



**ICSI-CCGRT**

**(The Institute of Company Secretaries of India –  
Centre for Corporate Governance Research & Training)**

Plot No. 101, Sector 15, Institutional Area, CBD Belapur, Navi Mumbai – 400 614

**CCGRT/AC/2019**

Date: 13<sup>th</sup> May, 2019

**Subject: Empanelment of ACs Repairing Vendors at ICSI-CCGRT  
Plot No. 101, Sector 15, CBD Belapur, Navi Mumbai – 400 614.**

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**About ICSI**

The Institute of Company Secretaries of India herein after referred as "Institute" is a statutory body constituted under an Act of Parliament, i.e. the Company Secretaries Act, 1980. It is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India having its Headquarters at "ICSI House", 22 Institutional Area Lodi Road, New Delhi-110 003 and ICSI House C-36, Sector 62, NOIDA -201309. The Institute has its Regional Offices at Kolkata, Delhi, Chennai & Mumbai, Centre for Corporate Governance, Research & Training Centre at Navi Mumbai, and 73 Chapters all over India.

Sealed quotations are invited from reputed service providers or agencies for Empanelment of ACs Repairing Vendors for ACs installed at ICSI-CCGRT as per the details given below in the document.

## Scope of Work

There are more than 50 (fifty) ACs have installed in the CCGRT

1. 25 windows of 1.5 Ton
2. 25 Split of 1.5 Ton
3. 2 Duct AC – 8.5 ton

The make of ACs are LG, Dakin, Voltas etc.

There are regular requirement of the AC repair like Gas top-up/filling, PCB repair, compressor repair / change and other related jobs.

You are requested to give your best rates / charges for the various jobs/activity related to AC repair.

## Instruction to Bidders

- 1.1 The document may be obtained during working hours from ICSI-CCGRT on **working days** from the Reception Counter of the ICSI-CCGRT. The document can also be downloaded from the website of the ICSI-CCGRT ([www.icsi.edu/ccgrrt](http://www.icsi.edu/ccgrrt)). If any discrepancies found in the downloaded version of the document, the version of the document kept at ICSI-CCGRT will be treated as authentic and correct.
- 1.2 The sealed quotations are to be submitted in prescribed format on the bidder's business letter head duly stamped, signed and dated as a token of the bidder's unconditional acceptance to the terms prescribed by the ICSI-CCGRT. Details/supporting documents wherever applicable, if attached must be duly authenticated by the bidder. No over-writing shall be accepted unless authenticated with full signature of the bidder.
- 1.3 The sealed quotations are to be sent at the ICSI-CCGRT address given on page 1 either by registered post/speed post/courier or by dropping in the tender box placed at reception of ICSI-CCGRT & should reach on or before last date and time i.e. 20<sup>th</sup> May, 2019.
- 1.4 The ICSI-CCGRT shall not be liable for any transit delays whatsoever and quotations received after the stipulated time/date are liable to be rejected summarily without assigning any reason and without any further reference to the bidder.
- 1.5 **.Bidders are instructed to make them fully understand the quantum and nature of job, involvement and any other technical requirement of ICSI-CCGRT regarding the service to be provided before they submit their bid. For better clarity, if required the bidder may visit, inspect and discuss the quantum and nature of work with ICSI-CCGRT officials.**
- 1.6 The quotations shall be opened on 21<sup>st</sup> May, 2019 at 11.00 am in the presence of those bidder(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a closed holiday or declared Holiday for ICSI-CCGRT/ Central Government offices, the due date for opening of the bids will be the following working day at the appointed time and venue.
- 1.7 ICSI-CCGRT requires tentative service as mentioned in the Financial Bid Format which may vary as per the actual scope of work. The vendor will be obliged to provide service for the actual quantity available at site. The payment to the vendor will be made for the actual quantity executed either by reducing or enhancing the price pro-rata based on the quoted price.
- 1.8 Rates should be quoted as per the enclosed financial bid pro-forma. Any change in the pro-forma by the bidder shall lead to cancellation of the tender. The rates should be

mentioned in figures as well as words and GST if applicable shall be mentioned separately.

