



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	04/07/2026
Last date & time for submission of bid	25/07/2026
Date & time for opening of technical bid	25/07/2026
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	Contactactor	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

Sl. 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

Sl. 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	Contactor	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: