



GUWAHATI BIOTECH PARK
NEAR SP OFFICE, AMINGAON, KAMRUP

NOTICE INVITING TENDER

FOR

FOR EMPANELMENT OF AGENCIES FOR PREVENTIVE SERVICING, REPAIR AND
MAINTENANCE OF AIR CONDITIONING SYSTEMS ON RATE CONTRACT BASIS AT
GUWAHATI BIOTECH PARK, AMINGAON

NIT NO: GBP/4.28 /2026-27/7154

dated 30/06/2026

CRITICAL DATE SHEET

| | |
|--|--|
| Tender No | GBP/4.28 /2026-27/7154 |
| Date of release of Tender | 30/06/2026 |
| Bid Submission start date | 04/06/2026 |
| Last date & time for submission of bid | 25/06/2026 |
| Date & time for opening of technical bid | 25/06/2026 |
| Financial Bid Opening Date | Will be informed later |
| Address for Communication | The Chief Executive Officer, Guwahati Biotech Park Amingaon, Near SP office. |

1. The Tender form/bidding documents may be downloaded from the Institute website **www.guwahatibiotechpark.com**
2. Bidders are requested to visit the above website regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. Tender Fees: -A Non-refundable Tender Fee of Rs. 500.00(Rupees Five Hundred only) shall be submitted in the form of DD/Banker's Cheque in favour of Guwahati Biotech Park, payable at Guwahati

**Sd-/
Chief Executive Officer
Guwahati Biotech Park**

NOTICE INVITING TENDER (NIT)

FOR EMPANELMENT OF AGENCIES FOR PREVENTIVE SERVICING, REPAIR AND MAINTENANCE OF AIR CONDITIONING SYSTEMS ON RATE CONTRACT BASIS AT GUWAHATI BIOTECH PARK, AMINGAON

Guwahati Biotech Park (GBP), Amingaon invites sealed bids under Two-Bid System (Technical Bid and Financial Bid) from eligible and experienced agencies, HVAC contractors, Original Equipment Manufacturers (OEMs), Authorized Dealers and Service Providers for empanelment for preventive servicing, repair and maintenance of Air Conditioning Systems installed at Guwahati Biotech Park, Amingaon.

The empanelment shall be on Rate Contract basis and shall not be treated as a Comprehensive Annual Maintenance Contract (CAMC).

1. OBJECTIVE

The objective of this tender is to empanel competent agencies for:

- a) Quarterly preventive servicing of Air Conditioning Systems installed at GBP.
- b) Breakdown maintenance and repair works on requirement basis.
- c) Supply, replacement and installation of spare parts as and when required.
- d) Emergency maintenance support for critical laboratory and office facilities.

Payment shall be made only against actual services rendered and approved works executed.

2. PERIOD OF EMPANELMENT

The empanelment shall initially remain valid for one (01) year from the date of issue of work order.

Based on satisfactory performance, the empanelment may be extended annually for a further period not exceeding two years on the same terms and conditions or on mutually agreed revised terms.

3. ELIGIBILITY CRITERIA

The bidder shall:

1. Have minimum three years' experience in servicing and maintenance of VRF, Ductable and Split Air Conditioning Systems.
2. Have executed similar works in Government Departments, PSUs, Autonomous Bodies, Research Institutions or Industrial Establishments during the last five years.
3. Possess valid:
 - GST Registration
 - PAN
 - EPF Registration
 - ESIC Registration (where applicable)
4. Have a local office/service centre at Guwahati.
5. Have trained technicians capable of handling VRF and Ductable AC Systems.
6. Not have been blacklisted/debarred by any Government Department, PSU or Autonomous Body.

4. SCOPE OF WORK

A. Preventive Servicing

Quarterly preventive servicing shall include:

- Cleaning of filters.
- Cleaning of indoor and outdoor units.
- Checking refrigerant pressure.
- Cleaning drain lines.
- Tightening electrical connections.
- Checking controls and sensors.
- Performance testing.
- Submission of service report.

Preventive servicing shall be carried out at fixed approved rates quoted by the bidder.

B. Breakdown Maintenance

The contractor shall attend complaints relating to:

- Cooling failure.
- Water leakage.

- Refrigerant leakage.
- Electrical faults.
- Compressor faults.
- PCB faults.
- Sensor faults.
- Fan motor faults.
- Any other operational issues.

C. Repair and Replacement

Repair works and spare replacement shall be carried out only after approval of GBP.

Payment for repair works and spare parts shall be made on actual requirement basis as per approved rates.

5. SERVICE RESPONSE TIME

| Nature of Complaint | Response Time |
|----------------------------|----------------------|
| Emergency Breakdown | Within 6 Hours |
| Normal Breakdown | Within 24 Hours |
| Critical Lab Areas | Same Day |

6. PAYMENT TERMS

Preventive Servicing

Quarterly preventive servicing of all ACs shall be carried out at approved rates quoted in the BOQ.

Payment shall be made after certification by the concerned officer.

Breakdown Repairs

Repairs shall be undertaken only after approval of estimate by GBP.

Payment shall be made only for actual work executed.

