

**OFFICE OF THE SUPERINTENDENT, SUB- DIVISIONAL HOSPITAL KUCHINDA, SAMBALPUR**

**PHONE NO-06642-220309, E-mail:[sdh.kuchinda@gmail.com](mailto:sdh.kuchinda@gmail.com)**

**Tender /Bid Information Sheet for “Tender for supply & installation of Air-conditioner in Sub-Divisional Hospital, Kuchinda, Sambalpur**

Date & time Pre-Bid Meeting	: 17.08.2021 at 12.00AM
Late date & Time for submission of Tender	: 18.08.2021 at 11.30 AM
	: 18.08.2021 at 12.00PM
Date & Time of Technical Bid opening	: Office of Superintendent, S.D.H Kuchinda
Place of opening of Tender/Bid	: 18.08.2021 at 12.00 PM
Date & Time of Financial Bid Opening	

**Important Notes** : Prospective Bidders are requested to remain update for any notices /amendments clarifications etc. to the Tender Document through the web site ***www. Sambalpur.nic.in*** / Notice board of the office of SDH Kuchinda, Sambalpur. No separate notifications will be issued for such notices / amendments /clarifications etc. in the print media or individually.

**Address for Communication:**

Superintendent,  
Sub- Divisional Hospital Kuchinda  
Sambalpur  
Odisha-768222

**OFFICE OF THE SUPERINTENDENT, SUB- DIVISIONAL HOSPITAL KUCHINDA, SAMBALPUR**

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**TREM AND CONDITIONS FOR SUPPLY & INSTALLATION OF AIR-CONDITIONER**

**IN THE SUB- DIVISIONAL HOSPITAL KUCHINDA**

**1. Sale of tender paper :**

The prospective bidders may download the complete set of the tender documents from the website [sambalpur.nic.in](http://sambalpur.nic.in) or may obtain from office of SDH Kuchinda, Sambalpur. The Tenderer who has downloaded the tender form from website shall submit the tender paper along with the cost of the tender paper of Rs. 1000/- only ( Rupees One thousand only in shape of Demand Draft / Pay Order (non-refundable) drawn from any Nationalized bank in favor of RKS, SDH Kuchinda and payable at Kuchinda, Sambalpur. The cost of the tender paper and EMD amount should be submitted separately in separate Demand Draft. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the notice board of Sub- Divisional Hospital Kuchinda, Sambalpur before last date of submitting the tender document.

**2. Definition:**

Following term used in the document will carry the meaning and interpretations as described below;

**“Authorized Signatory”** shall indicate the authorized person/signatory who can discuss and correspond with **Superintendent**, SDH KUCHINDA, with regard to the obligations under the contract.

**“EMD”** Earnest Money Deposit

**“Bid”** shall mean the Commercial and the Price Bid submitted by the Bidding Company /Agency/Firm along with all documents/credentials/attachments, formats ,etc, in response to this Tender Document ,in accordance with the terms and conditions hereof.

**“Bidder”** shall mean the Bidding Company /Agency /Firm submitting the Bid. Any reference to the Bidder includes Bidding Company including its successors, executors and permitted assigns jointly and severally, as the context may require.

**“Bidding Company”** shall refer to such single Company that has submitted the response in accordance with the provisions of this Tender Document;

**“Bid Deadline”** shall mean the last date and time for submission of Bid in response to this Bid as specified in Bid information Sheet and as specified in Bid information sheet ,of this Bid document including all amendments thereto;

**“Chartered Accountant”** shall mean a person practicing in India or a firm whereof all the partners practicing in India as a Chartered Accountants(s) within the meaning of the Chartered Accountants Act , 1949;

**“Company”** shall mean a body corporate incorporated in India under the Company Act, 1956 or the Company Act , 2013 as applicable ;

**“Contract”** shall mean the letter of award against bidder’s proposal and all the attached documents listed in the Tender document, also including all amendments /clarifications thereof;

