



Employees' Provident Fund Organisation

Bhavishya Nidhi Bhawan, Behind Fire Station,
Sector 15A, Faridabad.

TENDER FOR AIR CONDITIONING IN OFFICE BUILDING

RPF Faridabad invites sealed item rate tenders on behalf of EPFO for the work of designing, supplying and installation of Air Conditioner for cooling 13985 Sq. Ft. area (Approx.) in our Regional Office, Sector-15A, Faridabad with full discretion to RPF to give work order at the same rates for supply & installation at SRO Karnal. The estimated cost is approximately 40 Lacs for Faridabad office work. Last date for sale of tender documents:-22.03.2010 upto 11.00 A.M. All other terms and conditions, prequalification criteria etc. may be seen on the EPFO website www.epfindia.com, www.epfindia.gov.in, www.epfindia.nic.in

Time allowed for supply of items	: 30 days
Earnest Money Deposit	: 1.0 lakhs.
Last date of submission of tender	: 22.03.10 at 11.00 A.M..
Technical bid opening	: on 22.03.10 at 11.30 A.M.
Financial bid opening	: on 25.03.10 at 11.00 A.M.
Tender document cost	: Rs.500/-

(K.L.TANEJA)
REGIONAL P.F. COMMISSIONER-FARIDBAD.



Employees' Provident Fund Organisation
Bhavishya Nidhi Bhawan, Behind Fire Station,
Sector 15A, Faridabad.

Name of Work: Designing, Supplying and Installation of Air Conditioner at
Regional Office EPFO, Sector-15A, Faridabad

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Employees' Provident Fund Organisation
(Ministry of Labour & Employment, Govt. Of India)

Regional Office
Bhavishya Nidhi Bhawan, Behind Fire Station,

Sector 15A, Faridabad.

Invitation to Bid (INV) for designing, supplying and installation of Air Conditioner, in the office of Regional Provident Fund Commissioner, Sector-15A, Faridabad.

(Single Stage Two Envelope System)

Regional Provident Fund Commissioner, Employees' Provident Fund Organisation, Sector-15A, Faridabad invites sealed bids from eligible reputed bidders for **designing, supplying and installation of Air Conditioner**. Bidding documents are available from 05.03.10 to 21.03.10 (10.00 A.M. to 4.00 P.M.) and may be purchased by paying Rs.500/- in the form of demand draft in favour of Regional Provident Fund Commissioner payable at Faridabad. Bids shall be received in two separate sealed envelopes up to 11.00 a.m. on 22.03.10. The First Envelope (Technical Bid) shall be opened on the same day at 11.30 a.m. and the schedule for opening of Second Envelope (Financial Bid) shall be opened on 25.03.2010 at 11.00 A.M. The detailed qualifying requirements are given in the bidding documents of installation of Air Conditioner. The complete bidding documents are available on our website www.epfoindia.com. In case tender form is downloaded from website, the technical bid must be accompanied by a non-refundable DD/Pay Order for Rs.500/- as bid processing cost and it should be kept in separate third cover mentioning on top as 'Bid Processing Cost'.

The bidder has to deposit earnest money of Rs.1,00,000/- (Rupees One lakhs only) in favour of Regional P.F. Commissioner, Faridabad along with bid documents. All correspondence/communication including sale of bidding documents and submission of bids shall be made to: Regional Provident Fund Commissioner (Adm), Employees' Provident Fund Organisation, Sector-15A, Faridabad. For any clarifications contact Sh. H.C. Arora, Assistant P.F. Commissioner having phone No.0129-2220274 at above address. Submit bids by hand to Sh. H.C. Arora & take acknowledgment. In case of submission of bids by post, submit both bids in third cover duly sealed and send the same by name to Sh. H.C. Arora and mark it "**To be opened by addressee**".

Regional Provident Fund Commissioner
Faridabad



EMPLOYEES PROVIDENT FUND ORGANIZATION
Bhavishya Nidhi Bhawan, Behind Fire Station,
SECTOR 15A, FARIDABAD.

F. No.
To

Date:

M/s _____

Subject: Sale of Tender Documents for Designing, Supplying and Installation of Air Conditioner at Regional Office EPFO, Sector-15A, Faridabad.

Dear Sir,

1. Reference your application No. _____ dated _____ for issuing of tender documents for the work mentioned above.
2. A set of tender documents for the said work is enclosed here with, you are advised to go through the tender documents minutely before quoting your rate.
3. Your particular attention is invited regarding submission of tender in two sealed covers i.e. Technical bid & Financial bid and same must be followed. The Performa of letter regarding unconditional acceptance of EPFO tender conditions is enclosed with this forwarding letter. The Performa may please be duly signed and submitted in cover No. 1.
4. This letter may please be returned along with the tender documents subsequently.

Encl.: As above

yours faithfully

(H.C. Arora)
For Regional P.F. Commissioner, (FARIDABAD)



EMPLOYEES PROVIDENT FUND ORGANIZATION
Bhavishya Nidhi Bhawan, Behind Fire Station,

SECTOR 15A, FARIDABAD.

**ACCEPTANCE – LETTER (ON THE LETTER-HEAD OF THE BIDDER)
(TO BE SUBMITTED IN COVER NO. 1)**

To,

Regional P.F.Commissioner-I,
Employees provident fund organization
Bhavishya Nidhi Bhawan, Behind Fire Station,
FARIDABAD-122002

.

Sir,

SUB: ACCEPTANCE OF EPFO TENDER CONDITIONS

A. The tender document for the Designing, Supplying and Installation of Air Conditioner at Regional Office EPFO, Sector-15A, Faridabad office has been sold to me/us by EPFO. I/We have read and examined the following documents relating to the work

(a) Notice inviting tender

(b) General Conditions of Contract including Contractor's Labour Regulations, Model Rules for Labour Welfare and Safety Code and forms of different deeds appended to these conditions. Amendments, Guidance to tenders.

(c) Special Conditions

(d) Special Technical Specifications / Supplementary condition

(e) Instructions

B. In consideration of I/We being invited to tender and promise by EPFO to consider the award of work. if I/We are found to be the lowest responsive bidder as stipulated in the conditions of contract, I/We agree to keep the tender open for acceptance for six months from the due date of submission thereof and not to make any modifications is its terms and conditions which are not acceptable to Employees Provident Fund Organisation. If the work is awarded the item rates will remain valid for 6 months from the date of award by E.P.F.O.

C. A sum of Rs. _____ is hereby forwarded in the form of Demand Draft/Payorder is in favour of RPFC (I), EPFO, Faridabad, as earnest money. If I/We fail to keep the tender open as aforesaid or make any modifications in the terms and conditions of the tender which are not acceptable to EPFO, I/We agree that EPFO shall, without prejudice to any other right or remedy, be at liberty to forfeit the fully said earnest money absolutely and I/We shall not be considered as unsuccessful tenderer for the purpose of return of earnest money as provided in the Notice Inviting Tender. Should this tender be accepted, I/We hereby agree to abide by and fulfill all the terms, conditions and provisions of the aforesaid documents.

If, after the tender is accepted, I/We fail to commence the execution of the Works as provided in the Conditions, I/We agree the EPFO shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely and take suitable actions against me/us as deemed fit under the terms and conditions of the contract.

I/We agree that should EPFO decide to forfeit earnest money as aforesaid, unless a sum equal to the earnest money mentioned above is paid by me/us forthwith, EPFO may at its option recover it out of the deposit and in the event of deficiency, from any other moneys due to me/us or otherwise.

If the tender is accepted, I/We agree that the earnest money deposited at the time of tender shall be treated as part of security deposit and the balance security deposit shall be paid by me/us or EPFO shall collect the same by deductions from my/our running bills as per conditions of contract.

D. After unconditionally accepting the tender conditions in its entirety, it is not permissible to put any remarks/ conditions (except unconditional rebate on quoted prices if any) in/ along with the tender enclosed in "Cover No. 2" and the same has been followed in the present case. In case, the provision of the tender, is found violated after opening "cover no. 2". I/we agree that the tender shall be liable to be rejected and EPFO shall without prejudice to any other right or remedy be at liberty to forfeit the full said earnest money absolutely.

E. I/we hereby unconditionally accept the tender conditions of EPFO tender documents in it are entirely for the above work unconditionally.

Yours faithfully

Date:

(Signature of the tenderer with rubber stamp)

Address with Stamp:

Tel.No.

Witness

Date

Address



EMPLOYEES PROVIDENT FUND ORGANIZATION
Bhavishya Nidhi Bhawan, Behind Fire Station,

SECTOR 15A, FARIDABAD.

