



सी.एम.पी.डी.आई/आर.आई-2/वि एवं यां/15-16/3123-3132

Date:-08.10.2015

### TENDER DOCUMENT

#### **PART-I TECHNO COMMERCIAL BID**

#### **CMPDI, RI-II, DHANBAD**

Name of work : Annual Rate Contract for the repairing of all types of cooling machines with supply of spares as required.

Date of sale of tender paper : From 09.10.2015 to 26.10.2015 (10.AM to 1 PM on any working day )

Last Date and Time of Submission : Up to 15.30 Hours on 28.10.2015

Date and Time of Opening : At 16.00 Hours on 28.10.2015 at the Office of HOD (E&M), CMPDI, RI-II, Dhanbad.

Place of Submission : Office of the HOD (E&M), CMPDI, RI-II, Dhanbad.

Document issued to:

Name of Party :

Address :

Phone No :

(ए.एम.सिंह)

वरीय प्रबन्धक (वि एवं यां)

फोन नम्बर / Phone No. : +91 326 2230850, 2267693 फैक्स नम्बर / Fax No. : +91 326 2230500  
ई-मेल / e-mail: ri2@cmpdi.co.in; वेब साईट / Website Address: www.cmpdi.co.in

**Tender Doc : Annual Rate Contract for the repairing of all types of cooling machines with supply of spares as required.**





## टेंडर नोटिस

सी.एम.पी.डी.आई/आर.आई-2/वि एवं यां/15-16/3123-3132

Date:08.10.2015

Sealed quotation is invited from reputed parties for Annual Rate Contract for the repairing of all types of cooling machines with supply of spares as required mentioned below:

S.N	Description of work	E.M.D.	Cost of tender document	Estimated cost	Date and time of opening of tender	Time of completion
1.	Annual Rate Contract for the repairing of all types of cooling machines with supply of spares as required.	₹.630.00	₹. 100.00	₹. 63,000.00	At 16.00 Hours on 28.10.15	10 days for each order

### Issue of tender document:-

Tender paper will be available from this office, on any working day (excluding Sunday & Holidays) during Office working hours from **09.10.2015 to 26.10.2015** on payment of requisite Application Fee(s) for each set between 10.00 to 13.00 hrs. in form of Bank Draft drawn in favor of "CMPDI, Regional Institute, Dhanbad". The intending bidder must submit the documentary evidence in support of their eligibility for taking up the work, along with their offer, failing which the tender will be rejected. In the event of the specified date for submission /opening of bids being declared a holiday the bids will be received /opened on the appointed time on the next working day.

### Eligibility criteria for taking up the work:

- The tenderer has to fulfill the following eligibility criteria (documentary evidence to be submitted in Part-1 i.e. techno-commercial bid of the tender).
  - Average annual financial turnover during the last 3 years ending 31<sup>st</sup> March (i.e. during 2012-2013, 2013-2014, 2014-15) of the previous financial year should be at least 30 % of the estimated cost i.e. ₹.18,900/-.
  - Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which application is invited should be either of the following:

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- i) Three similar completed works costing not less than the amount equal to 40 % of the estimated cost i.e. ₹.25, 200 / - or
- ii) Two similar completed works costing not less than the amount equal to 50 % of the estimated cost i.e. ₹.31, 500 / - or
- iii) One similar completed work costing not less than the amount equal to 80 % of the estimated cost i.e. ₹.50, 400 /-

Similar work means repair / servicing and installation of cooling machines.

In addition to this the intending bidder must submit the following: -

1. Self attested copy of PAN
2. Status of firm -
  - i) If an individual: Full Name, Postal address, Place of Business
  - ii) If proprietary firm: Name of the proprietor, full postal address of firm/proprietors
  - iii) If a partnership firm: Full name of partners, full postal address of the registered office of the firm, and the partners, registered partnership deed
- iv) In case of company : Date and place of registration, Memorandum, & articles of association, name of all the directors, full postal address of the registered office & all the director.
3. "Service Tax" registration number, if any shall have to be provided in the offer. Service tax should be maintained separately as per rates applicable out of which 40% of service tax will be paid by service recipient (CMPDI) and 60% of service tax will be deposited by the service provider. Which will be reimbursed on production of documentary evidence of challan, provided the bill is raised as per service Tax Act/Format. If exempted from service tax payment, proof/reason shall be given along with tender and later on as and when required. 40% of the applicable service tax for the above hiring value shall be deducted from all running bills on account of service tax.

