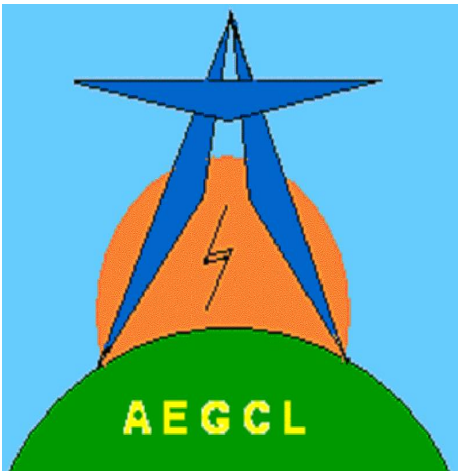


ASSAM ELECTRICITY GRID CORPORATION LIMITED
Regd. Office: 1st Floor, Bijulee Bhawan, Paltan Bazar, Guwahati-781001
CIN: U40101AS2003SGC007238
Ph: -0361-2739520/Fax: -0361-2739513 Web: www.aegcl.co.in
Email: dgm.bbmpr@aegcl.co.in



TENDER DOCUMENT

Name of Work:	5 years Comprehensive Annual Maintenance Contract of Split/Central Air Conditioners installed at Bijulee Bhawan building, AEGCL, Paltan Bazar, Guwahati-01
Bid Identification No.:	AEGCL/MD/BBM/Air Conditioners/2024/52(A) Dated: 05.09.2026

Chief General Manager (PP&D)
AEGCL, Bijulee Bhawan

For and on behalf of the Managing Director, Assam Electricity Grid Corporation Limited (AEGCL), the Chief General Manager (PP&D) invites tender from reputed Firms/ Contractors for the following works:

Name of the Work: 5 years Comprehensive Annual Maintenance Contract of Split Air Conditioners installed at Bijulee Bhawan building, AEGCL, Paltan Bazar, Guwahati-01.

A single stage two envelope procedure (Techno-Commercial and Price Bid) will be adopted for this tender.

(A)		INSTRUCTIONS TO BIDDERS FOR BID SUBMISSION : -
1.		Due Date & Time : Interested company/firms fulfilling all criteria may deposit their bids in a sealed cover envelope addressed to The Chief General Manager (PP&D) AEGCL, First Floor, Bijulee Bhawan, Paltanbazar, Guwahati-781001. Email id- cgm.ppd@aegcl.co.in latest by 01:00 p.m. , 06/10/2026 or the tender may be dropped in Tender Box placed at Bijulee Bhawan Maintenance Room, Ground Floor, Bijulee Bhawan building, Paltan Bazar, Guwahati-01 on or before the last date and time.
2.		Single Stage Two Envelope : The tender shall be submitted in two-cover system. The covers shall be super scribed clearly whether it is "Technical Bid" or "Financial/Price Bid". Both the bids should be submitted in two separate sealed envelopes, which shall be put into a third envelope, which should be properly sealed before it is sent/submitted. The third outer sealed cover shall be super scribed as Tender Name : "<i>Tender for Comprehensive Annual Maintenance Contract for 5 years of Split/Central Air Conditioners installed at Bijulee Bhawan building, AEGCL, Paltan Bazar, Guwahati-01</i>", closing date & time, information of the bidder like name of the firm written in the bottom left corner including contact numbers.
3.		TENDER VALUE:
		The tender value <i>inclusive of all taxes</i> is Rs. 8,00,000.00 (Rupees Eight Lakhs) only.
4.		TENDER PROCESSING FEE AND MODE OF PAYMENT: -
		The tender document can be obtained in person from the office at the address 'The General Manager (M&PR), AEGCL, Bijulee Bhawan, Ground floor, Paltan Bazar , Guwahati -01' on any working day on payment of Rs. 500/- in the form of DD drawn in favour of the "Managing Director, AEGCL payable at Guwahati. In case the tender form is downloaded from the website (https://apps.aegcl.co.in/tenders/tenderdisp), a fee of Rs.500/- in the form of DD should be enclosed alongwith the technical bid.
5.		BID SECURITY/EARNEST MONEY AND MODE OF PAYMENT: -
	a)	The bidder will be required to deposit the Earnest Money Deposit (EMD) for an amount of Rs. 20,000/- (Rupees Twenty Thousand only) to be sealed (Sealed Means: Sealing by Wax/Gum/Any Type of Adhesive Tape etc. but not pinned or stapled) in Part A: Technical Bid in the form of Demand Draft drawn in favour of the "Managing Director, AEGCL payable at Guwahati".
	b)	The EMD amount held by AEGCL till it is returned to the unsuccessful bidders shall not earn any Interest thereon.
	c)	The EMD of unsuccessful tenderers shall be refunded once the tender is finalized, work is awarded to the successful bidder and acceptance of offer

