

कृषि एवं किसान कल्याण मंत्रालय (कृषि अनुसंधान एवं शिक्षा विभाग), भारत सरकार

## भाकृअनुप - केन्द्रीय तटीय कृषि अनुसंधान संस्थान

भारतीय कृषि अनुसंधान परिषद

एला, ऑल्ड गोवा - 403 402 (भारत)



Ministry of Agriculture and Farmers Welfare (Department of Agricultural Research and Education), GOVERNMENT OF INDIA

### ICAR- CENTRAL COASTAL AGRICULTURAL RESEARCH INSTITUTE

Indian Council of Agricultural Research

Ela, Old Goa - 403 402 (INDIA)

#### STANDARD BIDDING DOCUMENT FOR

#### ANNUAL MAINTENANCE CONTRACT FOR AIR CONDITIONERS



Tender Enquiry No. 3(2)/AMC/AC/2019-20-Stores

Dated: 25.06.2019

(Last Date for Submission of Bid: 18/07/2019)

Bids are invited from the interested and eligible firms for "Annual Maintenance Contract for Air Conditioners" at ICAR – Central Coastal Agricultural Research Institute, Ela Old Goa, Goa 403402. Tender documents may be downloaded from Institute website <http://www.ccari.res.in/> as per the schedule as given in **CRITICAL DATE SHEET** as under:

#### CRITICAL DATE SHEET

Tender No.	3(2)/AMC/AC/2019-20-Stores
Date for Issue/Publishing	25/06/2019
Document Download Start Date	25/06/2019
Bid Submission Start Date	25/06/2019
Bid Submission End Date and Time	03.00 PM on 18/07/2019
Address for Communication	Administrative Officer, ICAR – Central Coastal Agricultural Research Institute, Ela Old Goa - 403402, Goa.

The Bid shall be sealed in an envelope. The envelope shall be addressed to the above mentioned Addressee and it should also bear the tender no. and the words **TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR AIR CONDITIONERS** and **DO NOT OPEN BEFORE 18/07/2019** (\*The time and date of opening of the tenders). The envelope will bear the full address of the Institute. **The supplier must ensure that her/ his tender (i.e quotation), duly sealed as above, reaches the Institute as per the critical date sheet.** Tender without all the documents mentioned at point G of this tender document will be rejected. Hence, the bidders must ensure that their bid has all the necessary enclosures. The supplier may, at her/ his choice, send the tender by regd. post or by speed post. Alternatively, the supplier may also hand deliver the tender to the Institute.

The interested Firms are required to deposit (in original) Earnest Money Deposit (EMD) of the amount of **Rs. 10,000/- (Rupees Ten Thousand Only)** in the form of Demand Draft/Bank Guarantee from any of the Commercial Banks in favour of **ICAR Unit: CCARI payable at Goa** and addressed to the **Administrative Officer, ICAR - Central Coastal Agricultural Research Institute, Ela Old Goa 403402, Goa**, on or before the bid submission last date and time as mentioned in the Critical Date Sheet. In case of claim of its exemption, exemption certificate may be provided. However, in the event that a firm that has claimed EMD exemption turns out to be the L1, the firm will have to deposit the EMD amount and no exemption will be given in that case.

**A. Terms and Conditions**

1. The vendor should be well experienced and should have completed similar contract in any three Government/Semi Government/ Autonomous Organization/ reputed private organization. They have should also enclose certification regarding successful completion from the said organization.
2. Validity period of tender will be one year from the date of award of the contract and can be extended by 6 more months based on mutual agreement.
3. Amount of AMC will be paid after satisfactory completion of service on six monthly basis.
4. The maintenance shall be done during Office hours only.
5. Service/ Repair calls should be attended within One working day.
6. Service should be carried out as per details given in Annexure - I and service report should be got signed by the Estate Officer, ICAR-CCARI, Goa and copy of the service report should be submitted to this Office along with the AMC Bill.
7. TDS and statutory taxes will be deducted as applicable.
8. The firm submitting tender must have valid GST/PAN No. etc. and copy of the same may be enclosed with their tender, failing which their bid shall be treated as non-responsive and will be rejected.
9. Duly signed Pre-Receipt Bill of an amount equivalent to the EMD amount for the purpose of refund of the same should be provided, format for which is provided in Annexure III.
10. The taxes, if any, should be indicated separately, failing which it will be assumed that the cost has been quoted inclusive of all taxes and later on payment on account of any additional taxes, charges will not be considered.
11. Bid should remain valid for at least 365 days and validity less than 365 days shall not be accepted and treated as non-responsive.
12. The conditional tender shall not be accepted and the tender from the vendor/vendors who have been blacklisted will not be accepted.
13. In case of failure on the part of contractor's role during the contract period, the employer has right to get the work done by any other party and employer shall deduct the charges payable for the service from the contractor's bill or security deposit.
14. The successful bidder shall carry out and complete the work in every respect in accordance with the contract. No subletting of work as a whole or part by the contractor is permissible.
15. The Court at Goa will have the jurisdiction to deal with any legal matters or dispute.
16. The intimation of any fault in A.C.s will be reported to the vendor on Telephone or by e-mail. The fault should be attended immediately within one working day from the time of booking of complaint.
17. During the course of AMC if the contractor needs to take the Air Conditioner or its part to her/ his workshop for repairing, no additional cost on account of transportation, re-installation charges etc. shall be paid.
18. In case, any deployed technician/ service engineer of the contractor suffers any type of injury while performing any duty, the contractor will be wholly and solely responsible to meet the claims made by such technician/ service engineer for medical expenditure and or expenditure incurred for rehabilitation and ICAR – CCARI, Ela, Old Goa will have no liability towards damages claimed by such technician/ service engineer. Any statutory benefits of any sort to the deployed person shall be the sole liability of the contractor and not that of ICAR – CCARI, Ela, Old Goa.
19. The contractor will be responsible for any loss or damage caused to the property of this Institute by her/ him or by her/ his technician/ service engineer.
20. Based on the performance of the contractor the Director of the Institute may extend or terminate the contract before completion of period of the contract.
21. The Director reserves the right to reject or accept any or all tenders without assigning any reason thereof.

**B. Price structure**

1. The bidder shall quote for the complete requirement of services and for the full quantity as shown in Annexure – I.
2. The bidder shall quote for both comprehensive and non-comprehensive Annual Maintenance Contracts as indicated in Annexure - II. The quote should be on annual basis, i.e., the bidder must quote a lump sum amount for the 12-month period.
3. The rates and prices quoted shall be in Indian rupees only.
4. All duties, taxes and levies payable by the supplier shall be included in the quoted price.
5. The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account, whatsoever, including statutory variations, if any.

**C. Terms of payment**

Payment of the AMC charges will be made on half-yearly basis on satisfactory completion of services as mentioned in annexure I and on submission of invoice along with service reports duly signed by the Estate Officer, ICAR – CCARI, Old Goa.

Details of beneficiary's name, Name of the bank and branch, address, bank account no, IFSC (Indian Financial System Code), MICR Code, etc of the bank branch must be prominently written in the invoice.

**D. Paying authority**

The Director, ICAR - Central Coastal Agricultural Research Institute, Old Goa.

**E. Liquidated damage clause**

If any time during the performance of the contract, the contractor encounters conditions hindering timely delivery of the services, the contractor shall promptly inform the Institute in writing the fact of the delay and the likely duration of the same. If the contractor fails to perform the services within the contractual delivery period for reasons other than circumstances beyond contractor's control (which will be determined by the Institute) and the Institute extends the delivery period, the Institute will also deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half per cent) of the delivered price of the unperformed services for each week of delay or part thereof until actual performance. The maximum limit of such deduction will, however, be 10% (ten per cent) of the contract price of the delayed goods or services.

Further, during such delayed period of supply and/or performance, the contractor shall not be entitled to any increase in price and cost, whatsoever, on any ground. However, the Institute shall be entitled to the benefit of any decrease in price and cost of any ground, whatsoever, of the goods & services, supplied during the period of delay.

The Institute's letter (to the contractor, with copies endorsed to others concerned) extending the delivery period will be subject to the above conditions.

**F. Dispute resolution mechanism**

If any dispute or difference arises between the Institute and the contractor relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions. However, if the parties fail to resolve the dispute or difference by such mutual discussion within 30 days, either the Institute or the contractor may give notice to the other party of its intention to refer the same to arbitration. The arbitration shall commence thereafter. The arbitration shall be conducted by a sole arbitrator, who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be as per the Indian Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be the place from where the contract is issued.

**G. Documents to be submitted**

1. Earnest Money Deposit (EMD)/certificate for its exemption\*, if any.
2. Firm's registration certificate- Certificate of Incorporation/ registration under Shop & Establishment Act/or any other Equivalent certificate.
3. PAN Card & GST Registration No.
4. Duly signed Pre-Receipt Bill of an amount equivalent to the EMD amount for the purpose of refund of the same. Format for which is provided in Annexure III.
5. Bidders are also required to submit this tender document (all the pages), as it is, duly signed by bidder on every page, for our record. Bidder may retain a photocopy of this tender document for their record.
6. Copy of 03 Years experience certificate for satisfactory completion of similar contracts in other ICAR Institutes/Universities/Autonomous Bodies/Big Corporate Sector/any other Govt. Dept./ Organizations of repute which will be judged by the Institute at its discretion.



**ADMINISTRATIVE OFFICER**

Address: ICAR - CCARI, Ela, Old Goa, Goa 403402

Telephone No.: 0832-2284678

0832-2284679

Fax No. : 0832 2285649

**LIST OF REQUIREMENTS****Annual Maintenance Contract for following Air Conditioners**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Quantity</b>
1	2 ton split AC	13 No.
2	1.5 ton split AC	62 No.
3	1 ton split AC	04 No.
4	1.5 ton window AC	38 No.
5	4 ton Split Ceiling AC	04 No.
<b>Total Number of Air Conditioners</b>		<b>121</b>

**SCOPE OF WORK FOR AMC****Quarterly:**

1. Cleaning of cooling coil, air side and air filter. Dry service of both indoor and outdoor units.
2. Checking of vibration and noise level and take necessary action if required.
3. Checking and rectification of alignment as and when required.
4. Checking of compressor for smooth operation.
5. Checking of all electrical component and rectify if required

**Half Yearly**

1. Wet Service of both indoor and outdoor units. (while doing wet service of indoor units necessary precautions may be taken to ensure that the documents, material, equipments, etc., are not damaged or spoiled).

(To be given on Company Letter Head)

**FORMAT OF PRICE QUOTATION**All prices are to be quoted in Indian Rupees Only.

S. No.	Type of AMC	Base Amount (for 1 year) (to be filled by bidder)	GST Amount (for 1 year) (to be filled by bidder)	Total Amount (for 1 year) (to be filled by bidder)
1.	Non – Comprehensive (charges for any spares/ consumables required will be paid by the Institute)			
2.	Comprehensive (amount quoted should be inclusive of cost of any spares / consumables required during the currency of the contract)			

Non-Comprehensive Cost in Words Rs. \_\_\_\_\_

Comprehensive Cost in Words Rs. \_\_\_\_\_

**We agree to supply the above allied services. We confirm that the same will meet the description, and other technical details as required in the tender enquiry.**

We confirm that we agree to all other terms & conditions of your tender enquiry including the terms of performance, period of delivery.

We have furnished all the information, as required in the tender enquiry and attached the relevant documents.

*(In case of bidder desires to put some additional /modified stipulations. Terms & conditions etc. the same may be clearly indicated)*

We confirm that our offer will remain valid for acceptance for \_\_\_\_\_ days after the date of opening of tenders.

.....  
(Signature, name and designation of the authorized executive of the Bidding firm)

For and on behalf of .....

(Name and address of the tendering firm)

.....  
(Seal of the tendering firm)

Date:

Place:

*(To be given on Company Letter Head)*

**PRE - RECEIPT**

Received with thanks from the Director, ICAR-CCARI, Ela, Old Goa, Goa, an amount of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_) as refund of the Earnest Money Deposit, in reference of tender having following details:

1. Tender ID No./ Ref. No. \_\_\_\_\_

2. Tender Subject: \_\_\_\_\_

Date:

Signature of the Authorized Signatory:  
Name & Full Address: