

## कार्यालय, प्रधान जिला एवं सत्र न्यायाधीश, नवादा।

### नोटिस

निर्देशानुसार निविदा सं० 02/2026 के आलोक में सभी निविदाकर्ताओं को सूचित किया जाता है कि दिनांक 30.08.2026 को समाचार पत्र में प्रकाशित सिविल कोर्ट, नवादा में लगे 99 A.C. एवं Stabilizer का AMC (Comprehensive Annual Maintenance Contract) का कार्य से संबंधित निविदा प्रपत्र दिनांक 21.09.2026 को अपराह्न 04:30 बजे तक स्वीकार किये जाएंगे। प्राप्त निविदाओं का Technical Bid को दिनांक 22.09.2026 को 04:45 बजे अपराह्न में नियमानुसार खोला जाएगा।

अतः सभी संबंधित निविदाकर्ताओं से अनुरोध है कि वे निर्धारित समयावधि के भीतर अपनी निविदा प्रस्तुत करना सुनिश्चित करें।

  
प्रभारी प्रशस्तिन 31-8-26  
व्यवहार न्यायालय, नवादा।

Letter No.- 1048/26

**From:**

**Ashutosh Kumar Jha,  
Principal District & Sessions Judge,  
Nawada, Bihar.**

**To,**

**The Secretary-cum-L. R,  
Law Department,  
Govt. of Bihar, Patna.**

Sub: Regarding publication of advertisement for "Comprehensive Annual Maintenance Contract (AMC) for repair & Maintenance of air- conditioners & Stabilizers installed at Civil Courts, Nawada".

Nawada, 25<sup>th</sup> day of August, 2026

Sir,

With respect to the above noted subject, it is requested to kindly get published a notice for "Comprehensive Annual Maintenance Contract (AMC) for repair & Maintenance of air- conditioners & Stabilizers installed at Civil Courts, Nawada" in two (one English & one Hindi) newspapers having wide circulation. The notice to be published must include the last date for submission of application till 04:30 P.M. by the end of 21<sup>st</sup> day from the date of publication of this tender notice in the newspaper.

The notice to be published should further mention that the detailed specification & other necessary terms and conditions are available on the official website (<https://nawada.dcourts.gov.in>) of Civil Courts, Nawada.

Yours faithfully.

Enclosure: As above

**Principal District & Sessions Judge,  
Nawada**

*Ashutosh Kumar Jha*  
25/08/2026

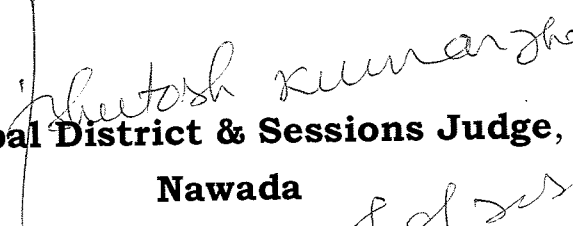
## **CIVIL COURTS, NAWADA**

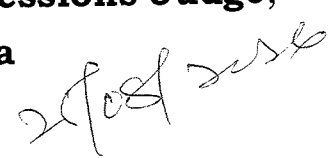
### **Tender Notice No.: 02/2026 (AMC\_AC)**

Sealed tenders are invited by the Civil Courts, Nawada from registered eligible agencies/service providers/firms for **"Comprehensive Annual Maintenance Contract (AMC) for repair & Maintenance of air- conditioners & Stabilizers installed at Civil Courts, Nawada"** for a period of three years from the date of commencement of services for 99 air-conditioners installed in the Civil Courts, Nawada.

Sealed quotation will be accepted only before **04:30 P.M. by the end of 21<sup>st</sup> day from the date of publication of this tender notice in the newspaper**. The sealed quotations can be dropped in the designated drop box kept near the Nazarat of Civil Courts, Nawada or through Speed Post (Not through Courier) addressed to Principal District & Sessions Judge, Civil Court, Nawada, Bihar, PIN-805110. If the tender document is sent through post, it must reach the office of Principal District & Sessions Judge, Nawada on or before the scheduled date and time of closing of the bid. Any bid received after the last date and time for bid submission will not be accepted and will be summarily rejected. The technical bids shall be opened by the Designated Committee of the Civil Courts, Nawada at 05.00 P.M. on the 22<sup>nd</sup> day from the date of publication of the tender notice in the newspaper in the Video Conferencing Hall of Civil Courts, Nawada and Financial quotation of agency/firm found to be technically qualified will be opened thereafter on date and time to be announced subsequently. In case the 21<sup>st</sup> or 22<sup>nd</sup> day, as referred above, falls on any holiday/non-working day it shall be construed to be next working day.

The detailed specifications and necessary terms & conditions are available on the official website (<https://nawada.dcourts.gov.in>) of Civil Courts, Nawada.

  
**Principal District & Sessions Judge,**

**Nawada**  


## CIVIL COURTS, NAWADA

*Tender Notice No.: 02/2026 (AMC\_AC)*

The Civil Courts, Nawada invites bids from the interested eligible and reputed vendors in **"Two Bid System"** consisting of **"Technical Bid and Financial Bid"** as mentioned hereunder, strictly in the format attached, for engaging agency providing services for **"Comprehensive Annual Maintenance Contract (AMC) for repair & Maintenance of air- conditioners & Stabilizers installed at Civil Courts, Nawada"** for a period of three years from the date of commencement of services. However, the vendor's performance during the year will be evaluated/assessed on completion of each year by the Civil Courts, Nawada. On satisfactory performance the contract will be continued for the next year. However, the Civil Courts, Nawada, at its discretion, at any time can alter/reduce/ modify the scope of work without citing any reasons to the bidder/vendor.

Interested eligible bidders may submit bids in two separate envelopes duly superscribed as **"Technical Bid"** and **"Financial Bid"**. Both these bids should be put in one big envelope superscribed "Comprehensive Annual Maintenance Contract (AMC) for repair & Maintenance of air-conditioners & Stabilizers installed at Civil Courts, Nawada".

25/05/2026  
Tender document can be downloaded from Civil Courts, Nawada website: <https://nawada.dcourts.gov.in> from the date of its publication in Newspaper. Sealed quotation will be accepted only before **04:30 P.M. by the end of 21<sup>st</sup> day from the date of publication of this tender notice in the newspaper**. The sealed quotations can be dropped in the designated drop box kept near the Nazarat of Civil Courts, Nawada or through Speed Post (Not through Courier) addressed to Principal District & Sessions Judge, Civil Court, Nawada, Bihar, PIN-805110. If the tender document is sent through post, it must reach the office of Principal District & Sessions Judge, Nawada on or before the scheduled date and time of closing of the bid. Any bid received after the last date and time for bid submission will not be accepted and will be summarily rejected.

