

**OFFICE OF THE PR. COMMISSIONER OF CUSTOMS (GENERAL)**  
**NEW CUSTOM HOUSE, BALLARD ESTATE MUMBAI – 400 001.**

**F.No. S/43-21/2005 CHS (Part V)**

**Date: 08.01.2018**

**NOTICE INVITING e-TENDER**

**Sub: Calling for e-tenders to award Annual Maintenance Contract (AMC) Of Servicing, repairs and maintenance of Air-Conditioners installed in the offices of Custom Department under the jurisdiction of Chief Commissioner of Customs, Mumbai-I**

Online e-Tenders are invited by the office of Principal Commissioner of Customs (General), New Customs House, Ballard Estate, Mumbai from eligible and experienced/reputed firms, to provide servicing, repairs and maintenance of Air Conditioners installed in various chambers/sections of this office located at New Custom House Premises, Ballard Estate, Mumbai – 400 001, Mumbai Docks Area and MCD section at OSC Building, Mb.P.T., P.D Mello Road, GPO under the jurisdiction of Chief Commissioner of Customs, Mumbai-1 Ballard Estate, Mumbai 400001. Details of the services required and other terms and conditions relating to the award of contract are given in Annexure-I.

**The enclosed e-Tender should be submitted in the prescribed e-Tender Form only.**

The Bidder should go through the details and sign each and every page of e-tender, including its enclosures as a token of acceptance of the terms and conditions of e-tender.

The e-tender form for qualifying bid, prescribed in Annexure –II and the e-tender form for the financial bid prescribed in Annexure – III, complete in all respects, shall be submitted on-line on or before **30.01.2018**.

All prospective bidders are invited to submit their bids under Two Bid Systems for the subject work, as detailed below, in accordance with the tender documents enclosed:-

MODE OF TENDERING	: e-Tendering through our portal <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>
EARNEST MONEY DEPOSIT	: Rs. 10,000/- (Rupees Ten Thousand only)
PRE BID MEETING (PBM) on	: <b>24.01.2018 at 11:00 AM</b>
VENUE FOR PBM	CHS Section, Ground floor, New Custom House, Ballard Estate, Mumbai – 400 001.
LAST DATE AND TIME FOR SUBMISSION OF BID / TENDER	: <b>30.01.2018 &amp; 5:00 PM</b>
DATE & TIME FOR OPENING TECHNICAL / QUALIFYING BID	: <b>01.02.2018 &amp; 11:00 AM</b>
DATE & TIME FOR OPENING FINANCIAL BID	: <b>02.02.2018 &amp; 11:00 AM</b>

Interested bidders may download the Notice Inviting e-Tender from the portal [www.eprocure.gov.in](http://www.eprocure.gov.in) . The tender enquiry documents will be available on official website ([www.cbec.gov.in](http://www.cbec.gov.in), [www.mumbaicustomszone1.gov.in](http://www.mumbaicustomszone1.gov.in)) and on <http://eprocure.gov.in> from **08.01.2018**. In the event of any of the above mentioned dates being subsequently declared as a holiday / closed day for this Office, the tenders will be opened on the next working day at the scheduled time.

The e-Tenders should be submitted on-line on the website [www.eprocure.gov.in](http://www.eprocure.gov.in) complete in all respects on or before **30.01.2018** in two separate files addressed to the Assistant Commissioner, CHS, office of the Pr. Commissioner of Customs (General), New Custom House, Ballard Estate, Mumbai-400001. The technical/ qualifying bid shall be opened by the e-Tender Evaluation Committee on **01.02.2018**. Incomplete bids shall be rejected. The valid bids shall be scrutinized by the e-tender evaluation committee to shortlist the eligible bidders. Thereafter, the financial bids of the short listed bidders shall be opened on **02.02.2018** by the e-tender evaluation committee.

Bidders shall submit the technical as well as the financial bid through e-tendering portal only. Bids submitted by courier/ post/ in person shall not be accepted in this tender.