#### Submission of Tender:-

Sealed Tender should be submitted in the prescribed form on or before 15.30 hours of 28.10.2015. in tender box in E&M Engineering Department, CMPDI, RI- II, Koyla Bhawan Complex, Koyla Nagar, Dhanbad. Any bid received after the date and time mentioned above shall not be accepted.

Tender must be submitted in sealed cover which must be super scribed with the Tender Enquiry Number and the date of opening. Full Name and address of the bidder shall be written on the bottom left corner of the sealed cover. The tender document shall become the property of the Company and shall not be returned to the bidder.

All envelopes containing the tenders shall be properly sealed. The Tender is to be submitted in two parts viz. Part – I and Part –II in separate sealed envelope super scribed by Part –I and Part –II. **The Envelope- I containing Part-I & Envelope- II containing Part-II should be**

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inside the outer cover. The outer cover should bear the address of the purchaser and full Name and address of the bidder shall be written on the bottom left corner.

**The Tender should be submitted in two parts in two Envelope system** with the first envelope containing credentials (duly authenticated by the bidder) in support of his qualification in accordance with Eligibility criteria along with the Earnest Money deposit Receipt / Demand Draft (in a separate envelope, then put inside first envelope) i.e., Part I of the tender document. The second envelope shall contain duly filled in Price Bid (Part – II). Super scribe envelopes as EMD cover Part-I (Techno Commercial Bid) and Part II (Price bid). Then, both the PART- I and PART- II shall be put inside a third overall envelope and sealed & secured and submitted.

#### Part – I

Following documents to be submitted in Envelope-I

- 1) Documents to fulfill eligibility criteria.
- 2) Duly signed and stamped tender document.
- 3) Annexure-I of tender document.

#### Part – II

The second part of the tender shall consist of Price Bid on firm's letter head (Typed/hand written) as per PRICE BID FORMAT. The price bid of only those bidders will be opened, whose offer in Part-I is found to be techno – commercially acceptable.

**Validity of the offer shall be 120 days from opening of Price Bid.**

**Rate finalized will be firm for one year**

The Earnest Money to be deposited in form of Bank Draft drawn in favor of "CMPDI, Regional Institute, Dhanbad" from any Nationalized Bank.

The date and time of opening of Price bid or Part II of the tender shall be communicated to technically qualified bidders in due course of time after consideration of (first Envelope) Part -I. telephonically.

No tender shall be considered unless accompanied by the said Earnest Money. Tender without Earnest Money or documentary evidences issued by Govt. Authorities according exemption towards submission of EMD, will be out rightly rejected.

Each page of the tender document should be signed by the tenderer. This will not contain any alternative items or suggestions, comments, or conditions. Late tender / incomplete tenders / telegraph tenders, tenders received through Post/ courier services shall not be accepted. Tenders must be submitted in the tender box within the stipulated date and time. Postal tender shall not be accepted.

The Earnest Money will be retained in case of successful bidder and refunded to the unsuccessful bidder(s) in due course and it will not carry any interest. The EMD of the successful bidder will be dealt with as provided elsewhere in the tender document.



The rate for the work should be inclusive of all incidentals, overheads, taxes, octroi, duties, leads, lifts, carriage, etc. as required for supply, execution and completion of work. It shall be deemed that the bidder(s) has/have visited the site/ area and got fully acquainted with the working and other prevalent conditions thereof and fluctuations thereto whether he/she/they actually visited the site /area or not, and have taken all the above factors into account while quoting rates. The work shall have to be done in workshop of successful bidder or in the office premises with minimum disturbance to office activities.

**Evaluation of bid shall be based on total value of the entire job (by adding cost/unit of all items of A & B) as specified in schedule of price and not on individual items.**

**All the bidders requested to be present on the scheduled date and time of opening. However their absence will not stop opening.**

The tender committee reserves the right to accept / reject any tender fully or partly or split up the work without assigning any reason whatsoever and its decision will be final as well as binding.

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**वितरण: -**

1. The Regional Director, RI-II for kind information.
2. The Convener, Tender Committee, RI – II.
3. Shri S.Surin, CM (Geology), RI- II, Member of Tender Committee.
4. HOD (F), RI- II, Member of Tender Committee.
5. HOD (P&A), RI- II - with a request to arrange to display on CMPDI Notice Board.
6. GM (Civil), BCCL, Koylanagar, Dhanbad – With a request to arrange to display on Notice Board.
7. G M (E&M), BCCL, Koyla Nagar, Dhanbad, with a request to arrange to display on Notice Board.
8. G M (TA), BCCL, Koyla Nagar, Dhanbad, with a request to arrange to display on Notice Board
9. Cash Section, RI-II
10. Office copy

