



भाकृअनुप - केन्द्रीयबाराणीकृषिअनुसन्धानसंस्थान

ICAR - Central Research Institute for Dryland Agriculture

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F. No: 4-4/ (2)/2020-21/E-II

Date: 22-04-2021

NOTICE INVITING TENDER

On behalf of the Director, ICAR-CRIDA invites **e-Tenders** under Two Bid System (Technical and Financial separately) for Annual Maintenance Contract (AMC) of Air Conditioner's and Refrigerators.

TERMS & CONDITIONS

1. **Submission:** Only bids received on e-procurement portal will only be considered for opening. Manual bids shall not be accepted.
2. **Download of Tender Document:** Tender Document with full details can be downloaded from CRIDA Website (<http://www.icar-crida.res.in/>) or the Government of India, Central Public Procurement Portal (<http://www.eprocure.gov.in>) and in such cases, participation in the tender will be subject to remittance of the prescribed Bid Security along with the Technical and financial Bids (BOQ).
3. **Tender ID:** Shall be notified on the website (<http://www.icar-crida.res.in/>)
4. **The office has apprx. 138 Nos of AC's of different capacities and apprx. 28 refrigerators.**
5. Suppliers who desire to participate in such tenders in future may bring it to the notice of Procuring Entity and may register in CPPP through DSC
6. The bidders should have a valid registration of the firm with GOI/any state govt.
7. This institute will not be responsible for any delay in enrollment or submission of the offer/uploading the offer on above mentioned e-procurement portal for any reason whatsoever. Hence vendors are advised to register in the e-procurement website <https://eprocure.gov.in> & enroll their Digital Signature Certificate (Class - II or above) and upload their quotations well in advance to avoid last minute problems.
8. **Bid Security:** Bid Security (**also known as Earnest Money**) is to be deposited by all the bidders except those firms which have valid exemption from submitting such security amount with a valid certificate, issued by Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or registered with the Central Purchase Organization or concerned Ministry of department. The bidders should furnish bid security of Rs. 10,000/- (rupees Ten thousand only) alongwith their bids or bid declaration form as per the annexure—II.
9. **Performance Security:** The successful bidder is required to pay an amount equal to **3% of successful bid amount** towards **performance security deposit** and the same will be released within one month from the date of expiry all contractual Obligations. No interest shall be paid on such Performance security deposit. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations. The Performance Security Deposit should be in the form of Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form and on which no interest will be paid.
10. Only registered and bonafide Service Providing Agencies/Contractors having relevant experience in the field for at least three(3) years to the Government Ministries/Departments/ Govt. Organizations/Public Sector Undertakings/Corporate Sector/ Autonomous Bodies etc are eligible. The documentary proof of registration must be attached. The Agency should also attach satisfactory performance certificate issued by concerned Government Ministries/Departments etc in support of its having rendered satisfactory services to such departments during the last three(3) years
11. The Agency must be registered with the Government / Government Agency, Provident Fund and Service Tax Departments and must be in possession of Permanent Account Number(PAN). The documentary proof of registration should be attached. The Firm should also produce Income Tax Return for the last three (3) years.
12. There should be no legal suit/criminal case pending or contemplated against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in-force. **The Agency must enclose this declaration along with the bid.**
13. The Director, CRIDA reserves the rights to award the work in full or in parts to any Agency/Contractor and also terminate the contract at any stage if the performance of the Agency is not found to be satisfactory.
14. The Director, CRIDA is not bound to accept the lowest quotation and/or assign any reason for rejecting any/all the bids.
15. The Contractor covenants with CRIDA that Institute have right to vary the terms and conditions of the contract without in any manner effecting its obligations under this agreement.

