



भाकृअनुप-राष्ट्रीय पटसन एवं समवर्गी रेशा प्रौद्योगिकी अनुसंधान संस्थान
ICAR-NATIONAL INSTITUTE OF RESEARCH ON JUTE AND
ALLIED FIBRE TECHNOLOGY
भारतीय कृषि अनुसंधान परिषद



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
12, रेजेंट पार्क, कोलकाता - 700040 12, REGENT PARK, KOLKATA - 700040
(आईएसओ 9001 : 2008 प्रमाणित संस्थान ISO 9001:2008 CERTIFIED INSTITUTE)

दूरभाष Phone: 2471-1807 (कार्यालय Office), 24212115/16/17 (ईपीबीएक्स EPBX), फैक्स Fax: ++91-33-24712583

ई-मेल E-Mail- nirjaft@vsnl.net, nirjaftdirectorcell13@gmail.com, वेबसाइट/Website: www.nirjaft.res.in

F. No. 3(2)/Adm III/AC AMC/18-19

Date: 05.06.2018

TENDER NOTICE

- INVITATION OF E-TENDER FOR AWARD OF COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR AIR-CONDITIONERS INSTALLED AT ICAR-NIRJAFT FOR A PERIOD OF TWO YEARS FROM THE DATE OF AWARD OF CONTRACT:

Date and Time for Publishing	07.06.2018 at 05:00 PM
Document Download Start Date and Time	07.06.2018 at 05:00PM
Bid Submission start Date and Time	08.06.2018 at 10:00AM
Bid Submission End Date and Time	05.07.2018 at 03:00PM
Date and Time for Opening of Bids	06.07.2018 at 03:00PM

The Tender document is available in Central public procurement portal www.eprocure.gov.in (e-procurement). The Tender document is also available at our website- www.nirjaft.res.in (Tender id: 2018_DARE_345433_1).

NOTE:

1. The Director, NIRJAFT may at his discretion extend this date by a fortnight and such extension shall be binding on Tenderers.
2. E-Tenders are to be submitted through the website www.eprocure.gov.in. Tenders sent through any other mode will not be accepted.

Subject: Tender for award of Comprehensive Annual Maintenance Contract for Air-Conditioners installed at ICAR-NIRJAFT for a period of two years from the date of award of contract:

NOTE: All communications must be addressed to Director (by designation), ICAR-National Institute of Research on Jute & Allied Fibre Technology, 12 Regent Park, Kolkata- 700 040

E- Tenders through CPP Portal are hereby invited on behalf of the Director, ICAR-National Institute of Research on Jute & Allied Fibre Technology, 12 Regent Park, Kolkata- 700 040 for comprehensive maintenance contract for Air-Conditioners at the ICAR-NIRJAFT for a period of two years from the date of award of the contract. Please submit your rates in the attached BOQ if you are in a position to render the requisite services in accordance with the requirements stated in the attached schedules. The award of contract will be governed by the following terms and conditions:

Terms & Conditions

1. The bidders are to submit the quotation in single bid system. The bid should contain the documents mentioned in page no 6. The Financial offer/quotation/rate should be quoted in the attached BOQ.
2. An earnest money of Rs.15,000/- (Rupees Fifteen Thousand only) for the service must be deposited in the form of demand draft only drawn in favour of "ICAR NIRJAFT" and payable at any Nationalized Bank in Kolkata sent through post /submit in person in original up to the bid submission end date. A scanned copy of the DD should be attached in online bid. The Tender will not be considered if the Earnest Money by means of demand draft is not reached this office up to the bid submission end date or if the details of the DD does not match with the uploaded scanned copy of the DD. ICAR-NIRJAFT shall not be held liable for late receipt of EMD due to postal delay or other reasons. No other form of deposit will be accepted. No interest will be calculated on EMD.
3. The rates to be quoted as per Annexure I should be comprehensive and inclusive of all repairs/replacement of any parts such as Compressor 1/1.5/2 ton, gas charging/filling, Fan motor 1/1.5/2 ton, running and starting capacitor 1/1.5/2 ton, relay, overload protector, thermostat switch (window/split/ split with inverter technology), air filter, knob set, replacement of compressor (labour/service charge), grill, fan blade/blower, main body replacement, selector switch, water tray, remote kit, shifting and re installation of different type AC's with materials and no extra charge for such items shall be paid by the ICAR-NIRJAFT. All parts to be replaced should be done in the presence of user, should be of standard make with ISI mark. The rates should be quoted strictly as Annexure I. The rates to be quoted should be comprehensive annual maintenance rates irrespective of the types of AC.
4. Defective spares/ compressors/ condensers are to be replaced with new compressors/ condensers and repairing of old compressors is not permitted. Whenever new compressors/ condensers are used, the contractor has to produce original invoice/ warranty card of the new compressor/ condenser. The compressor/ condenser should match with the original star rating of the AC machines.
5. All air-conditioners will be required to be serviced at least quarterly i.e, four times during the period of contract in addition to servicing that may be required at any point of time for proper upkeep and function of ACs.