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**ANNEXURE-I**

**UNDERTAKING BY TENDERER(S)**  
**(In the form of affidavit on Non Judicial Stamp paper of ₹. 10/-)**

I, ..... proprietor/ partner/ accredited representative of M/s ..... solemnly declare that:

1. We are submitting tender for the work "**ANNUAL RATE CONTRACT FOR THE REPAIRING OF ALL TYPES OF COOLING MACHINES WITH SUPPLY OF SPARES AS REQUIRED...**" against tender notice no. CMPDI/RI-II/ E&M/15-16/3123-3132, dated: 08/10/2015
2. I proprietor / we partners of the firm am/ are not related to any employee of CIL and its subsidiaries.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria & qualification information of this tender is complete, true & correct.
4. All documents/ credentials submitted through this tender are genuine, authentic, true & valid.
5. I / we have not been banned / de-listed by any Govt. / PSU organization.
6. If any information & document submitted is found to be false/ incorrect anytime, department may cancel my tender & action as deemed fit may be taken against me/ us, including termination of the contract, forfeiture of all dues including EMD & banning/ de-listing of my/our firm.

..... (Seal of Notary)

Signature of Tenderer

.....  
Name of Tenderer (IN BLOCK CAPITAL)

Position in the Company/Firm (proprietor/partner/legal representative etc.): .....

Date: .....

Place: .....

..... Official Seal (Stamp):

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**ANNEXURE- II**

**UNDERTAKING BY TENDERER(S) \***

**\* (ONLY FOR THOSE WHO HAS (HAVE) DOWNLOADED THROUGH WEBSITE)**

I/We, proprietor/ partner/Legal Attorney/accredited representative of M/s .....  
....., solemnly declare that:

1. I/we accept the Tender Document as (I/we have) downloaded the same from the website <http://www.cmpdi.co.in> or, [www.tenders.gov.in](http://www.tenders.gov.in) unconditionally.

And

2. I/we understand and fully accept that the Tender Document thus obtained by me/us will be rejected if found incomplete and/or if any tampering and/or discrepancy is found therein in comparison to the Master Copy or Office Copy of the said Tender Document.
3. I/we further assure and accept that I/we shall accept the Office Copy version of the Tender Document and shall not raise any objection in any form or shall not make any hindrance to the tendering process in case of such rejection.

.....  
Signature of Tenderer

.....  
Name of Tenderer (IN BLOCK CAPITAL)

Position in the Company/Firm: (proprietor/partner/legal representative etc.): .....

Date: .....

Place: .....

Official Seal (Stamp):

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**ANNEXUR - III**

**Form for e- Payment**

To

The Regional Director,  
Regional Institute-II, CMPDI,  
Koyla Bhawan Complex, Koyla Nagar,  
Dhanbad-826005.

Ref: Authorization of all our payment through electronic fund transfer system/  
RTGS/CBS/Intra bank Transfer

We, hereby authorize CMPDI Limited to make all our payments against our bills, refund of earnest  
money deposit and security deposit through Electronic Fund Transfer system/RTGS/CBS/Intra Bank  
Transfer. The details for facilitating the payments are given below:

**(TO BE FILLED IN CAPITAL LETTERS)**

1. Name of the beneficiary .....
2. Address.....  
.....  
City ..... PINCODE.....e-mail id.....  
Telephone no. (With STD code).....
3. Bank particulars :-  
Bank Name .....Branch Name .....Bank branch code...  
Branch address.....  
.....PIN CODE.....  
Telephone No. (With STD code).....FAX No. (With STD code).....
4. 9 digit MICR code of the Bank branch (Enclosed copy of a cancelled cheque):
5. 11 digit IFSC code of beneficiary branch
6. Bank Account Number :
7. Bank Account Type (Tick One) : SAVING/CURRENT/LOAN.CASH CREDIT/ OTHERS (if any other,  
pl. specify)
8. Permanent Account Number (PAN):
9. CMPDI vendor code :

I/We hereby declare that the particulars given above are correct and complete. If the transaction  
is delayed or credit is not to bear the bank charges, if any for enabling such transfer effected at  
all for reasons of incomplete or incorrect information, I/We would not hold the company  
responsible. We also agree.

**(AUTHORISED SIGNATORY)**

Name.....  
Date.....

(Official stamp)

**BANK CERTIFICATION**

It is certified that above mentioned beneficiary holds a Bank account No..... with our  
branch and the Bank particulars mentioned above are correct

**(AUTHORISED SIGNATORY)**

Name.....  
Date.....

