



**ANDHRA PRADESH MAHESH CO-OPERATIVE URBAN BANK LTD.**

(Multi-State Scheduled Bank)

H.O.: 8-2-680/1 & 2, Road No.12, Banjara Hills, Hyderabad-500034 (Telangana State)

Ph. : 24615296, 24615299, 23437100-103 & 23437105 Fax No.040-24616427

Website: [www.apmaheshbank.com](http://www.apmaheshbank.com)

E-mail: [info@apmaheshbank.com](mailto:info@apmaheshbank.com)

## **TENDER FORM**

The Managing Director & CEO,  
Andhra Pradesh Mahesh Cooperative Urban Bank Ltd,  
Head Office,  
8-2-680/1&2, Road No.12, Bajara Hills,  
HYDERABAD – 500034(TS)

Dear Sir,

### **TENDER FOR COMPREHENSIVE MAINTENANCE FOR VRF AIR-CONDITIONERS (DUCTABLE, CASSETTE, SPILT)**

We are submitting our tender to undertake Comprehensive Maintenance for VRF Air-conditioners (Ductable, Cassette, Spilt) installed at your Head Office, Banjara Hills, Hyderabad and Road No.12, Banjara Hills ,Branch, Hyderabad (Telangana State), for a period of three years with effect from 01.02.2026 to 31.01.2029, as detailed below::

No	Year	Capacity	Rate per HP (Rs)	Basic Value(Rs)	GST @ 18%	Total amount p.a.(Rs)
1	First Year - 01.02.26to 31.01.27	386HP				
2	Second Year- 01.02.27 to 31.01.28	386HP				
3	Third Year- 01.02.28 to 31.01.29	386HP				

**(SIGNATURE & FIRM'S STAMP)**

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## **TERMS AND CONDITIONS**

The scope of work and terms and conditions of the contract are as under:

### **I)SCOPE OF WORK:**

- Comprehensive Maintenance for IVF Air-conditioners (Ductable, Cassette, Spilt) shall cover total repairs / replacement of all spare parts (OEM), compressors, condensers, consumables (OEM) and all other peripherals, gas charging etc., of whatsoever nature, for which the Bank shall not make any additional payment.
- Routine Inspection, checking and servicing of the A/C units shall be undertaken at quarterly intervals, in addition to attending break down calls as and when situation warrants.
- **PAYMENT TERMS:** Payment shall be made at Head Office, Road No.12, Banjara Hills, in advance at half yearly intervals.

### **II)TERMS & CONDITIONS:**

- Tenderers are advised to use Tender form supplied by the Bank only. Tenderers are requested not to make any alterations in the Tender form.
- Tenderers found not as per Bank's specifications will not be entertained.
- In case the Tenderer is a company / Firm/Dealer / or any other legal entity, the proof of incorporation/ Resolution authorizing to sign tender document is required to be produced.
- The Tenderer signature and seal should be affixed on each sheet of the tender form and there should not be any over writings.
- Tenderer / Service Provider to have sufficient number of specialized / skilled personnel for maintenance of A/C units. The rate/amount quoted in the tender for three years stands binding till completion of contract. Meanwhile, request to increase In the rate / amount by the tenderer will not be considered, after submission of tender / finalization of contract.
- The successful tenderer shall execute an Agreement for Maintenance of VRF Air-conditioners is only required to submit their tender form. Tender will not be entertained if the service provider is not having the required experience. Experience Certificate from the existing clients / customers of tenderer shall be produced with satisfactory report to the bank.
- Copy of PAN/GST registration to be submitted by the service provider.
- Charges quoted shall be inclusive of spare parts(OEM), labour charges, GST etc.,
- TDS as applicable will be deducted from the Haly yearly payments.
- The profile of the tenderer/firm should be furnished in the enclosed form duly mentioning PAN/GST Number.
- **Duly filled in tender form along with prescribed EMD should be submitted kept in a sealed cover/envelope on or before 22.01.2026 by 6.00 pm to our Estates Department, Head Office, Road No.12, Banjara Hills, Hyderabad.**
- Bank reserves the right to accept or reject any tender or all tenders without assigning any reason whatsoever.
- Bank reserves the right to negotiate the total charges / amount quoted in the tender submitted with any / all the tenderers and finalizes the contractor for carrying out Comprehensive Maintenance Contract.
- The Bank does not bind itself to accept the lowest tender and reserves to itself the right to reject any or all of the tenders received without assigning any reasons thereof. Further, the Bank reserves the right to award the contract to any other / different tenderer, who is competent to carry out the maintenance, instead of the lowest tenderer.
- Mere confirmation of tender does not confirm any contractual rights upon service provider.

**EMD:**

- a) EMD pf Rs.25000/- should be submitted along with the tender form, by way of Bankers' cheque /Demand Draft favouring the Bank, payable at Hyderabad.
- b) There is not exemption from payment of EMD eve for SSI or whatsoever category. All the tenderers should invariably submit prescribed EMD.
- c) In case of successful tenderer/service provider backs out or does not carry out properly the Comprehensive Maintenance of Air-conditioning units, the entire EMD kept with the Bank will be forfeited.

**I/WE HAVE READ ALL THE ABOVE TERMS AND CONDITAINS AND AGREE TO FULLY ABIDE BY THEM IN TOTO**

Place::

Date:::

**(SIGNATURE & FIRM'S STAMP)**

# **PARTICULARS OF THE FIRM TO BE FURNISHED**

- 1 NAME OF THE FIRM / ORGANISATION / COMPANY :
- 2 ADDRESS WITH CONTACT TELEPHONE NO. AND E-MAIL ID :
- 3 YEAR OF ESTABLISHMENT :
- 4 STATUS OF FIRM (WHETHER COMPANY FIRM / PROPRIETORSHIP CONCERN & NAME OF THE DIRECTORS / PARTNERS / PROPRIETOR) :
- 5 WHETHER REGISTERED WITH THE REGISTRAR OF COMPANIES/REGISTRAR OF FIRMS, IF SO, MENTION NUMBER & DATE (ENCLOSE A COPY) :
- 6 WHETHER REGISTERED FOR GST, IF SO, MENTION NUMBER & DATE (ENCLOSE A COPY) :
- 7 WHETHER AN ASSESSEE OF INCOME TAX, IF SO, MENTION PERMANENT ACCOUNT NUMBER. FURNISH COPY OF PAN CARD :
- 8 DETAILED DESCRIPTION OF AND VALUE OF WORK DONE FOR OTHER ORGANIZATIONS IN THE PAST :
- 9 IF YOU ARE EMPANELLED WITH ANY OTHER ORGANIZATIONS/STATUTORY BODIES, FURNISH THE RELEVANT COPIES :
- 10 DETAILED DESCRIPTION AND VALUE OF THE WORK DONE FOR BANKS IN THE PAST :
- 11 SPECIFY THE MAXIMUM VALUE OF WORK EXECUTED CONSECUTIVE 2 YEARS SHOWING SEPARATELY FOR EACH YEAR :
- 12 DETAILS OF MACHINES / INFRASTRUCTURE AVAILABLE :

PLACE::

DATE ::

**SINGATURE & FIRM'S STAMP**