- 1.9 ICSI-CCGRT shall have the right to assess the competencies and capabilities of the bidder by going through the credentials given by bidder and on the basis of such credentials, ICSI-CCGRT may reject the candidature of the bidder without assigning any reason.
- 1.10 The person signing the documents on behalf of the bidder shall be deemed to warranty that he has authority to bind the bidder. If subsequently comes to light that the person so signed had no authority to do so, ICSI-CCGRT may without prejudice to any other civil & criminal remedies cancel the tender and hold the bidder liable for all costs, charges and damages.
- 1.11 Correction and overwriting anywhere in the document should be avoided. Every correction and overwriting must be authenticated with full signature of the bidder, otherwise the bid is liable to be rejected. All the columns of the bid shall be duly, properly and exhaustively filled in. Any cutting/over writing etc. in the bid must be signed. The rates and units shall not be overwritten. The financial part in the bid shall always be both in figures and words. In case of discrepancy in words or figures, the amount written in figure will be treated as final.
- 1.12 Bid Validity: Price quoted must be valid for at least 90 days from the date of opening of bid. If required, ICSI-CCGRT may ask extension of bid validity as suitable from the bidders and in that case the bidder either may opt out of the bid or may extend the bid as required.
- 1.13 Eligibility Criteria (Mandatory Requirements)

<b>i.</b>	Bidder must have GST registration and PAN. (Please enclose self-attested photocopy of the documents).
<b>ii.</b>	Bidder must have at least 3 years' experience of providing Operation & Maintenance and AMC of similar work in reputed private/professional/training or educational institutes/PSUs/ Central/state government establishments with full satisfaction of the client as on date.
<b>iii.</b>	Bidder must have strength of at least 5 technical staff in its workshop.
<b>iv.</b>	Bidder must not have defaulted on any bank / financial institute loans in the past. There should not be any statutory dues or undisputed liability.
<b>v.</b>	Bidder must have average turnover of Rs. 3.00 Lakhs (Rupees Three Lakhs only) per year in last two years (F.Y. 2016-17 and 2017-18).

- 1.14 ICSI-CCGRT shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers, including those received late or incomplete offers without assigning any reason what so ever.  
ICSI-CCGRT, reserves the right to make any changes in the terms and conditions of the work. ICSI-CCGRT will not be obliged to meet and have discussions with any bidder, and or to listen to any representations.
- 1.15 The ICSI-CCGRT reserves the right to award all the work or part of work to a single vendor or multiple vendors as per its requirement. ICSI-CCGRT also may include more qty. for the existing items as described in the scope of work or brought in new items in the scope of work if needed in future. The vendor(s) will be paid pro-rata based on the qty., rate and duration of contract for such new qty. for the existing items. For new items brought under the scope of contract, ICSI-CCGRT will pay as per mutual agreed rate (as per market condition) but at same terms and condition.

- 1.16 Bidders are welcome to visit ICSI-CCGRT office to inspect the site condition, systems and process flow before submitting their bid.

**2. Terms and Conditions of the Contract:**

- 2.1 The contract will be initially for a period of one year and is likely to commence from the date of signing of the agreement which may be extended on yearly basis upto three years as per quoted rates, terms and conditions as mutually agreed upon.
- 2.2 In case the jobs performed are not found to be satisfactory, the contract shall be terminated by giving notice of one month by ICSI-CCGRT. Either party may terminate the contract by giving three months' notice in writing.
- 2.3 Vendor shall provide certificate of Registration under Employee Provident Fund and Miscellaneous Provisions Act, 1952, if applicable.
- 2.4 Vendor shall provide certificate of Registration under Employees State Insurance Act., 1984, if applicable.
- 2.5 Vendor shall provide certificate of Registration under the contract labour (Regulation & Abolition) Act, 1970, if applicable.
- 2.6 Vendor shall provide sufficient trained and experienced Technical as well as supervisory staff proficient in managing the service.
- 2.7 Vendor shall submit organized and established break down response/command structure, which can respond immediately as per requirements of the ICSI-CCGRT.
- 2.8 In the event of failure and/or neglecting to perform any duties assigned to the vendor to the entire satisfaction of the ICSI-CCGRT, the ICSI-CCGRT shall have the right to have such duties and obligations performed and discharged by such agency(s) as the ICSI-CCGRT may deem fit, and shall be entitled to recover from the vendor all costs and expenses incurred towards getting such work done from other agency(s).
- 2.9 The vendor will ensure for getting proper license/permission from the concerned authorities wherever applicable. The vendor shall ensure that all the relevant licenses/registrations/permission, which are/may be required related to the services provided are valid during the entire period of the contract, failing so will attract the appropriate penalties.
- 2.10 No other person except the vendor's staff on duty at ICSI-CCGRT premises only shall be allowed to enter the premises and the vendor will not provide or extend any service to any other client from the ICSI-CCGRT premises.
- 2.11 The vendor on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the Services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff etc. If ICSI-CCGRT suffers any loss or damage on account of negligence, default or theft on the part of the staff of the vendor, then the vendor shall be liable to reimburse to ICSI-CCGRT for the same. This is subject to the limitation of the contract.
- 2.12 The rate quoted by the firm will be valid for a period of one year and request for revision of rate shall not be entertained under any circumstances during the

