

**PEXPRESSION OF INTEREST (EOI)  
FOR  
PROVIDING TECHNICAL CONSULTANCY SERVICES FOR AIR  
CONDITIONING / VENTILATION SYSTEMS FOR  
SHRI SAIBABA SANSTHAN TRUST, SHIRDI.**



**SHRI SAIBABA SANSTHAN TRUST, SHIRDI  
POST – SHIRDI, TAL – RAHATA, DIST – AHMEDNAGAR,  
PIN – 423 109, (M.S.)  
PHONE : 02423 - 258824,25 FAX : 02423 – 258870  
Website: [www.sai.org.in](http://www.sai.org.in), E-mail: [mechanical@sai.org.in](mailto:mechanical@sai.org.in)**



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POST. SHIRDI, PIN.423 109  
TAL. RAHATA, DIST. A.NAGAR  
Phone No. : 02423 – 258824, 25  
E-Mail: [mechanical@sai.org.in](mailto:mechanical@sai.org.in)

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**NOTICE TO CONSULTANTS**

**SHRI SAIBABA SANSTHAN TRUST, SHIRDI**

**Tal- Rahata, Dist- Ahmednagar (MS)- 423109**

**Tel: 02423- 258824,25 Fax: 258870**

**E-mail: [mechanical@sai.org.in](mailto:mechanical@sai.org.in),**

**Website: [www.sai.org.in](http://www.sai.org.in)**

**INVITING EXPRESSION OF INTEREST (EOI)  
NOTICE FOR PROVIDING TECHNICAL CONSULTANCY SERVICES  
FOR AIR CONDITIONING /VENTILATION SYSTEMS**

Shri Saibaba Sanathan Trust, Shirdi (SSST) invites Expression of Interest (EOI) for Appointment of consultant for providing technical consultancy services for Air Conditioning System for Saiprasadalaya and IT department. Eligible consultants (firms and individuals) are requested to refer to the EOI document available on SSST website ([www.sai.org.in](http://www.sai.org.in)) for further details.

1. The EOI Application should be submitted in accordance with the EOI Document, which can be downloaded from website [www.sai.org.in](http://www.sai.org.in).
2. The detailed scope of services, qualifying requirements etc. are enumerated in the EOI Document.
3. A demand draft of Rs.10,000/-, towards EMD , drawn on any nationalized bank, in the name of Chief Executive Officer, ShriSaibabaSansthan Trust, Shirdi, payable at Shirdi, should reach at our Shirdi Office along with the Application.
4. The EOI Application containing all the required information and documents should reach at our Shirdi Office, on or before 12 July 2022 up to 05:00 PM.

ShriSaibabaSansthan Trust, Shirdi reserves the right to reject any or all EOI Applications without assigning any reasons thereof.

**(Bhagyashree Banayat , I.A.S)**  
**Chief Executive Officer,**  
**Shri Saibaba Sansthan Trust, Shirdi.**



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## **SECTION- I**

### **TERMS OF REFERENCE (TOR)**

Shri Saibaba Sansthan Trust, Shirdi a religious and charitable public trust re-constituted under the *Shri Saibaba Sansthan Trust (Shirdi) Act* (Maharashtra Act No. XIV of 2004) having its office at P.O. Shirdi, Tal- Rahata, Dist. Ahmednagar, Maharashtra- 423109, hereinafter referred to as ‘the Sansthan’.

The Sansthan is desirous to appoint the competent consultants for Providing Technical Consultancy Services for works and procurement in Air Conditioning System installation for Saiprasadalaya and IT department of Sansthan. The priority for execution of work will be finalized after appointment of Consultant. The approximate cost of the work will be near about Rs.3-4 Corers. The said cost may differ after the preparation of detailed survey report, Detailed Project Report, Cost estimates, tenders etc.



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**Check list of documents to be submitted with the quotation and the general information to the contractor for submission of quotation. (Technical Bid)**

The following document should be attached as per quotation schedule duly self-attested by the tenderer.