		from the successful bidder.
	d)	The successful bidder's EMD amount will be released upon submission of Performance Security by the bidder .
	(e)	Bids received without EMD or without adequate Earnest Money shall be treated as invalid and summarily rejected.
	(f)	The EMD shall be forfeited if the bidder withdraws his bid after closure time of submission of tender OR If the successful bidder fails to furnish performance security.
6.		PERFORMANCE GUARANTEE AND MODE OF PAYMENT: -
	a)	The successful bidder shall deposit an amount equal to 10% of the tendered and accepted value of the work before award of the AMC work as Security Deposit in the form of demand draft or provide a Bank Guarantee/ Fixed Deposit Receipt (FDR) for the said amount from a Scheduled bank, pledged in favour of "Managing Director, AEGCL payable at Guwahati". In case of Abnormally low bid, the total performance security to be submitted by the bidder will be 20% of the total contract value.
	b)	The time allowed for submission of the performance guarantee by the contractor shall be period of 15 days from the date of issue of the Notice of Acceptance (NOA).
	c)	The Performance security will remain valid for a period of sixty days beyond the date of completion. The same will be kept during AMC Period and will be returned after completion period of AMCs after deduction of penalty /other dues if any
	d)	No interest will be claimed on the security deposit.
	e)	The security deposit shall be forfeited as a compensation for any loss/defects resulting from the failure to perform the obligations under the contract or in the event of termination of the contract or in any event, which AEGCL thinks fit and proper.
7.		CLARIFICATIONS: -
	a)	A prospective Bidder requiring any clarification of the Bidding Document shall contact AEGCL in writing their enquiries during pre-bid meeting.
	b)	The Bidders are advised to visit and examine the site where the work is to be Carried out and obtain all information that may be necessary for submission of the bid and entering into a contract. The costs of visiting the site shall be at the Bidder's own expense.
	c)	The Bidders or their representatives will be granted permission by AEGCL to enter upon its premises and lands for the purpose of such visit.
8.		VALIDITY OF BID:-
		Bids (Commercial bid) shall remain valid for a period of 180 days from the date of technical bid opening. The bidder must agree to work in the quoted rate till the bid validity period. In exceptional circumstances, AEGCL may solicit the Bidder's consent to an extension of the period of validity. The request and responses thereto shall be made in writing or by email. The EMD shall also be suitably extended. A bidder may refuse the request without forfeiting its EMD.
9.		AMENDMENT OF TENDER DOCUMENT: -
	a)	At any time prior to the deadline for submission of bids, the Employer may amend the Bidding Document by issuing addendum/ corrigendum.
	b)	To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, AEGCL may, at its discretion, extend the deadline for the submission of bids.
10.		LANGUAGE OF BID: -
		The Bid prepared by the Bidder, supporting documents, all correspondence and documents relating to the Bid exchanged between the Bidder and AEGCL shall be in English/Assamese language and International numerals.
11.		NEGOTIATION WITH BIDDER: -
		AEGCL reserves the right to hold negotiations with lowest bidder if AEGCL feels the quoted rates of particular item(s) are unreasonably high. The bid

		must be valid, eligible and technically acceptable and considered for award of contract.																		
12.		VERIFICATION OF DOCUMENTS: -																		
	a)	AEGCL reserves the right to verify the documents submitted by the bidders with issuing authority and if any abnormalities are observed in the same, their bids will be rejected.																		
13.		RIGHT TO REJECT: -																		
	a)	The AEGCL reserves the right to reject any or all the bids under the following conditions: ✓ Submission without EMD. ✓ Bids not signed and stamped by the authorized signatory ✓ Any mention of price found in the technical bid during opening/evaluation. ✓ Submission of conditional bids (technical or price). ✓ if the technical and commercial documents are not submitted in the prescribed format and sequence within stipulated time. ✓ Non-fulfilment of eligibility criteria as specified in the tender AEGCL further reserves the right to split up the work order in favour of more than one Contractor. The AEGCL also reserves the right to reject the lowest or any other price without assigning any reason.																		
(B)		ELIGIBILITY QUALIFICATION:																		
	i.	The Techno-Commercial Evaluation will be done on the basis of technical qualification, financial qualifications and fulfillment of the legal conditions.																		
	ii.	The Price Bid of only Responsive Techno-Commercial Bidders will be opened and intimation will be issued in due course.																		
1.		TECHNICAL & FINANCIAL QUALIFICATION: -																		
		The firms/bidder are required to furnish the following details alongwith the documentary proof in the technical bid envelope:																		
	a)	Firm Registration Certificate/ Authorised Dealers Certificate/OEM Certificate																		
	b)	In the case of the Joint Venture (JV): -																		
		When the bidder is a Joint Venture (JV) of two or more firms as partners, all partners shall be jointly and severally liable. The JV shall legally authorize one of the partners as the lead partner for the purpose of submitting the bid, incur liabilities; receive payments and instructions on behalf of the others. A copy of the registered JV agreement, executed on Non judicial stamp paper, shall be submitted with the bid. However, in case of successful bid, the agreement shall be signed by all the partners, so as to be legally binding on all the partners. <table><tr><th colspan="5">Compliance Requirements</th></tr><tr><th rowspan="2">Single Entity</th><th colspan="3">Joint Venture</th><th rowspan="2">Submission Requirements</th></tr><tr><th>All partners Combined</th><th>Each Partner</th><th>One partner</th></tr><tr><td>Must meet requirement</td><td>Not Applicable</td><td>Not Applicable</td><td>Must meet requirement</td><td>Form EXP-1</td></tr></table>	Compliance Requirements					Single Entity	Joint Venture			Submission Requirements	All partners Combined	Each Partner	One partner	Must meet requirement	Not Applicable	Not Applicable	Must meet requirement	Form EXP-1
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	All partners Combined	Each Partner	One partner																	
Must meet requirement	Not Applicable	Not Applicable	Must meet requirement	Form EXP-1																
	c)	Valid Registration Number of the firm for the GST/Service tax purpose.																		
	d)	Bidder should have valid Registration of ESI and PF (if applicable), GSTN Registration Certificate and Pan Card Details.																		
	e)	Up-to-date Income Tax Return for the last three financial Year i.e. from 2022-23 to 2024-25 along with copies of Audited Balance Sheet. Self-attested Copies of Profit & Loss A/c for FY 2022-23 to 2024-25.																		
	f)	The Bidder shall have atleast minimum 03 years of experience in providing Maintenance services for Air Conditioners of reputed brand/make to any Government/Semi- Government/ Government autonomous bodies/PSUs/reputed private organizations/corporate offices/Academic Institutes etc. to be submitted with proof such as work order copy: i. Proof of date of set up should be attached.																		