The Bidder should clarify any doubts/queries regarding the specification/brand from the Inspector/Superintendent of Customs, on any working day between 11.00AM to 5.00 PM before **30.01.2018**. The Bidder should fulfill pre-qualification conditions of the e-Tender and should sign each and every page of the e-tender including the annexure as a token of acceptance of having read and understood all the terms and conditions contained therein' and submit all documents attested by the authorized person along with the bid. The e-tender form shall be rejected if it is not complete in all respects.

-sd/-

**(SHASHANK SHEKHAR)**  
**ASSTT. COMMISSIONER OF CUSTOMS,**  
**CHS SECTION, NCH, MUMBAI.**

**Encl: Annexure I to VI**

Copy to:

- I. Notice Board, CHS.
- II. EDI for posting on Customs Website.

## **ANNEXURE-I**

### **TERMS & CONDITIONS**

#### **1. SCOPE OF THE CONTRACT:**

Annual maintenance including repairs and servicing at regular intervals of Window Air Conditioners (71 Nos.), Split Air Conditioners (130 Nos.), Cassette type Air Conditioners (5 Nos.) and Package type Air Conditioners (02 Nos.) installed in various chambers/sections of this office located at New Custom House, Ballard Estate, Mumbai – 400 001, at some offices located at Mumbai Docks area and at MCD section at OSC Building, Mb.P.T., P.D'Mello Road, Opp. GPO.

#### **2. DESCRIPTION OF WORK:**

- i) The bidder will have to provide his services between 0800 hrs to 1800 hrs (prescribed hours) on all working days including Saturdays except Sundays and public holidays. In case of emergency calls of breakdown, the bidder will have to provide his services beyond the prescribed hours including on Sundays and public holidays.
- ii) Regular servicing and cleaning of existing Air Conditioners. Two wet services at an interval of 6 months and two dry services intermediary at the end of three months.
- iii) Attending complaints/ breakdowns and its rectification during the prescribed hours and in case of emergency call anytime including on Sundays and public holidays.
- iv) Shifting /installation of the existing Air Conditioners from one place to another as and when required by the department/section.
- vii) The Servicing and maintenance work will include:-
  - 1) Cleaning, checking and gas charging.
  - 2) Free replacements of defective/worn out part with new or serviceable  
Parts such as refrigeration system compressor, electrical components and controls, fan motors, fan blades, float valve assembly faucets, insulation, air filter, knobs etc. as and when required.
  - 3) Overhauling at site or in service station as and when required.
  - 2) Check cables, motors starters for overheating.
  - 3) Check motor shaft bearings and overhauling.
  - 4) Check and clean air filters and replacements
  - 6) Check and clean drains pipes and their replacements
  - 7) Check setting and test operation of all safety controls and operation Devices
  - 8) Clean condenser coils
  - 9) Clean cooling coils
  - 10) Check all wiring for loose contacts and rectify

#### **3. ELIGIBILITY CRITERIA FOR TECHNICAL/QUALIFYING BIDS:**

Technical/qualifying Bids shall be submitted in a prescribed format as laid down in Annexure II to this NIT. The bidders shall provide information/documents/annexure as listed below.

- i. The Bidder must have SERVICE TAX, GST and PAN Number registration with respective authorities and self-attested copy of these registration certificates should be enclosed to the Bid.
- ii. The Bidder must have Shop & Establishment Registration (Gumasta License) and self-attested copy of the same should be enclosed to the BID.

- iii. The Bidder must have annual turnover of minimum Rupees 5 lacs each year from the Air Conditioner Maintenance Services contracts for three consecutive years prior to the current financial year i.e. for the period 2014-15, 2015-16 and 2016-17. Copies of Profit and Loss A/c, Balance Sheet, Audit Report and Income Tax Returns of the concern duly attested by Chartered Accountant should be enclosed with the BID. Annexure VII dully filled and signed by the bidder shall be submitted in this regard.
- iv. The bidder must furnish Solvency Certificate from the nationalised bank.
- v. The Bidder must have minimum three years of experience in providing Air Conditioners AMC services and should have completed at least three such annual contracts with contract value of not less than Rs.5 lacs each. Experience of contracts with Central Govt./State Govt./Public Sector organisations will get preference. Annexure IV, V and VI dully filled and signed by the bidder shall be submitted in this regard.
- vi. The Bidder must provide number of personnel, he proposes to deploy for execution of the contract.
- vii. The bidder should not have been disqualified by any Govt./Semi Govt. organisation for similar work in the past. An undertaking to this effect must be submitted along with the Qualifying bid.
- viii. The bidder shall satisfy all the conditions mentioned in detailed e-tender notice.

