Periodical preventive servicing has to be carried out once in three months for all the Air conditioners covered under CMC. During the quarterly servicing, the contractor should water service the AC unit including water washing of filter, drain tray and pipe cleaning, Evaporator brush cleaning, oiling/greasing of all Fans, checking of current consumption,

checking of output performance, testing of Gas pressure if necessary, water washing of Condenser Coil, etc

9. Complaints regarding the non-functioning of air-conditioners are to be attended within the next working day of AGCL. The AC units are to be repaired within 72 Hrs of reporting of complaint. If the AC units are not repaired within 72 Hrs of reporting of complain then Rs 50.00 (Rupees Fifty only) as a penalty per day maximum up to Rs. 1000.00 (Rupees One Thousand only) for that AC will be levied by AGCL.

However, vendor at his option may install a standby unit at his own cost to avoid the penalty charges. The CMC contractor is entitled to take back the old faulty/damaged parts of Air conditioner which are replaced with new parts.

10. **The compressor, condensers and PCBs replacement will not be under vendor's scope.** Defective compressors/condensers/PCBs beyond repair are to be replaced with brand new compressors after joint inspection with AGCL in-charge. Whenever new compressors/condensers/PCBs are used, the Contractor has to produce original invoice and Warranty Card of the new Compressor at the discretion of the AGCL. The compressor being replaced should match with the original star rating of the air conditioner. The cost of the compressor /condenser/PCB if replaced will be paid by AGCL as extra.
11. All the Air-conditioners covered in this contract have to be maintained as per the standards of the original manufacturing company. The contractor has to repair /service/ maintain the air conditioners under the CMC in as is where is condition when handed over to them under CMC. The AGCL has installed its own transformer for the office premises with stabilizers fitted in each AC locations, hence the power supply is stable and is well regulated. The AGCL will not admit any claim from the contractor that the fault/damage is caused due to quality of power supply and it will not absolve the responsibility of the contractor in rectifying the fault. Vendor may visit and inspect all the ACs under this tender in AGCL office between 8:00 AM to 4:00 PM on working days before submitting of bids.
12. It is the primary duty of the successful contractor to ensure that all air-conditioners under the contract are in working condition including those in unmanned area such as Server Room, UPS Room etc. Hence the contractor should monitor and inspect all air-conditioners in unmanned areas of Head Office regularly.
13. Technicians should have competency certificate in Air-conditioning issued by recognized Government Agency and shall have a minimum of 3 years experience in the field of air conditioning maintenance. Those who are not having Competency Certificate should have minimum 3 years of continuous experience from reputed organizations acceptable to AGCL. Necessary proof shall be submitted along with the Technical Bid and whenever demanded by AGCL. Technician should be in a position to independently attend and rectify all kind of servicing/breakdowns/faults in the air conditioners. The technician has to attend periodical services and all breakdown complaints pertaining to the air-conditioners.
14. Contractor should deploy adequate technicians in case of heavy workload or in case of urgency to complete the work promptly in time.
15. The technicians deployed under CMC are to be covered by insurance under Workman Compensation Policy through reputed Insurance Companies during the CMC Period. Copies of the Insurance Policies are to be submitted to the AGCL along with first quarter bill.
16. Following registers are to be maintained by technicians without fail:
 - 16.1 Service /Breakdown Register: The air conditioner serviced/ maintained / repaired has to be recorded in register and endorsement from End User 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 Department.