**“OEM”** shall mean Original Equipment Manufacturer;

**“SDH KUCHINDA”** shall mean Sub- Divisional Hospital Kuchinda, Sambalpur;

**“LOA”** shall mean Letter of Award

**“LD”** shall mean Liquidated Damages

### **3. Bid price:**

a. The tender shall be submitted in two bid system i.e. Technical Bid & Financial Bid, Financial Bid contains only the price Bid as per Annexure-II and Technical Bid contains all other documents as per the Tender terms & conditions along with EMD & Tender paper cost except Price bid .The Technical Bid & Financial Bid will be covered in two separate envelop clearly written on the top of the envelope as Technical Bid & financial Bid

respectively and those two bids will be covered in a Big envelope writing in the top of that “Tender for supply & installation of Air-conditioner in the SDH Kuchinda, Sambalpur” .

b. The tender shall be for the full quantities indicated in the schedule of requirements along with specification as per Annexure-I.

c. The format of Price bid is specified in Annexure –II which will be used at the time of submission of the tender.

d. The quoted rates shall include the excise duty and bidders cost towards insurance, packing & forwarding, transportation and installation at SDH Kuchinda, Sambalpur.

e. GST and other local taxes should be clearly mentioned separately in term of percentage and amount in the format of quotation.

f. The rates including GST quoted by the bidder shall be fixed until the equipments are delivered and shall not be subject to adjustment on any account. However, statutory levies like GST and other local taxes if any may vary as per the Government regulations.

g. No conditional price will be taken into consideration.

h. The lowest responsive price for individual items will be taken into consideration

**4. Bid security /Earnest Money Deposit (EMD):**

a. The bidder shall be required to submit a sum of Rs.2000/-(Rupees Two thousand ) only in the shape of Demand Draft/Pay Order in favour of RKS, SDH Kuchinda, Sambalpur payable at Kuchinda, Sambalpur as EMD for Air-conditioner. Any bid except those who has registered under Central Purchase Organisation, National Small Industries Corporation (N.S.I.C) or the concerned Ministry or Department not secured with bid security will be rejected.

b. It shall be understood that the Tender Document has been issued to the bidder and the bidder is permitted to bid in consideration of the stipulation on his/her part, that after submitting his/her bid, He/She will not withdraw from his/her offer or modify the terms and conditions thereof in a manner not acceptable to SDH KUCHINDA.

c. In case the bidder fail to observe or comply with the said stipulation, the EMD amount shall be liable to be forfeited

d. The EMD of the unsuccessful bidders shall be returned to them without interest within one month of issue of LOA to the successful bidder.

f. In case it is found that, the bidder/s has furnished misleading/wrong or fraudulent information/ documents or information furnished by them is not found to be true, the Earnest Money Deposit of the bidder/s will be forfeited

g. In case the bidder withdraws the bid before financial bid opening, then the EMD of the respective bidder shall be forfeited

**5. Performance Security:**

a. The successful Bidder/Firm irrespective of its registration status will submit the Performance Security 10% of the order value in shape of Account payee Demand Draft/Pay Order from any nationalized banks in favour of RKS, SDH Kuchinda, Sambalpur payable atKuchinda Sambalpur within a period of 7 days of issue of LOA.

b. The EMD will be returned to the successful Bidder/Firm after receipt of the performance security value as per the LOA, otherwise EMD of the firm will be forfeited, LOA will be cancelled and the firm irrespective of its registration status will be blacklisted for three years.

c. The performance Security of the successful firm will be returned to the firm without interest only after one year of installation of the item