		ii. The completion certificate/performance certificate issued by officer not below the rank of Executive Engineer or equivalent is to be enclosed for the works executed in last three years of similar nature.
	g)	The Bidder should submit document proving establishment/local office in Guwahti.
	h)	Contact person details to be submitted (as per Annexure-A).
	i)	The firm/bidder should have average annual turnover of Rs. 7 lakhs per annum for last 3 financial years i.e. 2022-23 to 2024-25 (Valid CA certificate to be enclosed) <i>Note: If audited financial statements and ITR for the FY 2025-26 are completed the same may be submitted for consideration of Financial Statements and Average Annual Turnover.</i>
	j)	Details of Service Provider Agency (Annexure-A)
	k)	Pertaining to the FY 2025-26 Financial Solvency certificate
	l)	Up to date copy of Trade License
	m)	incorporation certificate (if company)
	n)	Bidder should not have been blacklisted or debarred from business by any Government institutions/undertakings/recognized educational intuitions, Banks/financial institutions / public Sector companies in the last 10 years. The bidder has to give a declaration that the firm / supplier and the firm has not been banned/blacklisted/de-listed/ debarred in the past by any Govt. , quasi Govt. Agency, Public Sector Undertaking. or Private Organization. In case of any false declaration is submitted, the bidder shall be permanently blacklisted from this organization and legal proceedings may be initiated against such parties.
(C)		GENERAL CONDITIONS OF CONTRACT:
1.		INSPECTION OF SITE: -
	a)	The Bidder is required to visit and examine the site, before quoting rates, where the work is to be carried out and its surroundings, nature of work, site conditions, area for storage of materials, etc. and obtain all information that may be necessary for preparing the bid and entering into a contract. The costs of visiting the site shall be at the Bidder's own expense. Non-familiarity with the site conditions will not be considered a reason either for extra claims or for not carrying out the work in strict conformity with the specifications & requirements. For site visit, the intending Bidder may contact in written to the Office of the CGM, PP&D, First Floor, Bijulee Bhawan,Ghy-01.
2.		SCOPE OF WORK : -
		The scope of work involves the maintenance of split air-conditioning systems at Bijulee Bhawan building, Paltan Bazar, Guwahati and shall cover the following :
	a)	The AMC service has to be given onsite only.
	b)	faults shall be attended to by the firm immediately
	c)	Minor faults/ Complaints regarding non-functioning of air-conditioners must be attended and rectified within 24 hrs from time of reporting the complaint. Defects are to be diagnosed and detected and repair/replacement of the faulty parts etc. of the Air Conditioner, within 24 hours.
	d)	Major faults to be resolved within 48 hrs, which are to be serviced from authorized service centres of manufactures. If the AC is required to be transported to the service workshop for repairs, the same shall be undertaken at the risk and cost of the firm.
	e)	Two dry servicing and two wet servicing in a year. Periodicity will be reasonably spaced
	f)	Maintenance & Service of Split Air Conditioners on comprehensive basis includes repair/replacement of all faulty spare parts found defective in the contract period (viz. main motor, swing motor, PCB of indoor-unit/outdoor-unit, compressors, Starting Capacitors, Running Capacitors, Relays, Thermostats , AC indoor air filter Bag, Fan Capacitors, Fan Motors, Selector

		switches, Power Contactors, water drain pipe), any damage inflicted by mouse/mice, arrangement of tools and plants like spanners, stools, ladder for outside work etc. The office will not provide any kind of equipment, spares, consumable, electrician etc. for service & maintenance of ACs at any height/any floors.
	g)	Deployment of one full time trained AC Serviceman/mechanic (Skilled) at the site during 9.30 AM to 5.00 PM On all working days (Monday to Saturday). The payment to the technician engaged by the firm shall be made by the Tenderer as per the existing minimum wage Act (Assam), under Ministry of labour, Govt. of Assam as applicable on the date of commencement of issue of tender. He/She will report to AGM (BBM), AEGCL for daily attendance and will take necessary instruction.
	h)	Periodical preventive maintenance (Quarterly) : Every machine covered under AMC shall be fully serviced at least once every quarter. A record of such services duly acknowledged by the section staff where the AC is located is to be maintained. Routine maintenance services shall include at least the following services:
	i)	Cleaning / Replacement of air filters if found damaged/unusable
	ii)	Checking operation of the controls of the air conditioners such as selector switch, thermostat, relays, remote control, motor bushings etc.
	iii)	Cleaning of blower, condenser fan, evaporator & condenser coils
	iv)	Checking operation of the voltage stabilizer and back up electrical power outlet/ MCB.
	v)	Checking operation of the drive motors and fans. Checking and tightening of nuts & bolts
	vi)	Checking air flow and air temperature at the following location :- I. Supply air grill II. Return air grill III. Inlet air condenser IV. Outlet air from the condenser
	vii)	Checking Firmness of the Supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of the air conditioners etc.
	viii)	Replacement of any component of air conditioners (outdoor and indoor units (including compressor), inlet and outlet Pipelines (including copper pipes), electrical connections etc. found defective after the above checks and tests.
	ix)	Testing of Gas pressure and Charging of Refrigerant Gas during the period of Contract if need arises. Checking the refrigeration system motor and starters for performance. Checking the refrigeration control system for operation and adjusting the settings when found necessary
	x)	Checking current consumption and rectifying minor electrical problems associated with power supply, back up electrical power outlet/MCB for air conditioner units, checking earthing connection for the units.
	i)	ANNUAL MAINTENANCE SERVICES (ONCE IN 6 MONTHS) The scope of annual maintenance services shall include all checks and tests as detailed under routine maintenance services. In addition it shall also include:
	i)	Cleaning the condenser and evaporator coils with suitable detergent / chemical solution and flushing with high-pressure jet of water.
	ii)	Greasing/oiling of blower motors, fans and all moving parts.
	iii)	Prevention of rusting of units.
		For details refer Annexure-C .
		All the Air-conditioners covered in this contract have to be maintained as per the standards of the original manufacturing company. The contractor has to repair/service/ maintain the air conditioners under the AMC in as is where is condition when handed over to them under.
	j)	<u>Inclusions:</u> The following parts and services are explicitly included in the Comprehensive Annual Maintenance Contract and shall be provided free of cost:
	i)	Compressors: Repair or replacement of compressors in case of burnout or loss of pumping efficiency.