- 16.2 Complaint Register: All complaints received with respect to air conditioners under CMC are to be recorded with time and date of receipt, as and when complaints are received from end user departments.
17. Payment Terms: CMC Charges will be paid at end of every quarter of the CMC period as per the actual. The actual number of air conditioners for which service has been rendered will be considered for making payment for the quarter post completion of the quarter. The payment will generally be made within 30 days from the submission of bills subjected to acceptance by AGCL's Engineer In-Charge. The quarterly bill must be enclosed with service reports endorsed by End User Department for all air conditioners which have been covered under CMC during the quarter. Bills without service reports will be deemed incomplete submission and payments will be made only on submission of all service reports. However, no interest is liable to be paid by the AGCL in case of delays if any in payment.
 18. Rate Revision in the contract amount will not be permitted during the validity period of the contract for any reason including during the extended period of one year.
 19. Penalty will be recovered in quarterly bills of CMC as per following in case of non-satisfactory services provided under CMC:Rs 50/- per air conditioner per day and maximum up to Rs. 1000/- for all the air conditioner that are not rectified within 72 hours from reporting of complaint and no standby unit is provided . The penalty will be affected for every air conditioner which is not repaired post completion of 72 hours of reporting the complaint till the day the complaint is rectified.
 20. Losses incurred due to mishandling / misplacement / theft or any malpractice by technicians during the period of CMC, the Contractor has to reimburse / make good of the losses suffered by the AGCL due to fault of his technicians. In case of non – reimbursement / making good by the contractor, the same will be recovered from the bills by AGCL.
 21. In case of violation of terms and conditions of the contract by the contractor during CMC period, AGCL at its discretion may penalize monetarily according to the losses occurred to AGCL. Further AGCL reserves the right to terminate the contract at any time during the validity of the Contract period by giving 30 days notice to the Contractor with or without any reason.
 22. RESOLUTION OF DISPUTES / ARBITRATION: The Purchaser and the Seller shall make every effort to resolve amicably any disagreement or dispute arising between them under or in connection with the contract. The rules of procedure for arbitration shall be as per Indian Arbitration and Conciliation Act 1996 or as amended. The supplier shall comply with all local laws at their own cost and purchaser will not be indemnified. The Contract shall be, in all respects be construed and operated as an Indian Contract and in accordance with Indian Laws as in force for the time being and is subject to and referred to the Court of Law situated within Dibrugarh, Assam, India.
 23. Apart from regular letter communications, all the E-mail communications from AGCL's Electrical Department (email id: parag.das@agclgas.com) are to be treated as formal communication for all practical purposes.
 24. The mobile number of the technicians deployed at AGCL Office must be registered with Electrical Department and whenever the numbers are changed the same must be intimated to the same. The numbers registered must be accessible 24 hours round the clock.
 25. Further mobile number, land line number and email ID of the supervisor to whom the technicians are reporting and that of Top Management level is to be provided to AGCL for communication purpose.
 26. All necessary Statutory Licenses from concerned Government Departments / Local Bodies including the labor department necessary for execution of the work are to be obtained by the contractor.

27. All security and safety regulations and guidelines as per the applicable law are to be followed. All guidelines/directions of AGCL's Security Department must be followed. Deputed personnel must carry out their job using personal protective equipments (PPE) and proper tools and equipments.

Date:
Place:

Signature and seal of the Tenderer

PART-D:

DETAILS TO BE FILLED BY THE BIDDER

1. Name of the Company/ Organization with Official Address
2. Year of Establishment:
3. Constitution of the Establishment:

(Proprietary/ Partnership/ Public / Private Company) :

- a) Place of Head Office / Registered Office

with address :

Telephone No. : _____

Fax No. : _____

Email : _____

Web site (if any) : _____

- b) Branch Office in Duliajan

With address :

Telephone No. _____

Fax No. : _____

4. Name of Chief Executive /
Proprietor / Partners

: _____

Telephone No. : _____

Fax No. : _____

Email : _____

4. Name of contact person : _____
 Telephone No. : _____
 Land Line : _____
 Mobile : _____
 Fax No : _____
 Email : _____

5. Type of Organization

Documents to be enclosed

- | | | |
|----------------------------|--------------------------|---------------------------------|
| a) Proprietary | <input type="checkbox"/> | Trade License |
| b) Partnership | <input type="checkbox"/> | Partnership Deed, Trade License |
| c) Private Limited Company | <input type="checkbox"/> | Memorandum of Article |
| d) Public Limited Company | <input type="checkbox"/> | Certificate of Registration |
| e) Public Sector | <input type="checkbox"/> | Certificate of incorporation |

6. Nature of Business

Manufacturing Service Dealership
 Stockiest Repair & Maintenance Fabrication
 Others