<b>Sr. No.</b>	<b>Brief Details minimum Qualifying Criteria and of documents required</b>
1.	Copy of Valid registration certificate of Shop Act/ Company /Firm etc.
2.	A demand draft of Rs .10,000/-, towards EMD , drawn of any nationalized bank, in the name of Chief Executive Officer, Shri Saibaba Sansthan Trust, Shirdi, payable at Shirdi,
3.	Copy of Registration / Clearance Certificate under Goods & Service Tax act (GST)
4.	Copy of the average annual turnover certificate of last 3 financial years issued by Chartered Accountant. The average annual turnover of the Agency shall not be less than Rupees 25 lakhs in the last three financial years.(2018-19, 2019-20, 2020-21)
5.	Self-declaration on firm letter head stating about non-inclusion in black list the firm / company by any government organization and not refurbished equipment's. Agencies whose contracts have been terminated/ foreclosed by the employer during the last 3 years due to non-fulfillment of contractual obligations/ non compliance of statutory obligations are not eligible to bid. The agency should clearly specify and submit letter in writing separately stating that they do not fall under this category.
6.	Application form (Annexure -1) and financial proposal (Annexure-2) submission letter on firm letter head
7.	Satisfactorily work completion certificate, firm/company should have done at least 4 no's of similar kind or work to prove the standing of the company.



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## 1.1 Scope of work:

- 1) To study the existing System ,infrastructure and the nature of use.
- 2) To give power point presentations to the SSST about the design until finalization.
- 3) To prepare drawings for the layout of the air ventilation/conditioning System, Single line diagram and schematic of the equipment's/ devices in soft copy (AutoCAD) as well as two sets in hard copy.
- 4) To prepare detailed project report with cost estimates, bill of materials, tender document, and to revise the same until SSST's requirements are satisfied.
- 5) To facilitate holding of the pre-bid meeting, recording and preparing the pre-bid clarifications to be issued if any.
- 6) To scrutinize the bids received and forward recommendations along with scrutiny report along with clients testimonials of the bidders.
- 7) To prepare the comparative statement of the technical bids and forward with recommendations.
- 8) To facilitate signing of agreement with the winning bidder, including preparation of contract document for signing.
- 9) To facilitate the contractor in preparation of working drawings during the execution of work.
- 10) To prepare bar chart in consultation with the contractor and SSST for adhering to the time schedule.
- 11) To obtain and forward to the SSST the factory test reports of the material brought to site.
- 12) To facilitate testing of materials with independent test agency if required.
- 13) To check and certify the quality of the materials in conformity to the tender requirements.
- 14) To supervise the work execution as per the tender.
- 15) To give instructions to the contractor for any hindrances observed on site.
- 16) To monitor the progress of the work and submit weekly reports on the progress vis a vis the bar chart.
- 17) To facilitate holding of meetings on site with the Contractor and SSST for reviewing the progress and for resolving any related issues.
- 18) To record and prepare the minutes of the discussions held and forward the same to the SSST.
- 19) To maintain and authenticate the measurement records for the materials installed at site.
- 20) To facilitate contractor for carrying out commissioning of the system and preparation and certification of the commissioning report.



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- 21) To scrutinize, certify and forward the bills submitted by the contractor based on the terms of the tender.
- 22) To prepare and certify the quantity variation statement along with the final bill.
- 23) To justify the requirement of additional / deviation items if any and submit the rate analysis as per the standard method for such items.
- 24) To supervise and certify the preventive maintenance carried out by contractor during the defect liability period.
- 25) To coordinate with the contractor for rectification of defects observed during defect liability period and certify the rectification of the defects carried out.

### 1.2 Period of Appointment:

The consultant will be appointed upto completion of the work, based on the technical score. However, Sansthan reserves the right to amend the period of Appointment.

