



भा. कृ. अनु. प.- केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान
ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
(भारतीय कृषि अनुसंधान परिषद)

(Indian Council of Agricultural Research)

नीलगंज, बैरकपुर, कोलकाता-700 120, पश्चिम बंगाल

NILGANJ, BARRACKPORE, KOLKATA-700120, WEST BENGAL

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F. No.: 17-46/2017-P&S (AMC for Fire Extng.)/

Date :

Tender Notice No. 04/2017-18

To

Sub: Limited Tender Inquiry for Refilling & Comprehensive Maintenance Contract (AMC) of Fire Extinguishers installed at ICAR-CRIJAF, Barrackpore for period of one year.

Dear Sir,

For and on behalf of the Secretary, ICAR, the Director, ICAR-CRIJAF invites sealed limited tenders for Comprehensive Annual Maintenance Contract (AMC) of fire extinguishers of different types & capacities installed at different locations (**Appendix A**) as per the attached **Schedule I** at this Institute for period of one year on compliance of terms & conditions stipulated in the tender document by the firm.

2. In case your firm is interested in the above said work, you are requested to quote your lowest prices in the enclosed Proforma (**Schedule I**) in a sealed cover along with the documents as mentioned in the tender document with an EMD amount of ₹2,500.00 (Rupees two thousand five hundred) only in the prescribed form. The sealed cover containing the bid should be super scribed “**Tender for Comprehensive Annual Maintenance Contract (AMC) of Fire Extinguishers at ICAR-CRIJAF, Barrackpore, Kolkata-700120, not to be opened before 13.09.2017 at 03.00 PM**” and should be dropped in the tender box at the Purchase & Store Section of ICAR-CRIJAF **latest by 01.00 PM** on or before the **13.09.2017**. Sealed bids received within the closing time limit will be opened on the same day at 03.00 PM at the Institute in the presence of such tenderers who wish to be present. The Institute reserves the right to accept or reject any quotation/ estimates without assigning any reason thereof.

3. Successful bidder will be required to submit a performance security deposit of an amount equivalent to 5% of contract value (excluding taxes, duties, service charges, freight, insurance etc.) in the form of Demand Draft.

4. **Interested firms may participate in this tender whose names are not appearing with this document. The application form for Limited Tender Enquiry Notice may also be downloaded from the Institute's website www.crijaf.org.in.**

5. Tendering firms fulfilling the requirements in this tender document are requested to quote their competitive lowest prices as per the requirements given in the attached schedules.

Sd/-

Assistant Administrative Officer (Purchase)

Copy to: In-charge, AKMU Cell: For posting the complete tender document on Institute's website

IMPORTANT INFORMATION, GENERAL INSTRUCTIONS AND TERMS & CONDITIONS

Sl. No.	Contents	Brief particulars
01.	PURCHASER	ICAR-Central Research Institute for Jute & Allied Fibres, Barrackpore, Kolkata-700120.
02.	Single Bid System	This Tender will be processed in Single Bid System
03	Firm & Fixed rate	Prices should be quoted on net destination basis at ICAR-CRIJAF and firm & fixed price basis. The prices/rates quoted should be indicated in words as well as in figures and in INR only. Request for enhancement of contracted rates shall not be considered during the contract period. Tenders with variable prices or seeking provision for enhancement of prices/ contracted rates during the contract shall be rejected straightaway without any consideration.
04.	Non transferability	This tender is non-transferable.
05.	Terms & conditions	Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored/rejected.
06.	EMD	An amount of ₹2,500/- (Rupees two thousand five hundred) only has to be submitted by way of Demand Draft, Pay Order/Banker's Cheque along with the original copy of the tender submitted by the firm. Payment by any other mode shall not be accepted. Offers received without EMD shall be ignored straightaway and will not be considered. EMD of tendering firms who submit the sealed quotation but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of ICAR-CRIJAF. The EMD of the successful bidder and the unsuccessful bidders will only be released after submission of Performance Security of the successful bidder. If the successful firm fails to submit the Performance Security within the stipulated date the EMD will be forfeited,
07.	Performance Security	Successful bidders awarded the work order for carrying out the jobs on the basis of this Tender Enquiry shall be required to furnish a Performance Security of the amount equivalent to 5% of the contract value in the form of DD/ Pay order or Bank Guarantee from any Scheduled Commercial Indian Bank to be submitted within 15 days of the receipt of the Contract by them. The format for Performance Bank Guarantee (PBG) will be provided by Institute along with the award of contract. In the event of failure on the part of the successful bidder awarded the Contract to furnish Performance Security, the contract awarded shall be cancelled. Non-submission of PBG in prescribed format or submission by other mode shall be viewed adverse performance which may further lead to de-registration/ suspension of business dealing with the Institute.
07.	Prescribed tender Form	Tenders received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format will be summarily rejected and no correspondence in this regard will be entertained. Telegraphic / Fax/ E-mail/ Letter head Quotations will not be accepted and ignored straightaway.