7. Type of Products Sold & Serviced:
 (Please Specify) _____

8. Annual Turnover during last 3 years (Enclose Audited Balance Sheet for last 3 years)

- a) 2018-19 _____
 b) 2019-20 _____
 c) 2020-21 _____

9. Commercial Information Registration (Enclose Attested Copy wherever Applicable)

- a) GST NO _____
- b) Trade License No. : _____
- c) P.F A/c No : _____
- d) Labor License No : _____
- e) ESI A/c No : _____
- f) Details of Group Insurance policy
For technicians and workers : _____

11. Name and address of the Bankers:

12. **Details of Employees working:**

a) Office Staff:

Name	Qualification	Experience	Nature of Duty

b) Supervisory Staff

Name	Qualification	Experience	Nature of Duty

c) Technicians:

Name	Qualification	Experience	Nature of Duty

d) Semiskilled Workers

Name	Qualification	Experience	Nature of Duty

e) Unskilled Workers:

Name	Qualification	Experience	Nature of Duty

13 Details of Office Premises:

- a) Location:
- b) Area of the premises used for office work:
- c) Area of the premises used for storing the spare parts of AC
- d) Present stock position (specify total value of spare parts in stock)

- 14 Whether you are authorized Dealer for Sales of any of the Air Conditioner Company.
(If yes, please specify the name of Air Conditioning Company)
- 15 Whether you are authorized Service Agent of the following brands. Carrier, Voltas, Blue Star, L.G, Lloyd, Toshiba, Daikin, Panasonic, Samsung. Specify the brand.
- 16 Please specify your fields of activities
(Such as sales/ service /Maintenance etc)
18. Details of Major work done during last five years

Details of work done in the descending order of the Value of Work:
(Enclose copies of supporting documents)

Sl NO	Name and address of Customer	Nature and Description of work	No of Air Conditioners and total tonnage	Value of work	Year of execution of the work
1					
2					
3					
4					
5					

19: Details of Major works in hand

Details of works in the descending order of the Value of Work:

(Enclose copies of supporting documents)

Sl NO	Name and address of Customer	Nature and Description of work	Value of work	Date of issue Of work Order
1				
2				
3				
4				
5				

20: Details of works under litigation / Arbitration during last three years

21: Details of major equipment / machineries / Tools available for maintenance work:

Sl No	Name of the equipment/Tool	Usage

DECLARATION BY THE BIDDER

I confirm that,

- 1) No employee or direct relation of any employee of AGCL is any way related as Partner /Shareholder/Director/Advisor/Consultant/Employee etc. of the Company/Organization.
- 2) The information furnished is correct to the best of my knowledge and belief.

.....
(Signature of Proprietor/Partner/Chief Executive)

Name
(In Capital Letter)

Place:..... (Seal of the signatory)
Date:.....

INSTRUCTIONS TO TENDERERS:

- 1. All details in forms to be furnished.
- 2. Use additional sheets for want of space
- 3. Attach copies of latest documents in support of details provided

Acceptance of Contractor for Labor Laws

1. The CMC Contractor shall carefully and diligently implement the provisions of the Contract Labor Act & Contract Labor Rules.
2. The AGCL shall be entitled to deduct from the Contract Consideration, any such amount which the AGCL has to pay in accordance with the Contract Labor (Regulation & Abolition) Act 1971 and Workmen's Compensation Act, in the event of the AGCL have to disburse compensation / effect any payment under the Contract Labor Acts / Rules.
3. Please note that as per of Contract labor (R&A) Rules, 1971, it is mandatory on the part of the Contractor to display the notice containing the following details at prominent place at the work site.
(a) Rates of wages. (b) Hours of work. (c) Wage periods. (d) Dates of payment of wages.
(e) Names & addresses of the Labor Inspectors having jurisdiction & (f) Date of payment of unpaid wages.
The notice containing the above details shall be displayed without fail at the work site.
4. The Contractor shall not engage any workmen for wages, less than the minimum wages prescribed under the notification issued by the Central Government.
5. The contractor should follow all labor laws/guidelines laid down by central /state government from time to time.

CERTIFICATE:

I / WE HAVE READ, FULLY UNDERSTOOD THE ABOVE MENTIONED REGULATIONS OF LABOR LAWS/GUIDELINES AND ACCEPT THE SAME IN TOTO. I ALSO UNDERTAKE TO FOLLOW ALL LABOUR LAWS/GUIDELINES LAID DOWN BY CENTRAL /STATE GOVERNMENT FROM TIME TO TIME & INDEMNIFY THE AGCLAUTHORITIES.

