

# Board of School Education Haryana, Bhiwani

Tender No.- BSEH/Tender/2025/46/Air conditioner

Date-19-02-2025

Tender Fee: 1000/-(Non-refundable)



## BID DOCUMENT

### TENDER FOR SUPPLY AND INSTALLATION OF AIR CONDITIONER

Secretary  
Board of School Education  
Haryana, Bhiwani-127021

Signature of Bidder with Seal

Page 1 of 11



Hansi Road, Bhiwani-127021  
[www.bseh.org.in](http://www.bseh.org.in)



# Board of School Education Haryana, Bhiwani

Tender No.- BSEH/Tender/2025/46/Air conditioner

Date-19-02-2025

## DOCUMENT CONTROL SHEET

1.	Name of Organization	Board of School Education Haryana, Bhiwani
2.	Scope of work	<b>Supply and Installation of Air Conditioner</b>
3.	Tender Type	OPEN
4.	Tender category	Purchase of Goods
5.	Tender fee (non-refundable)	Rs. 1,000/- (One Thousand only) (Non-refundable)
6.	Earnest money deposit (EMD)	Rs. 10,000/- (Ten Thousand only)
7.	Bid Submission Start Date	19-02-2025
8.	Last date and time for submission of Bids	05-03-2025(10:00 AM)
9.	Date and time of opening of Technical Bids	05-03-2025(10:30 AM)
10.	Tender should be addressed to	Secretary, Board of School Education Haryana, Bhiwani
11.	Communication address	Assistant Secretary (Account), Board of School Education Haryana, Bhiwani E-mail asacc@bseh.org.in Mob:-
12.	Period of completion of work	Within 15 days from receipt of purchase order
13.	Validity of Rates	Up to 180 days



# Board of School Education Haryana, Bhiwani

Tender No.- BSEH/Tender/2025/46/Air conditioner

Date-19-02-2025

## Notice Inviting E-Tender

The Board of School Education Haryana, Hansi Road, Bhiwani invites E-Tenders under **Two Bid System** from the reputed & experienced Agencies/Eligible Supplier/Dealers for the Supply and Installation of **Air Conditioner** as detailed specification mentioned in Scope of Work. For participation in the bid, agencies will fill the complete tender form available at the Board's Website <https://bseh.org.in> and <https://etenders.hry.nic.in> as per schedule as given in CRITICAL DATES as under. Interested agencies may download the tender document from Board's Website <https://bseh.org.in> (for perusal /reference only):

Critical Dates	
Subject	Date and Time
Bid Submission Start Date	19-02-2025
Bid Submission End Date & Time	05-03-2025(10:00 AM)
Technical Bid Opening Date	05-03-2025(10:30 AM)

Any amendment/correction in the Tender Document will be done by the Board Authority through <https://etenders.hry.nic.in>. Prospective bidders are requested to regular visit/check the website. The cost of bid document is Rs. 1000/- (Rupees One thousand only) which is non-refundable and Earnest Money Deposit of Rs. 10,000/-(Rupees Ten Thousand only) be submitted online through E-tender portal and the Proof of deposited slips should be enclosed /uploaded with the tender document.

Bids submitted through offline mode or in incomplete shape or beyond the stipulated period shall be summarily rejected. **Secretary of the Board reserves the right to accept or reject any or all tenders without assigning any reason thereof.** Conditional tender will not be accepted. The Technical Bids / Financial Bids shall be opened by the committee authorized by the Secretary for this purpose in the Board's Committee Room in the presence of the bidder who wish to remain present. Financial bids will be opened only of those bidders who qualified in technical bid.

**For any query/clarification/difficulty regarding tendering process flow, please contact us on:**

**Address:**

**Board of School Education Haryana, Bhiwani-127021**

**E-mail: [tendercell@bseh.org.in](mailto:tendercell@bseh.org.in)**

**Mob. 9729095120, 9306157172,9968788400**

**Secretary**



# Board of School Education Haryana, Bhiwani

Tender No.- BSEH/Tender/2025/46/Air conditioner

Date-19-02-2025

## 1. Scope of Work

- BSEH requires 04 Air Conditioner with stabilizer for office use.
- The detailed Technical Specifications and quantity required of the Air Conditioner are as under:-

Particulars		Quantity
AIR CONDITIONER (Mitsubishi, Carrier, O General Company) with stabilizer (Bluebird/Dolphin Company)	02 Ton Capacity, 5 Star Split with Stabilizer	04 A.C. + 04 Stabilizer

## 2. Instruction to Bidders-

- Any condition or qualification or any other stipulation contained in the Bid shall render the Bid liable to rejection as a non-responsive Bid. The bids shall be unconditional, firm and irrevocable.
- The Bidders shall be responsible for all costs associated with the preparation of their Bids and their participation in the Bid. The Board will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.
- Any entity which has been barred by the [Central/ State Government, or any entity controlled by it] from participating in any project, and the bar subsists as on the date of bidding, would not be eligible to submit a Bid.

