



NIQ No. 04/CIHTS/MW/2026-27-2343

01.07.2026

SHORT TERM TENDER NOTICE

Sealed Tenders are invited from the reputed Firms/Individuals for the Annual Maintenance Contract of Duct-able type, Window Air Conditioners with Stabilizers, and Split Air Conditioners with Stabilizers as given below of the Central Institute of Higher Tibetan Studies installed at Offices, Guest Houses and Official Residence of Vice Chancellor of this Institute.

| S. No. | Description | Quantity / Number (Approx.) |
|--------|---|-----------------------------|
| 1. | Duct-able Air Conditioners 5.5 Tons | 04 |
| 2. | Window type Air Conditioners of 1.5 Tons with Stabilizers. | 09 |
| 3. | Split type Air Conditioners of 2 and 1.5 Tons with Stabilizers. | 102 |
| 4. | Split type Air Conditioners of 2.5/3.0 Tons with Stabilizer. | 68 |

Duly completed sealed Tenders may be submitted in the Office of the Registrar, Central Institute of Higher Tibetan Studies, Sarnath, Varanasi on/before 07.07.2026 upto 3:00 p.m and the same will be opened on the same date at 3.30 p.m in the Chamber of Registrar before the Tender Opening Committee in presence of representatives of the Firms/Company/Agency, who wish to remain present at the time.

Terms and Conditions of Tenders

1. The Firm/Company/Agency must submit its Tender in a sealed envelope.
2. The Firm/Company/Agency shall submit self-attested copies of valid GST Registration Certificate, PAN Card, and Aadhar Card (or other valid identity proof).
3. A valid OEM Authorization Certificate/ Manufacturer's Authorization Letter shall be submitted along with the bid document.
4. The Firm/Company/Agency shall furnish documents supporting financial turnover and relevant experience in executing similar works/supplies/services for the last 5 years.
5. The Firm/Company/Agency shall have a registered office/ service center in Varanasi.
6. The Firm/Company/Agency is required to submit list of previous clients/departments with Tender Form, where it has done such maintenance works.
7. Earnest Money Deposit in the form of Bank Draft of Rs.10, 000/- from a Nationalized Bank in favour of **Registrar, Central Institute of Higher Tibetan Studies, Sarnath, Varanasi**, valid for a period of three months, should be submitted along with the Tender.
8. Tender without Earnest Money Deposit shall not be considered.
9. If the Firm/Company/Agency, whose Tender is accepted, fails to execute the agreement of Annual Maintenance within 15 days of the acceptance, Earnest Money Deposit shall stand forfeited.
10. The Firm, whose tender is accepted, shall submit Security Deposit of Rs. 20,000/-through F.D.R valid for a period of 15 Months, pledged in favour of the **Registrar, Central Institute of Higher Tibetan Studies, Sarnath, Varanasi**, within 15 days from the date of issue of Acceptance Letter.

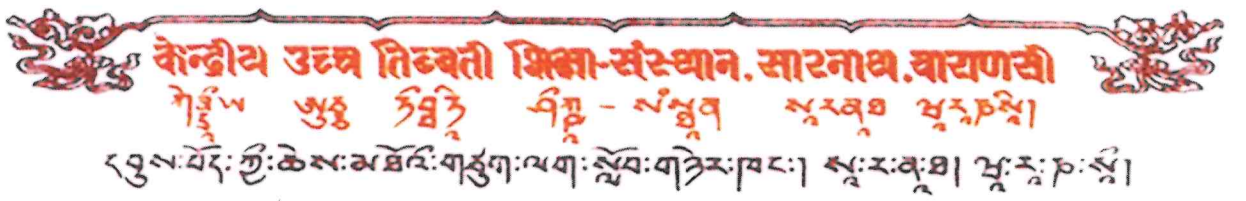
11. Incomplete Tenders shall be liable to be rejected.
12. If any damage caused to the property of the Central Institute of Higher Tibetan Studies during the contract period by the tenderer, the tenderer will be liable to compensate according to the market value of the damaged property to be valued by Engineering wing of the Institute and same will be deducted from the contract money or shall be recovered as per law.
13. The Firm/Company/Agency shall submit signed Tender Form with signed Terms and Conditions of Tender.
14. Rates should be quoted including all charges and taxes. Nothing extra shall be paid.
15. **The Registrar, Central Institute of Higher Tibetan Studies, Sarnath, Varanasi,** reserves the right to accept or reject any or all Tenders without assigning any reason thereof.
16. The decision of accepting authority shall be final and binding on all the parties.
17. The obligation under the Contract Agreement shall be governed in accordance with law of India. All disputes or differences whatsoever arising between the parties, out of or in relation to meaning, scope or execution of work or failure to execute the same either arising during the progress of the work or after the completion of abandonment thereof or breach thereof, shall be settled amicably. If, however, the parties are not able to resolve such disputes or difference amicably the same shall be referred for arbitration to a sole arbitrator, the person appointed by **Registrar, Central Institute of Higher Tibetan Studies, Sarnath, Varanasi.** Decision of the sole arbitrator shall be binding on both the parties. Place of arbitration shall be Varanasi. The provision of the arbitration and Conciliation act, 1996 shall apply.
18. The Earnest Money Deposit of the rejected Tenders shall be refunded as per rule.


Registrar

**Central Institute of Higher Tibetan Studies,
Sarnath, Varanasi. (UP)**

कुलसचिव
Registrar

केन्द्रीय उच्च तिब्बती शिक्षा संस्थान, सारनाथ, वाराणसी
Central Institute of Higher Tibetan Studies, Sarnath, Varanasi



NIQ No. 04/CIHTS/MW/2026-27

01.07.2026

SHORT TERM TENDER NOTICE

Sealed Tenders are invited on prescribed proforma for Annual Maintenance Contract of Duct-able type, Window Air Conditioners with Stabilizers, and Split Air Conditioners with Stabilizers as given below of the Central Institute of Higher Tibetan Studies installed at the Offices, Guest Houses and Official Residence of Vice Chancellor of this Institute, for the period of two year.

| S. No. | Description | Quantity / Number (Approx.) |
|--------|---|-----------------------------|
| 1. | Duct-able Air Conditioners 5.5 Tons | 04 |
| 2. | Window type Air Conditioners of 1.5 Tons with Stabilizers. | 09 |
| 3. | Split type Air Conditioners of 2 and 1.5 Tons with Stabilizers. | 102 |
| 4. | Split type Air Conditioners of 2.5/3.0 Tons with Stabilizer. | 68 |

The Tender Form is available free of charge from the Maintenance Wing of the Central Institute of Higher Tibetan Studies (CIHTS) on all working days until July 07, 2026, between 11:00 a.m. and 02:00 p.m. Tender Forms along with terms and conditions can also be downloaded from the official website of the Central Institute of Higher Tibetan Studies (CHITS) i.e. www.cihts.ac.in. Downloaded Forms be submitted in the **Office of the Registrar, Central Institute of Higher Tibetan Studies, Sarnath, Varanasi.**

Sealed Tenders shall be received in the Office of the Registrar, Central Institute of Higher Tibetan Studies, Sarnath, Varanasi on all working days upto 3:00 P.M till 07.07.2026 and shall be opened in the Chamber of Registrar, Central Institute of Higher Tibetan Studies, Sarnath, Varanasi before the Committee on 07.07.2026 at 3:30 p.m. in presence of the representatives of the Firms/Company/Agency who wish to remain present at that time.

The Registrar, Central Institute of Higher Tibetan Studies, Sarnath, Varanasi reserves the right to accept or reject any Tender without assigning any reason thereof.


Registrar

**Central Institute of Higher Tibetan Studies,
Sarnath, Varanasi. (UP)**

कुलसचिव
Registrar

केन्द्रीय उच्च तिब्बती शिक्षा संस्थान, सारनाथ, वाराणसी
Central Institute of Higher Tibetan Studies, Sarnath, Varanasi

Tender Form for Annual Maintenance Contract of Air Conditioners with Stabilizers

1. Name of the Tenderer:
(In case of Firm, the name of Proprietor/Partner should also be mentioned)
2. Address of the Firm with Phone and Mobile Nos.
.....
3. Address of Workshop
.....
(Local at Varanasi)
.....
4. GST No.
(Please enclose photocopy of Registration)
5. Details of Experience:
(May be submitted on separate sheet)
6. Details of Earnest Money:
Draft No.
Date
Rupees
Name of Bank

Schedule of Rates

| Sl. No. | Description | Approx. Quantity/ Number | Rate per unit inclusive of all charges and taxes etc. |
|---------|---|--------------------------|---|
| 1. | Annual Maintenance charges of Ductable Air Conditioners 5.5 Tons | 04 | Rs..... |
| 2. | Annual Maintenance Charges of Window type Air Conditioners of 1.5 Tons with Stabilizers. | 09 | Rs..... |
| 3. | Annual Maintenance Charges of Split type Air Conditioners of 2 and 1.5 Tons with Stabilizers. | 102 | Rs..... |
| 4. | Annual Maintenance Charges of Split Type Air Conditioners of 2.5/3.0 Tons with Stabilizer. | 68 | Rs. |

Date:

Place:

**Signature of
Tenderer/Authorized Signatory
with Seal**

FORM OF AGREEMENT

This Agreement is entered in between the Registrar, Central Institute of Higher Tibetan Studies, Sarnath, Varanasi. and for the maintenance of Duct-able type, Window Air Conditioners with Stabilizers, and Split Air Conditioners with Stabilizers as given below installed at the Offices of the Central Institute of Higher Tibetan Studies, Guest Houses and Official Residences of Vice Chancellor of this Institute of this Institute, for the period of two years.

| S. No. | Description | Quantity / Number (Approx.) |
|--------|---|-----------------------------|
| 1. | Duct-able Air Conditioners 5.5 Tons | 04 |
| 2. | Window type Air Conditioners of 1.5 Tons with Stabilizers. | 09 |
| 3. | Split type Air Conditioners of 2 and 1.5 Tons with Stabilizers. | 102 |
| 4. | Split type Air Conditioners of 2.5/3.0 Tons with Stabilizer. | 68 |

Security Deposit of Rs.20,000/- has been deposited by the Tenderer through F.D.R No..... dated for Rs.....drawn on and pledged in favour of Registrar, Central Institute of Higher Tibetan Studies, Sarnath, Varanasi. (UP).

The Terms and Conditions of Agreement are as follows:

1. The Contract of Maintenance will be for two years.
2. Firm/Company/Agency shall check and service the unit during the period of contract and submit the report thereof.
3. Firm/Company/Agency shall attend the unit when called upon by the Central Institute of Higher Tibetan Institute, Sarnath, Varanasi and shall repair the unit or parts thereof, as also overhaul the unit free of charge.
4. Firm/Company/Agency shall supply free of charge all spares and materials, which are needed for the proper functioning of the units during the period of maintenance.
5. Firm/Company/Agency will arrange to replace the compressors and fan motors of original manufacturer which are found defective during service. Replaced compressors and fan motors should carry a Warranty of one year from the date of replacement.
6. Firm/Company/Agency will replace all electrical parts of Air Conditioners, which are not functioning properly.
7. Firm/Company/Agency shall provide 2 Nos. (Split Air Conditioners) service units as standby units in order to tender prompt services during

break down period and shall always keep the service unit in reserve in the Central Institute of Higher Tibetan Institute, Sarnath, Varanasi for the purpose till expiry of A.M.C. Contract.

8. The above-mentioned Air conditioners whenever required to be shifted from one place to another place, the cost of material required for installation of such air conditioners such as pipe etc., and installation charges will be covered under maintenance.
9. The contract thereby shall not be terminated by either party without Notice. A Notice of 30 days will be required for revoking the contract. If either party terminates the contract without Notice, then the party terminating the contract will pay Rs.20,000/- as compensation to the other party.
10. The Firm/Company/Agency shall ensure that all Air Conditioners are fully operational and running properly throughout the Contract period.
11. It shall be the duty of Firm/Company/Agency to maintain the Air Conditioner units properly and timely. If it fails to maintain them and any Air Conditioner is down, a down-time penalty of Rs. 500/- per Duct-able type Air Conditioner, Rs.100/- per Window Air Conditioner of 1.5 Tons, Rs.150/- per Split Air Conditioner of 1.5/2 Tons & Rs. 200/- per Split Air conditioner of 2.5/3 Tons per day shall be payable by the Firm to be adjusted in the payment of Maintenance Charges. The Central Institute of Higher Tibetan Institute will be at liberty to maintain and get the Air Conditioner repaired at the cost of Firm/Company/Agency from any other Firm and this will include the replacement of the parts of units/ plant and voltage stabilizers, if necessary.
12. The Firm/Company/Agency shall keep adequate service technicians and helpers on call for attending complaints of Duct-able/Window/Split Room Air Conditioners wherein required. The Firm shall provide two mobile numbers calling when required.
13. Firm/Agency shall provide certificate of 'declaration of Air Conditioner is beyond economical repair', when Air Conditioner is not repairable through any means or operation.

Signature

(Firm/Agency/Company Name)

with Seal


Registrar

**Central Institute of Higher Tibetan Studies
Sarnath, Varanasi**

कुलसचिव
Registrar

केन्द्रीय उच्च तिब्बती शिक्षा संस्थान, सारनाथ, वाराणसी
Central Institute of Higher Tibetan Studies, Sarnath, Varanasi