CENTRAL INSTITUTE OF TECHNOLOGY BALAGAON, KOKRAJHAR, BTC, ASSAM.

TENDER DOCUMENT

LTE No. CITK/KOK/Ductable split AC/508/2025/3725 dated: 15/10/2026

Part – A: Technical Bid

Name of Work: "Repairing, Servicing, Leakage Testing, and Gas Filling of Cassette Air Conditioners at Different Faculty cabins in the CIT Campus."

NOTICE INVITING LIMITED TENDER ENQUIRY

LTE No. CITK/KOK/Ductable split AC/508/2025/3725 dated: 15/10/2026

Sealed tenders in single bid are invited from registered Electrical vendors of CITK for the following work. Tenders will be received up to 3PM on 27/10/2026 and will be opened on 28/10/2026 at 4 PM in presence of attending Tenderers or their authorize representatives. In case, the day of submission of the tender happens to be a holiday on account of Govt. notification and tender cannot be received or opened; the tender shall be received or opened on the next working day at 4 PM for which no separate communication will be made to tenderer.

Name of Work	Repairing, Servicing, Leakage Testing, and Gas Filling of 19 Nos Cassette Air Conditioners at Different Faculty cabins in the CIT Campus.
Estimated cost	Rs. 4,60,436.00
Earnest Money	2% for general and 1% for ST/SC/OBC/Unemployed Engineer
Date of availability of tender paper.	From 15/10/2026 to 26/10/2026
Last Date & time Submission of tender.	Up to 3 PM on 27/10/2026
Date & time for Opening of tender	At 4 PM on 28/10/2026_.2026
Time of completion	30 (Thirty) days from the date handing over of the site.

Qualifying Criteria for participating in the Tender:

1. The vendor should be a registered vendor of CIT Kokrajhar for Electrical Works.

2. The vendor should be up-to-date registered with Govt./Semi Govt./Autonomous body in appropriate class.

3. Submitted tender paper must be accompanied by the self-attested copies of the qualifying documents with seals along with (a) Copy of PAN card (b) GST Registration certificate. The vendor should have valid Electrical license from Govt. of Assam. Copy of the same shall have to be attached.

4. Any further clarification including corrigendum, addendum, amendments, time extension etc. to the above tender will be posted in the Institute's website. Bidders should therefore regularly visit the CIT website.

The CIT Kokrajhar does not bind itself to accept the lowest tender and reserves itself the right to reject any or all the tenders received without assigning any reason thereof.

Special Terms & Conditions

The present scope of work under this contract shall include **"**Repairing, Servicing, Leakage Testing, and Gas Filling of 19 Nos Cassette Air Conditioners at Different Faculty cabins in the CIT Campus.**".**

1. The scope of this contract shall include Electrical works consisting of "Repairing/Servicing/Gas filling of Air Conditioners at CIT Campus" at CIT campus. The Contractor shall provide all necessary materials, equipment, labour etc. for the execution and maintenance of the work till completion unless otherwise mentioned in this tender document. All materials required for the work shall be as per technical specifications and approved by Engineer-in-Charge prior to procurement and use.
2. Rates shall be quoted in the Bill of Quantity (BOQ) furnished in figures and in words. If there is any variation between the rates quoted in figures and rates quoted in words, the rates quoted in words shall be considered.
3. Rates shall be firm up to the completion of work. No price escalation will be paid on any account.
4. The work shall be completed within 30 (thirty) days from the date of handing over of the site.
5. The rate shall be inclusive of all taxes including GST, Royalty, loading, unloading and transportation of all the materials to work site at CIT Kokrajhar campus, Kokrajhar. All taxes as applicable to the work shall be borne by the contractor.
6. All the pages of the tender document shall be signed and dated at the lower right-hand corner by the tenderer. If the tender is signed by a person holding power of attorney, power of attorney authorizing him to sign on behalf of the tenderer should be submitted along with the tender.
7. In case the work involves electrical works, the contractor must have electrical contract license and if the contractor does not have such license, they should submit an undertaking to engage a party which fulfils the qualifying criteria. In such cases, Electrical License with his acceptance to take up the work shall be submitted.
8. The contractor shall arrange all materials, equipment, machineries etc. required for the works for which no extra charges will be paid.

9. The contractor will arrange for water and electricity at his own. However, the Institute may provide electricity on request of the contractor on payment basis under the terms and conditions fixed by the institute.
10. Care shall be taken by the contractor to avoid damage to any part of the building or its finishing. He/they shall be responsible for any damage done and restoring the same to their original condition at his/their own cost. He / they shall also remove at his own cost all unwanted wastage and materials arising out of his work from the site.
11. Contractor shall submit the Bill after completion of the work in all respect.
12. Security Deposit: 5% of the contract amount shall be deducted from the bill and will be released after 12 (twelve) months from the date of completion of the work.
13. The entire work shall be granted for a period of 12 months, during this period any defect found shall be rectified without additional cost.
14. The contractor should attain the complain regarding the problem of Air conditioners within 24 hrs (During warranty period) of notification and shall complete the repairs within 48 hrs.

Sd/-

Registrar (i/c)
CIT, Kokrajhar.

To
The Registrar (i/c)
Central Institute of Technology Kokrajhar
Kokrajhar – 783370, Assam

1. We have inspected the site and scope for execution of the work "Repairing/Servicing/Gas filling of Air conditioner at CIT Campus", as per tender document which forms an integral part and accepted by us for the whole work in accordance with terms and conditions, specifications, drawings.
2. It has been explained to me/us that the time stipulated for job and completion of work is in all respect and I/We agree to complete the work within the schedule of completion of work and speed and progress of work referred to in the tender document. In the event of my/our failure to complete the work in all respect and within the stipulated period, I/We shall pay compensation for delay and the final completion of works in the terms of completion mentioned for work or any of them and to the amount of compensation fixed by the owner. I/We have noted that extension of time can only be granted by the Institute under exceptional circumstances and situations contained in Terms and Conditions of the tender. The decision in this respect shall be final and binding. I/We agree that no claim for compensation due to delays or hindrances to the work on account of any cause whatsoever, shall lie against the owner. The extension of time, which shall always be in writing may however, be granted by the Institute and in such case the time for completion of work shall be extended by such extension and for the purpose of reckoning the dates stipulated for work and for the time will not be counted for the extension of completion Schedule of Completion of work.
3. We agree to pay earnest money and security deposit and accept the terms and conditions laid down in the tender and as below in respect

MEMORANDUM

(a) **General description of work:** Repairing, Servicing, Leakage Testing, and Gas Filling of Cassette Air Conditioners at Different Faculty cabins in the CIT Campus.

(b) **Earnest Money:** Applicable.

(c) **Security Deposit:** 5% of the contract amount which will be deducted in the manner set out in Terms & Conditions.

(d) Time allowed for starting of work: 3 (Three) days from the date of issue of letter of acceptance of the tender.

(e) Time of Completion of work: 30 (Thirty) days from issue of work order.

4. Should this tender be accepted I / We hereby agree to abide by and fulfil all terms and conditions referred to above and in default thereof to forfeit and pay to the Registrar, CIT Kokrajhar or his successors such sums of money as are stipulated in conditions contained in Notice Inviting Tender and other tender documents.
5. I/We hereby pay the earnest money of Rs. _____ (Rupees _____) in the form of Banker's Cheque / Demand Draft in favour of "CIT Kokrajhar" payable at Kokrajhar.
6. If after submission of the tender I/We withdraw our tender before the expiry of validity period or fail to deposit the amount of security deposit specified in the Memorandum in para (3) above, I/We agree that the owner shall without prejudice to any right or remedy be at liberty to forfeit the earnest money absolutely. Further, if I/We fail to commence the work as stipulated, I/We agree that the said earnest money shall be retained by the owner as aforesaid or to forfeit the said earnest money in full otherwise the said earnest money shall be repaid by the owner. If after the tender is accepted, I/We fail to deposit the security deposit as specified in para (3) above or fail to commence the work as stipulated in the tender document or give up the liberty to cancel the notice of acceptance of tender, I/We fail to deposit the security and also as aforesaid or to execute an agreement or to start work as stipulated in the tender documents.

   I/We have examined and carefully studied the conditions of contract and specifications and magnitude carried out by me/us in my presence and also found them in order and sales Tax Clearance Certificate.

