

समुद्री उत्पाद निर्यात विकास प्राधिकरण

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

एम पी ई डी ए भवन, पनंपिल्ली एवन्यू
डाक पेटी सं. 4272, कोच्ची - 682 036, भारत

The Marine Products Export Development Authority

(Ministry of Commerce & Industry, Govt. Of India)

MPEDA House, Panampilly Avenue,
P.B. No. 4272, Kochi-682 036. India



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ADMN-MOB/HOP/2/2025-ADMN

15.10.2026

संदर्भ/Ref:

तारीख/Date:

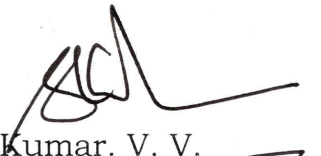
QUOTATION NOTICE

The Marine Products Export Development Authority (MPEDA), Ministry of Commerce & Industry, Govt. of India, Kochi-36 invites sealed quotations from Original Equipment Manufacturer (OEM) or Original Equipment Manufacturer (OEM) Authorized dealer for Supply and Installation of 5 Star Inverter Split Air Conditioners of various capacity for Quality Control and Microbiology LAB at MPEDA Head Office Panampilly Nagar, Kochi -682036. The quotation form is enclosed herewith. The bidders may visit the site and assess the work to be done on any working days Monday to Friday between 10 AM and 5 PM.

Interested parties are requested to quote the lowest rate for the above works in the prescribed format. The quotation shall be submitted in two separate sealed envelopes, one containing the Technical Bid and the other containing the Financial Bid. Each envelope shall be duly superscribed as "Technical Bid – Quotation for the Supply and Installation of Split Air Conditioners" and "Financial Bid – Quotation for the Supply and Installation of Split Air Conditioners", respectively. Both envelopes shall be enclosed together in a single sealed outer envelope superscribed as "Quotation for the Supply and Installation of Split Air Conditioners".

The quotation notice will be published on the MPEDA website (www.mpeda.gov.in) under the "Notifications – Tenders" section and may be downloaded from the website. The sealed outer envelope containing the Technical Bid and Financial Bid shall reach the undersigned on or before **2:00 PM on 19 October 2026**, either by registered post or by hand delivery.

Yours faithfully,


Suresh Kumar. V. V.
Deputy Director (Admn)

ELIGIBILITY CRITERIA FOR TECHNICAL BID QUALIFICATION

1. The bidder should be an Original Equipment Manufacturer (OEM) or Original Equipment Manufacturer (OEM) Authorized dealer. Documentary proof should be submitted.
2. The bidder shall have a fully functional office in Ernakulam District to provide adequate service support, including installation, maintenance, and after-sales services.
3. The bidder should have a valid GST and PAN, copy of the certificate to be submitted.
4. The bidder should have satisfactorily completed minimum of three similar works during FY- 2025-2026 (Supply and installation of Split Air conditioners) in any Central/State Govt. Organizations/Autonomous/PSU/Private/Public Limited Company. Copy of Work completion certificate to be submitted.
5. The bidder should be an OEM or OEM authorized dealer and valid OEM authorization certificate to be submitted.
6. 1.5-ton, 5-star rated inverter split air conditioner with a rated cooling capacity of not less than 5,000 W, conforming to the applicable Bureau of Energy Efficiency (BEE) star-rating requirements. The bidder shall submit the manufacturer's technical specifications along with the quotation.
7. 1-ton, 5-star rated inverter split air conditioner with a rated cooling capacity of not less than 3,400 W, conforming to the applicable Bureau of Energy Efficiency (BEE) star-rating requirements. The bidder shall submit the manufacturer's technical specifications along with the quotation.

TERMS AND CONDITIONS/INSTRUCTIONS

1. **Bidders are expected to visit the site before quoting the rates** and should satisfy themselves as to the nature and condition of the work and facilities available.
2. Bidders are required to study the tender document and understand the conditions, drawings, specifications, etc. Doubts, if any, should be got clarified.
3. The Bidders should quote for all items in the tender schedule in figures. If there is any discrepancy between the unit rate and amount, the unit rate will prevail.
4. No additional clauses, alterations in specifications by the Bidders will be accepted. If done, the Bidders will be disqualified. The Bidders shall on submission of this tender be deemed to have accepted the terms and conditions contained in the tender documents.
5. The rates quoted in the tender shall be measured as per finished work and shall include cost of materials, transportation, freight charges, GST, etc. complete.
6. Time is the essence of the work. Only those who can maintain progress of work as per schedule and offer best quality material and workmanship should tender for this job.
7. The work is to be completed within **7 days** from the awarding the work.
8. MPEDA has the right to reject any or all tenders without assigning any reason. MPEDA reserves the right to delete or alter any item(s) from the tender schedule without assigning any reason. Claims by the contractor for compensation or damages on account of these shall not be entertained.
9. The contractor must co-operate with other agencies appointed by the Employer/ Architect so that the work shall proceed smoothly.
10. Quantities shown in the tender are approximate and payment shall be made as per actual measurements. During execution of it become necessary to do any additional / excess work, prior consent of MPEDA shall be taken. The successful Bidders is not entitled to any sort of compensations regarding variations, if any, between the actual quantities and tender quantities, if prior permission for which is not obtained.

11. Measurements of work carried out shall jointly be taken by the Contractor and representative of MPEDA and payments shall be as per the recommendations.
12. The material specified must be strictly adhered to and the workmanship should be of superior quality. All other materials not specified shall get prior approval from MPEDA before purchase/ installation. Commencement of work without approval of the material shall be entirely at the risk and cost of the contractor.
13. The responsibility for the safety, security and accounting of the materials and equipment brought or installed by the successful Bidders for completion of the work will remain with the contractor till the completed work is handed over to MPEDA.
14. MPEDA reserves the right to reject any portion of work or materials, which is found unsatisfactory or not up to the standard. If the performance of the successful Bidders is found to be unsatisfactory, MPEDA reserves the right to cancel in part or whole of the contract and get the work executed through alternative means at the entire risk and cost of the successful Bidders.
15. The successful Bidders shall give all necessary personal attention to the work during the progress of work and until the expiry of **Defects Liability Period', which is one year from the date of issue of completion certificate/final bill/approval of MPEDA.**
16. The contractor shall on request dismiss immediately from the work any person(s) employed there on who may be unsuitable or incompetent or who may misconduct himself and such person shall not be again employed or allowed on the work without the permission of MPEDA.
17. Income tax and GST at prevailing rates will be deducted from the final bill.
18. Any defect, unsound installation or other faults in materials, workmanship and / or equipment's supplied and installed which may appear within the defect's liability period stated in clause 15, shall upon the direction of the Architects / MPEDA be attended and made good by the contractor at his own cost. In the event of failure of the contractor to amend the faults within a reasonable time, MPEDA may rectify the damages / faults by employing other persons, and all loss and expenses consequent there on or incidental there to shall be borne by the contractor.
19. If the successful Bidders does not complete the work within the stipulated time, MPEDA reserves the right to recover the liquidated damages of Rs.1000/- for every additional day or part thereof until the work is

satisfactorily completed and handed over. Such damages will be deducted from any money due to the Bidders.

20. The Contractor shall not use the site for any purpose other than carrying out the work as defined in the Contract.

21. The Contractor is responsible for clearing the site of the debris, rubbish and the leftover materials as and when accumulated once in every day so that the site is kept clean and orderly. No additional payments will be made for this.

22. The Contractor shall take maximum care to safeguard the furniture, fixtures /stationary / electronic equipment etc in the MPEDA premises. Damages / loss caused shall be compensated by the Contractor failing which the cost shall be recovered from the Contractor's Bill.

23. MPEDA has the right to introduce new items, not included in the Tender schedule for which the rates shall be fixed by MPEDA as per the prevailing market rates. The contractor can give a cost analysis if asked to justify his rates which may be acceptable to MPEDA if the rates are justifiable.

24. The Contractor / his representative shall respect and obey the rules and procedures followed about security and cooperate for the smooth functioning of MPEDA.

25. Bidders shall submit the declaration form **ANNEX-1**.

26. The financial bids of bidders who qualify in the technical bid, in accordance with the eligibility criteria specified in Clause 1, will be opened.

27. The air conditioner manufacture year should be 2026.

28. Preferred Make of Air conditioners are Blue Star/Voltas/Godrej.

29. The quotation shall remain valid for a minimum period of 90 days from the last date prescribed for submission of quotations.

30. The bidder shall provide the standard manufacturer's warranty for the air conditioners, including the warranty for the compressor and other components, as applicable.

Payment terms:

The payment shall be made on joint measurement taken with MPEDA Officials /certification of bill prepared by the contractor Up on Satisfactory completion. (On submission of the final Invoice with Detailed abstract, joint measurement payment will be made after verification by the MPEDA or any other agency appointed by MPEDA). 3% percentage of the final bill amount shall be retained from the contractor as security deposit and shall be released on completion of the defects liability period which is fixed as one year from the date of issue of completion certificate without interest. The contractor shall submit the final bill within seven days of virtual completion of work.

DECLARATION FORM

(To be given on Company Letter Head)

Date:

To,

Secretary

MPEDA

MPEDA House, PB No:4272, Panampilly Avenue,
Panampilly Nagar PO, KOCHI-682 036, KERALA

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No

Name of Work:

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned

'Tender' from the web site(s) namely:

.....
.....

as per your advertisement, given in the above-mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. 01 to _____ (including all documents like Annex(s), table(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

SCHEDULE-1

Work Order format

File

No:

Date:

To,

M/s

Sirs,

Sub: Supply and installation of Split Air Conditioners.

Please refer your quotation dated XX XX 2026 for **Supply and installation of Air Conditioners for Quality Control and Microbiology LAB at MPEDA HO.** We are pleased to award the work to you for an amount of Rs. (Rupees). You are directed to execute an agreement with us within Seven days on receipt of this letter. Tender documents and drawings shall form part of the agreement. The work is to be undertaken immediately at the site under the strict supervision of MPEDA and completed within 7 days.

The material used shall be certified and approved by MPEDA and shall be strictly as per specification given. You shall appoint a full time qualified and experienced supervisor authorized by you at site.

The contractor must co-ordinate with any other agencies appointed by the MPEDA so that the work shall be completed within the specified time. It should be ensured by the Contractor that entire work is completed within 7 days from XX.XX.2026.

You shall take maximum care to safeguard the furniture, fixtures /stationary / electronic equipment etc in the MPEDA premises. The damages for the delayed completion of work as specified in tender conditions /agreement shall be strictly enforced. Damages caused shall be compensated; failing which the cost shall be

recovered from your final bill. You are also directed to ensure that minimum disturbance is caused to the smooth functioning of the said School. You may use the electricity and water connections of the premises for carrying out the work but will have to pay a nominal amount which is mutually agreed up on between you and MPEDA.

The payment shall be made on joint measurement taken with MPEDA Officials /certification of bill prepared by the contractor Up on Satisfactory completion. (On submission of the final Invoice with Detailed abstract, joint measurement payment will be made after verification by the MPEDA or any other agency appointed by MPEDA). 3% percentage of the final bill amount shall be retained from the contractor as security deposit and shall be released on completion of the defects liability period which is fixed as one year from the date of issue of completion certificate without interest.

The contractor shall submit the final bill within seven days of virtual completion of work. The contractor shall make no further claim after submission of the final bill. Statutory recoveries shall be made from the bill. Necessary Scaffoldings, ladders/cleaning and removal waste, derbies etc. /covering the area allotted for work shall be made by the contractor at no extra cost for the work.

You may sign a copy of the work order and return to the undersigned as the token of your acceptance of the terms and conditions of this work order.

Yours faithfully

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