Signature and seal of the Tenderer

Date:
Place:

PART E:
BILL OF QUANTITIES
Details of List of Air Conditioners to be presently covered under CMC

Sl No	Brand Name	A/C Type	Tonnage	No. of ACs	Total Tonnage	Unit CMC Rate per year	Total Amount per year
1	Voltas	Window	1.0	2	2.0		
2	Voltas	Window	1.5	12	18		
3	LG	Window	1.5	2	3.0		
4	Voltas	Split	1.0	4	4.0		
5	Voltas	Split	1.5	23	34.5		
6	LG	Split	1.5	6	6.0		
7	Lloyd	Split	1.0	6	6.0		
8	LG	Split	2.0	1	2.0		
9	Samsung	Split	1.5	2	3.0		
10	Voltas	Split	2.0	14	28.0		
11	Bluestar	Tower	3.0	1	3.0		
TOTAL (Excluding Goods & Service Tax Amount)							
GST Amount							
GRAND TOTAL (Including GST)							

Grand Total in Words: _____

.....
(Signature of Proprietor/Partner/Chief Executive)

Name

(In Capital Letter)

PART F:
DETAILS OF ACs installed in AGCL head office

sl no	Asset ID	Type of AC	Tonnage	Star rating	Make	Installation Date
1	AGCL/EL/AC/002	Split	1.5	3	LG	31.03.2011
2	AGCL/EL/AC/003	Split	1.5	3	LG	01.04.2011
3	AGCL/EL/AC/005	Split	2	3	VOLTAS	18.07.2011
4	AGCL/EL/AC/006	Split	2	3	VOLTAS	18.07.2011
5	AGCL/EL/AC/009	Split	1	3	VOLTAS	17.02.2010
6	AGCL/EL/AC/011	Window	1.5	3	VOLTAS	12.05.2011
7	AGCL/EL/AC/012	Window	1.5	3	LG	12.05.2011
8	AGCL/EL/AC/013	Window	1.5	3	VOLTAS	17.05.2011
9	AGCL/EL/AC/014	Split	1.5	3	VOLTAS	03.07.2012
10	AGCL/EL/AC/015	Window	1.5	3	LG	12.05.2011
11	AGCL/EL/AC/016	Split	1.5	3	VOLTAS	25.05.2001
12	AGCL/EL/AC/017	Split	1.5	3	VOLTAS	25.09.2002
13	AGCL/EL/AC/021	Window	1.5	3	VOLTAS	17.02.2010
14	AGCL/EL/AC/022	Split	2	3	VOLTAS	12.05.2011
15	AGCL/EL/AC/023	Split	1.5	3	VOLTAS	12.05.2011
16	AGCL/EL/AC/024	Split	1.5	3	VOLTAS	12.05.2011
17	AGCL/EL/AC/029	Split	1.5	3	VOLTAS	12.05.2010
18	AGCL/EL/AC/032	Split	1.5	3	VOLTAS	16.11.2010
19	AGCL/EL/AC/033	Split	1.5	3	VOLTAS	16.11.2010
20	AGCL/EL/AC/035	Split	1.5	3	VOLTAS	30.07.2012
21	AGCL/EL/AC/036	Split	1.5	3	VOLTAS	30.07.2012
22	AGCL/EL/AC/037	Split	1.5	3	SAMSUNG	12.08.2012
23	AGCL/EL/AC/038	Split	1.5	3	SAMSUNG	12.08.2012
24	AGCL/EL/AC/039	Split	2	3	VOLTAS	24.05.2013
25	AGCL/EL/AC/040	Split	2	3	VOLTAS	24.05.2013
26	AGCL/EL/AC/041	Split	2	3	VOLTAS	24.05.2013
27	AGCL/EL/AC/042	Split	2	3	VOLTAS	24.05.2013
28	AGCL/EL/AC/043	Split	2	3	VOLTAS	24.05.2013
29	AGCL/EL/AC/044	Split	2	3	VOLTAS	24.05.2013
30	AGCL/EL/AC/045	Split	2	3	VOLTAS	24.05.2013
31	AGCL/EL/AC/046	Split	2	3	VOLTAS	24.05.2013
32	AGCL/EL/AC/047	Split	1.5	3	VOLTAS	24.05.2013
33	AGCL/EL/AC/049	Split	2	3	VOLTAS	07.06.2013
34	AGCL/EL/AC/053	Split	1.5	3	VOLTAS	03.12.2013

sl no	Asset ID	Type of AC	Tonnage	Star rating	Make	Installation Date
35	AGCL/EL/AC/054	Split	1.5	3	VOLTAS	03.12.2013
36	AGCL/EL/AC/055	Split	1.5	3	VOLTAS	03.12.2013
37	AGCL/EL/AC/058	Window	1	3	VOLTAS	06.07.2015
38	AGCL/EL/AC/059	Window	1	3	VOLTAS	06.07.2015
39	AGCL/EL/AC/060	Split	1.5	3	VOLTAS	11.06.2016
40	AGCL/EL/AC/061	Split	1.5	3	VOLTAS	11.06.2016
41	AGCL/EL/AC/062	Split	1.5	3	VOLTAS	20.06.2016
42	AGCL/EL/AC/063	Split	1.5	3	VOLTAS	17.06.2016
43	AGCL/EL/AC/064	Window	1.5	3	VOLTAS	21.06.2016
44	AGCL/EL/AC/065	Window	1.5	3	VOLTAS	21.06.2016
45	AGCL/EL/AC/066	Window	1.5	3	VOLTAS	21.06.2016
46	AGCL/EL/AC/067	Window	1.5	3	VOLTAS	21.06.2016
47	AGCL/EL/AC/068	Split	1.5	3	VOLTAS	13.07.2016
48	AGCL/EL/AC/069	Split	1.5	3	VOLTAS	13.07.2016
49	AGCL/EL/AC/070	Window	1.5	3	VOLTAS	21.07.2017
50	AGCL/EL/AC/071	Window	1.5	3	VOLTAS	21.07.2017
51	AGCL/EL/AC/072	Window	1.5	3	VOLTAS	21.07.2017
52	AGCL/EL/AC/073	Split	1.5	3	VOLTAS	21.07.2017
53	AGCL/EL/AC/074	Window	1.5	3	VOLTAS	10.11.2017
54	AGCL/EL/AC/075	Split	1.5	3	VOLTAS	27.08.2018
55	AGCL/EL/AC/076	Split	2	3	VOLTAS	09.08.2018
56	AGCL/EL/AC/077	Split	1.5	3	VOLTAS	09.08.2018
57	AGCL/EL/AC/078	Split	1	3	Llyod	10.01.2019
58	AGCL/EL/AC/079	Split	1	3	Llyod	10.01.2019
59	AGCL/EL/AC/080	Split	1	3	Llyod	09.01.2019
60	AGCL/EL/AC/081	Split	1	3	Llyod	10.01.2019
61	AGCL/EL/AC/082	Split	1	3	Llyod	10.01.2019
62	AGCL/EL/AC/083	Split	1	3	Llyod	25.01.2019
63	AGCL/EL/AC/084	Split	1	3	VOLTAS	19.06.2019
64	AGCL/EL/AC/085	Split	1	3	VOLTAS	19.06.2019
65	AGCL/EL/AC/086	Split	1	3	VOLTAS	27.06.2019
66	AGCL/EL/AC/087	Split Inverter	2	3	LG	29.05.2020
67	AGCL/EL/AC/088	Split Inverter	5	5	LG	29.05.2020
68	AGCL/EL/AC/089	Split Inverter	5	5	LG	29.05.2020
69	AGCL/EL/AC/090	Split	2	3	VOLTAS	03.08.2020
70	AGCL/EL/AC/091	Window	1.5	3	VOLTAS	03.08.2020
71	AGCL/EL/AC/092	Tower	3	3	Bluestar	20.09.2020
72	AGCL/EL/AC/095	Split	1.5	5	LG	17.11.2020
73	AGCL/EL/AC/096	Split	1.5	5	LG	17.11.2020