#### **4. FINANCIAL BID REQUIREMENTS:**

The bidder shall submit Financial Bid in the prescribed format as laid down in Annexure III to this NIT. The bidder shall mention his quotation for contract work in the form of rate (in Indian rupees to be mentioned in figures and words separately) per unit per year. The quoted rate shall include all the taxes and all other liabilities. Bid shall not be submitted based on the quotation rate on the number of personnel to be deployed.

#### **5. EARNEST MONEY DEPOSIT (EMD):**

Earnest Money Deposit (non-interest bearing) of Rs. 10,000/- (Rupees Ten thousand only) in the form of Demand Drafts/Banker's Cheque of Scheduled Bank drawn in favour of the Commissioner of Customs (General), Mumbai 1, shall accompany the E-Tender. E-Tender without Earnest Money Deposit shall be rejected. EMD shall be forfeited in case the eligible bidder withdraws or the details furnished in Annexure are found to be incorrect or false during the tender selection process. No interest of whatsoever the nature shall be payable by the Department towards Earnest Money Deposit.

#### **6. PERFORMANCE SECURITY DEPOSIT:**

The successful bidder shall furnish Security Deposit (non interest bearing) to the Office of The Commissioner of Customs General, Mumbai 1 within 30 days of issuance of contract but positively before the submission of 1<sup>st</sup> bill which shall be Rs.50,000/- (Rupees fifty thousand) and shall be in the form of Demand Draft/Bankers Pay Order from a Scheduled Bank drawn in favour of "SBI a/c Commissioner of Customs (General) payable at par in Mumbai which shall be held by the Department for Contract Period plus three months thereafter which is subject to forfeiture in case of termination of the contract due to failure to abide by the terms and conditions of the contract by the Bidder. Earnest Money Deposit will be returned to the successful bidder only after depositing of the Performance Security Deposit. No interest of whatsoever nature shall be payable by the Office of the Commissioner of Customs (General) on Performance Security Deposit. In case of breach of contract or violation of any of the terms of the contract, Performance Security Deposit shall be forfeited by the Department.

#### **7. RESPONSIBILITY OF BIDDERS:**

- a. The bidder will have to provide all the manpower and equipments needed for the contract work at their own cost.
- b. In order to ensure uninterrupted and prompt services, the bidder should deploy at least four staff in New Custom House, Mumbai during the prescribed hours.
- c. The Bidder, on award of contract, shall furnish names and addresses of and submit the photo and residential proof of his personnel deployed for the contract work to the department. No other person except Bidder's authorized representative about whom this department is informed shall be allowed to enter the premises.

- d. The Bidder will have to ensure the Punctuality, mannerism, good behavior and proper conduct of the personnel it deploys for execution of the contract. The personnel so engaged by the Bidder should be polite with pleasing manners, co-operative, disciplined and should not smoke or be drunk or engage in unlawful activities such as playing cards etc. while on duty and inside the campus premises of Office of the Commissioner of Customs (General). They shall be under his employment and disciplinary jurisdiction. However they shall be subject to the overall discipline of Office of the Commissioner of Customs (General). No tips in any form shall be accepted/ entertained.
- e. The bidder shall be solely responsible for regular payment of wages/salaries other benefits and allowance to his personnel as per the prevalent labor laws and/or any other payments that might become applicable under any Act or Order of the Central/State Government and this department shall have no liability in this regard. The bidder shall furnish necessary proof in this regard whenever required.
- f. The bidder shall provide the safety articles/equipments to its personnel. Safety of the personnel deployed by the bidder will be the sole responsibility of the Bidder and that the Department will not be responsible for any kind of hurt/loss/damage caused to the personnel on account of any accident or mishap.
- g. The bidder shall be solely responsible for regular deposition of contribution to EPF, ESI etc. for the personnel it deploys. There shall be no liability on department in this regard. As and when demanded the bidder shall submit copies of such payments to the competent authority.
- h. Insurance covers protecting the agency against all claims applicable under the Workman's Compensation Act 1948 shall be taken by the Bidder. The bidder shall arrange necessary insurance cover for all the persons deployed by him even for short duration. This department shall not entertain any claim arising out of mishap, if any that may take place. In the event of any liability/claim falling on this charge the same shall be the responsibility of the bidder.
- i. The Bidder shall pay the Govt. dues such as GST, Service Tax, Professional Tax etc. as and when required. Department shall not be responsible in any manner in this regard. As and when demanded, the bidder shall submit the copies of such payments in the contract period to the competent authority.
- j. The bidder shall be liable to pay compensation of any loss to the property of the Department caused by the acts of omission and/or commission by its personnel.
- k. In case of any loss caused to the third party by way of the conduct of the personnel deployed by the bidder, department shall not be responsible. Bidder shall be solely responsible to compensate the third party in such cases.
- l. The bidder and/or its personnel shall not allow movement of equipment/items or any property of the department in or out of the New Custom House Premises without prior permission of the competent authority. Bidder shall be solely responsible if any equipment/items or property is found missing and will have to compensate the department as decided by the competent authority of the department. Bidder shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
- m. The bidder shall be responsible for timely completion of work on day to day basis.
- n. The bidder shall be responsible to maintain an AMC card for each of the Air Conditioner unit. He shall be responsible to obtain on a monthly basis a certificate of functioning of the Air Conditioner Units from the concerned section heads and will submit the same to the CHA Section along with the monthly bill. The bidder will also be responsible to obtain a quarterly certificate from the section heads to the effect that the wet/dry service has been carried out successfully for the respective Air Conditioner Units and will submit the same to the CHS section officers.
- o. The bidder shall be responsible to maintain AMC card for each of the Air Conditioner Unit and shall obtain the certificate from the section heads to the effect that the wet and dry service has been carried out successfully on particular date.
- p. The bidder shall deploy one supervisor on a day to day basis and he should be available to the CHS section in person and on phone at all the time during the working hours and all the days including holidays.
- q. The bidder shall render services every day including Saturdays except Sundays and National Holidays. In case of emergency breakdowns and as and when need arises the bidder shall provide his services and personnel even on the Sundays and National Holidays at no extra cost.
- r. The bidder shall not subcontract or outsource the Contract work in any manner.
- s. The bidder shall not communicate or use in advertising, publicity, bidding for other contract, sales releases or in any other medium, photographs or other production of the work under this contract.

## **8. TERMS OF PAYMENTS:**

- a.) The bidder shall submit the bill on monthly basis in duplicate duly certified by the CHS section and same shall be paid thereof after making recovery, if any. No interim bills will be entertained. The bill payment will be subject to TDS applicable under the Income Tax Act 1961. The bill payment shall be subject to verification by CHS Staff certifying the proper execution of the Contract work and proper functioning of Air Conditioners.
- b.) Payment due to the bidder shall be made by the Office of the PR. Commissioner of Customs (General) by ECS/NEFT. For this, the bidder is supposed to submit a mandate form to the office. In all cases, the bidder shall present his bill pre-receipted with proper revenue stamp.

