

# SHIVSHAI PUNARVASAN PRAKALP LIMITED

(A Government of Maharashtra Company)

**CIN: 70200MH1998SGC11664**

5<sup>th</sup> Floor, Grihnirman Bhavan, Bandra (E), Mumbai- 400 051.

**Tel:** 022 -2659 1087/26590588

**Fax:** 022-2659 0586

**Website :** [www.sppl.biz](http://www.sppl.biz)

**Email:** [sppl\\_mumbai@rediffmail.com](mailto:sppl_mumbai@rediffmail.com)

## TENDER NOTICE

No. Tender/AC Repair & AMC/CR 21/2017

Date: 6<sup>th</sup> July, 2017.

1. Shivshai Punarvasn Prakalp Limited, invites sealed tenders from Prime equipment manufacturers /Authorized Service providers of centralized Air Condition System or having experience carrying out Commission or Repair and Re-commission of Centralized Air Condition System Or having experience in maintenance of Centralized Air Condition System to any Government Department/PSU or Private Companies/Firms/ Organization to (A) undertake Repair & Re-commission of Centralized Air Condition System in its office and (B) For Annual Maintenance of Contract (A.M.C.) of the said Centralized Air Condition System on 5<sup>th</sup> Floor, Grihanirman Bhavan, Kalanagar, Bandra (East), Mumbai – 400 051.

1.	Name /Nature of the work	:	Repair & Re-commission of Centralized Air Condition System & various types and Tonnage existing in the abovestated Office and Annual Maintenance Contract and of the same system.
2.	Time period of Execution	:	<b>Part (A)</b> Repair & Re-commission of A.C. System-15 days and <b>Part (B) :</b> A.M.C Contract initially for one year further extendable for two years based on performance of successful bidder.
3.	Period of Issue of Tenders	:	From 11.00 a.m. on 08/06/2017 (upto 1.00 p.m of Last date for receipt of Tenders)
4.	Last date and time for receipt of completed Tenders	:	<del>23/06/2017</del> <b>06/07/2017</b> <b>13.07.2017</b> upto 3.00 p.m.
5.	Date and Time of Opening Technical Bids	:	<del>23/06/2017</del> <b>06/07/2017</b> <b>13.07.2017</b> at 4.00 p.m. OR same time on later date to be declared on SPPL website <a href="http://www.sppl.biz">www.sppl.biz</a> .
6.	EMD Cost	:	Rs. 3,000/-

7.	Submission of Tender	: The Bid Documents shall be submitted in two separate envelope- (1) 'Technical Bid' and Envelope No (2) Financial Bid. Both the envelopers should be submitted on the same date and time. The 'Technical Bid' and 'Financial Bid' are to be placed in two separate individual envelopes, sealed and superscribed as 'Technical Bid' and 'Financial Bid' respectively. These two envelopes are then to be placed together in envelope No.3, sealed envelope and superscribed on the outside with the narration "PROPOSAL FOR REPAIR AND AMC of AIR CONDITION SYSTEM in SPPL Office."
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2. Application Documents for the tender consisting of the works to be executed and the set of terms and conditions to be complied with and other necessary documents which form the part of application form can be obtained in person from SPPL Office, 5<sup>th</sup> floor, Grihanirman Bhavan, Kalanagar, Bandra (East), Mumbai- 400 051, between 11.00 a.m and 05.00 p.m. on all working days from 08/06/2017 to **23/06/2017 06/07/2017 13.07.2017** upto 01.00.p.m.
3. The applications form for the tender can be downloaded from SPPL's website i.e. [www.sppl.biz](http://www.sppl.biz) and the downloaded applications can be used for submission.
4. The SPPL reserves the right to accept or reject, wholly or partly, any or all the applications without assigning any reason whatsoever. SPPL's decision in this regard will be final and binding on all applicants.