TENDER DOCUMENT

FOR

**Designing, Supplying and Installation of Air Conditioner at Regional Office
EPFO, Sector-15A, Faridabad**

VOLUME - I

1. INSTRUCTIONS
2. GENERAL CONDITIONS
3. SPECIAL CONDITIONS
4. SPECIAL TECHNICAL SPECIFICATIONS



**EMPLOYEES PROVIDENT FUND ORGANIZATION
Bhavishya Nidhi Bhawan, Behind Fire Station,
SECTOR 15A, FARIDABAD.**

TECHNICAL BID DOCUMENT

INSTRUCTIONS

1. All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be mentioned/ made in that column. If any particulars/query is not applicable in case of the applicant, it should be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the technical document or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by telegram or Fax and those received late will not be entertained.
2. The application should be type written. The applicant should sign each page of the tender document.
3. Over writing should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the technical bid documents are numbered. Additional sheets, if any added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.
4. References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the applicant should be signed by an officer not below the rank of Executive Engineer or equivalent in PSUs and G.M./other senior officers competent to authorize the bids in case of private sectors.
5. The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is however, advised not to furnish superfluous information. No information shall be entertained after submission of tender documents unless it is called for by the Employees Provident Fund Organisation (EPFO).
6. Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/ taking up of work in Employees Provident Fund Organisation. If such applicant happens to be enlisted contractor of any class in Employees Provident Fund Organisation, his name shall also be removed from the approved list of contractors.
7. The technical bid document in prescribed form duly completed and signed should be submitted in a sealed cover and as prescribed in NIT.

8. The tenderers have to return the tender documents in original. The rates shall be quoted against each item in the Performa of the schedule of quantities in Financial bid documents only.
9. The rate quoted shall be firm throughout the contract period without any change.
10. The staff to be engaged on this work shall have full knowledge and experience of the work in which they are engaged. The electrician/foreman shall have valid licenses for corresponding trades.
11. The successful tenderer is responsible to provide the required manpower with qualified persons to meet the requirements of the maintenance of the installation. The contractor shall provide any cleaning materials required. Tools required for the maintenance shall be arranged by the contractor (spanner set, cutting pliers, pipe wrenches etc.).
12. Tenders with any incomplete/ambiguous details are liable to be rejected without seeking any further clarification.
13. Any variation in the terms and conditions of the general/special conditions for payment, security deposit, penalty (for not providing the staff) is not acceptable to Employees Provident Fund Organisation.
14. Tender documents shall be submitted, in a sealed envelope addressed to APFC (Adm.) Shri H.C. Arora of Employees Provident Fund Organisation, Faridabad, superscripting the name of work, due date of opening etc. before the closing time and date.
15. Tenders shall be valid for acceptance for a period of six months from the date of opening.
16. Employees Provident Fund Organisation reserves the right to award the work in full or in part as per the decision of the competent authority.
17. Employees Provident Fund Organisation is not responsible for any postal delay in receipt of the application/receipt of tender documents etc. It is the responsibility of tender to make sure that the tender is received in time.
18. The tender shall be submitted in two-cover system. In cover No. 1 (The earnest money deposit has to be enclosed in the form of Demand Draft payable at Faridabad in favour of Regional Provident Fund Commissioner and acceptance letter duly signed along with all other documents). In cover No. 2, the price bid has to be enclosed. In case if EMD and acceptance letter is not submitted in cover No. 1 the Cover No. 2 i.e. the price bid cover will not be opened.
19. The contractor has to inform contact Telephone No. and the person to be contacted in case of contingency/emergency.
20. The antecedents of the staff shall be got verified before engaging them for the work.
21. Prospective applicants may request clarification of the tender requirements & technical bid documents. For guidance, A check list is provided which should be returned duly marked, in sealed envelop no 1.



EMPLOYEES PROVIDENT FUND ORGANIZATION
Bhavishya Nidhi Bhawan, Behind Fire Station,
SECTOR 15A, FARIDABAD.

CHECK LIST

Bid Envelop No 1

1. Original Bid Documents
2. Proof of 5 years experience in Air conditioning
3. For annual gross turnover (Audited Balance Sheet)
4. Profit making firm
5. Two similar works (Thirty lacs each in last 03 years)-along with copies of supported documents i.e. appreciation letters from the buyers (if any) about timely execution of contract/quality of goods supplied.
6. If partnership concern (copy of deed)
7. EMD of Rs. 1.0 lacs
8. EPF/ ESIC Registration certificate
9. Excise Registration Certificate in case of manufacturer and authorized dealership/distributorship certificate for others.
10. Submitted Income Tax Return for the year 2008-09
11. Document Certified with energy saving certificate indicating star rating.
12. Whether registered with DGS&D under Rate Contract, If yes, Copy of the same be attached.
13. Specification/Demonstration of the quoted items including designing.
14. Form A to G as supplied with tender/documents bid

Bid Envelop No 2

1. Financial /Price Bid

Signature with Stamp of Bidder



EMPLOYEES PROVIDENT FUND ORGANIZATION
Bhavishya Nidhi Bhawan, Behind Fire Station,
Faridabad

Name of Work: Designing, Supplying and Installation of Air Conditioner at
Regional Office EPFO, Sector-15A, Faridabad

GENERAL CONDITIONS

1. **Singular & Plural:** Where the context so requires, words importing the singular only also include the plural and vice-versa. Headings and marginal notes to these General Conditions shall not be deemed to form part thereof or be taken into consideration in the interpretation or constructions thereof or of the contract.
2. **Sufficiency of Tender:** The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall, except as otherwise provided, cover all his obligations under the contract and all matters and things necessary for the proper completion and maintenance of the Works.
 - a. The several documents forming the Contract are to be taken as mutually explanatory of one another, detailed drawing being followed in preference to small-scale drawing and figured dimensions in preference to scale and Special conditions in preference to General Conditions.
 - b. In the case of discrepancies between Schedule of Quantities, the Specifications and/or the Drawings, the following order of preference shall be observed.
 - (a) Description in Schedule of Quantities.
 - (b) Particular Specification and Special Conditions if any.
 - (c) Drawings
 - (d) General Specifications.
 - c. If there are varying or conflicting provisions made in any one document forming part of the Contract, the Accepting Authority shall be deciding authority with regard to the intention of the document.
 - d. Any error in description, quantity or rate in Schedule of Quantities or any omission therefore shall not vitiate the Contract or release the Contract from the execution of the whole or any part of the Works comprised therein according to drawings and specifications or from any of his obligations under the Contract.

- e. If on check there are found to be differences between the rates given by the contractor in works and figures or in the amount worked out by him in the schedule of quantities and general summary, the same shall be adjusted in accordance with the following rules:
- (a) In the event of a discrepancy between description in works and figures quoted by a tenderer, the description in works shall prevail.
 - (b) In the event of an error occurring in the amount column of Schedule of Quantities as a result of wrong extension of the unit rate and quantity the unit rate shall be regarded, as firm and extension shall be amended on the basis of the rate.
 - (c) All errors in totaling in the amount column and in carrying forward totals shall be corrected.
 - (d) The total of various sections of Schedule of Quantities amended shall be carried over to the General Summary and the tendered sum amended accordingly. The tendered sum so altered shall, for the purpose of the tenderer, be substituted for the sum originally tendered and considered for acceptance instead of the original sum quoted by the tenderer. Any rounding off of Quantities or in sections of Schedule of Quantities or in General Summary, by the tenderer, shall be ignored.

SCOPE OF WORK

3. The work of Designing, Supplying and Installation of Air Conditioner at Regional Office EPFO, Sector-15A, Faridabad regarding following one as specifying Ground Floor, 1st Floor, 2nd Floor, 3rd Floor & 4th Floor Areas in Form G.
4. Salient details of the work for which tenders are invited.

S.No.	Name of Work	Period of Completion
A.	Designing, Supplying and Installation of Air Conditioner at Regional Office EPFO, Sector-15A, Faridabad	30 days from the date of placing the order
	Supplying & Installation of Air Conditioner at SRO Karnal if so required by EPFO within the validity period of the bid on the same rates as specified in finacia bid for RO Faridabad.	

5. On the basis of lowest bidder for various items, EPFO will decide without assigning any reasons, the number of bidders to be listed under lowest bidders and a chance may be given to all such bidders or reject few and offer to others for submitting rebate on their offer. EPFO decision will be final and binding to all bidders.

DEFINITIONS

6. In this document the following words and expressions have the meaning hereby assigned to them.
- a. Employer: - Means the Regional P.F. Commissioner, EPFO, Faridabad.
 - b. Applicant: -Means the individual, proprietary firm, firm in partnership, limited company, private or public or corporation.
 - c. "Year" means "Financial Year" unless stated otherwise.
 - d. "Similar Work" means work of Air Conditioning in Commercial, Corporate, Hotel, Bank, Institutional and other buildings.
 - e. "Main Tenderer" means the person/ firm specializing in executing the work of component bearing the highest estimated cost in respect to other components in the group and who shall sign the single agreement considering all components in the group.
 - f. Engineer In charge means Junior Engineer/other technical/non- technical officer declared as engineer in charge for this contract by the employer.

