

भारतीय राष्ट्रीय महासागर सूचना सेवा केंद्र
पृथ्वी विज्ञान मंत्रालय, भारत सरकार
"ओशियन वैली", प्रगति नगर (बी. ओ), निज़ामपेट (एस. ओ), हैदराबाद - 500 090
दूरभाष सं. 040-2388 6002 / 23886074 फैक्स : 040-2389 2910 / 2389 5001
INDIAN NATIONAL CENTRE FOR OCEAN INFORMATION SERVICES
Ministry of Earth Sciences, Government of India
"Ocean Valley", Pragathi Nagar (BO), Nizampet (SO), Hyderabad - 500 090
Phone No.040-2388 6002/23886074 Fax: 040-2389 2910/2389 5001

इंकोइस:क्रय: 96/2026
Ref. INCOIS: PUR: 96/2026

दिनांक: 14. 08.2026
Date: 14. 08. 2026

सरकारी ई बाज़ार द्वारा निविदा सूचना आमंत्रण
Notice Inviting Tender through Government E Market Place (GeM)

भारतीय राष्ट्रीय महासागर सूचना सेवा केंद्र, हैदराबाद भारत सरकार के पृथ्वी विज्ञान मंत्रालय के अंतर्गत एक स्वायत्त निकाय है।
Indian National Centre for Ocean Information Services (INCOIS), Hyderabad is an autonomous body under Ministry of Earth Sciences, Government of India.

निम्न विवरणों के लिए पंजीकृत विक्रेताओं से निविदाओं/बोलियों को आमंत्रित किया जाता है। जीईएम की एक अधिप्राप्ति होने के नाते बोलियों को केवल सरकारी ई बाज़ार (जीईएम) <http://gem.gov.in/> द्वारा ऑनलाइन से ही जमा किया जाए। एनआईटी का संक्षिप्त विवरण नीचे दिया जा रहा है।

Tenders/Bids are invited from registered vendors of GeM for the following items. Being a GeM procurement, the bids has to be submitted online through **Government E- Market Place (GeM)** <http://gem.gov.in/> only. The brief details of NIT are appended below.

क्र. सं. S I. No	कार्य का नाम Name of the Work	बोली संदर्भ सं. Bid Reference No.	बोली संख्या एवं दिनांक Bid Number and Date	बोली समाप्ति की तारीख और समय Bid end date and Time
(1)	इंकोइस कैंपस, हैदराबाद में एचवीएसी इंफ्रास्ट्रक्चर 3 साल की अवधि के लिए व्यापक वार्षिक रखरखाव अनुबंध (सीएएमसी), "Comprehensive Annual Maintenance Contract (CAMC) for HVAC Infrastructure for a period of 3 years at INCOIS Campus, Hyderabad,"	इंकोइस:क्रय: 96/2026 INCOIS: PUR: 96/2026	जीईएम/2026/बी/7915716 दिनांक: 13.08.2026 GEM/2026/B/7915716 dated 13.08.2026	03.09.2026 19:00:00

जीईएम की एक अधिप्राप्ति होने के नाते बोलियों को केवल जीईएम पोर्टल अर्थात बोली/आरए के खाने के अंतर्गत <http://gem.gov.in/> द्वारा ऑनलाइन से ही जमा किया जाए। किसी भी प्रकार की सहायता के लिए कृपया जीईएम पोर्टल की हेल्प लाइन से संपर्क करें। निम्न अधिकारियों से भी संपर्क किया जा सकता है: श्री वी. सुब्रह्मण्यम (ईमेल: manyam@incois.gov.in; फोन नं. 040 2388 6022) / श्री दसारी प्रसाद (ईमेल: dasariprasad@incois.gov.in; फोन नं. 040-2388 6082)

Being a GeM procurement, the bid has to be submitted online through the GeM portal i.e., <http://gem.gov.in/> under the Bids/RAs column. For any assistance, please contact help line of GeM portal. The following officials may also be contacted: Mr. V. Subrahmanyam (email: manyam@incois.gov.in; Phone No. 040 2388 6022)/Mr. Dasari Prasad (email: dasariprasad@incois.gov.in Phone No. 040-2388 6082)

(V. Subrahmanyam)
(प्रशासनिक अधिकारी (क्रय)/ Administrative Officer (Purchase)
निविदा आमंत्रण प्राधिकारी, इंकोइस/
Tender Inviting Authority, INCOIS





बिड संख्या/Bid Number: GEM/2026/B/791571

दिनांक /Dated: 13-08-202

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	03-09-2026 19:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	03-09-2026 19:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Earth Sciences
विभाग का नाम/Department Name	Department Of Earth Sciences
संगठन का नाम/Organisation Name	Earth Sciences Secretariate
कार्यालय का नाम/Office Name	Indian National Centre For Ocean Information Servi
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :bala@incois.gov.in Buyer Email id: manyam@incois.gov.in
वस्तु श्रेणी /Item Category	ANNUAL MAINTENANCE SERVICE FOR Centralised air conditioning system , Annual Maintenance service-AIR CONDITIONER
अनुबंध अवधि /Contract Period	3 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	50 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	GeM verified turnover
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover	Yes Complete
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Relaxation for Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested In ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ में नू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ने के लिए आवश्यक बिड की संख्या / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	4 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	10000000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	200000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (x)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	38

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटे के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

DIRECTOR INCOIS

Indian National Centre for Ocean Information Services, Ministry of Earth Sciences, Govt. of India, Pragathi Nagar, Hyderabad-90
(Director Incois)

UIN Number NCTGC2415P

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.

2. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.

3. The minimum average annual financial turnover of the bidder during the last three financial years, ending on 31st March of the previous financial year, should be as indicated in the bid document. The turnover of the bidder shall be validated by the system based on the financial data available on the GeM portal. The average turnover shall be

calculated based on the last three financial years where data is available; in case data is available for only two of the last three financial years, the average shall be computed based on those two years. In case the date of constitution / incorporation of the bidder is less than three years old, the average turnover in respect of the completed financial years after the date of constitution / incorporation shall be taken into account for this criterion. No separate documentary evidence is required to be uploaded by the bidder for this criterion, as the system shall derive and validate the turnover figures from the data available on the GeM portal.

4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / Stat Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

5. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has have quoted price within L-1 + 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the QM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

PRICE BID - 1786623210.xlsx

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

The buyer specific specialised activities/ work requirements depending on site/location/building and other relevant conditions / precaution / requirements/details/information essentially considered to be informed to the Service Provider:Comprehensive Annual Maintenance Contract (CAMC) for HVAC Infrastructure at INCOIS Campus, Hyderabad as per the detailed scope of work mentioned in uploaded under the Additional Specification / Data required.

Briefly describe the overall Centralised Air Conditioning system and its intended /expected performance objective to enable the service provider to have clear understanding about the system and buyers specific requirements in addition to the SLA:Comprehensive Annual Maintenance Contract (CAMC) for HVAC Infrastructure at INCOIS Campus, Hyderabad as per the detailed scope of work mentioned in uploaded under the Additional Specification / Data required.

Year of Procurement of major Centralised Air Conditioning system and its components (for VINTAGE):Details provided in attached Tender Document

Specific Scope covering requirements/ guidelines of maintenance schedule for effective Maintenance of the each centralised air conditioning system:[1786623236.pdf](#)

Complete system details such as make, model, rating etc regarding the each Centralised Air Conditioning System:[1786623258.pdf](#)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
20-08-2026 11:00:00	INCOIS, HYDERABAD (BIDDERS CAN VISIT THE SITE FROM THE TENDER PUBLISH DATE TILL BID DUE DATE). SITE VISIT CERTIFICATE IS MANDATORY AS PER TENDER NORMS

ANNUAL MAINTENANCE SERVICE FOR Centralised Air Conditioning System (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Centralised air conditioning system	All air system type centralised air conditioning system for cooling/heating purpose
Total Cooling Capacity	420 Ton
Total heating Capacity	N/A
Vintage	7 to 9 years
Number of On-site dedicated manpower (service engineer / system administrator) provided	1
Duty hours for dedicated manpower provided	8 hrs/day
Working days in a week	6 days
Frequency of Preventive maintenance visit	Monthly
Condition of system (at the time of Bidding)	Under AMC and function
Type of AMC	Comprehensive
Billing / payment Frequency	MONTHLY
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Reddipalli Velangini Girdhar	500090, Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	1	N/A

ANNUAL MAINTENANCE SERVICE FOR Centralised Air Conditioning System (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Centralised air conditioning system	All water system type centralised air conditioning system for cooling/heating purpose
Total Cooling Capacity	517 Ton
Total heating Capacity	N/A
Vintage	10 years and above
Number of On-site dedicated manpower (service engineer / system administrator) provided	1
Duty hours for dedicated manpower provided	8 hrs/day
Working days in a week	6 days
Frequency of Preventive maintenance visit	Montly
Condition of system (at the time of Bidding)	Under AMC and function
Type of AMC	Comprehensive
Billing / payment Frequency	MONTHLY
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषित/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Reddipalli Velangini Girdhar	500090, Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	1	N/A

Annual Maintenance Service-AIR CONDITIONER (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Amc Category	Air Conditioner-Is 1391 (DFM)
Type Of AIR CONDITIONER	High Wall Split AC , Ceiling Mount Split AC (Cassette AC) , PRECISION AC
Amc Brand	TOSHIBA, BLUESTAR
Nominal Cooling Capacity in TON	Other/ assorted rating (as specified under specific Scope by Buyer)
Vintage	10 years and above
Technology of Air Conditioner	Non-Inverter (Fixed Speed type)
Number of Routine/ Preventive Maintenance Service Per Year	MONTHLY(12)
Condition of Air Conditioners (AT THE TIME OF BIDDING)	UNDER CAMC
Type of AMC	Comprehensive
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषित/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Reddipalli Velangini Giridhar	500090, Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Government of India, Ocean valley, Pragathi Nagar BO, Nizampet SO, Hyderabad - 50090 INDIA	1	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE 50% : The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 50 percent with the consent of the service provider

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Comprehensive Annual Maintenance Contract (CAMC) for HVAC Infrastructure at INCOIS Campus, Hyderabad

Mandatory Site Visit at INCOIS, Hyderabad will start from Bid start date till Bid submission due date

Contract period: The CAMC is for 3 (three) years from the date of commencement, extendable by INCOIS in writing by up to 2 (two) further years on the same terms, subject to satisfactory performance

Payment terms:

Payment is made monthly in arrears, only upon satisfactory completion of the month's services, by RTGS / NEFT; no advance is paid. The Contractor raises the Part A invoice for the previous month accompanied by the PPM completion documents for that month as per the approved schedule (the signed PPM checklists and the OEM / ASP service reports for the chillers and PAC), together with the attendance / employment record, the EPF and ESI challans, the statutory compliance certificate, the KPI tracker and the monthly performance report. Part B item-rate and one-time works are taken up only against a specific written work order or instruction of the Engineer-in-Charge issued before the work starts; no Part B item is taken up on the Contractor's own initiative. Each item is paid on its quoted Part B unit rate for the quantity actually executed, jointly measured and entered in the Measurement Book, after the prescribed testing, commissioning and acceptance of that item by the Engineer-in-Charge. Payment for a completed item is released in full on its satisfactory completion and acceptance; no advance and no separate retention are payable, the Performance Guarantee at clause 10.4 covering any default. A work four necessary but not in the Part B schedule is paid on a rate derived from the nearest scheduled item or on a rate negotiated and recorded in writing before execution. All material supplied under Part B carries the manufacturer or OEM standard warranty, passed on to INCOIS. INCOIS releases payment within 30 days of a correct and complete invoice with all the above documents, after deduction of penalties (Section 8), statutory dues and TDS; an invoice not accompanied by the scheduled PPM documents is treated as incomplete. GST is paid extra at actual. Pro-rata deduction applies for any Part A service rendered for part of a month. Net payment will be released after statutory deductions, and no other payment terms will be considered.

Confidentiality, data security and IPR : All personnel maintain strict confidentiality of scientific data, network and security configurations, CCTV and access-control layouts and any information encountered on campus. Nothing is copied, photographed or disclosed without the written permission of the Director, INCOIS. A non-disclosure undertaking is signed before deployment. Any intellectual property arising vests with INCOIS. Breach is material breach and attracts action under the Information Technology Act 2000 and other law.

Required Manpower deployment - 01 No. only for the entire scope of work.

The Contractor prices all manpower within the Part A lump-sum and deploys at least the following, with nominated relievers so that no critical attention is missed. Deployment of fewer staff attracts action under Section

Post	Minimum qualification & experience	Deployment
Resident HVAC Site Supervisor - 01 No only.	B.E./B.Tech Mech/Elec + 3 yrs HVAC O & M (or Diploma in Mech/Elec/RAC + 5 yrs); refrigerant handling, BMS, vibration / thermography knowledge	1, general shift, on-call 24x7

If there is any discrepancy or contradiction between the Bid Specific Additional Terms and Conditions (ATC) and the GeM General Terms and Conditions (GTC), the clauses mentioned in the buyer added ATC - including payment conditions - will prevail and shall supersede the GeM GTC

3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.

6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and
- All operative provisions of the erstwhile Labour Laws until their complete substitution.

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भा के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सध प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इस अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC cla 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any fa declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



INCOIS: PUR 96/2025

13-08-2026

Open Tender Enquiry for 'Comprehensive Annual Maintenance Contract (CAMC) for HVAC Infrastructure at INCOIS Campus, Hyderabad'.

Dear Sirs,

On behalf of Director, INCOIS tenders are invited under "Two Bid System" (Part -I Techno Commercial Bid, Part- II Commercial Bid) from experienced and financially capable contractors having an established track record of comprehensive operation and maintenance of large institutional / mission-critical HVAC installations, for the award of a Comprehensive Annual Maintenance Contract (CAMC) for the entire HVAC infrastructure at the INCOIS campus, Hyderabad, for an initial period of Three (3) Years, extendable by up to Two (2) further years on the same terms and conditions subject to satisfactory performance

1.	Name of the work	:	Comprehensive Annual Maintenance Contract (CAMC) for HVAC Infrastructure at INCOIS Campus, Hyderabad
2.	BID Reference No.	:	INCOIS: PUR: 96/2025 dated 11 August 2026
3.	Earnest Money Deposit (EMD)	:	Rs. 2,00,000/- (Rupees two lakhs only)
4.	Last date for seeking clarifications	:	17-08-2026
5.	Pre Bid Conference (Hybrid)	:	25-08-2026 1100 Hrs
6.	Site Visit (Mandatory)	:	Site Visit at INCOIS, Hyderabad will start from Bid start date till Bid submission due date
7.	Due date Bid submission	:	03-09-2026 1600 Hrs
8.	Bid opening date	:	03-09-2026 1630 Hrs

The offers, in the prescribed format, shall be submitted through online Government e- Marketplace at <http://gem.gov.in>

Postal/ Location Address

Indian National Centre for Ocean Information Services (INCOIS),
Ministry of Earth Sciences, Govt. of India,
Ocean Valley, Pragathi Nagar BO, Nizampet SO,
Hyderabad - 500 090
Ph.No.040-2388 6000

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1. Introduction:

The Indian National Centre for Ocean Information Services (INCOIS), Hyderabad, is an autonomous body under the Ministry of Earth Sciences, Government of India, and the operational nodal agency for round-the-clock ocean information services, ocean-state forecasts and tsunami early warnings for the Indian Ocean region. As a 24x7 mission-critical national facility, precise and continuous cooling of the data centre, the warning rooms and the laboratories is fundamental to the INCOIS mandate.

INCOIS invites bids for a Comprehensive Annual Maintenance Contract (CAMC) for the HVAC Installations for an initial period of three (3) years, extendable by up to two (2) further years on the same terms, subject to satisfactory performance. The scope is comprehensive: it covers a Resident HVAC Site Supervisor and the technical manpower, preventive, predictive, breakdown and corrective maintenance, all spares and consumables (except those specifically excluded), refrigerants top-up, water-treatment chemicals, all tools, instruments, calibration, statutory testing and reporting needed to keep every HVAC asset in safe, reliable, energy-efficient and continuously available service. The complete inventory is at Annexure VII.