	ii)	Fan Motors: Rewinding or replacement of indoor and outdoor unit fan motors, including replacement of worn-out bushes and shafts.
	iii)	Electrical & Control Components: Repair or replacement of all electrical and electronic accessories, including relays, contactors, capacitors, sensors, timers, fuses, and protection devices.
	iv)	Refrigerant Gas: Topping up or complete recharging of refrigerant gas as and when required due to leaks.
	v)	Refrigerant Piping: Repair of refrigerant piping.
	vi)	Consumables: All consumables and minor hardware, such as nuts, bolts, insulating tape, etc.
	vii)	Labor: All labor charges for preventive and breakdown maintenance services.
3.		COMPLIANCES WITH STATUTORY REQUIREMENTS : -
	a)	The Bidder shall comply with the provisions of the Apprentices Act 1961, payment of Wages Act 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workmen's Compensation Act 1923, Industrial Disputes Act 1947, and the Contract Labour (Regulation and Abolition) Act 1970, Employees Provident Fund Act, Miscellaneous provisions Act, Assam Lifts and Escalators Act 2006, Fatal Accident Act and other applicable Labour Laws and Regulations or the modifications thereof relating thereto and the rules made there under from time to time.
	b)	The Bidder shall indemnify and keep indemnified AEGCL against payments to be made under and for the observance of the laws aforesaid and the Contractors' Labour Regulations without prejudice to his right to claim. The laws aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.
	c)	The Bidder shall at his own expense arrange for all the safety provisions for the safety and insurance of all workers and employees directly or indirectly employed on the work by the Bidder.
	d)	The Bidder shall be fully responsible at his own expenses for compliance all the labour regulations and rules to be observed by them. The Bidder shall fully indemnify AEGCL against any action by the state and/or Central Government for any default or alleged default by the Bidder for violation of any of such rules and regulations. AEGCL shall not be responsible for any liability occurred due to non-compliance of any law by the vendor/AMC provider. If, due to any default of the Bidder, AEGCL has to incur any expenditure for compliance of the rules and regulations or for any other reason connected with such default, AEGCL shall be entitled to recover from the Bidder all such expenditure in full from any payment due to the Bidder.
4.		GOVERNMENT AND LOCAL RULES: -
	a)	The Contractor shall conform to the provisions of all local bye-laws and acts relating to the work and to the regulations etc. of the Government and Local Authorities and of any Company whose system and design is proposed to be connected/utilized. The cost, if any, shall be deemed to have been included in his quoted rates, taking into account all liabilities and shall indemnify AEGCL against such liabilities and shall defend all actions arising from.
5.		ELIGIBILITY OF CONTRACTORS EMPLOYEES: -
	a)	The Contractor shall employ in and about the Execution of the works only such persons as are skilled and experienced in their several trades. A list of such personal should be submitted in corresponding Appendix.
6.		ENGINEER AT LIBERTY TO OBJECT: -
	a)	AEGCL shall have right to remove any person provided by the Contractor who, in the opinion of the Site in-charge, misconducts himself, or is incompetent or negligent in the proper performance of his duties, or whose presence on Site is otherwise considered by the Engineer to be undesirable, and such person shall not be again allowed upon the Works without consent

