

Composite Regional Centre (CRC) for Skill Development, Rehabilitation & Empowerment of Persons with Disabilities, Guwahati

(Under administrative control of SVNIRTAR, Cuttack, Odisha)

GMCH, Campus, Hostel Road, Bhangagarh, Guwahati-781032, Website: crcguwahati.nic.in

**Department of Empowerment of Persons with disabilities (Divyangjan),
Ministry of Social Justice and Empowerment, Government of India. Govt. of India**

Ref. No. : CRC/GHY/ADMN/2025-26/200

Dated : 23/02/2026

Notice Inviting Tender

NOTICE INVITING TENDER FOR AMC OF VRF AIR-CONDITION SYSTEM .

Sealed Tender in two Bid System– Technical Bid and Financial Bid only from authorized Manufacturer/Dealer/Distributor/Firm/Proprietor for the Annual Maintenance Contract (AMC) of **VRF Air-condition System at CRCSRE-Guwahati**. The contract shall be valid for a period of 1 (one) year which may be extended or reduced at the discretion of the Office. Interested parties are requested to submit their Tender along with required documents .

Tenders fulfilling the terms and conditions at Annexure-I should reach the office of Composite Regional Centre Guwahati, GMCH campus Guwahati -32 Assam on 02.03.2026

Tender submitted/received after closing date & time will not be accepted. Date and Time of opening Qualifying Bid on 3rd March 2026 at 11:00 a.m. Any change in the date & time of bid opening shall be updated in the above-mentioned website.

SCOPE OF WORK

- a) The AMC service has to be given onsite only.
- b) Maintenance & Service of **VRF Air-condition System** installed in CRCSRE-Guwahati Office Auditorium including replacement of all spare parts, any electrical work related to Air Conditioners, oiling, cleaning and repairing of compressor and water motor, gas charging, arrangement of ladder for outside work etc. The office will not provide any kind of equipment, electrician etc.
- c) The vendor shall be responsible to depute technical personnel onsite within 24(twenty four) hours from the time of reporting about any break down, issues/ problems or any such requirements, failing to do so will attract penalty as mentioned under “Terms & conditions” section of this document.
- d) The firm shall be with experience of minimum 03 years in the similar work in Government Offices/ Reputed Organization.
- e) Preventive maintenance would be carried out once in 3 (three) months by the service provider so that equipments runs properly.
- f) This Office has the right to modify/ cancel the quotation without assigning any reason thereof.

Sd/-

Composite Regional Centre (CRC) for Skill Development, Rehabilitation & Empowerment of Persons with Disabilities, Guwahati

(Under administrative control of SVNIRTAR, Cuttack, Odisha)

GMCH, Campus, Hostel Road, Bhangagarh, Guwahati-781032, Website: crcguwahati.nic.in

**Department of Empowerment of Persons with disabilities (Divyangjan),
Ministry of Social Justice and Empowerment, Government of India. Govt. of India**

Annexure-I

Terms & Conditions

1. Each of the NIT shall be submitted along-with a covering letter in letter head with seal and signature of the authorized person Supplier/Firm should shall submit two separate envelops clearly super-subscribing **TECHNICAL BID and FINANCIAL BID**.
2. The Technical Bid shall be opened first and those who will qualify in the Technical Bid, their financial bid will be opened.
3. Rate shall be quoted as per the prescribed format specifically mentioning whether the GST or any charges taxes/ charges are included or not. If excluded the rate of GST or any other charges are to be mentioned specifically. It is to be specifically mentioned that the rate quoted shall remain valid for a period of one year from the date of awarding the contract.
4. The Service Providers / General Order supplier / Event Management Firms must have valid PAN and GST registration. Self-attested copies of the documents should be attached with the Technical Bid.
5. TDS and all other statutory deductions as per Rule shall be made at source from the bill amount.
6. For any disputes arising out of any clause of the Tender will be subject to the jurisdiction of the Court in Guwahati only and if required ADR mechanism shall be adopted..
7. The quoted rate should be reasonable with market rate.
8. The contract shall be valid for a period of 1 (one) year which may be extended or reduced at the discretion of the Office
9. The Technical bids forwarded by the bidders will be evaluated by the office with reference to the eligibility criteria mentioned in the tender. The Financial Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation. The Technical bid(s) of the technically unsuccessful bidder(s) will be kept unopened.
10. The bidder will be decided upon the lowest acceptable price quoted by the particular bidder as per the Financial Bid Format. All taxes and duties quoted by the bidders will be taken into account. The ultimate cost to the office would be the deciding factor for ranking of bids.
11. If the firm does not attend to the complaint within 24 (twenty four) hours from the time of registration of the complaints, a penalty @3% of the value of bill submitted for the period.

Composite Regional Centre (CRC) for Skill Development, Rehabilitation & Empowerment of Persons with Disabilities, Guwahati

(Under administrative control of SVNIRTAR, Cuttack, Odisha)

GMCH, Campus, Hostel Road, Bhangagarh, Guwahati-781032, Website: crcguwahati.nic.in

**Department of Empowerment of Persons with disabilities (Divyangjan),
Ministry of Social Justice and Empowerment, Government of India. Govt. of India**

2. TECHNICAL BID

Sl. No	PARTICULARS	INFORMATION
01	Name of the Bidder	
02	Address	
03	Experience	
04	GST IN No	
05	Contact number, Email of the Authorised person	
06	The bidder must submit self-attested copies of the following documents along with the Technical Bid: i. PAN Card ii. GST Registration Certificate iii. Valid Trade License iv. Authorized Service Certificate from the respective company/manufacturer v. Any other relevant statutory document, if applicable	

Seal & Signature of the Supplier/Bidder

3. Financial Bid:

Sl. No	Description	Quantity	Rate/HP	Amount	Rate of GST	Total Price (Incl. GST)
01	VRF Air-condition System at Auditorium (Make : LG) 46 HP					

Seal & Signature of the Supplier/Bidder