currency of the contract. The bidder has to quote rate inclusive of all i.e. cost of manpower, tools and tackles, consumables, enabling services e.g. scaffolding, lifting tools or any other arrangement required to be available for providing effective service as per terms of the contract, statutory benefits to its manpower and statutory taxes and duties except GST which is to be shown separately.

- 2.13 **Payment Terms:** Payment will be made on monthly basis at the end of each month for the preceding month. ICSI-CCGRT will make payment within one month on submission of certified tax invoice subject to appropriateness of the bill. Payments shall be subject to deductions of any amount for which the contractor is liable under this contract. Further, all payments shall be made subject to deduction of TDS (Tax deduction at Source) as per the prevailing Income-Tax Act and any other taxes as on the date of invoice submission and/or payment date.
- 2.14 The successful bidder will have to provide the service as per stipulated timeline as per instruction of ICSI-CCGRT, failing which the ICSI-CCGRT will cancel the service order issued to the successful bidder.
- 2.15 **Penalty:** The vendor and the employees of the vendor shall be held responsible for guilty of fraud, mischief, misappropriation or any other type of misconduct or breach of condition on the part of bidder or his employee.
- 2.15.1 **Penalty for Deficiency in Service:** The ICSI-CCGRT may impose penalty as he finds appropriate on case to case basis based on the damage or loss or any other inconvenience incurred to ICSI-CCGRT, including stopping the payment of bills of respective service, if vendor fails to provide the desired service or making delay in providing services or not able to provide services up to the satisfaction of ICSI-CCGRT.
- 2.15.2 **Penalty for Misconduct or Breach of Condition of Contract:** The vendor and the employees of the vendor shall be held responsible for guilty of fraud, mischief, misappropriation or any other type of misconduct or breach of condition on the part of vendor or his employee. The ICSI-CCGRT may impose for the aforesaid misconduct or breach of condition on the vendor a penalty of minimum to the maximum damages and loss incurred to ICSI-CCGRT, apart from the right to terminate the contract, blacklisting of vendor.
- 2.16 ICSI-CCGRT may require the vendor to dismiss or remove from the site of service, any person or persons, employed by the vendor, who may be incompetent or for his/ her/their misconduct and the vendor shall forthwith comply with such requirements. The vendor shall replace immediately any of its personnel, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
- 2.17 All members of staff employed by vendor will be subject to security check by the ICSI-CCGRT's Security staff while leaving the premises. The vendor will issue Photo Identity card to all its staff deployed at ICSI, which must be carried by all deputed staff while on duty at ICSI-CCGRT Premises.
- 2.18 The transportation, food, medical and other statutory requirements in respect of each personnel of the vendor shall be the responsibility of the vendor.