		of the Engineer. Any person so removed from the Works shall be replaced immediately without hampering the work.
7.		TAXES: -
	a)	Any taxes, royalties and duties as per Govt. Law (except GST) should be responsibility of the contractor and must be included in their quoted rate.
8.		INSURANCE: -
	a)	The bidder shall arrange for any pay/cost of personnel accident insurance, medical treatment etc. in respect of their employees assigned to the works for all time and shall govern by Law of the land.
9.		DAMAGE TO PERSON AND PROPERTY: -
	a)	The Contractor shall be responsible for all injury to the work or to workmen, to persons, animals or things and for all damages to the structural and/or decorative part of property which may arise from the operations or neglect of contractor or its employees, against whether such injury or damage arise from carelessness, accident or any other cause whatsoever in any way connected with the carrying out of this Contract. The Contractor shall at his cost effect the insurance necessary and indemnify AEGCL entirely from all responsibility in this respect. The scope of insurance is to include loss or damage to the work and workmen due to carelessness, accident including fire, earthquake, floods, all medical expenses, compensation to be borne in the event of accident etc., damage or loss to the Contract itself till this is made over a complete state. Insurance is compulsory and must be affected from the very initial stage and should cover the entire contract period till handing over of complete works. The Contractor shall also be responsible for anything which may be excluded from damage to any property arising out of incidents, negligence or defective carrying out of this Contract. AEGCL shall be at liberty and is hereby empowered to deduct the amount of any damages, compensations, costs, charges and expenses arising or occurring from or in respect of any such claim for damages from any sums due or to become due to the Contractor.
10.		ACCEPTANCE OF BID AND CONTRACT AGREEMENT: -
	a)	An agreement shall have to be drawn on non-judicial stamp of appropriate value with AEGCL by the selected Contractor in AEGCL's General Conditions of Supply and Erection 2009 of contract within 15 (fifteen) days from the date of issue of the LOA/NOA. Wherever there is any variation in between the conditions of AEGCL's General Conditions of Supply and Erection 2009 and the above terms & conditions, this bid conditions will supersede the conditions of AEGCL's General Conditions of Supply and Erection 2009.
11.		STATUTORY AND SAFETY REQUIREMENT: -
	a)	Each and every safety measure for MAN and MACHINE will be the sole responsibility of the Contractor without any prejudice. Compensation claims if any will also be the responsibility of the contractor without any prejudice.
	b)	During the execution of the work, the contractor shall have to mark the site with banner warning/indicating precautions.
	c)	The Contractor shall, throughout the execution and completion of the Works and the remedying of any defects therein:
	d)	Have full regard for the safety of all persons entitled to be upon the Site and keep the Site (So far as the same is under his control) and the Works in an orderly state appropriate to the avoidance of danger to such persons.
12.		PAYMENT TERMS: -
	a)	The payment to the agency will be made on quarterly basis at the end of each quarter of the AMC period against invoice with PAN & GST number, raised by the agency and based on past performance. (Quarter shall mean three months)
	b)	The last quarter payment will be made after completion of the AMC period.
	c)	GST TDS, Income Tax TDS, handling and freight charges and any other applicable taxes as per statutory laws for the time being in force, will be

		deducted at source from the past amount of the contractor bill before making the payment.
	d)	No Payment shall be made in advance nor shall the loan from any or financial institutions be recommended on the basis of the order of award of work.
	e)	No payment will be made for goods rejected.
	f)	Payment shall be made upon submission of following documents: a. Supplier's Quarterly E-Invoice/Tax invoice. b. copy of the "Service Register /Maintenance Cards" signed by the user & countersigned by BBM officials. c. Copy of the "Complaint Register" countersigned by respective sections stating the closure of complaints.
	g)	Payment will be made only for the units serviced during the previous quarter. The no. of units serviced during the each bill period (previous quarter) to be submitted along with invoice. The service done will be checked by Bijulee Bhawan Maintenance officials and upon satisfaction of the work done, bills will be passed for payment.
13.		WARRANTY/ GUARANTEE : -
	a)	The spare parts used for replacement in defective Air Conditioners if any shall be procured from the authorized dealer/service center of same make/quality as installed in the air conditioner with warranty or guarantee as per manufacturer. The original bills/vouchers of purchase of spare parts should be attached with the quarterly payment claims as a proof of its genuinity.
	b)	In the case of repair/replacement of parts in the ACs, only genuine spare parts, conforming to the relevant Indian Standards (ISI marked) or as approved by the department, will be used. In the case of replacement of compressors, the warranty card, indicating Compressor No., make date of purchase, etc. will be deposited with AUS (Engineering Section). If this condition is not followed the AMC provider shall be liable for penalty double the cost of the item.
14.		SUSPENSION OF WORK: -
	a)	If the contractor persistently neglects to carry out his obligations under the contract and/or commits default in complying with any of the terms and conditions of the contract and does not take effective steps to remedy it within 2 hours, AEGCL may without prejudice to his any other rights or remedy against the Contractor in respect of any delay in commencing, completing the work may serve notice in writing absolutely determine and cancel the Contract.
15.		EXTENSION OF TIME: -
	a)	Time is the essence of the contract. No extension of time shall be allowed except on valid reason after pre-approval from competent authority.
16.		CHANGE OF NAME OF THE TENDERER: -
	a)	At any stage after tendering, AEGCL shall deal with the Contractor only in the name and the address under which he submitted the tender. All the liabilities/ responsibilities for due execution of the contract shall be that of the Contractor.
	b)	Any change/ alteration of name/ constitution/ organization of contractor shall be duly notified to the AEGCL and the AEGCL reserves the right to determine the contract, in case of any such notification.
17.		DEATH, BANKRUPTCY ETC.: -
		If the Contractor becomes bankrupt or being a corporation is in the process of winding up, amalgamation or reorganization, the AEGCL shall be at liberty to:
	i.	Terminate the contract forthwith by notice in writing to the Contractor or to the liquidator or receiver or to any person in whom the contract may become vested.
	ii.	Give such liquidator, receiver or other person the option of carrying out the