**Sd/-**  
**Shivshahi Punarvasan Prakalp Ltd.**  
**Bandra, Mumbai.**

## **INSTRUCTIONS TO THE TENDERERS**

1. Sealed Applications are invited on behalf of the Shivshahi Punarvasan Prakaalp Ltd. hereinafter known as the “SPPL”, for awarding Repair , Re-Commission and Annual Maintenance Contract (AMC) of Air Condition System existing in Office. AMC is initially for 1 year extendable for further period of two years depend on performance of Tenderer.
2. **Scope of work:** The successful tenderer shall be in a position to Repair, Re-Commission and provide Service for Annual Maintenance Contract (AMC) for Air condition system consisting replacement of spares, periodical servicing, break down servicing etc.
3. Tender Application Document can be obtained from SPPL’s Office in person between on all working days of the SPPL during period of issue of application. Applications will be issued from the office during the office hours.

Alternatively, the tender documents consisting of above can be downloaded from our website i.e. [www.sppl.biz](http://www.sppl.biz) and the downloaded applications can be used for the application submission.

4. The tender shall be submitted in two separate sealed envelopes i.e. Envelope No; 1 ‘Technical Bid’ and Envelope No: 2 ‘Financial Bid’. The sealed envelope containing Technical Bid should be superscribed as ‘Technical Bid’ and the sealed envelope containing ‘Financial Bid’ should be superscribed as ‘Financial Bid’ respectively. The two sealed envelopes, one containing ‘Technical Bid’ and second containing ‘Financial Bid’ should be placed in a single envelope No. 3, duly sealed and superscribed on the outside with the narration ‘Repair & Annual Maintenance Contract for Air Condition System in SPPL Office. The third sealed envelope may be submitted on or before 3.00 PM on ~~23/06/2017~~ ~~06/07/2017~~ **13.07.2017** in the office of SPPL. Any proposals received after due date and time as above shall not be accepted. SPPL will not be responsible for any delay or late submission of the tender or any loss arising therefrom in any manner whatsoever. The tender should be submitted in English only.
5. SPPL is at liberty to make additions / deletions/ modifications / amendments in the tender document and the applicants are bound by the same. Reasonable extension of time will, however be given to them to revise their Technical / Financial Bids in case such additions / deletions/ Modifications / amendments are material in nature.

6. The 'Technical Bids' will be opened in the above said office on ~~23/06/2017~~ ~~06/07/2017~~ **13.07.2017** at 4.00 PM. Any one authorized representative of the tenderer will be allowed to be present during the opening of the 'Technical Bids', if it chooses to do so, The date of opening the 'Financial Bids' will be intimated subsequently only to such applicants who have qualified for their Financial bid to be opened based on the above pre-qualification criteria. The applicants are requested to be present during the opening of the proposals in their own interest. In case of any change in the date of submission and opening of the tenders, the same will be intimated through a corrigendum on website. No separate communication will be sent to the individual applicants.

7. The two envelopes are classified as:

- (1) 'Technical Bid' and
- (2) 'Financial Bid'.

The sealed envelope No; 1 superscribed as "Technical Bid" submitted should contain all the following details / documents:

- i. The tender proposal, completed in all respects, should be signed by the authorized signatory of the applicant in token of acceptance of the terms and conditions of the tender and for the purpose of identification. This is to ascertain that the applicant has quoted against all relevant items. No reference to the 'Financial Bid' should be made **in the 'Technical Bid' failing which; the entire proposal will be disqualified and rejected summarily.**
- ii. All the documents in support of the prequalification criteria are mentioned in the tender Application form. The documents have to be self-attested by the authorized signatory with official seal.
- iii. All technical information considered relevant and useful should be furnished at the first instance itself along with the Technical Bid envelope No; 1. No additional/supplementary information/documents shall be entertained by the SPPL subsequently unless it is found necessary and sought by the SPPL in writing.
- iv. **The EMD by Cross Cheque drawn on any Scheduled Bank for Rs. 3,000/- in the name of Shivshahi Punarvasan Prkalp payable at Mumbai should be kept in the envelope No. 1 containing the 'Technical Bid'. Tenders received without EMD will be rejected without assigning any reasons.**

The envelope No. 2 superscribed as "Financial Bid" should be sealed in the manner described above and submitted on the same date and time specified above, along with 'Technical Bid'. Non submission of the 'Financial Bid' and the 'Technical bid' in separate sealed envelopes, in a manner prescribed above shall automatically render the entire application being summarily rejected. The 'Financial Bid' envelope should contain only price quoted, duly filled in the exact format prescribed in the tender with values written in both words and figures, and as detailed elsewhere in the tender.

