

F.No: 3-166/S&P/2018-19

Date: 05/03/2019

GST No. : 23AAAAI1830P1ZR

To,

Sub: Limited tender for award of Comprehensive Annual Maintenance Contract (AMC) for Air Conditioners installed at ICAR-DWR, Jabalpur (M.P.) for the period of one year from date of award of contract-reg.

Sir,

Sealed quotations are hereby invited on behalf of Director, **ICAR - Directorate Weed Research, Jabalpur** for award of contract for comprehensive maintenance of Air-Conditioners at the ICAR-DWR, Jabalpur for a period of **one year** from date of award of contract. The extension of rate contract will be decided mutually with the firm for such further period as may be agree upon subject to approval of the competent authority in the Council. The rates are to be quoted as per Annexure-I with all other relevant documents in a sealed cover super scribing the envelope "**Quotation for Comprehensive Annual Maintenance Contract for Air-Conditioners**". The last date of submission of quotations is **Date: 25/03/2019 at 3.30 pm**. The quotations may be dropped in the tender box kept Office ICAR-DWR, Maharajpur, Adhartal, Jabalpur. The quotation will be opened on the same day (**25/03/2019**) in the Committee Room ICAR-DWR, Jabalpur at **04.00 P.M** in the presence of tenderers who may wish to remain present at the time of opening of tender. The quotation received after stipulated time and date will not be entertained. The award of contract will be governed by the following terms and conditions:-

SI	Description of the item job	AC Installed in DWR premises
1	Comprehensive AMC for Split AC (1.5 ton/2.0 ton)	26
2	Comprehensive AMC for Window AC (1.5 ton/2.0 ton)	26
3	Comprehensive AMC for Cassette AC – 2 ton	08

Terms & Conditions

1. The firms participating in the tender must possess valid GST/VAT Registration (TIN) number and Service. Tax number issued by concerned department and must indicate their GST/VAT Registration/T1N number, Service Tax Nos. and PAN number in the quotation along with documentary proofs failing which the quotation will liable to be rejected.

2. **The firm should have an experience of at least 05 years** in maintenance/repairing of air-conditioners in Central/State Govt. Offices/PSU/Autonomous Bodies. Satisfactory service report undertaken by the firm for such works (minimum 40 Air-Conditioners) during that period shall be enclosed, failing which the quotation will liable to be rejected.
3. **The rates are be quoted as per Annexure-I** should be comprehensive and inclusive of all repairs/replacement of any parts such as Compressor 1.5/2.0 ton, gas charging/filling, Fan Motor 1.5/2.0 ton, running and starting capacitor 1.5ton/2.0 ton, relay, overload protector, thermostat switch (window/split), air filter, knob set, labour/service charges, grill, fan blade/blower, selector switch, water tray (except replacement of compressor and remote) and no extra charge for such items shall be paid by the Council. Erasing and overwriting in the rates will lead to rejection of tender. All parts to be replaced, should be done in the presence of user, should be of standard make with ISI mark.
4. 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 functioning of the ACs.
5. The air-conditioners to be maintained at ICAR-DWR, Jabalpur are of 1.5 Ton and 2.0 Ton capacity of different makes/models including some split AC's with remote control switches. The number of ACs to be maintained is approximately **60 Nos. (Window - 26, Split AC – 26 and Cassette - 8)** installed at various locations at ICAR-DWR, Jabalpur. The number, may however vary depending upon the actual requirement of ACs from time to time.
6. If the warranty of new AC's purchased by this Directorate expires during the occurrence of AMC, such AC's shall also be taken under AMC's by the successful firm at the same rates given in **Annexure-I**.
7. The work is to be carried out within the premises of the **ICAR - Directorate Weed Research, Jabalpur**. In the event of major repairs, if any arises in the air-conditioner is required to be taken outside ICAR-DWR premises. The same will be allowed to be taken outside only with the written permission of the Directorate. No separate charges on account of labour and transportation would be paid by the Directorate for the 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.
8. The firm participating in the tender must be financially sound and well equipped having the required infrastructure to undertake the job. The Directorate 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.
9. **Earnest Money:** An earnest money of **Rs. 5000/- (Rupees Five Thousand only)** is required to be deposited in the form of Demand Draft/Pay Order drawn in favour of ICAR Unit, DWR and payable at Jabalpur alongwith the quotations. The Quotations received without earnest money will be summarily rejected. The earnest money will be refunded to the tenderers only after the work has been awarded to the successful tenderer. The earnest money will be forfeited in case the tenderer refuses the offer. No interest will be paid on earnest money.
10. **Security Money:** The successful tender will be required to deposit a sum of **Rs.10,000/- (Rupees Ten Thousand Only)** as security money in form of Demand Draft / Pay Order for drawn in favour of ICAR Unit, DWR and payable at Jabalpur. 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.
11. The payment shall be made through Electronic mode payment- direct in to the Bank Account on quarterly basis upon submission of bill by the contractor alongwith satisfactory reports from the users. The Bank details for making payment through Electronic mode payment may kindly be furnished performa given at **Annexure-II**.

12. During occurrence of 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.
13. Tax will be deducted at source as per rules. The firm must also provide the required information as sought in the Performa given at **Annexure-II**. Failure to provide the information will make the bid liable to be rejected.
14. The rates should be quoted strictly in the **Annexure-I**. The rates to be quoted should be comprehensive annual maintenance rates and the payment shall be made by the Council to the firm on quarterly basis based on the satisfactory user report and adherence of the terms and conditions of the tender document.
15. The contract will be awarded for a period of one year but can be extended with mutual consent. The tender will be liable to be terminated even before the expiry of the contract period if the firm fails to provide satisfactory services or violates any of the conditions/terms of the contract. In that event, the security money deposited by the firm will be forfeited. Besides, the Directorate could make deductions upto 10% while making payment of bills if the services being provided by the firm are not satisfactory. The payment shall be released to firm on quarterly basis upon receipt of user satisfactory report.
16. 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 next day of the complaint and any further delay will make the firm liable to penalty clause of Rs.150 per day which shall be deducted from the bill itself.
17. The rates to be quoted as per **Annexure-I** and does not differentiate for window AC of 1.5 ton/2.0 ton {S.No.1} and Split AC of 1.5 ton/ 2.0 ton [S.No. 2]. Hence, no separate rates for window AC of 1.5 ton and 2.0 ton or split AC of 1.5 ton/2.0 ton be quoted.
18. The contract shall be awarded to the firm who fulfills all the terms and conditions of the tender document and remains L1. However, if more than one firm quotes L1 for different AC's then in that case, **the sum of overall rates (S.No.1, 2 and 3 of Annexure-I) quoted by the firm may be taken into consideration for finalization of the contract and the firm being L1 in that case may be awarded the contract**. The evaluation of bids will be based on the consolidated lowest bid-price among the responsive bidders, not to be based on the lowest bid price for only any individual items. As such the negotiations if any will be held only with the bidder, whose overall consolidated bid-price is found to be lowest. While awarding the contract, the Institute may choose to delete certain items, if their respective bid –prices appear to be unreasonable. However, the decision of the Directorate shall be final.
19. **Taxes if any must be indicated separately as per Annexure-I.**
20. At the time of the ending of the contract, all the AC's should be in proper running condition before handing/ taking of AC's are made or else deductions shall be made from the firm's bill.
21. The Director, ICAR-DWR, Jabalpur reserves the right to reject any or all the quotations in whole or in part thereof without assigning any reasons thereof.

**I/c Store and Purchase
ICAR-DWR, Jabalpur**

Copy to: ARIS Unit for displaying the tender document in DWR website for wide publicity.

Annexure-1

COMPREHENSIVE ANNUAL MAINTNANCE CONTRACT FOR AIR CONDITIONERS AT ICAR - Directorate Weed Research, Maharajpur, Adhartal, Jabalpur (MP)

- A** Name of the firm :
- B** Address :
-
-
-
- C** Phone No./Mobile No : :
- D** D.D. No./Pay Order No. dated :
- (Towards Earnest Money)**

Sl. No	Description of the item job	Rate in Rs (per unit)	Tax in Rs. (per unit)	Total amount in Rs. (per Unit)
1	Comprehensive AMC for Split AC (1.5 ton/2.0 ton)			
2	Comprehensive AMC for Window AC (1.5 ton/2.0 ton)			
3	Comprehensive AMC for Cassette AC – 2 ton			
4	Re-installation of each Window AC including of all material			
5	Re-installation of each Split AC without material			

****Note**** Rate must be quoted for each item separately both in figures and words and no complimentary rates shall be accepted. The bids found quoting rate as Rs. 0/- or complimentary for any items shall be liable to be rejected at the discretion of the competent authority (ICAR-DWR).

I/We hereby declare that I/We will abide by the terms and conditions laid down in the said tender document and quote the rates as above accordingly.

NAME of the firm/contractor _____

Signature and seal of contractor _____

**COMPREHENSIVE ANNUAL MAINTNANCE CONTRACT FOR AIR CONDITIONERS
AT
ICAR - Directorate Weed Research, Maharajpur, Adhartal, Jabalpur (MP)**

1	Name of the Firm/Agency	
2	Full address with Telephone/ Mobile No., Fax No., e-mail	
3	Details of Tender Fee & EMD (DD/No., date, Name of the Bank/Branch)	
4	Registration Certificate of the Firm/Company	
5	GST Registration no.	
6	I.T. PAN No./ TIN No.	
7	Proprietary Certificate /Authorized dealer certificate	
8	Bank Details	
	Name of the Account Holder /firm/ Company(Payee's Account Name)	
	Nature of Account (saving/current)	
	Name of the Bank	
	Bank Account No.	
	Branch Address	
	IFSC Code of Bank/Branch	
9	Check List	

Date
Place

Name of the Authorized Signatory
Stamp & Signature