

## NOTICE INVITING TENDER

Applications are invited from the practicing reputed Contractors for Annual Maintenance Contract of Air Conditioning System's / Water Coolers etc. units installed in NCUI Complex, 3, Siri Institutional Area, August Kranti Marg, New Delhi for 3 years.

Detailed Tender document of the work may be purchased by depositing of Rs. 500/- only from the office of the A.E.E. (Estate), NCUI, on any working day from 09.30 AM to 05.00PM from 16.02.2026 to 23.02.2026. The last date for submission of tender is 24.02.2026 at 3.30 P.M.

<b>Name of Work</b>	:	Annual Maintenance Contract of Air Conditioning System's / Water Coolers etc. units installed in NCUI Complex, 3, Siri Institutional Area, August Kranti Marg, New Delhi for 3 years.
<b>Time period of contract</b>	:	<b>3 Year</b>
<b>Earnest Money</b>	:	₹2,000/- in the form of Bank draft payable in favour of National Cooperative Union of India, drawn on Delhi/New Delhi branch of any nationalized Bank.
<b>Last date of submission of tender:</b>	:	<b>24.02.2026 upto 3.30 PM</b>
<b>Date and Time of opening of Tender</b>	:	<b>24.02.2026 at 4.30 PM</b>
<b>Estimated Cost</b>	:	<b>₹2,57,850/- + GST</b>
<b>Issued to</b>	:	
<b>Date of Issue</b>	:	
<b>Security</b>	:	10% of Awarded Amount

**NOTE :**

- ❖ RATES SHOULD BE QUOTED IN FIGURE AS WELL IN WORDS.
- ❖ The authorised signatory of the firm should sign all the pages of the tender and schedules as a token of their acceptance.
- ❖ Attested copy of following documents to be provided along with the tender for qualification
  1. Valid GST / Service Tax registration certificate
  2. PAN card registration certificate.;
  3. Certificate of Annual Turnover for last three years.
  4. CPWD/MES or from State Govt. registration certificate, if any.
  5. Partnership deed, if the company is a partnership firm.
  6. Experience / Work executed certificate
  7. Vendor is advised to quote rate only after visiting the site.

## SECTION-1

### INVITATION TO TENDERERS

1.1 Sealed tender are invited in the prescribed form by the Chief Executive, National Cooperative Union of India, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016 for the following work.

Name of Work	Earnest money (in Rs.)	Time period
Annual Maintenance Contract of Air Conditioning System's / Water Coolers etc. units installed in NCUI Complex, 3, Siri Institutional Area, August Kranti Marg, New Delhi for the year 2026-2029.	2,000/-	Three Year

1.2 The Annual maintenance contract for 3 years, the detail of which as detailed in the tender are to be executed in all respects as per the satisfaction of the management of the NCUI.

1.3 The tenderer is required to deposit Rs. 2,000/- as Earnest Money alongwith tender in shape of Bank Draft drawn in favour of National Cooperative Union of India, New Delhi on Delhi branch of any Nationalized Bank. The Earnest Money will be refunded to the unsuccessful tenderer without any interest/bank commission/ collection charges subject to the relevant provisions in the Tender document.

1.4 Tenders filled in the prescribed form in sealed covers and superscripted with the name of work must reach office of National Cooperative Union of India, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110 016 not later 2:00 pm on scheduled date as mentioned in the advertisement/tender document. The tenders will be opened in the presence of the tenderer who wish to be present. The date of tender opening may be changed.

1.5 Tender document can be obtained on any working day from 9:30 am to 5:00 pm from the office of the National Cooperative Union of India, New Delhi – 110016 by depositing tender fee of Rs. 500/- only.

1.6 Rates must be quoted for complete work at site inclusive of all costs, taxes and charges etc. All taxes and duties including Taxes on work contract, E.S.I. Charges etc. as applicable at Delhi, Central or State Sales Tax, Octroi, royalties etc. on works and materials required for use in the execution of this project shall be entirely borne and payable by the contractor and the owner will not entertain any claim what so ever in this respect.

1.7 The tenders shall remain valid for acceptance by the Employer, for a period of 90 days from the date of opening of tenders.

1.8 Earnest Money of the successful tenderer will be liable to be forfeited in the event of refusal or delay on his part in signing the agreement within 30 days of the issue of letter of intent/award of the work.

1.9 National Cooperative Union of India, New Delhi, does not bind itself to accept the lowest or any tender or to assign any reason thereof and also reserve the right of accepting the whole or part of the tender and shall in such an event be bound to perform the contract at the same rates quoted in the tender for the various items of the work.

1.10 Canvassing in any form in connection with the tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing in any form shall be liable for rejection.

1.11 The tendering firms in case the tenderer is a partnership firm, shall submit the tender signed by all the partners. In the event of absence of any partner, it must be signed on his behalf by a person holding power of attorney authorizing him to do so and such power of attorney shall be attached along with the tender and it must also disclose that the contractor is duly registered under the Indian partnership Act.

**1) For Pre-qualifications**

- 1.1.1.1 The Firm/Agency/Contractor should have rendered their services for maintenance of similar works for any government sector or large reputed private sectors enterprises during the last 10 financial years, necessary relevant document to this effect to be enclosed.
- 1.1.1.2 Copies of Award letter and completion certificate of similar work during last 8 years ending 31.01.2026 & should be either of the following :
  - (i) 1 similar work valuing not less than ₹2,00,000/-
  - (ii) 2 similar works each valuing not less than ₹1,50,000/-
  - (iii) 3 similar works each valuing not less than ₹1,00,000/-

**CHIEF EXECUTIVE**  
**National Cooperative Union of India**