7. METHOD OF APPLICATION:

- a. If the applicant is an individual, the application shall be signed by him above his full typewritten name and current address.
- b. If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- c. If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten name and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the Power of Attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
- d. If the applicant is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary/ Gazetted Officer.

8. FINAL DECISION MAKING AUTHORITY

The employer reserves the right to decide about quantum of items to be ordered and to accept or reject any application in fully or partly and to annul the tender process and reject all applications at any time, without assigning any reason or incurring any liability to the applicants.

9. SITE VISIT

The applicant is advised to visit the site of work, at his own cost, and examine it and its surroundings to himself collect all information that he consider necessary for proper assessment of the prospective assignment.

10. INITIAL CRITERIA FOR ELIGIBILITY FOR TECHNICAL BID

The criteria of eligibility of experienced, technically and financially sound, reputed manufacturers/suppliers of Air Conditioners shall be as under: -

Eligibility(Initial stage).

(A) The applicant should have experience of having successfully completed works during the last three years ending last day of the month previous to the one in which applications are invited: (Supply orders be enclosed).

Two similar completed works of Air Conditioning (at least one of them should preferably be in Central/State Government/ Autonomous Bodies/ Central Public Sector Undertakings) out of this two similar completed works of aggregate cost not less than thirty lac in Government/ Semi Govt./Autonomous Organisation/ PSU. Private Sector work experience should be supported with copy of related TDS certificate.

For this purpose, 'cost of work' shall mean gross value of the completed work including the cost of materials supplied by the Govt./ Client, but excluding those supplied free of cost. An officer not below the rank of Executive Engineer/ Project Manager or Equivalent should certify this.

(B) The applicant should have had average annual financial turnover (gross) of Rs. One crores per annum, during the last three financial years, in the field of Air Conditioning. (with Audited Balance Sheet to be enclosed).

(C) The applicant should not have incurred any loss in last two financial years and it shall be duly supported by audited financial statement.

(D) The applicant's performance for each work completed in the last 3 years and in hand should be certified by an officer not below the rank of Executive Engineer or equivalent /relevant TDS certificate and should be contained in sealed cover.

(E) The applicant shall clearly specify whenever the bid is submitted on his own or on behalf of partnership concern. In later case, the certificate copies partnership deed be submitted along with bid.

(F) Specify the period of warranty for compressor. In addition the applicant will agree/undertake for comprehensive warranty for supplied/fixed items for atleast

two years and two years post warranty services and maintenance under AMC post warranty period will start after expiry of two year defect liability periods.

(G) Supply of material will be within 30 days from the date of placing the order by E.P.F.O office. The bidder must note that successful bidder should give a performance guarantee in the form of bank guarantee amounts to 5% of the order. The performance guarantee should be furnished after order for supply is placed and shall be valid up to expiry of the maintenance period.

(H) EMD of Rs. One Lac in form of DD/Pay order in favour of RPFC, Faridabad, payable at Faridabad in the envelope containing technical Bids.

(I) The applicant should submit EPF/ESIC Registration certificate, Excise Registration certificate and whichever applicable.

(J) Proposed Design and requirement of Air Conditioners by bidders.

(K) Quality is essence of the contract and will not be compromised under any circumstance. RPFC has right to get the material tested at any time during/after execution of work order and will not be liable for substandard low quality products than specified and can return all such goods. Vendor will be liable for replacement of all such items including dismantling & reinstallation in addition to damages. RPFC may place one or more work orders for supply items by 30th September, 2010 and it will be supplied at the rates quoted. Quantity of goods to be specified in the tender document is just approximation. Actual quantity will be decided at the time of finalization of design submitted by the Contractor/at the time of placement of order. RPFC will not be bound to accept the proposed design/quantity. RPFC can fully/partly reject/accept the design and tenderer will be liable to supply & install full/part of the items at the rates specified in the financial bid. Particularly work orders for air conditioning Sub Regional Office, Karnal may or may not be issued by the RPFC at his sole discretion.

11. EVALUATION CRITERIA FOR TECHNICAL BID

1. All criteria are mandatory to qualify. The employer reserves the right, without being liable for any damages or obligation to inform the applicant to:
 - a) Amend the scope and value of contract to the applicant.
 - b) Reject any or all of the applications without assigning any reasons.
 - c) Restrict the list of qualified contractors to any number deemed suitable by it.
2. Any effort on the part of the applicant or his agent to exercise influence or to pressurize the employer would result in rejection of his application. Canvassing of any kind is prohibited.
3. Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the pre-qualification document.

b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/ weaknesses etc.

12. FINANCIAL INFORMATION

Applicant should furnish the following financial information:

Annual financial statement for the last five year (in Form "A")

13. EXPERIENCE IN SIMILAR WORKS:

(A) Applicant should furnish the following:

a) List of all works of similar class successfully completed during the last three years (in form "B")

b) List of the works under execution or awarded (in Form "C")

(B) Particulars of completed works and performance of the applicant duly authenticated/ certified by an office not below the rank of Executive Engineer or equivalent TDS certificates should be furnished separately for each work completed or in progress (in Form "D").

14. ORGANISATION INFORMATION

Applicant is required to submit the following information in respect of his organization (in Form "E" & "F")

a) Name & Postal Address, i/c Telephone, Fax & Telex Number etc.

b) Copies of original documents defining the legal status, place of Registration and principal places of business.

c) Names & Title of Directors and Officers concerned with the work, with designation of individuals authorized to act for the organization.

d) Information on any litigation in which the applicant was involved during the last five years, including any current litigation.

e) Authorization for employer to seek detailed references.

f) Number of Technical & Administrative Employees in parent company, subsidiary company and how these would be involved in this work (in Form "F")

15. Security deposit need to be deposited in full performance guarantee at the time of receive of orders of acceptance equal to 5% of the orders of value. It will be in addition to earnest money already deposited along with Tender/ Bid documents. The performance guarantee should be furnished within 10 days to the concerned officer of EPFO from where orders has been accepted from issue of acceptance for supply order and should be valid upto the period of one year from the date of completion of work. It can be deposited as bankers Cheque/Demand Draft/Bank Guarantee/ Pay Order of the sheduled Bank.

16. **TAXATION:** Recovery on account of Income Tax shall be made as per the provisions of the Income Tax Act. 1961 and rules made there under.
17. **LIQUIDITY DAMAGES:** If the contractor fails to maintain the required speed and the work is not completed during the stipulated time period, EPFO shall recover liquidated damages at the rate of 2 % (two percent) of the total cost of the work per week of delay subject to a maximum of 20 % (Ten Percent) of the total cost of work, or such smaller amount as may be fixed by the Employer. However, employer will give a notice in writing and provide natural justice to the employer by hearing/otherwise.
18. After the completion of work the contractor shall hand over the work after proper site clearance as directed by the Engineer-in-charge.
19. The rates quoted by the contractor shall be inclusive of all taxes i.e. VAT, WCT, Service tax, Cess and others etc.
20. **MAINTENANCE PERIOD:** the contractor shall be fully responsible for the quality, workmanship and structural safety of the construction work. Contractor shall be fully responsible for liability of defects in the work executed by him for a period of two years from the date of successful handing over of the work of EPFO. The contractor at his own cost and expenses shall rectify all defects observed during the defects liability period. In the event of failure on the part of the contractor to rectify the defects the same way, without prejudice to any other right available to it in law, be rectified by EPFO for and on behalf of contractor. EPFO shall have the right to deduct or set off the expenses incurred by it in rectifying the defects as aforesaid from/against any amount due and payable or becoming due and payable by EPFO to the contractor under this agreement or any other contracts what-so-ever.
21. The contractor will be responsible for obtaining “contractor all risk Policy” toward entire cost of the work and will obtain workmen compensation policy at his own cost.
22. The decision of the EPFO, regarding the quantum of reduction as well as justification thereof in respect of rates for substandard work which may be decided to be accepted will be final and would not be open to arbitration.
23. The work may be inspected Junior Engineer/other technical/non-technical officers or by Central Vigilance Commission and any deductions /compensation proposed by CVC or EPFO officers in regard to defective work or not confirming to specification, loss of time, amount shall be deducted from their bill or by sale of their properties at site.
24. The contractor shall have to make his own arrangements for the space required for storing & stacking of the materials, T & P etc. at site.
25. The contractor shall employ the specialized manpower who has experience in the relevant fields to carry out the works. Approval of the Employer shall be obtained before finalization / employing the Agencies.
26. **Time and Extension for Delay:** The time allowed for execution of the Works as specified or the extended time in accordance with these Conditions shall be the essence of the Contract. Designing work should be commenced within 7 days

from the date of work order and the execution of the rest Works shall commence immediately after design approval within 10 days after the date on which the Employer issues work orders to commence the work or from the date of handing over of the Site whichever is later. If the Contractor commits default in commencing the execution of the work as aforesaid, EPFO shall without prejudice to any other right or remedy be at liberty to forfeit the earnest money absolutely.