Spare Parts

Spare parts shall be supplied and replaced only on actual requirement basis and after approval of GBP.

No payment shall be made for any spare part replaced without prior approval

7. SCHEDULE OF RATES (BOQ)

A. Preventive Servicing Charges

| Sl. No. | Description | Unit |
|----------------|----------------------------|-------------|
| 1 | Split AC Servicing | Per Unit |
| 2 | Ductable AC Servicing | Per Unit |
| 3 | VRF Indoor Unit Servicing | Per Unit |
| 4 | VRF Outdoor Unit Servicing | Per Unit |

B. Labour Charges

| Sl. No. | Description | Unit |
|----------------|--------------------------------|-------------|
| 1 | Minor Repair | Per Job |
| 2 | Major Repair | Per Job |
| 3 | Compressor Replacement Labour | Per Unit |
| 4 | PCB Replacement Labour | Per Unit |
| 5 | Refrigerant Charging Labour | Per Unit |
| 6 | Leak Rectification | Per Job |
| 7 | Electrical Fault Rectification | Per Job |

C. Common Spare Parts

| Sl. No. | Item | Unit |
|----------------|----------------------|-------------|
| 1 | Capacitor | Each |
| 2 | Contactora | Each |
| 3 | Relay | Each |
| 4 | Thermostat | Each |
| 5 | Temperature Sensor | Each |
| 6 | Pressure Sensor | Each |
| 7 | High Pressure Switch | Each |
| 8 | Low Pressure Switch | Each |
| 9 | Indoor PCB | Each |
| 10 | Outdoor PCB | Each |
| 11 | Remote Controller | Each |
| 12 | Fan Motor | Each |
| 13 | Blower Motor | Each |
| 14 | Drain Pump | Each |
| 15 | Compressor | Each |

| Sl. No. | Item | Unit |
|---------|------------------------|-----------|
| 16 | Refrigerant Gas R-22 | Per Kg |
| 17 | Refrigerant Gas R-410A | Per Kg |
| 18 | Refrigerant Gas R-32 | Per Kg |
| 19 | Copper Pipe | Per Metre |
| 20 | Insulation | Per Metre |
| 21 | Refrigerant Gas R-407C | Per Kg |

The contractor shall quote rates against all items.

8. WARRANTY

All replaced spare parts shall carry a minimum warranty of six months.

9. PERFORMANCE SECURITY

The successful bidder shall furnish a Performance Security Deposit equal to 5% of the estimated annual value of work.

10. PENALTY

| Default | Penalty |
|---------------------------------------|--|
| Delay beyond stipulated response time | ₹500 per day |
| Delay beyond 72 hours | ₹1,000 per day |
| Failure to attend complaint | Work may be executed through another agency at the risk and cost of contractor |

11. BID SUBMISSION

The bid shall be submitted under a Two-Bid System consisting of:

Envelope-I : Technical Bid

The envelope shall contain:

- a) Tender Fee of Rs. 500/- in the form of Demand Draft/Banker's Cheque in favour of Guwahati Biotech Park payable at Guwahati.
- b) Technical Bid (Annexure-I) duly filled and signed.
- c) All supporting documents as specified in the tender.

The envelope shall be superscribed:

“TECHNICAL BID – Tender for Empanelment of Agencies for Preventive Servicing, Repair and Maintenance of Air Conditioning Systems at Guwahati Biotech Park”

Envelope–II : Financial Bid

The envelope shall contain only the Financial Bid (Annexure-II) duly filled and signed.

The envelope shall be superscribed:

“PRICE BID – Tender for Empanelment of Agencies for Preventive Servicing, Repair and Maintenance of Air Conditioning Systems at Guwahati Biotech Park”

Both envelopes shall be sealed separately and placed inside one larger sealed envelope superscribed with the Tender Number and Name of Work.

Financial Bids of only those bidders who qualify in the Technical Evaluation shall be opened. The bidder quoting the lowest evaluated overall rate (L-1) based on the BOQ and discount offered on OEM spare parts shall be ranked first.

12. TECHNICAL BID EVALUATION CRITERIA

Technical Bids shall be evaluated on a total score of **100 Marks** as follows:

| Sl. No. | Criteria | Maximum Marks |
|---------|---|---------------|
| 1 | Experience in AC/HVAC Maintenance Works | 30 |
| 2 | Similar Works Executed (supported by Work Orders/Completion Certificates) | 30 |
| 3 | Technical Capability (Service | 20 |

| Sl. No. | Criteria | Maximum Marks |
|---------|---|---------------|
| | Engineers & Technicians) | |
| 4 | Local Office/Service Centre at Guwahati | 10 |
| 5 | Experience in VRF and Ductable AC Systems | 10 |
| | Total | 100 |

Bidders securing **60 marks or above** in the Technical Evaluation shall be declared technically qualified. Only the Financial Bids of technically qualified bidders shall be opened.

The decision of Guwahati Biotech Park regarding technical evaluation shall be final and binding.

13.TERMINATION

GBP may terminate the empanelment/work order by giving 30 days' notice in the event of:

- Unsatisfactory performance.
- Breach of contract conditions.
- Repeated failure to attend complaints.
- Submission of false information.