8. The EMD of unsuccessful tenderers will be returned after issue of work order to the successful tenderer.
9. A retention amount of 5% will be retained from the bill. Bill will be settled to the successful tenderer after retaining 5% of total cost. This will be refunded after the defects liability period of 12 months, on certification by concern office of SPPL.
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. SPPL reserves the right to amend, delete or modify any of the pre-qualification criteria prescribed as above.
12. Addenda, if considered necessary by the SPPL, 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 released in SPPL's website only and no individual communication or any newspaper advertisement will be issued by the SPPL, which may please be noted.
13. Applicants are advised, in their own interest, to refer to the SPPL's website prior to the due date prescribed for submission of Bids & opening of the technical bid to ensure that they have not missed to observe any addenda / corrigendum. No separate intimation in respect of addenda/corrigendum will be sent to any of the applicants. All addenda issued by the Bank shall be treated as part and parcel of tender document.
14. Any printing or typographical errors/omission in tender document observed by the applicant shall be referred to the SPPL and SPPL's decision regarding its interpretation/correction shall be final and binding on the applicants.
15. Applicants are advised to examine and fully satisfy themselves before submitting their applications as to the nature of work to be executed and the other aspects pertaining to and /or impacting the work and shall themselves obtain all necessary information /clarification as to the

risks, contingencies and other circumstances which may influence or affect the work.

16. 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 and no extra charges consequent to and arising out of any misunderstanding / misinterpretation or otherwise shall be allowed by the SPPL. 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 to be undertaken and also the terms and conditions and other factors having a bearing on the execution of the work.
17. 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 an selection.
18. 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.
19. The acceptance of an application will rest with the SPPL and the SPPL 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 SPPL reserves the right to accept or reject the applications in full or in part and applicants shall have no claim in the matter.
20. The tender offers shall remain valid for acceptance for a period of 90 days from the date of opening of 'Financial Bid'. The Successful Bidder has to start the Work of air conditioning units on as is where basis from the date of issue of work order.
21. The price quoted in 'Financial Bid' **should be inclusive of all types of taxes (VAT,CST,ST,OCTROI), ENTRY TAX, Service Tax, Income Tax, Works Contract Tax, All type of insurance Charges etc). 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.**

## ELIGIBILITY CRITERIA

**(Self Attested Documentary proof for each item is to be furnished with 'Technical Bid' otherwise Bid will not be considered)**

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

1. Shivshai Punarvasn Prakash Limited, invites sealed tenders from Prime equipment manufacturers /Authorized Service providers of centralized Air Condition System or having experience carrying out Commission or Repair and Re-commission of Centralized Air Condition System Or having experience in maintenance of Centralized Air Condition System to any Government Department/PSU or Private Companies/Firms/ Organization to (A) undertake Repair & Re-commission of Centralized Air Condition System in its office and (B) For Annual Maintenance of Contract (A.M.C.) of the said Centralized Air Condition System on 5<sup>th</sup> Floor, Grihanirman Bhavan, Kalanagar, Bandra (East), Mumbai-400 051. **A copy of Certificate/Authorization letter issued by the company to the tenderer for being Authorized service provider is to be submitted.**
2. The tenderer must have its office/branch located in Mumbai. **Address Proof for the office/branch is to be submitted.**
3. The tenderer should have been engaged in repairing and /or providing Annual Maintenance Contracts for air conditioners for a minimum period 3 years as on 31<sup>st</sup> May, 2017. **Copy of Proofs required to be submitted.**
4. The tenderer should have satisfactorily completed at least one AMC of similar type as on 31<sup>st</sup> May, 2017.  
(‘Similar AMC work’ shall mean Annual Maintenance Contract of one year for Air conditioners consisting replacement of spares, periodical servicing, break down servicing etc. At least one year of the AMC has to be completed to consider completion of 1 AMC)  
**Completion Certificate issued by the authorized officer of the client will have to be furnished along with the ‘Technical Bid’.** The Completion Certificate along with the copy of the client’s work order must clearly indicate:-
  - a) Date of commencement of AMC
  - b) Date of completion of AMC
  - c) Nature of AMC
  - d) Whether the AMC has been completed satisfactory or not.
  - e) Air conditioner Tonnage involved in AMC.
5. The tenderer shall have a valid PAN number. **A copy of the PAN number should be enclosed to the ‘Technical Bid’.**

