

*Supplying, installing and  
commissioning  
of  
Air Conditioners  
In the Office  
of  
HDDCF, Hqrs., Panchkula*

**COMPLETE BIDDING DOCUMENTS**

The Haryana Dairy Development Cooperative Federation Limited  
Bays 21-22, Sahakarita Bhavan, Sector 2,  
Panchkula, Haryana, India. PinCode - 134109  
Email id: vitaindia@gmail.com, Website: vitaindia.org.in  
Contact Numbers: 0172 - 2585109



## Haryana Dairy Development Cooperative Federation Ltd.

### E-tender Notice

The undersigned hereby, invites online bids on behalf of The Haryana Dairy Development Cooperative Federation Limited from eligible bidders on the website: <https://etenders.hry.nic.in> for the works as detailed in the table on item rates basis i.e. technical and financial bid from the manufacturers, authorized dealers/suppliers of air conditioners (approved brand) and from approved contractors of Haryana, PWD (B&R), Public Health, Irrigation Branch, CPWD, Marketing Board, L&C Society, HSVP or other Govt. organization for the under mentioned work. The Contractor for below mentioned description may give through online bid on the website.

Sr. No	Description of work/Items	Approx. Value of the Work (Rs.)	EMD to be deposited by Bidder	Time Limit	Date and time for bid Submission.
1.	<u>Supplying, installing and commissioning of Air Conditioners in the Office of HDDCF, Hqrs., Panchkula.</u>	12 Lakhs + G.S.T.	Rs. 24000/- for Manu./Dealer/Suppliers/Contractor Rs. 12000/- for L&C societies.	15 days	From 17.03.2025 at 11:30 hrs. upto 27.03.2025 at 17:00 hrs.

The documents, e-service charges & EMD are to be paid online through e-procurement portal <https://etenders.hry.nic.in>. The EMD will be refunded only to unsuccessful bidders after the final status/allotment of this tender.

**Note:** If the tenders are cancelled or recalled on any ground (s), the tender documents fee & E-service fee will not be refunded to the agencies.

All the tenders will be received through e-tendering only. Tenders will be opened on the prescribed date as mentioned below in the presence of the agency or their representative, who would like to be present in the office of the **The Haryana Dairy Development Cooperative Federation Limited**.

The other terms and conditions regarding above tender notice can be read/seen on website  
<https://etenders.hry.nic.in>

- |  |   |                          |
|--|---|--------------------------|
| 1) Start Date & Time of Bid Preparation & submission | : | 17.03.2025 at 11:30 hrs  |
| 2) Expiry date & Time of EMD & Bid Submission        | : | 27.03.2025 at 17:00 hrs. |
| 3) Opening Time of Technical Bid                     | : | 28.03.2025 at 14:30 hrs. |

Work Details can be seen in this Office in between 10.00 am to 5.00 pm on all working days. For any query may contact on this No. 0172-2585109.

Managing Director  
HDDCF, HQ,  
Panchkula.

# **INVITATION FOR BID**

## **DETAIL NOTICE INVITING E-TENDER**

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Willing Contractor shall have to pay EMD, and details are required to be filled / provided with scan copies at the time of online bid preparation state, the Bidders are required to keep the EMD, tender document details ready before hand. Under this process, the Pre-qualification / Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope .Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

1. **The payment for Tender Document Fee of Rs. 1,000/- and e-Service Fee of Rs. 1000/-+ (GST 18%) shall be made by eligible bidders online directly through Debit Cards or Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT. Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana).**

2. **Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic>. In to be eligible to participate in thee-Tender. He/She will be required to make online payment of EMD fee as cited above for each Item in due course of time. The Intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his /her bids for the respective event/Tenders.**

3. **The interested bidders must remit the amount/EMD atleast T+1 working day (Transaction day+One working Day) in advance i.e. on or before (Mention Date & Time) ; and make payment via RTGS /NEFT to the beneficiary account number specified under the online**

generated challan. The intended bidder/Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://etenders.hry.nic.in>.

4. The interested bidders shall have to pay online mandatorily e-Service fee (Non refundable) of Rs 1180/- & tender fees of Rs. 1,000/- (Rupees One Thousand Only) through e-procurement portal <https://etenders.hry.nic.in>.