		contract subject to his providing a guarantee for the due and faithful performance of the contract up to an amount to be determined by the AEGCL.
		In case of death of the Contractor before completion of work and supply, the Engineer or AEGCL shall be at liberty to:
	a)	Terminate the contract and take over the completed portion of work done and made as per specification and make final payment to the legal heir of the Contractor on receipt of claim from such legal heir.
18.		CONTRACTUAL FAILURE, LIQUIDATED DAMAGE AND PENALTY: -
	a)	In case the Successful Tenderers fails wholly or partly to carry out the assigned Work within the assigned time or Work is not performed to the satisfaction of AEGCL, the same shall be arranged through other agencies at the risk and cost of the Tenderer/Bidder/ Service Provider. A penalty of 0.5% per week or part thereof of the value of the undelivered portion of goods or services (excluding taxes and delivery charges) shall be levied for delays beyond the stipulated delivery period, up to a maximum of 10% of the undelivered PO value.
19.		TERMINATION OF CONTRACT: -
		The contract may be terminated under the following circumstances:
	(a)	In the event of unsatisfactory performance of the contract / deficiency of service by the successful Bidder, AEGCL will have the right to terminate the engagement by giving one (1) month prior written notice without any liability to AEGCL.
	(b)	If there is a change in AEGCL's requirement, AEGCL will be entitled to terminate the engagement by giving three (3) months' advance notice in writing. In case of such termination, the financial obligation will be proportionate to the work completed by the selected bidder.
	©	In case of breach of contractual terms and conditions of the contract, AEGCL shall be entitled to rescind the contract at any time without assigning any reason whatsoever and without any liability to AEGCL.
20.		PAYMENT ON TERMINATION: -
	a)	In the event of termination of the contract, AEGCL shall be at liberty to get balance work done by any third party at the risk and cost of the contractor and due payment of the contractor, if any shall be released after the completion of whole of the works.
21.		SUSPENSION OF BUSINESS DEALINGS WITH FIRMS/ CONTRACTORS: -
	a)	The AEGCL may suspend business dealings with a Firm/ Contractor, if: -
	i.	The Central Bureau of Investigation or any other investing agency recommends such a course in respect of a case under investigation; and if a prima facie case is made out that the firm is guilty of an offence involving unethical, unlawful, fraudulent means in relation to business dealings, which, if established, would result in business dealings with it being banned.
	ii.	The AEGCL has past record of non-performance of the Firm in its previously awarded contracts.
	iii.	The AEGCL has record of ban against the Firm by other Government /Public sector utility.
	b)	However, the AEGCL shall give the Firm/ Contractor a fair chance to explain the circumstances of such previous suspensions.
22.		FORCE MAJEURE CONDITION
	a)	Neither the Service Provider nor AEGCL shall be in breach of any obligation under the Contract if it is unable to perform that obligation in whole or part by reason of occurrence of Force Majeure Event.
	b)	Force Majeure Event means extraordinary events or circumstance beyond human control such as an event described as an act of God (like a natural calamity, but not including seasonal rains) or events such as a war, strike, riots. The successful bidder shall give immediate notice in

		writing of occurrence of a Force Majeure Event as soon as it occurs (not later than 5 days of information about the occurrence of such an event) and shall thereafter keep AEGCL informed of the continuation or termination of such event (within three (3) days of the continuation or termination of such event). c) If the performance in whole or in part or any obligation under the Contract is prevented or delayed by any reason of subsistence of a Force Majeure Event for a period exceeding 30 (Thirty) days, AEGCL may at its option terminate the Contract without any financial repercussions on either side.
23.		SETTLEMENT OF DISPUTE AND ARBITRATION: -
	a)	The party shall use their best efforts to settle amicably all disputes arising out of or in connection with this contract or the interpretation thereof. Any claim, dispute or difference arising out of or in connection with this agreement arising during the progress of the work or after the completion or abandonment shall first be settled by mutual consultations as per provisions of mediation act, 2023. If the Dispute remains unresolved after a period of 90 (ninety) days from the date when the mutual consultation has, the same shall be settled and finally resolved by arbitration in accordance with the section 11 of Arbitration and Conciliation Act 1996 as amended from time to time. The dispute shall be referred to a panel of 3 Arbitrators. The Parties shall appoint one (1) arbitrator each and the two (2) such appointed arbitrators shall in turn appoint the third (3rd) arbitrator as the presiding arbitrator. The award of the Arbitrator passed shall be final and binding between the parties as per the terms and conditions of the Agreement to be executed on award of contract. The Arbitrator proceeding shall be conducted in English language and the venue shall be Guwahati and. Any appeal will be subject to the exclusive jurisdiction of courts at Kamrup (Metro). Each Party shall bear their own cost with respect to such arbitration.
24.		ACCEPTANCE AND TAKEOVER: -
	a)	When the term of contract shall be fully complied with completing all works as per approved drawing/layout and, if, technical specifications to the satisfaction of the Department for a period as applicable, the Contractor/Firm shall have to submit Performance Certificate to the office of the undersigned after the satisfactory completion of the work through the executing authority for finalization of the work/payment as well as for the final acceptance and taking over the completed work and to issue the necessary certificate thereof.
(D)		WORK SCHEDULE:
1.		SITE REGISTER: -
	a)	It will be issued by the department along with the work order.
	b)	It will be the responsibility of the Contractor to record and update the Maintenance register with details of Day-to-Day activities and other details.
	c)	The days on which no work is carried out should be recorded in the maintenance register of Bijulee Bhawan with proper justification.
	d)	Any instruction by AEGCL officials during site visit must be noted properly and should be jointly signed by the official and the contractor or its authorised representative. In case of any disagreement, the Contractor must notify AEGCL in written.
	e)	Any deviation in works must be properly noted in the maintenance register by the Contractor along with proper justification for it.
	f)	Maintenance Progress report along with work carried out during the time must be prepared by the Contractor on the basis of maintenance register log and has to be submitted to AEGCL on 1 st and 16 th date of the month.
	g)	Maintenance register shall be verified from time to time by the AGM, BBM and any anomalies found will be forwarded to higher authorities in written by the AGM, BBM.

SECTION -2 BIDDING FORMS

(This Section contains the forms which are to be completed by the Bidder and submitted as part of his Bid)

(In bidders letterhead)

Form-2
Letter of technical bid

Date:

To

Bid Identification No: -----

Sir,

I/We the undersigned, declare that, we, [insert name of the bidder] having registered office at [insert address of the registered office] are established manufacturer/supplier of _____ items.

I/we have read the bid document and do not have any reservation to any of the clause therein. We offer to execute the work of:

in conformity with the bid specification. Our Bid shall be valid for a period of **180 (One Hundred Eighty)** days from the date fixed for the bid submission deadline and it shall remain binding upon us at any time before the expiration of that period.