The technical bids shall be opened by the Purchase Committee of the Civil Courts, Nawada at 05.00 P.M. on the 22<sup>nd</sup> day from the date of publication of the tender notice in the newspaper in the Video Conferencing Hall of Civil Courts, Nawada and Financial quotation of agency/firm found to be technically qualified will be opened thereafter on date and time to be announced subsequently. In case the 21<sup>st</sup> or 22<sup>nd</sup> day, as referred above, falls on any holiday/non-working day it shall be construed to be next working day.

### IMPORTANT INFORMATION RELATED TO TENDER

1. The agency/firm must have an experience of at least **five years** in providing similar services of Comprehensive Annual Maintenance Contract (AMC) for repair & Maintenance of air-conditioners & Stabilizers. The agency/firm must have successfully completed at-least two works of providing Comprehensive Annual Maintenance Contract (AMC) for repair & Maintenance of air-conditioners & Stabilizers to Government Departments/PSUs/

Autonomous Bodies, value of each not less than **Rs. 2 lakhs** during the last three financial years supported by satisfactory performance reports of each work issued by the Government Departments/PSUs/Autonomous Bodies which had outsourced the said service to the agency/firm.

2. The agency/firm should have **average annual turnover of Rs. 50,00,000/- (Rs fifty lakh only)** during the last three financial years in the same field of Repair & Maintenance of air-conditioners & Stabilizers supported by Audited annual financial reports (balance sheet and profit & loss statement) of the agency/service provider/ firm for the last three financial years.

3. **Bid Security i.e. Earnest Money Deposit (EMD):**

- i. **Earnest Money Deposit of Rs.50,000.00 (Rupees Fifty thousand only)** must be enclosed along with quotation in the form of Demand Draft/Bankers Cheque issued from Nationalized/Scheduled Bank in favour of Principal District & Sessions Judge, Nawada, payable at Nawada and it shall be valid for at least 90 days from the last date of submission of bid. EMD should be placed in the envelope which contains the Technical Bid. EMD shall be returned to unsuccessful bidders after selection of successful bidder without any interest thereon. It may be noted that no bidder is exempted from deposit of EMD. **Tenders submitted without EMD shall be summarily rejected.** However, exemption as permissible under law shall be granted to MSME/Start-up firms as per existing Government rules and norms, but no exemption shall be granted to them for submission of Performance Guarantee, if successful.

- ii. The EMD will be forfeited on account of one or more of the following reasons:

- a) When the bidder withdraws or modifies its bid after opening of bids;
- b) When the bidder does not accept the work order or execute the agreement, if any, after placement of supply/work order within the specified period or is unable to provide the required number of manpower, equipment and/or material as per stipulated terms;
- c) When the bidder does not deposit the performance Security within specified period after the supply/work order is placed; and
- d) If the bidder breaches any provision of Code of Integrity prescribed for bidders specified in Rule 130A of Bihar Financial (Amendment) Rule, 2024.

| SI. No. | Information                       | Dates                                                                                                                                                                       |
|---------|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | Date/Time of Publishing of Tender | <b>From the date of Publication in the Newspaper and on the website of Civil Courts, Nawada (<a href="https://nawada.dcourts.gov.in">https://nawada.dcourts.gov.in</a>)</b> |

|    |                                                |                                                                                                                                                                                                                                                                                                                         |
|----|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. | Date/Time of closing of Tender                 | <b>04:30 P.M. by the end of 21<sup>st</sup> day from the date of publication of this tender notice in the newspaper.</b>                                                                                                                                                                                                |
| 3. | EMD Amount (Refundable to unsuccessful Bidder) | Rs. 50,000/- is to be paid through a Demand Draft in favour of "Principal District & Sessions Judge, Nawada", payable at Nawada. The DD has to be attached with the application form, without which the bid would not be considered valid.                                                                              |
| 4. | Period of validity of Tender                   | <b>180 days from the date of closing of Tender</b>                                                                                                                                                                                                                                                                      |
| 5. | Address for inspection of the site             | Civil Courts, Nawada                                                                                                                                                                                                                                                                                                    |
| 6. | Term of Contract                               | The contract shall be valid for a total period of three years from the date of commencement of services. However, the agency's performance during the year will be evaluated/assessed on completion of each year by Civil Courts, Nawada. On satisfactory performance the contract will be continued for the next year. |

### **SCOPE OF WORK**

1. The Civil Courts, Nawada campus is having 99 Air Conditioners and voltage stabilizers of different capacity, brand/model and year of installations as per following details:

| Sl. No.      | Brand Model and Capacity of Air Conditioner | Year of Installation | Quantity  |
|--------------|---------------------------------------------|----------------------|-----------|
| 1            | Split AC (Voltas), 1.5 Ton                  | 2015                 | 1         |
| 2            | Split AC (Voltas), 1.5 Ton                  | 2017                 | 1         |
| 3            | Split AC (Carrier), 1.5 Ton                 | 2023                 | 17        |
| 4            | Split AC (Carrier), 2.0 Ton                 | 2023                 | 34        |
| 5            | Split AC (Godrej), 2.0 Ton                  | 2024                 | 1         |
| 6            | Split AC (O'General), 1.5 Ton               | 2024                 | 1         |
| 7            | Split AC (Carrier), 1.5 Ton                 | 2025                 | 9         |
| 8            | Split AC (Carrier), 2.0 Ton                 | 2025                 | 9         |
| 9            | Split AC (Voltas), 1.5 Ton                  | 2025                 | 8         |
| 10           | Split AC ( Voltas), 2.0 Ton                 | 2025                 | 18        |
| <b>Total</b> |                                             |                      | <b>99</b> |

(Note: Machines purchased within the last year will be added in the AMC on completion of warrantee period)

2. The offices and courts open at 9:30 AM during normal court working days and at 07:00 am during morning court working days. The service provider is expected to complete the required maintenance works before the court and office time.
3. The Civil Courts, Nawada requires the services of eligible agency who has adequate experience and trained manpower, necessary tools and equipment's for providing services for "Comprehensive Annual Maintenance Contract (AMC) for repair & Maintenance of air-conditioners & Stabilizers installed at Civil Courts, Nawada" on job work on the terms and Conditions set out hereinafter, for purposes of providing upkeep and maintain of these services at the Civil Courts' Campus.
4. Civil Courts, Nawada reserves the right to include additional or deletion of AC under AMC contract and agency should carry out the work as per the quoted rate per unit.
5. All the components should be checked thoroughly to work in perfect conditions and it should be ensured that all the safety devices work perfectly. Checking vibration and condensate drain, and along with service to the Air conditioners.
6. The refrigerant and cooling lines should be checked for leaks and proper insulation shall be provided periodically. The shifting & installation of AC charges shall not be paid by Civil Courts, Nawada, except for extra copper pipe, stand, etc.
7. The strength of base frame, platform and also proper tightness of the fixing bolt, foundation bold of the outdoor units shall be checked periodically.
8. The filters, evaporate coils, condenser, fan blades, fan motors, motor compressor, casing, cabinet, inner holding where dusts accumulate will be cleaned and maintained as dust free area.
9. All the electrical contact points and connections should be checked and minor adjustments made, replacements of cables from the indoor to outdoor units, if necessary, should be done without any extra charge.
10. Since this is a comprehensive service contract spares of all the materials including the components of Indoor, Outdoor & Remote Controller of A.C. units (Available), compressor, conductors, capacitor, evaporator coil, air filter, swing flap, accumulator, fan motor, blower motor, condenser coil, fan blade, all plastic components including blower fan, blower, thermostat, selector switches, overload relay, single phase preventer, valves, knobs, copper tubes, strainers, filters, refrigerant, pipe insulation, drain hose, accessories, all control, Electrical cord, control panel (PCB), voltage stabilizers (including transformer, relay, PCB, Time delay relay, Capacitor & Bridge

Rectifier, Display/Indicators, power cords, etc.) should be repaired or replaced, overhauled at no extra cost immediately when the defects are noticed or informed to the agency.

11. The Air conditioners should be removed from the site to the workshop only for any major repairs/service and the Air conditioners shall be fixed at no extra cost after such repairs/service. If any new Window/Split AC's installed, the old may be removed from the site without extra cost by the agency.
12. The gas (as per recommended by the Original Equipment Manufacturer) and oil shall be charged, as and when necessary, at no extra cost.
13. Major overhauling/servicing/painting of each machine once in a year is compulsory including painting of exposed parts of ACs under contract.
14. Civil Courts, Nawada shall have the full liberty to get any job or part of the job or any items executed through any other agency without reference to the contractor and no claim on this account shall be entertained by the Civil Courts, Nawada.
15. The intended bidders may visit the site to assess the the scope of work before submitting the quotations in prescribed format enclosed as Annexures. All machines shall be taken over under AMC in present condition "as is where is" basis. Nothing shall be paid extra if any machine found defective at the time of taken over. In general, intended bidders shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their quote. A quote once submitted shall be deemed to have been submitted with full knowledge of aforesaid factors.
16. The agency shall be responsible for the standard operating maintenance of Air-conditioning equipment installation and repair & maintenance comprehensive services as per details given below: -
  - a) It shall be responsibility of the bidder for providing and arranging services of qualified staff required for operating and carrying out regular routine and preventive maintenance works, including necessary repair/replacement works of air conditioners maintaining smooth and unhindered operational and working condition of the entire system at all levels, 24x7 basis. The agency shall carrying out at least three scheduled services in a year of all the Air Conditioners in addition to the regular routine and preventive maintenance works.
  - b) The Civil Courts, Nawada will not provide any accommodation to the agency staff.
  - c) The agency shall conduct regular check (Preventive Maintenance), preferably every month, of these equipment's at a regular interval in consultation with the Judge-in-Charge of the Civil Courts, Nawada. A report is written should be submitted to the Judge-in-Charge of the Civil Courts, Nawada.

- d) Necessary equipment, testing appliances, tools, safety belt, helmets, ladders, etc. for carrying out the work shall be procured by the bidder at its own cost.
- e) Bidder shall ensure to deploy qualified technical staff as per details give in the table below. The agency shall ensure that job is done efficiently and keep **at least one Sr. Mechanic, three technicians & one helpers** at the Civil Courts, Nawada with required spares so that there is no delay is caused in the repairs.

| Type of Manpower                        | Qualification                                                                                                    | Minimum Work Experience |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>Experienced Air- condition staff</b> | ITI passed/ Diploma/ having knowledge of Air-condition/Electrical maintenance/ installation in more than 5 years | 5-7 yrs                 |

- f) In case of absence of regular mechanic/technician/staff, alternate arrangement shall be made by the bidder agency so as maintain the continuity of work, without suffering the work, as per convenience of the Civil Courts.
- g) There shall be a regular/routine check on air-conditioning system, Switch, Socket, Fans, MCB, MCCB, Panel, Feeder of AC connection, voltage stabilizers and other allied works related to AC/electrical nature, by taking round and visiting on daily basis.
- h) The complaints registered by the Civil Courts in the complaint book maintained with the Nazir, Civil Courts, Nawada will be checked daily and all complaints will be attended promptly in the shortest possible time. After satisfactory completion of the complaint the signature shall be obtained from Nazir Civil Courts, Nawada.
- i) The bidder shall ensure effective maintenance throughout the year with due diligence under advice and directions of Civil Courts, Nawada.
- j) The complaints shall be attended within 2 to 4 hrs from the time of lodging the complaints. In case job is not carried out within the stipulated time, the same shall be carried out through some other agency at the risk and cost of the agency.
- k) Registers are to be maintained by technicians who will regularly report to the Nazir Civil Courts, Nawada.
- **Complaint Register:** All complaints received with respect to Air conditioner/Electrical items are to be recorded with time and date of receipt and as and when complaints are addressed should be maintained.
  - **Spare Tool and Tackle Register:** All the spares and tools and tackles used in

repair/maintenance are to be recorded in the register.

**17. Service Level Agreement (SLA) on Performance Requirement:-**

| S. No. | Service Level Agreement                                              | Base Line Performance                                               | Applicable Penalty                                          |                                                             |                                                             |
|--------|----------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------|
|        |                                                                      |                                                                     | First default                                               | Second default                                              | Third & Subsequent default                                  |
| 1      | Delay in starting AMC Services                                       | AMC services to start from the date mentioned in the work contract. | Termination of contract                                     | -                                                           | -                                                           |
| 2      | Log sheet Maintenance                                                | Log sheet to be maintained Per Visit per maintenance arising on all | Warning to be given                                         | Rs.250                                                      | Rs.500                                                      |
| 3      | Delay in carrying out Preventive/Routine maintenance as per schedule | To be carried out as per intervals applicable                       | 0.5 % of the billed amount for every day delay              | -                                                           | -                                                           |
| 4      | Delay in carrying out repairs where no spare part change is involved | 24 hours of reporting                                               | 2% of billing amount for the month, for every one-day delay | 5% of billing amount for the month, for every one-day delay | 7% of billing amount for the month, for every one-day delay |
| 5      | Delay in carrying out repairs in where change of spare parts is      | Should be resolved within 3 days of lodging of complaint            | 2% of billing amount for the month, for every one-day delay | 3% of billing amount for the month, for every one-day delay | 5% of billing amount for the month, for every one-day delay |

|   |                                                                                                                  |  |                                             |                                             |                                              |
|---|------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------|---------------------------------------------|----------------------------------------------|
|   | involved                                                                                                         |  |                                             |                                             |                                              |
| 6 | Misconduct/Misbehavior by AMC staff in any manner or resort to any violent behavior etc. at Civil Courts, Nawada |  | Staff to be replaced and penalty Rs.1,000/- | Staff to be replaced and penalty Rs.5,000/- | Staff to be replaced and penalty Rs.10,000/- |

18. All spare parts and Electrical items used for repair/maintenance of the air-conditioners and stabilizers will be supplied by the agency and proper records of the same are to be maintained and to be shared to the Civil Courts for their records.
19. All the spare parts and electrical items used for repair/ maintenance of the air-conditioners and stabilizers should be genuine products of the same company of which the air-conditioner or the voltage stabilizers are made up of. Before replacement of any material/spare prior approval of the of Civil Courts, Nawada will be required. The Civil Courts, Nawada can also seek documentary proof in support of the genuine spare parts procured by the agency. Use of any non-genuine or counterfeit spare items would not only be treated violation of terms of agreement but may also attract legal action.
20. All the dismantled materials shall be deposited with the Civil Courts, Nawada.
21. The job shall be carried out to the entire satisfaction of the Nazir Civil Courts, Nawada.
22. It shall be the duty and responsibility of the agency to ensure that the employees engaged for the work are physically fit and free from all communicable contagious, infectious and other diseases. If any employee(s) is/are found to be suffering from any disease or if any employee(s) commit any misconduct or misbehavior, the contractor shall be required to remove such employee(s) immediately at the request of the Civil Courts, without demur and without questioning the decision in this respect and restrain the entry of such individuals in the Campus precincts.
23. The agency shall provide mobile for contacting the concerned Technician for any complained related works.

24. The agency shall all the time ensure to follow the Work Safety Policy. The Civil Courts, Nawada will not be responsible for any injury caused to any of the workers of the agency during the course of their duty in Civil Courts, Nawada.
25. If there arises any dispute relating to this contract the same shall be referred to sole arbitrator, the Principal District & Sessions Judge, Nawada, whose decision shall be final and binding on both the parties i.e., Civil Courts and the agency.

**INSTRUCTIONS FOR FILLING TECHNICAL BID (ANNEXURE -I)**

1. The bidder shall furnish complete and correct information in the Technical Bid (Annexure-I). All entries shall be supported by self-attested documents, unless otherwise specified. The bidder shall mention the name of the agency/service provider/firm, along with its brief profile, complete office address, telephone number, e-mail ID, and the name of the authorised contact person with his/her mobile number, along with an alternate mobile number.
2. A certified copy of the Incorporation/Registration Certificate of the agency/firm shall be submitted.
3. The bidder shall provide details of Director/Partners/Owner(s) of the agency/firm.
4. Full particulars of the Earnest Money Deposit (EMD) shall be furnished, including (i) Amount, (ii) Draft Number, (iii) Date and (iv) Issuing Bank. Proof of EMD shall be enclosed.
5. The bidder shall submit registration details with the concerned Government Authorities, including registrations under Employees Provident Fund Organisation (EPFO), Employees State Insurance Corporation (ESIC), and under the Contract Labour (Regulation and Abolition) Act, 1970, wherever applicable.
6. A valid Labour License issued under the Contract Labour (Regulation and Abolition) Act, 1970 shall be enclosed.
7. The bidder shall furnish PAN and GST registration details, along with supporting documents.
8. A copy of the latest Goods and Services Tax (GST) return shall be submitted.
9. The bidder shall submit Income Tax Returns for the last three financial years.
10. Details of annual turnover for the last three financial years, along with the average annual turnover, shall be provided with supporting documents.
11. The bidder shall submit proof of minimum five (5) years' experience in providing similar Comprehensive Annual Maintenance Contract (AMC) for repair & Maintenance of air-conditioners & Stabilizers. The bidder shall also enclose satisfactory performance reports/work completion certificates for at least two similar works of value not less than Rs.

2 lakhs each, executed for Government Departments/PSUs/Autonomous Bodies during the last three financial years.

12. The bidder shall submit a notarised affidavit on a non-judicial stamp paper of Rs. 100/- stating that the agency/firm has not been blacklisted, de-registered, or barred by any Central Government, State Government, PSU, or Autonomous Body and that no criminal case is pending against the agency/firm or its owner/partners anywhere in India.
13. In case the bidder is claiming exemption as a Micro or Small Enterprise, relevant supporting certificates/documents shall be submitted for exemption from Bidder Turnover criteria, Experience criteria and EMD, as applicable.
14. The bidder shall also indicate whether the firm is registered with any Central Purchase Organisation/State Purchase Organisation/National Small Industries Corporation (NSIC)/MSME/Start-up and submit valid supporting certificates/documents.
15. Incomplete or unsupported information is liable to be rejected. The bidder shall ensure that all documents are valid, legible, and up to date.

**INSTRUCTIONS FOR FILLING FINANCIAL BID (ANNEXURE-II)**

1. The bidder shall carefully fill in the Annexure-II, relating to the break-up of annual cost for Comprehensive Annual Maintenance Contract (AMC) for repair & Maintenance of air-conditioners & Stabilizers of 99 (ninety nine) air conditioners and stabilizers. The details shall be furnished strictly in accordance with the following instructions.
  - a) The bidder shall indicate the total annual cost for Comprehensive Annual Maintenance Contract (AMC) for repair & Maintenance of air-conditioners & Stabilizers of 99 (ninety nine) air conditioners and stabilizers as a separate enclosure forming part of the bid. The cost must be in conformity with the applicable minimum wages and statutory provisions.
  - b) The bidder shall quote the rate considering that AMC is comprehensive inclusive of all parts, gas charging, compressors, motors, fan, motors, capacitor, evaporator coil, air filter, swing flap, drain pipe, PCB, swing motor, blower fan, condenser coil, condenser fan, accumulator, Expansion Valve, Drain Pan & Pipe, thermostat, Refrigerant Lines, stabilizers (including transformer, relay, PCB, Time delay relay, Capacitor & Bridge Rectifier, Display/Indicators, power cords, etc.) and related control panels etc.
  - c) The bidder shall quote the rate inclusive of the contributions of its employees for EPF & ESI and Service Charge of the agency. The quoted rate shall include all administrative expenses, overheads and profit margin of the bidder.
  - d) Any other charges (such as rate for maintenance charge for additional air conditioners and stabilizers and installation/shifting of air conditioners), if

applicable, shall be clearly specified with proper justification. No hidden or unspecified charges shall be entertained at a later stage.