## 3. Technical Qualifying Criteria

The tenderer must possess minimum eligibility criteria mentioned here under to participate in the tender-

- Bidder must deposit Tender fee of Rs. 1000/- (One Thousand only) (non-refundable) and EMD of Rs 10,000/- (Ten Thousand only) is to be deposited through tender portal.
- Bidder must be authorized dealer/retailor of the Company (Mitsubishi, Carrier, O General). Certificate must be attached.
- The bidder must have GST Registration, PAN number.
- Bidder must have annual turnover of Rs. 5,00,000/- of last two year i.e. 2022-23 and 2023-24. Balance sheet verified by CA must be attached.
- Should possess minimum 3 years' experience in the relevant field of marketing of AIR Conditioner. Proof must be attached.
- Bidder must produce non-Blacklisting Certificate of the firm on non-judicial stamp paper of Rs. 100/- duly attested by the Notary as per Annexure-I
- MSME Firms registered only in Haryana state are entitled/eligible for relaxation under this provision as per instructions of the appropriate Government/Authority.

## 4. INSPECTION & DELIVERY PERIOD:-

- Inspection of the stores will be carried out by the supplier before dispatch. The final inspection of goods will be carried out at the consignee's site after receipt of the consignment. In case of defective supply due to latent manufacturing defects/transit damage, the same has to be removed and replaced at the supplier's cost. Payment against Bills/Invoice shall be released only after receipt of supplies and inspection and installation of AC by this office.
- Supply of the material within 15 days from the next day of issuance of supply order to the Board's office. Goods to be supplied in stationery Store of Board at Bhiwani.

## 5. Clarifications

- BSEH shall endeavor to respond to the questions raised or clarifications sought by the Bidders.

# Board of School Education Haryana, Bhiwani

Tender No.- BSEH/Tender/2025/46/Air conditioner

Date-19-02-2025

However, BSEH reserves the right to not respond to any question or provide any clarification, in its sole discretion.

- ii. BSEH may also on its own motion, if deemed necessary, issue interpretations and clarifications to all Bidders. All clarifications and interpretations issued by BSEH shall be deemed to be part of the Tender Document.

## 6. Amendment of Tender Document

- i. At any time prior to the Bid Due Date, BSEH may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the Tender Document by the issuance of Addendum.
- ii. In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, Board may, at its own discretion, extend the Bid Due Date.

## 7. Terms & Conditions:-

- i. Secretary, BSEH reserves the right to reject the any bid/all bids at any time without assigning any reason.
- ii. Response submitted by E-mail, Offline or any form other than mentioned above will not be acceptable and liable for rejection by BSEH.
- iii. It will be understood that the Bidders have quoted their rates after visiting of the site(s).
- iv. In case the successful bidder resiles from the offer within the validity of tender, the earnest money will be forfeited.
- v. Delivery and installation at the destination point should be completed within 15 days from the date of issue of purchase order failing which penalty will be imposed as per penalty clause. However, for any reason beyond the control of the bidder the extension of time may be granted upon application by the bidder in prescribed format. No claim for any compensation during the extended period shall be entertained and the Board decision in this regard shall be final.
- vi. Bidder should be authorized Retailor/Dealer of the company concern.
- vii. Dedicated /Toll Free Telephone No. for Service Support: Bidder toll free telephone no. for service support.
- viii. Installation and working demonstration of all the material supplied shall be the responsibility of the bidder.
- ix. The Secretary, Board of School Education Haryana, Bhiwani reserves the right to reject any bid which does not fulfill the conditions stipulated in the tender i.e., the bids not qualifying the specifications specified in the tender and other conditions stipulated in the tender will be rejected.
- x. Secretary, BSEH reserves the right to vary the quantity.
- xi. The Secretary, Board of School Education Haryana, Bhiwani reserves the right to reject any bid which does not fulfill the conditions stipulated in the tender i.e., the bids not qualifying the specifications specified in the tender and other conditions stipulated in the tender will be rejected.
- xii. If any such change causes an increase or decrease in the cost of or the time required for the Bidder's performance of any part of the work, whether changed or not changed by the order, an equitable adjustment shall be made in the value or time schedule, or both. Any claims by the Bidder for adjustment under this Clause must be asserted within thirty (30) days from date of the Bidder's receipt of BSEH's order for change.
- xiii. Secretary, BSEH may at any time, by a written order given to the Bidder, make changes to the Scope of the work.
- xiv. The Secretary, BSEH reserves the right to cancel the tender without assigning any reason thereof.
- xv. All Bidders/vendors must quote the price inclusive of all taxes, delivery, installation of the A.C. with stabilizer. No extra charges will be paid to the Bidder.
- xvi. The office will not provide any road permit to the successful bidder for the supply of the material at FOR destination.
- xvii. For any situation/reason beyond control of the bidder, the extension of time may be granted on an application/request of the bidder before completion of work. No claim for any



# Board of School Education Haryana, Bhiwani

Tender No.- BSEH/Tender/2025/46/Air conditioner

Date-19-02-2025

compensation during the extended period shall be entertained and the Board decision in this regard shall be final.

## 8. **PERFORMANCE SECURITY and EMD:** -

- i. After receiving notification of award, firm have to deposit an Agreement as per contract form on Non-Judicial Stamp Paper of Rs.100/- duly attested by Notary along with 10% Performance Security of the total value of the tender within seven (7) days through RTGS in favour of Secretary, Board of School Education Haryana, Bhiwani failing which a penalty of rupees 500/- per day will be imposed for five days. Thereafter EMD may be forfeited and firm may be blacklisted.
- ii. Performance Security and EMD of Successful bidder will be returned after successfully completion of work and after final payment of the Bill.
- iii. The EMD of unsuccessful Bidders will be returned through the online payment portal.

## 9. **Arbitration Clause:** - All disputes or differences arising between the parties out of or relating to meaning and operation of effect of the contract or breach thereof shall be settled by arbitration in accordance with the rules and regulation of arbitrator. The sole arbitrator shall be appointed on mutual concurrence of both parties. However, it is the discretion of the Chairman to accept or not decision of the Arbitrator. The courts at Bhiwani only will have the legal jurisdiction in case of any dispute.

## 10. **BLACKLISTING THE FIRM:-** If a firm which is awarded the contract violates any of the term & condition, if a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice and if the Bidder withdraws its Bid during the Bid Validity Period as specified in this tender document and as extended by mutual consent of the respective Bidder(s) and the Board; it shall be black listed & its EMD/Performance Security shall be forfeited.

## 11. **Warranty:** All the items should be covered under onsite comprehensive warranty as per company policy from the date of installation.

## 12. **Warranty Support:** The total system will be warranted against bad workmanship and manufacturing defects from the date of acceptance of the system whole or part. Service support for the entire warranty period will be on site and comprehensive (including spares and all other support) and free of cost for the entire warranty period. The warranty must include, if not mentioned herein otherwise, but not limited to the following onsite services:

- i. Free-of-cost all services required during the entire warranty period that should result in complete restoration of the equipment to its fully functional status.
- ii. Must provide for free-of-cost complete replacement of the concerned module of the equipment, for any fault, malfunctioning or defect found in the warranty period.
- iii. Provide for free-of-cost replacement of defective components/parts of the equipment for the warranty period.
- iv. Provide for services of repair & maintenance for the warranty period.
- v. Provide for repetitive replacement of defective parts subject to reduction of the warranty period of the concerned new part/component to the extent of the warranty life consumed by the old replaced part, counted from the date of start of warranty period.

## 13. **Payments:**

- i. The 100% payment shall be made after successfully Supply, Installation, Testing of A.C. with stabilizer and satisfactory report.

**14. PENALTY CLAUSE-**

In case of late delivery:

If the items are not supplied within the stipulated time period, the penalty will be imposed as under:-

- i) For delay up to 05 days – 2% penalty on the payable amount.
- ii) For delay up to 10 days – 5% penalty on the payable amount.

In case of non-supply of Item by the firm/supplier after getting the supply order, EMD and/or Performance Security deposited by the firm will be forfeited and firm will be Blacklisted for a specific period.

**15. Fraud and Corrupt Practices**

- i. If a Bidder is found by the Board to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, or after the issue of the LOI, such Bidder shall not be eligible to participate in any tender or TENDER DOCUMENT issued by the Board during a period of 2 (two) years from the date such Bidder is found by the Board to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be.
- ii. For any point which is not covered under the provisions of the tender, the Secretary of the Board shall be the supreme competent authority, whose orders in any of such issues at all stages shall be final for one and all as a matter in the interest of Board.

# Board of School Education Haryana, Bhiwani

Tender No.- BSEH/Tender/2025/46/Air conditioner

Date-19-02-2025

## UNDERTAKING

### Annexure-I

(On Stamp paper of Rs. 100/-duly attested by notary)

To  
The Secretary  
Board of School Education Haryana,  
Bhiwani-127021

Tender No. \_\_\_\_\_

Dated:

Dear Sir,

1. Having read the conditions of contract and service to be provided, the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide the required Goods/Paper with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake; to enter into agreement as early as possible or being called upon to do so and bear all expenses including charges for stamps etc. and agreement will be binding on us.
3. If our Bid is accepted, we will furnish the 10% Performance Security of the contract value for the due performance of the Contract.
4. We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of this period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent Re-placement.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.
8. That our firm is not blacklisted/debarred from Central Govt/State Govt/Board/University

Dated this ..... Day of .....

Signature of the bidder

(Name of the Firm/Agency/Company)

Duly authorized to sign the bid for and on behalf of .....

Witness .....

Address .....

Signature



**Annexure-II**

**Bidder's Profile**

1. (a) Name:  
(b) Registration Details of the Bidder (**Enclose certification of Company /Trust deed/Societydeed**)  
(c) Date of incorporation and/ or commencement of business:  
(d) GST No  
(e) PAN No.
- 2 Brief description of the Bidder including details of its main lines of business:
- 3 Details of individual(s) who will serve as the point of contact/ communication for BSEH:
4. Particulars of the Authorized Signatory of the Bidder:
  - (a) Name:
  - (b) Designation:
  - (c) Address:
  - (d) Phone /Mobile Number:
  - (e) Email ID:

\*\* Wherever applicable submit documentary evidence to facilitate verification.

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our TENDER DOCUMENT is liable to be rejected.

Signature of the Authorized Signatory with date & seal

# Board of School Education Haryana, Bhiwani

Tender No.- BSEH/Tender/2025/46/Air conditioner

Date-19-02-2025

## Financial Bid

To,  
The Secretary,  
Board of School Education Haryana,  
Hansi Road, Bhiwani-127021

TENDER DOCUMENT Ref No:

Subject: "FINANCIAL BID FOR SUPPLY AND INSTALLATION OF AIR CONDITIONER WITH STABILIZER".

Dear Sir,

As a part of the Bid for the subject work, we offer our Price Bid to BSEH, as follows:

S. No.	Particulars	Specifications	Quantity	Rates to be quoted per Unit(A.C. with Stabilizer) inclusive all of taxes. Delivery to be given in stationery store of Board at Bhiwani
1.	AIR CONDITIONER (Mitsubishi, Carrier, O General Company) With stabilizer(Bluebird/ Dolphin Company)	02 Ton Capacity, 5 Star Split A.C. with Stabilizer	04 (A.C.) + 04 (Stabilizer)	<p>Rs._____ Per A.C. (Mitsubishi company) with Stabilizer(Bluebird/Dolphin).</p> <p>In words _____ _____</p> <p>Rs._____ Per A.C.(Carrier Company) with Stabilizer (Bluebird/Dolphin).</p> <p>In words _____ _____</p> <p>Rs._____ Per A.C. (O General company) with Stabilizer (Bluebird/Dolphin).</p> <p>In words _____ _____</p>

- The above Price shall be inclusive of all cost associated with supply, installation and associated cost towards warranty period.
- The Price includes all related tools, all hardware equipments, cables, structural frames as per site requirement.
- We agree to bind by this offer if we are selected as the preferred bidder.

Signature of Bidder with Seal

# Board of School Education Haryana, Bhiwani

Tender No.- BSEH/Tender/2025/46/Air conditioner

Date-19-02-2025

## CHECKLIST FOR TECHNICAL BID

Sr. No.	Name of document	Attached at Page No.	Remarks
1.	Tender Fee Rs. 1000/- Deposit Slip		
2.	Earnest Money Rs. 10,000/- Deposit Slip		
3.	Authorized dealer/retailor certificate of the Company (Mitsubishi, Carrier, O General).		
4.	GST Registration Certificate		
5.	PAN Number		
6.	Annual Turnover of Rs. 5,00,000/- of last two financial year i.e. 2022-23 and 2023-24. Balance sheet and C.A. certified report.		
7.	Annexure I to II (Duly filled & signed in all aspects)		

Note :- All documents uploaded online along with the bid are to be page numbered & arranged as per check list only.