Common Seal and Signature of the authorized person:

Name:

Designation:

Note:
i) Insert name and address in appropriate places.
ii) Strike out which is not applicable.

Annexure A :
Bidder's information Sheet

Sl. no.	Particulars	Details
1	Name of the Bidder/Agency	
2	Registration No and Valid Up to	
3	Address of the Registered Office	
	Phone/Mobile No:	
	Official Email ID:	
4	Year of Establishment	
5	Type of Agency	
6	Name & Designation of the Authorized Signatory	
7	Service Personnel / Helpdesk Contact:	
	Name:	
	Designation:	
	Mobile No:	
	Email ID:	
8	Website, if any	
9	Address of Guwahati/Assam Office	
10	Date of Operational of Service in Assam	
11	Brief Description of the Agency	

(Signature and common seal)
Name:
Designation:
Date:

Form – LIT

Pending Litigation

Year	Matter in Dispute	Value of Pending Claim in Rupees	Value of Pending Claim as a Percentage of Net Worth

(Signature and common seal)

Name:

Designation:

Date:

Form FIN – 1

Financial Situation

Information from Balance Sheet

Financial Data for Previous 3 Years [Rupees]	Year 1 [Mention Financial Year]	Year 2 [Mention Financial Year]	Year 3 [Mention Financial Year]
Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			

Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

Note: To be supported by audited financial documents

(Signature and common seal)
Name:
Designation:
Date:

Form FIN – 2

Average Annual Turnover

Annual Turnover Data for the Last 3 Years		
Year	Amount (Rupees)	
Average Annual Turnover		

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for contracts in progress or completed.

(Signature and common seal)
Name:
Designation:
Date:

Form – EXP-1

EXPERIENCE

Bidder must fill this form to establish eligibility as per clause B. 1. (f)

Sl. No.	Custo mer name	Contract No. and date	Work order value	Contractor/su pplier	details of Product supplied and manufacturer of the product	Completio n Date

Note: Order/contract copies are to be submitted as supporting document.
Performance/completion certificate to be submitted wherever applicable

(Signature and common seal)

Name:

Designation:

Date:

Form of Performance Security
Bank Guarantee

(To be stamped in accordance with Stamp Act)
(The non-Judicial Stamp Paper should be in the name of issuing Bank)

Bank's Name:
Address of Issuing Branch or Office:
Email id and phone no for correspondence:

Beneficiary: Managing Director, AEGCL
Name and Address of Purchaser

Bid Security No.:

WHEREAS _____ [*name and address of Contractor*]
(hereinafter called "the Contractor") has undertaken, in pursuance of LoA No. _____
dated _____ to execute _____
[*name of Contract and brief description of Works*] (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized/scheduled bank for the sum specified therein as security for compliance with its obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____
[*amount of Guarantee*] _____ [*in words*],
such sum being payable in the currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____
[*amount of Guarantee*] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

BG expiry date:
BG clam date:

Bank's seal and authorized signature(s)

NOTE

- All italicized text is for use in preparing this form and shall be deleted from the final document. An amount is to be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract.*
- This guarantee shall be valid upto 30 days beyond the Warranty Period as per the Contract.*
- For BG amount equal to or more than 50,000.00, BG should be signed by two bank officers to be valid.*
- Address of the banker with email and phone number for correspondence with banker should be clearly mentioned. Any correspondence related to the BG with the banker shall be made to the address mentioned in the BG.*

ANNEXURE-B

The tentative quantity of various type/make of split AC approximated is **64** with total tonnage **118** are as under:-

Sr. No.	Location	Make/ Company /Brand	Type AC/Inverter Model/5*4*3*2*1*)	Quantity (Nos.)	Capacity	Total Tonnage (TRs)
1.	Independent Directors' Room, Ground floor	Blue Star	Split AC (3 star)	4	(2 ton * 1) + (1.5 ton * 3)	6.5 Ton
2.	Pension Trust, Ground floor	Haier	Split AC (3 star)	2	2 ton * 2	4 ton
3.	AEGCL Medical Officer Room, Ground floor	Carrier	Split AC (3 star)	1	1.5 ton * 1	1.5 ton
4.	ERP cell, Ground floor	Voltas	Split AC (3 star)	2	2 ton * 2	4 ton
5.	IT cell, Ground floor	Voltas	Split AC (3 star)	5	(2 ton * 3)+(1.5 ton * 2)	9 ton
6.	CGM CAR cabin, Ground floor	Voltas	Split AC (3 star)	1	2 ton * 1	2 ton
7.	GM IT cabin, Ground floor	Voltas	Split AC (3 star)	1	2 ton * 1	2 ton
8.	GM M&PR cabin, Ground floor	Voltas	Split AC (5 star)	1	1.5 ton * 1	1.5 ton
9.	Conference Room, Ground floor	LG	Central AC	2	3 ton * 2	6 ton
10.	BBM Room, Ground floor	Voltas	Split AC (3 star)	1	2 ton * 1	2 ton
11.	MD APDCL waiting room, 4 th floor	Carrier	Split AC (3 star)	1	2 ton * 1	2 ton
12.	MD APDCL cabin, 4 th floor	Voltas	Split AC (4 star)	1	2 ton * 1	2 ton
13.	MD office APDCL 4 th floor	Carrier	Split AC (3 star)	1	2 ton * 1	2 ton
14.	OSD to MD APDCL room, 4 th floor	Voltas	Split AC (3 star)	1	1.5 ton * 1	1.5 ton
15.	PS to MD APDCL room, 4 th floor	Daikin	Split (Inverter) AC 3 star	1	1.5 ton * 1	1.5 ton
16.	Chairman office APDCL waiting room, 4 th floor	Daikin	Split (Inverter) AC 3 star	1	2 ton * 1	2 ton
17.	OSD to Chairman APDCL, 4 th floor	Voltas	Split AC (5 star)	1	1.5 ton * 1	1.5 ton
18.	Chairman APDCL cabin, 4 th floor	Voltas	Central AC	2	3 ton * 2	6 ton
19.	Cabin of PS to Chairman APDCL, 4 th floor	Voltas	Split AC (5 star)	1	1.5 ton * 1	1.5 ton
20.	Conference room, APDCL, 4 th floor	Daikin	Split (Inverter) AC 3 star	1	2 ton * 1	2 ton
21.	Conference room Dining hall APDCL, 4 th floor	Voltas	Split AC (5 & 3 star)	3	2 ton * 3	6 ton
22.	MD APGCL cabin, 3 rd floor	Hitachi	Split AC (3 star)	1	1.5 ton * 1	1.5 ton
23.	Waiting area MD APGCL office	Voltas	Split AC (3 star)	1	2 ton * 1	2 ton