- 2.19 On the expiry of the contract as mentioned above, the Vendor will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the vendor, it shall be the entire responsibility of the Vendor to pay and settle the same. The vendor shall be directly responsible for any/all disputes arising between it (vendor) and its employees and keep the ICSI-CCGRT indemnified against all losses, damages and claims arising thereof.
- 2.20 The vendor shall be contactable at all times and messages sent by phone /e-mail/ fax / special messenger from ICSI-CCGRT shall be acknowledged immediately on receipt on the same day. The vendor shall strictly observe the instructions issued by ICSI-CCGRT in fulfillment of the Contract from time to time.
- 2.21 The Vendor will attend or report to the authorized official of the ICSI-CCGRT immediately, as and when directed.
- 2.22 The vendor shall be required to keep ICSI-CCGRT updated about the change of address, change of the Management etc. from time to time.
- 2.23 The vendor and/ or the personnel deployed at the ICSI-CCGRT sites shall be responsible for its belongings and ICSI-CCGRT shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the vendor.
- 2.24 Quantities given in this document are tentative and can be changed or varied. ICSI-CCGRT also reserves the right to delete or increase any items of Services. No extra claims of whatsoever nature will be entertained on this account. The qty. mentioned in this document are for guidance of vendor and exact locations, clearance will be governed by site conditions. Any discrepancy/changes required shall be reported to ICSI-CCGRT.
- 2.25 The contract may remain valid and the Term may be extended and/or shall remain incomplete until no dues certificate has been signed by ICSI-CCGRT.
- 2.26 Water and electricity shall be provided to the Vendor by ICSI-CCGRT free of cost related to the service during the contract period only at ICSI-CCGRT site.

### 3. **GENERAL:**

- 3.1 **Modification/variation in Terms of Contract:** ICSI-CCGRT reserves the right to modify or may bring some variation in the terms and conditions of the contract on mutually agreed terms, if it is found necessary due to any operational difficulty or any other genuine reasons.
- 3.2 **Dispute Resolution:** Any dispute, difference, controversy or claim ("Dispute") arising between the successful bidder and ICSI-CCGRT hereinafter jointly to be called "parties" and singularly as "party" out of or in relation to or in connection with the agreement/contract, or the breach, termination, effect, validity, interpretation or application of this agreement/contract or as to their rights, duties or liabilities hereunder, shall be addressed for mutual resolution by the authorized official of the parties.
- 3.3 **Arbitration:** If, for any reason, such dispute cannot be resolved amicably by the Parties, the same shall be referred to the Arbitration process. In the event of any dispute arising between ICSI-CCGRT and the vendor in any matter covered/ touched by this contract or arising directly or indirectly there from or connected or concerned with the said contract, the matter shall be referred

to The Secretary of the ICSI-CCGRT who may himself act as sole arbitrator or may name as sole arbitrator an officer of ICSI-CCGRT notwithstanding the fact that such officer has been directly or indirectly associated with this contract. The decision / award of the Arbitrator shall be final and binding on the parties. Cost of Arbitration will be shared equally by the parties.

3.3.1 The place of the arbitration shall be at The ICSI-CCGRT, Plot No. 101, Sector 15, Institutional Area, CBD Belapur, Navi Mumbai – 400 614

3.3.2 The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended from time to time.

3.3.3 The proceedings of arbitration shall be in English language.

3.3.4 The parties are not entitled to approach any court of law without resorting to arbitration approach.

3.3.5 The decision / award of the arbitrator shall be final and binding on parties to the arbitration proceedings.

3.4 **Jurisdiction:** In respect of any dispute arising between ICSI-CCGRT and the vendor in any matter covered / touched this document / contract or arising directly or indirectly there from or connected or concerned with the said contract, the courts at Mumbai/Navi Mumbai shall only have the jurisdiction.

3.5 **Right to Black List:** ICSI-CCGRT reserves the right to blacklist a party / bidder for a suitable period in case such party / bidder fail to honour his bid without sufficient grounds or found guilty for breach of condition /s of the contract or guilty of fraud and mischief and misappropriation or any other type of misconduct on the part of party(s) / bidder(s).

3.6 **Confidentiality:** The successful bidder acknowledges that all material and information which has and will come into its possession or knowledge in connection with this agreement or the performance thereof, whether consisting of confidential and proprietary data or not, whose disclosure to or use by third parties may be damaging or cause loss to ICSI-CCGRT will all times be held by it in strictest confidence and it shall not make use thereof other than for the performance of this agreement and to release it only to employees requiring such information, and not to release or disclose it to any other party. The successful bidder agrees to take appropriate action with respect to its employees to ensure that the obligations of non-use and non-disclosure of confidential information under this agreement are fully satisfied. In the event of any loss to ICSI-CCGRT in divulging the information by the employees of the successful bidder, the ICSI-CCGRT shall be indemnified. The successful bidder agrees to maintain the confidentiality of the ICSI's information after the termination of the contract also. The successful bidder will treat as confidential all data and information about the ICSI-CCGRT /Contract, obtained in the execution of this tender including any business, technical or financial information, in strict confidence and will not reveal such information to any other party.