## 6. Financial Bid:

- i) The prices to be quoted in the financial bid should be without any conditions & only for one brand for each item.
- ii) The price bid must be filled in completely, without any error, erasures or alterations as per the specified format given in **Annexure-II**.
- iii) The price should be mentioned in Indian Rupees only in clearly readable format without any overwriting.
- iv) The financial bid shall be on a fixed price basis, no price variation on any account shall be considered.
- v) Price quotation accompanied by vague and conditional expression such as “subject to immediate acceptance”, “subject to confirmation before sales”etc. will be treated as being at variance and shall be liable for rejection.
- vi) The envelope consisting of Financial Offer shall be marked as **“Financial Bid for Supply & Installation of Air-conditioner”** along with Bidder name & address.
- vii) It is the responsibility of the Bidder to clearly identify all costs associated with items in this Tender Document and submit the total cost in the financial bid.
- viii) The quoted rates shall include the GST and the bidder’s cost towards insurance, packing & forwarding, transportation and installation along with all the incidental & customization charges if any.
- ix) The bidder shall ensure that there is no discrepancy in the rates mentioned in figures and words .In case of any discrepancy, the unit rate mentioned in the words shall be taken as final and binding.
- x) In the event of arithmetic calculation mistake, the individual price in words shall be considered for calculation.
- xi) The bidder must fill and submit the rates as per instructions given above .If the bidder does not quote a price/rate for any item in the Form of Bid ,his tender may be summarily rejected.

## 7. Pre-Bid Meeting:

A per-bid meeting will be held on 17.08.2021 at 12.00 PM in the Office Chamber of Superintendent, SDH KUCHINDA. Interested prospective bidders shall attend the said meeting to clarify their doubts if any ,the authorization letter to attend the said meeting along with their doubts/suggestion in writing for discussion .The decision taken in the pre-bid meeting will be incorporated in the tender and the decision will be floated in the notice board of SDH KUCHINDA. The bidders should submit their Bids accordingly.

## 8. Eligibility Criteria:

The following self attested documents should be submitted with the Tender/Bid for fulfilling eligibility of the bidder;

- i) Submission of price as per the tender format **Annexure-II**.
- ii) Copy of GST Registration Certificate & Up to date tax clearance certificate.
- iii) Required EMD in shape of DD/ certificate from CPO, NSIC etc.
- iv) Tender paper cost.
- v) Submission of price as per format of quotation.
- vi) Copy of GST Registration Certificate and up to date GST Clearance Certificate /GST return.
- vii) Manufacture authorization letter having tender number & Date.
- viii) Alternative price for any items not allowed, for which the tender will be rejected.
- ix) Price of different brand for a single item shall not be accepted and the tender will be rejected in case of violation.
- x) Copy of the order executed during last two years if any (2019-20, 2020-21) to any Govt. Organization, PSU, as past performance as per **Annexure-IV if any**.
- xi) Copy of PAN card & Income tax return of F.Y. ( 2019-20).
- xii) Undertaking as per **Annexure-V**.
- xiii) Technical Brochures with highlighting the specification fulfilling tender.

## 9. General Terms & Conditions:

a. The bidder shall furnish highlighting the main envelope as **“Tender for supply & installation of Air conditioner in Sub- Divisional Hospital, Kuchinda, Sambalpur,** documents like technical brochures, and financial brochure must be separate envelope super scribed as technical Bid and Financial Bid.

b. The goods offered by the bidder must meet the required technical specification and conform to the standards if any, mentioned in the technical specifications.

c. The bidder may have supplied similar type of goods to any Government Organisation/ PSUs.

d. The bidder shall furnish up-to-date self attested photocopies of GST Return/ TAX clearance and photocopy of GST registration certificate along with documentary evidence of the annual turnover achieved by the bidder in last three financial years to justify their financial capability.

e. The bidder (in case of not manufacturer) must submit the manufacturer’s authorization letter in manufacturer’s letter pad as per format specified at **Annexure-III**.

f. The supplier will provide onsite Warranty/Guaranty and during warranty period if any defects noticed, the supplier shall replace/repair the defective items within 7 days from the date of complaint.

g. The delivery and installation should be completed within 30 days from the date of receipt of the LOA. The purchaser shall have the right to inspect the goods prior to dispatch at suppliers premises or after installation at sites before release of payment.