The HVAC system comprises water-cooled chillers (3 x 100 TR and 1 x 217 TR) with induced-draft cooling towers, air-cooled chillers at ITCO, primary / secondary / condenser pumping, AHUs / CSUs / FCUs with VAV control, split / cassette / tower units, and the mission-critical Precision Air Conditioning (PAC) serving the Glass Room (Data Centre), the Tsunami Warning Room, the Oceansat-2 building and the amenity areas, together with the ULT (-80 C) laboratory deep-freezers. The Glass Room, the Tsunami Room and the ULT freezers must be held within their design temperature and humidity bands continuously, with N+1 redundancy. INCOIS expects zero tolerance to avoidable excursion, outage or schedule slippage; the service levels and penalties at Section 8 reflect this.

This is one of a coordinated set of four INCOIS facility contracts. The Operation & Maintenance Manpower contractor provides round-the-clock plant operation (plant operators, control-room watch, daily logbooks and

the day-to-day chemical dosing of the cooling towers). This CAMC carries the maintenance, repair, spares, refrigerant and water-treatment chemicals. The Resident HVAC Supervisor coordinates with the Operations contractor and the Electrical and Civil & PHE CAMC contractors so that every asset runs to design intent and every preventive task is delivered on time.

2. Instructions to Bidders

2.1. Mandatory pre-bid site visit and pre-bid meeting

A pre-bid site visit is mandatory; the site-visit certificate (Annexure I), signed by an authorised INCOIS officer, must be enclosed. INCOIS holds a pre-bid meeting on the notified date; queries are received by e-mail / GeM up to the notified time, and replies and any corrigendum are issued only through GeM and become part of the tender. Site visits shall be permitted on all working days from the date of tender publication up to two working days before the bid submission deadline, between 1000 and 1600 hrs, on a prior e-mail request; the site-visit certificate shall be issued on the spot to every visiting bidder, and no request made within this window shall be refused.

2.2. Evaluation and award

Stage-1 pass/fail eligibility, then Stage-2 technical scoring out of 100 with a minimum qualifying 70; the Price Bid is opened only for bidders scoring 70 or more, and the contract is awarded to the lowest evaluated price (L1) among the technically qualified bidders.

2.3. Integrity and falsification

Any falsification or suppression leads to disqualification and action as per rules; a non-blacklisting and integrity declaration (Annexure II) is mandatory.

3. Eligibility and Technical Evaluation

3.1 Stage-1 — Mandatory Eligibility (Pass / Fail)

A bidder must meet every criterion below; non-compliance on any one leads to rejection at Stage-1. INCOIS may seek clarification, but no new document is accepted after the due date for Stage-1 compliance.

Sl.	Criterion	Documentary proof
1	Indian legal entity (Company / LLP / Partnership / Proprietorship) with valid PAN and GSTIN.	Incorporation / registration + PAN + GSTIN
2	Valid EPFO and ESIC registration with current contributions (ECR / challans not older than 90 days from bid due date).	Registrations + latest 3 months ECR / challans with UTR
3	Labour-law compliance undertaking (Annexure III).	Signed, stamped undertaking
4	Non-blacklisting and integrity declaration (Annexure II).	Notarised affidavit / self-declaration
5	Average annual turnover $\geq$ ₹0.50 Crore from HVAC / MEP O&M or facility-management services, last 3 FYs (2023-24 to 2025-26).	CA-certified FY-wise turnover certificate + audited P&L and Balance Sheet (3 FYs)
6	Solvency / banker's certificate $\geq$ ₹0.40 Crore (Scheduled Commercial Bank, $\leq$ 6 months).	Banker's solvency certificate
7	Similar HVAC O&M work in the last 7 years: comprehensive maintenance of a centralised chilled-water plant (water-cooled / air-cooled chillers, cumulative $\geq$ 200 TR) AND PAC / data-centre cooling AND comfort cooling, at an institutional / multi-block / large commercial campus. One work $\geq$ ₹0.80 Cr, OR two each $\geq$ ₹0.50 Cr, OR three each $\geq$ ₹0.40 Cr.	Work orders + completion / client certificates (scope, value, dates) + client contacts
8	Electrical-works capability for the HVAC LT panels: a valid TSELB Class-B (or higher) Electrical Contractor's Licence with a Supervisor Certificate, held by the bidder or its nominated electrical sub-agency, covering the contract period.	Contractor's Licence + Supervisor Certificate (own or sub-agency)

9	OEM / OEM-authorised (ASP) tie-up for the critical equipment (chillers; PAC; AHU VFD), OR a written undertaking to enter a back-to-back ASP agreement within 30 days of award.	ASP letters / Lols, OR undertaking
10	Hyderabad presence of at least 1 year, OR a signed undertaking to set up a functional Hyderabad office within 15 days of award.	Lease + utility bill / Udyam / Shops & Establishment / Hyderabad CLRA, OR undertaking
11	Mandatory pre-bid site visit completed.	Site-visit certificate (Annexure III)
12	EMD as in the Tender, or MSE / Startup exemption.	DD / BG / online proof, OR Udyam / DPIIT certificate
13	Unconditional acceptance of the tender; signed on every page.	Signed tender + BSD
14	Compliance with the restriction under Rule 144(xi) of GFR 2017 on bidders from a country sharing a land border with India.	DPIIT (Registration Committee) registration certificate, OR self-certificate that the restriction does not apply

MSME / Startup relaxation: MSEs with valid Udyam registration are exempt from the Turnover criterion (Sl. 5) and from EMD, and DPIIT-recognised Startups are exempt from the Turnover (Sl. 5) and Similar Work (Sl. 8) criteria at Stage-1 and from EMD, and are given a deemed 50% of the marks for the corresponding Stage-2 parameters. All other criteria remain mandatory (PPP-MSE Order 2012; GFR 2017).

Restriction on bidders from countries sharing a land border with India (Rule 144(xi), GFR 2017): Any bidder from a country which shares a land border with India shall be eligible to bid in this tender only if the bidder is registered with the Competent Authority, i.e. the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT), in terms of Department of Expenditure O.M. No. F.7/10/2021-PPD dated 23.02.2023 read with O.M. F.No. 6/18/2019-PPD dated 23.07.2020 and the amendments thereto. The bidder shall submit a certificate to this effect in the bid. If the certificate is found false, this would be a ground for immediate termination and further legal action in accordance with law.

3.2. Stage-2 — Technical Scoring (100 marks; minimum qualifying 70)

Only bidders clearing all Stage-1 criteria are scored at Stage-2, out of 100, on the parameters below; the slabs make clear what earns full marks. The Price Bid is opened only for bidders scoring 70 or more. The framework follows the TFE-approved scoring schema and is uniform across the four INCOIS tenders.

Sl.	Parameter and scoring slabs	Max	Self-score
1	Similar HVAC O&M experience (multi-block campus / institution; last 7 years; verifiable). [+15] Stage-1 minimum (1 work $\geq$ ₹0.80 Cr, OR 2 $\geq$ ₹0.50 Cr, OR 3 $\geq$ ₹0.40 Cr) [+20] base + 1 additional qualifying work [+25] base + 2 additional works [+30] base + 3 or more works, OR a multi-site HVAC O&M contract over 3+ campuses Bonus (within 30): PAC / data-centre cooling experience +2; cooling-tower water-treatment / experience +1.	30	
2	Average annual turnover (last 3 FYs; HVAC / MEP / FM only). [+10] meets the Stage-1 minimum (₹0.50 Cr) [+15] two times the minimum or more [+20] three times the minimum or more MSE / Startup: deemed 10 where waived.	20	
3	Solvency / banker's certificate ($\leq$ 6 months old). [+6] ₹0.40 to < ₹1.00 Cr; [+8] ₹1.00 to < ₹2.00 Cr; [+9] ₹2.00 to < ₹3.00 Cr; [+10] $\geq$ ₹3.00 Cr	10	

4	Local service capability — Hyderabad presence and 24x7 response. [+2] undertaking only; [+4] existing office; [+7] existing office + dedicated full-time Supervisor + documented standby pool; [+10] all the above + named 24x7 escalation manager + locally stocked critical spares (chiller / PAC / VFD) + Hyderabad OEM / ASP tie-up	10	
5	Technical infrastructure and key personnel depth. Sub-A capability (max 5): dedicated HVAC O&M division + test instruments (refrigerant gauges / recovery unit, leak detector, vibration analyser, IR thermography, water-test kit, anemometer, clamp meter). Sub-B key personnel (max 5): proposed Supervisor and key technicians meeting / exceeding the minimum, with a deployment commitment; full marks for a named visiting OEM specialist and a retention undertaking.	10	
6	ISO certifications (additive; NABCB / IAF-MLA; scope HVAC / MEP / FM). [+2] ISO 9001:2015; [+2] ISO 45001:2018; [+1] ISO 14001:2015	5	
7	OEM support / authorisations. [+5] OEM / ASP support letters for the chiller and PAC OEMs (Carrier / KWS /Trane/ Emerson / Vertiv) with access to genuine spares. [+5] all the above + AHU+ VFD OEM /ASP tie-up + documented stock of critical spares + a Refrigerant Handling certified technician on the rolls.	10	
8	Client references and past performance (last 5 years; Govt / PSU / institutional preferred). [+1] 1 reference ... [+5] 5 or more (same client counts once).	5	
	TOTAL	100	

All claimed evidence is verifiable. INCOIS may verify any claim with clients, OEMs, certifying bodies or banks, and may make a verification visit, before finalising scores. Self-assessed scores are for reference; the committee decides the final score.

- 4. Scope of Work:** The Contractor shall maintain the entire HVAC infrastructure of the campus, comprehensively, to keep every asset safe, reliable, energy-efficient and continuously available. All work complies with the OEM service manuals and the relevant IS / ISO / ASHRAE standards, the Ozone Depleting Substances (Regulation and Control) Rules, CPWD HVAC specifications and the applicable statutory norms. The equipment-wise scope and the line-by-line exclusions are at Annexure VII; the inventory is at Annexure VIII; the PPM schedule and checklists are at Section 7 and Annexure IX.

4.1. Resident HVAC Site Supervisor

The Contractor shall deploy one Resident HVAC Site Supervisor who leads all work under this CAMC. The Supervisor is on-site every working day, Monday to Saturday, in the general shift 0900 to 1800 hrs (common to all four INCOIS contracts), excluding declared holidays, and is on-call 24x7 for every emergency that affects cooling continuity: chiller-plant trip, PAC failure in the Glass Room or Tsunami Room, AHU breakdown affecting any laboratory, cooling-tower failure, chilled-water leak, ULT-freezer excursion or any smoke / fire signal from an HVAC zone. On an emergency call the Supervisor reaches the location within 1 hour during working hours and within 2 hours during off-hours, takes charge, and submits a written incident report within 24 hours.

Qualification: B.E./B.Tech in Mechanical or Electrical Engineering with at least 3 years of HVAC O&M experience covering chiller plants AND PAC / data-centre cooling AND AHU / VAV systems, OR a Diploma in Mechanical / Electrical / Refrigeration & AC Engineering with at least 5 years of comparable experience. Required working knowledge: refrigerant handling and recovery, water-treatment chemistry, vibration analysis, IR thermography and the BMS / PLC interface. Working knowledge of AutoCAD 2D, MS Office and CMMS is desirable, not mandatory; the Contractor is not required to supply any laptop or AutoCAD software, and keeps the service / as-built drawings updated using its own resources, handing over soft copies whenever an asset or layout changes. The statutory electrical license requirement for the HVAC LT panels is at the firm / sub-agency level (Clause 3.1, Sl. 9); the individual Supervisor is not separately required to hold an electrical supervisor certificate.

Documentation, safety and coordination

The Supervisor maintains, in hard-bound logbooks and an electronic Excel Sheet accessible to INCOIS: the chiller-plant and PAC daily logs (temperatures, pressures, setpoints, run hours, alarms), the cooling-tower water-chemistry register, the AHU / CSU / FCU and VFD register, the refrigerant log (charge, recovery, leak events), the complaint and work-order register, the PPM tracker, the OEM / ASP service register, the PTW / LOTO register and the safety toolbox-talk register, and submits a comprehensive monthly report by the 5th of the following month. Mandatory PPE, a Permit-to-Work and Lock-out / Tag-out procedure for every isolation and panel intervention, refrigerant handling only by a certified technician, and immediate written reporting of every accident, near-miss and statutory notice.

4.2 Chillers and Cooling Towers

Maintain the water-cooled chillers (3 x 100 TR and 1 x 217 TR), the air-cooled chillers at ITCO (3 x 140 TR with the chiller-plant manager), and the induced-draft FRP cooling towers: compressor, condenser and evaporator servicing, refrigerant-circuit leak check, top-up and recovery, oil and filter-drier management, eddy-current / tube inspection as due, capacity and approach-temperature checks, cooling-tower fill, drift-eliminator, fan, gearbox / belt and basin maintenance, and verification of the design TR and kW/TR. Standards: the OEM manuals, ASHRAE Standard 180, and the ODS Rules for refrigerant handling.

4.3 Pumping, Piping, Valves and Strainers

Maintain the chilled-water primary and secondary pumps, the condenser-water pumps, the pressurisation units, the buffer / expansion / pressure tanks and air separators, and the valves, strainers and actuators (butterfly, ball, balancing, check, two-way control with electric actuators, Y- and pot-strainers): mechanical-seal and bearing checks, alignment, vibration, gland and coupling maintenance, strainer cleaning, valve and actuator servicing, and leak rectification. Standards: OEM manuals, IS / ASHRAE.

4.4 AHUs, CSUs, FCUs and VAV / Thermostats

Maintain the air-handling units, ceiling-suspended units and fan-coil units (many with VFD and ERV), the dampers (fire, fire/smoke, volume-control) and the VAV terminals and thermostats: filter cleaning / replacement at the design pressure drop, coil cleaning, fan and motor servicing, belt and bearing replacement, VFD and damper-actuator checks, ERV maintenance, condensate-drain cleaning, and airflow / temperature balancing. Standards: ASHRAE Standard 180, IS 659 / IS 8148 and the OEM manuals.

4.5 Split, Tower and Cassette AC Units

Maintain the split (IDU + ODU), tower and cassette AC units: filter cleaning, coil cleaning, gas-pressure and leak check, top-up within scope, drain cleaning, electrical and remote checks, and prompt complaint attendance. Lamps and consumables within Part A; complete unit replacement at end of life is a Part B / capital item.

4.6 Precision Air Conditioning (PAC) — Mission-Critical

Maintain the PAC units serving the Glass Room (Data Centre), the Tsunami Warning Room, the Oceansat-2 building and the amenity areas: compressor, EC-fan, humidifier / dehumidifier and reheat servicing, refrigerant-circuit and leak management, filter and condensate maintenance, intelligent-control and BMS-interface checks,

and the lead / standby auto-changeover test with N+1 redundancy maintained at all times. The Glass Room and Tsunami Room are held continuously within their design bands (Glass Room 20 ± 1 °C, $50 \pm 5\%$ RH; Tsunami Room 22 ± 1 °C, $50 \pm 5\%$ RH; ULT deep-freezers -80 ± 5 °C), consistent with the Section 5.2 KPI table; any excursion attributable to the Contractor is a mission-critical breach under Section 8.

4.7 HVAC Electrical Panels and VFDs (HVAC scope)

Maintain the HVAC electrical panels and VFDs that are within the HVAC scope (the AC main panels, MCC-27, MCC-30, AHU / CSU / pump VFD panels, the cooling-tower panel, the pressurisation and motorised-valve panels): thermography and tightening, contactor / overload / VFD servicing and parameter checks, and rectification. These panels are excluded from the Electrical CAMC and are the HVAC Contractor's responsibility; the upstream LT supply to them is the Electrical CAMC's. Standards: IS / IEC 60947, IS 8623 / IEC 61439.

4.8 Water Coolers, RO Units, Refrigerators and ULT Deep-Freezers

Maintain the drinking-water coolers, the RO drinking-water units, the refrigerators and, in particular, the ULT (-80 °C) laboratory deep-freezers: compressor and refrigerant-circuit servicing, gasket and door-seal maintenance, controller and data-logger checks, alarm verification and condenser cleaning. The ULT freezers are mission-critical (sample preservation); any excursion beyond the band attributable to the Contractor is a breach under Section 8, and the Contractor maintains a fast-response and standby arrangement for them. (RO membrane / process maintenance of the campus drinking-water RO plant in the Civil & PHE scope is excluded; these are the local point-of-use units.)

4.9 BMS / Controls and Predictive Maintenance

Maintain the BMS / PLC interface points within the HVAC scope and carry out condition-based maintenance: chilled-water delta-T and AHU supply-air trending, vibration analysis of rotating equipment, IR thermography of HVAC panels and motors, and water-chemistry trending. Defects found are rectified within the SLA and the analysis informs the next PPM cycle.

4.10 Water Treatment and Cooling-Tower Chemical Dosing

The cooling towers are not provided with automatic dosing pumps. Under this CAMC the Contractor supplies the cooling-water treatment chemicals of approved make (corrosion inhibitor, scale inhibitor and biocide), fixes the dosing regime, and monitors the water chemistry weekly (pH, conductivity, TDS, free chlorine) along with a Legionella-control programme. The day-to-day manual dosing as per the fixed regime is carried out by the Operation & Maintenance Manpower contractor under the written direction of the HVAC Supervisor. The supply of chemicals and the accountability for water chemistry and Legionella control remain with the HVAC Contractor.

4.11 Refrigerant Management and Statutory Compliance

All refrigerant work is by a certified technician using recovery equipment; no venting to atmosphere is permitted. The Contractor maintains the refrigerant log, carries out leak detection and repair, manages the phase-down of R22 in line with the ODS Rules, and complies with the applicable statutory norms (PESO for any pressure vessels, TSPCB where applicable). Where INCOIS replaces or upgrades a unit to a low-GWP refrigerant, the Contractor maintains it accordingly.

4.12 Exclusions and cross-contract boundaries

To avoid duplication across the four INCOIS contracts, the following are excluded from this CAMC:

- The campus electrical infrastructure up to the HVAC panels (HT, transformers, DG, UPS, LT distribution): under the Electrical CAMC. The HVAC LT panels and VFDs listed in the inventory are in this HVAC scope.
- Civil and structural works (plant-room civil, plinths, drains, building finishes): under the Civil & PHE CAMC, including building finishes.
- The campus drinking-water RO plant and the STP: under the Civil & PHE CAMC (this CAMC covers only the point-of-use water coolers and local RO units listed in the inventory).

- The rooftop solar PV plant: under the RESCO PPA with M/s Cleanmax Solar.
- The day-to-day operation and the manual cooling-tower chemical dosing: by the Operation & Maintenance Manpower contractor (the chemical supply and the dosing regime remain with this Contractor, Clause 4.10).

Works excluded from the Part A lump-sum (carried out as Part B item-rate or as a separate capital work, on a written order)

- Major overhaul of compressors and chiller retubing / tube replacement, beyond the routine OEM-scheduled servicing in Part A.
- Complete replacement of any chiller, AHU, PAC, pump or unit at end of life (repair and component replacement remain within Part A).
- Replacement of cooling-tower fill / drift eliminators in bulk, and VFD / control-card replacement at end of life.
- Any capital upgradation or addition of new equipment, dealt with under the addition / deletion of scope clause (Section 10.19) at proportionate or mutually agreed rates.

Day-to-day operation, watch-and-ward and first-level response on the in-scope assets are by the Operation & Maintenance Manpower contractor; this CAMC carries the maintenance, repair, spares, refrigerant and water-treatment chemicals. The two work to a single coordinated logbook and the coordination obligations at Section 6.

4.13 Item-Rate and One-Time Works (Part B)

The works below are listed at Part B of the Price Bid (Section 10). They do not form part of the fixed monthly CAMC. Each is taken up only on a written work order of the Engineer-in-Charge, executed to the scope and specification given here, and paid on the quoted Part B rate for the quantity actually executed and accepted .

B-1 One-time rectification of Cassette and split AC units (Toshiba) installed at ITCO Hostel Block. Scope: restoration to satisfactory working of the affected Toshiba cassette units (7 nos.) and split units (5 nos.) by replacement of defective indoor fan motors, indoor PCB assemblies, swing motors, outdoor fan motors, outdoor PCBs and outdoor sensors, followed by nitrogen pressure-testing, evacuation and virgin R-410A refrigerant charging, and any other material needed for satisfactory functioning. The detailed component break-up is at Annexure X-B. Specification: spares are genuine Toshiba or OEM-approved equivalents of the same rating and model; refrigerant is virgin R-410A. Execution: isolate the faulty unit, replace the defective components, pressure-test with dry nitrogen to the rated pressure, hold and confirm no leak, evacuate to the specified vacuum, charge the measured refrigerant, and run-test in cooling. Checking and acceptance: each unit is accepted on a leak-free pressure test, the rated supply-air temperature drop and a running current within the nameplate value, jointly recorded; payment is on the accepted quantity at the Annexure X-B rates.

B-2 Repair of Oceansat-2 PAC units (4 x 3.5 TR, Ultramatix). Scope: nitrogen testing and refrigerant charging (about 50 kg total), supply and fitting of humidifier assemblies with cylinders and electrodes (4 sets) and 5-micron air filters (4 nos.), and any other material for satisfactory functioning of the precision units. Specification: humidifier cylinders and electrodes to the Ultramatix or OEM specification; filters to the rated micron rating and size. Execution and checking: the work is carried out without disturbing the data-room cooling redundancy, tested for the set-point temperature and humidity, and accepted on stable PAC operation logged over 24 hours.

B-3 Replacement of 15 kW class VFD in the 30 TR AHU panel, Main Building first floor (3 nos.). Scope and specification: supply and install a new drive of the same OEM make, rating and configuration with the same parameter set, integrated with the existing motor and the BMS interface. Execution and checking: replace, parameterise and site-test for correct speed control, BMS read and write, and protection settings; accepted on stable AHU operation across the speed range.

B-4 Replacement of 22 kW class VFD in the Secondary pumps in the AC Plant (1 nos). Scope and specification: supply and install a new drive of the same OEM make, rating and configuration with the same parameter set, integrated with the existing motor and the BMS interface. Execution and checking: replace, parameterise and site-test for correct speed control, BMS read and write, and protection settings; accepted on stable / auto pump operation across the speed range.

B-5 to B-13 RO membranes, filters and cartridges. Scope: supply and replacement of the listed RO membranes (300 GPD and 100 GPD), 10-micron 20 inch sediment and activated-carbon filters, water-saving and taste cartridges, the EPS sanitizing cell and jumbo filters, all compatible with the installed 50 LPH and 150 LPH RO units, including system flush, CIP and a product-water quality test after each replacement. Specification: membranes of Hydranautics, Filmtec or Toray or approved equivalent; filters and cartridges to the stated micron rating and size. Checking and acceptance: accepted on product-water TDS and flow within the unit's rated range, jointly recorded; quantities are indicative and paid on the actual quantity replaced.

5. Manpower, Qualifications and Key Performance Indicators

5.1. Minimum manpower deployment

The Contractor prices all manpower within the Part A lump-sum and deploys at least the following, with nominated relievers so that no critical attention is missed. Deployment of fewer staff attracts action under Section

Post	Minimum qualification & experience	Deployment
Resident HVAC Site Supervisor	B.E./B.Tech Mech/Elec + 3 yrs HVAC O&M (or Diploma in Mech/Elec/RAC + 5 yrs); refrigerant handling, BMS, vibration / thermography knowledge	1, general shift, on-call 24x7

Every deployed person clears police / antecedent verification and INCOIS interview / clearance before deployment (Section 6.5). The Contractor retains staff for continuity and does not change them frequently; a planned replacement needs 30 days' notice, an equal-or-better qualified and police-verified replacement, and INCOIS approval.

All personnel deployed under this contract shall mark attendance on the biometric attendance system installed / designated by INCOIS, in addition to the Contractor's muster roll. The biometric record shall be the primary basis for verification of deployment, manning penalties and wage-payment certification. Failure of a worker to register on the biometric system without written INCOIS exemption shall be treated as absence for that shift.

5.2. Key Performance Indicators

Performance is assessed monthly against the KPIs below, recorded in the KPI tracker (Annexure X) and submitted with the monthly report. Where a KPI consequence also appears in Section 8, the Section 8 quantum prevails.

KPI	Target	Measurement
Glass Room temperature / humidity within band	100% (20 ± 1 °C, 50 ± 5% RH)	PAC / BMS log; INCOIS incident log
Tsunami Room temperature / humidity within band	100% (22 ± 1 °C, 50 ± 5% RH)	PAC / BMS log
ULT (-80 ± 5 °C) deep-freezer within band	100%, zero excursion attributable to Contractor	Data-logger; alarm log
Chilled-water plant availability	≥ 99% per month (N+1 maintained)	Plant log; outage register
Critical-complaint response (PAC / chiller)	Within 1 hr (working) / 2 hr (off-hours)	Complaint register
PPM and OEM / ASP schedule compliance	100% of the approved calendar	PPM tracker; OEM / ASP reports
Cooling-tower water chemistry / Legionella	Within control band; no positive Legionella	Water-test register; lab reports
Safety: lost-time incidents	Zero	Safety register

6. Mobilization, Approved Makes and Site Takeover

6.1. 30-day mobilization schedule

All mobilization is completed within 30 calendar days of the LoA; a delay against any milestone attracts Rs 2,000 per day per milestone under Section 8.

Milestone	Action required by the Contractor
Day 7	Deploy the Resident HVAC Site Supervisor. Submit the full staff-deployment list with qualifications and experience.
Day 10	Submit insurance (Workmen's Compensation, third-party liability, all-risk for equipment), EPFO / ESIC registration and latest challans, and the police-verification status of all proposed personnel; submit the OEM / ASP tie-up letters for chillers and PAC.
Day 15	Submit the Performance Bank Guarantee. Establish the Hyderabad project office if not already present. Deploy all technicians and relievers. Begin full site familiarisation of the chiller plant, cooling towers, PAC rooms, AHU rooms and panels.
Day 21	Submit the baseline as-found condition report (chillers, cooling towers, pumps, AHUs, PAC, ULT freezers, HVAC panels) with vibration / thermography and water-chemistry baselines; updated as-built HVAC drawings; stock the initial 30-day spares, refrigerant and water-treatment chemicals.
Day 30	Submit the first-year PPM calendar, the emergency-escalation matrix, the Legionella-control plan and the refrigerant-management plan. Complete the joint as-found inventory sign-off.

6.2. Approved makes and material standards

The Contractor uses OEM or OEM-equivalent spares for branded equipment and reputed makes carrying the ISI / BIS mark where mandatory. Indicative approved makes: chillers and PAC spares (Carrier, KWS, Blue Star, Emerson / Vertiv as installed); VFDs (Danfoss, ABB, Schneider); valves and actuators (Belimo, Honeywell, Sant, Audco); filters (reputed HVAC-grade); refrigerant (OEM-approved grade, ODS-compliant); water-treatment chemicals (reputed manufacturer, food-safe where applicable, with MSDS). Any alternative make is approved in writing by the INCOIS Engineer-in-Charge before procurement; INCOIS may approve or reject any material.

6.3. Joint mutual inspection and takeover of site

Within 14 days of the LoA, a joint mutual inspection of all in-scope installations is carried out by INCOIS, the outgoing agency (where any) and the successful bidder, and a mutually signed as-found inventory and condition report is recorded; this supersedes the bid inventory. Major deficiencies recorded at takeover are attributable to the outgoing agency; routine servicing and minor defects (filter / belt / gas top-up / valve gland and the like), even if due at takeover, are within this Contractor's scope. On completion of the contract the Contractor hands over all installations to INCOIS in good working order, with a joint closing inventory, and stocks sufficient spares, refrigerant, chemicals, tools and instruments at site so that maintenance is never held up for want of them.

6.4. Coordination with the other INCOIS contracts

The Contractor works as one team with the Operation & Maintenance Manpower, Electrical CAMC and Civil & PHE CAMC contractors, INCOIS engineers, OEM teams and the utilities. It attends the weekly site-coordination meeting; gives at least 48 hours' written notice of any shutdown affecting another agency or user area and obtains a PTW; maintains entries in the common Coordination Logbook; jointly plans every shutdown of the HVAC LT panels with the Electrical CAMC contractor; coordinates with the Civil & PHE contractor for chilled-water-leak repair affecting finishes, cooling-tower make-up water and AHU-room civil / drain works; directs the Operations manpower on plant operation and the cooling-tower chemical dosing; and coordinates every OEM / ASP visit. Where a fault straddles a boundary, the agency on whose side the root cause lies leads the rectification; none disowns a shared task.

6.4-A Master Coordination Clause (common to the four INCOIS facility contracts)

- The four contractors (O&M Manpower, Electrical CAMC, HVAC CAMC, Civil & PHE CAMC) function as one facility team under the INCOIS Engineer-in-Charge (EIC).
- On any breakdown or incident touching more than one contract (illustratively: a pump tripping electrically, an AHU condensate overflow, a panel-room seepage, an STP electrical fault), every contractor summoned by the EIC or the Help-Desk shall attend within 30 minutes during working hours and within 2 hours otherwise, irrespective of its view on ownership. Attendance is without prejudice to the final allocation.

- c) Where the contractors do not agree on ownership of a task or the root cause of a failure, the EIC's written allocation is final and binding for execution. A contractor may record its protest in the Coordination Logbook and raise it at the monthly review; it shall not suspend or delay the work. Cost consequences follow the root cause as finally recorded; where the root cause is mixed, the EIC apportions the cost in writing.
- d) A Joint Monthly Coordination Review is held on the first working Monday of each month, chaired by the EIC, attended by the Resident Supervisor / Site Engineer-in-Charge of all four contractors. Agenda: open Help-Desk items by contract, boundary disputes, the Joint Shutdown Calendar for the next 60 days, PPM clashes, safety observations and the Coordination Logbook audit. Minutes are binding records. The weekly site-coordination meeting continues as the working-level forum.
- e) Handover/takeover of any common asset between contractors (isolation, permit transfer, restoration) is recorded in the Coordination Logbook and countersigned by both Supervisors; the asset is not left in an intermediate state.
- f) The escalation chain on the INCOIS side is: Scientific Assistant → EIC → DH / GD → Director, INCOIS. The contractor-side chain is per each contract's Annexure VI.
- g) Non-attendance under (b), or refusal to execute an EIC allocation under (c), is a penalty event under Section 8 of the defaulting contract (Rs 2,000 per incident, escalating on repetition) and a performance record for Stage-2 scoring in future INCOIS tenders.
- h) An annual joint emergency drill involving all four contractors is held as per the O&M Manpower contract, Annexure IX row A-3; attendance is mandatory for all four.

6.5. Police verification and INCOIS clearance before deployment

INCOIS is a restricted establishment. Before any person is deployed, in any category, the Contractor submits the person's police / antecedent verification report (or the acknowledged application) with Aadhaar / photo ID and a photograph; INCOIS may interview, test or verify any proposed person and may reject anyone found unsuitable without assigning reasons; and each person signs a non-disclosure undertaking. No person is deployed until INCOIS clears the deployment in writing.

7. Preventive Maintenance Programme (PPM) and Standards

The Contractor delivers a planned preventive-maintenance programme to the frequency matrix below, against an approved annual PPM calendar (April to March) issued at mobilisation. The detailed daily-to-annual checklists are at Annexure VIII. Slippage is dealt with under Section 8; a critical-asset PPM miss (chiller, PAC, ULT freezer) is treated as an immediate breach.

OEM / ASP maintenance of critical equipment: the preventive maintenance of the chillers, the PAC units and the major AHU VFD / BMS shall be carried out by the OEM or an OEM-authorized service provider (ASP) on a monthly basis, and the jointly-signed OEM / ASP service report shall be submitted with that month's performance report and invoice. This monthly OEM / ASP attendance is included in the Part A lump-sum. Where an OEM manual specifies a more frequent attention, the OEM manual prevails.