- e) The bidder shall calculate and indicate the Goods and Services Tax (GST) payable at 18% or the applicable rate at that time on the admissible components, in accordance with prevailing tax laws.
2. Finally, the bidder shall compute the Total Amount, which shall be the sum of all components **from Sl. No. a) to e)**. The total must be clearly indicated in figures and words.
3. Incomplete, ambiguous, or non-compliant entries in the annexure are liable to be rejected. The bidder shall ensure that all calculations are accurate and supported by the required enclosure.

#### **PERFORMANCE SECURITY DEPOSIT**

The agency shall be required to deposit an amount of Rs. 1,00,000/- (Rupees One Lakh only) as Performance security Deposit with Civil Courts, Nawada. The amount of Security Deposit will be retained by Civil Courts, Nawada free of interest for the entire period of engagement.

#### **AMENDMENT TO THE TENDER DOCUMENT**

1. At any time prior to the deadline for submission of Bids, the Civil Court, Nawada may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the Tender document by the issuance of Addenda.
2. Any Addendum thus issued shall be uploaded on the website/put up on the notice board of the Civil Court, Nawada.

#### **TERMINATION**

If for any reason the agency is not in a position to render the service as required under this agreement or to maintain the service standard(s) required from the contractor the Civil Courts, Nawada shall be entitled to terminate the arrangement by serving one months' notice to the agency and the agency shall also have the right to terminate the arrangement by giving three months' notice in writing so as to enable the Civil Courts, Nawada to make alternative arrangement(s).

#### **MODIFICATION OF CONTRACT**

The Agreement may be supplemented, amended, or modified only by the mutual agreement of both parties. No supplement, amendment, or modification of the Agreement shall be binding unless it is in writing and signed by both the parties.

#### **NOTICE AND ADDRESS**

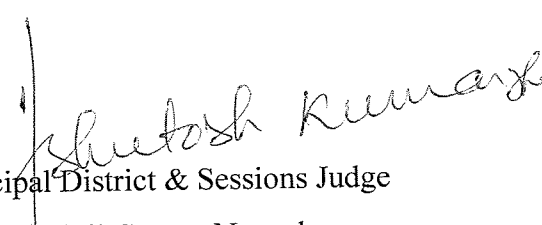
The Civil Courts, Nawada reserves the right to reject any or all quotes without assigning any reason(s) thereof. The Principal District & Sessions Judge, Nawada will be the sole arbitrator in the event of any dispute. The Civil Courts, Nawada has unfettered right hereunder to terminate the agreement at any time without assigning any reason whatsoever. The jurisdiction for dispute(s) if any shall be Civil Courts, Nawada.

### OTHER TERMS/INSTRUCTIONS

1. The technical bid will be opened at the first instance on the above-mentioned date and time. After evaluation of the technical bids by the competent committee or authority, at the second stage, financial bids of only those bidders shall be opened for further evaluation by the competent committee or authority that are found to be qualified on evaluation of technical bid before awarding the contract. Financial bids of unsuccessful bidders in technical bid shall not be opened.
2. The participating bidders are required to submit all documentary evidence, including those mentioned in Annexures, in support of their meeting the eligibility criteria of instant tender notice, failing which their technical bids shall be rejected and shall not be evaluated. Quotations received after stipulated date/time or through online/any other mode, not mentioned in this notice, shall not be entertained.
3. The bidder must be registered with appropriate governmental/statutory authorities including the Employees Provident Fund Organization, Employees State Insurance Corporation and Contract Labour (Regulation and Abolition) Act 1970 and also must possess PAN Number & GST Registration and Valid Labour License as per Contract Labour (Regulation and Abolition) Act 1970.
4. The bidder shall quote its rates/charges clearly avoiding any cutting/overwriting. The rate(s) quoted shall be inclusive of all taxes and statutory payments and deductions including EPF contributions, ESI contributions, etc. and would be in conformity with the Minimum Wages Act as notified by the government from time to time and other statutory requirements.
5. The bidder shall submit a notarized affidavit on a stamp paper of Rs. 100/- giving an undertaking in Annexure- III that it has not been black-listed/deregistered/barred by the Central Government/State Government/Public Sector Undertaking/Autonomous Bodies during period of business and no any criminal case has been registered against the agency or its director/partners/owner anywhere in India, etc.
6. If the bidder is a Micro or Small Enterprise as per latest definition under MSME rules or Startup firms as per relevant government rules/policy the bidder may be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" and "EMD" subject to meeting the technical specification. If the bidder is seeking such exemption, the supporting documents to prove its eligibility for exemption are mandatory and required to be attached with the bid.
7. The number/category of air conditioners and stabilizers may be increased or decreased during the term of the contract on the direction of the Principal District & Sessions Judge, Nawada, as per requirement and exigency.

8. The successful **Bidder/Agency shall not at any point of time engage subcontractors or transfer the contract total or in part to any other agency.** In the event of sub-contracting, the contract with the successful Bidder/Agency is **liable to be terminated, and black-listing for 3 years, and the performance security shall also be forfeited.**
9. Notice inviting Tender and conditions for tender shall form part of Agreement.
10. The Principal District & Sessions Judge, Nawada reserves the right to accept or reject any or all quotations/ bids or cancel the whole tender without assigning any reason whatsoever. The decision of the Principal District & Sessions Judge, Nawada shall be final and binding.
11. The Principal District & Sessions Judge, Nawada shall also have the right to call for any additional information from the bidders.
12. If any information given in its bid by bidder is found to be incorrect or amounts to misrepresentation or suppression of facts, the Principal District & Sessions Judge, Nawada reserves the right to take appropriate legal action against such bidder in addition to rejection of the bid.
13. The Principal District & Sessions Judge, Nawada reserves the right to modify or amend the terms and conditions of the tender and reserves the right to accept or reject any bids including the proposal of the lowest bidder without assigning any reasons. Likewise, the Principal District & Sessions Judge, Nawada also reserves the right to cancel the bid process at any time prior to signing the contract.
14. The decision of the Civil Courts, Nawada shall be final, and no enquiries, or application for review, shall be entertained. The Civil Courts, Nawada reserves the right to amend any of the conditions, if required or cancel or reject all or any bid/tender without assigning any reason.
15. Other terms and conditions of the NIT are mentioned in Annexure – IV.

