



# **CENTRAL INSTITUTE OF TECHNOLOGY BALAGAON, KOKRAJHAR, BTC, ASSAM**

## **TENDER DOCUMENT**

LTE No. CITK/AC Service/295/2024/1768

dated: 21/07/2025

### **Part - A: Technical Bid**

**NAME OF WORK: REPAIRING/SERVICING/GAS FILLING OF AIR CONDITIONERS AT CIT CAMPUS.**

## NOTICE INVITING LIMITED TENDER ENQUIRY

LTE No. CITK/AC Service/295/2024/1768

dated: 21.07.2025

Sealed tenders in single bid are invited from registered Electrical vendors of CITK for the following work. Tenders will be received up to 3PM on 29.07.2025 and will be opened 29.07.2025 at 4:00 PM in presence of attending Tenderers or their authorize representatives. In case, the day of submission of the tender happens to be a holiday on account of Govt. notification and tender cannot be received or opened; the tender shall be received or opened on the next working day at 4:00 PM for which no separate communication will be made to tenderer.

Name of Work	Repairing/Service/Gas filling of Air Conditioners at CIT Campus.
Estimated cost	Rs.4,98,595.00
Earnest Money	2% for general and 1% for ST/SC/OBC/ Unemployed Engineer
Date of availability of tender paper.	From 21.07.2025 to 28.07.2025
Last Date & time Submission of tender.	Up to 3:00 PM on 29.07.2025
Date & time for Opening of tender	At 4:00 PM on 29.07.2025
Time of completion	30 (Thirty) days from the date handing over of the site.

### Qualifying criteria for participating in the Tender:

1. The vendor should be a registered vendor of CIT Kokrajhar for Electrical Works.
2. The vendor should be up-to-date registered with Govt./Semi Govt./ Autonomous body in appropriate class.
3. Submitted tender paper must be accompanied by the self attested copies of the qualifying documents with seals along with (a) Copy of PAN card) GST Registration certificate. The vendor should have valid Electrical license from Govt. of Assam. Copy of the same shall have to be attached.
4. Any further clarification including corrigendum, addendum, amendments, time extension etc. to the above tender will be posted in the Institute's website. Bidders should therefore regularly visit the CIT website.

The CIT Kokrajhar does not bind itself to accept the lowest tender and reserves itself the right to reject any or all the tenders received without assigning any reason thereof.

Sd/-

Special Terms & Conditions

The present scope of work under this contract shall include “Repairing/Servicing/Gas filling of Air Conditioners at CIT Campus”.

1. The scope of this contract shall include Electrical works consisting of “Repairing/Servicing/Gas filling of Air Conditioners at CIT Campus” at CIT campus. The Contractor shall provide all necessary materials, equipment, labour etc. for the execution and maintenance of the work till completion unless otherwise mentioned in this tender document. All materials required for the work shall be as per technical specifications and approved by Engineer-in-Charge prior to procurement and use.
2. Rates shall be quoted in the Bill of Quantity (BOQ) furnished in figures and in words. If there is any variation between the rates quoted in figures and rates quoted in words, the rates quoted in words shall be considered.
3. The rates shall be firm up to the completion of work. No price escalation will be paid on any account.
4. The work shall be completed within 30 (thirty) days from the date of handing over of the site.
5. The rate shall be inclusive of all taxes including GST, Royalty, loading, unloading and transportation etc. of all the materials to work site at CIT Kokrajhar campus, Kokrajhar. All taxes as applicable to the work as per state/central government shall be deducted from the bills.
6. All the pages of the tender document shall be signed and dated at the lower right hand corner by the tenderer. If the tender is signed by a person holding power of attorney, power of attorney authorizing him to sign on behalf of the tenderer should be submitted along with the tender.
7. In case the work involves electrical works, the contractor must have electrical contract license and if the contractor does not have such license they should submit and undertaking to engage a party which fulfills the qualifying criteria. In such cases, Electrical License with his acceptance to take up the work shall be submitted.
8. The contractor shall arrange all the plants, equipment, machineries etc. required for the works for which no extra charges will be paid.