08.	Late/delayed tender	Tenders received late/ delayed after prescribed closing time due to any reason whatsoever will not be accepted
09.	Time and date of receipt and opening of tender	In the event of any confusion, the time set in the clock in the room of Head of Office will be taken as standard and decisive. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the Central Government, the tender shall be opened on the next working day at the same time. In such an event the closing hours for receipt of tenders in ICAR-CRIJAF will stand automatically extended up to 1300 hours of the next working day in the Central Government offices.
10.	Purchaser's right	Purchaser reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
11.	Purchaser's address and work site	ICAR-Central Research Institute for Jute & Allied Fibres, Barrackpore, Kolkata-700120.
12.	Date and Time of Tender	Last date for submission of tender is 13.09.2017 on or before 01.00 pm.
13.	Duties & Taxes	Tenderers are requested to enclose a copy of their valid GST registration Certificate and PAN Details.
14.	Inspecting Officer	Authorized representative of ICAR-CRIJAF
15.	Inspection Authority	ICAR-Central Research Institute for Jute & Allied Fibres, Barrackpore, Kolkata-700120.
16.	Contract Period	One year from the date of commencement of contract. Prices during the contract shall remain firm & fixed.
17.	Dispatch Instruction	Maintenance work shall be carried out at ICAR-CRIJAF. The selected agency shall provide Service Engineer as per actual requirements. Any replacement of defective parts/ spare parts will be done only with written permission. For taking away such parts out of ICAR-CRIJAF, proper markings & signatures of Estate Supervisor/ AAO (Adm. II) should be obtained in indelible ink. Permission for taking the items from ICAR-CRIJAF will not be allowed on holidays, Saturdays & Sundays.
18.	Token Liquidated damaged	In case the firm does not complete the work within the work execution period as stipulated, action will be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to ½ % per week of the price of any stores which the contractor has failed to execute/ deliver/install within the stipulated time limit. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed shall not exceed 10% of the total contract price.
19.	Warranty	One year.
20.	Scope of work	The work includes:- a) Comprehensive Maintenance for 135 Fire Extinguishers (As per Schedule I) owned by the Institute installed at various locations, of the Institute. b) The number may increase/ decrease from time to time.

		<p>c) The contract shall include minimum one general service initially and subsequent fortnightly checking & submission of report to the Institute.</p> <p>d) The contractor need to depute experienced service engineer/ supervisor/ mechanic at site fortnightly but all complaints/ repairs shall be attended to within 24 hours, failing which the contractor will be required to provide requisite number of standby fire extinguishers at his own expenses. If urgent work is required on Saturday/ Sunday or a public holiday, contractor shall be duly intimated by ICAR-CRIJAF and it will be incumbent upon the contractor to carry the work on such Public Holidays.</p> <p>e) Routine Services (Fortnightly): The routine services will include: General cleaning of fire extinguishers, checking & replacement of pressure gauges, squeeze grip, Syphon tube, discharge nozzle, repair/ replacement of brass portion, repair/ replacement of valves/ lids, fixing/ positioning of fire extinguishers, refilling, pressure testing, repair/ replacement of grip handle/ PVC base/ trolley (as required) etc. and any other work to maintain the serviceability of the fire extinguishers.</p> <p>f) The contract shall exclude painting of the fire extinguishers, chassis repair, change of sites etc.</p>
21.	General	<p>a) The firms/ contractors should be registered with tax authority or any other agency which is entrusted with collecting the tax which is chargeable on maintenance contract (TIN No. & PAN No).</p> <p>b) Copy of GST registration.</p> <p>c) The firm should submit the address proof.</p> <p>d) The firm should submit the Bank account details duly certified by the bank concerned in mandate form.</p> <p>e) Copies of IT returns for last three years.</p> <p>f) Attested copies of past performances for similar type of jobs with other Govt. Institutes during the last three years. This will include copies of work orders & completion certificate.</p> <p>g) Copies of existing contracts, if any, with Govt. organization for similar nature of jobs.</p>
22.	Validity of tender	Tender shall be kept valid for acceptance by ICAR-CRIJAF for a period not less than 90 days after the tender opening date.
23.	Rate	<p>a) Rate should be quoted per unit basis in the enclosed Performa as per Schedule I attached with the tender document.</p> <p>b) During the entire period of the contract, no request for any increase in rates will be entertained.</p>
24.	Award of Contract	<p>a) The Institute will award the contract to the tenderer whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price.</p> <p>b) The tenderer whose rate is accepted will be notified for the award of contract by the Institute prior to expiration of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this Tender Enquiry.</p>
25.	Payment terms	<p>a) The contractor will submit the bill for payment on quarterly basis and after completion of each quarter.</p> <p>b) The Payment for fire extinguishers where work was not attended due to</p>

		any reason whatsoever is will be deducted on pro rata basis from the bill submitted by contractor.
26.	Submission, acceptance and rejection of tender	<p>a) A complete set of the tender document may be collected personally from Assistant Administrative Officer (Purchase), ICAR-CRIJAF, Barrackpore. Complete tender document is available on Institute website: www.crijaf.org.in and may be downloaded and used for submission of the bid. The envelope containing the quotation should be duly sealed and super-scribed as “Tender for Comprehensive Annual Maintenance Contract (AMC) of Fire Extinguishers at ICAR-CRIJAF, Barrackpore, Kolkata-700120, not to be opened before 13.09.2017 at 03.00 PM”. The sealed envelop should be dropped in the tender box kept [Tender Box Purchase & Store Section, ICAR-CRIJAF] on or before 01.00 PM on 13.09.2017 which will be opened on the same day at 02.00 PM in the presence of one representative of such tenderers who wish to be present.</p> <p>b) Tenders which are not complete in all respects are liable to be rejected.</p> <p>c) While submitting the tender for this work the tenderers will be deemed to have read, understood and accepted all the terms and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from ICAR-CRIJAF at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall not be accepted.</p> <p>d) Tenderers will indicate the complete address of their firm/ office along with telephone numbers/email id.</p> <p>e) Contract shall be awarded to the firm offering the lowest / net bundled price (Schedule wise) and not with reference to the lowest prices quoted for the sub-items. However, if prices for each & every item are not quoted, Net- bundled price offered shall not be accepted.</p>
27.	Paying Authority	ICAR-Central Research Institute for Jute & Allied Fibres, Barrackpore.
28.	General Terms & conditions	<p>a) The contractor shall observe all security provisions as applicable to the Institute which comes under the security cover by the Home Ministry. Any violation shall be his responsibility.</p> <p>b) The tenderer shall not enter into sub contract with any person or transfer the contract or any benefit there under to any person or firm without written approval of the Institute.</p> <p>c) The person signing the tender document on behalf of the contractor or on behalf of the firm, shall attach with the tender a proper power of Attorney, duly executed by all the partners, stating that he has the authority to bind such other persons of the firms whatever the case may be in all the matters pertaining to the contract, including the arbitration clause.</p> <p>d) Acceptance of the tender by the Government shall be communicated to the successful tenderer by a formal letter of acceptance of tender.</p> <p>e) The firm must inspect the locations and existing fire extinguishers and their conditions before submitting the tender.</p> <p>f) All fire extinguishers are to be maintained properly to ensure desired efficiency during requirement/ exigencies.</p> <p>g) The units must be free from frosting and water accumulation.</p>

		<p>h) This contract shall include comprehensive maintenance of all parts and it shall be got done from the manufacturer/ authorized dealer, by replacement with sealed unit.</p> <p>i) The firm has to provide stand by unit in case of removal of units for overhauling for major repairing.</p> <p>j) In case in the opinion of the Institute, any machine is defective needs to be brought back to proper working order, same shall have to be done by the firm within the rate quoted and within 15 days of start of contract period. In case of failure to bring the machine to proper order within stipulated period, damages/ penal charges shall be applicable.</p> <p>k) The firm must be authorized dealer/ having authorized workshop (should submit the authorization).</p> <p>l) The firm should maintain a log book of each & every complaint of fire extinguishers and obtain satisfactory report from the officer concerned.</p> <p>m) The firm should instruct its representative to sign the attendance register maintained in ICAR-CRIJAF on periodical basis</p>
28.	Termination of contract	<p>a) On expiry of period given in the contract. Further, the contract can be terminated at any time during the contract period due to unsatisfactory performance established on the part of the contractor or any such material complaints.</p> <p>b) The contract can be terminated at any time by giving a Notice of three months in advance from either party. Any complaints pending on the day of giving notice & also the expiry of the Notice served shall have to be attended to in accordance with the terms & conditions of the contract.</p>
29.	Jurisdiction	The resultant contract shall be interpreted in accordance with the laws of Union of India. Settlement of disputes and shall be within the jurisdiction in Kolkata.
30.	Dispute	Any disputes/ differences arising shall be settled through arbitration. The purchaser and contractor shall first try to resolve the differences/ disputes amicably by mutual consultation. If they fail to resolve the disputes by such mutual consultation within 21 days, then, depending upon the position of the case, either the purchaser or the contractor shall give notice to the other party of its intention to commence arbitration as per the Indian Arbitration and Conciliation Act, 1996.
31.	Tender Fee	An amount of ₹500/- (Rupees five hundred) only has to be submitted by way of Demand Draft, Pay Order/Banker's Cheque along with the original copy of the tender submitted by the firm. Payment by any other mode shall not be accepted. Offers received without Tender Fee shall be summarily rejected.