6. The air-conditioners to be maintained are of 1/1.5/2 Ton capacity of different makes & models - windows AC & split ACs and some with inverter technology with remote control switches. The number of ACs to be maintained is approximately 177 (which might also vary) installed in various location of the Institute. The number may however vary depending upon the actual requirement of ACs from time to time. However unit rates towards comprehensive AMC be quoted by the firm irrespective of types of AC viz, window/split type with or without inverter technology. Splitting of rates under window and split type shall not be entertained and shall render the quotation invalid. The rates are to be quoted as per Annexure I. The unit rate when quoted in their bids shall be multiplied by the actual numbers of AC's being maintained by the firm (based on the signed user reports) to whom contract be awarded and accordingly the amount shall be paid to the firm against their bill. The bill shall be raised half-yearly by the firm and no advance payment shall be made to the firm. Some ACs under repair are not covered under the 177(approx.) AC list and these ACs are also to be taken under AMC after completion of the repair at the same unit rate.
7. The contract shall be awarded on as is where is basis, hence the firm may inspect the AC's installed during office hours from 08.06.2018 to 04.07.2018 before quoting their rates.
8. If the warranty of the New AC's purchased by the ICAR-NIRJAFT expires during the currency of AMC, such AC's shall also be taken under AMC's by the successful firm at the same rate given in Annexure-I.
9. Complaints regarding the non-functioning of air conditioners are to be attended within an hour from the time of reporting from DDM Section. In case of minor technical problems, the same are to be rectified within 01 hour diagnosis of the complaint. In case of major repair, the same are to be rectified within 72 hours of reporting of the complaint. The AMC contractor is entitled to take back the old faulty/ damaged part of the Air-conditioner, which are replaced by new parts.
10. In the event of major repairs, if any of the air-conditioner is required to be taken outside the Institute, the same will be allowed to be taken outside only with the written permission of the ICAR-NIRJAFT. No separate charges on account of labour and transportation would be paid by the Institute for this purpose. The contractor shall have to provide stand-by air-conditioner in working condition till such time the defective AC taken outside for repairs is fully repaired and installed back to the satisfaction of the user.
11. The firm should have experience of at least 2 years in maintenance repairing of around 200 numbers air-conditioners in Central/State Govt Officers/PSU/Autonomous Bodies. Copies of report on satisfactory service rendered by the firm of such works during the period shall be enclosed, failing which the quotation will be rejected.
12. The tenderer is being permitted to tender in consideration of the stipulation on his/her part that after submitting his/her tender, he/she will not deviate from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the following stipulation, the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him after he has applied for the same, in the manner prescribed by the Institute.
13. E-Tender is to be submitted only through CPP portal up to the bid submission end date. Tenders submitted through any other mode will not be accepted.
14. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
15. Any conditional tenders will not be accepted.

16. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
17. GST or any other tax applicable or made applicable in respect of this contract shall be payable by contractor which will be reimbursed by the Institute. However the contractor will submit a copy of GST Depository challan to the Institute alongwith bill.
18. The agreement shall remain in force for a period of two years from the date of issue of work order. However, Director, NIRJAFT reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer.
19. Decision of Competent Authority, ICAR NIRJAFT shall be final for any aspect of the contract and will be binding on all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by Director, ICAR NIRJAFT. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996. All disputes arising are subject to Kolkata Jurisdiction only.
20. The Authority reserves the right to relax any/all of the clause.
21. The firm participating in the tender must be financially sound and well equipped having the required infrastructure to undertake the job. ICAR-NIRJAFT may satisfy itself with the financial soundness and capability of the firm to undertake the job by physically inspecting the site of workshop and the offices etc. of the tendering firm before awarding the contract, if considered necessary.
22. The contractor will be required to post atleast one well efficient technician permanently during the contract period at ICAR-NIRJAFT for attending day to day complaints. Since ICAR-NIRJAFT is a research Institute, the firm should have infrastructure to give support after or before working hours including Sundays and Holidays, if required.
23. **Security Money:** The successful tenderer will be required to deposit a sum of Rs 25,000/- (Rupees Twenty Five thousand only) as security money in the form of Demand Draft/Pay Order/Bank Guarantee drawn in favour of Director, ICAR-NIRJAFT and payable at Kolkata. The security money of the successful tenderer will be refunded (without any interest accrued thereon) after the expiry of the contract satisfactorily. However, if the services of the firm are not found suitable and repeated complaints are received from users and the complaint is not attended to/rectified on same day by the firm, then the security deposit of the firm shall be liable to be forfeited.
24. The payment shall be made through Electronic mode payment-direct into the Bank account on Half-yearly basis upon submission of bill by the contractor alongwith satisfactory reports from the users. The Bank details for making payment through Electronic transfer may kindly be furnished in the proforma attached.
25. During currency of the contract, if any mishap occurs due to electrocution or faulty fittings, it will be the responsibility of the contractor to compensate the loss on account of injury to any person/property.
26. Any repair of the AC shall be done at our office premises and will not be allowed to be carried out of the office for repair except in essential circumstances. The repair shall be carried out on the same day or maximum by two days of the complaint. Any further delay or in case the person fails to service due to his absence or any other reasons will attract Liquidated damage clause. The contractor shall have to provide stand-by air-conditioner in working condition till such time the defective AC taken outside for repairs is fully repaired and installed back to the satisfaction of the user.
27. All Taxes, if any, should be mentioned clearly; otherwise, the rates will be treated as all inclusive.

28. At the time of ending of the contract, all the AC's should be in proper running condition before handing/taking over of AC's are made, otherwise deductions will be made from the firm's bill.
29. The mobile number of the technician deployed at office must be registered with DDM Section and whenever the numbers are changed, the same must be informed to the Division immediately. The numbers registered must be accessible 24 hours round the clock.
30. Risk Clause: ICAR NIRJAFT reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.
31. **Liquidated Damages Clause:** An amount equivalent to two days of contract amount subject to a minimum of Rs.500/- will be levied as liquidated damages per day. Whenever it is found that the work is not up to the mark in any Section and if no action is taken within one hour upon intimation, liquidated damages clause will be invoked. Any misconduct/misbehavior on the part of the technician deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.
32. The Director, ICAR-NIRJAFT reserves the right to reject any or all of the quotations in whole or in part for administrative reasons.

Assistant Administrative Officer (Adm.III)

Online Bid Submission Details

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in Two Covers as explained below:-

COVER - 1			
S. No.	Documents	Label Content	File types
1	Technical Bid	Scan copy of the Form mentioned on Annexure-I duly filled up.	.PDF
2		Scan copy of the Form mentioned on Annexure-II duly filled up.	.PDF
3		Scan copy of Earnest Money Deposit of by way of Demand Draft Or Scan copy of certificate for EMD exemption, if claiming	.PDF
4		Scan copy of Registration certificate/ Trade Licence of the firm under the work contract from Government.	.PDF
5		Scan copy of Documents showing minimum turnover of the firm not less than Rs 15.00 lakh (Rupees Fifty lakh only) during the last financial year.	.PDF
6		Scan copies of Last two years (at least) satisfactory performance certificate from the clients in the field of maintenance repairing of around 200 numbers of air-conditioners in Central Govt. establishments/Autonomous bodies of Govt. of India /State Govt Offices/.	.PDF
7		Attested scan copy of GST registration certificate issued by appropriate govt. department.	.PDF
8		Attested scan copies of PAN Card , Income Tax Deposit proofs>Returns etc.	.PDF
9		Scan copy of complete bank details for e-payment : Account Information, Viz. Name of the Bank and Branch, Address, type of Account No, IFS Code, SWIFT Code (For foreign Exchange payment), MICR Code and PAN No.	.PDF
10		Certificate mentioning whether black listed or not.	.PDF
11		Price bid (BOQ) attached in CPP portal in .XLS format must be filled in. Unit rate to be quoted for Comprehensive Annual Maintenance of Air conditioners (no separate rate should be quoted for window/split type but consolidated unit rate should be quoted)	.XLS

Instructions to bidders for filling up the BOQ in .XLS format:

(Not to be filled up here. This format is for instructions only.)