Equipment family	Routine (daily / weekly / monthly)	Periodic (quarterly / half-yearly / annual & OEM-ASP)
Chillers	Daily log of temperatures, pressures, run hours, alarms; weekly leak / oil check	Monthly OEM / ASP service; quarterly condenser / approach checks; annual eddy-current / tube inspection and overhaul per OEM hours
Cooling towers	Daily basin / make-up check; weekly water chemistry (pH, conductivity, TDS, chlorine) and Legionella monitoring	Monthly fill / drift / fan / gearbox service; quarterly descaling; annual structural and fan-motor overhaul
Pumps, valves, tanks	Daily visual; monthly vibration / seal / strainer check	Quarterly alignment and actuator service; annual bearing / seal overhaul
AHU / CSU / FCU / VAV	Weekly filter ΔP; monthly filter clean / replace and coil check	Quarterly coil cleaning, belt / bearing, damper and VAV service; annual fan and ERV overhaul

PAC (mission-critical)	Daily log of temperature / humidity / alarms; weekly auto-changeover test	Monthly OEM / ASP service; quarterly humidifier / filter; annual compressor and control overhaul
Split / cassette / tower AC	Monthly filter clean; complaint attendance	Quarterly coil / gas check; annual service
HVAC panels & VFDs	Monthly visual and load check	Quarterly thermography and tightening; annual VFD / contactor service
Water coolers / RO / refrigerators / ULT freezers	Daily ULT temperature log; monthly cooler / refrigerator check	Quarterly condenser cleaning; annual compressor / gasket service; ULT per OEM

7.1. Standards and references

All maintenance, testing and materials conform to the latest editions of, among others: ASHRAE Standard 180 (HVAC inspection and maintenance); the OEM service manuals for chillers, PAC, AHU and VFD; IS 659 and IS 8148 (ventilation and packaged AC); IS / IEC 60947 and IS 8623 / IEC 61439 (HVAC panels); the Ozone Depleting Substances (Regulation and Control) Rules for refrigerant handling; the applicable cooling-tower water-treatment and Legionella-control guidelines; CPWD HVAC specifications; and NBC 2016. Where an OEM manual is more stringent than a code, the OEM manual prevails for that equipment.

8. Service Levels and Penalties

Every penalty under this Section is a percentage of the CAMC value of the equipment that failed, taken from the Contractor's own item-wise price schedule at Annexure IX, and rises in three steps on repetition. The regime is meant to make the Contractor perform, not to earn revenue and not to keep good firms away, and follows normal CPWD and GFR practice. Penalties are without prejudice to the recovery of actual damages, statutory dues and consequential cost.

8.1 Basis of penalty — the Equipment CAMC Value

Equipment CAMC Value (ECV) means the annual CAMC rate quoted by the Contractor against the relevant line of Annexure IX (Item-wise HVAC CAMC Price Schedule), multiplied by the number of units affected by the failure. The following rules apply:

- The Annexure IX unit rates bind for the levy of penalty on an individual installation, even where the Part A lump-sum differs from the Annexure IX grand total.
- Where one failure affects more than one Annexure IX line, ECV is the sum of the affected lines. Where a single line covers a pool of identical units (for example valves, dampers, thermostats, split AC units), ECV is the unit rate multiplied only by the number of units actually affected.
- Where a breach cannot be traced to any equipment line — records, housekeeping, manpower, safety, refrigerant handling, water chemistry and site-conduct breaches — the flat amounts at Section 8.5 apply instead of a percentage.
- Any Annexure IX line left blank, quoted zero or marked NA renders the bid non-responsive. At price-bid evaluation INCOIS may call for written justification of any line that appears materially under-quoted or over-quoted against its group sub-total, and may treat the bid as unbalanced and reject it under Rule 173 of GFR 2017.

8.2 The penalty ladder — 2%, 5%, 10%

A breach occurs when the resolution target at Section 8.3 is missed, or when a preventive-maintenance, statutory-test or record obligation is not met by its due date. Breaches are counted against each Annexure IX line separately, over a rolling period of 12 months.

Breach of the same Annexure IX line in a rolling 12 months	Penalty	Action alongside the penalty
First breach	2% of the base	Show Cause Notice. The Contractor has 3 working days to respond; the penalty is waived if the breach is shown not to be attributable to the Contractor.
Second breach	5% of the base	Levied on occurrence. Show Cause Notice issued for record; the breach is reported in that month's KPI tracker (Annexure XI).
Third breach	10% of the base	Levied on occurrence, together with a Performance Improvement Notice (PIN) requiring a written corrective-action plan within 7 days.

Breach of the same Annexure IX line in a rolling 12 months	Penalty	Action alongside the penalty
Fourth and each later breach	10% of the base	Levied on occurrence. Repeated breach after a PIN is material breach; INCOIS may terminate the contract and forfeit the Performance Guarantee.

Continuing downtime. Where the equipment remains out of service beyond the resolution target, the same percentage is charged again for each further completed 24 hours of downtime, subject to the minimum at Section 8.4 and the caps at Section 8.6. Downtime is counted from the time the fault is logged in the complaint register or observed by INCOIS, whichever is earlier, until the equipment is restored to normal duty. Restoration on a standby or redundant machine — the N+1 chiller, the standby pump, the redundant PAC — stops the clock at half rate until full rectification.

Counting. "The same Annexure IX line" means the same line number, irrespective of which unit under that line failed. Breaches on different lines run independent counters. The counter resets 12 months after each breach.

8.3 Criticality classes, response and resolution targets

Every asset in Annexure IX falls in one of three classes. The class fixes the response time, the resolution target and the minimum penalty at Section 8.4.

Class	Annexure X groups covered	On-site response	Resolution / restoration target
Class I Mission-critical	Group A (water-cooled and air-cooled chillers, cooling towers) · Group B (chilled-water primary and secondary pumps, condenser-water pumps, pressurisation units) · Group N (Precision Air Conditioning serving the Glass Room, Tsunami Warning Room, Data Centre and HPC) · Group O (HVAC electrical panels, MCC-27 / MCC-30 and VFDs)	1 hr in working hours; 2 hrs off-hours	Restore on the standby or redundant machine within 4 hrs; full rectification within 24 hrs
Class II Essential	Group C (buffer, expansion and pressure tanks, air separators) · Group D (butterfly, ball, check, balancing and control valves, strainers) · Group E (pressure and temperature gauges, air vents) · Group F (AHUs, including VFD and ERV units) · Group G (fire dampers, fire / smoke dampers, VCDs) · Group H (VAV units and thermostats) · Group I (CSUs) · Group J (FCUs) · Group P (water coolers, RO units, refrigerators and ULT deep-freezers)	4 hrs	24 hrs from attendance
Class III General	Group K (split AC units, IDU and ODU) · Group L (tower AC units) · Group M (cassette AC units)	8 working hrs	72 hrs from attendance

For preventive maintenance, OEM / ASP servicing, statutory testing and record obligations, the due date in the approved annual PPM calendar (Section 7 and Annexure X) is the resolution target. A PPM activity not closed within 7 days of its due date is a breach of the corresponding Annexure IX line and enters the ladder at Section 8.2.

Comfort-condition standard. Occupied areas are to be held at 24 ± 2 °C and $50 \pm 10\%$ RH during working hours. Two or more substantiated complaints from the same area in a calendar month, not rectified within the Class II resolution target, are treated as one breach of the AHU, CSU or FCU line serving that area.

8.4 Minimum penalty per breach

Because the Contractor fixes its own Annexure IX rates, a percentage on its own could be reduced to a trivial amount by under-quoting a critical line. The penalty for any breach is therefore the higher of the percentage at Section 8.2 or the minimum below.

Class	Minimum per breach	Minimum per further 24 hrs of continuing downtime
Class I — Mission-critical	Rs 10,000	Rs 5,000
Class II — Essential	Rs 3,000	Rs 1,500
Class III — General	Rs 500	Rs 250

These minima replace the item-by-item rupee schedule of the earlier draft, and are identical to those in the CAMC Electrical tender. On the Class I lines — chillers, cooling towers, pumps, PAC and HVAC panels — the percentage will normally exceed the minimum and will govern. On the Class III lines the minimum will normally govern, which is intended: a split AC left dead in an occupied room for a week is not excused by the low CAMC value of a 1.5 TR unit.

8.5 Breaches with no equipment base — flat penalties

The breaches below cannot be tied to any single Annexure IX line, or the loss they cause is not proportionate to the value of the machine. They carry the flat amounts shown and do not enter the 2 / 5 / 10 ladder, but a second occurrence of the same breach within a rolling 12 months carries twice the amount and a third carries a Performance Improvement Notice.

Breach	Penalty	First action
Mission-critical outcome breaches (immediate levy)		
PAC outage, or a temperature or humidity excursion beyond the agreed band, in the Glass Room, Tsunami Warning Room, Data Centre or HPC room, attributable to the Contractor	Rs 15,000 per event + Rs 5,000 per hour beyond 30 minutes	Immediate; no cure period
ULT (-80 °C) deep-freezer excursion beyond the agreed band attributable to the Contractor	Rs 15,000 per event + recovery of the consequential loss of samples (outside the caps at 8.6)	Immediate; no cure period
Total chiller-plant outage, both INCOIS and ITCO sides unable to meet the campus cooling load	Rs 5,000 per hour beyond the 4-hr restoration target	Immediate; no cure period
Safety, environmental and statutory breaches (immediate levy)		
Refrigerant release exceeding 1 kg, or improper handling, recovery or venting to atmosphere	Rs 10,000 per instance + statutory rectification at the Contractor's cost	Immediate; no cure period
Cooling-tower water chemistry or Legionella control non-compliance (positive test or out-of-band result)	Rs 10,000 + a corrective dosing and disinfection programme at the Contractor's cost	Immediate; no cure period
Fire damper or fire / smoke damper found inoperative on a scheduled drop test	Rs 5,000 per damper + rectification within 7 days	Immediate; no cure period
Work without a valid Permit to Work, work on a live HVAC panel without authorisation, or any other safety violation	Rs 10,000 per instance + removal of the person from site	Immediate; no cure period

Breach	Penalty	First action
Reportable accident attributable to Contractor negligence	Rs 25,000 per instance + recovery of damages (outside the caps at 8.6)	Immediate; no cure period
Preventable damage to an INCOIS asset by negligence or wrong operation	100% of repair or replacement cost + Rs 2,000 per incident (outside the caps at 8.6)	Immediate; no cure period
Falsified logbook, test record, water-chemistry result, KPI entry or attendance record	Rs 10,000 per instance + Performance Improvement Notice	Immediate; no cure period
Manpower and mobilisation		
Resident HVAC Site Supervisor or a critical shift post absent without an approved substitute (Section 5.1)	Pro-rata deduction of the post + Rs 2,000 per day	Immediate; no cure period
Deployment of a person without completed police / antecedent verification and INCOIS clearance (Section 6.5)	Rs 5,000 per person + immediate removal from site	Immediate; no cure period
Frequent or unapproved change of deployed manpower	Rs 1,000 per person	Written notice; penalty on repeat
Mobilisation milestone delayed (Section 6.1)	Rs 2,000 per day per milestone	Written notice
Records and upkeep (written notice and cure period first)		
Delayed monthly report, logbook, KPI tracker or statutory-tracker update	Rs 500 per item	Written notice + 7-day cure
AHU or FCU filter cleaning, or coil cleaning, not done on schedule	Rs 500 per unit	Written notice + 7-day cure
Housekeeping and upkeep of plant rooms and AHU rooms below standard	Rs 500 per instance	Written notice + 48-hour cure
As-built or service drawing not updated within 7 days of a change	Rs 500 per drawing	Written notice + 7-day cure

8.6 Caps, worst-case exposure and enforcement

Caps. Two ceilings apply so that a bidder can read the worst case at a glance: total penalties in any one month do not exceed **10% of that month's invoice**, and total penalties over the whole contract period do not exceed **10% of the total contract value**. Both are in line with CPWD and GFR norms. Recovery of actual asset damage, third-party damage, consequential cost and statutory shortfalls (wages, PF, ESI), ULT sample loss and regulatory fines sits outside these caps.

Enforcement. For a first breach and for the record-and-upkeep items, a Show Cause Notice gives the Contractor 3 working days to respond before any penalty is levied. For a second and later breach, and for every mission-critical, safety and statutory breach, the penalty is levied immediately. Penalties are deducted from the next monthly invoice and notified with the payment advice. A disputed penalty is to be flagged in writing within 7 days of the payment advice and, if upheld in the Contractor's favour, is refunded in the following invoice.

Escalation. Reaching the monthly cap in any 2 months within a rolling 6 months, or any single mission-critical failure, triggers a Performance Improvement Notice with a 7-day corrective-action plan. Breach of the cumulative cap, abandonment of the work, or a repeated critical failure after a PIN is material breach and may lead to termination and forfeiture of the Performance Guarantee under Section 10.

Uniformity. The 2 / 5 / 10 percentage ladder, the price-schedule basis, the three criticality classes and the 10% monthly and 10% cumulative caps are fixed and uniform across all four INCOIS facility contracts — Operation & Maintenance Manpower, CAMC Electrical, CAMC HVAC and CAMC Civil & PHE. Only the base to which the percentage is applied differs, because the four contracts price different things.

8.7 Worked examples (illustrative only)

The figures below are illustrative and do not bind either party. They are given so that bidders price the risk correctly and to avoid pre-bid queries on the method of computation.

Situation	Computation	Penalty payable
A 217 TR water-cooled chiller (line A.3, Class I) quoted at Rs 4,50,000 per year fails and is not restored on the standby machine within 4 hrs. First breach on line A.3.	$2\% \times \text{Rs } 4,50,000 = \text{Rs } 9,000$. Class I minimum is Rs 10,000, which is higher.	Rs 10,000
The same chiller line fails a third time in the same 12 months and stays down for 2 further days beyond the 24-hr target.	$10\% \times \text{Rs } 4,50,000 = \text{Rs } 45,000$ for the breach, plus Rs 45,000 for each of the 2 further completed 24-hr periods, subject to the 10% monthly cap at 8.6.	Capped at 10% of the month's invoice + PIN
Four 37 TR AHUs (line F.10, Class II) quoted at Rs 45,000 each per year are out of service beyond 24 hrs. Second breach on line F.10.	$\text{ECV} = 4 \times \text{Rs } 45,000 = \text{Rs } 1,80,000$. $5\% = \text{Rs } 9,000$, which exceeds the Class II minimum.	Rs 9,000
Three 1.5 TR split AC units (line K.1, Class III) quoted at Rs 3,500 each per year are not repaired within 72 hrs. First breach on line K.1.	$\text{ECV} = 3 \times \text{Rs } 3,500 = \text{Rs } 10,500$. $2\% = \text{Rs } 210$. Class III minimum is Rs 500, which is higher.	Rs 500
PAC unit in the Data Centre drifts out of the humidity band for 3 hrs, attributable to the Contractor.	Flat penalty under Section 8.5: Rs 15,000 + Rs 5,000 for each hour beyond the first 30 minutes.	Rs 15,000 + Rs 10,000

Bidders should note that the ladder is driven by repetition on the same equipment line, not by the total number of complaints. A Contractor that fixes a fault properly the first time will not reach the 5% or 10% steps at all.

- 9. Contents of the Bid:** The quote should be submitted in two bid format. (i) Technical Bid and (ii) Commercial Bid. Technical bid should contain filled-in Table-1 along with legible documentary proof. Commercial bid should contain filled-in Table-2.