## **9. OTHER TERMS AND CONDITIONS:**

- a. The successful bidder shall have to enter into a contract with the department and the contract shall be valid for a period of one year. The contract comes into effect from the date of confirmation of order from Customs and the agreement shall remain in force initially for a period of one year from the date of confirmation, as mutually decided.
- b. Successful bidder shall be responsible for the comprehensive operation and maintenance including repairs / replacement and preventive maintenance, of the Air Conditioners within the scope of works as outlined above of this proposal on the terms and conditions listed in this NIT.
- c. In case of any of the Air Conditioners Unit or any part thereof under the ambit of the contract breaks down or is not working to the desired level and is not repaired within three hours then a penalty of Rs.500/- for the first day and Rs. 1000/- for every subsequent days till the item/equipment is repaired, would be deducted from the monthly bill of that period.
- d. In case of any damage caused to other equipment of this Department such as Computer Systems, Routers etc. which are not covered by this e-tender, but their functioning depends on the Air Conditioners under the ambit of this contract, due to non working of such Air Conditioners the cost of repairing or replacing those equipment will have to be borne by the bidder failing which the department would deduct the same from the payment to be made to them.
- e. The Bidder shall replace necessary parts, with equivalent/ branded parts, free of cost, if found defective. In case of replacement, the defective spares covered under this contract shall remain the property of Indian Customs.
- f. The conduct of the successful bidder will be constantly monitored and failure to abide by the terms and conditions of the contract, failure to maintain the Air Conditioner Units in working condition, lack of punctuality and any breach in security procedure or making any false declaration to any Govt. Agency which in the opinion of the Govt. is not in the public interest shall make the contract liable to be terminated.
- g. The Bidder should go through the details and sign each and every page of e-tender including its enclosures as a token of acceptance of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The Bidder would fill up the information in the Annexure II & III enclosed at the end of this document in clear and legible terms. Whenever, the prices are to be quoted shall be written in figures and words as well. Annexure shall also have to be signed and stamped by the firm through its authorised signatory. The e-tender form shall be rejected if it is not complete in any respect.
- h. Rate should be quoted in Indian Rupee. The rate should be quoted both in words and figures and shall be firm during the contract period.
- i. All the pages of the bid should be signed affixing the seal. All corrections and overwriting should be initialed.
- j. The bidder shall furnish an undertaking to the effect that none of its Directors/Partners/Owner or associates have been convicted under any law of the land. The undertaking should also mention if any legal proceedings are initiated and are pending against them under any law of the land anywhere in India.
- k. A prospective bidder requiring any clarification of the E-Tender document may communicate to the concerned official (Superintendent of Customs- CHS Dept.) at the address given in this notice inviting e-tender.
- l. At any time prior to the last date of receipt of bids, Office of the Commissioner of Customs (General) may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the e-Tender document by an amendment.
- m. The Office of the Commissioner of Customs (General) may at its own discretion extend the last date for the receipt of bids.
- n. The bids shall be written in English language.

- o. The Office of the Commissioner of Customs (General) reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore. The decision of the Office of the Commissioner of Customs (General) will be final in all the matters of e-tender and purchase.
- p. The Bidder undertakes that he shall comply with all conditions laid down under all applicable statutes, licenses and permissions and undertakes to keep all licenses and permissions valid and subsisting during the period of contract failing which this service agreement shall be liable to be terminated without notice or compensation or any payment whatsoever at the sole discretion of the Department.
- q. The department shall be the sole authority to decide on the quality of service rendered by the Bidder. In case the performance of the Bidder is found unsatisfactory, the Department shall have the right to terminate the agreement without notice or compensation or any payment, whatsoever at the sole discretion of the Department.
- r. The Department shall have the right to withhold any reasonable sum from the amount payable to the Bidder under this contract, if the bidder commits breach of any of the terms and conditions of this agreement or fails to produce sufficient proof to the satisfaction of the department as to payment of all statutory and other dues or compliance with other obligations.
- s. The personnel engaged by the Successful Bidder shall have no claim whatsoever on Office of the Commissioner of Customs (General) and shall not raise any industrial dispute either directly or indirectly with or against Office of the Commissioner of Customs (General) in respect of their service conditions as long as they are engaged at Office of the Commissioner of Customs (General)'s premises for execution of the Contract.
- t. The Income Tax as per Rules shall be deducted from the bill. All statutory deductions such as TDS, etc. wherever applicable, but not limited to this list indicated, shall be deducted from the bills payable to the Successful Bidder at the applicable rates from time to time.
- u. Under no condition, the Bidder or his staff shall claim the benefits of Office of the Commissioner of Customs (General)'s Rules, Wages & Allowances, facilities etc.
- v. Office of the Commissioner of Customs (General) shall not be responsible for delay or non-receipt of e-tender documents during transit by Post.
- w. Office of the Commissioner of Customs (General) reserves the right to reject any or all E-Tenders without assigning any reason thereof at any stage of the process.

**Office of the Commissioner of Customs (General) reserves the right to add to the existing equipment and/or delete from the existing equipment, any equipment at any point of time. In the event of such addition/deletion per day pro-rata amount for maintenance of that equipment would either be added to or deleted from the AMC charges payable to the successful bidder from the day of such addition and/or deletion.**

#### **10. COMPLETION OF CONTRACT:**

Unless otherwise terminated under the provisions of any other relevant clause, this contract shall be deemed to have been completed at the expiry of the duration of contract i.e one year. Fresh agreement shall have to be drawn if both parties to the contract agree to extend the period of contract beyond one year by mutual consent.

#### **11. TERMINATION:**

In case the successful bidder wishes to terminate the Contract at any point of time, after acceptance, a notice to this effect should be given to the department at least three months in advance. The department is however at liberty to terminate the contract with immediate effect in case of breach of any of the terms and conditions of the contract or if the services are not found to be satisfactory at any time.

#### **12. SUBMISSION OF APPLICATION FOR CONTRACT:**

- i. If an individual makes the application, it shall be signed by the proprietor above his full typed written name and current address.
- ii. If a proprietary firm makes the application, it shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.

- iii. If the application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current address or alternatively by a partner holding power of attorney shall accompany the application. A certified copy of the partnership deed and current address of all the partners of the firm shall also accompany the application.
- iv. If a limited company or a corporation makes the application, a duly authorized person holding power of attorney for signing the application shall sign it. In such a case a certified copy of the power of attorney shall accompany the applications. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the e-tender application is filed.
- v. Applications made by FAX and those received late will not be entertained. The application should be typewritten and signed on each page of the application.
- vi. A Senior Officer of the client should sign references, information and certificates from the respective clients certifying suitability, know-how and capability of the applicant.
- vii. The applicant is advised to attach any additional information, which he thinks is necessary to establish that the applicant is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information.

-sd/-

**(SHASHANK SHEKHAR)**  
**ASSISTANT COMMISSIONER OF CUSTOMS,**  
**CHS SECTION, NCH, Mumbai**



**ANNEXURE II**

**TECHNICAL/QUALIFYING BID**

1	NAME OF THE BIDDER	
2	TYPE OF ENTITY -PROPRIETARY FIRM, PARTNERSHIP FIRM, PVT. LTD. COMPANY	
3	ADDRESS	
4	TEL NO./FAX NO./MOBILE NO.	
5	NAME OF THE CONTACT PERSON	
6	TEL. NO./MOBILE NO. OF CONTACT PERSON	
7	EMD DETAILS @ Rs10,000/-	DD No. Date:
8	LEGAL CERTIFICATES TO BE ENCLOSED AND DETAILS IN REGARD TO BE PROVIDED	
	GST DETAILS	
	PAN DETAILS	
	SERVICE TAX REGISTRATION DETAILS	
	SHOP AND ESTABLISHMENT REGSITRATION (GUMASTA LICENSE) DETAILS	
9	ANNUAL TURNOVER OF PREVIOUS THREE FINANCIAL YEARS DETAILS (ANNEXURE VI ALONG WITH COPY OF PROFIT & LOSS A/C, BALANCE SHEET, AUDIT REPORT AND INCOME TAX RETURNS OF SAID THREE YEARS TO BE ENCLOSED)	
10	BANK SOLVENCY CERTIFICATE ENCLOSED	
11	EXPERIENCE IN AIR CONDITIONER MAINTENANCE CONTRACTS IN PREVIOUS THREE FINANCIAL YEARS (RELEVANT ANNEXURE IV, V AND VI TO ENCLOSED)	
12	NO. OF STAFF TO BE DEPLOYED FOR CONTRACT	
13	ANY EMPLOYEE OF THE OFFICE OF COMMISSIONER OF CUSTOMS ON YOUR BOARD OR SHARE HOLDER IN BIDDER'S ENTITY	YES/NO, If yes, please provide details
14	HAVE YOUR ANY DIRECTOR/PARTNER/ENTERPRENUER CONVICTED UNDER LAW	YES/NO, If yes please provide details
15	HAS YOUR FIRM/COMPANY BLACK LISTED AT ANY TIME IN PAST BY ANY ORGANIZATION	YES/NO, If yes please provide details
16	ANY OTHER INFORMATION BIDDER MAY LIKE TO FURNISH (MAY BE FURNISHED IN SEPARATE ENCLOSRE)	

**Declaration**

I / we hereby certify that information furnished above is true and correct to the best of my / our knowledge. I /We understand that if any deviation is found in above statement at any stage I/We shall be blacklisted and will not have any dealing with the department in future.

I hereby confirm that I am authorized to sign the Tender documents.

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

**Sign:** \_\_\_\_\_

**Place:** \_\_\_\_\_

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

**Designation:** \_\_\_\_\_

**Co. name & Seal:** \_\_\_\_\_

**Annexure – ‘III’**

**Financial Bid Document**

1. Name of the Bidder
2. Address (with telephone no.)
3. Name & address of proprietors / partners or directors
4. Contact Persons(s) (With Mobile No.)
5. Quotations for 12 months charges (inclusive of all taxes) in Rupees

Sr.No.	Type of Air conditioners	Quantity	Price quoted (per set/unit for per annum)	Total Rs	Tax	Total Price (inclusive of tax)
1	Window ACs	71				
2	Split ACs	130				
3	Cassette ACs	05				
4	Package type ACs	02				

**Total Cost in Words:** \_\_\_\_\_

Note:

1. The rate should be inclusive of all taxes etc.
2. The services of the above personnel are required throughout the year round the clock. The rate includes the cost of relievers for weekly off, gazetted holidays and any other leave, in addition to statutory obligations like ESI, PF, Uniform, and as per Minimum Wages Act etc.

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them and all of it is included in cost.

**(Signature of bidder with seal and Date)**

**ANNEXURE IV**

**DETAILS OF ALL CONTRACT COMPLETED DURING THE LAST THREE YEARS**

Sr. No.	Name of Contract & Location	Name of Client	Annual Cost of Contract	Date of Commencement as per contract	Period of contract	Litigation Arbitration pending/in progress with details	Name, Address & Tele No. of officer to whom reference may be made	Remarks

(Signature of the Bidder)

Seal of organization

**ANNEXURE V**

**PERFORMANCE REPORT OF CONTRACT**

(Furnish this information for each individual contract in the following format from the employer for whom the contract was executed – minimum 2 to be submitted)

1. Name of Contract & Location :
2. Agreement No. :
3. Annual Value of Contract :
4. Date of Start :
5. Date of Completion :
6. Performance Report :
  - i) Quality of service : Excellent / Very Good / Good / Fair
  - ii) Resourcefulness : Excellent / Very Good / Good / Fair
7. Any penalty imposed for bad performance :
8. Any litigation pending :

**(Signature)**

Senior Level Officer of the Client with complete contact details

(Seal of the Organization)

**ANNEXURE 'VI'**

**FINANCIAL INFORMATION OF THE ORGANIZATION**

I. Financial Analysis-Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last 3 (three) years and certified by a Chartered Accountant, as submitted by the applicant to the Income Tax department (copies to be attached).

Sr. No.	Details	Financial Years		
		2014-15	2015-16	2016-17
i)	Gross annual turnover in Air Conditioner Maintenance contracts			
ii)	Profit/Loss			
iii)	Financial Position as on 31.03.2017 a) Cash b) Current assets c) Current liabilities			

II. Up-to-date Income Tax Clearance Certificate.

III. Financial arrangements for carrying out the proposed works.

Note: Attach additional sheets, if necessary

**(Signature of the applicant)**

Seal of organization