5. The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

Key Dates				
Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1		Tender Document Download and Bid Preparation/Submission	17.03.2025 at 11:30 Hrs	27.03.2025 at 17:00 Hrs
2	Technical Bid Opening		28.03.2025 at 14:30 hrs.	
3	Financial Bid Opening		To be announced Later	

**Important Note:**

- 1) The Applicants / bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / here aforesaid stage in the stipulated online time schedule for this stage, his / her Application / bid status will be considered as 'Applications /bids not submitted'.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of ' Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that there work must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee, e-Service and EMD & PQQ/Technical Envelope shall be opened. Hence forth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted online in two separate envelopes:

**Envelope1: Technical Bid (as per annexure-1 attached)**

The bidders shall up load the required eligibility & technical documents online in the Technical Bid.

**Envelope 2: Commercial Bid (as per annexure-2 attached)**

The bidders shall quote the prices in price bid form at under Commercial. **The online commercial bid contains three excel sheets (BOQ1, BOQ2 & BOQ3), it must be remembered to fill/quote rates in all three sheets.**

**In case Financial bid is submitted but Bid Security has not been submitted by any bidder, then bidder would be debarred from further tendering in HDDCF & may be blacklisted for participation in the bidding in all future tenders floated. The action will be taken as per Bid declaration form against the registered contractors.**

### **Terms and Conditions**

1. "Single tender normally shall not be considered unless the rear especial circumstances to do so. In such eventuality, decision to accept the single tender shall be as prescribed in the rules. If special circumstances are not present, tender submission time shall be extended/re-tender. If tendering again results in a single tender, its acceptance may be considered with proper justification and reasons"
2. Tender shall be accompanied by earnest money of Rs. 24,000/- for contractors/ manufacturers/ dealers & Rs. 12,000/- for L&C societies and requisite documents as prescribed. Earnest money deposited less than prescribed will result in cancellation of the bid.
3. The conditional tender or tender without earnest money will not be entertained. Earnest money in cash shall not be accepted.
4. The bidder must ensure that he/she comply by the online available important guidelines at the portal <http://www.etenders.hry.nic.in> for Digital Signature Certificate (DSC) including the e-token carrying DSCs.
5. The societies shall produce an attested copy of the resolution of the Co-operative department for the issuance of tenders.
6. The acceptance of tender lies with Managing Director, HDDCF. Authority shall always be reserved to reject any or all the tenders received without assigning any reason.
7. Income Tax/TDS& other statutory deductions shall be made as per rules.
- 10 Incomplete tender shall be liable to be rejected.
- 11 At the time of making payments to the contractor, a sum at the rate of 5 % of the gross amount of each running bill will be deducted. The amount of earnest money already deposited will be adjusted against 5% retention money. Thirty percent of the security deposit will be refunded on completion of the work/ issue of Taking-over Certificate, and the other seventy percent will be released after expiry of the Defects Liability Period. The contractor shall have the option to replace the second half of retention money with unconditional bank guarantee for the desired period.
12. The rates quoted must be written in words as well as in figures.
13. Conditional rebate or rebate for early release of payment shall not be taken into consideration while comparing the bids.
14. All pages of tender documents must be signed before submitting the tender failing which tender is liable to be treated as invalid.
15. The agency should not have been black listed or debarred by any Government Department/Board/Corporation/Public Sector Undertaking, etc. for which self attested certificate should be given.

16. The contract shall not be assigned or sublet without the written approval of Managing Director, Haryana Dairy Dev. Coop. Ded. Ltd.
17. No Labour of Under age shall be employed at work as per government rules and the wages to be paid to the labourers shall not be less than the wages determine under minimum wages act for the district.
18. The bidder shall go online through documents thoroughly if any flaw is noted, the same shall be pointed out to Managing Director, HDDCF, Panchkula. No benefit what so ever shall be allowed on this account at a later stage.

***Bidder's Signature with Seal***

***Managing Director***

***HDDCF, HQ, Panchkula.***



## **1.0 ELIGIBILITY AND QUALIFICATION REQUIREMENTS**

### **1.1** The bidders must meet the following minimum qualifying criteria:

1.1.1 The bidder should have valid registration under various Acts that may be applicable for the contract proposed.

1.1.2. Bidder should upload scan copies of necessary documents towards proof of the eligibility and qualification requirement as per points 1 to 18 of terms and conditions.

1.1.3 The Bidder must be in the business of same type/electrical/refrigeration works from last two years. The proof of the same may be uploaded.