9. The contractor will arrange for water and electricity at his own. However, the Institute may provide electricity on the request of the contractor on payment basis under the terms and conditions fixed by the institute.
10. Care shall be taken by the contractor to avoid damage to any part of the building or its finishing. He/they shall be responsible for repairing all damages and resorting the same to their original finish at his own cost. He / they shall also remove at his own cost all unwanted wastage and materials arising out of his work from the site.
11. Contractor shall be submit the after completion of the work in all respect.
12. Security Deposit: 5% of the contract amount shall be deducted from the bill and will be released after 6 (Six) month from the date of compaction of the work.

Sd/-

Registrar (i /c),  
CIT, Kokrajhar.

To

The Registrar, (i/c)  
Central Institute of Technology Kokrajhar  
Kokrajhar– 783370, Assam.

1. I/We hereby tender for execution of the work “Repairing/Servicing/Gas filling of Air conditioner at CIT Campus”. as per tender document within the time schedule mentioned therein and accepted by me/us, at the schedule of rates quoted by me/us for the whole work in accordance with terms and conditions, specifications, drawings, as detailed in the tender document.
2. It has been explained to me/ us that the time stipulated for job and completion of works in all respects and in different stages mentioned in the “Time schedule” of completion of work and signed and accepted by me/us is the essence of the Contract. I/We agree that in the case of failure on my/ our part to strictly observe the time of completion mentioned for work or any of them and to the final completion of works in all respects according to the schedule set out in the said “Time Schedule of Completion of work”, I/We shall pay compensation to the Owners as per provision and stipulations contained in Terms & Conditions of Contract and I/We agree to the recovery being made as specified therein. In exceptional circumstances extension of time which shall always be in writing may, however, be granted by the Engineer-in-Charge at his entire discretion for some items of work, and I/We agree that such extension of time will not be counted for the extension of completion dates stipulated for work and for the final completion of works as stipulated in the said “Time Schedule” of Completion of work.
3. I/We agree to pay the earnest money and security deposit and accept the terms and conditions laid down in the memorandum below in this respect.

#### **MEMORANDUM**

- (a) General description of work: Repairing/Servicing/Gas filling of Air conditioner at CIT Campus.
  - (b) Earnest Money: Not Applicable.
  - (c) Security Deposit: 5% of the contract amount which will be deducted in the manner set out in Terms & Conditions of Contract.
  - (d) Time allowed for starting of work: 3 (Three) days from the date of issue of letter of acceptance of the tender.
  - (e) Time of completion of work: 30 (Thirty Days) days from issue of work order.
4. Should this tender be accepted I /We hereby agree to abide by and fulfill all terms and conditions referred to above and in default thereof, to forfeit and pay to the Owner or its successors or its authorized nominees such sums of money as are stipulated in conditions contained in Notice Inviting Tender and other tender documents.

5. I/We hereby pay the earnest money of Rs..... (Rupees ..... ) in the form of Banker's cheque /Demand Draft no. .... (Name and Office of the State Bank of India or any Schedule 'A' Bank) in favour of "CIT Kokrajhar" payable at 'Kokrajhar'.
6. If I/We fail to commence the work specified in the memorandum in para (3) above, or I/We fail to deposit the amount of security deposit specified in the Memorandum in para (3) above, I/We agree that the said Owner and its successors without prejudice to any other right or remedy be at liberty to forfeit the said earnest money in full otherwise the said earnest money shall be retained by Owner, towards the security deposit specified in para (3) above. The said Owner shall also be at liberty to cancel the notice of acceptance of tender if I/We fail to deposit the security amount as aforesaid or to execute an agreement or to start work as stipulated in the tender documents.

I/We enclose herewith evidence of my/our experience of execution of work of similar nature and magnitude carried out by me/us in the prescribed proforma and also the Income Tax and Sales Tax Clearance Certificate.

Witness:

Date.....day of.....2025

Name in Block Letters:

Address:

Signature of Tenderer (s), with the seal of Firm.