Table9.1: Technical Compliance Statement

S No	Description	Compliance status Yes / No	Page number of the proof attached	Remarks
1	Name of the bidder, bidder address and contact details like E Mail, Phone etc.,			
2	Full Bank Details: (Note: Bank Details provided cannot be changed during Contract, unless special request from the company)			
3	Single point of Contact Name: E-mail: Ph No.			
4	Indian legal entity (Company / LLP / Partnership / Proprietorship) with valid PAN and GSTIN. (The bidder should provide Incorporation / registration + PAN + GSTIN)			

5	Valid EPFO and ESIC registration with current contributions (ECR / challans not older than 90 days from bid due date). (The Bidder should provide Registrations + latest 3 months ECR / challans with UTR)			
6	Labour-law compliance undertaking (Annexure IV). (The Bidder should Provide Signed, stamped undertaking)			
7	Non-blacklisting and integrity declaration (Annexure II). (The Bidder Should Provide Notarised affidavit / self-declaration)			
8	Average annual turnover $\geq$ ₹0.50 Crore from HVAC / MEP O&M or facility-management services, last 3 FYs (2023-24 to 2025-26). (The Bidder Should Provide CA-certified FY-wise turnover certificate + audited P&L and Balance Sheet (3 FYs)			
9	Net profit (before tax) in at least 2 of the last 3 FYs. (The Bidder Should Provide CA certificate / audited financials)			
10	Solvency / banker's certificate $\geq$ ₹0.40 Crore (Scheduled Commercial Bank, $\leq$ 6 months). (The Bidder should Provide Banker's solvency certificate)			
11	Similar HVAC O&M work in the last 7 years: comprehensive maintenance of a centralized chilled-water plant (water-cooled / air-cooled chillers, cumulative $\geq$ 200 TR) AND PAC / data-centre cooling AND comfort cooling, at an institutional / multi-block / large commercial campus. One work $\geq$ ₹0.80 Cr, OR two each $\geq$ ₹0.50 Cr, OR three each $\geq$ ₹0.40 Cr. (The Bidder Should Provide Work orders + completion / client certificates (scope, value, dates) + client contacts)			
12	Electrical-works capability for the HVAC LT panels: a valid TSELB Class-B (or higher) Electrical Contractor's License with a Supervisor Certificate, held by the bidder or its nominated electrical sub-agency, covering the contract period. (The Bidder Should Provide Contractor's Licence + Supervisor Certificate (own or sub-agency)			
13	OEM / OEM-authorized (ASP) tie-up for the critical equipment (chillers; PAC; AHU VFD), OR a written undertaking to enter a back-to-back ASP			

	agreement within 30 days of award. (The Bidder should Provide ASP letters / Lols, OR undertaking)			
14	Hyderabad presence of at least 1 year, OR a signed undertaking to set up a functional Hyderabad office within 15 days of award. (The Bidder Should Provide Lease + utility bill / Udyam / Shops & Establishment / Hyderabad CLRA, OR undertaking)			
15	Mandatory pre-bid site visit completed. (The Bidder Should Provide Site-visit certificate (Annexure I))			
16	EMD as in the Tender, or MSE / Startup exemption. (The Bidder should Provide DD / BG / online proof, OR Udyam / DPIIT certificate)			
17	Unconditional acceptance of the tender; signed on every page; (The Bidder should Provide Signed tender document)			
18	Compliance with the restriction under Rule 144(xi) of GFR 2017 on bidders from a country sharing a land border with India (see clause below). (The Bidder Should Provide DPIIT (Registration Committee) registration certificate, OR self-certificate that the restriction does not apply)			

10. Price Bid

10.1. Bill of Quantities

Contract Period: 3 Years (36 Months), extendable by up to 2 further years on the same terms. The bidder quotes every item (no item blank; a zero item is written as Rs 0.00); all rates are firm and fixed for the full 36 months and any extension; rates are inclusive of all costs (manpower with statutory wages and benefits; spares, consumables, refrigerant top-up, water-treatment chemicals; the monthly OEM / ASP service of the critical equipment; tools, instruments, calibration and statutory testing; overheads, insurance and profit); GST is quoted separately. Part B quantities are indicative for evaluation and are paid on jointly measured quantity against a written instruction.

For the Part A lump-sum CAMC item, the bidder shall enclose a separate detailed item-wise cost break-up at Annexure IX (the Item-wise HVAC CAMC Price Schedule, a spreadsheet), quoting an annual unit rate against every line of the asset inventory. The Grand Total of the break-up shall reconcile with the Part A lump-sum; if the two differ, the lump-sum prevails for award, while the unit rates bind for penalty levy on an individual installation, pro-rata scope-change adjustment, and addition / deletion / substitution of equipment.

A	B	C	D	E
SI No.	Item Description	Quantity	Units	Please confirm whether prices are Quoted in commercial bid or not. (Yes / No) Strictly, do not mention/quote prices here.
A	B	C	D	E

1	Part -A , Fixed Monthly CAMC Charges (Lumsum) Sno 01 of Price Bid only, A- 1 Comprehensive AMC of all HVAC Installations at the INCOIS campus per the complete equipment inventory (Annexure - VII) and the scope at Section 4 — water-cooled and air-cooled chillers, cooling towers, primary / secondary / condenser pumping, tanks, valves and instrumentation, all AHUs / CSUs / FCUs / VAV, split / tower / cassette units, all PAC (Glass Room, Tsunami Room, Oceansat, Amenity), HVAC electrical panels and VFDs, water coolers / RO units / refrigerators / ULT deep-freezers; deployment of the Resident HVAC Site Supervisor, per Section 5; the monthly OEM / ASP service of the chillers and PAC; refrigerant top-up and the supply of cooling-water treatment chemicals. Comprehensive: includes all spares, consumables, refrigerant top-up, water-treatment chemicals, labor, tools, instruments, statutory testing and reporting. A DETAILED EQUIPMENT-WISE COST BREAK-UP SHALL BE SUBMITTED AS A SEPARATE SHEET (Annexure IX).	36.00	Months	
2	Part B — Item-Rate Works (one-time / rate-contracted; paid on actual execution against written instruction) Sno. 02 to 15 of this Price Bid. B.1 One-time rectification of ITCO Hostel Cassette and Split AC units (Toshiba make) — supply and replacement of: Indoor Fan Motors (Cassette = 7 nos.; Split =5); Indoor PCB Assemblies (Cassette = 7 nos.); Swing Motors (Cassette = 7 nos.; Split = 5); Outdoor Fan Motors (Cassette = 7 nos.); Outdoor PCBs (Cassette = 7 nos.); Outdoor Sensors (Cassette = 7 sets); nitrogen testing and refrigerant filling (R-410A); any other material required for satisfactory functioning. (Detailed sub-item break-up to be filled in BoQ Appendix).	1.00	Lot	
3	B-2 , One-time repair and rectification of Oceansat-2 PAC units (4 × 3.5 TR Ultramatix): supply, nitrogen testing and refrigerant	1.00	Lot	

	filling (~50 kg); supply and fixing of Humidifier Assemblies with cylinders + electrodes (4 sets); 5-micron Air Filters (4 nos.); any other material required for satisfactory functioning of the PAC units.			
4	B- 3, Replacement of complete ABB VFD unit (15 kW class) in 30 TR AHU panel at Main Building F/F — supply and installation of new drive of same OEM make, configuration, parameter set; integration with existing motor and BMS interface; site testing.	3.00	Nos	
5	B-4, Supply and installation of complete Danfoss VFD unit (22kW class) in secondary pump panel at AC chiller plant at Main substation – Replacement of new drive of same OEM make, configuration, parameter set; integration with existing motor and BMS interface; site testing.	1.00	Nos	
6	B-5, Supply and replacement of 300GPD RO Membrane (Hydranautics / Filmtec / Toray or approved equivalent, compatible with installed 50 LPH / 150 LPH RO units) — including system flush, CIP, and product-water quality test.	6.00	Nos	
7	B-6, Supply and replacement of 100GPD RO Membrane (Hydranautics / Filmtec / Toray or approved equivalent, compatible with installed 50 LPH / 150 LPH RO units) — including system flush, CIP, and product-water quality test.	10.00	Nos	
8	B-7, Supply and replacement of 10 micron, 20" Sediment filter – PP Spun compatible with installed 50 LPH / 150 LPH RO units)	10.00	Nos	
9	B-8, Supply and replacement of Activated Carbon filter 10 micron, 20" filter compatible with installed 50 LPH / 150 LPH RO units)	10.00	Nos	
10	B-9 , Supply and replacement of water saving cartridges 20" compatible with installed 50 LPH / 150 LPH RO units	5.00	Nos	
11	B-10, Supply of EPS Cell 3/8 (18mm*1.4mm thickness) for auto sanitizing of tank compatible with installed 50 LPH / 150 LPH RO units)	5.00	Nos	
12	B-11, Supply of taste enhancer cartridge compatible with installed 50 LPH / 150 LPH RO units)	5.00	Nos	

13	B-12, Supply of 8" Cartridge compatible with installed 50 LPH / 150 LPH RO units	10.00	Nos	
14	B-13, Supply of 11" Cartridge compatible with installed 50 LPH / 150 LPH RO units	5.00	Nos	
15	B-14, Supply of 20 inches jumbo filter compatible with installed 50 LPH / 150 LPH RO units)	5.00	Nos	

11. General terms and Conditions

Point No.	Details
1	Validity Period: Bids/Offers shall have the validity period of 120 days from the tender closing date.
2	Contract period: The CAMC is for 3 (three) years from the date of commencement, extendable by INCOIS in writing by up to 2 (two) further years on the same terms, subject to satisfactory performance.
3	* Acceptance of the order by successful bidder upon AOC: Within 10days from the date of issue of the PO/Order. If the acceptance communication is not received with in 10days, then PO would be deemed as accepted and binding to the successful bidder.
4	Payment terms: Payment is made monthly in arrears, only upon satisfactory completion of the month's services, by RTGS / NEFT; no advance is paid. The Contractor raises the Part A invoice for the previous month accompanied by the PPM completion documents for that month as per the approved schedule (the signed PPM checklists and the OEM / ASP service reports for the chillers and PAC), together with the attendance / deployment record, the EPF and ESI challans, the statutory compliance certificate, the KPI tracker and the monthly performance report. Part B item-rate and one-time works are taken up only against a specific written work order or instruction of the Engineer-in-Charge issued before the work starts; no Part B item is taken up on the Contractor's own initiative. Each item is paid on its quoted Part B unit rate for the quantity actually executed, jointly measured and entered in the Measurement Book, after the prescribed testing, commissioning and acceptance of that item by the Engineer-in-Charge. Payment for a completed item is released in full on its satisfactory completion and acceptance; no advance and no separate retention are payable, the Performance Guarantee at clause 10.4 covering any default. A work found necessary but not in the Part B schedule is paid on a rate derived from the nearest scheduled item or on a rate negotiated and recorded in writing before execution. All material supplied under Part B carries the manufacturer or OEM standard warranty, passed on to INCOIS. INCOIS releases payment within 30 days of a correct and complete invoice with all the above documents, after deduction of penalties (Section 8), statutory dues and TDS; an invoice not accompanied by the scheduled PPM documents is treated as incomplete. GST is paid extra at actual. Pro-rata deduction applies for any Part A service not rendered for part of a month Net payment will be released after statutory deductions, and no other payment terms will be considered.
5	Earnest Money Deposit (EMD): Bid Security (BS) Rs.2,00,000/- (Rupees Two Lakhs only) has to be submitted as per the following form/ options: Demand Draft Insurance Security Bond e-Bank Guarantee Fixed Deposit in favor of Director, INCOIS payable at Hyderabad with validity for a period of 45 days beyond the tender validity period. Online payment through NEFT/RTGS as per Bank details given below: Name of the Bank: SBI, HAL Campus

	Branch: HAL Campus Account Name: Director, INCOIS Account No.10442322840 IFSC Code: SBIN0001676 The scanned copy of the same is to be uploaded to the GeM Portal while submitting the tender. Bank Guarantee should be sent by the issuing banker directly to the office of INCOIS, Hyderabad. The original DDs / Financial instruments if any should reach to INCOIS within 5 working days of Bid opening, failing which the bid may treated as incomplete & may lead to rejection of the bid by buyer without making any reference to the bidder. Start ups recognized by DPIIT and MSES registered with Udyam / NIN are exempted from paying EMD subject the submission of valid registration certificate for the services being tendered.
6	Performance Guarantee: Successful Bidder should submit Performance Bank Guarantee 5% of the total CAMC contract value valid for 38 months, within 15 days from the date of Award of Contract as per the following form/ options: Demand Draft Insurance Security Bond e-Bank Guarantee Fixed Deposit Receipt in favor of Director, INCOIS payable at Hyderabad Online payment through NEFT/RTGS as per Bank details given below: Name of the Bank: SBI, HAL Campus Branch: HAL Campus Account Name: Director, INCOIS Account No.10442322840 IFSC Code: SBIN0001676 Performance Guarantee is liable to be invoked in the event of Non-execution contract during validity period of the contract If the service of the successful bidder is found to be unsatisfactory and fails to adhere to our bid terms and conditions Any unilateral revision/decision made by the successful bidder during the validity period of the contract.
7	Successful bidder has to submit the Service Legal Agreement in prescribed format on Indian non-judicial stamp paper worth Rs. 200/- duly signed by authorized signatory within 21 days of the acceptance of the order
8	If any loss or damage is caused to INCOIS property by workmen deployed by the successful bidder, the cost of the same will be recovered from the agency/contractor.
9	The Successful Bidder shall ensure safety and security of all workforce employed for this work and equipments provided by him under the Contractor until all the works entrusted are completed in all respects and taken over by INCOIS. In the event of damages except under force majeure clause ie., fire, wind, rain, floods or through any hazards, pilferage, other natural calamities etc., the Contractor shall make good the damaged works and restore the same to the original condition at his own cost
10	GST: The Successful bidder should specifically/particularly state GST if any applicable as extra and the rate at which the same is chargeable, failing which, the prices quoted, will be deemed to be inclusive of such levies. If a particular bidder is not registered under the GST Act, the prices quoted by him will be treated as net and inclusive of all taxes and statutory levies and that any future claims made by him for reimbursement of those levies on account of retrospective registration under the GST Act will under no circumstances be entertained by the INCOIS and that liability for payment of these levies will be wholly and exclusively that of the bidder quoting against our tender.
11	Liquidated Damages Clause: In case the supply/delivery/services is delayed and delay is attributed

	to the Successful Bidder or is not as per our specifications and in the event of breach of any of the terms and conditions mentioned in the Purchase Order, INCOIS shall have the right. To recover at the rate of 0.5% per week for the value equivalent to undelivered material / services against the delay in execution of the order or part thereof subject to a maximum of 10% of the services/material not executed/delivered. To purchase elsewhere, after due notice to the Bidder Inc., on the account and at the risk of the defaulting supplier for the stores/services not supplied or others of a similar description without cancelling the work order in respect of the job not yet due for supply or To cancel the order or a portion thereof and if so desired to purchase the stores / services at the risk and cost of the defaulting supplier and also. To extend the period of delivery with or without penalty shall not be more than agreed liquidated damages referred to in clause (a) above,
12	Force Majeure Clause: A Force Majeure (FM) means extraordinary events or circumstances beyond human control, such as an event described as an act of God (like a natural calamity) or events such as a war, strike, riots, crimes (but not including negligence or wrong-doing, predictable/seasonal rain and any other events specifically excluded in the clause). An FM clause in the contract frees both parties from contractual liability and obligation when prevented by such events from fulfilling their obligations under the contract. An FM clause does not entirely excuse a party's non-performance but only suspends it for the duration of the FM. The firm must give notice of FM within a reasonable time as the conditions permit (not later than 14 days after its occurrence), and it cannot be claimed ex-post facto. There may be an FM situation affecting the purchase organisation only. In such a situation, the purchase organisation is to communicate with the supplier along similar lines as above for further necessary action. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of FM for a period exceeding 90 (ninety) days, either party may, at its option, seek to terminate the contract without any financial repercussion on either side. Notwithstanding the punitive provisions contained in the contract for delay or breach of contract, the supplier would not be liable for imposition of any such sanction so long as the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an event covered in the FM clause.
13	Confidentiality, data security and IPR : All personnel maintain strict confidentiality of scientific data, network and security configurations, CCTV and access-control layouts and any information encountered on campus. Nothing is copied, photographed or disclosed without the written permission of the Director, INCOIS. A non-disclosure undertaking is signed before deployment. Any intellectual property arising vests with INCOIS. Breach is material breach and attracts action under the Information Technology Act 2000 and other law.
14	Price and price variation: Quoted rates are firm for the full contract period and any extension, inclusive of all costs except GST. The only escalation allowed is for a statutory increase in minimum wages or statutory levies, paid pro-rata on proof of actual payment to workers. No escalation on account of inflation or any other factor is admissible.
15	Statutory compliance, safety and indemnity: The Contractor is solely responsible for compliance with the Contract Labour (R&A) Act 1970, the EPF & MP Act 1952, the ESI Act 1948, the Minimum Wages and Payment of Wages Acts, the Payment of Bonus Act, the ODS Rules and the applicable PESO / pollution-control norms, and all other applicable law, and maintains the logbooks, wage, attendance, ESI and PF registers for inspection. INCOIS is not responsible for any accident, injury or death of the Contractor's personnel; the Contractor indemnifies INCOIS against all claims under the Workmen's Compensation Act 1923 or otherwise, and holds valid insurance (Workmen's Compensation, third-party liability and all-risk for its equipment). Any damage to persons or property of INCOIS attributable to the Contractor is made good by the Contractor.
16	The Bids shall be uploaded only after signed by a duly authorized officer of the firm which is bidding

