



Quotation for Supplying, installation, testing and commissioning of Air conditioning units at Institute's building at plot No. C-37, Sector-62, Noida.

Sealed quotations are invited directly from the manufacturer or Authorised Dealers for supplying and installation of new Air Conditioner units at Institute's premises at plot No. C-37, Sector-62, Noida as per the details given below:

1. Scope of Work/ supply:

Details of new AC units to be supplied and installed:

S. No.	Description	Qty (Nos.)	Location	Unit Price (in Rs.)	Total Amount (in Rs.)
1.	2.0 TR Hi Wall type split AC (HWS) 3 Star rating with Remote	02	At Second Floor of ICSI Noida Building (Council Room)		
2.	Price for installation should be inclusive of installation charges, MS stands for outdoor unit, refrigerated piping, drainage piping, electrical cabling from outdoor unit to indoor unit. Rates of HWS AC units should be inclusive of cost of refrigerated piping, drainage piping, electrical cabling from outdoor unit to indoor unit up to 5 mts length and beyond 5.0mt length, units rates are to be quoted and same will be paid extra as per actual quantity executed	02			
3.	2.0 TR type window AC 3 Star rating with Remote	03	At Second Floor of ICSI Noida Building (Examination Department)		
4.	Price for installation of Window AC	03			
Buyback Items					
5.	Old Split AC	02			
6.	Old Window AC	03			

2. Price:

The price for installation should be inclusive of installation charges, MS stands for outdoor unit, refrigerated piping, drainage piping, electrical cabling from outdoor unit to indoor unit. Rates of HWS AC units should be inclusive of cost of refrigerated piping, drainage piping, electrical cabling from outdoor unit to indoor unit up to 5 mts length and beyond 5.0mt length, units rates are to be quoted and same will be paid extra as per actual quantity executed.

3. Taxes:

The offer should also be inclusive of all taxes.

4. Model & make of equipments and material:

Above should be mentioned and brochure along with technical specifications are also to be enclosed with the offer.

5. **Payment terms:**
To be mentioned:- _____
6. **Completion period**
To be mentioned for Delivery of equipments and Installation, testing and commissioning of equipments:- _____
7. **Validity of offer;**
45 days from date of opening of the offers.
8. **Warranty: To be mentioned as for**
a. whole system : ____ years
b. compressor . : ____ years
9. **Delivery:**
All the equipments and other materials required for the above mentioned scope of work are to be dispatched and delivered at above mentioned sites with own arrangement of transportation including loading, unloading by the contractor. No extra cost will be paid in this regard. Institute being a statutory body does not have any LST or CST number and no way bill form (Form No-32) will be issued in this regard.
10. **Earnest Money:**
The tenderers are required to deposit an earnest money of Rs. 4,000/- (Rupees Four Thousand only) for supply, installation and commissioning of Air Conditioners by way of demand draft drawn in favour of The Institute of Company Secretaries of India, payable at New Delhi. The quotation not accompanied with earnest money shall be rejected summarily. The earnest money of unsuccessful tenderers will be refunded without any interest/bank commission/collection charges after the order has been issued in favour of successful party. EMD amount of the successful tenderer will be refunded without any interest/bank commission/collection charges after the order has been executed successfully and payment to the vendor for the procurement has been settled as per the terms and conditions of the purchase order.
11. **Annual Maintenance Charges (AMC):**
AMC after warranty/ defect liability period new ACs is to be offered for following period
a. 1st year : Rs. ____ + Service tax
b. 2nd year : Rs. ____ + service tax
c. 3rd year; Rs. ____ + service tax

The last date of receipt of quotation in a sealed envelope addressed to **Shri Sutanu Sinha, Chief Executive**, The Institute of Company Secretaries of India, 'ICSI House, 22 Institutional Area, Lodi Road, New Delhi 110 003 super scribing "**Quotation for Installation of Air Conditioner units**" through registered post/ speed post is on or before **September 12, 2014 by 3.00 PM** or same may be dropped before the aforesaid cut-off date and time in a sealed tender box kept in 3rd floor of Institute's building at 22, Institutional Area, Lodi Road, New Delhi-110003. The sealed offers will be opened on **September 15, 2014 at 11.00 AM** in the presence of representative of tenderer, if they so wish, may remain present while opening of tenders.

B. Pradhan

Director (Infrastructure & Administration)
The Institute of Company Secretaries of India
ICSI House, 22, Institutional Area
Lodi Road, New Delhi-110003