### 1.3 Financial Proposal:

The detailed fee structure of the consultant will be finalized at the time of agreement. **The bidders are requested to quote their fees in percentage basis.**

### 1.4 MODE OF PAYMENT:

The total fees payable to the Consultants for the services rendered as per the below shall be **on percentage of the cost of the project**. The said fees shall be payable in suitable installments at different stages, as follows

STAGE 1.	On signing of the contract awarding the Consultancy work, agreement, after completion of detailed survey, submission of detailed project report, plans and estimates.	20% of the total fees payable.	On Estimated cost of the Project
STAGE 2.	On award of the work to the Contractor finally selected for its execution	10% of the total fees payable.	On tender cost of the Contractor
STAGE 3.	During the progress of work	40% of the total fees payable; at prorata with the progress of work.	On the cost of the project defined below
STAGE 4.	On Completion of the Work and Issuance of Completion Certificate.	Balance final 30% of the total fees payable; after completion of the project.	On the cost of the project defined below



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**The cost of the project** shall be the final value of the work as calculated on **amount paid to the contractors** on the accepted tenders of the contractors.

#### **1.5 Conflict Of Interest:**

1. Applicants shall not have a conflict of interest. All applicants found to have a conflict of interest as mentioned below will be disqualified.
2. The selected applicants shall not engage in activities that conflict with the interest of the client under the contract and shall be excluded from stream down supply of goods or construction or works of purchase of any asset or provision of any other service related to assignment other than a continuation of the services under the contract.
3. The selected applicants shall not engage in any assignment that would be in conflict of interest with their current obligations to the same or other clients.
4. The selected applicants (including their personnel, agents and/or sub consultants) that have a business or family relationship with such members of the Sansthan staff who are directly or indirectly involved in the project will not be awarded the contract.

#### **1.6 Earnest Money Deposit (EMD)**

- i. The Bidders should pay E.M.D of Rs.10,000/- (Rupees Ten Thousand only) to be paid. Demand Draft in favor of “ Chief Executive Officer, Shri Saibaba Sansthan Trust, Shirdi” drawn on any Nationalized bank, payable at shirdi.
- ii. EMD of all unsuccessful bidders would be refunded within one month from the bidder being notified as being unsuccessful.
- iii. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- iv. The bid submitted without EMD, mentioned above, will be summarily rejected.
- v. The EMD may be forfeited:
  - a. If a bidder withdraws its bid during the period of bid validity.
  - b. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.





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### **1.7 Deadline, Address and Manner of Submission of Application**

The Applicants shall submit the application in Two Sealed envelopes as mentioned below,

#### **Envelope No. 1**

The first envelope clearly marked, as “Envelope No.1” shall contain the following:

- a) A demand draft of Rs.10,000/-, towards EMD.
- b) Copy of valid registration certificate of Shop Act/ Company /Firm.
- c) Copy of Registration / Clearance Certificate under Goods & Service Tax act (GST)
- d) The copy of the Application and financial proposal submission letter.
- e) Annexure III to V duly filled on firm letter head.
- f) Supporting documents required.

#### **Envelope No.2**

The second envelop clearly marked as “Envelop No.2” shall contain your offer (price bid).

Two sealed envelopes no.1 and no.2 shall be again put together in one common envelope and sealed. This sealed envelope shall be marked on left hand top corner. **“SUBMISSION OF EOI FOR APPOINTMENT OF CONSULTANTS FOR PROVIDING TECHNICAL CONSULTANCY SERVICES FOR PROCUREMENT IN AIR CONDITIONING / VENTILATION CONSULTANCY SERVICES FOR FOR SHRI SAIBABA SANSTHAN TRUST, SHIRDI”**

The full name and address of the applicant should be provided on the bottom left hand corner of the envelope. The sealed envelope marked as above, shall be submitted to the address mentioned below by hand or through registered post or courier service and not later than 17.00 Hrs on 28 June 2022 to 12 July 2022 in respect of Application received by post or courier, Sansthan shall not assume any responsibility for any delayed delivery.

**The Chief Executive Officer,**  
**Shri Saibaba Sansthan Trust,**  
**Shirdi – 423 109**  
**Tal- Rahata, Dist-Ahmednagar (MS)**

The date and time for receipt of envelope containing application shall strictly apply in all cases.