The Financial offer/quotation/rate should be quoted in the attached BOQ in .XLS format. A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and **no other format is acceptable**. Bidders are required to download to BOQ file, open it and complete the unprotected Cells with their respective financial quotes and other details as per following format. No other cells should be changed. Once the details have been completed, the bidders should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

BOQ Format:

Name of Work: AWARD OF COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR AIR-CONDITIONERS INSTALLED AT ICAR-NIRJAFT FOR A PERIOD OF TWO YEARS FROM THE DATE OF AWARD OF CONTRACT.

Contract No: F. No. 3(2)/Adm III/AC AMC/18-19

Name of the Bidder/ Bidding Firm / Company : (to be filled up by the bidder)

Sl.	Item Description	Qty.	Units	UNIT RATE In Figures To be entered by the Bidder in Rs. P	GST Amount in INR Rs. P	Any Other Taxes/ Duties/Levies in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes in Rs. P	TOTAL AMOUNT In Words
1.01	Comprehensive Annual Maintenance of Air conditioners (No separate rate should be quoted for window/split type but consolidated Unit rate should be quoted)	1.00	Nos.	(to be filled up by the bidder)	(to be filled up by the bidder)	(to be filled up by the bidder)			
Total in Figures									
Quoted Rate in Words									

TENDERER TO FILL UP THIS PAGE (In the Letterhead of the Firm)

- 1 (a) Name of the Tenderer firm/ Organization/ Agency:
(b) Name of the Proprietor/ Partner:
2. Office Address of the Firm:
3. Telephone/ Mobile No. :
4. Fax No. :
5. E-mail Address:
6. Website address if any:
7. i) GST Registration No:
ii) Trade License No:
iii) PAN No:
8. i) Firm's Bank Account No and Type of Account:
ii) Name of Bank & Branch:
iii) IFSC Code No:
9. Name of Public Sector/Govt. organization to whom similar services have been provided by the firm during the last five years:
10. Name of authorized representative(s):
11. Whether proprietary or partnership Firm or Company:

Signature of Authorized person of the
Firm/Agency with seal

Date:

ANNEXURE-II

Tender Covering Letter
(In Firm's Letterhead)

Ref No:

Date:

To
The Director,
NIRJAFT
12, Regent Park
Kolkata-700 040

Subject: Your tender notice no F.No. 3(2)/Adm III/AC AMC/18-19 dated 05.06.2018 (Tender id: 2018_DARE_345433_1) for comprehensive maintenance contract for Air-Conditioners at the ICAR-NIRJAFT.

We the undersigned have examined the above mentioned tender document for comprehensive maintenance contract for Air-Conditioners at the ICAR-NIRJAFT. We now submit our offer for maintenance of Air-Conditioners at ICAR-NIRJAFT in conformity with your stipulated terms and conditions along with requisite EMD/ Security deposit enclosed.

If our tender is accepted, we undertake to perform the service as mentioned above, in accordance with the mutually agreed schedule as may be specified in your order/contract. We agree to keep our tender valid for acceptance for a period of three months. Modification, if any may be specified in the special terms or for subsequently extended period agreed by us. We also accordingly confirm to abide by this tender up to the aforesaid period and the tender may be accepted any time before the expiry of the aforesaid period and also that our EMD/ Security deposit shall be liable to be forfeited, if we withdraw from the tender or fail to abide by the contract terms in due manner, if selected, subsequently and within the above bid validity period. We, further confirm that until a formal contract is executed with or Order is awarded on us, this tender read with your written letter or intent or acceptance thereof within the aforesaid period will constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

For and on Behalf of
Signature of Authorized person
With Company Seal and Date

(In the Letterhead of the Firm)

To
The Director,
NIRJAFT
12, Regent Park
Kolkata-700 040

Subject: Authorization for attending bid opening on(date) in the
Tender no.....
for.....

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of(Bidder's name) in order of preference given below.

Name in Order of Preference

Specimen Signature

1.

2.

Signature of bidder or Officer authorized to
sign the bid Documents on behalf of the bidder

Note:

- 1) Only one representative will be permitted to attend bid opening
- 2) Permission for entry in the hall where bids are to be opened will be refused in case authorization as prescribed above is not produced.