PROFORMA FOR ACKNOWLEDGEMENT LETTER OF BIDDING DOCUMENT

LTE No. CITK/AC Service/295/2024/

dated: 21.07.2025

To

The Registrar  
CIT Kokrajhar  
Kokrajhar-783370, Assam

Sub: "Repairing/Servicing/Gas filling of Air conditioner at CIT Campus".

Dear Sir/Madam,

We hereby acknowledge receipt of a complete set of bidding document along with all enclosures for the subject work for preparation and submission of the Bid. We undertake that the contents of the above Bidding document shall be kept confidential, further that specifications and documents shall not be transferred, and that the said documents are to be used only for the purpose for which they are intended.

(A) We intend to bid as requested for the subject works and furnish following details with respect to our quoting office:

(i) POSTAL ADDRESS :

(ii) TELEPHONE NUMBER :

(iii) MOBILE NO. :

(iv) TELEFAX NUMBER :

(v) CONTACT PERSON :

(vi) DESIGNATION :

(vii) EMAIL ADDRESS :

(viii) REGISTERED OFFICE :

BIDDER'S NAME: .....

SIGNATURE: .....

NAME: .....

DESIGNATION: .....

Date

Terms & Conditions:

A) Payment Terms:

- (I) Taxes & Duties: The rates are inclusive of all applicable duties & taxes.
- (II) Invoice: The Invoice shall include an original Invoice describing the Work that was performed duly certified by our Engineer – in – charge.
- (III) Payment: Payment shall be released on measurement basis on certification of the bills by the Engineer-in-Charge after deducting 5% Security Deposit and applicable TDS & Labour Cess @ 1% and other taxes as applicable. Payment shall be made on the actual performance at site. No idle labour shall be paid. The payment shall be made after the receipt of invoice, duly certified by Engineer – in - Charge, with our accounts department. Bill submitted without proper documentation and evidence of PF deposit shall not be considered. Security Deposit 5% on total contract value shall be deducted from each R.A. and shall be refunded after completion of defect liability period of six months from the date of successful completion of all works in all respects.
- (IV) TDS: Tax Deducted at Source (TDS) will be deducted from your invoice as applicable. You have to provide your company's PAN number.

B) Mandatory:

- a) You shall employ persons of competence and skill to complete this job within specified period.
- b) However if the contractor is not performing well and not achieving the target, the company shall cancel the contract with immediate effect without assigning any reason and the contractor shall have no right or claim what-so-ever on the site and shall vacate the site immediately.
- c) Any theft by workers of contractor & If there any cheat in duplicate copy by overwriting of unskilled to skilled or in number of workers will be viewed seriously and the concerned amount will be deducted from contractor's bill with additional penalty of Rs.500/-of each theft.
- d) Strict Control of shuttering wood will be monitored. In case of using of shuttering wood as a fire wood, subcontractor will be panelized at the rate of Rs. 1000/- per incident.
- e) Contractor shall abide by all safety rules of the company & wearing of Safety belt and helmet is compulsory for all workers working at height. Subcontractor will be panelized at the rate of Rs. 500/- per worker if the safety rules not followed.



f) Contractor has to manage generated scrap (while executing) and store the same in pre allotted space/location at the site.

c) Insurance: Necessary EPF (Employee Provident Fund) for your Manpower is in your scope and the copy of EPF registration and the challan shall be submitted to us before mobilizing the labour. You have to work carefully and ensure safe working without any mishap. In case it happens, sole responsibility will be yours.

C) Safety:

Providing PPE to your workers is in your scope. Foreman & above must wear blue colour helmets and below this everyone must have yellow helmets and safety shoes for all are mandatory and without this no one will be allowed to enter the site. If PPE will be procured by us the same shall be deductible from your running bill.

