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भाकृअनुप-केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान
ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES

(भारतीय कृषि अनुसंधान परिषद), (Indian Council of Agricultural Research)

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File No.: 17-35/Pur./17-18

INVITATION TO TENDER (TWO BID SYSTEMS) AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR ANNUAL MAINTENANCE CONTRACT (COMPREHENSIVE) OF AIR CONDITIONERS

Online bids are invited from interested firms under two bid system for Annual Maintenance Contract (Comprehensive) of Air conditioning at ICAR-CRIJAF, Barrackpore, Kolkata 700120. Manual bids shall not be entertained.

Tender documents may be downloaded from eProcurement website of CPPP <http://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET

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| Tender No | 08/17-18 |
| Name of organization | ICAR-CRIJAF, Barrackpore, Kolkata 700120 |
| Date and Time for Issue/Publishing | 29-11-2017 at 10:00 hrs |
| Document Download/Sale Start Date and time | 29-11-2017 at 11:00 hrs |
| Bid Submission start Date and Time | 29-11-2017 at 11:00 hrs |
| Bid Submission End Date and Time | 19-12-2017 upto 16:00 hrs |
| Date & time for opening of technical bid | 21-12-2017 at 15:00 hrs |
| Date & time for opening of financial bid | To be intimated later |
| Address for Communication | The Director, ICAR-CRIJAF, Barrackpore, Kolkata 700120 |

GENERAL INSTRUCTIONS TO THE BIDDERS

1. The Tender form/bid documents may be downloaded from the website: <http://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
2. Tenderers/bidders are requested to visit the website <http://eprocure.gov.in/eprocure/app> and www.crijaf.org regularly. Any changes /modifications in tender enquiry will be intimated by corrigendum through this websites only.
3. In case, any holiday is declared by the Government on the date of opening, the tenders will be opened on the next working day at the same time. The Institute reserves the right to accept or reject any or all the tenders.
4. The interested Firms are required to deposit (in original) Tender Fee of ₹ 500 (Non-refundable) in the shape of Demand Draft drawn in favour of **ICAR-UNIT-CRIJAF payable at Barrackpore** on or before last date of submission of bid and time as mentioned in the Critical Date Sheet.
5. The interested Firms are required to deposit (in original) an Earnest Money Deposit (EMD of ₹ 10,000/- in the form of **Demand Draft / Bankers Cheque** from any of the Nationalized Bank in favour of **ICAR-UNIT-CRIJAF payable at Barrackpore** on or before last date of submission of bid and time as mentioned in the Critical Date Sheet.

The Firms are also required to upload copies of the following documents:-

***Technical Bid**

- (a) Scanned copy of Tender Fee and Earnest Money Deposit (EMD) / its exemption, if any
- (b) Scanned copy of firm's registration, Pan Card, GST Registration.
- (c) Tender Acceptance Letter
- (d) Scanned copy of Income Tax Statement for the last three years
- (e) Self declaration of NON-BLACKLISTING
- (f) Scanned copy of Client List/Satisfactory service certificates
- (g) Bank details (Mandate Form)

***Financial Bid**

- (a) Price Bid as BoQ_1.xls

Terms & Conditions

1. The tenderer shall quote rates which will include the service charges and other incidental charges, if any. Taxes, if any should be indicated separately.
2. The rates should be quoted as per BoQ uploaded on the CPP Portal. Taxes if any should be indicated separately.
3. The firm must also possess valid PAN no and GST registration number and a copy of the same must also be enclosed with the tender document.
4. Copy of previous three years Income tax statement shall be furnished.
5. Modification in the tender documents after the closing date is not permissible.
6. The rates quoted shall be valid for one year from the date of commencement of contract.
7. Mere quoting of lowest rates does not mean that order shall be given to that firm. The competent authority will finally decide on the basis of their previous performances.
8. The interested Firms are required to deposit (in original) an Earnest Money Deposit (EMD of ₹ 10,000/- in the form of **Demand Draft / Bankers Cheque** from any of the Nationalized Bank in favour of **ICAR-UNIT-CRIJAF payable at Barrackpore** on or before last date of submission of bid and time. The earnest money will be refunded only after the finalization of the procurement and no interest will be paid on earnest money.
9. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason(s), to honour the contract, the earnest money / performance security deposited would be forfeited.
10. The firms to whom the tender will be awarded will have to deposit the **performance security equal to 10%** of the total amount within 21 days from the date of acceptance of tender.
11. If the services are not found to be satisfactory, the performance security is liable to be forfeited. No interest will be paid on performance security.
12. If any dispute(s) arises between ICAR-CRIJAF and the firm with reference to the contract, the Director, ICAR- CRIJAF will decide it and his decision will be binding on the firms.
13. Bid validity: 90 days
14. No advance payment will be allowed for providing the service, however the payment will be made on bi-yearly basis on submission of bill duly certified by the concerned officer. Payment will be released through internet banking only. The details of bank account etc as per mandate form may be provided.
15. Payment will be made according to the rate accepted and mentioned in the award of contract which should be valid for a period of one year from the date of commencement of contract and no price revision in rate will be accepted during the period of AMC.

16. The contract can be terminated with an advance notice of one month from either side.
17. The bidder shall submit self-declaration certificate stating that the firm is not currently banned/ blacklisted by any Ministry/Dept. of Central Govt. autonomous body or any State Government.
18. The bidder shall submit a client list where they are providing the similar services for the last two years along with the experience certificate.
19. The persons so provided by the agency under this contract will not be the employee of the Council and there will be no employer-employee relationship between the ICAR- CRIJAF and the person so engaged by the Agency in the aforesaid services.
20. The Agency will discharge all his legal obligations in respect of the workers/supervisors to be employed /deployed by him for the execution of the work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Council from any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, ICAR-CRIJAF shall be final and binding on the contractor.
21. All the rights to accept or reject whole or part of the tender without assigning any reason thereof is reserved by the Director, ICAR- CRIJAF.
22. In case a proposal is accepted the firm shall sign an agreement on a ₹ 100/- non-judicial stamp paper with us while entering into rate contract.
23. All disputes arising out of this contract are subject to Kolkata Jurisdiction only.

ANNUAL MAINTENANCE CONTRACT (COMPREHENSIVE) OF AIR CONDITIONERS

SCOPE OF THE WORK :

1. The scope of work involves the maintenance of air-conditioning systems at ICAR-CRIJAF, Barrackpore and shall cover the following:

- (a) Diagnose the faults and rectify the defect detected, within 24 hours.
- (b) Repair/replace the faulty parts etc. of the Air Conditioner, within 24 hours.
- (c) Carry out the periodical (once in three months) preventive maintenance.
- (d) No spares, consumable or any other items will be supplied by ICAR-CRIJAF.
- (e) Deployment of one trained AC Serviceman/mechanic during **9.45 AM to 5.15 PM.**

On all working days (Monday to Saturday).