	for the tendered requirement, and in the case of a Corporation, seal, or otherwise appropriately executed under seal.
17	Safety, security, site and storage :INCOIS is a restricted area; personnel follow all security regulations, confine themselves to the work area and do not tamper with any user equipment. The Contractor ensures the safety and security of its workforce and equipment until takeover, and makes good any damage (except under force majeure) at its own cost. INCOIS provides storage space without furniture; the Contractor arranges its own storage, tools and instruments and stocks sufficient spares, refrigerant and chemicals at site.
18	Before bidding, the bidder inspects the site and acquaints itself with the working conditions, access, and the general and special conditions and specifications. No misunderstanding of any condition entitles the bidder / Contractor to any compensation.
19	Acceptance of the tender rests solely with the Director, INCOIS, who does not bind himself to accept the lowest or any tender and assigns no reasons. INCOIS may cancel the tender at any stage for technical / administrative reasons, and may alter or reduce the scope before or after the work order, without any claim by the bidder.
20	INCOIS may add, delete, modify or substitute any equipment or scope during the contract, including where an existing equipment is replaced by a new one under an upgradation or modernisation (such as a chiller, PAC or AHU replacement). Any such change is effected through a written Scope-Change Order. For an item already in the price schedule, the CAMC value is adjusted pro-rata at the item-wise annual unit rate quoted in Annexure X, applied per month for the balance contract period. For new equipment or a service not covered in the schedule, the rate is fixed by mutual agreement, derived from the nearest comparable item in Annexure X or from prevailing CPWD / market rates and recorded in writing before the work is taken up. Deletion of an item correspondingly reduces the CAMC value on the same basis.
21	If INCOIS requires additional manpower of any category for a specific work, extended hours or a new facility, the Contractor shall provide it within a reasonable time on a written request, engaged in full compliance with the Contract Labour (Regulation and Abolition) Act, the Minimum Wages Act, the EPF and ESI Acts and all applicable labour law, and at terms and conditions mutually agreed and recorded in writing (at rates derived from the Annexure X item-wise break-up, or on the prevailing minimum-wage base for the category plus a documented overhead agreed in writing). INCOIS may reject or seek replacement of any person found unsuitable; all additional personnel are subject to the same police verification and INCOIS clearance before deployment.
22	The acceptance of tender will solely rest with Director, INCOIS who does not bind himself to accept the lowest or any other tender. No reasons will be furnished for acceptance or rejection of any tender.
23	Canvassing in connection with tender is strictly prohibited and any canvassing will render the bid of such Bidders ineligible.
24	INCOIS reserves the right to alter the scope/or reduce quantum of work, before/after issue of work order and Bidders shall not have any claim whatsoever on this account.
25	In case of any unresolved dispute or differences arising at any time between this Institute and the firm holding the contract, these shall be resolved in terms of the Arbitration and Conciliation Act 1996 and held at Hyderabad, Telangana, India only. Further, this contract is subject to laws of India alone. The arbitration process shall commence within 30days of a dispute notice, and the decision of the Arbitrator(s) shall be final and binding on both the parties.

Annexure I — Site-Visit Certificate (format)

This is to certify that Shri / Ms _____, representing M/s _____, visited the INCOIS campus on _____, inspected the HVAC installations and site conditions and is acquainted with the full scope of work under tender No. INCOIS / HVAC-CAMC / 2026. Signature and seal of the authorized INCOIS officer; name; designation; date.

(To be submitted as part of Technical bid)

(On Company Letter-head)

(Along with supporting documents)

Ref: Your Tender Document No. Tend No.96/ 2025; Tender Title: **Comprehensive Annual Maintenance Contract (CAMC) for HVAC installations at INCOIS**

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

Note: The list below is indicative only. You may attach more documents as required to confirm your eligibility criteria.]

Eligibility Declarations

(Please tick appropriate boxes or cross out any declaration not applicable to the bidder)

We hereby confirm that we comply with all the stipulations of tender document and declare as under and shall provide evidence of our continued eligibility to the Procuring Entity as may be requested:

Legal Entity of Bidder: _____

Bidder/ Agent Status: _____

We solemnly declare that we (including our affiliates or subsidiaries or constituents):

- (a) are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons;
- (b) (including our Contractors/ subcontractors for any part of the contract):
 - i) Do not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organisation or its Ministry/ Department from participation in its Tender Processes; and/ or
 - ii) Are not convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of Government of India from participation in Tender Processes of all of its entities, for offences mentioned in Tender Document in this regard. We have neither changed our name nor created a new "Allied Firm", consequent to the above disqualifications.
- (c) Do not have any association (as bidder/ partner/ Director/ employee in any capacity) with such retired public official or near relations of such officials of Procuring Entity, as counter-indicated, in the Tender Document.
- (d) We certify that we fulfil any additional eligibility Criteria mentioned prescribed in Tender Document.
- (e) We have no conflict of interest, which substantially affects fair competition. The prices quoted are competitive and without adopting any unfair/ unethical/ anti-competitive means. No attempt has been made or shall be made by us to induce any other bidder to submit or not to submit an offer to restrict competition.

Restrictions on procurement from bidders from a country or countries, or a class of countries under Rule 144 (xi) of the General Financial Rules 2017:

"We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries, and solemnly certify that we fulfil all requirements in this regard and are eligible to be considered. We certify that:

we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). and;

we shall not subcontract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.

MSME Status:

Having read and understood the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 (as amended and revised till date), and solemnly declare the following:

- a) We are - Micro/ Small/ Medium Enterprise/ SSI/ Govt. Deptt. /PSU/ Others:.....

- b) We attach herewith, Udhyam Registration Certificate with the Udhyam Registration Number as proof of our being MSE registered on the Udhyam Registration Portal. The certificate is the latest up to the deadline for submission of the bid.
- c) Whether Proprietor/ Partner belongs to SC/ ST or Women category. (Please specify names and percentage of shares held by SC/ ST Partners):.....

Start-up Status

we confirm that we are/ are not a Start-up entity as per the definition of the Department of Promotion of Industrial and Internal Trade – DPIIT.

Make in India Status:

Having read and understood the Public Procurement (Preference to Make in India PPP - MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

a) Self-Certification for the category of suppliers:

(Provide a certificate from statutory auditors/ cost accountant in case of Tenders above Rs 10 Crore for Class-I or Class-II Local Suppliers).Details of local content and location(s) at which value addition is made are as follows:

Local Content and %age

Location(s) of value addition

Therefore, we certify that we qualify for the following category of the supplier (tick the appropriate category):

☐ Class-I Local Supplier/

☐ Class-II Local Supplier/

☐ Non-Local Supplier.

b) We also declare that.

☐ There is no country whose bidders have been notified as ineligible on a reciprocal basis under this order for the offered Services, or

☐ We do not belong to any Country whose bidders are notified as ineligible on a reciprocal basis under this order for the offered Services.

Penalties for false or misleading declarations:

We hereby confirm that the particulars given above are factually correct and nothing is concealed and undertake to advise any future changes to the above details. We understand that any wrong or misleading self-declaration would violate the Code of Integrity and attract penalties as mentioned in this Tender Document.

.....
(Signature with date)

.....
(Name and designation)

Duly authorized to sign bid for and on behalf of

.....
[name & address of Bidder and seal of company]

Annexure III — Labor-Law Compliance Undertaking (format)

Along with the above forms the Bidder has to attach the following Annexure without fail with the technical bid .

We, M/s **[Company Name]**, undertake to comply at all times during the contract period with the Code on Wages 2019, the Code on Social Security 2020, the Occupational Safety, Health and Working Conditions Code 2020, and all other applicable central and state labour laws/rules as amended from time to time. We confirm that we employ no child or forced labour, and shall maintain all statutory registers to produce them on demand.

Date: **[Insert Date]**

Signature, Name, Designation, and Seal.

Annexure IV — Escalation Matrix (format)

Level	Name & designation	Mobile / e-mail	Response time
Level 1 — Site	Resident HVAC Site Supervisor	_____	Immediate / 1 hr
Level 2 — Supervisory	Project Manager / Area Manager	_____	Within 2 hrs
Level 3 — Management	Head of Operations / Director (firm)	_____	Within 4 hrs

Annexure V — Equipment-wise Scope and Exclusion Matrix

These matrix states, for each equipment family, what is included in this CAMC and the boundary with the sister contracts. It is read with Section 4 and the inventory at Annexure VIII. The point-of-use water units under this CAMC (4 × 50 LPH and 1 × 150 LPH, Ion-Exchange type; see Annexure VIII, Group P) are distinct from the campus central RO plant (2 × 250 LPH), which — together with 20-litre bottle sanitation — belongs to the Civil & PHE CAMC and is not in this CAMC's scope.

Equipment family	In-scope maintenance	Exclusion / boundary
Chillers & cooling towers	Servicing, refrigerant, water treatment chemicals, monthly OEM/ASP, testing	Retubing; daily operation = Operations
Pumps, valves, tanks	Servicing, alignment, strainer / actuator, leak repair	Civil leak repair to finishes = Civil CAMC
AHU / CSU / FCU / VAV	Filter / coil / fan / belt / VFD / damper service, balancing	Complete unit replacement
PAC (mission-critical)	Monthly OEM/ASP, changeover, humidifier, controls	Outage / excursion penalised under Section 8
HVAC panels & VFDs	Thermography, contactor / VFD service	Upstream LT supply = Electrical CAMC
Split / cassette / tower AC	Filter / coil / gas / drain service	Complete unit replacement
Water coolers / RO / refrigerators / ULT	Servicing; ULT fast-response	Campus RO plant & STP = Civil & PHE CAMC
Cooling-tower dosing	Chemical supply + regime + monitoring + Legionella	Manual day-to-day dosing labour = Operations

Annexure VI — Scope Demarcation Matrix (common to the four INCOIS facility contracts)

This matrix allocates the recurring cross-contract grey areas so that every bidder prices the same understanding. It is common to the four INCOIS facility contracts and is read with Annexure VII and clause 6.4-A. The HVAC-relevant rows are:

Recurring grey area / scenario	Allocation and responsibility
AHU condensate drain chokes or overflows	HVAC CAMC owns the condensate pan and drain line up to the AHU-room outlet; the drain beyond that point is Civil & PHE CAMC.
Cooling-tower water chemistry out of band / Legionella positive	HVAC CAMC (dosing regime, chemicals and monitoring per clause 4.10); an Operations dosing lapse is penalised under the O&M Manpower contract, clause 8.3.
PAC trip / Glass Room excursion	HVAC CAMC, band per the common table (Section 5.2); Operations resets per SOP and escalates within 15 minutes.
ULT deep-freezer alarm	HVAC CAMC fast-response; sample loss is recovered as a

Recurring grey area / scenario	Allocation and responsibility
	consequential loss.
Panel-room or plant-room seepage	Civil & PHE CAMC (waterproofing); HVAC CAMC checks the affected panels.
Water cooler / point-of-use RO complaint	HVAC CAMC (its Group P units; Part B consumables); the central 2 × 250 LPH RO plant is Civil & PHE CAMC.

Annexure VII — Complete HVAC Equipment Inventory

This is the as-known inventory on the date of bid issue, grouped A to P. The bidder verifies every line during the mandatory pre-bid site visit; a joint as-found inventory signed at takeover supersedes this list.

Sl.	Equipment description	Make / Model	Qty	UoM	Location
Group A — Chilling & Cooling Systems — Chillers and Cooling Towers					
A.1	100 TR Water-Cooled Chiller	KWS Model 2 KWS 100.2	Nos.		INCOIS Main Substation
A.2	100 TR Water-Cooled Chiller	KWS Model 1 KWS 120.22	Nos.		INCOIS Main Substation
A.3	217 TR Water-Cooled Chiller	Trane installed	as 1	Nos.	INCOIS Main Substation
A.4	125 TR FRP Induced-Draft Cooling Tower (Model 3861)	Paharpur installed	as 3	Nos.	INCOIS Main Substation
A.5	236 TR FRP Induced-Draft Cooling Tower	Mihir make	1	Nos.	INCOIS Main Substation
A.6	140 TR Air-Cooled Chiller with Chiller Plant Manager	Carrier	3	Nos.	ITCO Substation
Group B — Pumping Systems — Chilled Water and Condenser Water Pump Sets					
B.1	Chilled-Water Primary Pump, 10 HP / 7.5 kW	OEM installed	as 4	Nos.	INCOIS Main Substation
B.2	Chilled-Water Secondary Pump, 30 HP / 22 kW	OEM installed	as 4	Nos.	INCOIS Main Substation
B.3	Condenser-Water Pump, 30 HP / 22 kW	OEM installed	as 4	Nos.	INCOIS Main Substation
B.4	Pressurisation Unit (with 2 Nos. pumps) — INCOIS	OEM installed	as 1	Set	INCOIS Main Substation
B.5	Primary Pump — ITCO	OEM installed	as 3	Nos.	ITCO Substation
B.6	Secondary Pump — ITCO	OEM installed	as 3	Nos.	ITCO Substation
B.7	Pressurisation Unit (with 2 Nos. pumps) — ITCO	OEM installed	as 1	Set	ITCO Substation
Group C — Buffer, Expansion & Pressure Tanks; Air Separators					
C.1	Buffer Tank, 10 KL	OEM installed	as 2	Nos.	INCOIS Main Substation
C.2	Expansion Tank, 500 L	OEM installed	as 1	Nos.	INCOIS Main Substation

Sl.	Equipment description	Make / Model	Qty	UoM	Location
C.3	Pressure Tank, 500 L	OEM installed	as 1	Nos.	ITCO Substation
C.4	Air Separator Unit	OEM installed	as 1	Nos.	INCOIS Main Substation
Group D — Piping Components — Valves and Strainers					
D.1	Butterfly Valves 50–89 mm, motorised + manual	Approved make	30	Nos.	INCOIS + ITCO
D.2	Butterfly Valves 125 mm, motorised + manual	Approved make	21	Nos.	INCOIS + ITCO
D.3	Butterfly Valves 150–200 mm	Approved make	6	Nos.	INCOIS + ITCO
D.4	Ball Valves 25–40 mm dia	Approved make	128	Nos.	INCOIS + ITCO
D.5	Drain Valves 25–50 mm dia	Approved make	44	Nos.	INCOIS + ITCO
D.6	Check Valves, various sizes	Approved make	20	Nos.	INCOIS + ITCO
D.7	Balancing Valves 25–150 mm dia	Approved make	28	Nos.	INCOIS + ITCO
D.8	Two-Way Control Valves with Electric Actuators	Approved make	51	Nos.	INCOIS + ITCO
D.9	Y-Strainers 25–125 mm	Approved make	39	Nos.	INCOIS + ITCO
D.10	Pot Strainers 125–200 mm	Approved make	7	Nos.	INCOIS + ITCO
D.11	Motorised Valves	Approved make	5	Nos.	INCOIS + ITCO
D.12	0–10 V DC Modulating Electric Actuator Valves	Approved make	42	Nos.	INCOIS + ITCO
Group E — Instrumentation & Monitoring — Field Devices					
E.1	Pressure Gauges, glycerine filled / equivalent	Approved make	132	Nos.	INCOIS + ITCO
E.2	Temperature Gauges, bi-metallic / equivalent	Approved make	114	Nos.	INCOIS + ITCO
E.3	Auto / Manual Air Vents (lump-sum coverage)	Approved make	1	Lot	INCOIS + ITCO
Group F — Air Handling Units (AHUs)					
F.1	AHU, 22 TR	Bhoopathy	3	Nos.	INCOIS Main Building G/F
F.2	AHU, 26 TR	Bhoopathy	1	Nos.	INCOIS Main Building G/F
F.3	AHU, 30 TR	Bhoopathy	2	Nos.	INCOIS Main Building G/F
F.4	AHU, 5 TR	Bhoopathy	1	Nos.	INCOIS Main Building G/F
F.5	AHU, 9 TR	Bhoopathy	2	Nos.	INCOIS Main Building G/F
F.6	AHU, 16 TR	Bhoopathy	3	Nos.	INCOIS Main Building G/F
F.7	AHU, 20 TR	Bhoopathy	1	Nos.	INCOIS Main Building G/F
F.8	AHU, 11 TR with VFD + ERV	Zeco	1	Nos.	INCOIS Main Building F/F
F.9	AHU, 17 TR with VFD + ERV	Zeco	1	Nos.	INCOIS Main Building F/F
F.10	AHU, 37 TR with VFD + ERV	Zeco	6	Nos.	INCOIS Main Building F/F