3.7 **Sub-Contracting:** The successful bidder will not assign or transfer and sub-contract its interest / obligations under this contract to any other concern / individual without the prior written consent of the ICSI-CCGRT.

3.8 **Statutory Compliance:** The successful bidder will be required to comply with all statutory obligations from time to time applicable to this contract.

3.9 **Force Majeure**

- 3.9.1 For the purpose of this Article, Force "Majeure" means any cause, which is beyond the successful bidder control or that of the ICSI-CCGRT , as the case may be, which both could not foresee or with a reasonable amount of diligence could not have foreseen, and which substantially affect the performance of the order, such as:-
- War / hostilities
  - Riot or civil commotion
  - Earth Quake, Flood, Fire, Tempest, Epidemics, Lightning or other natural physical Disaster, Quarantine restricts and Freight embargoes
  - Restrictions imposed by the Government or other statutory bodies, which is beyond the successful bidder control or of the ICSI-CCGRT, which prevent or delay the execution of the order either by the successful bidder or by the ICSI-CCGRT.
- 3.10.2 If a Force Majeure situation arises, the successful bidder are required to promptly notify ICSI-CCGRT in writing of such condition and the cause thereof within a period of three (3) days from the date of happening of such an event requiring invocation of this force majeure article. Unless otherwise directed by the ICSI-CCGRT in writing, the successful bidder will continue to perform its obligations under this order as far as is reasonably practical and shall seek all reasonable alternative means for performances of this order.
- 3.10 **Indemnity Clause:** The vendor will indemnify ICSI-CCGRT against all statutory liabilities present and future arising out of this contract. In the event of violation of any contractual or statutory obligations, the successful bidder will be fully and solely responsible for the same. Further, in the event of any action, claim, damages, suit initiated against ICSI-CCGRT by any individual, law enforcement agency or government authority due to acts and omissions, the successful bidder will be liable to make good/compensate such claims or damages to the ICSI-CCGRT. As a result of the successful bidder action, inaction or any omissions, if ICSI-CCGRT is required to pay any damages to any individual, law enforcement agency or government authority, the successful bidder would be required to reimburse to ICSI-CCGRT such amount along with other expenses incurred by ICSI-CCGRT or ICSI-CCGRT reserves the right to recover but not limited to such amount from the payment(s) due to the successful bidder while settling its bills or from the amount of security deposit lying with ICSI-CCGRT. However, ICSI-CCGRT reserves its right to take legal recourse as permitted under law of the land. In case of any damage caused to the ICSI-CCGRT due to negligence, carelessness or inefficiency of staff of the vendor, the vendor shall be responsible to make good the loss. The ICSI-CCGRT shall have right to adjust the damage / loss suffered by it from the security deposit or / and to charge penalty as decided by the ICSI-CCGRT. Decision of the ICSI-CCGRT in this respect shall be final & binding on the vendor.
- 3.11 **Termination:** The ICSI-CCGRT without prejudice to any other remedy for breach of contract or fails to discharge its obligation under this contract without sufficient ground or found guilty for breach of condition(s) of the contract negligence, carelessness, inefficiency, fraud, mischief and misappropriation or due to any other type of misconduct by the successful bidder or by its staff or agent, by giving written notice of default, sent to the vendor, terminate this contract in whole or in part:



- 3.11.1 If the vendor fails to deliver any or all the services within the time period(s) specified in the contract, or any extension thereof granted by the ICSI-CCGRT.
- 3.11.2 If the vendor fails to perform any other obligations under the contract and
- 3.11.3 If the vendor, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the ICSI-CCGRT may authorize in writing) after receipt of the default notice from the ICSI-CCGRT.
- 3.11.4 Without any notice or on a notice period of maximum of 30 days.
- 3.11.5 Any pending or unresolved operational issues, performance, unpaid fees and any other remedies shall be continued by the vendor during the period of the termination notice and the same must be satisfied / completed before the contract is terminated. The ICSI-CCGRT may also put in place any other vendor for carrying out the remaining work and expenditure incurred on same shall be recovered from the defaulting vendor.

