

Date: 30.12.2023

Tender document
for
Servicing for Split air-conditioners installed
at KDISC - KKEM office, Carmel towers 4th
floor, Vazhuthacaud.

Address of Issuing Office: Kerala Development and Innovation Strategic Council (K-DISC)
4th Floor, India Heights Building, Women's College Rd,
Vazhuthacaud, Thiruvananthapuram, Kerala 695014

Web site: <https://kdisc.kerala.gov.in>

BID DATA SHEET

Particulars	Description
Name & address of the Department	Kerala Development and Innovation Strategic Council (K-DISC), 4th Floor, India Heights Building, Women's College Rd, Vazhuthacaud, Thiruvananthapuram, Kerala 695014
Name of the Contact Person for any clarification	The Senior Procurement Manager, Kerala Development and Innovation Strategic Council (K-DISC)
Name of the Work	Servicing for Split Air-Conditioners installed at KDISC-KKEM office, Carmel towers 4th floor, Vazhuthacaud.
Method of Selection	Least Cost System (LCS) selection method
Start date & time for submission of Bids	30/12/2023 – 12.00 pm
End date & time for submission of Bids	03/01/2024 – 3.00 pm
Opening of Bids (Technical/ Financial)	03/01/2024 – 4.00 pm
Bid Validity Period	15 days after last date of Bid Submission

General Terms & Conditions:

1. Bidder should go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
2. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
3. Work completion period: Work should be completed within 7days from the date of issue of confirmed order from KDISC
4. Payment terms: Payment will be made after successful completion & certification from KDISC

The scope of work will include all checks and tests as detailed below.

- a) Cleaning of indoor & outdoor filters
- b) Check-up and Cleaning the evaporator & condenser fans.
- c) Leak check-up of evaporator & condenser coils
- d) Check-up and tightening of nuts & bolts of units.
- e) Cleaning of drain pipes.
- f) Check-up on ground connections, electrical wiring, controls & terminals.
- g) Check-up on Refrigerant level / Charging of Refrigerant if required.
- h) Water servicing of outdoor units,
- i) Check-up on refrigerant lines insulation.
- j) Check-up of compressor/condenser/evaporator working conditions.

FINANCIAL BID

Sl No	Particulars	Qty	Unit Rate, Rs.	Total Amount, Rs.
1	Split AC Servicing	15 Nos		
	GST @ 18%			
	Total Incl. GST			

Date:

Signature

Place:

Full Name & Designation -

(Office seal)

TENDER DECLARATION

1.	Name of the firm:-	
2.	A	Full Postal Address
	B	Cell Phone No.
	C	Telephone No.
	D	Fax No.
	E	E-mail address
3.	Name and Address of your Bankers stating the name in which the Account stands	a. Name of the bank
		b. Name of the branch
		c. Account Holder Name
		d. A/C No.
		e. IFSC Code
4.	PAN/TAN Card Number	
5.	GST Number	
6.	Experience	1. 2. 3.

- I, ----- Proprietor/Partner/Director/Authorized Signatory of -----(name of Firm/Agency) sign this declaration and execute this tender document.
- I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
- The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature

Place:

Full Name & Designation (Office seal)