Date: 25.08.2026

  
Principal District & Sessions Judge  
Civil Courts, Nawada  
25/08/2026

**Annexure – I**

**Tender Notice No.: 02/2026 (AMC\_AC)**

**Technical Bid**

Subject: Quotation for Comprehensive Annual Maintenance Contract (AMC) for repair & Maintenance of air-conditioners & Stabilizers installed at Civil Courts, Nawada.

| Sl. No. | Particulars                                                                                                                                                                                                                                                                                                                                                                           | Details to be filled by the bidders along with page number (copy of the documents to be attached) |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| 1       | Name of the agency/service provider/firm, its profile, complete office address, Telephone number, E-Mail ID along with name of the authorized contact person with his/herself and alternate mobile number.<br>Certified Copy of Incorporation/Registration Certificate of agency/service provider/firm<br>Details of Directors/Partners/Owner(s) of the agency /service provider/firm |                                                                                                   |
| 2       | Details of Earnest Money Deposit (EMD) (i) Amount (ii) Draft No. (iii) Date (iv) Issuing Bank                                                                                                                                                                                                                                                                                         |                                                                                                   |
| 3       | Registration details with the concerned Government Authorities and with appropriate authorities such as under Employees Provident Fund Organization, Employees State Insurance Corporation, Contract Labour (Regulation and Abolition) Act 1970, etc.<br>Valid Labour License under Contract Labour (Regulation and Abolition) Act 1970.                                              |                                                                                                   |
| 4       | PAN and GST Registration details Latest Goods and Service Tax Return                                                                                                                                                                                                                                                                                                                  |                                                                                                   |
| 5       | Income Tax Returns of last three Financial Years                                                                                                                                                                                                                                                                                                                                      |                                                                                                   |
| 6       | Annual turnover during the last three financial years and the average annual turnover of the last three financial years.                                                                                                                                                                                                                                                              |                                                                                                   |
| 7       | Proof of last 5 (five) years of experience in respect of providing similar services of supply of Manpower, Material and Equipment on outsourcing basis and satisfactory performance reports of                                                                                                                                                                                        |                                                                                                   |

| Sl. No. | Particulars                                                                                                                                                                                                                                                                                                                                                                                  | Details to be filled by the bidders along with page number (copy of the documents to be attached) |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
|         | successfully completed at-least two works of providing similar service of supply of manpower to Govt./PSUs./Autonomous Bodies each of value of not less than <b>Rs. 2 lakhs</b> during the last three financial years.                                                                                                                                                                       |                                                                                                   |
| 8       | Notarized affidavit on a stamp paper of Rs. 100/- giving undertaking to the effect that the agency/firm has never been black listed/de-registered/barred by the Central Government/State Government/Public Sector Undertaking/Autonomous Bodies during their period of business and no criminal case has been registered against the agency/firm or its owner/partner anywhere in India.     |                                                                                                   |
| 9       | Document in support of Micro or Small Enterprise exemption of "Bidder Turnover" criteria and "Experience Criteria" and "EMD". Submit proper Certificate/document.<br>Is the firm registered with central purchase organization/State purchase organization, National Small Industries Corporation (NSIC) or the concern Department such as MSME/Startup? Submit proper Certificate/document. |                                                                                                   |

Place :

Date :

Signature of the bidder/authorized signatory with seal of the agency/service

provider/firm

Registered office Address:

Phone No.:

E-Mail ID :

**Annexure – II**

**Tender Notice No.: 02/2026 (AMC\_AC)**

**Financial Bid**

Subject: Quotation for Comprehensive Annual Maintenance Contract (AMC) for repair & Maintenance of air-conditioners & Stabilizers installed at Civil Courts, Nawada.

| S. N.                 | Items                                                                                                                                                         | Description | Quantity<br>(A) | Rate (Rs)<br>(B) | Amount (Rs)<br>C=AXB |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|------------------|----------------------|
| 1.                    | Split AC's (Normal)<br>with stabilizers                                                                                                                       | 1.5 Ton     | 2               |                  |                      |
| 2.                    | Split AC's<br>(Inverter without<br>heating)<br>with stabilizers                                                                                               | 1.5 Ton     | 35              |                  |                      |
| 3.                    | Split AC's (Inverter<br>without heating)<br>with stabilizers                                                                                                  | 2.0 Ton     | 62              |                  |                      |
| 4.                    | Installation of 1.5/2<br>TR Split AC's inclu-<br>sive all material<br>or labour charges<br>Complete job<br>(with copper pipe,<br>control wire up to 3<br>Mtr) |             | 1               |                  |                      |
| 5.                    | Shifting of 1.5/2 TR<br>Split AC's<br>inclusive labour<br>(Without Material)                                                                                  |             | 1               |                  |                      |
| 6.                    | Other Charges<br>(If any)                                                                                                                                     |             |                 |                  |                      |
| <b>Total</b>          |                                                                                                                                                               |             |                 |                  |                      |
| <b>GST</b>            |                                                                                                                                                               |             |                 |                  |                      |
| <b>Total with GST</b> |                                                                                                                                                               |             |                 |                  |                      |

**Note:**

- AMC is comprehensive inclusive of all parts, gas charging, compressors, motors, fan,

motors, capacitor, evaporator coil, air filter, swing flap, drain pipe, PCB, swing motor, blower fan, condenser coil, condenser fan, accumulator, Expansion Valve, Drain Pan & Pipe, thermostat, Refrigerant Lines, stabilizers (including transformer, relay, PCB, Time delay relay, Capacitor & Bridge Rectifier, Display/Indicators, power cords, etc.) and related control panels etc.

- Cables and main switches of main LT electric panel of the building shall not be covered under AMC.

Place :

Signature of the bidder/authorized signatory with seal  
of the agency/service

Date :

provider/firm

Registered office Address:

Phone No.:

E-Mail ID :

**Annexure – III**

**Tender Notice No.: 02/2026 (AMC\_AC)**

**UNDERTAKING**

I/We undertake that neither the agency (name of the agency) .....  
..... nor its Director/Partner/Proprietor {name of all partners/Directors/owner(s) has/have  
been blacklisted/banned by Central/State Government/Public Sector Undertaking/Autonomous  
Bodies nor its business dealings with the Central/State Government/Public Sector  
Undertaking/Autonomous Bodies has/have been banned/terminated on account of poor  
performance/conduct.

I/We also undertake that no criminal case has been registered against the agency or any of  
its Director/Partner/Proprietor anywhere in India

I/we further undertake/confirm that I/we have correctly furnished all information and  
documents with respect to instant Tender Notice and shall be liable for any action, civil or criminal,  
by the Civil Courts, Nawada if any of the said information or document is found to be false or  
amounting to misrepresentation or suppression.

I/We also undertake that all the terms and conditions of the instant Tender Notice are  
acceptable to me/us.

Place :

Signature of the bidder/authorized signatory with seal  
of the agency/service

Date :

provider/firm

Registered office Address:

Phone No.:

E-Mail ID :

**Annexure-IV**

**Tender Notice No.: 02/2026 (AMC\_AC)**

**TERMS AND CONDITIONS OF CONTRACT**

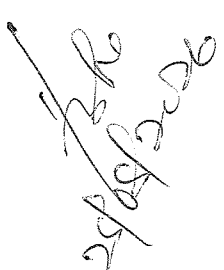
1. The contract shall commence from the date mentioned in the work order given to the successful bidder and shall continue for a period of total three years unless, it is curtailed or terminated by Civil Courts, Nawada owing to deficiency of service or sub-standard quality of services, breach of contract, non-compliance with any relevant labour laws, or change in requirements of Civil Courts, Nawada or for any other reasons as stipulated in the contract to be entered into with successful bidder.
2. The contract will be for a total period of three years from the date of commencement of services. However, the agency performance during the year will be evaluated/assessed on completion of each year by Civil Courts, Nawada. Based on the satisfactory performance only the services will be continued in the next year.
3. Agency, in person, will meet the Judge-in-Charge of the Civil Courts for interaction and feedback related issues, minimum on a quarterly basis or as intimated.
4. Agency will provide onsite professionally qualified and dedicated staff as given in scope of work. The agency staff will wear uniform and carry identity card and company badges (to be provided by the agency on its own expenses).
5. The agency shall not be allowed to transfer, assign, pledge or sub contract its rights and liabilities under this contract to any other agency in any manner whatsoever.
6. The agency shall not employ any person preferably below the age of 30 yrs. and above the age of 50 years. Employment of child labour will lead to the termination of the contract. The staff deployed by the agency should be properly trained and have requisite experience and skills.
7. The agency shall engage only such staff, whose antecedents and health have been thoroughly verified, including character and police verification and other formalities. The agency will provide the Civil Courts, Nawada a list of all personnel along with their credentials so deployed with permanent and present address along with their latest photographs. The agency shall be fully responsible for the conduct of his staff.
8. The agency's personnel working in the Civil Courts, Nawada should be polite, cordial, positive and efficient while handling the assigned work and their actions should promote goodwill and enhance the image of the Civil Courts, Nawada. The agency shall be responsible for any act of indiscipline on the part of persons deployed by it.
9. The agency shall ensure that the person deployed are disciplined and shall enforce in prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering, use of

mobile phones for entertainment purpose and shall not engage in gambling, satta or any immoral act.

10. The agency shall replace within twenty-four hours any of its personnel, if they are unacceptable to the Authority because of any risk, incompetence, conflict of interest and breach of confidentiality or misconduct on the part of the staff of the agency, upon receiving written notice from the Authority. Notwithstanding the above, the Authority shall have the right to ask to change/replace the personnel at any point of time without assigning any reason.
11. The technician/mechanic/staff deployed shall be the employees of the agency at all times and all statutory liabilities will be paid by the agency such as ESI, PF, Workmen's Compensation Act, etc. The staff deployed by the agency should be properly trained and have requisite experience and skills.
12. The staff deployed by agency in Civil Courts, Nawada shall not claim any benefit, compensation, absorption or regularization of their services in Civil Courts, Nawada either under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or under any law for time being in force. The agency shall have to obtain an undertaking from the deployed persons to the effect that the deployed person is the employee of the agency and shall submit the said undertaking to Civil Courts, Nawada. In the event of any litigation on the status of the deployed persons, Civil Courts, Nawada shall not be a necessary party to such proceedings, however, in any event, either the deployed persons or to the order of the Court, Civil Courts, Nawada is made a party to such dispute, the agency shall take all steps to protect the interest of Civil Courts, Nawada and the agency shall reimburse the expenditure that would have been borne by Civil Courts, Nawada to defend itself, if so required.
13. Civil Courts, Nawada shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the agency.
14. The agency shall be responsible for any damages done to the property of the Civil Courts, Nawada by the personnel so deployed. Civil Courts, Nawada will be free to recover it from the Security deposit given by the agency or from any other dues or recover as per loss/damaged.
15. The agency at all times should indemnify Civil Courts, Nawada against all claims, damages or compensation under the provisions of payment of wages Act 1936, Minimum wages Act 1948, Employer's Liability Act 1938, Workmen Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefit Act 1961 or any modification thereof or any other law relating thereof and rules made hereunder from time to time in this regard. Payment of minimum wages, notified by the appropriate government, shall be ensured all the time. For

all intents and purposes, the agency shall be the "Employer" within the meaning of different labour Legislations in respect of personnel deployed by it. There shall be no claim by such deployed persons of any employment in Civil Courts, Nawada. The persons deployed by the agency in Civil Courts, Nawada shall be the employees of agency at all times and not have any stake or claims like employer and employee relationship against Civil Courts, Nawada.

16. The rates quoted and accepted shall remain unchanged for a period of three years from the date of receipt of work order/taking over the maintenance charge. No upward revision in rate on any ground whatsoever shall be allowed during currency of the contract. Rate quoted should clearly mention all taxes and levies etc. Income tax recovery as per rates prescribed by the Government of India from time to time will be made from each quarterly bill.
17. The agency shall submit to Civil Courts, Nawada bill invoice for payment on quarterly basis. The Civil Courts, Nawada shall make payment within 15 clear days after proper verification/scrutiny of the claims of the agency. No advance payment will be made for the AMC/Service contract.
18. The agency shall submit proof of deposit of PF/ESI and of other statutory dues, payable by it in respect of its staff, deployed in Civil Courts, Nawada, which shall be a condition precedent for payment of its bills.
19. Service Tax/GST/Sales Tax/VAT, if payable, shall be paid as applicable from time to time but the agency should hold a valid license/registration number for the same. The agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to Civil Courts, Nawada to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.
20. The agency shall maintain all statutory registers under the Law and submit periodical returns and statements. The Service Provider shall produce the same, on demand, to the concerned authorities and to Civil Courts, Nawada or any other authority under Law.
21. The Tax Deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/Rules, as amended from time to time and a certificate to this effect shall be provided to the agency by Civil Courts, Nawada.
22. In case, the service provider fails to comply with any statutory/ taxation liability under appropriate law, and as a result thereof Civil Courts, Nawada is put to any loss/obligation, monetary or otherwise, Civil Courts, Nawada will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms or shall be entitled to recover the same by legal recourse.

