E-Tender Notification

E-tenders are invited online in www.tenderwizard.com/PB under two bid system for One Year Comprehensive AMC for Split, Tower and Cassette type air conditioners as enclosed in ANNEXURE-I at Doordarshan Kendra, Chennai-5 from reputed Companies.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Tender Ref. No.</th>
<th>Description of Work</th>
<th>Qty (No.)</th>
<th>Tender Fee (In Rs.)</th>
<th>Estimated Cost of work (In Rs.)</th>
<th>EMD (In Rs)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>No:9(2)(8)/PS&amp;AC/ES/DKC/2020-21/Split AC/AMC</td>
<td>Comprehensive AMC for Split, Tower and Cassette type air conditioners as enclosed in ANNEXURE-I at Doordarshan Kendra, Chennai-5 from reputed Companies.</td>
<td>1 job</td>
<td>Nil</td>
<td>3,20,000/-</td>
<td>16,000/-</td>
</tr>
</tbody>
</table>

NOTE: Vendors are required to visit the Site/AC Plants for Inspection before submitting the Bids between 11am and 4pm on any working day.

Tender document, bid forms, General Instructions to Bidders and other details including amendments/changes can be viewed/downloaded from the website www.tenderwizard.com/PB.

The tenders will be received online up to 14.30 Hrs on 11.11.2019 and opened at 15.00 Hrs. on the same day.  
Consignee: The Deputy Director General (Engg.), Doordarshan Kendra, Swamy Sivnanda Salai, Chennai-600 005. 
E-Tender Support Helpdesk: 9894191904, 8098469169, 080-40482000, 011-49424365

Yours faithfully,

R K ACHANTA  
(Assistant Engineer)  
For Deputy Director General (E)
Comprehensive Annual Maintenance Contract for the Split, Tower and Cassette type air conditioners at DDK, Chennai

**SCOPE OF WORK**

1. The bidder has to carry out periodical, preventive maintenance works on the Split, Tower and Cassette type Air conditioners available at the technical, administration and News areas of Doordarshan Kendra, Chennai, and he has to replace the faulty condenser coil, cooling coils, compressor, Fan and associated electrical including metal box with industrial socket and MCB used as a incomer for AC components of Air conditioners as and when necessary. The list of ACs available at this office is enclosed in ANNEXURE-I

A) Periodical Maintenance:

The following maintenance works should be carried out on each system.

1. Cleaning of Air Filter in the Indoor Unit of Split, Tower and Cassette Type air Conditioners.

2. Cleaning of Evaporator coil fins using brush.

3. Measuring the operating and ideal pressure of the system.

4. Checking and cleaning the Transmitter and receiver of the Remote control.

5. Cleaning of the Condenser coil in the Outdoor unit.


7. Lubricating of Blower and Condenser fan motors.

8. Cleaning of Drain water tray and pipe lines.

9. Check the Grill temperature, Room temperature and Relative Humidity.

10. Measuring the overall performance of the equipment.
Preventive of Maintenance:

2. Check the complete electrical wiring.
3. Checking the electrical accessories like Capacitor, Relay, Timer and Thermostat.
4. Checking the Capillary and Strainer.
5. Checking for the Compressor and Fan motor noise.
6. Checking the Suction and Discharge lines between Indoor, Outdoor units and its thermal insulation.
7. Checking the Compressor efficiency.
8. Checking the drain pipe lines for blockage or leakage of water.
9. Checking the functioning of the Remote control unit.
10. Check the Grill temperature, Room temperature and Relative Humidity.
11. Checking the Condenser and Evaporator performance.

* Water washing of the complete system should be carried out once in six months (within the AMC period.)

* Contractor should maintain a register by allocating separate pages for individual ACs. Contractor should obtain signature of the AE incharge concerned after successful completion of periodical / preventive maintenance and breakdown service. This register should be returned back to the AE in charge concerned after completion of AMC periods.
2. GENERAL CONDITIONS

1) No additional payment will be made for transportation of equipment from the Kendra to the Firm’s ware house or delivery of the materials to the Kendra at any point of time.

2) The works of urgent nature should be attended to immediately whether it is office hours or holidays for which no additional charges will be payable. If the firm fails to maintain or to carry out the repairs of any defect to the satisfaction of the office, then the office, in order to keep the A/C Plants running will undertake the works of getting it done through outside agency and cost incurred thereby will be deducted from the Contractors AMC bill.

3) All Compressors should be maintained in optimum condition. The compressors will be checked for proper functioning and defective spares will be replaced if necessary. Any consumables used in the plant will also be supplied by the firm as and when required.

4) Refrigerant gas should be refilled by the firm as and when necessary.

5) All such items of materials mentioned on items above from 1 to 4 should be original and no additional charges will be payable for these materials at any point of time.

6) The firm must ensure availability of the spares in their stock to handle any break-down without delay.

7) The firm shall make good all the losses occurred during servicing, overhauling, repairing and maintenance of plants.

8) The nodal officer of the Kendra (Assistant Director (E)/Assistant Engineer (AC Plant) will co-ordinate and supervise the work.

9) The interested bidder should inspect the Air conditioners before submitting the Bids. At present all the machines are in good working condition. The Air conditions may be inspected in any working day between 11.00 hrs and 16.00 hrs with the prior appointment with the nodal officer. The tenderer must thoroughly inspect the Air conditioners and furnish the Quotes ‘As is where is’ condition without stimulating any pre conditions.
10) The firm should submit Monthly reports about work done under AMC to section head who in turn will consider them before certifying bills for payment.

3. Terms and Conditions

1. The contract will be comprehensive in nature that is including labour and material. No spare or any raw material will be supplied by this Kendra. However, power supply would be made available.

2. The agency who has quoted the lowest shall be awarded the AMC work for a period of ONE year which may be extended further on mutual consent of both the sides.

3. The successful tenderer will have to deposit an amount of equivalent to 10% of the order value as Security Deposit in the form of an Account Payee Demand Draft drawn in favour of “Drawing and Disbursing Officer, Doordarshan Kendra, Chennai” or in the form of Bank Guarantee. Earnest Money deposited by you will be treated as a part of security deposit and the same will be adjusted against this amount and the balance amount has to be submitted within seven days from the date of intimation, failing which this offer will be cancelled. The Security Deposit will be retained by the Kendra till the end of the contract period and will be returned on satisfactory completion of the work (AMC).

4. The contracting agency will have to sign a contract form before the Commencement of the work wherein it will give an undertaking that, you adhere to the Terms & conditions of contract.

5. The contract will be valid for a period of one year from the date of signing the contract. The period can be extended on mutual agreement. If the firm wishes to discontinue the agreement in the event of any circumstances beyond their control, they shall have the right to cancel the agreement giving prior notice to The DEPUTY DIRECTOR GENERAL (ENGINEERING) DDK, Chennai. In such an event, the agreement shall cease to have effect on the expiry of 60 days from the receipt of the notice and the firm may not be considered for participating in the future tenders and also the security deposit submitted by the firm will be forfeited.
6. No advance payment will be made by the Kendra. Payment for the AMC will be disbursed on Quarterly basis after submission of bill in duplicate along with Bank details and duly certified for satisfactory completion of work by the Competent Officer of this Kendra. The Nodal Officer of the Kendra (Asst. Director (Engg.) / Asst. Engineer, AC Plants) will coordinate and supervise the works.

7. The Dy. Director General (Engg.), DDK, Chennai reserves the right to terminate the agreement at any time by giving one month advance notice and levy penalty on account of breach of the conditions stipulated in the agreement, on the part of the firm, including not maintaining the plants in optimum working condition.

8. The firm shall be solely responsible for observation and implementation of labour laws in force.

9. The firm shall be solely liable for compensation against any claim arising out of accident during the maintenance, repair and overhauling of the plants.

10. The contract shall be deemed to have been concluded at Chennai and all the settlement of disputes, if any emanating from the resultant contract shall be within the jurisdiction of Chennai. The resultant contract will be interpreted under Indian Laws.

11. The firm should adhere to the security instructions and obtain permission for the entry during the period of the contract.