h. Any delay by the supplier in the delivery of the goods shall render the supplier liable to be charged liquidated damages @ 0.5% per week or part thereof subject to a maximum of 10% of purchase order value which will be deducted from the payment due.

i. Neither the contract nor any rights granted under the contract may be sold, leased/sublet , assigned ,or otherwise transferred, in whole or in part, by the vender, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect. The vender shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required of the vender under the contract.

j. The Tender shall remain valid for a period of 90 days after last date as specified in the tender.

k. The bidder should clearly read and understand all the terms and conditions, specifications, etc. mentioned in the original tender documents. If the bidder has any observations, the same may be presented physically in the scheduled Per-Bid meeting indicating in his forwarding letter along with authorization representative.

l. No Bids can be withdrawn after submission and during tender validity period. Submission of a tender by a bidder implies that he had read all the tender documents including amendments if any, visited the site and has made himself aware of the scope and specifications of the job to be done, local conditions and other factors having any bearing on the required job.

m. No bidder is permitted to canvass to SDH KUCHINDA on any matter relating to this tender. Any bidder found doing so may be disqualified and bid may be rejected.

n. SDH KUCHINDA reserves the right to accept, split, divide, negotiate, cancel or reject any bid or to annul and reject all bids at any time prior to the award of the contract without incurring any liability to the affected bidders or any obligation to inform affected bidder, the grounds of such action. If the bidder, as individuals or as a partner of partnership firm, expires after the submission of his bid but before issue of LOA, SDH KUCHINDA shall deem such bid as invalid.

o. SDH KUCHINDA will not be obliged to meet and have discussions with any bidder, and or to listen to any representations after scheduled pre-Bid meeting.

p. The bidder shall not make any addition or alternation in the tender documents. The requisite details should be filled in by the bidder wherever required in the documents. Incomplete tender or tender not submitted as per instructions is liable to be rejected.

q. Bidders can bid for Air-conditioner only.

r. The bidder must obtain for itself on its own responsibility and its own cost all the information including risks, contingencies & other circumstances in execution of the installation and commissioning. It shall also carefully read and understand all its obligations & liabilities given in tender documents.

s. Bidders may carefully note that they are liable to be disqualified at any time during bidding process in case any of the information furnished by them is not found to be true. The decision of SDH KUCHINDA in this respect shall be final and binding.

t. Response submitted by the Bidder shall become the property of SDH KUCHINDA and it (SDH KUCHINDA) shall have no obligation to return the same to the Bidder. However, the EMDs submitted by the unsuccessful Bidders shall be returned as specified in Clause 4.

u. If the Bidder conceals any material information or makes a wrong statement or misrepresents facts or makes a misleading statement in its response to Tender Document, in any manner whatsoever, SDH KUCHINDA reserves the right to reject such response to Tender Document and /or cancel the Letter of Award, if issued and the EMD/PS provided up to that stage shall be forfeited .Bidder shall be solely responsible for disqualification based on their declaration in the submission of response to Tender Document.

V. Wherever information has been sought in specified formats , the Bidders shall fill in the details as per the prescribed formats and shall refrain from any deviations and referring to any other document for providing any information required in the prescribed format.

w. This contract will include supply & installation of Air-conditioner with 1 year on-site comprehensive warranty and three years maintenance service( excluding spare)as per OEM from date of installation. It will also include service for parts and free telephonic support 24 X7 .

x. On successful completion of the work and handing over of the systems in perfect working condition to SDH KUCHINDA, a Certificate of Completion should be issued to SDH KUCHINDA.

y. Manuals and Recovery CD etc supplied by OEM should also be provided along with the product along with freebies.

#### **10.Format for Bid Submission:**

The following formats are required to be submitted as part of the Tender Document .These formats are designed to demonstrate the Bidder's compliance with the Qualification Requirements set forth and other submission requirements specified in the Tender Document.