6. The tenderer should be registered for Service Tax. **Copy of proof is required to be submitted.** In case the firm is not covered under service tax, an undertaking must be provided stating the clause under which service tax is not applicable to them.
7. The forms provided in the tender documents must be completed in full duly signed and sealed before their submission.

**Part B: Terms and conditions of the Annual Maintenance Contract (AMC) (Non Comprehensive) for the abovestated A.C. System.**

1. Air Conditioning System is to be maintained by the Contractor till the expiry period of AMC.
2. The Annual Maintenance Contract will be of non-comprehensive in nature and for a period of one year. SPPL, at its discretion may extend the term further for a period of two years.
3. Attending all complaints and breakdowns of air-conditioners.  
However, this non comprehensive Contract includes replacement, service of faulty spares like Compressors, Starting Capacitors, Running Capacitors, Relays, Thermostats, Fan Capacitors, Fan Motors, Selector switches, Power Contractors, Control Contractors, External Time Switch Units provided for specific time running of A.C's, Stabilizers, Rewinding of motors, providing Ball bearing of motors, Fan blades, Electronic Control Circuitry, etc. at SPPL's cost including Gas charging.
4. Parts to be replaced are not covered in the Tender of this Contract. If parts gets damaged and required replacement during the Tenure of this Contract, then SPPL will purchase and supply the parts to the Contractor. It is the responsibility of the Contractor to accurately specify the damaged spare parts for the procurement by the SPPL and to rectify the fault in A.C. under maintenance.
5. Periodical preventive servicing has to be carried out once in three months for the Air conditioners covered under AMC. During the quarterly servicing, the contractor should 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. Checking A.C. ducts in office for uniform air flow.
6. Complaints regarding the non-functioning of air-conditioners are to be attended within an hour from the time of reporting the complaint.



7. 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 /A.C. ducts under the AMC in as is where is condition under AMC.
8. The technicians have to attend periodical services and all breakdown complaints pertaining to the air-conditioners. Non attendance of the technicians on any day will attract penalty at the discretion of the SPPL.
9. Whenever technicians are attending to repairs and services, the information of location where repairs and service of air conditioners is being carried out must be recorded in the office register.
10. Service / Breakdown Register: The air conditioners serviced / maintained / repaired will be recorded in register and endorsement from Establishment officer has to be obtained in register. Also further service reports are to be made after carrying out periodical servicing and endorsement to be obtained from Establishment Department.
11. **Payment Terms:** Payment of repair & Re-commission of Centralized A.C. System will be made after satisfactorily completion of work. However, AMC Charges will be paid at end of every quarter of the AMC period. The payment will generally be made within 4 days from the date of submission of bills to the Office. No interest is liable to be paid by the SPPL in case of delays if any upto 15 days from the date of submission of bill to SPPL office.
12. Statutory deduction towards income tax and other taxes as and when directions from statutory bodies are received will be made at the time of making payments.
13. The awarded rates for AMC will be inclusive of all types of taxes (VAT,CST, KST,OCTROI,ENTRY TAX, Service Tax, Income Tax, Works Contract Tax, all type of Insurance Charges etc. 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.
14. Rate Revision in the contract amount is not be permitted during the validity period of the contract for any reason.
15. Penalty will be recovered in quarterly bills of AMC as per following in case of non-satisfactory services provided under AMC:
  - Rs. 500/- per day for that are not rectified within 72 hours from reporting of complaint. The penalty will be effected for every air

conditioner which is not repaired post completion of 72 hours of reporting the complaint till the day the complaint is rectified.

16. Losses incurred due to mishandling/misplacement/theft or any malpractice by technicians during the period of AMC, the Contractor has to re-imburse/make good of the losses suffered by the SPPL 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 SPPL.
17. In case of violation of terms and conditions of the contract by the contractor during AMC period, SPPL at its discretion may penalize monetarily according to the losses occurred to SPPL. Further SPPL 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.
18. Every dispute, difference or a question which may arise at any time between the parties hereto or any person claiming under them, touching or arising out of or in respect of this AMC or the subject matter thereof shall first be endeavored to be amicably resolved at the Managing Director level of the SPPL.
19. Apart from regular letter communications all the E-mail communications from office of SPPL (email id: [sppl\\_mumbai@rediffmail.com](mailto:sppl_mumbai@rediffmail.com)) are to be treated as formal communication for all practical purposes.
20. The mobile number of the technicians deployed must be registered with SPPL office and whenever the numbers are changed the same must be intimated to the division. The numbers registered must be accessible 24 hours round the clock.
21. Further mobile number, land line number and email ID of the supervisor to whom the technicians are reporting and that of Management level is to be provided to SPPL for communication purpose.
22. All security and safety regulations and guidelines as per the applicable law shall be followed.

**FORM OF TECHNICAL BID**

(On Tenderer letter Head)

To,  
The Manager,  
Shivshahi Punarvasan Prakalp Ltd.  
5<sup>th</sup> Floor, Grihnirman Bhavan, Kalanagar,  
Bandra (East), Mumbai – 400 051.

Dear Sir,

**Sub:- Tender for (A) Repair and Re-Commission and  
(B) Annual Maintenance Contract (AMC) of  
Centralized Air Condition System in SPPL Office.**

**Ref:- Tender/AC Repair & AMC/C.R.21 /2017, dt. <sup>th</sup> June, 2017.**

1. Name of the Company/Organization with Address

2. Year of Establishment:

3. a) Place of Head Office/Registered :

Office with address .....  
(Self-attested copy of proof  
required to submitted)

Telephone No. : .....

Fax No. : .....

Email : .....

Web site (if any) : .....

b) Specify if any Branch Office  
in Mumbai with address, : .....  
(if Head office/ Registered is  
not in Mumbai).

Telephone No. : .....

Fax No. : .....

4. a) Name of Chief Executive/  
Proprietor/ Partners : .....
- Telephone No. : .....
- Fax No. : .....
- Email : .....
- b) Name of contact person : .....
- Telephone No. : .....
- Land Line : .....
- Mobile : .....
- Fax No. : .....
- Email : .....

5. Type of Organization

Document 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 incorporations   |

6. Nature of Business

Manufacturing	<input type="checkbox"/>	Service	<input type="checkbox"/>	Dealership	<input type="checkbox"/>
Stockiest	<input type="checkbox"/>	Repair & Maintenance	<input type="checkbox"/>	Fabrication	<input type="checkbox"/>
Others	<input type="checkbox"/>				

7. Type of Products Serviced/Sold :

(Please Specify) .....  
.....

8. Registration Information (Enclose Attested Copy wherever Applicable)

- a) CST Regn. No. :
- b) State ST Regn. No. :
- c) TIN No. :
- d) Trade License No. :
- e) Service Tax Regn. No. :  
(If not, specify the reason) :
- f) PAN No.

9. Name and address of the Bankers :

10. Whether you are authorized Dealer for sales/original Equipment Manufacturer of any of the Air Conditioner Company. (If yes, please specify the name of Air Conditioning Company.  
(Self Attested copy of proof is required to be submitted)

11. Whether you are authorized Service Agent/Service Provider of the brands. Carrier, Voltas, Blue Star, L.G, Lloyd, Toshiba, Daikin. Specify the brand.  
(Self Attested copy of proof is required to be submitted)

12. Please specify your fields of activities.  
(Such as sales/service/ Maintenance etc.)

13. Declaration by Tenderer/Bidder: a) I/We have been engaged in repairing and/ or providing Annual Maintenance Contract for Air Conditioners for a minimum period of 3 years as on 31<sup>st</sup> May, 2017.

b)I/We have satisfactorily completed at test one AMC of similar type for total Air condition tonnage of not less than 30 tons during last 7 years as on 31<sup>st</sup> May, 2017.