12. The firm should have their service centre within Chennai City.

4. PREPARATION OF TENDER:

A. GENERAL INSTRUCTIONS TO BIDDERS

a. The scope of work or stores to be tendered are available in the complete bid documents which can be viewed/downloaded from e-tender portal of AIR [http://tenderwizard.com/PB](http://tenderwizard.com/PB).

c. No claim shall be entertained on account of disruptions of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.

d. All Corrigendum/Amendment/Corrections, if any, will be published on the website http://tenderwizard.com/PB.

e. All documents/papers uploaded submitted by the bidder must be legible.

f. It is mandatory for all the applicants to have Class-III Digital Signature Certificate (in the name of person who will sign the bid document) from any of the licensed certifying Agency.

g. To participate in the e-tendering submission, it is mandatory for the applicants to get registered their firm/joint venture with the e-tendering portal of AIR http://tenderwizard.com/PB to have user ID & Password from M/s ITI Ltd.,. The Annual registration charges for vendor/supplier are Rs.2,000/- (Rupees Two thousand only) per annum.

h. To participate in e-bid, bidders shall be charged e-tendering processing charges @ 0.1% of estimated contract value with minimum Cap Rs.750/- only and maximum cap-Rs.7500/- only.

i. Bid document contains certain conditions for Manual submission of tender and are now redundant. Document shall be deemed to have been modified to that extent.

j. Page No. shall be given on each and every paper/documents serially uploaded in the technical bid.

k. Bidders shall ensure to quote rate of each item. If any cell is left blank and no rate is quoted by the bidders, the rate of such item shall be treated as “0” (Zero).

l. The Earnest Money shall be in the form of Bank draft from an Indian scheduled Commercial Bank in favour of “Drawing and Disbursing officer, Doordarshan Kendra, Swamy Sivananda Salai, Chepauk, Chennai-5. However exemption will be given to the firms registered with NSIC.

m. EMD deposit’ shall be placed in a single sealed envelope super scribed with tender reference no and date of opening so as to reach The Deputy Director General(E), Doordarshan Kendra, Swami Sivananda Salai, Chennai-5, before scheduled time on prescribed tender opening date. EMD received late shall be summarily rejected. Hard copy of any other tender document shall not be accepted.

n. The successful tenderer may have to submit the performance guarantee (security deposit SD) at the rate of 5% of the order value. The security
deposit will be released on successful completion of guarantee/warranty period.

B. LIST OF DOCUMENTS (to be scanned and uploaded with tender)

1. Copy of EMD/ Copy of NSIC Registration certificate in case of exemption of EMD

2. Copy of GST Registration certificate

3. Copy of PAN card.


5. Scanned copies of Similar Work carried out for the past 3 years (Each order should be not less than 100 Ton).

The bids not complied with the above shall be summarily rejected.

5. The quotation should specifically mention details of previous work experience.
   (a) The prices quoted shall remain fixed during the entire period of supply/contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation is likely to be treated as non responsive and rejected.
   (b) The ‘Unit’ Price should be for the Unit as indicated in the tender enquiry.
   (c) Prices quoted should be for F.O.R. Station of destination in India and Inclusive of charges as packing customs, etc., wherever applicable.
   (d) The quotation should specifically mention rates for contract charges & Taxes separately.

6. EMD

Earnest Money amounting to Rs. 16,000/- [Rupees Sixteen Thousand Only] shall be in the form of Bankers Cheque/DD drawn on Indian scheduled commercial Bank in favour of The Drawing and Disbursing officer, Doordarshan Kendra, Swami Sivananda Salai, Chennai-5 and Submitted to this office in a separate cover super scribed with Name of the tender and Due date. However, exemption will be given to the firms registered with NSIC.

i. If any tenderer withdraws his tender before the expiry of the validity period, or before the issue of letter of acceptance, whichever is earlier, or makes any modification in terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit the earnest money absolutely. This provision would naturally apply only to the lowest tenderer once the earnest money of all the tenderers except those of the lowest is refunded as per provisions.
ii. If the contractor fails to furnish the prescribed performance guarantee within the prescribed period, the earnest money will be treated/converted as performance guarantee (SD). The balance amount of SD will be deducted from their bills.

iii. In case the contractor fails to supply items / commence the work specified in the tender documents on the 15th day or such time period as mentioned in letter of award, after the date on which the Purchaser issues written orders to commence the work, or from the date of handing over of the site, whichever is later, the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit whole of earnest money absolutely.

iv. If only a part of the items / work as shown in the tender is awarded, and the contractor does not commence the supply / work, the amount of the earnest money to be forfeited to the Government should be worked out with reference to the estimated cost of the work so awarded.

v. In case of forfeiture of earnest money as prescribed in I to IV above, the tenderer shall not be allowed to participate in the retendering process of the work.