- i. Format of Covering Letter (Annexure-VI)
- ii. Format for Technical Bid (Annexure-VII)



**11. Validity of Tender:**

The Tender shall remain valid for a period of one Year from the last date of finalization of tender as specified in the tender.

**12. Service Response for selected Bidder:**

During warranty period time & mode of service response should be following;

i) For complaints not requiring spare parts, the system will be made operational within one working day or two calendar days, whichever is earlier, from the day of registration of complaint.

ii) For complaints requiring spare parts, system will be made operational within two working days or five calendar days, whichever is earlier, from the day of registration of complaint.

13. Notwithstanding the above, the purchaser reserves the right to accept or reject any bids and to cancel the bidding process and reject all bids at any time prior to the issue of Purchase Order. The purchaser also reserves the right at the time of placement of purchase order to increase or decrease by Authority of SDH kuchinda.

14. SDH KUCHINDA reserves the right to reject any or all of the responses to Tender Document or cancel the Tender Document without assigning any reasons whatsoever and without any liability.

**15. Cancellation of Contract:**

SDH KUCHINDA reserves the right to cancel the contract of the selected bidder to whom LOA issued and recover expenditure incurred by SDH KUCHINDA on the following circumstances;

- i. The bidder has made misleading or false representations in the forms, statements, and attachments submitted in proof of the eligibility requirements.
- ii. The selected bidder commits a breach of any of the terms and conditions of \ the bid/contract.
- iii. In case of liquidation voluntarily or otherwise during the execution of contract.
- iv. The progress regarding execution of the contract, made by the selected bidder is found to be unsatisfactory.
- v. After the award of the contract, if the selected bidder fails to execute the order as per the term & conditions of LOA & Contract satisfactorily, SDH KUCHINDA reserves the right to cancel the contract by forfeiting EMD/ Performance Security as the case may be and blacklist the selected bidder for three years. This clause is applicable, if for any reason of firm's failure, the contract is cancelled.

16. The LOA will be issued to the lowest responsive bidder whose bid will be selected by the Purchaser prior to expiry of the bid validity period. The terms of the accepted offer shall be incorporated in the purchase order.

## **17. Award of Contract:**

SDH KUCHINDA shall issue LOA (Letter of Award) in duplicate to the successful bidder in writing by a Registered Letter/ Courier/ Speed Post or per bearer. Duly signed and stamped duplicate copy of LOA has to be returned by the selected bidder within a week of receipt LOA as token of acknowledgement. Issuance of LOA against an offer made shall constitute a legal and binding contract between SDH KUCHINDA and the selected bidder.

18. Payment will be made within 45days after completion of delivery, Installation of Air-conditioner as per specifications at sites in good condition subject to satisfactory testing report at your level. The packing should be done in such a condition that the quality of the items will not be hampered.

19. The supplier will provide onsite warranty / guaranty and during warranty period if any defects noticed, the supplier shall replace/repair the defective items within 7 days from the date complaint.

20. The Bids are liable to be rejected if any of the above conditions are not complied with.

21. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.

22. The tender documents should be numbered and arranged as per the checklist specified at **Annexure-VIII**.

23. Any legal disputes arising out of this are subjected to Sambalpur jurisdiction only.

24. Bidders may be present in person or through their representative(s) during the opening of quotations at 12.00 PM on 18.08.2021

**Schedule of Requirement**

Scope of work involves supply, installation, testing, commissioning & providing full comprehensive warranty service for one year & three years maintenance service( excluding spare) for following items to be procured by SDH Kuchinda, Sambalpur.