- (a) Request for extension of time, to be eligible for consideration, shall be made by the Contractor in writing within seven days of the happening of the event causing delay. The Contractor should indicate in such a request the period for which extension is desired.
- (b) In any such case the authority may give a fair and reasonable extension of time for completion of the work, such extension shall be communicated to the Contractor by the Employer.

Contractor's Supervision:

27. The Contractor shall either himself supervise the execution of the Works if contractor fails to supervise the work, the employer shall have full powers to suspend the execution of the Works until such date as a suitable agent is appointed and the Contractor shall be held responsible for the delay so caused to the Works.

Inspection and approval:

28. All works embracing more than one process shall be subject to examine and approval at each stage thereof and the Contractor shall give due notice to the Engineer-in-Charge or his authorized representative when each stage is ready. In default of such notice, the Engineer-in-Charge shall be entitled to appraise the quality and extent thereof.

29. Department officers concerned with the Contract shall have powers at any time to inspect and examine any part of the Works and the Contractor shall give such facilities as may be required for such inspection and examination.

Removal of Workmen

30. The Contractor shall employ in and about the execution of the Works only such persons as are skilled and experienced in their several trades and the Employer/Engineer-in-Charge shall be at liberty to object to and require the Contractor to remove from the Works any person employed by the contractor in or about the execution of the works who in the opinion of the Engineer-in-Charge/Employer misconducts himself or incompetent or negligent in the proper performance of his duties and such person shall not be again employed upon the Works without permission of the Engineer-in-Charge/Employer.

Completion Certificate:

31. As soon as the work is completed, the contractor shall give notice of such completion to the Engineer-in-Charge and within thirty days of receipt of such notice the Engineer-in-Charge shall inspect the work and shall furnish the Contractor with a certificate of completion indicating (a) the date of completion, (b) defects to be rectified by the Contractor and /or (c) items for which payment shall be made at reduced rates. When separate periods of completion have such been specified for items or groups of items, the Engineer-in-Charge shall issue separate completion certificates for such item or groups of item. No certificate of completion shall be issued, nor shall the work be considered to be complete till the Contractor shall have removed from the premises on which the work has been executed all scaffolding, sheds and surplus materials, except such as are required for rectification of defects, rubbish and all huts and sanitary arrangements required for his workmen on the site in connection with the execution of the work, as shall have been erected by the Contractor or the workmen and cleaned all dirt from the parts of building(s) in upon or about which the work has been executed or of which he may have had possession for the purpose of the execution thereof and cleaned floors, gutters and drains, eased doors and sashes, oiled locks and fastening labeled keys clearly and handed them over to the Engineer-in-Charge or his Representative and made the whole premises fit for immediate occupation or use to the satisfaction of the Engineer-in-Charge. If the Contractor shall fail to comply with any of the requirement of this Conditions as aforesaid, on or before the date of completion of the Works, the Engineer-in-Charge may at the expense of the Contractor fulfill such requirements and dispose of the scaffoldings, surplus materials and rubbish, etc. as he thinks fit and the Contractor shall have no claim in respect of any such scaffolding or surplus materials except for any sum actually realized by the sale thereof less the cost of fulfilling the requirements and any other amount that may be due from the Contractor. If the expenses of fulfilling the requirements and any other amount that may be due from the Contractor shall forthwith on demand pay such excess.

Contractor's Liability and Insurance:

32. From commencement to completion of the works, the Contractor shall take full responsibility for the case thereof and for taking precautions of prevent loss or damage and to minimize loss or damage to the greatest extent possible and shall be liable for any damage or loss that may happen to the Works or any part thereof and all EPFO T & P from any cause whatsoever (save and except the Excepted Risks) and shall at his own cost repair and make good the same so that at completion, the works and all EPFO T & P shall be in good order and condition and in conformity in every respect with the requirements of the Contract and instructions of the Engineer-in-Charge.

Sub Contracts :

33. The Contractor shall not sublet any contract without the prior written approval of the Accepting Authority.

Foreclosure of Contract in Full or in Part due to abandonment or Reduction in Scope of Work:

34. If at any time after acceptance of the tender EPFO shall decide to abandon or reduce the scope of the works for any reason whatsoever and hence not require the whole or any part of the works to be carried out, the Employer shall give notice in writing to that effect to the Contractor and the Contractor shall have no claim to any payment of compensation or other wise whatsoever, on account of any profit or advantage which he might have derived from the execution of the works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.

Termination of Contract on Death:

35. If the Contractor is an individual or a proprietary concern and the individual or the proprietor dies and if the Contractor is a partnership concern and one of the partners dies then unless the Accepting Authority is satisfied that the legal representative of the individual Contractor or of the proprietor of the Proprietary concern and in the case of partnership, the surviving partners are not capable for and completing the Contract, the Accepting Authority shall be entitled to cancel the Contract as to its uncompleted part without EPFO being in any way liable to payment of any compensation to the estate of the deceased Contractor and/or to the surviving partners of the Contractor's firm on account of the cancellation of the Contract. The decision of the Accepting Authority that the legal representatives of the deceased Contractor of the Surviving partners of the Contractor's firm cannot carry out and complete the Contract shall be final and binding on the parties. In the event of such cancellation EPFO shall not hold the estate of the deceased Contractor and/or the surviving partners of the Contractor's firm liable in damages for not completing the Contract.

Cancellation of Contract In full or in part:

36. If the Contractor:

(a) At any time makes default in proceeding with the works with due diligence and continues to do so after a notice in writing of 7 days from the Employer: or

(b) Commits default in complying with any of the terms and conditions of the Contract and does not remedy it or take effective steps to remedy it within 7 days after a notice in writing is given to him in that behalf by the Employer; or

(c) Fails to complete the works or items of work with individual dates of completion, on or before the date(s) of completion and does not complete them within the period of specified notice given in writing in that behalf by the Employer; or

(d) Shall offer or give or agree to give to any person in EPFO service or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other Contract for EPFO.

Liability for Damage, Defects or imperfections and Rectification thereof:

37. If the Contractor or his workman or employees shall injure or destroy any part of the building in which he may be working or any building, road, fence, etc. contiguous to the premises on which the work or any part of it is being executed, or if any damage shall happen to them while in progress the Contractor shall upon receipt of a notice in writing in that behalf make the same good at his own expense. If it shall appear to the Engineer-in-Charge or his Representative at any time during construction or reconstruction or prior to the expiration of the Defects Liability Period, that any work has been executed with unsound, imperfect or unskilled workmanship or that any material or articles provided by the Contractor for execution of the work are unsound or of a quality inferior to that contract for, or otherwise not of defective or improper materials or workmanship, the Contractor shall, upon receipt of a notice in writing in that behalf from the Engineer-in-Charge, forth with rectify or remove and reconstructed the work so specified in whole or in part, as the case may require or as the case may be, and/or remove the materials or articles and provide other proper and suitable materials or articles at his own expense, notwithstanding that the same may have been inadvertently passed, certified in his notice aforesaid, the Engineer-in-Charge may rectify or remove and re-execute the work and/or remove and replace with others the materials or articles complained of, as the case may be, by other means at the risk and expense of the contractor.

38. In case of repairs and maintenance works, splashes and droppings from white washing, painting, etc shall be removed and surfaces cleaned simultaneously with completion of these items of work in individual rooms, quarters or premises, etc. where the work is done, without waiting for completion of all other items of work in the Contract. In case the Contractor fails to comply with requirements of his condition, the Engineer-in-Charge shall have the right to get the work done by other means at the cost of the Contractor. Before taking such action, however, the Engineer-in-Charge shall give three day notice in writing to the Contractor

Urgent Works:

39. If any work (in respect whereof the decision of the Engineer-in-Charge shall be final and binding) becomes necessary and the Contractor is unable or unwilling at once to carry it out, the Engineer-in-Charge may by his own or other work people, carry it out as he may consider necessary. If the Urgent Work shall be such as the Contractor is liable under the Contract to carry out at his expense, all expense incurred on it by EPFO shall be recoverable from the Contractor and be adjusted or set off against any sum payable to him.