The applicants should ensure that their application is received by the Client before the expiry of the stipulated date and time. No delay on account of any cause will be



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entertained for the late receipt of the application. Applications offered or received after the expiry of the time and date for receiving the application will not be accepted.

The Sansthan may at its discretion, extend the deadline for the submission of Application, in which case all rights and obligations of Sansthan and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

### **1.8 Late Application**

Application received after the dead line of submission of Application will not be considered or opened under any circumstances.

### **1.9 Clarifications**

1. The Applicants shall be evaluated on the basis of Application and the supporting documents submitted by them. Sansthan shall not be under any obligation to seek any further information or clarifications.
2. Without prejudice to Clause above, in order to assist in the evaluation of Application may, at Sansthan its sole discretion, ask any Applicant for any clarification on its Application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.
3. If an Applicant does not provide clarifications requested by the date and time set in Sansthan request for clarifications, its Application is liable to be rejected.
4. It is clarified that Applicants shall not be required to submit on their own, additional information or material subsequent to the date of submission and such material if submitted shall be disregarded. It is therefore essential to ensure that all questions are answered fully on the pro forma or otherwise. The pages of the EOI document and annexure and additional information if any submitted shall be numbered sequentially and signed.

General responses such as “included in brochure” without specific item reference may be avoided.

### **1.10 Withdrawal of Application**

No modification or substitution of the submitted application shall be allowed. An Applicant may withdraw its Application after submission, provided that written notice of the withdrawal is received by Sansthan before the due date for submission of Application. In case an applicant wants to resubmit his application, he shall submit a fresh application following all the applicable conditions.

The withdrawal notice shall be prepared in Original only and each page of the notice shall be signed and stamped by authorized signatories. The copy of the notice shall be duly marked “WITHDRAWAL”



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#### **1.11 Right to Accept/Reject Any or All Applications**

Shri Saibaba Sansthan Trust, Shirdi reserves the right to accept or reject any or all Applications and to annul the qualifications process at any time without any liability or any obligation for such acceptance, rejection or annulment without assigning any reasons.

#### **1.12 Validity of Application**

Application shall be valid for a period of 120 days from the last date of submission of Application.

ShriSaibabaSansthan Trust retains the right that in exceptional circumstances at its own discretion, it may ask the applicants to extend the validity of their Application for a specified period. The applicant not submitting the letter or extension of the validity period at that time shall not be further considered.

#### **1.13 Jurisdiction**

All disputes arising shall be subject to the jurisdiction of the appropriate Court at Rahata, Dist-Ahmednagar and will be governed by the laws of India.

#### **1.14 Liquidated Damages :-**

Consultant should inform to Shri Saibaba Sansthan Trust Shirdi, if delay in completion of their work defaults on giving services , etc subject to force majeure condition. If not shall be recovered from the consultant due for delay in completion. For work delay damages per week shall be calculated 0.25% of the total fees subject to a maximum 10% of the fees

#### **1.15 Termination**

The Chief Executive Officer, Shri Saibaba Sansthan Trust, Shirdi, terminate the consultant at any stage, on the basis of performance and compliance of terms and conditions of the contract by the Consultant, finds that the Consultant has not performed satisfactorily, or if in his view, the Consultant has failed to safeguard the interest of SSST, he may, terminate the Appointment of the Consultant, after due consideration.

- **Queries/Clarifications if any may be submitted through E-mail [mechanical@sai.org.in](mailto:mechanical@sai.org.in) before 5 July 2022 upto 17.00 pm .**

**(Bhagyashree Banayat I.A.S.)**  
**Chief Executive Officer**  
**Shri Saibaba Sansthan Trust, Shirdi**



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**SECTION- II**

**EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT OF CONSULTANTS FOR  
PROVIDING TECHNICAL CONSULTANCY SERVICES FOR WORKS AND  
PROCUREMENT IN AIR CONDITIONING SYSTEMS FOR  
SHRI SAIBABA SANSTHAN TRUST, SHIRDI.**

**PROFORMA APPLICATION FORM- Annexure 1**

**TO,**

Chief Executive Officer,  
Shri Saibaba Sansthan Trust  
Shirdi – 423 109,  
Tal – Rahata, Dist- Ahmednagar (MS)

**Subject: Submission of EOI for Appointment of technical consultancy services for  
Procurement In Air Conditioning Systems for Shri Saibaba Sansthan Trust,  
Shirdi.**

Sir,

Having examined the details given in EOI Notice and EOI document for the above work, I/We hereby submit the relevant information for considering my/our EOI for captioned work.

1. I/We agree to abide by all the instructions, terms and conditions mentioned in the EOI documents.
2. I/We hereby certify that all the statements made and information supplied in the enclosed forms TECH-1 to TECH-8 and accompanying statements are true and correct.
3. I/We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
4. I/We also authorize Shri Saibaba Sansthan Trust, Shirdi or their authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.
5. I/We submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed the following projects along with prescribed format.
6. I/We shall be jointly and severally liable to the Client for all the Project Consultant's obligation and liabilities as per the contract.

**Signature(s) of Applicant(s)**

Enclosures:

Seal of Applicant:

Date of submission:



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**FINANCIAL PROPOSAL SUBMISSION LETTER-Annexure 2**

**FROM:**

**TO,**

**Chief Executive Officer,**

Shri Saibaba Sansthan Trust, Shirdi,  
Dist- Ahmednagar- 423109.

**Subject: Submission of EOI (Financial Proposal) for Appointment of consultants for technical consultancy services for Shri Saibaba Sansthan Trust, Shirdi.**

Sir,

Having examined the details given in EOI Notice and EOI document for the above work, I/We have submitted our financial proposal, in the schedule - B of this document.

- a) The fees are inclusive of cost of personnel, travel, accommodation, administration, all taxes, incidental, out of pocket expenses etc.
- b) Our financial proposal shall be valid for a period of 120 days from the date of submission of proposal and thereafter subject to confirmation in writing.

The percentage quoted will be final till completion of the project and no escalation of rates will be claimed by us.

**Seal &Signature of Applicant**

Date of submission:



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Annexure – 3

**ANNUAL TURNOVER STATEMENT FOR THREE YEARS**

(For a period of last 3 years) i.e. 2018-19, 2019-20,2020-21

(On CA Letter Head )

The Annual Turnover of M/S ..... For the  
past Three

Years are given below and certified that the statement is true and correct.

Sr.No.	Year	Turnover Rs. In Lakhs
1		
2		
3		
Total Amount (Total Turnover for Three years)		

Date:  
Auditor/

Signature of  
  
Chartered Accountant  
Name (In capital letters)



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**Annexure -4**

**NUMBER AND DETAILS OF PROJECTS FOR WHICH SIMILAR TYPE OF  
CONSUTANCY WAS PROVIDED IN THE LAST FIVE YEARS.**

Sr. No.	Name and location of the Project	Name and address of the Client	Details of the Project		Nature of consultancy work with specific areas highlighted	Year of Start & completi on of the Project	Litigation/Ar bitration, if any with details
			Consultancy Services For Air Conditioning System	Cost*			

\*Value of the work for which services were provided by the consultant only need to be provided.

- The applicants are required to provide Proof of award of work & completion certificate.

**Signature of the bidder / Authorized Signatory**



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## **BOQ**

**Providing technical consultancy services for works and procurement in Air Conditioning Systems.**

<b>Sr. No.</b>	<b>Description of work</b>	<b>Units</b>	<b>Total Rate %</b>
1.	Providing technical consultancy services for works and procurement in Air Conditioning System / Air Ventilation as per scope of work in tender document.	1 Nos.	

The above fees inclusive of cost of personnel, travel, accommodation, administration, all taxes, incidental, out of pocket expenses etc.

**Seal & Signature of Applicant**