

Office of the  
Chief Executive Officer  
Haldia Development Authority  
P.O. Debhog, City Centre, Dist. Purba Medinipur  
West Bengal - 721 657  
E-mail: ceo.hda@gmail.com

**Tender Notice No. 03/HDA/EC-ELECT/2011-2012**

**Memo NO. 553 /HDA/XV-B-42**

**Dated the 29th June'2011**

Sealed tenders are hereby invited from bonafied, resourceful authorized Agency and having adequate experience in the maintenance/repair of different capacities and makes of A/C machines located in different places under Haldia Development Authority.

1. Name of the work : Yearly maintenance of Air-Conditioner machines located at various locations of Haldia Unnayan Bhawan and Haldia Bhawan and Office-cum-residence of C.E.O/HDA under Haldia Development Authority.  
(Details of Air-Conditioner machines are enclosed).
2. Time of completion : Yearly contract basis (1 year) from the date to be mentioned in the work order.
3. Cost of the tender Paper : Rs. 500.00
4. Earnest money deposit : 2% of the quoted amount put to Tender by the Tenderer.
5. Last date of application : 07.07.2011 up to 5:00 P.M
6. Last date of issue of tender paper : 12.07.2011 upto 5.00 P.M.
7. Date and time of dropping tender : 14.07.2011 upto 2.00 P.M
8. Date and time of opening tender : 14.07.2011 at 4:00 P.M

The intending agencies have to submit valid document for VAT registration with challan for last quarter, PAN CARD, PT challan for current financial year, PF registration with challan for April'2011, ESI registration with challan for April'2011, IT return for assessment year 2010-2011. Trade License, Service Tax with the application. Inability to submit any of the above documents the Tender paper may not be issued.

The cost of Tender paper has to be deposited at the **ANDHRA BANK, Haldia** Branch, City-centre, Debhog, Haldia in HDA **Account No 137610100019564**. Payment receipt thereof is to be delivered for obtaining Tender Paper.

Tender paper will be issued to the intending participants whose documents, as submitted along with the application, are found proper on verification.

Undersigned reserves the right to reject incomplete applications without any further intimation.

The Tenderers may wish to be present at time of tender opening.

Chief Executive Officer  
**Haldia Development Authority**

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Copy forwarded for favour of information and wide circulation through the notice board to:

1. The Assistant Executive Officer, HDA.
2. The Finance Officer, HDA.
3. The Executive Engineer, HDA.
4. The Assistant Engineer (Elect.), HDA.
5. Notice Board, HDA.
6. The System Analyst – with a request to put it at the Official website of HDA and Govt. website.

Chief Executive Officer  
**Haldia Development Authority**