Details of Major work done during last seven years as on 31<sup>st</sup> May, 2017 are to be mentioned in statement below. (Enclose copies of supporting documents).

<b>Sr. No.</b>	<b>Name and address of Customer</b>	<b>Nature and Description of work</b>	<b>No. of Air Conditioners and total tonnage</b>	<b>Value of Work</b>	<b>Year of execution of the work</b>
1.					
2.					
3.					
4.					
5.					

14. Details of Major works in hand

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

(Enclose copies of supporting documents)

<b>Sr. No.</b>	<b>Name and address of Customer</b>	<b>Nature and Description of work</b>	<b>Value of Work</b>	<b>Date of issue of Work Order</b>
1.				
2.				
3.				
4.				
5.				

15. I/We have read and understand the instructions and other terms conditions furnished in the notice/notice in the SPPL's Website in respect of the captioned tender. I/We hereby submit my/our application for the captioned "Tender Contract" of SPPL. 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.

16. I/We have visited the work site and am/are fully aware of the scope of work.

17. I/We have no objection if enquiries are made about the work listed by me/us in the above statement & in the accompanying sheets.
  
18. 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 SPPL is liable to be terminated forthwith at the discretion of SPPL, at any stage, without notice and without any compensation whatsoever for such termination.
  
19. I/We understand and agree that the decision of SPPL in selection of the Repair Re-Commission and AMC Provider is final and binding to me/us.

**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.

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

Name.....  
 (In Capital Letter)

Place: .....

(Seal of signatory)

Date: .....

**Financial Bid Format (on letterhead of tenders)**

To,  
The Managing Director,  
SHIVSHAHI PUNARVASAN PRKALP LTD.  
5<sup>th</sup> Floor, Grihanirman Bhavan, Kalanagar,  
Bandra (East), Mumbai – 400 051.

**Subject :** Tender for .....(A) Repair & Re-commission and  
(B) Annual Maintenance Contract (AMC) of Air Condition  
System in SPPL office.

**Reference :** Tender/AC Repair & AMC/C.R.21/2017, dt. <sup>th</sup> June,2017

Sir,

Having examined the Indoor & Outdoor units of Air Condition System installed in the office of Shivshahi Punarvasan Prakash Limited stated above and having acquired the requisite information relating thereto, I/We . . . . . hereby offer to execute the repairing work & Re-commission of the said Air Condition System including required laying of New Copper pipes with insulation & support, New Electrical Cable (ISI marked), Servicing of Indoor & Outdoor Units & proper laying of outdoor Units and required testing & Vacuumising & Servicing of parts of the said system & Re-commission of the said A.C. system machines as stated below. My/Our costs & charges for all the works for Re-commission of the said A.C System are mentioned against each of said work/item below.

<b>Sr. No. Part 'A'</b>	<b>Works to be undertaken/installation with materials required (Reasons for replacing the parts required to be mentioned) otherwise such financial bids will not be considered.</b>	<b>Rate per Unit / Per Meter/ Service Charge</b>	<b>Quantity/ total Meters, length Required</b>	<b>Total Rupees</b>
1.	Installation of Outdoor Units on the stands (Stands are available) with servicing.			
2.	Copper piping with insulation & all other incidental charges			
3.	Electrical Cabling (ISI marked) with all incidental charges			
4.	Gas charging			
5.	Leak testing and Vacuumising charges			
6.	Servicing of Indoor Units			
7.	Other Technical & Service Charges			



8.	Internal Duct cleaning			
9.	Other work ..... (specifying the reasons for other works to be undertaken)			
	a)			
	b)			
	c)			
	<b>Total</b>			
<b>Part 'B'</b>	<b>Annual Maintenance Contract</b>	<b>Quarterly Charges (inclusive of all Taxes)</b>		
	Annual Maintenance Contract (AMC)- Non-Comprehensive) Only service charges including replacement service of faulty spares like compressors, capacitors, Relays, Thermostats fan capacitors fan motors etc. stated in Tender Document.	Rs..... .....(Rupees..... .....and for the whole year will be Rs.....(Rupees .....) (Inclusive of all taxes)		

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

Name.....  
(In Capital Letter)

Place: .....

(Seal of signatory)

Date: .....