Change in Constitution:

40. Where the Contractor is a partnership firm, prior approval in writing of the Accepting Authority shall be obtained before any change is made in the constitution of the firm. Where the Contractor is an individual or a Hindu Undivided Family business concern such approval as aforesaid shall likewise be obtained before the Contractor enters in to any partnership agreement where under the partnership firm would have the right to carry out the work hereby undertaken by the Contractor. If prior approval as aforesaid is not obtained, the Contractor shall be deemed to have been assigned in contravention of provisions of contract and the same action may be taken and the same consequences shall ensue.

Training of Apprentices:

41. The contractor shall comply with the provisions of the Apprentices Act 1961 and the Rules and orders issued there under from time to time. The contractor shall be liable for any pecuniary liability arising on account of any violation by him of the provisions of this Act.

Contractors Representatives, Agents and Workmen:

42. The contractor shall employ only Indian Nationals and verify their antecedents and loyalty before employing them on the work. He shall ensure that no person of doubtful antecedent and nationality is in any way associated with the work.

43. VALUATION AND PAYMENT

A. Payment on Account:

- a. ***Time Limit For Payment Of Bill:*** the Contractor shall submit the bill within one month of physical completion of the Works. No further claims shall be made by the Contractor after submission of the final bill and these shall be deemed to have been waived and extinguished. Payment of the

items of the bill in respect of which there is no dispute and of items in dispute, for quantities and at rates as approved by Engineer-in-Charge, shall be made within the period specified hereunder, the period being reckoned from the date of receipt of the bill by the Engineer-in-Charge:

- (a) Contract amount not exceeding Rs. 15 lacs 20 days.
- (b) Contract amount exceeding Rs. 15 lacs one months.

After payment of the amount of the bill payable as aforesaid has been made, the Contractor, if he so desired, reconsider his position in respect of the disputed portion of the bill and if he fails to do so within 50 days, his disputed claim shall be dealt with as provided in the Contract.

- a. If for any reason, except a default, the work under the Contract is suspended or is to be suspended for more than 15 days, the contractor shall be at liberty to remove the plant and equipment or any part thereof hypothecated to EPFO above to any other Works site of the Contractor for carrying on his other Works, on his furnishing prior to such removal a bank guarantee acceptable to EPFO for the amount of 5% of the work order granted above and undertaking to bring back to the site, before expiry of the period of suspension, the plant and Equipment as may be necessary for completion of the Works.

b. Income Tax Recovery:

Before releasing payment to the Contractor, tax recovery shall be made from the contractor's bill at the rate as applicable during that time. For payment towards advances, income tax recovery shall be made and advances shall be recovered as per terms and conditions provided in conditions

c. Overpayments and Underpayments

- (a) Whenever any claim for the payment of a sum of money to EPFO arises of or under this Contract against the Contractor the same may be deducted by EPFO from any sum then due or which at any time thereafter may become due to the contractor under this Contract and failing that under any other Contract with EPFO or from any other sum due to the contractor from EPFO which may be available with EPFO or from his security deposit or he shall pay the claim on demand.

- (b) EPFO reserve the right to carry out post-payment audit and technical examination of the final bill including all supporting vouchers, abstracts, etc, EPFO further reserve the right to enforce recovery of any other when detected notwithstanding the fact that the amount of the final bill may be Included by one of the part as an item of dispute

before an arbitrator appointed, of this Contract and notwithstanding the fact that the amount of the final bill figures in the arbitration award.

- (c) If as a result of such audit and technical examination any overpayment is discovered in respect of any work done by the Contractor or alleged to have been done by him under the contract, it shall be recovered by EPFO from the Contractor by any or all of the methods prescribed above or if any under payment is discovered the amount shall be duly paid to the Contractor by EPFO.
- (d) Provided that the aforesaid right of EPFO to adjust overpayment against amount due to the Contractor under any other Contract with EPFO shall not extend beyond the period of two years from the date of payment of the final bill or In case the final bill is a MINUS bill, from the date the amount payable by the contract under the MINUS final bill is communicated to the Contractor under the MINUS final bill be communicated to the contractor.
- (e) Any amount due to the Contractor under this Contract for under payment may be adjusted against any amount then due or which may at any time thereafter become due before payment is made to the contractor, from him to EPFO on any other Contract or account whatsoever.

44. ARBITRATION AND LAWS.

a. Arbitration:

- a. Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the specification designs, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitrator as may be appointed by the authority of EPFO. There will be no objection if the arbitrator so appointed is an employee of EPFO and that he had to deal with the matters to which the contract relates and that in the course of his duties as such he had expressed views on all or any of the matters of dispute or difference. The arbitrator to whom the matter is originally referred being transferred or vacating his office or being to act for any reason, the appointing authority for arbitrator, as aforesaid at the time of such an office or inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of this contract that no person, other than a person appointed by the authority mentioned in

schedule E, should act as arbitrator and if for any reason, that is not possible, the matter is not to be referred to arbitration at all.

- (a) Cases where the amount of the claim in dispute is Rs. 50,000 (Rupees fifty thousand) and above, the Arbitrator shall give reasons for the award.
- (b) Subject as aforesaid the provision of the Arbitration Act. 1940, or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause. In case of disputes arising between two (Government of India Undertaking, provisions as content in Bureau of Public Enterprises Letter No. BPE/GL-001/16/MAN-2 (100-75-BPE) (GM- 1) dated 01-01-1976 and as may be amended from time to time shall apply.
- (c) It is a term of the contract that the party invoking arbitration shall specify the dispute or disputes to be referred to arbitration under this clause together with the amount or amounts claimed in respect of each such dispute. The arbitrator (s) may from time to time with consent of the parties enlarge the time, for making and publishing the award.
- (d) The work under the Contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due or payable to the Contractor shall be withheld on account of such proceedings.
- (e) The Arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing.
- (f) The Arbitrator shall give a separate award in respect of each dispute or difference referred to him. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion. The award of the arbitrator shall be final, conclusive and binding to all parties to this contract.



**EMPLOYEES PROVIDENT FUND ORGANIZATION
Bhavishya Nidhi Bhawan, Behind Fire Station,
SECTOR 15A, FARIDABAD.**

AFFIDAVIT

(On Non Judicial Stamp Paper of Rs.10.00 in case the individual who is the sole proprietor of the firm)

I, S/o
age Years, occupation business r/o
.....

.....do hereby state on oath as under:

That I am residing in locality
of District since last years.

That I am the sole proprietor of a proprietary concern name and style as
“.....” having its office at District dealing in
business of Government, civil contracts and ancillary works attached therefore.

Hence this affidavit.

DEPONENT

Note : This Affidavit should be notarized

SIGNATURE OF CONTRACTOR



EMPLOYEES PROVIDENT FUND ORGANIZATION
Bhavishya Nidhi Bhawan, Behind Fire Station,
SECTOR 15A, FARIDABAD.

ENROLMENT FORM

I/Weam/are desirous of being enrolledon
list of contractors for (Name of work).....and hereby apply
for the same. I/we give the following details for your consideration.

S.No.	QUERY	ANSWER
1.	Name of the Firm	
2.	Address	
3.	Telephone No. OFFICE	
	RESIDENCE	
	MOBILE	
	FAX NO.	
	E MAIL	
4.	Telegraphic address, if any	
5.	Month and year in which the firm was established in present name	
6.	Particular of old firm (if present firm is new) if main partners of the present firm were working as construction contractors, in some other name in the past (The partnership deed of old firm be enclosed).	
7.	Particular of sister firms (if any) engaged in modular furniture.	
8.	i) What is the constitution of firm viz. Sole Proprietor, Partnership, Pvt. Ltd., Public Ltd., etc.	
	ii) Enclose copy of partnership deed, Articles of Association or Affidavit in case of sole proprietorship	
9.	Has the applicant or his partners or Directors been black listed in past by any Central or State Govt. Deptt./Others.	

SIGNATURE OF CONTRACTOR

S.No.	QUERY	ANSWER
10.	i) Annual Turn Over for <u>last three years</u> (enclose documentary evidence or proof to support figures) Form 'A'	
	ii) What evidence of proof is enclosed to support the amounts of yearly turnover	
11	Name and complete postal address of bankers.	
12	i) Enclosed list of immovable properties with complete postal addresses, full description & reasonable market value of property duly supported by certificate of D.M. /Collector/First class Magistrate/approved valuer/Chartered Accountant. Form 'A'	
	ii) Enclose solvency certificate indicating amount from Chartered Accountant. Form 'A'	
	iii) Bank Guarantee limit with various banks.	
	iv) Whose supporting certificate is enclosed	
13	i) Particulars of movable properties along with Banker's reference.	
	Value of tools & plants	
	Other Assets	
	Total	
	ii) Whose reference is enclosed	
14.	Fill in & enclose Form 'B' giving full particulars about major works completed during past three years alongwith Form 'D'. Note: List of only those works which are carried out by firm requesting for enrolment is to be given.	
15.	Work in progress:	
	i) Whether full details of major work on hand given in Form 'C' & 'D'	
	ii) Are the copies of work orders for such large works enclosed.	
16.	Whether full information regarding permanent technical staff employed given in Annexure F.	
17	Visit at site and propose the best possible plan about requirement of split/window air conditioners and ducting etc leading to power, maintenance and capital cost savings (Attach as Form 'G')	
18.	Any other information the applicant might like to give.	

SIGNATURE OF CONTRACTOR



EMPLOYEES PROVIDENT FUND ORGANIZATION
Bhavishya Nidhi Bhawan, Behind Fire Station,
SECTOR 15A, FARIDABAD.

FINANCIAL INFORMATION

Financial Analysis Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last three years duly certified the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached) and Company Balance Sheet duly audited.

YEARS

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I. i) Gross Annual Turnover reg Air Conditioning
on Modular furniture works

ii) Profit/ Loss

II. Financial arrangement for carrying out the proposed work

III. The following certificates are enclosed :

Solvency Certificate from Chartered Accountant taking into account latest audited Balance-Sheet etc. Indication of moveable & immovable assets both are required if balance sheet upto 2009-10 is not audited & enclosed.

Signature of Applicant(s)

Signature of Chartered Accountant with Seal

Signature of tenderer with seal



**EMPLOYEES PROVIDENT FUND ORGANIZATION
Bhavishya Nidhi Bhawan, Behind Fire Station,
SECTOR 15A, FARIDABAD.**

WORKS DETAILS

DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST THREE YEARS ENDING LAST DAY OF THE MONTH (DEC 2009).

(Separate proforma to be filled for each work)

1	2	3	4	5	6	7	8	9	10	11
S. No.	Name of work/ project and location	Owner or sponsoring organization	Cost of work in crores	Date of commencement as per contract	Stipulated date of completion	Actual Date of completion	Litigation/Arbitration pending/ in progress with details*	Name and address /telephone number] of officer to whom reference may be made	Verified by /TDS details	Remarks

*Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Applicant(s)



EMPLOYEES PROVIDENT FUND ORGANIZATION
Bhavishya Nidhi Bhawan, Behind Fire Station,
SECTOR 15A, FARIDABAD.

PROJECT UNDER EXECUTION OR AWARDED

(Separate proforma to be filled for each work)

S No:	Name of work/ project and location	Owner or sponsoring organization	Cost of work	Date of commencement as per contract	Stipulated date of completion	Up to date percent- age progress of work	Slow progress if any, and reasons thereof	Name And Address/ Telephone Number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

Signature of Applicant(s)



**EMPLOYEES PROVIDENT FUND ORGANIZATION
Bhavishya Nidhi Bhawan, Behind Fire Station,
SECTOR 15A, FARIDABAD.**

PERFORMANCE REPORT

WORKS REFERRED TO IN FORM "B" & "C"
(Separate to be filled for each work)

1. Name of Employer alongwith Telephone No. and Project Name/Location
1. Agreement No
2. Estimated Cost
3. Tendered Cost
4. Date of Start
5. Date of Completion
 - i) Stipulated date of completion
 - ii) Actual date of completion
7. Amount of compensation levied for delayed completion, if any
8. Amount of reduced rate items, if any
9. Performance Report alongwith appreciation letters (if any)

1) Quality of work	Very Good/Good/Fair/Poor
2) Financial Soundness	Very Good/Good/Fair/Poor
3) Technical Proficiency	Very Good/Good/Fair/Poor
4) Resourcefulness	Very Good/Good/Fair/Poor
5) General behaviour	Very Good/Good/Fair/Poor

(Note:- Enclosed Appreciation letter issued by the concerned office/deptt./bank/other employer)

Dated :

Executive Engineer or Equivalent



EMPLOYEES PROVIDENT FUND ORGANIZATION
Bhavishya Nidhi Bhawan, Behind Fire Station,
SECTOR 15A, FARIDABAD.

STRUCTURE & ORGANISATION

(Separate proforma to be filled for each work)

1. Name & Address of the applicant
2. Telephone No./Telex No./Fax No.
3. Legal status of the applicant
(Attach copies of original document defining the legal status)
 - a) An individual
 - b) A proprietary firm
 - c) A firm in partnership
 - d) A limited company or Corporation
4. Particulars of registration with various Government bodies (attach attested Photocopy)

Organization/ Place of registration	Registration No.
1.	
5. Name and Titles of Directors & Officers with designation to be concerned with this work
6. Designation of individuals authorized to act for the organization.
7. Was the applicant ever required to suspend work for a period of more than six months continuously after you commenced the work? If so, give the name of the project and reasons of suspension of work.
8. Has the applicant, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so give name of the project and reasons for abandonment.
9. Has the applicant, or any constituent partner in case of partnership firm, ever been debarred/black listed for tendering in any organization at any time? If so, give details.
10. Has the applicant, or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
11. In which other field of engineering the applicant has specialization and interest?
12. Any other information considered necessary but not included above.

Signature of Applicant(s)

FORM 'F'
(Part of Form E)



EMPLOYEES PROVIDENT FUND ORGANIZATION
Bhavishya Nidhi Bhawan, Behind Fire Station,
SECTOR 15A, FARIDABAD.

DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK

S.NO.	Designation	Total number	Number available for this work	Name	Qualification	Professional experience and details of work carried out	How these would be involved in this work	Remarks
1	2	3	4	5	6	7	8	9

Signature of Applicant(s)

Form 'G'

Designing & Assessment of requirement of Air conditioners and allied items for air-conditioning at RO Faridabad.

	Particulars	Area (Sq. Ft.)	Window /Split (in ton)	Qty	Power Consumption
	Ground Floor				
a	Reception Area	650			
b	Account Section XIII, XIV, XV	1250			
	1st Floor				
a	Compliance I, II & III	1200			
b	APFC Room - 107	154			
c	Enforcement Officer Room	480			
d	Pensions	900			
e	APFC Room -101	145			
f	APFC Room- 103	157			
	2nd Floor				
a	Administration Section	1300			
b	PA Cell	247			
c	Conference Room	360			
	3rd Floor				
a	Cash Section I, II & III	1260			
b	Account Section –III, VI & XII	1950			
c	APFC Room - 302	147			
d	APFC Room- 303	154			
	4th Floor				
a	Accounts – II, X	1260			
b	Accounts- IV,V,VII, VIII, XII	1880			
c	APFC Room- 402	190			
d	APFC Room- 403	147			
e	APFC Room- 403	154			
		13985			



EMPLOYEES PROVIDENT FUND ORGANIZATION
Bhavishya Nidhi Bhawan, Behind Fire Station,
SECTOR 15A, FARIDABAD.

FORM OF BANK GUARANTEE IN LIEU OF SECURITY DEPOSIT IN INDIVIDUAL CONTRACT

(On Non-Judicial Stamp Paper)

To

The EPFO

In consideration of the Central Board of Trustees, Employees' Provident Fund Organization through Regional Provident Fund Commissioner-II, having office at Sector-15A, Faridabad (hereinafter called the "EPFO" which expression shall unless repugnant to the subject or context include its administrators, successors and assigns) having agreed under the terms and conditions of Contract Agreement No. _____ dated _____ made between _____ and EPFO in connection with the work of _____ (hereinafter called the said contract), to accept at Deed of Guarantee as herein provided for Rs. _____ (Rupees _____ Only) from a Nationalized Bank in lieu of the Security deposit to be made by the contractor or in lieu of the deduction to be made from the contractor's bills, for the due fulfillment by the said Contractor of the term and conditions contained in the said Contract. We, the bank (hereinafter referred to as "the said Bank" and having our registered office at do hereby undertake and agree to indemnify and keep indemnified EPFO 'from time to time to the extent of Rs. _____ (Rupees _____ only) against any loss or damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by EPFO by reason of any breach or breaches by the said Contractor of any of the terms and conditions contained in the said contract and to unconditionally pay the amount claimed by EPFO on demand and without demur to the extent aforesaid.

2. We, the _____ Bank, further agree that E.P.F.O. shall be the sole judge of and as to whether the said Contractor has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by EPFO -on account thereof and the decision of EPFO that the said Contractor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by E.P.F.O. from time to time shall be final and binding on us.

3. We, the said Bank, I agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contracts and till all the dues of EPFO under the said Contract or by virtue of any of the terms and conditions governing the said Contract have been fully paid and its claims satisfied or discharged and till the Accepting Authority of the contract certifies that the terms and conditions of the said Contract have been fully and properly earned out by the said Contractor and accordingly discharges this guarantee subject, however that EPFO shall have no claim under this Guarantee after 90 (Ninety) days from the date of expiry of the Defects Liability Period as provided in the said Contract, i.e., (date) or from the date of cancellation of the said Contract as the case may be, unless a notice of the claim under this Guarantee has been served on the Bank before the expiry of the said period in which case the same shall be enforceable against the Bank notwithstanding the fact, that the same is enforced after the expiry of the said period.

4 EPFO shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee or indemnity from time to time to vary any of the terms and conditions of the said contract or to extend time of performance by the said Contractor or to postpone for any time and from time to time any of the powers exercisable by it against the said Contractor and to enforce or forbear from enforcing any of the terms and conditions governing the said Contract or securities available to EPFO and the said Bank shall not be released from its liability under these presents by any exercise by EPFO of any liberty with reference to the matters aforesaid or by reason of time being given to the said Contractor or any other forbearance, act or omission on the part of EPFO or any indulgence by EPFO to the said Contractor or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of so releasing the Bank from its such liability

5 It shall not be necessary for EPFO to proceed against the Contractor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank, notwithstanding any security which EPFO may have obtained or obtain from the Contractor at the time when proceedings are taken against the Bank hereunder be outstanding or un-realized.

6. We, the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of EPFO in writing and agree that any change in the Constitution of the said Contractor or the said Bank shall not discharge our liability hereunder.

In presence of: _____ : Dated this _____ Day of _____

WITNESS

1.

For and on behalf of (The Bank)

Signature_____

2.

Name & Designation_____

Authorisation No. _____

Name & Place _____

Bank's Seal _____

The above Guarantee is accepted by EPFO

For and on behalf of EPFO

Signature _____

Name _____

Designation _____

Dated _____

Note* For Proprietary Concerns

Shri son of _____ resident of _____ carrying in business under the name and style of _____ at _____ (hereinafter called "the said Contractor which expression shall unless the context requires otherwise include his heirs, executors, administrators and legal representatives).

For Partnership Concerns

1. Shri _____ son of _____ resident of _____

2 Shri _____ son of _____ resident of _____ carrying on business in partnership under the name and style of _____ at _____ (hereinafter collectively called "the said contractor" which expression shall unless the context requires otherwise include each of them and their respective heirs, executors administrators and legal representatives).

For Companies

M/s _____ a company registered under the Companies Act, 1956 and having its registered office in the State of _____ (Hereinafter called "the said Contractor" which expression shall unless the context requires otherwise include its administrators, successors and assigns).



EMPLOYEES PROVIDENT FUND ORGANIZATION
Bhavishya Nidhi Bhawan, Behind Fire Station,
SECTOR 15A, FARIDABAD.

TECHNICAL BID DOCUMENT

Name of Work: Designing, Supplying and Installation of Air Conditioner at
Regional Office EPFO, Sector-15A, Faridabad

SPECIAL CONDITIONS

1. GENERAL

- 1.1 Special conditions of contract shall be read in conjunction with General Conditions of contract, Technical Specifications, Drawings and any other documents forming part of this contract wherever the context so requires.
- 1.2 Notwithstanding the sub-division of the documents into these separate sections and volume, every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read with and into the CONTRACT so far as it may be practicable to do so.
- 1.3 Where any portion of the General Condition of Contract is repugnant to or at variance with any provisions of the Special Conditions of contract, unless a different intention appears, the provisions of the Special Conditions of Contract shall be deemed to over-ride the provisions of the General Conditions of Contract and shall to the extent of such repugnancy, or variations, prevail.
- 1.4 The rates includes all items of works such as machines, pipes, cables, interconnection and installation charges etc. Rates are also inclusive of 'pre-cautionary' and 'safety measures for workmen and staff to work under said circumstances.

2. BRIEF SCOPE OF WORKS.

- i) The Scope of Work shall consist of installation, fixation and interconnection of pipes and cables and providing of Air Conditioners.
- ii) Preparation for floor wise design drawings and getting the drawing duly approved by Engineer In Charge and Employer as 'Related for construction' (or Good for Construction) drawings with additions

alteration and modification made from time to time as required by Engineer –in-charge and Employer during actual execution.

iii) All the test required for all material as desired by Engineer in Charge.

3. POWER SUPPLY

Generally electricity required for the work, shall not be given by EPFO and same has to be arranged by the contractor. In case EPFO electricity source is available near the work site and electricity can be spared to contractor as per discretion of Engineer-in-Charge, the contractor may draw electricity from the EPFO source as approved by Engineer-in-charge. Necessary meter and connection from the source as approved by Engineer-In- charge shall be arranged by the contractor. No extra payment towards meter and connection arrangement shall be paid by EPFO. Wherever EPFO electricity source is used by the contractor, Rs. 8 (Eight only) per unit of meter reading or the charge as fixed by the local Electricity Board/Authority whichever is higher shall be recovered from the contractor from the Running/Final Bill. The contractor has to make own arrangement for laying appropriate cables keeping all the safety regulations as Instructed by Engineer-In-charge.

4. RESTRICTED WORKING HOURS:

4.1 In case normal working hours are reduced due to operational / Security requirement etc., nothing extra shall be payable by EPFO on account of restricted working, period and in restricted working condition.

5. DRAWINGS AND DOCUMENTS

5.1 The drawing accompanying the Tender Document are of indicative nature and issued for Tendering purpose with the purpose to enable the Tenderer to make an offer in lines with the requirements of the EPFO.

5.2 However, no extra claim whatsoever shall be entertained for variation, if any, during actual execution of work.

6. TEMPORARY WORKS

6.1 All Temporary and ancillary works including enabling works connected with the work shall be responsibility of the Contractor and the price quoted by them shall be deemed to have included the cost of such works which shall be removed by the contractor at his cost, Immediately after completion of the work. -

7. CONTRACT AGREEMENT

7.1 The contract agreement shall be executed on a non-judicial stamp paper of value of Rs.100/- (Rupees one hundred only) and cost of the stamp paper shall be borne by the contractor.

- 7.2 Contractor's tender including the letters of clarifications between the contractor and the EPFO prior to the award of contract shall form a part of the Contract agreement to the extent they have been accepted by EPFO.

8. TURN OVER TAX / CONTRACT TAX

Turn over Tax / Works Contract Tax / Sales Tax / Cess on works contract and/or any other taxes, cess etc., which are mandatory for deduction at source, shall be deducted at source at the rates notified by Govt. of India or respective State Govt. and nothing will be paid by MI on these accounts.

9. WORK EQUIPMENT

- 9.1 The contractor shall be responsible to arrange at his own cost all necessary tools and plants required for execution of the work.
- 9.2 The contractor shall without prejudice to his overall responsibility to execute and complete the work as per specifications and time schedule, progressively deploy adequate equipments and tools and tackles and augment the same as decided by the Engineer-in-charge depending on the exigencies of the work so as to suit the construction schedule.
- 9.3 No equipment shall be supplied by EPFO.

10. SITE ORGANISATION

- 10.1 Subject to the provisions in the tender document and without prejudice to contractor's liabilities and responsibilities to, provide adequate qualified and skilled personnel on the work, contractor shall deploy site organization and augment the same as decided by the Engineer-in-charge depending on the work. No personnel of the contractor deployed at site shall be removed from the site without prior approval of the Engineer-in-charge.

11. LABOUR CAMPS

- 11.1 No Labour will be allowed to stay in the building/complex.

12. REGULATIONS

- 12.1 All men and vehicles will observe the regulations in force in the building complex and will do nothing to pose any danger to the smooth operations of the building/complex.
- 12.2 All men and vehicles shall be permitted to the building premises only on possession of security passes issued, by EPFO. The contractor shall apply in writing in advance of the commencement of work for issue of security passes and shall submit a list of personnel concerned with their addresses and photograph. Engineer-In-Charge who shall, at, his discretion, have the right to recommend the issue of passes to control the admission of contractor, his agents, his staff and workmen. The contractor shall ensure that his men will work in areas/zones allotted to them. Passes shall be deposited with

Engineer-in-charge on demand and in any case immediately after completion of work. The contractor, his 'staff/workmen shall observe all the rules promulgated, from time to time by the concerned authorities. Any person found violating the security rules laid down by the Authority will be expelled from the area without assigning any reason whatsoever and contractor shall have no claim on this account. Nothing extra shall be payable by EPFO on account of working in restricted working conditions.

- 13.3 In case normal working, hours are reduced due to operational, security requirements, etc. no extra payment shall be admissible to the contractor but suitable extension of time shall be granted subject to verification of proper records of such restricted working hours maintained at site.

13. INSPECTION OF SITE AND TESTING

- 13.1 The Engineer-in-charge/employer or his authorized representative shall have full power to inspect any portion of the work, examine the materials and workmanship at the contractor's works or at any other place from where the material is obtained. Acceptance of any material shall in no way relieve the contractor of his responsibility for meeting the requirement of the specifications.

- 13.2 All tests as directed by the Engineer-in-charge/employer shall be done at the approved laboratory or manufacturer's lab as decided by Engineer-in-charge. Testing charges if any shall be borne by the Contractor. All other expenditure required to be incurred for taking the samples (inclusive of cost of samples), conveyance, packing etc. shall also be borne by the Contractor. Authorized representative of Contractor or contractor himself should be present during sampling and testing..

- 13.3 In case there is any discrepancy in frequency of testing as given in list of mandatory tests and that in INDIVIDUAL sub-heads of work as per CPWD/BIS/BIFMA Specifications/Standard or the practices recommended by relevant Indian manufacturer Specifications, the higher of the two frequencies of testing shall be followed, and nothing extra shall be payable to the Contractor on this account.

- 13.4 The contractor should make arrangement for factory inspection of the product bought to the sites before delivery at site If desired by Engineer-in-charge

14 SITE FOR STACKING OF MATERIALS

- 14.1 The contractor shall stack materials at the site of work strictly as per instructions of Engineer-in-Charge keeping in view the requirements of the EPFO. Nothing extra shall be payable for any extra lead, involved in stacking the material at a reasonable distance away from the work place.



**EMPLOYEES PROVIDENT FUND ORGANIZATION
Bhavishya Nidhi Bhawan, Behind Fire Station,
SECTOR 15A, FARIDABAD.**

Name of Work: Designing, Supplying and Installation of Air Conditioner at
Regional Office EPFO, Sector-15A, Faridabad

**SPECIAL TECHNICAL
SPECIFICATIONS**

TECHNICAL BID DOCUMENTS

Technical Specifications/ Lay out plan & feasibility report along with Proper Justification and power consumption as per proposed designs & supplies of Air conditioning.

S.No.	Description	Brand	Unit	Quantity (As per proposed design)
1	Supply, Installation, testing of ductable split Air Conditioning Unit, each comprising of end outdoor & one deductable indorr units shall be complete with scroll type compressors & air cooled condensor with fan.(Specify 4/3 star make - LG/Hitachi/Samsung/Whirlpool/Bluestar/Carrier etc alongwith related documents regarding energy saving etc. issued by the authority)			
(a)	1.00 Tr. Split Model No.		each	
(b)	1.5 Tr. Split Model No.		each	
(c)	2.0 Tr. Split Model No.		each	
(d)	3.0 Tr. Split Model No.		each	
(e)	5.0 Tr. Split Model No.		each	
(f)	7.5 Tr. Split Model No.		each	
2	Window Air Conditioned, supply, installation & testing (4/3 star make - LG/Hitachi/Samsung/Whirlpool/Bluestar/Carrier LG/Hitachi/Samsung/Whirlpool/Bluestar/Carrier etc alongwith related documents regarding energy saving etc. issued by the authority))			
(a)	1.00 Tr. Model No.		each	
(b)	1.5 Tr. (Model No.		each	
(c)	2.0 Tr. Model No.		each	
3	Supply, Fabrication, Installation, Testing & Commissioning of GI Sheet metal site Fabrication ducting complete with hangers, support and rubber gasket cealing, guide vans etc as per the specifications approval shop drawing make SAIL			
(a)	22 gauge GSS ducting	SAIL	Sq. Ft.	
(b)	242 gauge GSS ducting	SAIL	Sq. Ft.	
4	Supply fabrication, installation & flexible connection constructed of fine resistance flexible double canvas sleeve as per the specifications & approval drawing		Nos	

5	Supply, installation, testing & commissioning of extrudual aluminium constructed supply Air Grill (Dynamic)		Sq. Ft	
6	Supply, installation, testing & commissioning of MS supply Air Damper (Dynamic)		Sq. Ft	
7	Supply, installation, testing & commissioning of extrudual aluminium powder coated fresh/ exhaust Air grille with douvers Damper and bired screen (Dynamic)		Sq. Ft	
8	Supply & application of accostic lining as per specifications and approved shop drawings. 25 mm thick duct lining with glass wool of density 24 Kg/ cu. Mtr. Covered with RP tissue and al Perforated sheet of 28G Make (U.P. Twiga/Kimco/Owens Corning)		Sq. Ft.	
9	Supply & application of under deck installation as per specification & approved shop drawing. 25 mm thick aluminium foil cross linked polyeurathene x LP with adhesive		Sq. Ft.	
10	Supply & application of External Thermal insulation to tail end of supply of Air dust with Al. Laminated glass wool insulation designed thickness 25 mm densit. 24 Kg/ Cu mtr. Make (U.P. Twiga/Kimco/Owens Corning)		Sq. Ft.	
11	SITC of hard PVC 25 mm dia drain water pipe with 6 mm nitile rubber insulation with fitting.		Sq. Ft.	
12	Providing & installation of steel stand for outdoor units		Kg	
13	Supply & laying of following 1100 volts grade PVC insulated sheated copper conductor un armoured cable including copper thimbles, fixing hardware as required.			
(a)	4 core 6 sq. mm cable		Sq. Ft.	
(b)	4 core 4 sq. mm cable		Sq. Ft.	
(c)	3 core 6 sq. mm cable		Sq. Ft.	
(d)	Single Core 6 sq. mm cable		Sq. Ft.	
(e)	Single Core 4 sq. mm cable		Sq. Ft.	
(f)	Single Core 3 sq. mm cable		Sq. Ft.	

(g)	Single Core 2.5 sq. mm cable		Sq. Ft.	
(h)	Single Core 1.5 sq. mm cable		Sq. Ft.	
14	Supply, installation, testing & commissioning of 32 emps 2 pole isolator in 1.6 mm thick MS enclosure of approved make desing and painted with approved paint sheet.		Nos	
15	Supply, installation, testing & commissioning of 63 aAps 4 pole isolator in 1.6 mm thick M.S. enclosure of approved make design and painted with approved paint sheet		Nos	
16	P/F at all height false ceiling of 12.5 mm thick tapered edge of gypsyng board confirming to IS:2095 including providing & fixing of frame work made of special section powder pressed from MS Sheet and galvanised in accordance with Zinc coating.		Sq. Ft	
17	Any extra item required for Air Conditioning of Office building to be quoted as per design.		Sq. Ft/ Nos	

15. SITE PRECAUTIONS

- Any materials or T & P etc. found lying outside the sites approved by the Engineer-in-Charge shall be removed by the Engineer-in-charge at the risk and cost of the contractor.
- ii. With regard to construction safety measures the contractor shall adhere to various Indian Standard Codes of Practice,, requirements of provincial Government and local Municipal Authority wherever the provisions of the later two agencies shall be more stringent than the provisions of the former. When these codes do not exist, the contractor shall adhere to such safety measures as directed by the Engineer-in-charge.
 - iii. The contractor shall be responsible for any damage, resulting. from his operations, either to buildings, structures ,airport fixtures such as underground cable, contact lights, hard surface areas, water mains, other operational Installation, Airport roads etc. The contractor shall restore, replace or repair any such damage to the complete satisfaction of the Engineer-in-charge and In default the Engineer-in-charge may cause the same to be made good by any other means and deduct the expenses from any sums due to contractor.
16. No payment will be made to the contractor for damage caused by rains or other natural calamities or any person during the execution of the works and no such claim on this account will be entertained.

17. SUBMISSION OF PURCHASE VOUCHERS AND INSPECTION OF SITE BY MANUFACTURER

- 17.1 Contractor has to submit purchase vouchers of all the products used in the work from the manufacturer along with Certificate confirming therein that the product supplied are meeting the Technical specifications and schedule 'A' (BOQ) Technical Parameters of this NIT/work.
- 17.2 During execution of work, the contractor shall arrange the visits of manufacturer or his authorized representatives to the site as and when required by Engineer-in-charge, for Inspection of work and verify that the work is being executed as per Technical specifications & Schedule 'A' (BOQ) Technical parameters of this NIT/work. No running bill shall be released to the contractor without above said certificate from the manufacturer or his authorized representative.
- 17.3 After completion of work, the contractor-shall arrange visit of manufacturer or his authorized representative to the site for inspection of work and issue a certificate that all the products used in the work are supplied/ authorized by him and that all these products and quality & workmanship of the work are strictly confirming to technical specifications and schedule A (BOQ) Technical Parameters of this NIT/work.



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Name of Work: Designing, Supplying and Installation of Air Conditioner at
Regional Office EPFO, Sector-15A, Faridabad

FINANCIAL BID DOCUMENTS

FINANCIAL BID DOCUMENTS

Technical Specifications/ Lay out plan & feasibility report along with Proper Justification of power consumption as per proposed designs & supplies of Air conditioning.

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