**Scheduled of Requirement:**

<b>SI No</b>	<b>Type of Item</b>	<b>Quantities</b>
<b>1</b>	<b>Air-conditioner 2.00 TON/1.5 TON</b>	<b>As Required</b>

**Air-conditioner**

<b>AIR-CONDITIONER SPECIFICATIONS</b>	
<b>SI NO</b>	<b>Specifications</b>
1	2.0 TON/1.5 TON
2	5 STAR
3	DUAL INVERTOR/SMART INVERTOR
4	AUTO CLEAN
5	ON/OFF TIMER
6	2WAY AUTO SWING
7	SLEEP MODE
8	DUAL PROTECTION
9	STABILISER FREE OPERATION(145V-290V)

**Annexure -II**

<b><u>Sl No</u></b>	<b><u>Name of the Item</u></b>	<b><u>Brand/ Manufacturer Name</u></b>	<b><u>Unit Price in Figure in Rs.</u></b>	<b><u>Total Taxes as per Govt. Norm In Rs.</u></b>	<b><u>Total Cost in Figure in Rs.</u></b>	<b><u>Total Cost in Words</u></b>
<b><u>1</u></b>	<b><u>Air Conditioner 2.00 TON</u></b>					
<b><u>2</u></b>	<b><u>Air Conditioner 1.5 TON</u></b>					

\*The total cost includes minimum three Years onsite warranty for the Air Conditioner.

Date:

Place:

Note:

Signature of The Bidder

Name, Address with Seal

1. Total Cost will be considered for comparative statement.
2. Row can be added in multiple brand Quotation, for each brand individual authorization from manufacturer Required.

**Annexure -III**

**Manufacturer's authorization letter format**

No. \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ 2021.

From:

Mrs./Mr. ....(Name)  
Designation.  
Name of the company (manufacturer)

To,

The Superintendent,  
Sub- Divisional Hospital, Kuchinda  
Sambalpur

Ref: Tender reference No...../SDH KUCHINDA dated ...../...../2021.

Sir,

We ..... establish and  
are d reputed  
manufacturer of ..... ( name & description of goods ) having  
factories at ..... (address of the factory ) do hereby authorize  
address of the agent ) for participating in the above referred  
to M/s. ....( Name & tender  
and execute the order for supply & Installation of the Air-conditioner manufactured  
by us.

No one other than M/s..... is authorized to submit bid against above  
referred tender call notice for our above equipment.

We also extend our full Guarantee and Warranty for our s equipment  
quoted by  
M/s..... as per the Terms & Conditions of the above referred tender calls notice.

Yours faithfully

Seal & Signature

**N B: The authorization should be in the letter pad of the manufacturer.**

**Format for submission of past performance if any:**

Sl. No.	Year	Order No. Date	Order Value	Name of the Organization
01	2019-20			
02	2020-21			
<b>Total</b>				

Date :

Name and Address of the Firm

Place :

Signature of the bidder

UNDER TAKING / DECLARATION

(To be submitted in Technical Bid)

I /We ..... having my /our .....  
do declare that I/We have carefully read all the terms & conditions of tender  
office at ..... of the  
.....SDH Kuchinda, Sambalpur for supply of Air-conditioner. The approved rate will remain valid for a  
period of one year  
from the date of approval. I /We will abide with all term & Conditions set forth in the Tender Reference No .  
\_\_\_\_\_dated \_\_\_\_/\_\_\_\_/2021 .

**I/We do hereby declare I /we have not been de-recognized /black listed by any State Govt. /  
Union Territory / Govt. Organization for supply of not of Standard Quality items/non-supply.**

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and or  
Performance Security Deposit and blacklist me/us for a period of 3 years if, any information furnished by  
me/us proved to be false at the time of inspection/verification and not complying with the Term &  
conditions.

I/ We .....do hereby declare that I /We will supply the Air-conditioner as per the  
specifications and term & conditions of the above referred tended.

Signature of the bidder :

Seal with Date :

Name & Address of the . Firm.

**Covering Letter**

**(The covering letter should be on the Letter Head of the Bidding Company)**

Tender Reference No : \_\_\_\_\_ Dated \_\_\_\_\_

From : \_\_\_\_\_ ( Insert name and address of Bidding Company)

Tel : \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

To ,

The Superintendent  
Sub- Divisional Hospital, Kuchinda  
Sambalpur .

