

Annexure I

Technical Bid

To

Head of Chancery
Embassy of India
Riyadh

Dear Sir/Madam,

I/We, _____, Representative(s) of M/S _____
solemnly declare that:-

1. I/We are submitting tender for the maintenance of Heating, Ventilation, Air conditioning at Embassy of India Riyadh against Tender Notice No. Riy/E/872/04/2024 dated 19.09.2024.
2. Myself or my partners do not have any relative working in any office of Embassy of India, Riyadh.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and other information given in this tender is complete, correct and true.
4. All documents/credentials submitted along with this tender are genuine, authentic, true and valid.
5. The Price-Bid submitted by me/us is "WITHOUT ANY CONDITION".
6. I/We have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.
7. If any information or document submitted is found to be false/incorrect, Embassy may cancel my/our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.
8. All the terms and conditions of the tender are acceptable to us.

Yours sincerely,

(Signature of Tenderer)

GENERAL INFORMATION

1	Name and Address of the Bidder:	
2	Telephones:	
3	E-mail:	
4	Mobile No:	
5	Details of Owners/Partners (Please attach passport copies)	
6	Name of Chief Executive Officer and Telephone No.	
7	Year of Establishment	
8	Company Registration Number (please provide copy)	
9	Name and Address of the Banker	
10	List of major Clients	

Note: Separate sheets may be attached wherever necessary.

**Signature of the Tenderer
With stamp and date**

ANNEXURE - II

DETAILS OF THE ACs TO BE MAINTAINED

CHANCERY BUILDING AND AMBASSADOR'S RESIDENCE:

SI.	EQUIPMENT	MAKE / MODEL	QTY.
1	CHILLERS	CARRIER / 30 GT-080	3
2	AIR HANDLING EQUIPMENTS	CARRIER / 39 LA - 15	10
3	CHILLED WATER FAN COIL UNITS	CARRIER/42CE-24/42CG-2	28
4	CHILLED WATER PUMPS	AURORA / 344A - BF	3
5	MOTOR CONTROL PANEL		1
6	CONTROL DESK		1
7	WINDOW ACs		5

HOUSING :

SI.	EQUIPMENT	MAKE / MODEL	QTY.
1	MINI SPLIT UNITS	SAMSUNG/LG/PANASONIC/CARRIER	248
2	CENTRAL SPLIT UNITS	SAMSUNG/LG/PANASONIC/CARRIER	4
3	EXHAUST FANS		200
7	WINDOW ACs		9

ANNEXURE - III

SCHEDULE FOR PREVENTIVE MAINTENANCE

Clean and install all air filters on	every 30 calendar days
Check operation of all electric Circuits terminating only into the A/C system components.	every 30 calendar days
Lubricate motor bearing if required	every 90 calendar days
Check-up for any unusual noise every vibration.	30 calendar days
check-up system oil and Freon leaks by visual inspection.	every 30 calendar days
Check refrigerant charge and moisture content through liquid line sight glass.	every 30 calendar days
Check operation of electrical switch electrical conductors.	every 30 calendar days
Check operation of high/low pressure cut outs, solenoid valves, differential pressure switches.	every 30 calendar days
Condenser coil cleaning.	Every 30 calendar days
Check operation of thermostat.	Every 30 calendar days
Inspect & check evaporator coils.	Every 120 calendar days
Evaporator coil cleaning.	Every 180 calendar days

Financial Bid

No	Job Particulars/category	Minimum Number of workers required	Number of workers proposed by Service Provider	Total Amount per month in SR (without VAT)
1.	Maintenance of HVAC system at Chancery Building, Embassy Residence and other residential units situated at Diplomatic Quarter Riyadh	1 Technician		

Signature of the Tenderer
With stamp and date