7. The tender shall consist of two bids namely:

**TECHNICAL BID:**
(a) Technical bid should contain the confirmation to the enclosed previous work experience. For Technical evaluation, the tenderer should enclose the items listed in the item 2(B) and Technical Compliance Report as in ANNEXURE-II

(b) **COMMERCIAL BID:**
The commercial bid should contain the price bid and acceptance of the commercial terms and conditions of this tender document. The price should be quoted for free delivery of materials at DDK Chennai.

*Both Technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the website http://tenderwizard.com/PB.*

MANUAL/TELEFAX/E-MAIL offers, received directly by this organization, will not be considered.

In case tender opening date falls on a holiday, the bids will be received and opened at the same specified time on next working day. Bids received late or submitted after the scheduled specified time on scheduled date will not be entertained and will be returned back unopened.

The purchaser may, at his discretion extent the deadline for the submission of the bids by amending the bid document, in which case all rights and obligations of the purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
Tenderer should quote for all the required items. Partial tenders will be rejected.

8. SECURITY DEPOSIT:

The successful Tenderer shall furnish the Security Deposit within 2 weeks after placement of order at the rate of 5% of the Order Value, failing which the EMD will be treated/converted as per performance guarantee (SD). The balance amount of SD will be deducted from their bills. The security deposit shall be furnished in the form of Demand Draft / Bank Guarantee drawn in favour of “The Drawing and Disbursing officer, Doordarshan Kendra, Swami Sivananda Salai, Chennai-5” The Security Deposit will be returned in full on completion of successful Guarantee/Warranty Period.

For release of Security Deposit / Performance Security, the firm will submit his claim along with a certificate from the consignee that equipment supplied / SITC executed against this order has performed satisfactorily during its Warranty / guarantee period and department have not suffered any loss / inconvenience on this account.

9. TAXES:

a. Payment of Entry Tax / Octroi Duty and Toll Tax (on ultimate products). As the material, which is to be transported to the consignee, belongs to the Government of India / Prasar Bharati and therefore is exempted from Entry Tax / Octroi Duty / Toll Tax. However, if the State Governments / Statutory Local Bodies are bound to levy such taxes, the taxes will be paid by supplier / contractor. Supplier / Contractor may raise its claim, for reimbursement of such duties / taxes paid, with Organization, along with original receipt of the payment.

b. Sales Tax / Service Tax leviable and intended to be claimed from the purchaser should be distinctly shown along with prices quoted. Where this is not done, no claim for Sales Tax / Service Tax will be admitted at any later stage and on any ground whatsoever.

* Please note that this Office will not issue any Form such as ‘C’, ‘D’ etc.

10. Printed terms and conditions of tendering firms will not be considered as forming parts of their tender.

11. TERMS OF PAYMENT:

- Pro rata Payment after completion of every quarter.

12. The tender bids will be received online up to 14.30 Hrs on 11.11.2019. The Technical bid will be opened in this office at 15.00 Hrs. on the same day.
The commercial bid opening will be notified after recommendation of technical committee.

13. The quotations submitted shall remain open for acceptance for a period of **90 (Ninety) days** from the date of opening of the Tender. If any Tenderer/Suppliers withdraws his Tender/Quotation before the said period or makes any modifications in the Terms & Conditions on the Tender/Quotation which are not acceptable to the Department, then the Government shall, without prejudice to any other right or remedy, be at the liberty to forfeit the Earnest Money as aforesaid.

14. Both your **PAN - Permanent Income Tax Account Number** and Income Tax Circle & your **TIN - Tax Identification Number** and the Tax circle should be definitely indicated in your quotation.