**Sub : Response to Tender Document No \_\_\_\_\_ dated \_\_\_\_\_ for  
Supply  
and Installation of Air-conditioner at SDH KUCHINDA.**

Sir,

We, the undersigned ..... [ *insert name of the 'Bidder'*] having read ,examined and understood in detail the Tender Document hereby submit our response to Tender Document .We confirm that in response to the aforesaid Tender Document, we including have not submitted more than one response to Tender Document including this response to Tender Document . We are submitting application for Supply and Installation of Air-conditioner at SDH KUCHINDA .

1. We give our unconditional acceptance to the Tender Document, dated..... [insert date in dd/mm/yyyy] issued by SDH KUCHINDA. In token of our acceptance to the Tender Document, the same have been initialed by us and enclosed with the response to Tender Document.
2. We have enclosed EMD of Rs. .... (Insert Amount), in the form of DD/Pay Order no ..... [Insert DD/Pay Order number] dated.....{insert date} .
3. We have submitted our response to Tender Document strictly as per terms & conditions of this Tender without any deviations, conditions and without mentioning any assumptions or notes in the said Formats
4. We have neither made any statement nor provided any information in this Bid, which the best of our knowledge is materially inaccurate or misleading. Further, all the confirmations, declarations and representations made in our Bid are true and accurate. In case this is found to be incorrect after our selection as Successful Bidder, we agree that the same would be treated as a Seller's event of default.

Yours faithfully

Date . \_\_\_\_\_

Place . \_\_\_\_\_

Full Name with official seal &  
Signature of Authorized person



**Technical Confirmation Letter**

**(The Covering letter should be on the Letter Head of the Bidding Company)**

1. Tender Ref No. \_\_\_\_\_ Dated \_\_\_\_\_
2. Name of Tender : \_\_\_\_\_
3. Complete office address of Tenderer \_\_\_\_\_
4. Contact Details of authorized person of tender who have signed the tender .
  - a. Name \_\_\_\_\_
  - b. Designation \_\_\_\_\_
  - c. Phone (Office ) \_\_\_\_\_
  - d. Phone(Mobile)\_\_\_\_\_
  - e. Email\_\_\_\_\_
5. Due date & Time of submission of bid: .....
6. Tender paper cost details (details of DD/ PO):.....
7. EMD payment details (DD number & bank detail): .....
8. Submission of technical confirmation to the requirement: .....

Table 1 – Air-conditioner (Specify Make and Model )

Make : \_\_\_\_\_ Model : \_\_\_\_\_

AIR-CNDITIONER SPECIFICATIONS		Specify (Yes/No)
Sl NO	Specifications	
1	2.0 TON/1.5 TON	
2	5 STAR	
3	DUAL INVERTOR/SMART INVERTOR	
4	AUTO CLEAN	
5	ON/OFF TIMER	
6	2WAY AUTO SWING	
7	SLEEP MODE	
8	DUAL PROTECTION	
9	STABILISER FREE OPERATION(145V-290V)	

Date: .....

Place:.....

Seal & Signature of the authorized person

**Annexure - VIII**

<b><u>Name of Document</u></b>	<b><u>Submitted ( yes /No )</u></b>	<b><u>Page No</u></b>
Earnest Money Deposit (EMD)	:	
Tender Paper Cost	:	
Copy of GST Registration	:	
Certificate of the bidder	:	
Copy of PAN Card	:	
Copy of Income tax return	:	
Copy of up-to-date GST return / Clearance Certificate	:	
Price sheet as per price format of Annexure – II	:	
Technical Brochure highlighting The complied specification	:	
Proof Copy of earlier order as per Annexure -IV if any	:	
Undertaking as per Annexure – V	:	
Authorizations Letters from Manufactures as per Annexure - III	:	
Submission of Annexure – VI	:	
Submission of specification	:	
Compliance of quoted item as per Annexure - VII	:	

Seal with Signature of the Bidder