Witness:

Date: _____day of _____2026

Name in Block letters:

Address:

Signature of Tenderer (s), with the seal of firm.

PROFORMA FOR ACKNOWLEDGEMENT LETTER OF BIDDING DOCUMENT

LTE No. CITK/KOK/Ductable split AC/508/2025/3725 dated: 15/10/2026

To
The Registrar
CIT Kokrajhar
Kokrajhar-783370, Assam

Sub. "Repairing, Servicing, Leakage Testing, and Gas Filling of Cassette Air Conditioners at Different Faculty cabins in the CIT Campus."

Dear Sir/Madam,

We acknowledge receipt of a complete set of bidding document along with all enclosures for the subject work for preparation and submission of the bid. We undertake that the contents of the above bidding document shall be kept confidential and further that the drawings, specifications and documents shall not be transferred, and that the said documents are to be used only for the purpose for which they are intended.

(A) We intend to bid as requested for the subject works and furnish following details with respect to our quoting office:

(i) POSTAL ADDRESS:

(ii) TELEPHONE NUMBER:

(iii) MOBILE NO.:

(iv) TELEFAX NUMBER:

(v) CONTACT PERSON:

(vi) E-MAIL ADDRESS:

(vii) REGISTERED OFFICE:

BIDDER'S NAME:

SIGNATURE:

NAME: _____

DESIGNATION: _____

Date: _____

Terms & Conditions:

A. Payment Terms:

(I) Taxes & Duties: The rates are inclusive of all applicable duties & taxes.

(II) The payment will be released against submission of invoice duly certified by the engineering in charge, an confirmations from the concern users shall have to be taken.

(III) Payment: Payment shall be released on measurement basis on certification of the bills by the Engineer-in-Charge after deducting 5% security deposit and applicable taxes from the bill amount. Security deposit shall be released after 12 (twelve) months from completion of work and based on the performance at site. No idle labour shall be paid. The payment shall be made after the receipt of invoice, duly certified by Engineer - In - Charge, with our accounts department. Bill submitted without proper documentation and evidence of proposed work shall not be entertained. Security Deposit Retention amount of 5% shall be retained after completion of defect liability period of six months from the date of successful completion of all works in all respects.

(IV) TDS: Tax Deducted at Source (TDS) will be deducted from your invoice as applicable. You have to provide your company's PAN Number.

B) Mandatory:

a) You shall employ persons of competence and skill to complete this job within specified period.

b) However, if the contractor is not performing well and not achieving the target, the company shall cancel the contract with immediate effect without assigning any reason and the contractor shall not claim any compensation and/or damages from the company due to cancellation.

c) Any theft by workers of contractor & if there any cheat in duplicate copy by overwriting or unskilled to skilled or in number of workers will be viewed very seriously and the concerned amount will be recovered from the contractor's bill. Besides a penalty of Rs.500/- of each theft.

d) Strict Control of shuttering wood will be monitored. In case of using of shuttering wood as a fire wood, subcontractor will be penalized at the rate of Rs.1000/- per incident.

e) Contractor shall abide by all safety rules of the company & wearing a safety belt and helmets is compulsory for all workers. If any worker found without wearing safety belt and helmets will be penalized at the rate of Rs.500/- per worker if the safety rules not followed.

f) Contractor has to manage generated scrap (While executing) and store the same in pre allotted space/location at the site.

c) Contractor has to submit employee provident fund for your manpower is in your scope and the copy of EPF registration and the challan shall be submitted to us before mobilizing the labour. You have to take care of labour and ensure safe working without any mishap. In case if it happens, sole responsibility will be yours.

Safety:

Providing PPE to your workers is in your scope. Foreman & above must wear blue colour helmets and below this, everyone must have yellow helmets and safety shoes for all are mandatory and without this no worker should be allowed to enter the site. If PPE will be procured by us the same shall be deductible from your running bill.