15. **Bill Submission:-**
   i. Clear indication on the top of the bills. “Payment by direct credit to bank account through ECS, NEFT, RTGS, Etc.”
   ii. The details of beneficiary’s name, name of the bank and branch, address, bank account no, IFSC Code, MICR Code, along with the full address, Phone No and e-mail ID of the beneficiary.
   iii. PAN NO, TIN NO, GST number(Of bidder and Doordarshan Chennai) should also be clearly indicated in the bill.
   iv. Payment shall not be made without the above details.

16. **In case of supply of any Specific or Manufacturer item, the Manufacturer’s Test Certificate/preferably from MSME, should be enclosed** with the supply.

17. **RIGHT OF ACCEPTANCE:**
   The Deputy Director General (E), Doordarshan Kendra, Swami Sivananda Salai, Chennai-5, reserves the right to reject the lowest tender or all the tenders without assigning any reasons whatsoever. All Quotations/Tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. The competent authority on behalf of President of India reserve himself the right of accepting the whole or any part of the Tender shall be bound to perform the same at the rate quoted.

18. Canvassing whether directly or indirectly, in connection with Tender/quotation is strictly prohibited and the Tender/quotation submitted by the Contractors / suppliers who resort to canvassing will be liable to rejection.
19. LANGUAGE / UNITS:
All information supplied by the Tenderer & all markings, notes, designation on the drawings & associated write-ups shall be in “English language” only. All dimensions, units on drawings, all references to weights, measures & quantities shall be in MKS.

20. In case this is second enquiry, your Quotation in response to the first enquiry should be presumed to be valid up to 120 days from the last date mentioned in para 11 above unless we hear from you.

21. EXPERIENCE:
The tenderer should give documentary proof for having successfully done similar AMC works of Split, Tower and Cassette Type ACs. They should also submit list of works which are in hand at the time of submission of tender. The list shall contain the name of work, cost of work and present position of work.

22. AFTER SALES SERVICE:-
The Tenderer should give full details of after sales service capability. The locations of service centers across the country shall be indicated. If there are no service centers at/ near the location of the site the tender is likely to be rejected.

23. CONDITIONS OF CONTRACT:

a. DGS & D-68 (Revised) and DGS & D-71 as amended up to date. However, such of these conditions stipulated on this tender shall supersede corresponding conditions in DGS&D-71.

b. The contractor shall sign a contract agreement form in triplicate in the prescribed proforma and submit the same along with Security Deposit within 2 weeks. The complete form with the purchaser's signature shall be sent back to the contractor. No supplies will be made and no work shall start unless the agreement is signed by the contractor and the purchaser.

24. FAILURE AND TERMINATION CLAUSE

(a) Attending and clearing the breakdowns within the specified time shall be essence of the contract. If the Contractor / Supplier fails to execute routine AMC work or fails to clear or attend the breakdown within the time period fixed for clearing the breakdown, Doordarshan has the right at any time to repudiates the contract before the expiry of such periods, the purchaser may without prejudice to any other right or remedy, available to him to recover losses for breach of the contract.

(b) Where action is taken under sub-clause (b) or sub-clause (c)
above, the contractor shall be liable for any loss which the purchaser may sustain on that account, provided the AMC work or if there is an agreement, to that work, such agreement is made in case of failure to complete the Services, within 1 week from the date of such failure and in case of repudiation of contract the Contractor/Supplier shall not be entitled to any gain on such the entire discretion of the purchaser to serve a notice of such work on the Contractor/Supplier.

It may further be noted that clause (a) above provides for recovery of loss incurred due to not clearing faults at the rate of 0.5% per week up to maximum limit of 10% of the contract value for such delay or part thereof. Losses incurred due to delay in clearing faults will be recovered by the paying authority on instruction as specified in the work order, from the bill for payment of the cost of works submitted by the supplier / contractor in accordance with terms of work order on instruction from Purchaser regarding liquidated demurrages amount.