Signature of the bidder with seal & date

CERTIFICATE

I/ we (including all partners) certify that I/ we have read the Terms & Conditions mentioned in the tender enquiry form and shall abide by them.

I/ we certify that the information given is true to the best of my/ our knowledge. I/ we also understand that if any of the information is found wrong/ false at any stage. I/ we are liable to be deregistered from panel of approved contractors/ banned for doing any business dealings with Government Institutes or blacklisted or subject to any monetary penalties that be deemed fit and appropriate by ICAR-CRIJAF/ Government.

Signature of the bidder with seal & date

Schedule I

Comprehensive AMC of Fire Extinguishers installed at ICAR-CRIJAF, Barrackpore,
Kolkata-700120 for period of one year

- i. Name of the firm:
- ii. Rate per annum:

Sl. No.	Types of Fire extinguisher	Capacity of Extinguisher	No. of extinguisher	Refilling cost per unit	AMC Rate per unit	Total
01.	Mechanical Foam (AFFF TYPE)	9 ltr.	05			
02.	DCP 1	5 Kg	33			
03.	DCP 2	10 Kg	14			
04.	DCP 3	25 Kg	02			
05.	CO ₂ -1	2 Kg	06			
06.	CO ₂ -2	4.5 Kg	37			
07.	Water CO ₂ -1	9 ltr.	37			
08.	Water CO ₂ -2	50 ltr.	01			
	TOTAL		135			
	GST applicable as					
	Grand Total					

Signature of the bidder with seal & date

LIST OF LOCATIONS WHERE FIRE EXTINGUISHERS ARE INSTALLED

Sl. No.	Building	Places	Type of Fire extinguisher	Total no. of Fire extinguisher	Total
01.	Main Building	First Floor	DCP 5 Kg	9	28
			CO ₂ 2 Kg	1	
			CO ₂ 4.5 Kg	5	
			Water CO ₂ 9 liter.	13	
02.	Main Building	Ground Floor	DCP 5 Kg	8	21
			DCP 10 Kg	1	
			CO ₂ 2 Kg	2	
			CO ₂ 4.5 Kg	3	
			Water CO ₂ 9 liter.	7	
03.	Crop Protection Division		DCP 10 Kg	2	9
			CO ₂ 2 Kg	1	
			CO ₂ 4.5 Kg	4	
			Water CO ₂ 9 liter.	2	
04.	Bio Technology Unit		DCP 5 Kg	1	10
			DCP 10 Kg	2	
			CO ₂ 2 Kg	1	
			CO ₂ 4.5 Kg	4	
			Water CO ₂ 9 liter.	2	
05.	Crop Improvement Division		DCP 10 Kg	3	6
			CO ₂ 4.5 Kg	3	
06.	Extension		DCP 5 Kg	2	7
			CO ₂ 4.5 Kg	3	
			Water CO ₂ 9 liter.	2	
07.	Lecture Hall		DCP 5 Kg	1	4
			CO ₂ 4.5 Kg	2	
			Water CO ₂ 9 liter.	1	
08.	Generator/HT Panel		Mechanical Foam (AFFF) 9 Ltr.	5	17
			DCP 5 Kg	3	
			DCP 25 Kg	2	
			CO ₂ 4.5 Kg	7	
09.	Guest House		DCP 5 Kg	2	8
			DCP 10 Kg	2	
			CO ₂ 4.5 Kg	2	

		Water CO ₂ 9 liter.	2	
10.	Farm section	DCP 5 Kg	1	7
		CO ₂ 4.5 Kg	1	
		Water CO ₂ 9 liter.	4	
		Water CO ₂ 50 liter.	1	
11.	Agril. Eng. Section	DCP 5 Kg	4	8
		CO ₂ 4.5 Kg	3	
		Water CO ₂ 9 liter.	1	
12.	Canteen	DCP 5 Kg	1	4
		CO ₂ 2Kg	1	
		Water CO ₂ 9 liter.	2	
13.	Garage	DCP 10 Kg	4	4
14.	Main Gate	DCP 10 Kg	1	2
		Water CO ₂ 9 liter.	1	