Sl.	Equipment description	Make / Model	Qty	UoM	Location
F.11	AHU, 21 TR with VFD + ERV	Zeco	1	Nos.	INCOIS Main Building F/F
F.12	AHU, 27 TR with VFD + ERV	Zeco	2	Nos.	INCOIS Main Building F/F
F.13	AHU, 65 TR with VFD	Approved make	1	Nos.	ITCO Academic G/F + F/F
F.14	AHU, 48 TR with VFD	Approved make	1	Nos.	ITCO Academic G/F + F/F
Group G — Air-Handling & Damping Systems — Dampers					
G.1	Fire Damper, 350 mm dia with fusible link	Approved make	120	Nos.	INCOIS + ITCO
G.2	Fire / Smoke Damper with motorised actuator	Approved make	6	Nos.	INCOIS + ITCO
G.3	Volume Control Damper (VCD)	Approved make	77	Nos.	INCOIS + ITCO
Group H — Temperature & Humidity Controls — VAV / Thermostats					
H.1	Thermostat & VAV Unit	Belimo	68	Nos.	INCOIS Main Building F/F
H.2	Thermostat & VAV Unit	Honeywell	8	Nos.	INCOIS Main Building G/F (Director area)
Group I — Ceiling Suspended Units (CSUs) — All with VFD					
I.1	CSU, 6 TR with VFD	Zeco equivalent	/ 2	Nos.	ITCO Academic G/F + F/F
I.2	CSU, 7 TR with VFD	Zeco equivalent	/ 3	Nos.	ITCO Academic G/F + F/F
I.3	CSU, 8.5 TR with VFD	Zeco equivalent	/ 2	Nos.	ITCO Academic G/F + F/F
I.4	CSU, 9 TR with VFD	Zeco equivalent	/ 8	Nos.	ITCO Academic G/F + F/F
I.5	CSU, 10 TR with VFD	Zeco equivalent	/ 1	Nos.	ITCO Academic G/F + F/F
I.6	CSU, 11 TR with VFD	Zeco equivalent	/ 5	Nos.	ITCO Academic G/F + F/F
I.7	CSU, 12 TR with VFD	Zeco equivalent	/ 3	Nos.	ITCO Academic G/F + F/F
Group J — Fan Coil Units (FCUs)					
J.1	FCU, 1.5 TR	Carrier 42CE00635C0	4	Nos.	ITCO Academic G/F + F/F
J.2	FCU, 2 TR	Carrier 42CE00635C0	12	Nos.	ITCO Academic G/F + F/F
J.3	FCU, 2 TR	D956	8	Nos.	INCOIS Main Building G/F
Group K — Split AC Units (IDU + ODU)					
K.1	Split AC, 1.5 TR	Toshiba	87	Nos.	Old / ITCO Guest House + Main Building
K.2	Split AC, 2 TR	Blue Star	9	Nos.	Oceansat + INCOIS MB Director side
K.3	Split AC, 2 TR	Voltas	4	Nos.	Amenity F/F + ITCO GH TT room

Sl.	Equipment description	Make / Model	Qty	UoM	Location
K.4	Split AC, 2 TR	Toshiba	22	Nos.	Old / ITCO Guest House + MP Hall
K.5	Split AC, 1.5 TR	Hitachi	2	Nos.	Main Building F/F E-classroom
Group L — Tower AC Units					
L.1	Tower AC, 3 TR	Voltas	2	Nos.	Amenity Building G/F
Group M — Cassette AC Units					
M.1	Cassette AC, 4 TR Inverter	Toshiba	13	Nos.	ITCO Canteen Building
Group N — Precision Air Conditioning (PAC) — Mission-Critical					
N.1	PAC, 22 TR	Emerson Liebert PEX390FA100	4	Nos.	INCOIS G/F Glass Room (Data Centre)
N.2	PAC, 7.5 TR	Emerson Liebert PEX130FA100	3	Nos.	INCOIS G/F Tsunami Warning Room
N.3	PAC, 3.5 TR	Ultramatix	4	Nos.	ITCO Oceansat-2 Building
N.4	PAC, 2 TR	Vertiv SRC07ET	2	Nos.	Amenity Building G/F
Group O — Electrical Panels & VFDs — HVAC Scope only					
O.1	AC Internal Main Panel — IN 4P 250 A MCCB; OUT as listed	ITCO scope	1	Nos.	ITCO Academic + ITCO Substation
O.2	AC LT Panel — IN 4P 800 A MCCB; OUT 4x4P 400 A + 8x4P 40 A	ITCO scope	1	Nos.	ITCO Academic + ITCO Substation
O.3	Primary Pumps Panel, Star/Delta starter, 7.5 kW x 4	OEM installed	as 1	Nos.	ITCO Substation
O.4	Secondary Pumps VFD Logic Control Panel, 10 HP x 3	OEM installed	as 1	Nos.	ITCO Substation
O.5	AC Sub-Panel-1, 4P 100 A IN; 5x3P 32 A OUT	OEM installed	as 1	Nos.	INCOIS + ITCO
O.6	AC Sub-Panel-2	OEM installed	as 1	Nos.	INCOIS + ITCO
O.7	AC Sub-Panel-3	OEM installed	as 1	Nos.	INCOIS + ITCO
O.8	AC Sub-Panel-4	OEM installed	as 1	Nos.	INCOIS + ITCO
O.9	VFD Panel — AHU 65 TR	OEM installed	as 1	Nos.	ITCO Academic
O.10	VFD Panel — AHU 48 TR	OEM installed	as 1	Nos.	ITCO Academic
O.11	VFD Panels — CSU Units	OEM installed	as 24	Nos.	ITCO Academic
O.12	MCC Panel-1, 630 A, 415 V, TPN	OEM installed	as 1	Nos.	INCOIS Substation

Sl.	Equipment description	Make / Model	Qty	UoM	Location
O.13	HVAC MCC-30, 250 A, 415 V, TP&N	OEM installed	as 1	Nos.	INCOIS Substation
O.14	HVAC MCC-27, 250 A, 415 V, TP&N	OEM installed	as 1	Nos.	INCOIS Substation
O.15	PLC + VFD Panels for Secondary Pump	OEM installed	as 5	Nos.	INCOIS Substation
O.16	Cooling Tower Panel (CT-4)	OEM installed	as 1	Nos.	INCOIS Main Substation
O.17	Motorised Valves Control Panel	OEM installed	as 1	Nos.	INCOIS Main Substation
O.18	Pressurisation Control Panel with pumps	OEM installed	as 1	Nos.	INCOIS Main Substation
O.19	Water-Cooled Chiller Isolation Panel, 217 TR	OEM installed	as 1	Nos.	INCOIS Main Substation
O.20	AHU Panels DOL / VFD (motor control), G/F	OEM installed	as 13	Nos.	INCOIS Main Building
O.21	AHU Panels F/F + S/F with VFD + motor control	OEM installed	as 11	Nos.	INCOIS Main Building

Group P — Water Coolers, RO Units, Refrigerators & ULT Deep Freezers

P.1	Water Cooler (Minimagic series)	Voltas / Blue Star	17	Nos.	All INCOIS + ITCO buildings
P.2	Water Cooler, 40 L/h cooling, 80 L storage	Voltas	1	Nos.	MP Hall
P.3	RO Plant, 50 LPH	Ion Exchange	4	Nos.	INCOIS + ITCO
P.4	RO Plant, 150 LPH	Ion Exchange	1	Nos.	ITCO Canteen
P.5	Refrigerator, 150 L	Approved make	8	Nos.	INCOIS, ITCO Guest Houses + Canteen + Academic
P.6	Refrigerator, 270 L	Approved make	2	Nos.	Various
P.7	Refrigerator, 97 L	Approved make	12	Nos.	Various
P.8	Refrigerator, 255 L	Approved make	1	Nos.	Various
P.9	Deep Freezer 481 L, -80 °C ULT — MISSION CRITICAL	Approved make	1	Nos.	Lab
P.10	Deep Freezer -80 °C ULT — MISSION CRITICAL	Approved make	1	Nos.	Lab

Annexure VIII — Preventive Maintenance (PPM) Checklists

The Contractor delivers the regime below against the approved annual PPM calendar. Acceptance is pass / fail. Preventive maintenance of the critical equipment (chillers, PAC, major AHU VFD / BMS) is by the OEM or an OEM-authorized service provider (ASP) at the periodicity shown, with the jointly-signed report submitted with the monthly invoice.

Division of daily work: the round-the-clock operational checks, readings and logbook entries listed in the O&M Manpower contract (Tender No. INCOIS/OM-MANPOWER/2026, Annexure IX) are performed by the Operations contractor. The daily rows in this Annexure are discharged by this Contractor through (i) verification and

countersignature of the operations logbook each working day, and (ii) physical checks only of those parameters that require this Contractor's tools, competency or statutory responsibility. A deviation flagged in the operations log is this Contractor's maintenance call from the moment of entry. Nothing in this Annexure transfers any maintenance obligation to the Operations contractor.

VIII-A Daily

Activity	Acceptance criteria (pass / fail)	Responsibility (Agency)
Chiller-plant round — chillers, pumps, cooling towers; header pressures, gauges, leaks, noise / vibration	No leak; no abnormal noise; tower at design level; gauges within band	Contractor (Technician)
Glass Room and Tsunami Room PAC — temperature / humidity within band; all units online; lead/standby	Within band; N+1 maintained; any excursion escalated within 15 min	Contractor (Technician)
ULT (-80 C) freezers — temperature and alarm; data-logger	Within -75 to -85 C; no alarm; logger confirmed	Contractor (Technician)
AHU / CSU panels — VFD fault / warning, supply-air temperature; condensate drains	No VFD fault; supply air within setpoint; drains free	Contractor (Technician)
Cooling-tower basin / make-up and (Operations) chemical dosing as per regime	Tower level correct; dosing done per regime; chemistry sampled	Contractor (Supervisor) directs; Operations doses

VIII-B Weekly

Activity	Acceptance criteria (pass / fail)	Responsibility (Agency)
Cooling-tower water chemistry — pH, conductivity, TDS, free chlorine; Legionella monitoring	Within control band; deviations corrected; Legionella programme on track	Contractor (Technician)
AHU / CSU / FCU — filter ΔP; report units over threshold for change	All ΔP read; over-threshold units actioned	Contractor (Technician)
PAC — auto-changeover (lead / standby) functional test, one unit at a time, N+1 maintained	Changeover seamless; no excursion during test	Contractor (Technician) + INCOIS
BMS trend review — chilled-water ΔT, AHU supply-air, PAC setpoint vs actual	Persistent deviation > 1 C flagged and actioned	Contractor (Supervisor)

VIII-C Monthly

Activity	Acceptance criteria (pass / fail)	Responsibility (Agency)
OEM / ASP service of chillers, PAC and major AHU VFD / BMS	Carried out monthly per OEM checklist; jointly-signed report submitted with the invoice	OEM / ASP
AHU / FCU filter cleaning / replacement and coil check	Filters clean; ΔP within design; coils clean	Contractor (Technician)
Cooling-tower fill, drift eliminator, fan and gearbox / belt service	Components sound; no excessive drift; belts tensioned	Contractor (Technician)

Activity	Acceptance criteria (pass / fail)	Responsibility (Agency)
Split / cassette / tower AC — filter clean, gas-pressure check	Filters clean; pressures within band	Contractor (Technician)
HVAC panels — visual, indicator and load check	No abnormal heat; indicators healthy	Contractor (Technician)

VIII-D Quarterly

Activity	Acceptance criteria (pass / fail)	Responsibility (Agency)
Chillers — condenser / approach-temperature checks; refrigerant and oil analysis as due	Approach within OEM band; analysis reviewed	OEM / ASP
AHU / CSU — coil deep-cleaning, belt / bearing, damper and VAV actuator service	Coils clean; belts / bearings sound; VAV calibrated	Contractor (Technician) / ASP
HVAC panels & VFDs — thermography and tightening	No hotspot; joints tightened	Contractor (Technician) / ASP
Pumps and valves — alignment, vibration, actuator service	Within OEM band; actuators stroke correctly	Contractor (Technician) / ASP

VIII-E Half-Yearly

Activity	Acceptance criteria (pass / fail)	Responsibility (Agency)
Chiller — eddy-current / tube inspection as due; safety-control test	Tubes sound; safeties operate	OEM / ASP
PAC — humidifier / dehumidifier and control overhaul	Humidity control within band	OEM / ASP
Cooling tower — descaling and basin cleaning; structural check	Clean; structurally sound	Contractor (Technician) / ASP
Vibration analysis of all rotating equipment; IR thermography of motors	Within ISO band; no hotspot	Contractor (Supervisor) / ASP

VIII-F Annual

Activity	Acceptance criteria (pass / fail)	Responsibility (Agency)
Chiller annual overhaul per OEM hours; kW/TR efficiency check	Efficiency within OEM spec; overhaul complete	OEM / ASP
PAC annual compressor / control overhaul	Within OEM spec	OEM / ASP
AHU / ERV annual fan and heat-recovery overhaul	Airflow and recovery within design	Contractor (Technician)
ULT freezers — annual compressor / gasket service; calibration	Holds -80 C; gaskets sound	OEM / ASP
Cooling-tower fan-motor overhaul; pump bearing / seal overhaul	Within OEM spec	Contractor (Technician)

Annexure IX — Item-wise HVAC CAMC Price Schedule (Part A break-up)

This schedule is the detailed item-wise break-up supporting the Part A lump-sum. The bidder quotes an all-inclusive annual CAMC unit rate against every line; the Grand Total reconciles with the Part A lump-sum; if the two differ, the lump-sum prevails for award. Any line left blank, zero or marked NA renders the bid non-responsive. Two further lines are added below, for the Resident Engineer and site supervision deployed under Section 5 and for any other work necessary for the satisfactory completion of the work, so that this break-up reflects the full cost basis of the Part A lump-sum.

Sl.	Equipment description	Qty	UoM	Annual unit rate (₹)	Amount (₹)	GST %	Amount incl. GST (₹)
Group A — Chilling & Cooling Systems — Chillers and Cooling Towers							
A.1	100 TR Water-Cooled Chiller	2	Nos.			18%	
A.2	100 TR Water-Cooled Chiller	1	Nos.			18%	
A.3	217 TR Water-Cooled Chiller	1	Nos.			18%	
A.4	125 TR FRP Induced-Draft Cooling Tower (Model 3861)	3	Nos.			18%	
A.5	236 TR FRP Induced-Draft Cooling Tower	1	Nos.			18%	
A.6	140 TR Air-Cooled Chiller with Chiller Plant Manager	3	Nos.			18%	
Sub-total — Group A					₹ _____		₹ _____
Group B — Pumping Systems — Chilled Water and Condenser Water Pump Sets							
B.1	Chilled-Water Primary Pump, 10 HP / 7.5 kW	4	Nos.			18%	
B.2	Chilled-Water Secondary Pump, 30 HP / 22 kW	4	Nos.			18%	
B.3	Condenser-Water Pump, 30 HP / 22 kW	4	Nos.			18%	
B.4	Pressurisation Unit (with Nos. pumps) — INCOIS	2	1 Set			18%	
B.5	Primary Pump — ITCO	3	Nos.			18%	
B.6	Secondary Pump — ITCO	3	Nos.			18%	
B.7	Pressurisation Unit (with Nos. pumps) — ITCO	2	1 Set			18%	
Sub-total — Group B					₹ _____		₹ _____
Group C — Buffer, Expansion & Pressure Tanks; Air Separators							
C.1	Buffer Tank, 10 KL	2	Nos.			18%	
C.2	Expansion Tank, 500 L	1	Nos.			18%	
C.3	Pressure Tank, 500 L	1	Nos.			18%	
C.4	Air Separator Unit	1	Nos.			18%	
Sub-total — Group C					₹ _____		₹ _____
Group D — Piping Components — Valves and Strainers							
D.1	Butterfly Valves 50–89 mm	30	Nos.			18%	

Sl.	Equipment description	Qty	UoM	Annual unit rate (₹)	Amount (₹)	GST %	Amount incl. GST (₹)
	motorised + manual						
D.2	Butterfly Valves 125 mm, motorised + manual	21	Nos.			18%	
D.3	Butterfly Valves 150–200 mm	6	Nos.			18%	
D.4	Ball Valves 25–40 mm dia	128	Nos.			18%	
D.5	Drain Valves 25–50 mm dia	44	Nos.			18%	
D.6	Check Valves, various sizes	20	Nos.			18%	
D.7	Balancing Valves 25–150 mm dia	28	Nos.			18%	
D.8	Two-Way Control Valves with Electric Actuators	51	Nos.			18%	
D.9	Y-Strainers 25–125 mm	39	Nos.			18%	
D.10	Pot Strainers 125–200 mm	7	Nos.			18%	
D.11	Motorised Valves	5	Nos.			18%	
D.12	0–10 V DC Modulating Electric Actuator Valves	42	Nos.			18%	
Sub-total — Group D					₹ _____		₹ _____
Group E — Instrumentation & Monitoring — Field Devices							
E.1	Pressure Gauges, glycerine filled / equivalent	132	Nos.			18%	
E.2	Temperature Gauges, bi-metallic / equivalent	114	Nos.			18%	
E.3	Auto / Manual Air Vents (lump-sum coverage)	1	Lot			18%	
Sub-total — Group E					₹ _____		₹ _____
Group F — Air Handling Units (AHUs)							
F.1	AHU, 22 TR	3	Nos.			18%	
F.2	AHU, 26 TR	1	Nos.			18%	
F.3	AHU, 30 TR	2	Nos.			18%	
F.4	AHU, 5 TR	1	Nos.			18%	
F.5	AHU, 9 TR	2	Nos.			18%	
F.6	AHU, 16 TR	3	Nos.			18%	
F.7	AHU, 20 TR	1	Nos.			18%	
F.8	AHU, 11 TR with VFD + ERV	1	Nos.			18%	
F.9	AHU, 17 TR with VFD + ERV	1	Nos.			18%	
F.10	AHU, 37 TR with VFD + ERV	6	Nos.			18%	
F.11	AHU, 21 TR with VFD + ERV	1	Nos.			18%	
F.12	AHU, 27 TR with VFD + ERV	2	Nos.			18%	

Sl.	Equipment description	Qty	UoM	Annual unit rate (₹)	Amount (₹)	GST %	Amount incl. GST (₹)
F.13	AHU, 65 TR with VFD	1	Nos.			18%	
F.14	AHU, 48 TR with VFD	1	Nos.			18%	
Sub-total — Group F					₹ _____		₹ _____
Group G — Air-Handling & Damping Systems — Dampers							
G.1	Fire Damper, 350 mm dia with fusible link	120	Nos.			18%	
G.2	Fire / Smoke Damper with motorised actuator	6	Nos.			18%	
G.3	Volume Control Damper (VCD)	77	Nos.			18%	
Sub-total — Group G					₹ _____		₹ _____
Group H — Temperature & Humidity Controls — VAV / Thermostats							
H.1	Thermostat & VAV Unit	68	Nos.			18%	
H.2	Thermostat & VAV Unit	8	Nos.			18%	
Sub-total — Group H					₹ _____		₹ _____
Group I — Ceiling Suspended Units (CSUs) — All with VFD							
I.1	CSU, 6 TR with VFD	2	Nos.			18%	
I.2	CSU, 7 TR with VFD	3	Nos.			18%	
I.3	CSU, 8.5 TR with VFD	2	Nos.			18%	
I.4	CSU, 9 TR with VFD	8	Nos.			18%	
I.5	CSU, 10 TR with VFD	1	Nos.			18%	
I.6	CSU, 11 TR with VFD	5	Nos.			18%	
I.7	CSU, 12 TR with VFD	3	Nos.			18%	
Sub-total — Group I					₹ _____		₹ _____
Group J — Fan Coil Units (FCUs)							
J.1	FCU, 1.5 TR	4	Nos.			18%	
J.2	FCU, 2 TR	12	Nos.			18%	
J.3	FCU, 2 TR	8	Nos.			18%	
Sub-total — Group J					₹ _____		₹ _____
Group K — Split AC Units (IDU + ODU)							
K.1	Split AC, 1.5 TR	87	Nos.			18%	
K.2	Split AC, 2 TR	9	Nos.			18%	
K.3	Split AC, 2 TR	4	Nos.			18%	
K.4	Split AC, 2 TR	22	Nos.			18%	
K.5	Split AC, 1.5 TR	2	Nos.			18%	
Sub-total — Group K					₹ _____		₹ _____
Group L — Tower AC Units							

Sl.	Equipment description	Qty	UoM	Annual unit rate (₹)	Amount (₹)	GST %	Amount incl. GST (₹)
L.1	Tower AC, 3 TR	2	Nos.			18%	
Sub-total — Group L					₹ _____		₹ _____
Group M — Cassette AC Units							
M.1	Cassette AC, 4 TR Inverter	13	Nos.			18%	
Sub-total — Group M					₹ _____		₹ _____
Group N — Precision Air Conditioning (PAC) — Mission-Critical							
N.1	PAC, 22 TR	4	Nos.			18%	
N.2	PAC, 7.5 TR	3	Nos.			18%	
N.3	PAC, 3.5 TR	4	Nos.			18%	
N.4	PAC, 2 TR	2	Nos.			18%	
Sub-total — Group N					₹ _____		₹ _____
Group O — Electrical Panels & VFDs — HVAC Scope only							
O.1	AC Internal Main Panel — IN 4P 250 A MCCB; OUT as listed	1	Nos.			18%	
O.2	AC LT Panel — IN 4P 800 A MCCB; OUT 4×4P 400 A + 8×4P 40 A	1	Nos.			18%	
O.3	Primary Pumps Panel, Star/Delta starter, 7.5 kW × 4	1	Nos.			18%	
O.4	Secondary Pumps VFD Logic Control Panel, 10 HP × 3	1	Nos.			18%	
O.5	AC Sub-Panel-1, 4P 100 A IN; 5×3P 32 A OUT	1	Nos.			18%	
O.6	AC Sub-Panel-2	1	Nos.			18%	
O.7	AC Sub-Panel-3	1	Nos.			18%	
O.8	AC Sub-Panel-4	1	Nos.			18%	
O.9	VFD Panel — AHU 65 TR	1	Nos.			18%	
O.10	VFD Panel — AHU 48 TR	1	Nos.			18%	
O.11	VFD Panels — CSU Units	24	Nos.			18%	
O.12	MCC Panel-1, 630 A, 415 V, TPN	1	Nos.			18%	
O.13	HVAC MCC-30, 250 A, 415 V, TP&N	1	Nos.			18%	
O.14	HVAC MCC-27, 250 A, 415 V, TP&N	1	Nos.			18%	
O.15	PLC + VFD Panels for Secondary Pump	5	Nos.			18%	
O.16	Cooling Tower Panel (CT-4)	1	Nos.			18%	
O.17	Motorised Valves Control	1	Nos.			18%	

Sl.	Equipment description	Qty	UoM	Annual unit rate (₹)	Amount (₹)	GST %	Amount incl. GST (₹)
	Panel						
O.18	Pressurisation Control Panel with pumps	1	Nos.			18%	
O.19	Water-Cooled Chiller Isolation Panel, 217 TR	1	Nos.			18%	
O.20	AHU Panels DOL / VFD (motor control), G/F	13	Nos.			18%	
O.21	AHU Panels F/F + S/F with VFD + motor control	11	Nos.			18%	
Sub-total — Group O					₹ _____		₹ _____
Group P — Water Coolers, RO Units, Refrigerators & ULT Deep Freezers							
P.1	Water Cooler (Minimagic series)	17	Nos.			18%	
P.2	Water Cooler, 40 L/h cooling, 80 L storage	1	Nos.			18%	
P.3	RO Plant, 50 LPH	4	Nos.			18%	
P.4	RO Plant, 150 LPH	1	Nos.			18%	
P.5	Refrigerator, 150 L	8	Nos.			18%	
P.6	Refrigerator, 270 L	2	Nos.			18%	
P.7	Refrigerator, 97 L	12	Nos.			18%	
P.8	Refrigerator, 255 L	1	Nos.			18%	
P.9	Deep Freezer 481 L, -80 °C ULT — MISSION CRITICAL	1	Nos.			18%	
P.10	Deep Freezer -80 °C ULT — MISSION CRITICAL	1	Nos.			18%	
Sub-total — Group P					₹ _____		₹ _____
RE	Resident HVAC Site Engineer / Supervisor and the support technicians and helpers deployed for the contract under Section 5 (annual cost of site supervision and establishment forming part of the CAMC).	1	Year			18%	
OW	Any other work or equipment necessary for the satisfactory completion of the CAMC and not separately listed above (safeguard provision, lump-sum).	1	LS			18%	
GRAND TOTAL — Annual					₹ _____		₹ _____

Sl.	Equipment description	Qty	UoM	Annual unit rate (₹)	Amount (₹)	GST %	Amount incl. GST (₹)
CAMC for HVAC Installations							

Annual CAMC amount in words (excluding GST): _____ Including GST: _____

Signature / Name / Designation / For and on behalf of / Seal / Place / Date.

Annexure IX-B Detailed BoQ for One-Time Rectification of Split and Cassette AC Units (Part B item B-1)

This is the detailed component break-up for the one-time rectification of the affected Toshiba cassette and split AC units listed at Part B item B-1. The bidder quotes an all-inclusive unit rate against each line, inclusive of dismantling, fixing, testing and commissioning; the amount is Qty x rate. The split-unit quantities are indicative and are paid on the quantity actually replaced and jointly measured. The total of this schedule is carried to Part B item B-1 of the Price Bid.

Sl.	Item description	Qty	UoM	Rate (Rs.)	Amount (Rs.)
1	Indoor Fan Motor, Cassette 4 TR (Toshiba or OEM-approved equivalent)	7	Nos.		
2	Indoor PCB Assembly, Cassette 4 TR	7	Nos.		
3	Swing Motor, Cassette 4 TR	7	Nos.		
4	Outdoor Fan Motor, Cassette 4 TR	7	Nos.		
5	Outdoor PCB, Cassette 4 TR	7	Nos.		
6	Outdoor Sensor set, Cassette 4 TR	7	Sets		
7	Indoor Fan Motor, Split 1.5 / 2 TR (Toshiba or OEM-approved equivalent)	5	Nos.		
8	Swing Motor, Split	7	Nos.		
9	Nitrogen pressure-testing, evacuation and virgin R-410A refrigerant charging (about 31.5 kg total)	50	kg		
10	Any other material or minor consumables required for satisfactory functioning (provisional)	1	LS		
Total, Part B item B-1 (carried to Price Bid, Part B)					

KPI	Target	Actual (month)	Remarks / action
Glass Room T / RH within band	100%		
Tsunami Room T / RH within band	100%		
ULT (-80 C) within band	100%		
Chilled-water plant availability	≥ 99%		
Critical-complaint response	1 hr / 2 hr		
PPM & OEM/ASP compliance	100%		
Cooling-tower chemistry / Legionella	In band		
Lost-time safety incidents	0		

Declaration

I, _____ son / daughter of _____, sole proprietor / managing partner / director of M/s _____, having read and understood tender No. INCOIS / HVAC-CAMC / 2026, hereby undertake that I agree to and shall abide by the terms and conditions prescribed therein for the Comprehensive Annual Maintenance Contract for HVAC Installations at the INCOIS campus, Hyderabad, for a period of three (3) years, extendable by up to two (2) years. Signature and date; name; office seal; address. Note: the bidder shall sign and stamp every page and upload the same; clarifications only through GeM.

ANNEXURE-XI

Whereas.....¹ (hereinafter called "the Bidder") has submitted its bid dated.....(date of submission of bid) for the supply of(name and / or description of the goods) (hereinafter called "the Bid").
KNOW ALL PEOPLE by these presents that WE(name of bank) of(name of country), having our registered office at(address of bank) (hereinafter called "the Bank"), are bound unto.....(name of Purchaser) (hereinafter called "the Purchaser") in the sum of ____ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of ____ 20 ____.

THE CONDITIONS of this obligation are:

1. If the Bidder Withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:

(a) fails or refuses to execute the Contract Form if required; or

(b) fails or refuses to furnish the performance security, in accordance with the instruction to Bidders.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and Including 45days after the period of bid validity i.e, up to.....
And any demand in respect thereof should reach the bank not later than this date.

(Signature of the Bank)

Name of the Bidder

ANNEXURE-XII

Bank Guarantee Format for Performance Security

To

The Director
Indian National Centre for Ocean Information Services (INCOIS)
Ocean vally, Pragathi Nagar (BO), Nizampet (SO)
Pragathi Nagar
Hyderabad-500 090

Whereas..... (name and address of the contractor) (hereinafter called "the contractor") has undertaken, in pursuance of contract no date..... to CAMC (Description of goods and Works/ Services) (hereinafter called "the contract").

And whereas you have stipulated it in the said contract that the contractor shall furnish you with a bank guarantee by a Commercial bank for the sum specified therein as security for compliance with its obligations as per the contract.

And, whereas we have agreed to give the contractor such a bank guarantee.

Now Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the contractor, up to a total of(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the sail debt from the contractor before presenting us with demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall be valid until theday of20.....

Our.....branch at.....*(Name & Address of the*(branch) is liable to pay the guaranteed amount depending on the filing of a claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt..... Otherwise, the bank shall be discharged of all liabilities under this guarantee after that.

(Signature of the authorized officer of the Bank)

.....

.....
Name and designation of the officer

.....

Seal, name & address of the Bank and address of Branch

*Preferably at the headquarters of the authority competent to sanction the expenditure for the procurement of goods or at the concerned district headquarters or the state headquarters.

ANNEXURE-XIII

Authorization for Attending Pre-bid Conference.

(on Company Official Letter Head)

Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No. _____ Date.....

To

The Director, INCOIS

INCOIS

Ref: Tender Document No. Tend No.96/2025; Tender Title: **Comprehensive Annual Maintenance Contract (CAMC) for HVAC Infrastructure at INCOIS Campus, Hyderabad**

Subject: Authorization for attending Pre-bid Conference on _____ (date).

Following persons are hereby authorized to attend the Pre-bid Conference for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Sr.	Name	Government Number	Photo	ID	Type/

Note:

Maximum of two representatives (carrying valid Government photo IDs) shall be permitted to attend the Pre-bid opening. An alternate representative shall be permitted when regular representatives are not able to attend.

Permission to enter the hall where the pre-bid conference is conducted may be refused if authorization as prescribed above is not submitted.

Signatures of bidder

or

Officer authorized to sign the bid.

Documents on behalf of the bidder

[name & address of Bidder and seal of company]