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23. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by Civil Courts, Nawada from the agency.
24. In case of Civil Courts, Nawada being called upon by any statutory authority for any purpose relating to the matters of the services being provided by the engaged agency, the agency shall be solely responsible to bear all costs that Civil Courts, Nawada may have to incur on account of such infringement by the agency or indemnify Civil Courts, Nawada for any such loss in total including the legal expenses incurred thereof.
25. The agency shall be solely responsible for the redressal of grievances if any of its staff deployed in Civil Courts, Nawada. Civil Courts, Nawada shall, in no way, be responsible for settlement of such issues whatsoever.
26. Civil Courts, Nawada shall not be responsible for any financial loss or any liabilities arising out of accident or death to any of the staff deployed by agency in the course of their performing the functions/ duties or for payment towards any compensation.
27. The personnel deployed by the agency shall work under overall supervision & direction of the agency. The agency will properly maintain muster roll of the person employed/engaged in connection with the work at the premises of Civil Courts, Nawada.
28. The agency shall be solely responsible for making payment directly to the deployed staff by 7<sup>th</sup> of each month. The agency shall raise the bill along with PF and ESIC statements, as applicable, and submit the same to Civil Courts, Nawada in the succeeding month. The agency will be solely responsible for making the payment directly to its deployed personnel; since there may be occasional delay in releasing payment by Civil Courts, Nawada to the agency due to contingencies, payment of wages to the deployed personnel by agency should not be linked with receiving of payment from Civil Courts, Nawada and shall be independent of the same. Payment to such workers must be made by the agency through e-transfer only. To ensure this, agency will get a bank account opened for every engaged staff. The agency will ensure that staff engaged by him must receive their entitled wages on time.
29. The agency will be responsible for compliance of all statutory provisions including Minimum Wages, Provident Fund, and Employees State Insurance, contract labour and any other applicable law in respect of the persons deployed by them in Civil Courts, Nawada. Civil Courts, Nawada shall have no liability in this regard. Payment of the bill will be made only after successful submission of statutory payment receipts.
30. The entire financial liability in respect of staff of services deployed in Civil Courts, Nawada shall be that of the agency and Civil Courts, Nawada will in no way be liable for the same.

31. The agency should handover all the machines in good working condition and in case of any defect, the agency shall be responsible to rectify the same and handover to next agency after completion of the contract period.
32. In case of breach of any terms and conditions as specified in the contract and signed between the parties, the Performance Security Deposit of the Man Power Service Providers will be liable to be forfeited by Civil Courts, Nawada besides, annulment of the contract and other legal resource.
33. The successful bidder who is awarded the contract by Civil Courts, Nawada will retain all the documentary proof/papers deposited with the respective statutory bodies/Government departments, i.e., Employees State Insurance, Provident Fund and GST. All such documents/papers will be necessarily submitted within seven days by the agency as and when they are requisitioned by Civil Courts, Nawada, failing which a penalty of Rs. 100/- per day shall be deducted from the monthly bill of the agency.
34. The agency will ensure that Segregation of the waste for disposal should be as per instructions of the Govt. of India, issued from time to time.
35. Civil Courts, Nawada reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage for the smooth and timely provision of services.
36. Civil Courts, Nawada reserves the right to change/alter/ modify/reduce the scope of work as per its discretion at any time before or during currency of the contract, without citing any reason whatsoever to the vendor.
37. Any delay or forbearance on the part of Civil Courts, Nawada or any waiver of its rights or condonation of any acts, on the part of Civil Courts, Nawada shall not be construed as a waiver of the obligations of the agency and it shall continue to be liable for all such acts or defaults.
38. The tender shall be rejected, if any wrong/ false or incorrect information is given in the tender document.
39. All disputes shall be subject to the jurisdiction of the Civil Court, Nawada only.

**Annexure-V**

**Tender Notice No.: 02/2026 (AMC\_AC)**

**CHECKLIST FOR BIDDER**

Subject: Quotation for Comprehensive Annual Maintenance Contract (AMC) for repair & Maintenance of air-conditioners & Stabilizers installed at Civil Courts, Nawada.

| Sl. No. | Details                                                                                                                                                                                                 | Please mention if the document attached YES/NO |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| 1.      | Self -attested copy of the Certificate of Incorporation in respect of the applicant organization by the competent government authority                                                                  |                                                |
| 2.      | Self -attested copy of the Company Registration Certificate and Profile of the Company.                                                                                                                 |                                                |
| 3.      | Self - Attest ed copies of Telephone bill/Electricity Bill/Registered Lease Deed indicating the address evidencing its location in such territory from July 2024 to June 2026 (for 2 years).            |                                                |
| 4.      | Self -attested copies of valid registration certificate from Labour Department/EPFO/ESIC etc., as may be required for smooth doing the business.                                                        |                                                |
| 5.      | Self-attested copies of the GST registration certificate and PAN.                                                                                                                                       |                                                |
| 6.      | Statement of Average Annual Turnover of three financial years i.e. 2023-24, 2024-25 and 2025-26 in support of eligibility criteria mentioned, <b>from a registered practicing Chartered Accountant.</b> |                                                |
| 7.      | EMD of the required amount as specified in this tender document.                                                                                                                                        |                                                |
| 8.      | Crossed Bank Account Cheque of the company.                                                                                                                                                             |                                                |
| 9.      | Self-Declaration stating that the Company/ Firm/ vendor/agency has not been black listed by Centre/State Government/ PSU as per the format in this tender document.                                     |                                                |

|     |                                                                                                                                                                                                                                                                    |  |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 10. | Detailed list of Employees on roll of the bidder registered with EPFO during the last three years                                                                                                                                                                  |  |
| 11. | Experience proof documents (Work Orders/P.O. and Successfully Completion certificates) issued by the competent authorities of the organizations served on the organizations letterhead during financial years i.e. 2021-22, 2022-23, 2023-24, 2024-25 and 2025-26. |  |
| 12. | Tender Document duly signed and official stamped on all the pages submitted in original with the Technical Bid.                                                                                                                                                    |  |

  
 25/05/2026