25. ARBITRATION OF CONTRACTUAL DISPUTES:

If a dispute arises out of or in connection with the contract, or in respect of any defined legal relationship associated therewith or derived there from, the parties agree to submit that dispute to arbitration under ICADR Arbitration Rules, 1996. The Authority to appoint the arbitrator(s) shall be the International Centre for Alternative dispute resolution. The International centre for Alternative Dispute Resolution will provide administrative services in accordance with the ICADR Arbitration Rules, 1996.

   a) The number of arbitrator(s) shall be one who has legal as well as Technical Background.

   b) The language of the arbitration proceedings shall be English.

   c) The place of arbitration proceedings shall be Chennai only.

26. FORCE MAJEURE:

a. If any time during the continuance of the contract the performance in while or in part by the contractor shall be prevented or delayed by reason of any war, hostility acts of the public enemy. Civil commotion, sabotage, fires, floods, explosions, epidemics, Quarantine restrictions, strikes, lock-outs or acts of God (therein after restrictions refer to as events and provided notice of happenings of any such eventuality is given by the contractor within 21 days from the date of occurrence thereof, the purchaser shall by reason of such event, neither be entitled to cancel this order not shall have any claim for damages against the contractor in respect of such non-performance or delay in performance and delivery shall be resumed as soon as practicable after such events have come to an end or ceased to exist.

b. Provided further that if the performance in whole or part or any obligation under this order is prevented or delayed by reasons of any such event for a period exceeding 180 days, the purchaser and the contractor shall
meet to find a neutral agreement to any effect resulting the reform or the purchaser may at his option cancel order provided also if the order is cancelled under this clause, the purchaser shall be at liberty to take over from the contractor at order prices all unused, un-damaged and acceptable material bought out components and stores in course of manufacture in the possession of the supplier at the time of such cancellation or such portion thereof as the purchaser may deem fit accepting such material, bought out components and stores as the supplier may with the concurrence of the purchaser elect to retain.

27. CANCELLATION:
The purchaser reserves the right to cancel the order in the event of non-performance / delay in execution of the work / delay in supply of material/product and recover payment already made if any, along with losses/damages incurred.

28. GENERAL:-
All the pages of the tender document should be duly signed, stamped and serially numbered on submission, failing which the tender may not be considered as qualified tender.

R K ACHANTA
Assistant Engineer
For Deputy Director General (E)
E-mail:superddkch@yahoo.co.in
<table>
<thead>
<tr>
<th>S.No</th>
<th>MAKE</th>
<th>MODEL</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>1.</td>
<td>Blue Star</td>
<td>Tower 4.5 T</td>
<td>Transmitter(HD)</td>
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<tr>
<td>2.</td>
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<td>5.</td>
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<td>NEWS Desk</td>
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<tr>
<td>6.</td>
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<tr>
<td>7.</td>
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<td>HD NLE Ch.2</td>
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<tr>
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<td>Earth Station</td>
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<tr>
<td>14.</td>
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<td>Tower 4.5 T</td>
<td>Earth Station</td>
</tr>
<tr>
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<td>Make Up room</td>
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<tr>
<td>16.</td>
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<td>Split AC 1 T</td>
<td>NEWS Edit room</td>
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<td>Daikin</td>
<td>Cassette 2 T</td>
<td>Earth Station</td>
</tr>
<tr>
<td>18.</td>
<td>Daikin</td>
<td>Cassette 2 T</td>
<td>Earth Station</td>
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<tr>
<td>19.</td>
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<td>Cassette 2 T</td>
<td>Earth Station Hall</td>
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Sl No. 1 to 37 from Technical Areas (37 Numbers)
Sl No. 38 to 57 from Non Technical Areas (20 Numbers)
## ANNEXURE II
### TECHNICAL COMPLIANCE REPORT

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<tr>
<th>S.No.</th>
<th>Documents</th>
<th>Attached Yes/No</th>
<th>Remarks</th>
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<tr>
<td>1</td>
<td>Copy of EMD/Copy of NCIC Refrigeration certificate in case of exemption of EMD.</td>
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<tr>
<td>2</td>
<td>PAN card Copy</td>
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<tr>
<td>3</td>
<td>Copy of IT Returns for 2016-17,2017-18,2018-19.</td>
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<tr>
<td>4</td>
<td>Copy of GST Registration certificate</td>
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<tr>
<td>5</td>
<td>Scanned copy of similar experience for past 3 years (Each order not less than 100 Ton per year).</td>
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