



CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE
(Indian Council of Agricultural Research)
Santoshnagar :: Saidabad Post :: Hyderabad - 500059



F.No.4-7(9)/2009-2010/Vol-II/E-II

Date: 17th September, 2014

To

As per list enclosed

Sub.: - Invitation of Quotation for maintenance of ACs, Refrigerators & Water Coolers on AMC basis - Reg.

Sir(s),

Quotations are invited for undertaking the work indicated below from the contractors who registered with Government/Government Agencies:

Particulars	Contact Officer
Annual Maintenance of ACs, Refrigerators, Water Coolers at CRIDA and its Research Farms - as per Annexure-I	Chairman, Institute Works Committee, CRIDA, Ph:9985151692

TERMS AND CONDITIONS

- Quotations should be submitted in a sealed cover addressed to the Director, CRIDA, Santoshnagar, Hyderabad - 500 059. The cover containing quotation should invariably be superscribed :
a) Enquiry : F. No. 4-7(9)/2009-2010/Vol-II/E-II
b) Due on : 30-09-2014 (16:00Hrs)
c) Name of the item : "AMC of ACs, etc"
- The quotation should remain open for acceptance for a period of 90 days from the due date fixed for submission of quotation.
- The rates quoted should be total amount payable and other incidentals.
- This Institute is not in a position to supply any C or D forms.
- The lowest quote shall be reckoned on the basis of total sum worked out on the actual rate quoted for each item of work in annexure – I and accordingly arithmetical in accuracy if any shall be corrected. In cases where if no rate is quoted for one or more items, the contractor has to complete the entire work within the total as worked out above.
- Only registered and bonafide Service Providing Agencies/Contractors having relevant experience in the field for at least two(2) 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 two(2) years.

7. 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 two(2) years.
8. 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.**
9. EMD of ₹ 5,000/-(Rupees Five Thousand Only) may be paid by way of DD drawn in favour of "ICAR Unit Account- CRIDA" on any nationalized Banks, the DD in question may be enclosed to Annexure - I. The EMD shall be returned to unsuccessful bidder on identifying lowest bidder and EMD to successful bidder shall be refunded on concluding agreement either by bank transfer or by adjustment in security deposit.
10. 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.
11. The Director, CRIDA is not bound to accept the lowest quotation and/or assign any reason for rejecting any/all the bids.
12. 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.
13. 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.
14. The contract is liable for termination **by two** months notice in writing by either side.
15. On award of contract, The contracting agency is required to conclude agreement with the Institute on a non-judicial stamp paper of ₹ 100/-(Rupees One Hundred Only) value within 10 days of the date of awarding work along with performance guarantee of ₹ 10,000/-(Rupees Ten Thousand Only) payable by means of Demand Draft drawn on any nationalized bank in favor of "ICAR unit account, CRIDA.
16. The Security Deposit @ 5% shall be deducted from the bills at the source. The Security Deposit will become refundable to the Contractor/ Agency only after the expiry of the contract period or extended period and after CRIDA certifies that the terms of this agreement are fully and properly carried out by the contractor and the dues if any, payable to CRIDA are cleared by the Contractor.
17. 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.
18. 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.
19. The Director, CRIDA, reserves the right to accept or reject any or all the bids without assigning any reasons thereof.

20. 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.
21. 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.
22. On demand, records relevant to progress of work should be made available for inspection.
23. 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.
24. 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.
25. No advance payment is permissible, after completion of six(6) months service, the half yearly service bills in triplicate to be preferred in the name of Director, CRIDA and submitted along with advance stamped receipt for arranging payment and also kindly indicate following details on bill, note that no payment is possible without these details.

Details required for RTGS transaction

Account Name :-
Bank Account No :-
Name of the Bank & Branch:-
IFSC Code:-
PAN No:-

26. Arbitration for all disputes between contractor and the Institute in connection with the works shall be referred to the sole arbitrator to be appointed by the Council. The decision of the sole Arbitrator so appointed shall be final and binding on both the parties.
27. Quotation, which do not conform to the above terms and conditions will not be considered.
28. The rates are to be quoted in the prescribed format(Annexure-I). 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.
29. 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.

Yours Faithfully,

Enclosure: Annexure-I(pg no.1 to 6)

[P.Prakash Babu]
Administrative Officer

Copy to:
Chairman, IWC