E) Other Terms & Conditions:

- 1) The job work order value is firm and no escalation will be payable and remain valid till the completion of job work.
- 2) Contractor has to comply all applicable labour law and has to deposit the PF/ESI etc. as per applicable law.
- 3) All local problems, disputes and conflicts whether with private, public and /or Government parties, must be sorted out at your end and it must be ensured by you that our work is not affected due to such occurrences. No additional cost will be claimed on account of this.
- 4) As number of other Contractors of CIT, Kokrajhar shall be working along with you, you will provide full Co-operation & work in tandem with other Sub contractors.
- 5) You shall insure your persons and other resources at your cost. In case of accidents, injuries fatal to your men or equipment, CIT, Kokrajhar shall be indemnified.
- 6) In case you damage any of the CIT, Kokrajhar or any other agency's property or persons while execution of this contract you shall own full responsibility for the same and make good the loss.
- 7) You shall observe rules and regulations of CIT, Kokrajhar as well as all statutory laws including labour laws. You shall also maintain adequate records towards observance of the laws. CIT, Kokrajhar shall be indemnified in case of your default of nonobservance of any of the statutory laws.
- 8) You shall carry out the work yourself and not assign / sublet it to anyone without prior permission of CIT, Kokrajhar.
- 9) No idle charges will be paid for any reason what so ever.
- 10) Electricity and water shall be arranged by the vendor at his own cost. Nothing extra shall be paid on this account.
- 11) The rate defined is for the complete job inclusive of all materials, manpower, job workers' tools & tackles.

12) An authorized representative of the job work contractor shall be available full time at site to take the instructions from Engineer-in-Charge or his authorized representative.

13) The job work may be carried out in shifts and in such case nothing extra shall be paid on this account.

14) If at any point of time progress of job work is found unsatisfactory, CIT, Kokrajhar reserves the right to award the job work to another agency or to engage other agency/agencies to speed up the work.

15) The job work contractor shall arrange/prepare a sample of material/job work at his/its cost for approval on the direction of Engineer-in-charge (EIC) or his authorized representative. The decision of EIC regarding the acceptance or rejection of such sample shall be final and binding.

16) The job work contractor shall keep the job work place clean and will remove the unwanted materials etc. from his/its job work place and will dispose off the same as per the instructions of EIC or his authorized representative.

17) The job work contractor shall compensate for all the damage or loss occurred due to the negligence of his or his team, to any equipments, machinery, building, structure etc belonging to the company or any other person, at the job work site.

18) The job work contractor shall ensure that the job workers engaged by him do not indulge in misconduct, misbehavior or any sort of violence at the job work place and residential area for labour provided by the company. In the event of any such incidents, the job work contractor shall take the prompt action against the concerned job workers as per the satisfaction of EIC or the company will be free to take an appropriate action against such job workers in the absence of appropriate action taken by the job work contractor.

19) You would strictly adhere to the delivery schedule/period, failing which penalty @ 1% per week subject to maximum penalty of 10% shall be levied to your account.

20) Temporary stoppage of job work by CIT, Kokrajhar due to force majeure or any other reason beyond the control CIT, Kokrajhar shall be abided by the contractor. No claims or compensation in this account shall be paid by the company. However, the completion/delivery period of job work contractor would be extended by such period.

Any dispute arising out of this contract would be referred to the sole arbitrator appointed by the Directors of CIT, Kokrajhar and award of the arbitrator shall be final and binding.

# **CENTRAL INSTITUTE OF TECHNOLOGY BALAGAON, KOKRAJHAR, BTC, ASSAM**



LTE No. CITK/AC Service/295/2024/

dated: 21.07.2025

## **Part - B: Price Bid**

**NAME OF WORK: REPAIRING/SERVICING/GAS FILLING OF AIR CONDITIONER AT CIT CAMPUS.**

NAME OF WORK: REPAIRING/SERVICING/GAS FILLING OF AIR CONDITIONER AT CIT CAMPUS.

LTE No. CITK/AC Service/295/2024/

Dated: 21.07.2025

### Bill of Quantity

Sl. No.	Description of item	Unit	Qty	Quoted Rate (Rs.)		Quotation Amount
				In figure	In words	
1	Repairing/Servicing Charges	Nos	176			
2	Gas (Refrigerant) Refilling (R-22/R-32/R-410	Nos	104			
3	Replacement of Capacitor (Outdoor unit)	Nos	02			
4	Supply, installation of indoor PCB 1/ 2 Ton split AC	Nos	04			
5	Thermostat for 1.5/2Ton Split AC		02			
	Grand total					
	Say Rs.					

In Works

Seal and signature of the bidder with date