



**OWNER:
THE TATA POWER COMPANY LIMITED**

TITLE OF WORK TO BE AWARDED:

**COMPREHENSIVE AMC OF AC UNITS AT VARIOUS TATA POWER LOCATIONS IN AND
AROUND MUMBAI FOR A PERIOD OF TWO YEAR.**

ENQUIRY REFERENCE NO.: CC26KY042

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR

GARBAGE REMOVAL SERVICES FOR T&D LOCATIONS FOR A PERIOD OF TWO YEARS.

Enquiry reference no.: CC26KY042
Title of Work: Comprehensive AMC of AC units at various Tata Power locations in and around Mumbai for a period of two year.
Type of Bidding: E-tendering (through Ariba online portal) / Two Part (Technical and Price bids under separate envelopes)
Contact Details: All communication including EOI submission shall be addressed to following officer/s: Mr. Kunal Yenpure Email: Kunal.yenpure@tatapower.com Copy of all communications shall be marked to (Cc): Mr. P Ramrayka / Ms. Yogita Waman Email: p.ramrayka@tatapower.com / yogita.waman@tatapower.com

The Tata Power Company Limited (“Owner”) invites Expression of Interest (EOI) from interested parties for the Two-Part e-Tendering Process of following Relevant Work Package:

Table 1

Package Description	Tender Fee	Bid Security
Comprehensive AMC of AC units at various Tata Power locations in and around Mumbai for a period of two year.	INR 2000/- (INR Two Thousand Only) <i>To be submitted along with EOI.</i>	INR 45,000/- (INR Forty Five Thousand Only). <i>Bid Security to be submitted as a Guarantee/ DD/ NEFT at the BID stage (and not with EOI)</i>

1. INTRODUCTION:

The Tata Power Company Limited (TPC) is among the largest private sector Power Utility companies in India with presence in Generation, Transmission and Distribution of Power through conventional and renewable sources.

The tendering/ procurement activities for this Package are being managed from Tata Power’s following office:

Smart Center of Procurement Excellence (SCOPE),
Corporate Contracts,
The Tata Power Company Limited,
2nd Floor, Sahar Receiving Station, Near Hotel Leela,
Sahar Airport Road, Andheri East, Mumbai – 400 059.
Maharashtra, India.

2. SCOPE OF WORK:

The brief Scope of Work includes services to cover comprehensive annual maintenance contract which includes services from certified technician, tools and equipment's like spanners, testing equipment's and replacement of defective spare parts, replacing of outlet pipes, compressor, condenser, fan blade, fan motors, electronic circuit, PCB, remote and other consumables, gas charging etc. including consumables with no additional cost & maintenance of ACs at any height / any floors as and where required, and as directed by location SPOC in-charge.

Detailed Scope of Work shall be provided in the Tender / RFQ document to all potential buyers submitting the valid EOI with due tender fees.

3. TENDER FEE & TIMELINES:

- a) Interested parties meeting the "Bidder Pre-Qualification Requirements" specified under point no. 4 in this document can request tender document and participate in the bidding process by submitting the Expression of Interest (EOI) Letter along with the Tender Fee Payment Details to the contact details mentioned below not later than deadline specified below. Request for extension of EOI submission date will be not entertained.

AND

- b) **Submit the Expression of Interest (EOI) letter and tender fee payment details to below mentioned email addresses:**

- Mails shall be addressed to (To): Kunal.yenpure@tatapower.com
- Must mark copy to (cc): p.ramrayka@tatapower.com / yogita.waman@tatapower.com

EOI / requests without complete information and communication as above within deadline shall be liable to be rejected and will not be considered further.

- c) Tender Fee, as indicated in the Table1 above may be paid through **NEFT/RTGS** as per details for payment of Tender Fee given in Table2 below:

Table 2

Details for payment of Tender Fee:	
Bank details for submitting Tender fees through bank transfer / NEFT:	Beneficiary Name: The Tata Power Company Limited Bank Name: HDFC Bank A/c no: 00600110000763 IFS Code: HDFC0000060 A/c type: CC Branch Name & Address: HDFC Bank, Maneckji Wadia Building, Nanik Motwani Marg, Fort, Mumbai 400023
Deadline for tender fee payment and submission of EOI:	04th Jun 2026, CoB.

- d) **Expression of Interest letter to be submitted along with tender fee payment details should include the following details:**

- A covering letter duly stamped and signed by an authorized signatory clearly indicating the Tender Reference number and your EOI to participate in the tendering process.
- Tender fee payment details / reference no (ensure that tender fee is received by us within specified deadline)
- Bidder to indicate authorized person name, contact number and e-mail id (mandatory) of the person to whom RFQ / tender and all other communications to be addressed for this tender.

e) Detailed Bid Document (also referred as RFQ) shall be issued through Tata Power e-tender portal (Ariba System) only to the parties submitting a valid EOI as per terms mentioned in this document.

4. BIDDER PRE-QUALIFICATION REQUIREMENTS:

Interested parties to note that Bidder shall be required to fulfill the following bidder pre-qualification requirement / criteria to qualify for the subject work. Bidder will be required to submit relevant supporting documents to demonstrate their qualification during the bid submission stage against Tender document / RFQ and bidders not found meeting the pre-qualification requirements given below will be disqualified from the tender.

4.1 TECHNICAL REQUIREMENT:

Sr. No.	Requirement	Mandatory Supporting Documents
1	Minimum 5 years' experience in providing AC AMC services in Industrial / Corporate / Township premises	Certified copies of Work Orders and Completion Certificates clearly indicating contract period, scope of work, and client performance feedback
2	Minimum 3 references where AC AMC services were delivered with annual contract value \geq ₹50 Lakhs in Industrial / Corporate sector	Client list with contact person details (Name, Designation, Contact No., Email ID) + Work Order copies mentioning validity and scope
3	Bidder must be a Sole Proprietor / Partnership Firm / Private Limited Company. Joint Ventures / Consortiums are not permitted	Self-declaration on company letterhead + PAN, GST Registration Certificate, Company Registration Certificate, MSME Certificate (if applicable)
4	Bidder must have an operational office in Mumbai with: • Back-office support • Complaint Management System • MIS reporting capability • Emergency Response Mechanism	Office address proof (Lease Agreement / Utility Bill / Registration Document) + Sample MIS reports for any 3 months OR undertaking to establish system within 3 months from award
5	Adequate Infrastructure for AC AMC, including: • Qualified HVAC Engineers & Technicians • Service vehicles • Tools & Testing Instruments (e.g., gauges, vacuum pumps, leak detectors, clamp meters, insulation testers) • Stock of critical spares and consumables	List of technical manpower (with qualification & experience details), vehicle list, tool & equipment list, inventory details, and supporting photographs
6	Quality & Environmental Compliance – Preferably ISO 9001 / ISO 14001 / ISO 45001 or undertaking to obtain within 6 months	Copy of valid ISO Certificate OR Undertaking letter confirming certification within 6 months from award
7	Valid ESI Registration under ESI Act and EPF Registration under EPF Act	Self-attested copies of ESI and EPF Registration Certificates
8	Compliance with applicable statutory, electrical safety, and environmental regulations	Self-declaration confirming compliance + Relevant statutory licenses/authorizations (if applicable)

9	Statutory Compliance Documentation (Mandatory for On-Roll Manpower): • PF & ESIC challan copies (recent 3 months) • Evidence of statutory bonus & leave payment • Police verification of deployed manpower • Medical fitness certificates • Sample wage register showing Basic, Allowances, PF/ESI deductions, Net wages	Self-attested copies of all above documents
10	Mandatory Site Visit for all bidders to visit each and every site covered under the tender scope prior to submission of their bid.	Signed Site Visit Confirmation Certificate duly acknowledged by the respective site representative. Failure to visit any specified site or failure to submit the required confirmation shall render the bid liable for rejection, even if the bidder otherwise meets the PQR criteria.

9. Statutory Compliance Documentation

The following evidence (current period sample copies) on- roll resources. Below compliance documentation is mandatory:

- PF & ESIC Paid Challan copies
- **Evidence of leave salary and statutory bonus disbursed to on-roll employees.**
- Police verification documents of all on-roll manpower in prescribed format.
- Sample medical certificate (Form 6) of on-roll manpower.
- Sample wage register copy, indicating:

Basic pay, Allowances, Statutory deductions (PF, ESI, etc.), Gratuity payment (if applicable), Net wages paid

It may be noted that the above requirements are minimum qualification criteria. However, Tata Power reserves its right to further assess the capabilities of the parties and reserves its rights to further shortlist, accept or reject any party without assigning any reason.

FINANCIAL REQUIREMENT:

Bidder / Tenderer should have minimum Average Annual Turn-over of Rs. 100 Lakhs (Indian Rupees One Hundred Lakhs) during the last three financial years **(Attach CA Certified P&L statement consisting of UDIN Number)**.

It may be noted that the above requirements are minimum qualification criteria. However, Tata Power reserves its right to further assess the capabilities of the parties and reserves its rights to further shortlist, accept or reject any party without assigning any reason. The tender may be split in more than one parties at the discretion of Owner. Consortiums are not permitted and bidder shall have to meet the PQR in individual entity basis only.

5. BID SECURITY / EMD:

Interested parties to note that Bidder will be required to furnish a Bid Security along with their Bid, in the format prescribed in Bid Document **in the form of Bank Guarantee or through RTGS or Demand Draft**, for an amount as defined in the covering page of this notice document. Bids not

accompanied by an acceptable Bid Security shall be rejected by the Owner as being non-responsive and returned to the bidder without being opened.

Interested parties to note that Bid Security is not required with the EOI and it is required to be submitted with the Bid only during Bid Submission stage once RFQ is released to the interested parties that have submitted a valid EOI.

6. BIDDING PROCESS:

Detailed Bid Document (also referred as RFQ) shall be issued through Tata Power e-tender portal (Ariba System) only to the parties that submitted a valid EOI as per terms mentioned in this document.

Bidder to note that commercials for subject tender may be conducted through e-auction. Detailed bidding and auction process shall be detailed in the RFQ / tender document.