16. The contractor shall provide services entrusted to it with utmost sincerity and loyalty and should not develop any undue familiarity with CRIDA, staff. The contractor or his men shall not join any labour union or support any such union either directly or indirectly. The agency shall also not indulge any activities prejudicial to the interest of CRIDA.
17. The contract is liable for termination by **two months** notice in writing by either side.
18. On award of contract, the contracting agency is required to conclude agreement with the Institute on a non-judicial stamp paper of Rs.100/- (Rupees One Hundred Only) value within 10 days of the date of awarding work along with performance guarantee @ 3 % on work order payable by means of Demand Draft drawn on any nationalized bank in favor of "ICAR unit account, CRIDA.
19. All the persons and their employees being engaged at CRIDA insured at the cost of Contractor against any liability arising under the Workman's Compensation Act or under the common law. The contractor shall indemnify against any claim that may arise in the course of execution of contract on account of any accident or for any other reason.
20. Under no circumstances, the staff member and/or the workmen/employees of the contractor shall be treated, regarded or considered or deemed to be the employees of CRIDA and the contractor alone shall be responsible for their remuneration, wages and to their benefits and service conditions of all their employees deployed by the contractor and shall indemnify and keep indemnified CRIDA against any claim that may have to meet towards the employees of the contractor.
21. The job should be completed within **03days** from the date of complaint. In exceptional and deserving cases extension of time shall be granted to contract beyond the above time for completion taking into account the delay due to unavoidable circumstances. **In case of delay, suitable penalty shall be imposed at the discretion of Director, CRIDA.**
22. If it is decided to ask for **excise duty/sales tax, service tax or any other charges as extra**, the same must be **specifically** stated. In the absence of any such stipulation it will be presumed that the prices include all such charges and no claim for the same will be entertained. **Please avoid to write expression such as taxes etc., please indicated exact amount/percentage of taxes, duties etc., payable by the Institute.** The prices quoted by the contractor should be exclusive of sales tax and should be clearly stated to be so which will be paid by purchaser.
23. On demand, records relevant to progress of work should be made available for inspection.
24. The contractor who has been awarded the job will be the principal employer for the labour force. The council will have no liability in this regard.
25. Appropriate Income Tax and other taxes shall be deducted at source by the DDO, CRIDA at the time of payment of the bill as per the rules.
26. No advance payment is permissible, after completion of three (3) months service, the quarter yearly service bills in triplicate to be preferred in the name of Director, CRIDA and submitted along with advance stamped receipt for arranging payment, following details on bill need to be noted, no payment is possible without these details.
27. The rates are to be quoted in the prescribed format. Overwriting or erasing in the bid document shall render the same invalid. **The bids shall remain valid for a period not less than 90 days from the last date fixed for submission of bids.** The rates quoted will not be subject to any revision during the currency of the contract.
28. **Payment:** No advance payment is permissible. Payment will be made only quarterly after servicing the ACs and Refrigerators. Our normal payment terms are within 30 (thirty) days on receipt and acceptance of the nominated technical personnel at our site.
29. **Price quote:** The price quoted should be in **INR** only inclusive of all taxes.
30. The decision of the Director, CRIDA on all matters is final and legally binding. All disputes arising out of this contract are subject to the jurisdiction of Courts of Hyderabad only.
31. All services/supplies are subject to inspection and approval before acceptance. Manufacturer/ supplier warranty certificates and manufacturer/Government approved lab test certificate shall be furnished along with the supply, wherever applicable, if any.
32. The Director, CRIDA reserves the rights to award the work in full or in parts to any Agency/Contractor and also terminate the contract at any stage if the performance of the Agency is not found to be satisfactory.
33. The Director, CRIDA is not bound to accept the lowest quotation and/or assign any reason for rejecting any/all the bids.
34. The Director of the institute reserves the right to modify the services/quantity specified in this enquiry. The prices quoted should be firm till the services/supplies are completed. Please quote the rates in words and figures. If there is no indication regarding the FOR, in the quotation, then it will be considered as FOR destinations. Price quoted should be net and valid for a minimum **120 days** from the date of opening of the quotation.
35. Payment of GST is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding CGST/SGST is recorded in the quotation, the CGST/SGST will be considered as included

36. **Acceptance of tender:** Director, CRIDA reserves the right to accept or reject any/all of the tenders either in part or in full without assigning any reason thereof.
37. If the deliveries are not maintained and due to that account Procuring Entity is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
38. In case your quotation is accepted and order is placed on you, the services/supply against the order should be made completely within the period stipulated in the order. The Government of India reserves the right to recover any loss sustained due to delayed delivery by way of penalty. Failure to supply the material within the stipulated period shall entitle Procuring Entity for the imposition of penalty without assigning any reasons @ 1/2% (half percent) of the total value of the item covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
39. **Dispute clause:** Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Hyderabad only
40. Any Supplier found to have cheated by supplying old items/equipments and defaulted in supplying store items even on extended time limit without reasonable grounds, will be liable for blacklisting besides imposition of penalty to the tune ICAR Unit may deem fit.
41. The tender document should invariably be filled in and duly signed by the authorized signatory by affixing the company/firm seal on every page of tender and the terms and conditions should strictly be followed before submitting the tender.
42. Quotation which does not conform to the above terms and conditions will not be considered. The Director, Central Research Institute for Dryland Agriculture, reserves the right to accept or reject any or all quotations without assigning any reasons thereof
43. The firm should give the complete information in technical bid whether the quoted amount in financial bid includes optional services/items are not.

Yours Sincerely,



Assistant Administrative Officer[E-II]

CHECK LIST

Give page numbers to the tender document and all enclosures and also verify the following documents before submission of the tender in the sequence listed below, to avoid rejection or disqualification of your tender.