24.	Chairman APGCL cabin, 3 rd floor	Voltas	Split AC (3 star)	2	(2 ton * 1) + (1.5 ton * 1)	3.5 ton
25.	OSD to MD APGCL room, 3 rd floor	Voltas	Split AC (2 star)	1	1.5 ton * 1	1.5 ton
26.	Conference room, APGCL, 3 rd floor	Daikin	Split AC (3 star)	2	2 ton * 2	4 ton
27.	Chairman AEGCL cabin, 1 st floor	Blue Star	Split AC (3 star)	1	2 ton * 1	2 ton
28.	Cabin of OSD to Chairman AEGCL, 1 st floor	Voltas	Split AC (3 star)	1	1.5 ton * 1	1.5 ton
29.	CGM (F&A) AEGCL cabin, 1 st floor	Voltas	Split AC (3 star)	1	1.5 ton * 1	1.5 ton
30.	IT Server Room, 1 st floor	Voltas	Split AC (3 star)	2	1.5 ton * 2	3 ton
31.	IT conference Room, 1 st floor	Voltas	Split AC (3 star)	2	1.5 ton * 2	3 ton
32.	MD AEGCL cabin 1 st floor	Voltas	Split AC (5 star)	1	2 ton * 1	2 ton
33.	PS to MD AEGCL cabin area 1 st floor	Panasonic	Split AC (5 star)	1	2 ton * 1	2 ton
34.	MD AEGCL additional PS cabin 1 st floor	Voltas	Split AC (5 star)	1	2 ton * 1	2 ton
35.	Pension Section, AEGCL 2 nd floor	Voltas	Split AC (3 star)	4	1.5 ton * 4	6 ton
36.	IT Old Server Room, 1 st floor	Voltas	Split AC (3 star)	2	(1.5 ton * 1) + (2 ton * 1)	3.5 ton
37.	Power Minister Office	Voltas	Split AC (3 & 5 star)	5	(2 ton * 3)+(1.5 ton * 1)+(1 ton * 1)	8.5 ton
38.	APGCL Conference room, 2 nd floor	Voltas	Split AC (5 star)	2	2 ton * 2	4 ton
			Total Qty	64		
for AMC service : 118 ton						Total Tonnage

ANNEXURE-C

The Scope of Works Under Annual Maintenance of Air Conditioners are as follows:

Sl no	Item description	Service schedule
A	Wet Service of Air Conditioner Units	once in 6 months
B	Scheduled Preventive maintenance (PM)	once in 6 months

C	Oiling & greasing of mechanical parts .	once in 6 months
D	Carrying out pressure leak testing	once in 6 months
E	Overhauling of the Air Conditioner	once in 6 months
F	Cleaning of the Air Conditioners & all peripherals	once in 3 months
G	Cleaning of all the electrical contacts (associated with Air Conditioners)	once in 3 months
H	Gas charging with fresh F-22 refrigerent	as and when required
I	Minor repairing of electrical fitting associated with power supply of AC units	once in 6 months
1	Rewinding of burnt motors of Air Conditioners	as and when required
2	Fan blade	as and when required
3	Fan blower	as and when required
4	Air Filter	as and when required
5	Compressor (Rotary/Hermatic)	as and when required
6	Thermostate	as and when required
7	Sensor	as and when required
8	Power circuit plate (PCB)	as and when required
9	Relay	as and when required
10	Condenser	as and when required
11	Selector Switch with Knob	as and when required
12	Ventuary for Condenser side	as and when required
13	Medicated Filter	as and when required
14	Blower motor	as and when required
15	Starting Relay	as and when required
16	Thermal sensor	as and when required
17	Display	as and when required
18	Remote	as and when required
19	Swing motor	as and when required
20	Sensor for Split AC	as and when required
21	Copper Filter (Stainer)	as and when required
22	Fan capacitor	as and when required
23	Mounting bush for body blower motor	as and when required
24	Mounting bush for Compressor	as and when required
25	Starting Relay	as and when required

Annexure-D

NON-BLACK LISTING DECLARATION

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD
WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION
UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,
The Chief General Manager (PP&D)
Assam Electricity Grid Corporation Limited
Bijulee Bhawan, Paltanbazar, Guwahati-01

Madam,

We hereby confirm and declare that we, M/s -----, is
not blacklisted/ De-registered/ debarred by any Government department/ Public Sector
Undertaking/ Private Sector/ or any other agency for which we have Executed/
Undertaken the works/ Services during the last 5 years.

For -----

Authorised Signatory
Date:
Place: