



AN ISO 9001:2008 CERTIFIED INSTITUTE

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.: 17-22(AMC)/Pur./18-19

INVITATION TO TENDER (SINGLE BID SYSTEMS) AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING CONTRACT FOR ANNUAL MAINTENANCE CONTRACT (COMPREHENSIVE) OF INTERCOM SYSTEM AND TELEPHONE LINES.

Online bids are invited from interested firms under single bid system for Annual Maintenance Contract (Comprehensive) of Intercom System and Telephone Lines at ICAR-CRIJAF, Barrackpore, Kolkata 700120. Manual bids shall not be entertained.

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

CRITICAL DATE SHEET

Tender No	10/18-19
Name of organization	ICAR-CRIJAF, Barrackpore, Kolkata 700120
Date and Time for Issue/Publishing	31-05-2018 at 10:00 hrs
Document Download/Sale Start Date and time	31-05-2018 from 10:30 hrs
Bid Submission start Date and Time	31-05-2018 from 11:00 hrs
Bid Submission End Date and Time	20-06-2018 upto 13:00 hrs
Date & time for opening of bid	21-06-2018 at 14:00 hrs
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. **Earnest Money Deposit (EMD): ₹ 3,000/-**(Rupees Three Thousand Only) in the form of Demand Draft drawn in favour of "ICAR Unit-CRIJAF" payable at Barrackpore, Kolkata. This EMD should be submitted in sealed envelope super-scribed as "EMD for (Name of the work) and NIT No. **10/18-19 dated 31-05-2018**". Failure to deposit Earnest Money will lead to rejection of tender. In case the firm is exempted, exemption certificate need not be submitted in the drop box at CRIJAF but must be uploaded in the CPP, otherwise the tender will be deemed to be treated as cancelled. In the event of the awardee bidder backing out, EMD of that bidder will be forfeited.

Note: EMD should be dropped in the tender box available at the Purchase & Store Section on or before last date & time of submission in a sealed envelope addressed to: "The Director, ICAR-Central Research Institute for Jute & Allied Fibres, Barrackpore, Kolkata-700120

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

***Technical Bid**

- (a) Scanned copy of Earnest Money Deposit (EMD) / its exemption, if any
- (b) Scanned copy of Pan Card.
- (c) The agency must have certificate of GST issued by the Govt. of India
- (d) Self declaration of NON-BLACKLISTING (On company's letterhead)
- (e) Experience of the firm in the field of providing such services in Central Govt. establishments/ Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organizations during last 02 F.Y (2016-17 & 2017-18)
- (f) Bank details (Mandate Form)
- (g) Registration certificate of the firm with the Govt body.
- (h) IT Return of last 02 Financial Year (2015-16 & 2016-17)

***Financial Bid**

- (a) Price Bid as BoQ_1.xls

Terms & Conditions

1. The tenderer shall quote rates which will include the service charges, taxes and other incidental charges, if any.
2. The rates should be quoted as per BoQ uploaded on the CPP Portal.
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. Modification in the tender documents after the closing date is not permissible.
5. The rates quoted shall be valid for one year from the date of commencement of contract.
6. 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.
7. The interested Firms are required to deposit (in original) an Earnest Money Deposit (EMD) of **₹ 3,000/-** in the form of **Demand Draft** 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.
8. 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.
9. 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.
10. 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.
11. 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.
14. Bid validity: 90 days
15. 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.
16. 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.
17. The contract can be terminated with an advance notice of one month from either side.

18. 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.

19. The bidder shall submit a client list where they are providing the similar services for the last two years along with the experience certificate (2016-17 & 2017-18).

20. 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.

21. The contractor 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 laws in force that are applicable to them from time to time, viz. obligations under Contract Labour (Regulation & Abolition) Act 1970, workmen's Compensation Act, 1943, EPF, ESI & MP Act 1947 etc. The Contractor shall indemnify and keep indemnified the Institute 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, CRIJAF shall be final and binding on the contractor.

22. 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.

23. 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.

24. All disputes arising out of this contract are subject to Kolkata Jurisdiction only.

ANNUAL MAINTENANCE CONTRACT (COMPREHENSIVE) OF INTERCOM SYSTEM AND TELEPHONE LINES

SCOPE OF THE WORK :

Item No.	Specification of the work	Number or Quantity
1.	AMC for intercom /Extn. 100 nos. *Accord EPABX system model ADX 600 configure for: -96 Analogue extension lines/ports and 01(one) digital operator console. -20 Junction/BSNL lines/ports. -Expandable to 128 lines/port. -Built in CLI facilities	100 nos. Lines