S.No.	List of the Documents to be Submitted with the Tender	Page No.	Yes/No
1.	The entire original tender document with seal and signature on each page		
2.	Bid Security copy/ Bid declaration.		
3.	The firm registration /Certificate of incorporation of the firm issued by the appropriate government to be enclosed.		
4	Tender acceptance letter		
5	Satisfactory completion certificates/work orders/Attested copies of for Annual Maintenance Contract (AMC) for the latest 3 years of AC's and Refrigerators.		
6	Latest document showing the firm/company's turnover per annum of minimum 3 financial years Certified by the Chartered Accountant.		
7	The firm should submit latest Income Tax returns of latest3 financial years		
8	GST registration Certificate of the firm		
9	MSME/NSIC/SSI certificates registered with NSIC (if applicable) to be enclosed		
Total no of pages of the tender _____			

Certified that the above information is correct and the firm is willing to accept all the terms and conditions of the tender document.

Signature and Seal of the Bidder: _____

Business Address: _____

Tender Acceptance Letter
(To be filled by bidder on firm/Company Letter Head)

To
The Director
Central Research Institute for Dry Land Agriculture

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender/Work: _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which will form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations related to this tender too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our firm/company has not been blacklisted /debarred by any Govt. Department/Public Sector undertaking.
6. I / We certify that all information furnished by the our firm/company is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

ANNEXURE-I

Technical requirement for AMC of Air Conditioners and Refrigerators at CRIDA Complex and Research Farms as detailed below

S. No	Item of Service / Work	AC's Unit Capacity				
1.	Cost of Preventive Maintenance of AC units including General Servicing, Water Wash - Every 3 months. Note: Services of one mechanic should be made available throughout the contract period at CRIDA during office hours and beyond, if required.	A	B	C	D	E
		1.0 Tr	1.5 Tr	2.0 Tr	3.5 Tr	4.5 Tr

S. No.	Refrigerators	Refrigerator's Capacity			
		A	B	C	D
		165 ltr	230 ltr	300 ltr	460 ltr
2.	Cost of Preventive Maintenance of Refrigerator units including General Servicing				

SIGNATURE OF THE TENDERER

PRICE BID

AMC of Air Conditioners and Refrigerators at CRIDA Complex and its Research Farms:

S. No.	1. Maintenance of ACs (138Nos)	Capacity of ACs	Quote Rates per unit for 1 year (Rs.)
1.	Cost of Preventive Maintenance of AC units including General Servicing, Water Wash - Every 3 months. Note: Services of one mechanic should be made available throughout the contract period at CRIDA during office hours and beyond, if required.	1.0 Tr	
		1.5 Tr	
		2.0 Tr	
		3.5 Tr	
		4.5 Tr	
	1. TOTAL PRICE QUOTED FOR ACs FOR 1 YEAR PER UNIT Rs.		

S. No	2. Maintenance of Refrigerators(28Nos)	Capacity of Refrigerators	Quote Rate per unit for 1 year (Rs.)
2.	Cost of Preventive Maintenance of Refrigerator units including General Servicing	165 LTR	
		230LTR	
		300 LTR	
		460LTR	
	2. TOTAL PRICE QUOTED FOR REFREGERATORS FOR 1 YEAR PER UNIT Rs.		

TOTAL PRICE QUOTED FOR 1+2Rs. _____
GST % _____

SIGNATURE OF THE TENDERER

COMPONENT CHARGES /SPARE CHARGES as and when required during AMC

S.No.	Air Conditioners Spares	AC Unit Capacity				
		1.0 Tr	1.5 Tr	2.0 Tr	3.5 Tr	4.5 Tr
1.	Replacement of compressor (Exchange of old compressor with new unit with 2 years warranty)					
2	New capacitor / Contactor					
3	Air Filters					
4	Outdoor fan motor					
5	Copper pipe with good quality cover per meter					
6	Gas charging cost					
7	Remote hand set cost					
8	Shifting of AC unit from one room to another room and fitting including shifting non-functional units to store room					
9	Wall mounted stand for outdoor unit					

SIGNATURE OF THE TENDERER

Name :

Mobile No :

Mailing Address :

COMPONENT CHARGES /SPARE CHARGES as and when required during AMC

S.No.	Refrigerators Spares:	CAPACITY			
		165 ltr (Rs.)	230 ltr (Rs.)	300 ltr (Rs.)	460 ltr (Rs.)
1.	1. New compressor cost				
2.	2.Replacement compressor cost				
4.	4. New fan motor cost				
5.	5. New thermo starter cost				
6.	6. New relay & OLP cost				
7.	7. New capacitor cost				
8.	8. Gas charging cost				
9.	9. Outdoor Condenser coil repair cost				
10.	10. Condenser cost				
11.	11. Cooling coil cost				
12.	12. Heater cost				
13.	13. Timer cost				
14.	14. Freezer duct cost				
15.	15. Capillary & filters cost				
16.	16. Body ducting cost				

SIGNATURE OF THE TENDERER

Bid Securing Declaration Form

Date: _____
Tender No. _____

To
The Director
ICAR-Central Research Institute for Dry Land Agriculture

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

1. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
2. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

In the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder) Dated on _____ day of _____ (**insert date of signing**)

Firm / company / Corporate Seal (where appropriate)

SIGNATURE OF THE TENDERER