### **1.2** In addition to the above, the following information/documents should also be uploaded on the website by the bidders towards eligibility requirement:

1.2.1 Copy of the GST No.

1.2.2 Permanent Account Number (PAN) for income tax purpose.

## **2.0 Bidding Document**

**2.1** Interested eligible bidders may obtain further information from The Haryana Dairy Development Cooperative Federation Limited, Panchkula (Haryana), email ID: [vitaIndia@gmail.com](mailto:vitaIndia@gmail.com), website: [vitaIndia.org.in](http://www.vitaIndia.org.in) & can be downloaded online from the portal <http://www.etenders.hry.nic.in> by the bidders. The bids to be submitted online are required to be digitally signed, the bidders are therefore advised to obtain Digital Signature at the earliest. For further details, terms & conditions please visit the website

## **3.0 Opening of Bids**

3.1) All the bidders should upload their bids in cover I – Technical Bid and cover II- Price Bid. The technical Bid (cover) shall contain all the details (Annexure1) EXCEPT FOR THE PRICE. The Bids shall be opened in the presence of Bidder's their authorized representatives on the date specified above.

## **4.0 Bid Currencies:-**

**4.1** For the service covered in this Bidding Documents, price will be quoted in Indian Rupees only.

***Bidder's Signature with Seal***

***Managing Director  
HDDCF, HQ, Panchkula.***

## **5.0 Period on Validity of Bids:-**

**5.1** Bids shall remain valid for 90 days after the date of bid opening prescribed by The Haryana Dairy Development Cooperative Federation Limited, Panchkula (Haryana). A bid valid for a shorter period shall be rejected by the Bidder as non responsive. Earnest money shall be forfeited if the bidder withdraws his bid during the bid validity period specified

## **6.0 Clarification of Bids**

**6.1** To assist in the examination, evaluation and comparison of the bids by The Haryana Dairy Development Cooperative Federation Limited may ask the Bidders for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

## **7.0 Preliminary Evaluation of Bids:**

**7.1** The Bidder will examine the bids to determine whether they are complete whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

## **8.0 General Abbreviations of Contract**

### Definitions

In this contract, the following terms shall be interpreted as indicated.

**8.1** The "Contract" means the agreement entered into between the owner i.e. by The Haryana Dairy Development Cooperative Federation Limited and the contractor, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**8.2** "The Contract Price" means the price payable to the contractor under the Contract for the full and proper performance of its contractual obligations.

**8.3** The "Owner" means the Organization purchasing the services under the contract.

**8.4** "The Contractor/Supplier/dealer/bidder" means the firm providing the services under this contract.

## **9.0 Applicable Law**

**9.1** The contract shall be interpreted in accordance with the laws and subject to jurisdiction of Panchkula.

**9.2** The earnest money in respect of successful tenderer shall be converted into the security amount to be retained by The Haryana Dairy Development Cooperative Federation Limited for the period of contract including extended period & Defect Liability Period, If any, no interest shall be paid on this security deposit.

**9.3** Negligence on the part of tenderer in preparing the tender confers no right to withdraw the tender after it has been opened.

**9.4** The Specific conditions, schedules, annexure of the tender constitute an integral part of tender.

**9.5** Any disputes arising on the contract shall be to the sole arbitration of the Chairman, HDDCF Ltd., Panchkula whose decisions shall be final and binding on both the parties.

***Bidder's Signature with Seal***

***Managing Director  
HDDCF, HQ, Panchkula***

**9.6** The terms and conditions mutually agreed shall be subject to the Force Majeure Clause. Neither the contractor nor the Milk Union shall be considered in default in performance of its obligations hereunder, if such performance is prevented or delayed because of war, hostilities, revolutions, civil commotion, strike epidemic, accident, fire, wind, flood, earthquake or because of any law order, proclamation, regulation, or ordinance of any Government or any act of god or any other cause whether of similar or dissimilar nature, beyond the reasonable control of the party affected should one or both of the parties be prevented from fulfilling his/their contractual obligations by a state Force Majeure lasting continuously for a period of six months, the two parties should consult with each other regarding the future implementation of the agreement /purchase order.

**9.7** All the annexure are to be filled up completely in all respects & enclosed as asked for therein.

**9.8** Tender forms as issued must be uploaded with all enclosures to this office duly signed in token of acceptance of the terms & conditions mentioned therein.

**9.9** No term or condition in addition to those mentioned above & those given in the heading "Special Conditions of the Contract" will be agreed to. Tenders containing additional conditions are liable to reject.

***Bidder's Signature with Seal***

***Managing Director  
HDDCF, HQ, Panchkul***

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### **Additional Terms & Conditions for Successful Bidder**

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1. The amount of work can be increased or decreased by the department as per the Actual needs.
2. Water & Electricity shall be arranged by Department and it would be the responsibility of the contract or to take it to the point of usage at his own risk.
3. The site shall clear of all debris etc. by the contractor/dealer after the completion of work.
4. Contractor/dealer shall get insurance done for the labour & third party against any causality during the execution of work as per the labour laws.
5. The work shall be carried out in accordance with the design & specifications and time to time instructions given by the concerned official of department.
6. The contractor shall get the work checked before the same is covered up.
7. Any dismantling on account of poor workmanship shall be borne by the contractor/successful tenderer he shall do the necessary rectifications at his risk & cost.
8. The Department shall not be responsible for any escalation in prices.
- 9. The Defect Liability period would be 06 months after successful completion of the work.**
10. The time shall be these sence of the contract and the work shall be completed within the stipulated period i.e. 15 days from the start of the work which will be considered after 5 days of date of purchase order. If the contractor fails to achieve completion of the work within the time prescribed then HDDCF may levy amount at the rate 0.5% of the tendered amount per week as liquidated damages for such default, which shall be subjected to maximum of 10% of the contract value. The Managing Director, HDDCF may on represent from the contract or reduce the amount of penalty and his decision in writing shall be final.
11. However, any delay due to circumstance beyond the control or natural calamities shall ,however, be condoned and time extension shall be considered. If the contractor desire an extension of the time for completion of work due to unavoidable hindered reasons, he shall apply in writing to the Engineer-in-Charge before the expiry of the contractual period. The competent authority may grant extension on the proper grounds.
12. If the progress of work is beyond the satisfaction of concerned officer of department, the supplier/contractor shall be warned in writing for the same. If the supplier fails to improve the same, the Department may get the work done from third party & deduct the amount from Contractor's bill.
13. If any material/item provided is found sub standards/below specifications will stand rejected and will be removed from site by the party at its own cost. In case of work executed, the same shall be re – done. No extra payment shall be made on the account.
14. The party will make its own arrangement for safe guard of building material and other belongings.
15. Electrical wiring & fittings shall be of reputed make such as Havells/L&T/Polycab/Finolex/KEI/Other ISI marked reputed brands as approved by Engineer-in-charge.

***Bidder's Signature with Seal***

***Managing Director  
HDDCF, HQ, Panchkula.***

16. The contractor would do the necessary holes in walls/structures and use his machineries/tools & kit required for complete installation & commissioning of air conditioners.
17. The contractor will fill up the holes with putty/cement mortar in walls/structures which were done during installation of air conditioners at his own cost & material. The wall to be repaired as finished as it was before.
18. The installation charges of the air conditioners would be borne by the bidder.

*Bidder's Signature with Seal*

*Managing Director  
HDDCF, HQ, Panchkula.*

## **ANNEXURE- I**

### **TECHNICAL BID**

<b>S.No.</b>	<b>Particulars</b>	<b>Bidder Response</b>
1.	Name of Unit/Agency/Contractor/Supplier/Authorised Dealer, Manufacturer	
2.	Office Address of the unit	
3.	Name of Proprietor/Partner	
4.	Name & Designation of other person authorized to sign the documents on behalf of the unit if any	
5.	E-mail Address	
6.	Telephone No.	
7.	Mobile No.	
8.	GST No.	
9.	PAN No.	
10.	Enlistment Certificate (for contractor) / Authorized Dealer Certificate (for dealer/supplier):	
11.	Technical Specifications & Conditions (PageNo.7-13) Attested & stamped/digitally signed.(attached)	
12.	Self Attested Certificate as per Annexure–X	
13.	Others , if any.	

## ANNEXUREX

### DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING FROM TAKING PART IN TENDER BY ANY GOVERNMENT'ORGANISATION

I / We Proprietor/ Partner(s)/ Director(s) of M/s.\_\_\_\_\_ hereby declare that the firm/company namely M/S.\_\_\_\_\_ has not been blacklisted or debarred in the past by any Government Department/Board/Corporation/Public Sector Undertakings/other organization from taking part in Government tenders.

Or

I/We Proprietor/Partner(s)/Director(s) of M/s.\_\_\_\_\_ hereby declare that the firm/company namely M/S.\_\_\_\_\_ was blacklisted or debarred by any Government Department/Board/Corporation/Public Sector Undertakings/ other organization from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by O/o Managing Director, HDDCF and EMD/SD shall be forfeited.

In addition to the above O/o Managing Director HDDCF will not be responsible to pay the bills for any completed / partially completed work.

Name \_\_\_\_\_

Capacity in which assigned: . \_\_\_\_\_

Name & address of the firm: . \_\_\_\_\_

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Date: \_\_\_\_\_

Signature of Bidder  
with seal.



## **ANNEXURE- II**

### **COMMERCIAL BID**

<b>S. No.</b>	<b>Approved Makes</b>	<b>Specification</b>	<b>Unit</b>	<b>Qty.</b>	<b>Mention the Make of A.C. &amp; Stabilizer which Bidder would provide</b>
1	L.G./ Samsung/ <b>O-General/ Mitsubishi Heavy Industries/ Mitsubishi Electric/ Daikin/ IFB/ Blue Star/ Voltas/ Hitachi/Lloyd</b>	Providing, fixing, installing and commissioning of 2 Ton with minimum 3 star rating of BEE Air Conditioners (Split Type) of fixed speed type compressor, complete with Indoor Unit (IDU), Outdoor Unit (ODU), surface/concealed copper Refrigerant piping with insulation (EP foam pipe section) upto 3 mtrs IDU to ODU), copper cable upto 3 mtr. (IDU to ODU), R-32/R-410 refrigerant, PVC drain pipe (dia 15 mm) upto 3 mtr., remote, ODU stand, with all accessories provided by brand manufacturer complete in all aspects. The condenser coil shall be of copper with blue/golden fins. Warranty 2 years from Brand Manufacturer.	Nos.	14	
2	L.G./ Samsung/ <b>O-General/ Mitsubishi Heavy Industries/ Mitsubishi Electric/ Daikin/ IFB/ Blue Star/ Voltas/ Hitachi/Lloyd</b>	Providing, fixing, installing and commissioning of 1.5 Ton with minimum 3 star rating of BEE Air Conditioners (Split Type) of fixed speed type compressor (non inverter), complete with Indoor Unit (IDU), Outdoor Unit (ODU), surface/concealed copper Refrigerant piping with insulation (EP foam pipe section) upto 3 mtrs IDU to ODU), copper cable upto 3 mtr. (IDU to ODU), R-32/R-410 refrigerant, PVC drain pipe (dia 15 mm) upto 3 mtr., remote, ODU stand, with all accessories provided by brand manufacturer complete in all aspects. The condenser coil shall be of copper with blue/golden fins. Warranty 2 years from Brand Manufacturer.	Nos.	3	

3	L.G./ Samsung/ O- <b>General/</b> <b>Mitsubishi</b> <b>Heavy</b> <b>Industries/</b> Mitsubishi Electric/ <b>Daikin/</b> IFB/ Blue Star/ Voltas/ Hitachi/Lloyd	Providing, fixing, installing and commissioning of 1.5 Ton with minimum 3 star rating of BEE Air Conditioners (Window Type) of fixed speed type compressor (non inverter), complete with Indoor Unit (IDU), Outdoor Unit (ODU), copper cable upto 3 mtr., R-32/R-410 refrigerant, PVC drain pipe (dia 15 mm) upto 3 mtr., remote, complete in all aspects. The condenser coil shall be of copper with blue/golden fins. Warranty 2 years from Brand Manufacturer.	Nos.	3	
4	Copper Pipe	Providing, fixing and laying extra copper refrigerant pipe with insulation after 3 mtr. (IDU to ODU)			
		A) Discharge Pipe	RMT	80	
		B) Suction Pipe	RMT	80	
5	Copper Cable	Providing and fixing PVC insulated 3 core copper cable wire for after 3 mtr. (IDU to ODU / IDU to Stabilizer).	RMT	80	
6	V-Guard/ Microtek/ IFB/ Voltas/ Bluebird/ Reputed ISI make as approved by Concerned Official	Providing and fixing 5 kVA copper winded stabilizer with working range of 90 V-300V having display showing input/output voltage with all accessories	Nos.	14	
7	V-Guard/ Microtek/ IFB/ Voltas/ Bluebird/ Reputed ISI make as approved by Concerned Official	Providing and fixing 4 kVA copper winded stabilizer with working range of 90 V-300V having display showing input/output voltage with all accessories	Nos.	6	
8	HSR 23.7.6	Supplying and fixing of following sizes of medium class PVC conduit along with accessories in surface/recess including cutting the wall and making good the same in case of recessed conduit as required.			

	HSR 23.7.6.2	25 mm	mtr.	10	
	HSR 23.7.6.3	32 mm	mtr.	70	
	HSR 23.7.6.4	40 mm	mtr.	100	
9	HSR	Supplying and drawing following sizes of FRLS PVC insulated copper conductor, single core cable in the existing surface/ recessed steel / PVC conduit as required.			
	23.5.6.2	3 x2.5 sq. mm	mtr.	20	
	23.5.6.3	3 x 4 sq. mm	mtr.	80	
	23.5.6.4	3 x 6 sq. mm	mtr.	250	
10	NS	Supplying and fixing DP sheet steel enclosure on surface/ recess along with 32/40 amps 240 volts 10KA "C" curve DP MCB complete with connections, testing and commissioning etc. as required.	Nos.	40	