

## TENDER

Head – Office Services  
Canara Robeco AMC Ltd.  
4<sup>th</sup> Floor, Construction House,  
5, Walchand Hirachand Marg,  
Ballard Estate, Mumbai – 400 001.

Dear Sir,

Ref: **Tender No. 004/10-12-2015**

Having examined the instructions for tender, general specifications and bill of quantities for the Air Conditioning work briefly specified hereunder, and having visited and inspected the site, we the undersigned, offer to execute, complete and maintain the whole of the said work in conformity with the approved specifications, bill of quantities and drawings.

### Tender details:

1.	Nature of work	Ductable Air Conditioning Installation & Maintenance
2.	EMD Amount	Rs.50000/- (Rupees fifty thousand only)
3.	Time for Completion	8 weeks from the date of the work order
4.	Submission of tenders	A sealed cover containing Tender with the signature of the contractor wherever required & the seal of the contractor with initial on every page along with the EMD amount by DD favoring Canara Robeco AMC Ltd., payable at Mumbai.  The tender shall also contain technical specifications along with clarification / conditions, if any.
5.	Date of Submission	Sealed quotations to be submitted on or before 23.12.2015 up to 06.00 P.M.
6.	Date of Opening	Tenders will be opened on 24.12.2015 at 03.00 P.M. or any subsequent date as may be intimated in the event of change.
7.	Defects Liability Period	12 months from the date of completion of the entire work to the satisfaction of the company.
8.	Retention Money	5% of the value of the contract.

We understand that you will not be bound to accept the lowest tender and reserve the right to accept or reject any or all the tenders without assigning any reasons whatsoever.

We read and understood the Terms & Conditions mentioned hereunder. We hereby declare that the quote and other details furnished in the Tender as well as Annexures 1 (profile of the contractor) & Annexure 2 (Bill of Quantities) are true and correct.

(Signature of tenderer with seal)  
Name:

**Terms & conditions:**

1. All materials shall be as per specified standards / Bill of Quantities (BOQ).
2. Quantities for Copper Pipe, Drain Pipe, Electrical Cable and Sheet Metal Works are tentative and shall be billed on actual basis.
3. Tender document should reach us by **23<sup>rd</sup> December 2015** in a sealed envelope.
4. Received Tenders will be opened on **24<sup>th</sup> December 2015** at 3.00 PM. Bidders are invited at the below mentioned Address:

**Canara Robeco AMC Ltd  
4<sup>th</sup> Floor, Construction House  
Walchand Hirachand Marg  
Ballard Estate, Mumbai 400 001.**

5. You shall ensure absolute security, safety, secrecy and confidentiality and undertake to complete the assigned work within the prescribed time limit to the satisfaction of the Company.
6. Work shall be carried out as per the approved design, technical specifications and bill of quantities.
7. Work shall be completed within 8 weeks from date of Work Order (WO).
8. Detailed terms and conditions with regard to project shall be contained in WO.
9. Payment Terms:
  - a) 50% with WO towards mobilization Amount
  - b) 20% after satisfactory completion of 40% of work
  - c) 15% after satisfactory completion of 75% of work
  - d) 10% after satisfactory completion of 100% of work
  - e) 5% retention amount which will be released after 12 months from the date of handover of project.
10. The payment will be made against valid invoice with the necessary supportings. The payment shall be subject to deduction of applicable taxes.
11. Along with the tender documents, bidders shall submit a Demand Draft for Rs.50,000/- favouring Canara Robeco AMC Ltd. towards Earnest Money Deposit (EMD), which will be refunded to the successful bidder on completion of the project. For unsuccessful bidders, the same will be refunded on the day of opening the tenders i.e. 21<sup>st</sup> December, 2015.

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**We hereby accept the above terms & conditions.**

For and on behalf of M/s. \_\_\_\_\_

**(seal/stamp of the firm)**

.....  
**(Name & Designation of the person signing)**

**Place :**

**Date :**

**ANNEXURE - 1**

**Information about Tenderer**

<b>Sr. No.</b>	<b>Description</b>	<b>Details</b>
1.	Name of the Firm & registered address	
2.	Year of Constitution of the firm	
3.	Income tax Permanent Account No.	
4.	VAT Registration No	
5.	Service Tax Registration No	
6.	Contact No. Office:  Mobile:	
7.	Nature of the firm	Partnership /Proprietorship /Limited Company
8.	Name of the sole proprietor / partners / directors	
9.	Name of the persons authorised to enter into & execute contract agreement & capacity in which he/she is authorised	
10.	Qualification of the tenderer.	Engineer / Non Engineer
11.	Cost of the work done of similar nature in the last three years with value in INR	