The services indicated are tentative and may be increased / decreased at the sole discretion of the ICSI-CCGRT and the vendor shall have no right to claim any minimum/definite/guaranteed volume of business.

For any details / clarifications, bidders may contact

Shri Rakesh Goyal,  
Joint Director,  
Tel. No. 022 – 41021501/15,  
Email: [ccgrt@icsi.edu](mailto:ccgrt@icsi.edu).

Date: 13<sup>th</sup> May, 2019

(Sudipto Pal)  
Joint Secretary

**ICSI-CCGRT****(The Institute of Company Secretaries of India –  
Centre for Corporate Governance Research & Training)**

Plot No. 101, Sector 15, Institutional Area, CBD Belapur, Navi Mumbai – 400 614

CCGRT/AC/2019

Date: 13<sup>th</sup> May, 2019**Subject: Empanelment of ACs Repairing Vendors at ICSI-CCGRT  
Plot No. 101, Sector 15, CBD Belapur, Navi Mumbai – 400 614.****Form I: PARTICULARS OF BIDDER****(ALL COLUMNS ARE TO BE FILLED IN BLOCK LETTERS)**

1. Name of the bidder
  - (a) Trade Name \_\_\_\_\_
  - (b) Status of the Bidder \_\_\_\_\_  
(Limited Co./LLP/Partnership)  
(Enclose self-attested copy of document)
  - (c) Name of CEO/Directors /Partners \_\_\_\_\_
2. Postal Address \_\_\_\_\_
3. Telephone No. / Mobile No. for communication \_\_\_\_\_
4. (a) E-mail-id (mandatory) \_\_\_\_\_  
(b) Website address (if available) \_\_\_\_\_
6. Name of the Banker, Branch Name, A/c No. and IFS Code  
(for e-payment purpose) \_\_\_\_\_
7. PAN (Enclose self-attested photocopy) \_\_\_\_\_
8. GSTIN Code (Enclose self-attested photocopy) \_\_\_\_\_
9. Trade License/Business License/CIN (if applicable)  
(Enclose self-attested photocopy) \_\_\_\_\_
10. Any other Relevant Information \_\_\_\_\_  
(e.g. Number of Years of Experience in similar line of business / Turnover for last Financial year)

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No.\_\_\_\_\_. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for “\_\_\_\_\_ (name of the work or supply)” as per Financial Bid (Part ‘C’).

**Signature** \_\_\_\_\_  
(Authorized signatory of the bidder)  
**Name of the bidder** \_\_\_\_\_  
**Official seal of bidder** \_\_\_\_\_

Date \_\_\_\_\_

- **NOTE: Please submit all supporting documents (self-attested photocopy) wherever applicable in support of the information furnished above with seal and signature of the bidder’s authorized representative.**

**ICSI-CCGRT**

**(The Institute of Company Secretaries of India –  
Centre for Corporate Governance Research & Training)**

Plot No. 101, Sector 15, Institutional Area, CBD Belapur, Navi Mumbai – 400 614

**CCGRT/AC/2019**

Date: 13<sup>th</sup> May, 2019

**Subject: Empanelment of ACs Repairing Vendors at ICSI-CCGRT  
Plot No. 101, Sector 15, CBD Belapur, Navi Mumbai – 400 614.**

**FINANCIAL BID**

The bidder has to quote rate (only in INR, Rs.) inclusive of all *i.e.* cost of manpower, tools and tackles, consumables, enabling services or any other arrangement required to be available for providing effective service as per terms of the contract.

**Details of services/parts required in ACs**

SNo	Work Details / nature	Window AC (1.5 Ton)	Split AC (2.0 Ton)	Duct AC – 8.5 ton	GST in %age
1	Regular Service				
2	Pressor Zet service				
3	Gas Top-up				
4	Full Gas filling				
5	PCB repair				
6	Compressor Repair				
7	Cooling Coils Repair				
8	Fan Motor Repair				
9	New Compressor				
10	New Cooling Coils				
11	New Capacitor				
12	New Condenser				
13	New Fan Motor				
14	Any Other Item, please specify				

**(Signature of the Bidder)**

**Name**

**Designation**

**Mobile No.**

**Date**

**Official seal/stamp**