E) Other Terms & Conditions:

1. The job work order value is firm and no escalation will be payable and remain valid till the completion of job work.
2. Contractor has to comply all applicable labour law and has to deposit the PF/ESI etc. as per applicable law.
3. All local problems disputes and conflicts whether with private, public and /or Government parties, shall have to be sorted out by you. If the progress of your work is not affected due to such occurrences. No additional cost will be claimed on account of this.
4. As number of other Contractors of CIT Kokrajhar shall be working along with you, you will provide full Co-operation & work in tandem with other Sub Contractors.
5. You shall be fully responsible for all loss/damage caused to the Company's property, material, tools or equipment; CIT Kokrajhar shall be indemnified. In case of accidents, injuries fatal to yourself or your workmen etc.
6. In case you damage any of the CIT, Kokrajhar or any other agency's property or persons while execution of this contract, you shall own full responsibility for the same and make good the loss.
7. You shall comply with all the labour laws including contract labour (Regulation and Abolition) Act. You shall also maintain adequate records towards observance of the laws. CIT Kokrajhar shall be indemnified in case of your default of non-observance of any of the statutory laws.
8. You shall carry out the work yourself and not assign / sublet it to anyone without prior permission of CIT Kokrajhar.
9. No idle charges will be paid for any reason what so ever.
10. Electricity and Water shall be arranged by the vendor at his own cost. Nothing extra shall be paid on this account.
11. The rate defined is for the complete job inclusive of all materials, manpower, job workers tools & tackles.

12. An authorized representative of the job work contractor shall be available full time at site to take the instructions from CIT and to guide his authorized representative.
13. The job work may be carried out in shifts and in such case nothing extra shall be paid on this account.
14. If at any point of time progress of job work is found unsatisfactory, CIT Kokrajhar reserves the right to award the job work to another agency or to engage other agency/agencies to speed up the work.
15. The job work contractor shall arrange labourers for dismantling and shifting of materials etc. and the work completion certificate (FCC) or as authorized representative. The decision of EIC regarding the acceptance or rejection of such sample shall be final and binding.
16. The job work contractor shall keep the job work place clean and will remove the unwanted materials etc. from the job work place and will dispose off the same as per the instructions of EIC or his authorized representative.
17. The job work contractor shall compensate for all the damage or loss occurred due to the negligence of his personnel to the properties, machinery, buildings, structure etc belonging to the company or any other person, at the job work site.
18. The job work contractor shall ensure that the job workers engaged by him do not indulge in misconduct, breach of any law, anti-social activities, creating nuisance etc. If any such incident is reported to the company, in the event of any such incidents, the job work contractor shall take the prompt action against the persons involved in such activities. CIT Kokrajhar reserves the right to take appropriate action against such job workers in the absence of appropriate action taken by the job work contractor.
19. You would strictly adhere to the delivery schedule/period, failing which penalty @ 1% per week subject to maximum penalty of 10% shall be levied to your account (In case of Supply items).
20. In the event of any delay due to force majeure or any other reason beyond the reasonable control CIT Kokrajhar shall be abided by the contractor. No claims or compensation in this account shall be entertained by the company. However, the completion / delivery period of job work contractor would be extended by such period.

Any dispute arising out of this contract would be referred to the sole arbitrator appointed by the Directors of CIT, Kokrajhar and award of the arbitrator shall be final and binding.

CENTRAL INSTITUTE OF TECHNOLOGY
BALAGAON, KOKRAJHAR, BTC, ASSAM

LTE No. CITK/KOK/Ductable split AC/508/2025/3725 **dated: 15/10/2026**

Part - B: Price Bid

NAME OF WORK: Repairing, Servicing, Leakage Testing, and Gas Filling of Cassette Air Conditioners at Different Faculty cabins in the CIT Campus.

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LTE No. CITK/KOK/Ductable Split AC/508/2025/3725 **Dated: _____**

Sl. No.	**Item Description**	**Quantity**	**Rate (₹)**		**Amount**
			In Figure	**In Words**	
1	• Cleaning & Servicing of 18 nos. 4 Tr and 1 nos 2 Tr. Cassette AC including cleaning of indoor and outdoor unit etc. all complete the works comprises of following: • Leakage testing of copper piping by Nitrogen filling (If required). • Vacuuming by using pump • Replacement of Three phase power contactor. • PCB Card repairing • Filling of refrigerant, (R22) • Servicing, Repairing of Water Pump	19			
8	Rewinding of AC outdoor unit motors of 3.5 HP Motor.	4			
				Subtotal	
				Grand Total	

Seal and Signature of the bidder with date.