(Official stamp)

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### SCOPE OF WORK

**Ref:** Annual Rate Contract for the repairing of all types of cooling machines with supply of spares as required.

1. It covers new installation / servicing and repairing of all types of cooling machines with supply of all necessary spares as per quoted price in the schedule of price. The job may be done in RI-II office or at the workshop of the party. For doing the job at their workshop, the party is to receive the defective machines from RI-II office, Koyla Bhawan and deliver them after servicing / repairing to RI-II office, Koyla Bhawan at their own risk within stipulated time period. No tool and tackles shall be provided by the company.
2. The job shall be assigned to the party in phases throughout the period of one year of contract. The quantum of job for each phase shall be determined by the engineer-in-charge and separate work order shall be issued accordingly for each phase of work. Total volume of work in the year may vary at the discretion of the competent authority and the payment shall be made accordingly at the quoted rates.
3. Progress of the job will be executed by Engineer-in-charge and is subject to changes if felt necessary by the Engineer-in-charge.
4. Payment shall be made separately for each phase of work after satisfactory completion of the job. Actual quantity (for final payment) shall be finalized after execution of the complete work.

### MAJOR TERMS AND CONDITIONS

1. Competent authority reserves the right to cancel the tender, postpone the date of receipt and opening the tender or redefine the volume of work without assigning any reason what-so-ever or any clarification or notification to the parties. Competent authority reserves the right to reduce the volume of work even after the award of job and payment shall be made according to the actual volume of work executed and as per quoted rate. For any additional work, payment shall be made as per quoted rate.
2. Competent authority reserves the right to terminate the contract in between, in case the supply of materials and the quality of job being done are not satisfactory within seven days notice either verbally or in writing. No payment shall be made in that case for part supply or part completion of the job done. Further, all changes done in our existing system shall have to be re-modified to the original condition by the party free of cost.
3. **The payment will be made by Electronic Fund Transfer (EFT) mode only.** Successful bidder shall submit the details as per format to be collected from the Finance department and to be submitted along with the bill with original Signature and stamp.
4. Conditional/ incomplete tenders will not be accepted and shall be outright rejected.

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5. Issuance of tender documents does not mean that the parties are considered qualified.
6. The experience as given in the eligibility criteria should be in the name & style in which Tender is filled. The experience in the name of some other firm / company will not be considered for this purpose.
7. No offloading or sub-contracting is permissible. If it is reported or found in any stage after opening the offer or even after issuing the work order, the same shall be treated as cancelled and terminated. The bidder shall closely study all specifications in details, which governs the rates for which he/she/they is/are tendering.
8. The company does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders without assigning any reason whatsoever and split up the work between two or more tenders or accept the tender in part and not in entirety.
9. This tender notice shall be deemed to be part of the contract agreement / work order.
10. The rates, terms and conditions offered shall be valid for a period of one year from the date of issue of work order.
11. The party is to give Warranty for all components of the repairing work under their scope for three months satisfactory running performance from the date of completion of entire work. During warranty period the successful bidder is to provide replacement of spares and necessary servicing free of cost and downtime should not exceed more than 24 hours failing which penalty will be deducted from the security deposit on prorata basis.
12. The earnest money deposited by the contractor will be treated as security deposit (S/D). Balance amount shall be deposited within 14 days of receipt of work order, towards a total security deposit of 5% of the work order value which will be released (without interest) after the expiry of RC period and maintains properly as per our requirement during the warranty period.
13. 95% Payment will be released by the paying authority after successful completion of each consignment. 5 % payment will be held back with us in the nature of security which will be released (without interest) after expiry of RC period on satisfactory performance of your work during the warranty period. No part payment shall be made for part supply of materials or for part installation work.
14. Paying authority: HOD (Finance), CMPDI, RI-II, Dhanbad.
15. The successful bidder will submit bill in triplicate duly stamped and pre-receipted to the Consignee for arranging payment in time along with all relevant documents.
16. Penalty will be imposed for non completion of work in scheduled time as per General Terms and Conditions laid down in "Civil Engg Manual" of CIL.
17. All disputes are subject to Dhanbad Court Jurisdiction.
18. The contractor shall at his own cost arrange for safety provisions stipulated by Government or local authorities or as required by the owner in respect of all labour directly employed for performance of the works and shall provide facilities in

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connection therewith. The contractor shall provide personal protective equipment and insulated tools to his personnel for carrying out the job. Responsibility of safety of all the persons engaged in the job shall be solely borne by the contractor.