14.FORCE MAJEURE

Neither party shall be liable for failure to perform obligations due to events beyond reasonable control including natural calamities, war, strikes, epidemics, Government restrictions or other force majeure events.

15. RIGHT OF GBP

GBP reserves the right to accept or reject any bid, cancel the tender process, or modify the scope of work without assigning any reason.

16. JURISDICTION

All disputes shall be subject to the jurisdiction of courts at Kamrup (Rural), Assam.

ANNEXURE-I

TECHNICAL BID

1. Bidder Details

| Particulars | Details |
|-------------------------------------|---------|
| Name of Firm/Agency | |
| Registered Address | |
| Office Address at Guwahati | |
| Name of Proprietor/Partner/Director | |
| Contact Number | |
| Email ID | |
| GST No. | |
| PAN No. | |
| EPF Registration No. | |
| ESIC Registration No. | |

2. Experience Details

| Sl. No. | Name of Client | Nature of Work | Value of Work | Year |
|---------|----------------|----------------|---------------|------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

3. Technical Capability

| Particulars | Details |
|-----------------------------------|----------|
| Number of Service Engineers | |
| Number of Technicians | |
| Service Centre/Office at Guwahati | Yes / No |
| Experience in VRF Systems | Yes / No |
| Experience in Ductable AC Systems | Yes / No |

4. Documents to be Submitted

1. GST Registration Certificate.
2. PAN Card.
3. Trade License.
4. EPF Registration.

5. ESIC Registration.
6. Experience Certificates.
7. Work Orders/Completion Certificates.
8. Address Proof of Guwahati Office.
9. Authorization Certificate (where applicable).
10. Undertaking regarding acceptance of tender conditions.
11. Declaration regarding non-blacklisting in company's letter head
12. BID VALIDITY

Declaration

I/We hereby certify that the information furnished above is true and correct and that all terms and conditions of the tender are acceptable to us.

Signature of Authorized Signatory

Name:

Designation:

Seal:

ANNEXURE-II
FINANCIAL BID (PRICE BID)

PART-A: PREVENTIVE SERVICING CHARGES

| SI. No. | Description | Unit | Base Rate (₹) | GST(₹) | Total Rate(₹) |
|---------|----------------------------|----------|---------------|--------|---------------|
| 1 | Split AC Servicing | Per Unit | | | |
| 2 | Cassette AC Servicing | Per Unit | | | |
| 3 | Ductable AC Servicing | Per Unit | | | |
| 4 | VRF Indoor Unit Servicing | Per Unit | | | |
| 5 | VRF Outdoor Unit Servicing | Per Unit | | | |

PART-B: LABOUR CHARGES FOR REPAIR WORKS

| SI. No. | Description | Unit | Base Rate (₹) | GST(₹) | Total Rate(₹) |
|---------|--------------------------------|----------|---------------|--------|---------------|
| 1 | Minor Repair | Per Job | | | |
| 2 | Major Repair | Per Job | | | |
| 3 | Compressor Replacement Labour | Per Unit | | | |
| 4 | PCB Replacement Labour | Per Unit | | | |
| 5 | Refrigerant Charging Labour | Per Unit | | | |
| 6 | Leak Detection & Rectification | Per Job | | | |

| Sl. No. | Description | Unit | Base Rate (₹) | GST(₹) | Total Rate(₹) |
|---------|--------------------------------|---------|---------------|--------|---------------|
| 7 | Electrical Fault Rectification | Per Job | | | |

PART-C: COMMON SPARE PARTS

| Sl. No. | Item Description | Unit | Base Rate (₹) | GST(₹) | Total Rate(₹) |
|---------|------------------------|-----------|---------------|--------|---------------|
| 1 | Capacitor | Each | | | |
| 2 | Contactora | Each | | | |
| 3 | Relay | Each | | | |
| 4 | Temperature Sensor | Each | | | |
| 5 | Pressure Sensor | Each | | | |
| 6 | Thermostat | Each | | | |
| 7 | Indoor PCB | Each | | | |
| 8 | Outdoor PCB | Each | | | |
| 9 | Fan Motor | Each | | | |
| 10 | Blower Motor | Each | | | |
| 11 | Drain Pump | Each | | | |
| 12 | Remote Controller | Each | | | |
| 13 | Compressor | Each | | | |
| 14 | Refrigerant Gas R-22 | Per Kg | | | |
| 15 | Refrigerant Gas R-410A | Per Kg | | | |
| 16 | Refrigerant Gas R-407C | Per Kg | | | |
| 17 | Refrigerant Gas R-32 | Per Kg | | | |
| 18 | Copper Pipe | Per Meter | | | |
| 19 | Pipe Insulation | Per Meter | | | |

PART-D: DISCOUNT ON OEM SPARE PARTS

Percentage Discount Offered on OEM Price List: _____ %

Declaration

I/We agree to provide services and materials at the rates quoted above and accept all terms and conditions of the tender.

Signature of Authorized Signatory

Name:

Designation:

Seal: