



राष्ट्रीय ग्रामीण विकास एवं पंचायती राज संस्थान  
उत्तरपूर्वी क्षेत्रीय केंद्र  
जवाहर नगर, खानापारा, गुवाहाटी-781022 (असम)  
National Institute of Rural Development & Panchayati Raj  
North Eastern Regional Centre  
Jawahar Nagar, Khanapara, Guwahati-781022

फाइल संख्या File No.: NIRDPR/NERC/Admn(A)/Maintenance/AC & Refrigerator/Jr.HT/15/2019-20

1887

ई फाइल संख्या E-file No. : 12537

दिनांक Date: 11.03.2026

### **NOTICE INVITING TENDER**

Sealed tenders are invited from Authorized Dealers / Service Centres of reputed Air Conditioner brands, based in Guwahati and having a well-equipped service centre, for entering into a Rate Contract for the Comprehensive Maintenance of Air Conditioners installed at NIRDPR-NERC, Guwahati.

Interested firms/agencies may collect the tender documents from the office of the Institute on all working days from 11.03.2026 to 24.03.2026 between 09:30 AM and 05:30 PM. The tender document is also available for download from the Institute's website.

The last date for submission of sealed tenders is 25.03.2026 up to 03:00 PM. The tenders will be opened on 25.03.2026 at 03:30 PM in the presence of the bidders.

The Institute reserves the right to accept or reject any or all tenders without assigning any reason thereof.

**Assistant Director**

#### **Copy to:**

1. The Director, NIRDPR-NERC, for Information
2. Shri S.K. Ghosh, Sr. CPA (for uploading on the official website)
3. Account Section, NIRDPR- NERC-for information
4. Notice Board
5. Concern File

**Assistant Director**



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फाइल संख्या: NIRDPR/NERC/Admn(A)/Maintenance/ 1883  
AC & Refrigerator/Jr.HT/15/2019-20  
ई फाइल संख्या E-file No. : 12537  
दिनांक Date: 11.03.2026

### निविदा आमंत्रण सूचना

गुवाहाटी स्थित प्रतिष्ठित एयर कंडीशनर ब्रांडों के अधिकृत डीलरों/सेवा केंद्रों से सीलबंद निविदाएँ आमंत्रित की जाती हैं, जिनके पास सुव्यवस्थित सेवा केंद्र उपलब्ध हो। यह निविदा एनआईआरडीपीआर-एनईआरसी, गुवाहाटी में स्थापित एयर कंडीशनरों के समग्र अनुरक्षण हेतु दर अनुबंध करने के लिए आमंत्रित की जा रही है।

इच्छुक फर्म/एजेंसियाँ निविदा दस्तावेज संस्थान के कार्यालय से सभी कार्य दिवसों में दिनांक 11.03.2026 से 24.03.2026 तक प्रातः 09:30 बजे से सायं 05:30 बजे तक प्राप्त कर सकती हैं। निविदा दस्तावेज संस्थान की वेबसाइट से भी डाउनलोड किया जा सकता है।

सीलबंद निविदा प्रस्तुत करने की अंतिम तिथि 25.03.2026 को सायं 03:00 बजे तक है। प्राप्त निविदाएँ 25.03.2026 को अपराह्न 03:30 बजे निविदादाताओं की उपस्थिति में खोली जाएंगी।

संस्थान बिना कोई कारण बताए किसी भी अथवा सभी निविदाओं को स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखता है।

*वांछीमान*

सहायक निदेशक

#### प्रतिलिपि:

1. निदेशक, एनआईआरडीपीआर-एनईआरसी को सूचनार्थ।
2. श्री एस. के. घोष, वरिष्ठ सीपीए - वेबसाइट पर अपलोड करने हेतु।
3. लेखा अनुभाग, एनआईआरडीपीआर-एनईआरसी - सूचनार्थ।
4. सूचना पट्ट।
5. संबंधित फाइल।

सहायक निदेशक



राष्ट्रीय ग्रामीण विकास एवं पंचायती राज संस्थान  
उत्तरपूर्वी क्षेत्रीय केंद्र, जवाहर नगर, खानापारा, गुवाहाटी-781022 (असम)  
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**Jawahar Nagar, Khanapara, Guwahati-781022**

फाइल संख्या File No.: NIRDPR/NERC/Admn(A)/Maintenance/  
AC & Refrigerator/Jr.HT/15/2019-20  
ई फाइल संख्या E-file No. : 12537  
दिनांक Date: 11.03.2026

**निविदा प्रपत्र TENDER FORMAT**

कार्य का नाम: एनआईआरडीपीआर-एनईआरसी में स्थापित एयर कंडीशनरों के समग्र अनुरक्षण हेतु दर  
**Name of the work:** Rate towards Comprehensive Maintenance of Air Conditioners at NIRDPR-NERC

Sl. No.	Name of the Work	Rate per unit for split AC			Rate per unit for Cassatt AC	Rate per unit for Tower AC
		1 Ton	1.5 Ton	2 Ton	3 Ton	3 Ton
1	Servicing/ preventative maintenance					
2	Gas charging/ refilling in the compressor					
3	Dismantling and Reinstallation of the entire AC unit					
4	Capacitor replacement (All types)					
5	Control circuit repair (PCB);					
6	Condenser fan repair					
7	Heal insulator & pipeline repair					
8	Cost of Copper pipe replacement (per mt. basis)					
9	Cost of PVC drain pipe replacement (per mt. basis)					
10	AC Remote Control Unit					
11	Compressor Replacement					
12	Inverter AC PCB Replacement					
13	DC Motor Replacement					

निविदादाता की मुहर एवं हस्ताक्षर  
(Seal & Signature of the Tenderer)



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उत्तरपूर्वी क्षेत्रीय केंद्र, जवाहर नगर, खानापारा, गुवाहाटी-781022 (असम)  
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ई फाइल संख्या E-file No. : 12537  
दिनांक Date: 11.03.2026

**Name of the work: Rate Contract towards Comprehensive Maintenance  
of Air Conditioners at NIRDPR-NERC, Guwahati**

**Scope of work:**

1. Total No. of Air Conditioners to be maintained and details like make, locations etc. are given at **Annexure-I**.

**2. Works to be carried out :**

- 1) Servicing/ preventative maintenance;
- 2) Gas charging/ refilling;
- 3) Installation / Dismantling;
- 4) Capacitor replacement;
- 5) Control circuit repair (PCB);
- 6) Condenser fan repair
- 7) Heal insulator & pipe line repair
- 8) Cost of Copper pipe replacement (Per mt. basis)
- 9) Cost of PVC drain pipe replacement (Per mt. basis)
- 10) AC remote control unit.
- 11) Compressor Replacement
- 12) Inverter AC PCB Replacement
- 13) DC Motor Replacement

**Terms and Conditions :**

1. Bidders / Tenderers should have a fully equipped Service Centre in Guwahati with a sufficient number of trained Service Engineers/ Technicians.
2. The last date of submission of duly filled up tenders to the undersigned is 23.03.2026 by 03.00 PM. The tenders will be opened on 24.03.2026 at 03:30 PM in the presence of the bidders.
3. In case the date of opening of the tender is changed due to unavoidable circumstances, the new date and time will be intimated to the tenderers.
4. EMD of Rs 5000/- (Rupees Five thousand only) in the form of a bank draft in favour of NIRD-NERC is to be submitted along with the tender.
5. The works should be completed within 10 days from the date of receipt of the work order.

6. The parties are advised to visit the Institute and see the Air conditioners before quoting rates.
7. The quoted rates should be inclusive of all, i.e. tax, spares, gas, labour etc..
8. The rates should be mentioned both in figures and words; however, the rates mentioned in words will only be taken as correct rates.
9. Statutory deductions will be deducted from the bill.
10. No conditional tender will be accepted.
11. Only genuine and branded spares should be used for replacement
12. Warranty period of the repair/replacement work is 6 (Six) Months from the date of completion of the work. During the warranty period, if any fault is detected, the bidders/tenderers will have to provide free services to rectify the problem, along with loading, unloading and transportation.
13. An amount equivalent to 10% of the total bill amount will be retained as performance security during the warranty period, which will bear no interest.
14. To ensure uninterrupted performance of the air conditioners, the Service Engineer /Technician should visit after every 3 months during the warranty period. Whenever a complaint is lodged, the Service Engineer / Technician should attend to the complaint within 24 hours.
15. If some external problem is noticed, which may cause damage to the system, during the visit of the Service Engineer / Technician, then that should be reported to this office immediately.
16. In case of failure to send the Service Engineer / Technician within 24 hours, the other party will be called for rectification of the problem, and the payment made to the other party will be recovered from the performance security.
17. Payment will be made on submission of the bill and satisfactory completion of the work and certification by the authorized officials.
18. The right to reject any or all the quotations is reserved with the Director, NIRDPR-NERC, Guwahati.

\_\_\_\_\_  
Signature of Acceptance Party/Firm with seal

  
**Assistant Director  
NIRDPR-NERC,  
Guwahati**

Date : \_\_\_\_\_

Name of the Firm : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

Phone No. : \_\_\_\_\_

**Annexure- I**

<b>Sl. No.</b>	<b>Place</b>	<b>Brand</b>	<b>Specification</b>	<b>Unit</b>	<b>Remote</b>
1.	Director's chamber	IFB	1.5 TR Split	1	1
2.	Director's chamber	Haier	1.5 TR Split	1	1
3.	Conference Hall-I	Videocon	1.5 TR Split	4	1
4.	Conference Hall-II	Videocon	1.5 TR Split	6	1
5.	Conference Hall-II	Haier	3 TR Tower	2	1
6.	Meeting Hall	Electrolux	1.5 TR Split	2	1
7.	Sri P.P. Bhattacharjee (Faculty Room)	Dikin	1.5 TR Split	1	1
8.	Shri Bhaskar Singh (R-107)	LG	1.5 TR Split	1	1
9.	Dr. Ratna Bhuyan (Faculty Room)	Electrolux	1.5 TR Split	1	1
10.	Shri S.K. Ghosh, Sr. CPA	Dikin	1.5 TR Split	1	1
11.	Room no. 113 (First floor)	Dikin	1.5 TR Split	1	1
12.	P.A. To Director's Room	Dikin	1.5 TR Split	1	1
13.	Training Cell	Videocon	1.5 TR Split	1	0
14.	Dr. M.K. Srivastava (Faculty Room)	Indcool	1.5 TR Split	1	1
15.	In front of Stairs (First floor)	Haier	1.5 TR Split	1	1
16.	Computer Lab	Voltas	3.0 TR Cassatt AC	2	1
17.	Computer Lab (Server Room)	Indcool	1.5 TR Split	1	1
18.	Director's quarters	Videocon	1.5 TR Split	1	1
19.	Director's quarters	IFB	1.5 TR Split	1	1
20.	Director's quarters	IFB	1.5 TR Split	1	1
21.	C-GARD	Voltas	1.5 TR Split	2	2
22.	C-GARD (Lab)	Voltas	3.0 TR Cassatt AC	2	1
23.	C-GARD (Faculty Room)	Indcool	1.5 TR Split	1	1
24.	Guest Suit -I	Haier	1.5 TR Split	1	1
25.	Guest Suit -II	Haier	1.5 TR Split	1	0
26.	Assistant Director	Haier	1.5 TR Split	1	0
27.	Library	Haier	1.5 TR Split	2	0
28.	UDC (Store) Ground Floor	Haier	1.5 TR Split	1	0
29.	Account Section	Dikin	1.5 TR Split	1	1
30.	NRLM Cell	Electrolux	1.5 TR Split	1	0
31.	NRLM Cell	Whirlpool	2 TR Split	4	4
32.	NRLM Cell	Dikin	1.5 TR Split	1	0
33.	Establishment Section	Dikin	1.5 TR Split	1	1
34.			<b>Total ACs</b>	50	

**LIST OF AIR CONDITIONER IN BRAHMAPUTRA HOSTEL BLOCK OF NIRDPR-NERC**

Sl. No.	Place	Brand	Specification	Unit	Stabilizer	Remote
1.	Transit Suite-1	Haier	1.5 TR	1	1	1
2.	Transit Suite-2	Haier	1.5 TR	1	1	0
3.	Transit Suite-3	Haier	1.5 TR	1	1	0
4.	Transit Suite-4	Haier	1.5 TR	1	1	0
5.	Gym	Haier	1.5 TR	1	1	No
6.	VIP Kaziranga	Haier	1.5 TR	2	2	2
7.	VIP Manas	LG	1.5 TR	2	2	No
8.	Dining Hall	Indcool	1.5 TR	4	2	4
9.	Caretaker office	LG	1.5 TR	1	1	No
10.	VIP Dining Hall	LG	1.5 TR	1	1	No
11.	Room No- 101	Haier	1.5 TR	1	1	1
12.	Room No- 102	Haier	1.5 TR	1	1	No
13.	Room No- 103	Haier	1.5 TR	1	1	1
14.	Room No- 104	Haier	1.5 TR	1	1	1
15.	Room No- 105	Haier	1.5 TR	1	0	1
16.	Room No- 106	Haier	1.5 TR	1	1	1
17.	Room No- 107	Haier	1.5 TR	1	1	1
18.	Room No- 108	Haier	1.5 TR	1	1	1
19.	Room No- 109	Haier	1.5 TR	1	1	1
20.	Room No- 110	Haier	1.5 TR	1	1	1
21.	Room No- 111	Haier	1.5 TR	1	1	1
22.	Room No- 201	Haier	1.5 TR	1	0	1
23.	Room No- 202	Haier	1.5 TR	1	1	1
24.	Room No- 203	Haier	1.5 TR	1	1	1
25.	Room No- 204	Haier	1.5 TR	1	1	1
26.	Room No- 205	Haier	1.5 TR	1	1	1
27.	Room No- 206	Haier	1.5 TR	1	1	1
28.	Room No- 207	Haier	1.5 TR	1	1	1
				<b>Total ACs</b>	29	

**LIST OF AIR CONDITIONER IN DIKRANG HOSTEL BLOCK OF NIRDPR-NERC**

<b>Sl. No.</b>	<b>Place</b>	<b>Brand</b>	<b>Specification</b>	<b>Stabilizer</b>	<b>Unit</b>	<b>Remote</b>
1	Room No- 001	Dikin	1.5 TR	1	1	1
2	Room No- 002	Dikin	1.5 TR	1	1	1
3	Room No- 003	Dikin	1.5 TR	1	1	1
4	Room No- 004	Dikin	1.5 TR	1	1	1
5	Room No- 005	Dikin	1.5 TR	1	1	1
6	Room No- 006	Dikin	1.5 TR	1	1	1
7	Room No- 007	Dikin	1.5 TR	1	1	1
8	Room No- 008	Dikin	1.5 TR	1	1	1
9	Room No- 009	Dikin	1.5 TR	1	1	1
10	Room No- 010	Dikin	1.5 TR	1	1	1
11	Room No- 011	Dikin	1.5 TR	1	1	1
12	Room No- 012	Dikin	1.5 TR	1	1	1
13	Room No- 013	Dikin	1.5 TR	1	1	1
14	Room No- 014	Dikin	1.5 TR	1	1	1
15	Room No- 015	Dikin	1.5 TR	1	1	1
16	Room No- 016	Dikin	1.5 TR	1	1	1
17	Room No- 017	Dikin	1.5 TR	1	1	1
18	Room No- 018	Dikin	1.5 TR	1	1	1
19	Room No- 019	Dikin	1.5 TR	1	1	1
20	Room No- 020	Dikin	1.5 TR	1	1	1
21	Room No- 021	Dikin	1.5 TR	1	1	1
22	Room No- 022	Dikin	1.5 TR	1	1	1
23	Room No- 023	Dikin	1.5 TR	1	1	1
24	Room No- 024	Dikin	1.5 TR	1	1	1
25	Room No- 025	Dikin	1.5 TR	1	1	1
26	Room No- 026	Dikin	1.5 TR	1	1	1
27	Room No- 027	Dikin	1.5 TR	1	1	1
28	Room No- 028	Dikin	1.5 TR	1	1	1
29	Room No- 029	Dikin	1.5 TR	1	1	1
30	Room No- 030	Dikin	1.5 TR	1	1	1
31	VIP – I (OH 2 <sup>nd</sup> floor)	Dikin	1.5 TR	2	2	2
32	VIP – II (OH 2 <sup>nd</sup> floor)	Dikin	1.5 TR	2	2	2
33	Dining Hall	Dikin	1.5 TR	4	4	4
				<b>Total ACs</b>	38	