19. The contractor shall not employ any labour under 18 years of age on the job.
20. Security of the entire site including storage of materials shall be the responsibility of the contractor. Security of the persons employed by the contractor shall be borne by the contractor.
21. Entry to our office building in Koyla Bhawan complex for the workers shall be the responsibility of the contractor.

**22. Non-disclosure / Confidentiality Clause:**

The bidder will not at any time during pendency of contract or afterwards, disclose to any person any information as to documents, components, parts, information, drawings, data, sketches, plans, programs, specifications, techniques, processes, software, inventions and other materials, both written and oral, of a secret, confidential or proprietary nature, including without limitation any and all information relating to finance, invention, research, design or development of information system and any supportive or incidental subsystems, and any and all subject matter claimed in or disclosed by any patent application prepared or filed by or on behalf of CMPDIL, in any jurisdiction, and any amendments or supplements thereto. The bidder should understand that any breach of this clause would constitute a serious offence for which appropriate legal action may be taken to ensure the enforcement of confidentiality clause.

CMPDIL also desires that the bidder shall hold in trust and confidence, and not disclose to others or use for its own benefit or for the benefit of other, any Proprietary information which is disclosed to the bidder by CMPDIL at any time during the agreement /award of work/execution of work and thereafter. The bidder shall disclose Proprietary information received under the contract to person within its organization only if such persons (i) have a need to know and (ii) are bound in writing to protect the confidentiality of such Proprietary information. This clause shall survive and continue after any expiration or termination of the contract and shall bind the contractor, its employees, agents, representatives, successors, heirs and assigns.

(ए.एम.सिंह)

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Accepted:

Signature of the Contractor / bidder: ..... Dated: .....

NAME OF THE SIGNATORY IN BLOCK CAPITAL: .....

Official seal / stamp:



सी.एम.पी.डी.आई/आर.आई-2/वि एवं यां/15-16/3123-3132

Date:- 08/10/2015

## PART-II

### FORMAT OF PRICE BID

#### SCHEDULE OF PRICE

#### A. REPAIRING OF A.C.MACHINE

Sl No.	Description of items	Approx. Qty.	Cost (₹ /unit)
1	Installation of New A.C m/c		
1.1	Window type	1	
1.2	Split type	1	
2	Servicing of Air Conditioner with minor repair	22	
3	Servicing of Water cooler with minor repair	1	
4	Compressor rewinding	1	
5	Compressor repairing by changing piston, bush etc.	1	
6	Gas filling of AC/Fridge	5	
7	Labour charges for opening, dismantling, assembling after fitting of following spares and fitting of AC at specified place	17	
8	Supply of following items		
8.1	Starting capacitor	2	
8.2	Running capacitor	2	
8.3	Running & starting capacitor combined	7	
8.4	Relay	5	
8.5	Thermostat	1	
8.6	Selector switch	1	
8.7	Cooling coil welding	1	
8.8	Capillary tube	1	
8.9	Fan motor rewinding	1	
8.10	Blower (Air circulator)	1	
8.11	Filter ( a) Gas filter ( b) Air filter	8 5	
8.12	Supply & fitting of Regulating knob	1	
9	Rewiring of internal electrical circuits	2	
10	Pipe insulation of W.C m/c	1	

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11	Supply & fitting of Gun metal Bush	1	
12	Transportation charges of air conditioner/Water cooler	1	
13	Repairing of A.C m/c with supply of new compressor along with make New Compressor	1	
14	Supply & fitting of front grill of AC machine	1	

#### B. REPAIRING OF AIR COOLER

Sl. No	Description of item	Approx. Qty.	Cost (₹/unit)
1	Servicing of machine including minor repairing	1	
2	Supply & fitting of Khas (3 sides)	1	
3	Supply & fitting of Capacitor	1	
4	Fan motor rewinding and fitting	1	
5	Supply & fitting of water pump	1	
6	Supply & fitting of pump motor	1	
7	Supply & fitting of Selector switch	1	
8	Supply & fitting of Swinging motor	1	
9	Supply & fitting of 3 pin main chord input cable	1	
10	Supply & fitting of cooler fan switch	1	
11	Supply & fitting of Gun metal Bush	1	
12	Supply & fitting of Indicator lamp	1	
13	Supply & fitting of Water pipe for pump (3 pcs.)	1	

**Note:** Above rates are inclusive all taxes etc. and delivery up to CMPDI, RI-II, Koyla Bhawan Complex, Koyla nagar Dhanbad (Jharkhand) -826005.

Signature of the Contractor/Bidder..... Dated.....

NAME OF SIGNATORY IN BLOCK CAPITAL .....

Official seal/stamp: