

TENDER DOCUMENT

**(NON-COMPREHENSIVE ANNUAL MAINTENANCE & REPAIR
CONTRACT OF AIR CONDITIONERS IN THE INSTITUTE AT
ICAR-CICR, PANJARI, KHAPRI PHATA, WARDHA ROAD,
NAGPUR)**



2023-24



भा.कृ.अनु.प. – कपास अनुसंधान संस्थान, नागपुर

पोस्ट बैग नं. 2, शंकर नगर पोस्ट ऑफिस नागपुर-४४००१०

ICAR-CENTRAL INSTITUTE FOR COTTON RESEARCH

POST BAG NO.2, SHANKAR NAGAR POST OFFICE, NAGPUR-440010

ISO 9001 – 2015 Certified

-कार्यालय-

खापरी फाटा के पास, पांजरी वर्धा रोड, नागपूर, - ४४११०८

(फोन, न.07103-2755/36/38/39 फ़ैक्स, न ; 07103-275529)

Panjari, Near Khapri Phata, Wardha Road, Nagpur 441108

(Tel : 07103-275536, Fax : 07103-275529, EPABX : 07103-275637, 38, 39, 275617)

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An ISO 9001-2015 Certified

GST No. 27AAAAAI1830P3ZH

F. No. 07/ME Cell/AMC Air Conditioners/2023-24

Dated : 08-08-2023

SUB: E-TENDER FOR “NON-COMPREHENSIVE ANNUAL MAINTENANCE AND REPAIR CONTRACT OF AIR CONDITIONERS IN THE INSTITUTE AT ICAR-CICR, PANJARI, KHAPRI PHATA, WARDHA ROAD, NAGPUR”.

1. Sealed e-tenders are hereby invited on behalf of the Director, ICAR-CICR, Nagpur for contract of **NON-COMPREHENSIVE ANNUAL MAINTENANCE AND REPAIR CONTRACT OF AIR CONDITIONERS IN THE INSTITUTE AT ICAR-CICR, PANJARI, KHAPRI PHATA, WARDHA ROAD, NAGPUR**. The details of Scope of work, Schedule of requirements and terms & conditions of the contract are given in the enclosed Annexures.
2. Details of the e-tender are given below:

CRITICAL DATA SHEET (SECTION)
(E-TENDER)

E-TENDER NUMBER	F. No. 07/ME Cell/AMC Air Conditioners/2023-24
E-TENDER COST	Free of Cost.
DESCRIPTION OF WORK	NON-COMPREHENSIVE ANNUAL MAINTENANCE AND REPAIR CONTRACT OF AIR CONDITIONERS IN THE INSTITUTE AT ICAR-CICR, PANJARI, KHAPRI PHATA, WARDHA ROAD, NAGPUR
TYPE OF E-TENDER BID	Two Bid System (Technical & Financial)
SUBMISSION START DATE AND TIME	09.08.2023 at 12.00 PM onwards
BID SUBMISSION END DATE AND TIME	29.08.2023 up to 04.00 PM
DATE AND TIME OF OPENING OF TENDERS (TECHNICAL BID)	31.08.2023 at 02.30 PM (Tentative)
DATE AND TIME OF OPENING OF E-TENDERS (FINANCIAL BID)	Will be intimated later.
BID VALIDITY	90 days from the date of Technical Bid opening
EMD	Rs.5,000/- (Rupees Five Thousand Only) in the form of Demand Draft in favour of Director, ICAR-CICR, Nagpur.
EMD VALIDITY	90 days from the date of Technical bid opening

SECURITY DEPOSIT (SD) / PERFORMANCE BOND (PB)	Rs.10,000/- (Rupees Ten Thousand Only) in form of Demand Draft /Bank Guarantee in favour of “Director, ICAR-CICR, Nagpur.
VALIDITY OF SD/PB	60 days after the expiry of the contract
Details of e-tender	E-Tender (Technical & Financial) uploaded on CPP Portal https://eprocure.gov.in/epublishing/app and cicr website www.cicr.org.in from 09.08.2023 to 29.08.2023 upto 04.00 PM

3. Scope of the proposed work and other requirements connected to the contract, including formats of the bids, terms and conditions of the contract, etc. are enclosed to this E-Tender Invitation, as per the following details:

S.N.	Description	ANNEXURE	Page No.
1	Instructions For Online Bid Submission	ANNEXURE-I	04
2	Terms & Conditions	ANNEXURE-II	08
3	Price Bid	ANNEXURE- III	16
4	Firm’s Banking Information	ANNEXURE- IV	17
5	Tender Acceptance Letter	ANNEXURE-V	18
6	Instructions For Online Bid Submission	ANNEXURE- VI	19
7	Details of EMD	ANNEXURE- VII	22
8	Technical Specifications	ANNEXURE- VIII	23
9	Agreement	ANNEXURE- IX	25
10	Technical Bid (Checklist)	SCHEDULE - I	06
11	Undertaking	SCHEDULE - II	07

4. The entire e-tender documents including all Annexures, except the Financial Bid in Annexure VI, will be part of the Technical Bid which also must contain the EMD and all other requisite documents called for in the e- tender. Both bids (technical and financial) are to be submitted through E-tendering portal www.eprocure.gov.in. & EMD must be submitted to ICAR-CICR, Near Khapri Phata, Panjari Farm, Wardha Road, Nagpur – 441108 before the last date of submission of E-Tender. Special instructions to the Contractors/Bidders for the submission of the bids can be downloaded from CPP Portal (www.eprocure.gov.in/epublishing/app) and Institute website www.cicr.org.in.

Yours faithfully,

Sd/-

(A.A. Goswami)
Chief Administrative Officer

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The Tender form/bidder documents may be downloaded from the <https://eprocure.gov.in/eprocure/app>.
2. **Online submission of Bids through** Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted under any circumstances.
3. Tenderers/bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
4. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Director, ICAR-CICR, Nagpur has reserves the right to accept or reject any or all the tenders.
5. The interested Firms are required to deposit (in original) **EMD of Rs. 5,000/-** in the shape of Demand Draft in favour of **THE DIRECTOR, ICAR-CICR payable at Nagpur** on or before **bid opening date and time as mentioned in the Critical Date Sheet**.
6. **Please note that only online Bids will be accepted.**
7. The firms are also required to upload copies of the following documents for Technical eligibility and Evaluation:-

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

Technical :

1. Scanned copy of Firm's Registration under Shops and Establishment Act.
2. Scanned copy of Certification of Registration regarding services of air conditioners.
3. Scanned copy of PAN Card.
4. Scanned copy of GST Number with Registration Certificate.
5. Bank details of the firm.
6. Scanned copy of similar contracts with Government Departments (Similar AMC for Air conditioners Maintenance work).
7. Scanned copy of Income Tax Returns for the last three years.
8. Scanned copy of Profit and loss account & Balance Sheet which are audited & duly certified by the Chartered Accountant for the last three years.
9. Scanned copy of Turnover of the business should be Rs. 5.00 Lakhs per year, to be certified by Chartered Accountant as per Balance Sheets used for ITR filing.
10. Scanned copy of experience of having successfully completed similar works during last 3 years (Similar AMC for Air conditioners Maintenance work).

11. Scanned copy of MSME or Udyog Aadhar or NSIC is a must for EMD Exemption otherwise, firms have to furnish EMD.
12. Tender acceptance letter (Annexure-V) is mandatory.
13. Scan copy of an undertaking as per attached Format (Schedule – II) duly attested by Notary on a non-judicial stamp paper of value of Rs. 100/- (Rupees One Hundred Only) regarding their non-blacklisting by any of the Government Departments, Public Sector Undertakings and/or by Central Vigilance commission during the last three years.
14. Scanned copy of valid registration certificate of head office/branch office in the Nagpur Districts of Maharashtra state.

All necessary documents in support of the details for Sl. No. 1 to 14 must accompany the technical bid. The bid is liable to be rejected in case documents are not uploaded in the technical bid on CPP Portal, documents are incomplete or in case any certification/registration has already expired but is yet to be renewed. Only essential and necessary valid documents are to be uploaded in the technical bid. Please avoid uploading extraneous and irrelevant documents.

Note: The above documents may be uploaded in the given sequence only, with no unnecessary documents.

Financial Bid:-

- a) Price Bid as BOQ XXX.xls

Sd/-
CHIEF ADMINISTRATIVE OFFICER

Technical Bid

Schedule - I

Checklist of documents to be submitted with tender documents along with the page no. failing which the bid will be liable to be rejected:-

Sr. No	Documents (Strictly) as per details below	Whether submitted or not	If submitted, mention file name & page no.
1	Scanned copy of Firm's Registration under Shops and Establishment Act		
2	Scanned copy of Certification of Registration regarding services of air conditioners		
3	Scanned copy of PAN Card		
4	Scanned copy of GST Number with Registration Certificate		
5	Bank details of the firm.		
6	Scanned copy of similar contracts to Government Departments (Similar AMC for Air conditioners Maintenance work).		
7	Scanned copy of Income Tax Returns for the last three years		
8	Scanned copy of Profit and loss account & Balance Sheet which are audited & duly certified by the Chartered Accountant for the last three years		
9	Scanned copy of Turnover of the business should be Rs. 10.00 Lakhs per year, to be certified by Chartered Accountant as per Balance Sheets used for ITR filing.		
10	Scanned copy of experience of having successfully completed similar works during last 3 years (Similar AMC for Air conditioners Maintenance work).		
11	Scanned copy of MSME or Udyog Aadhar or NSIC is a must for EMD Exemption otherwise, firms have to furnish EMD.		
12	Tender acceptance letter (Annexure-V) is mandatory.		
13	Scan copy of an undertaking as per attached Format (Schedule – II) duly attested by Notary on a non-judicial stamp paper of value of Rs. 100/- (Rupees One Hundred Only) regarding their non-blacklisting by any of the Government Departments, Public Sector Undertakings and/or by Central Vigilance commission during the last three years.		
14	Scanned copy of valid registration certificate of head office/branch office in the Nagpur Districts of Maharashtra state		

Authority Signature

Name & Address of the Firm

Telephone No.

Mobile No.

Email :

Note: The information required at Sl. No. 1 to 14 must be accompanied with the certified copies of the document(s) and attached as per the serial number failing which the tender is liable to be rejected. No other documents need to be attached with the tender form.

UNDERTAKING

I/We have read and understood all the terms and conditions of the tender document contained in the present tender form for contract and I/We do hereby agree and abide by with all the terms and condition of this tender document.

I/We do hereby declare that all the details provided in this tender are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by ICAR-Central Institute for Cotton Research, Nagpur.

I/We do hereby also accept that the Director, ICAR-CICR, Nagpur has the right to accept or reject this application and not to issue invitation to Tender to me/us.

I/We undertake to communicate promptly to ICAR-CICR, Nagpur regarding any changes in the condition or working of the firm. It is certified that we have not been blacklisted by any organization of Government of India including Central Vigilance commission (CVC) in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he/she represent. We authorize ICAR-CICR, Nagpur to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature: -

Name: -

Designation: -

Address: -

Place: -

Dated: -

TERMS & CONDITIONS

1. The tenderer shall quote rates, which will include the supply, installation & other incidental charges. GST, if any, should be indicated separately.
2. The rates should be quoted as per the BOQ uploaded on the CPP Portal (reference may be obtained from Annexure-III). GST, if any, should be indicated separately. It must be noted that the contract shall be awarded to the firm which fulfils all the required terms and conditions and remains L-I for any particular items.
3. The firm must also possess valid PAN No. & GST registration number and a copy of the same must also be enclosed with the tender document.
4. Copy of Financial year 2020-21, 2021-22 & 2022-23 (last three years), Income Tax Statement may be furnished.
5. The firm should be in experience for over last 03 (Three) years in the trade with the business turnover of not less than Rs. **5.00 Lakhs** per annum for 2020-21, 2021-22 & 2022-23 (last three years). Chartered Accountant certified profit and Loss account, Balance sheet to this effect may be enclosed.
6. Modification in the tender documents after the closing date is not permissible.
7. The successful firm shall **commence work** within 21 days from the date of confirmed **work order** and if the work not supplied in time then EMD shall be forfeited. The rates quoted shall be valid for one year from the date of opening of tender.
8. The contractor/bidder or his representative may contact the undersigned at **Tel. No. 07103-275536 Extn: 113** for any further clarification. No variation in terms of quality of the items shall be entertained or else EMD/Security deposit shall be forfeited.
9. The bidder is advised to visit the site of works at his own expenses and obtain all information that may be necessary for preparing the quotation. Submission of quotation is acceptance by the tenderer that he has inspected the site or he is aware of all conditions.
10. The Director, ICAR-CICR, shall have the right to reject all or any of the offers, accept more than one offer, and assign part of the job without assigning any reason.
11. Merely quoting of lowest rates does not mean that “work order” shall be given to that firm. The competent authority will finally decide on the basis of quality & performance of past work/ installations. Preference will be given to the firm quoting lowest rates for spare parts.
12. The interested Firms are required to deposit an **Earnest Money Deposit of Rs. 5,000/-** amount mentioned against item in the form of Demand Draft (in original) from any of the Commercial Bank in favour of **THE DIRECTOR, ICAR-CICR payable at Nagpur** may be address to **Chief Administrative Officer, ICAR-CICR, Near Khapri Phata, Panjari Farm Wardha Road, Nagpur – 441108 (Maharashtra) on or before bid opening date and time as mentioned in the Critical Data Sheet.** No quotation shall be considered without the earnest money deposit. Demand draft drawn in favour of any officer other than ‘THE

DIRECTOR, ICAR-CICR payable at Nagpur” will not be accepted and the tender will be rejected. The earnest money will be refunded only after the finalization of the procurement and no interest will be paid on earnest money. The request letter for refund of EMD & performance security is to be submitted by the firm.

13. Rates once finalized will not be enhanced/reduced during the currency of the contract.
14. In case, the successful bidder shows inability to accept work order/contract 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.
15. The Director, ICAR-CICR reserves the right to cancel the contract at any time during the current period of the contract without giving any reason.
16. The firm, to whom the tender awarded, will have to deposit the **performance security of Rs. 10,000/- (Rupees Ten thousand only) within 21 days from the date of receipt of work order**. 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.
17. If any dispute(s) arises between ICAR-CICR and the firm with reference to the contract, ICAR-CICR will decide it and its decision will be binding on the firms.
18. Bid Validity: 90 days
19. Payment:- No advance or part payment will be given. The payment will be released after satisfactory completion of the work and certificate from the Indentor.
20. The financial bid will be opened only for those bidders who will be technically qualified in technical bid. ICAR-CICR reserves the right to reject all or any of the quotations, and decision of the Director, ICAR-CICR, Nagpur in the matter shall be final and binding.
21. No interest on Security Deposit and earnest money deposit shall be paid by the Institute to the tenderer.
22. The firm is being permitted to give tenders in consideration of the stipulations on his part that after submitting his tenders, he will not resile from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the foregoing stipulation the 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, in the manner prescribed by Institute.
23. The performance security shall be valid till all contractual obligations are fulfilled by the firm. The same shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the period of the contract.
24. The tenderer is liable to be ignored if complete information as required is not given therein or if the particular asked for in the schedules to the tenders is not fully filled in. Person signing the tenders or other documents must ensure that he is an authorized person on behalf of the firm to

do so. The person signing the tenders form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the person so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. **Each page of the tenders and the schedules to the e-tenders and annexure, if any, should be signed by the tenderer.**

25. Acceptance by the Institute will be communicated by FAX, email, express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX, email/Express letter etc. should be acted upon immediately.
26. Details of essential documents required for Technical evaluation of bids are provided in **Annexure-I.**
27. The contract shall normally be awarded for a period of one year from the date of award or any shorter period that may be decided by the Institute. The Contract will be strictly monitored as per Scope of work given in Annexure II in respect of minimum standard defined in the said Annexure. In case any shortcomings or deficiencies are noticed during the period of contract period or any other contractual dispute, the contract can be terminated giving by giving one month notice. The decision of Director, ICAR-CICR in this regard shall be final and binding.
28. The contract can be extended for further period of two more years on year to year basis subject to satisfactory performance of the firm.
29. If the contract is terminated on the grounds of glaring shortcomings or deficiencies during the period of its tenure including extended tenure, if any, the Institute shall have all rights to make suitable alternative arrangements for a period of 45 days from the date of such termination or till a new tender is finalized whichever is earlier and the difference in cost, if any, will be borne by the agency/contractor.
30. The rates quoted by the Agency shall be fixed for the period of the contract and no request for any change/ modification shall be entertained before expiry of the period of the contract.
31. It shall be the responsibility of the firm to comply with all the provisions of Acts, statutory requirements and Government instructions. If any statutory provision of any statute is violated in general concerning the work force employed and in regard to welfare of the personnel engaged for the work in particulars, then the performance security will be confiscated and firm will be blacklisted.

32. The personnel deployed by the agency/ contractor should not have any police records/criminal cases against them. The agency/ contractor should make adequate enquiries about the character and antecedents of the persons whom they are deploying. The service provider will provide the duly filled police verification form of the personnel to Institute within fifteen days of award of contract.
33. Employees for the contractor shall be of good character. Service provider shall ensure proper conduct of its personnel in office premises, and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of pan/gutka, smoking, using speakers for listening to music and loitering without any work. The workers should not be below the age of 18 years. The Institute reserves the right to ask and requires the contractor to remove any person deployed by him without assigning any reasons/notice. If any employee of the Agency/Contractor is found misbehaving with the Institute staff or other staff of agencies working in Institute Campus, the agency/contractor shall immediately withdraw such employees forthwith at their own risk and responsibility.
34. The service provider shall replace immediately any of its personnel, if not acceptable to Institute because of security risk, incompetence, conflict of interests and breach of confidentiality or improper conduct upon receiving a written notice from any staff of the Institute.
35. That no right, much less a legal right shall vest in the contractor workers to claim/have employment or otherwise seek absorption in the Institute nor the contractor workers shall have any right whatsoever to claim the benefits and/ or emoluments that may be permissible or paid to the employees of the Institute. The worker will remain the employees of the agency/contractor and will be solely responsibility of the agency to make it clear to their worker before deputing on work at Institute. There is no master and servant relationship between the employees of service provider and Institute and further that the said personnel of service provider shall not claim for any employment or absorption in Institute by virtue of their engagement for this work.
36. The service provider's personnel shall not claim any benefit/ compensation/ regularization/ absorption of services from the Institute under the provision of Govt. Rules. Undertaking from the persons to this effect shall be required to be submitted by the service provider to Institute.
37. The damage caused, if any, to Institute property through acts of the firm and/or by its workers shall be made good by the agency and decision of Institute in this regard shall be final/binding. In case of any dereliction of duty, gross neglect and unintended damage caused by contractor or its staff or otherwise any harm done to Institute, its properties, designated officials or other employees, the contractor shall be liable to make good loss or pay compensation, refund

expenditure on legal/judicial proceeding as well as pay penalty which the Director, ICAR-CICR may deem fit.

38. The contractor shall keep himself fully informed of all acts and laws of the Central and State Government, all orders, decrees of statutory bodies, tribunals having jurisdiction or authority, which in any manner may affect their engaged or employed staff and anything related to carry out the work.
39. All rules & regulations & bye-laws laid down by the local bodies and any other statutory bodies shall be adhered to, by the contractor, during the execution of work.
40. The contractor shall be responsible for all injury and accident to persons employed by him while on duty. It is desirable that all employees are covered under an insurance cover and as per various acts and laws governing the same.
41. In the event of any loss being occasioned to Institute on account of negligence of duty by Agency/Contractor's employees, the Agency/Contractor shall make good the loss sustained to Institute either by replacement or on payment by adequate compensation.
42. The Agency/Contractor shall not appoint Sub-Contractor to carry out any obligation under the contract and under such case agreement will be declared as void and such act of contractor will be taken as breach of Contract and resultantly his Security Deposit shall be forfeited and contract shall be terminated.
43. The Agency/Contractor shall abide by all laws of the land including Labour Laws, Company Act, tax deduction liabilities, welfare measure of its employees and all other legal obligations in such cases and are not essentially enumerated and defined herein, whatsoever.
44. Director, ICAR-CICR 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 communicate to the tenderer. Any dispute arising out of and in relation to this agreement shall be referred to the Director, ICAR-CICR. His decision will be final and binding on the contractor.

45. **Duration of Contract:-** The duration of the contract shall be initially for one year and extendable up to maximum two years (Total 03 years) on year to year basis on same rate, terms & conditions if the performance of agency is found satisfactory. The contract can be terminated even earlier by giving two months prior notice by either party in writing on account of any of the following reasons:
- i) On account of unsatisfactory performance
 - ii) breach of contract clauses(s)
 - iii) Persistently neglecting to carry out his obligations under the contract
46. The contractor shall have no claim for compensation for any loss sustained by him by reasons of having employed personnel or purchased machines and material for the work.
47. All the fuel, consumables, repair and maintenance etc. required for carrying out the work shall be arranged by the agency itself and no extra payment on this account shall be made to the agency/contractor.
49. No accommodation for the workers will be provided by the Institute.
50. Night stay inside the Institute premises is not permissible under any circumstances.
51. The contractor shall make his own transportation arrangements for all the required materials to site of works and disposal of any waste. No extra charges will be paid by the Institute.
52. In case, if any materials of Institute are damaged due to misuse or mishandling or carelessness by the Contractor or his employees, the Contractor will immediately inform the Caretaker. In such a case, the Contractor will be liable to replace the item at his own cost. Or else, Institute shall have the right to recover the loss from the contractor's monthly bill. The decision of the Institute will be final.
53. The Institute's premises are the property of the ICAR-CICR and the Contractor is only permitted to manage the premises as long the Contract remains valid. Whenever the contract is terminated or the contract is concluded and Institute decides that the Contractor should not be allowed to run the service, the Institute will be entitled to restrain the Contractor from entering the campus.

54. The service provider shall be based in or around Nagpur & should be available within 1 hour in emergency case.
55. Units taken for service at workshop should be returned within a week's time. Non-attendance of complaints of this nature beyond a week would entail deduction of a penalty of Rs. 100/day/unit till the complaint is attended.
56. Any absence/default in this regard would involve proportionate deduction of AMC charges payable to the service provider. Repeated absence/default in this regard shall lead to termination of contract.
57. The firm will have to provide a preventive maintenance service (Non-Comprehensive) once in a month and to maintain a log book to the effect for every visit/checking/servicing etc under the signature of complainant.
58. A breakdown complaint book /call will be maintained at the Maintenance Cell, which will have to be attended within 24 hrs. the complaint, failing which Rs. 100/- per will be charged.
59. No payment will be made if the work is left incomplete and unsatisfactory.
60. The complaint as well as preventive maintenance service has to be done only during the office working hours i.e. 9.30 AM to 4.30 PM on working days.
61. The firm will be responsible for the repairs of any damages or physical loss caused to the AC's during maintenance.
62. There shall not be any upward revision in AMC charges during the contractual period on account of increase in wages, spare parts etc. and rates shall remain firm during the period of contract.
63. The Director, ICAR-CICR Nagpur shall have the right to impose any penalty by way of deduction from the bill for non satisfactory performance of the work by the personnel employed by the contractor. In case of any dispute arising out of this contract provision the decision of the Director, CICR Nagpur shall be final and binding on the contractor.
64. **Interested bidder may visit the office & check the condition of Air Conditioners before submitting the bid.**
65. The firm should assure successful running condition for the air conditioners on repair work taken and completed over and above amount of Rs. 10,000/- (Rupees Ten thousand only) for minimum period of three months (for same fault/repair work)

SCOPE OF WORK

All the complaints received shall be attended to by the firm in following manner:-

- a) Critical faults immediately. (within two hours)
- b) Minor faults within 24 hours by repair/replacement method, with the available spares, if instructed by the I/c Maintenance Cell.
- c) Major faults within 48 hours by repair/replacement method, with the available spares, if instructed by the I/c Maintenance Cell.
- d) If the AC is required to be transported to the service workshop for repairs, the same shall be undertaken at the risk and cost of the firm.
- e) Any kind of error/problem found which may damage the AC's should be informed to the I/c Maintenance.
- f) The service provider will carry-out preventive maintenance of all air conditioners, cleaning of filters, washing and checking of gas etc. two dry servicing and two wet servicing in a year. Periodicity will be reasonably spaced.

DETAILS OF AIR-CONDITIONERS

S.N.	Ton	Qty	Type	Remark
1	1.5	100	Split AC	Make- LG,ONIDA, LLOYD, VOLTAS, SAMSUNG
2	2.0	44	Split AC	Make- CARRIER, HITACHI, BLUESTAR
3	1.5	38	Window	Make- LG,ONIDA, BLUE STAR, VOLTAS

Payment Terms: In order to facilitate for speedy settlement of payment you are requested to furnish the following details as below:

1. **Name of the firm:**
2. **Name of the Bank:**
3. **IFSC Code of Bank:**
4. **Name of the Account & Account No.:**
5. **Branch Code:**
6. **Amount to be paid:**
7. **E-mail address of the party:**
8. **GST No. and Pan No. Copies**

'Terms & Conditions are acceptable'

Dated

(Authorized signatory of the firm)

(Reference for BOQ) (To be quoted in the format provided on CPP Portal)

Price bid for “**Non Comprehensive Annual maintenance & repair contract of Air Conditioners in the institute at ICAR-CICR, Panjari khapri phata, wardha road Nagpur.**

- Items should be of reputed make and suitable for high end elite users.
- **GST as applicable should be included in the column provided for basic rate.**
- **The work is to be done in the institute at ICAR-CICR, Panjari khapri phata, wardha road Nagpur.**

Note: The above mentioned Financial Proposal/Commercial bid format is provided as BoQ_XXXX/xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR-CICR, Nagpur.

**ICAR-CENTRAL INSTITUTE FOR COTTON RESEARCH,
NEAR KHAPRI PHATA, PANJARI FARM, WARDH ROAD, NAGPUR - 441108**

Name of the Firm_____

Registered/Postal Address_____

1	Permanent Account Number (PAN)	
2	GST Registration No.	
3	Bank Details	
a)	Bank Name	
b)	Branch Address	
c)	Account Number	
d)	Type of Account (current/saving) MICR No.	
e)	IFSC Code	

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,
The Director,
ICAR-CICR,
Near Khapri Phata, Panjari Farm,
Wardha Road, Nagpur – 441108.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No. _____

Name of Tender/Work:

Dear Sir,

1. I/ We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/work' from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc...) which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender documents/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that our Firm has not been black-listed/debarred by any Govt. Department/Public sector undertaking.
1. I/we certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject that bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL <https://eprocure.gov.in/eprocure/app>.) by clicking on the link ‘**Online bidder Enrollment**’ on the CPP Portal which is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (class II or Class III certificates with signing key usage) issued by any certifying authority recognized by CCA India (e.g. Sify/nCode/eMudhra etc.) with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- Bidder then log into the site through the secured log-in by entering their users ID/password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS

- There are various search options built in the CPP Portal. To facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS/e mail in case there is any corrigendum issued to the tender document.
- The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

- **Bidder are requested to visit the site at the institute and discuss with In-charge, Maintenance Cell, ICAR-CICR, Nagpur before preparing the bid, clarify the doubts and understand the requirements.**
- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents- including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats.
- Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'My Space' or 'Other important Documents' area available to them to upload such documents. These documents may be directly submitted from the 'My Space' area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other technical issues.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- Bidder has to select the payment option as 'offline' to pay the tender fee/EMD as applicable and enter details of the instrument.
- Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- Bidders are requested to note that they should necessarily submit their financial bids in the Format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cell with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder 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.

- The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric, encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids (i.e. after clicking 'Freeze Bid Submission' in the portal), the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date and time of submission of the bid with all other relevant details.
- The bid summary has to be printed and kept as an acknowledgement of the submission of the bid.

ASSISSTANCE TO BIDDERS

- Any queries relating to the tender documents and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender.
- Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Details of EMD

Sl. No.	Item	Qty.	Earnest Money Deposit
1	Non Comprehensive Annual maintenance & repairs contract of Air Conditioners in the Institute at ICAR-CICR, Panjari khapri phata, wardha road Nagpur	Job	Rs. 5,000/-

Note: EMD defined on to the Portal is MINIMUM. Bidder has to submit the EMD offline.

Technical Specifications for Non Comprehensive Annual maintenance & repairs contract of Air Conditioners in the Institute at ICAR-CICR, Panjari khapri phata, wardha road Nagpur

Specification:

NON-COMPREHENSIVE ANNUAL MAINTENANCE AND REPAIR CONTRACT OF AIR CONDITIONERS IN THE INSTITUTE AT ICAR-CICR, PANJARI, KHAPRI PHATA, WARDHA ROAD, NAGPUR

S. N.	Particulars	Qty	Unit	Rate Including GST
01	Non Comprehensive AMC for Split & Window Air Conditioners			
02	Annual Maintenance Contract of 1.5 TR Split Air Conditioners. Make- LG,ONIDA, LLOYD, VOLTAS, SAMSUNG	100	Nos.	
03	Annual Maintenance Contract of 2.0 TR Split Air Conditioners. Make - CARRIER, HITACHI, BLUESTAR	44	Nos.	
04	Annual Maintenance of Contract of 1.5 TR Window Air Conditioners. Make - LG,ONIDA, BLUE STAR, VOLTAS	38	Nos.	
05	Window & Split Ac's Parts			
06	Providing & Fixing of Compressor 1.5 ton (inverter model)	01	No.	
07	Providing & Fixing of Compressor 1.5 ton (non inverter model)	01	No.	
08	Providing & Fixing of Compressor 2.0 ton (inverter model)	01	No.	
09	Providing & Fixing of Compressor 2.0 ton (non inverter model)	01	No.	
10	Compressor reciprocating (1.5 ton & 2.0 ton)	01	No.	
11	Providing & Fixing of Fan capacitor (1.5 ton & 2.0 ton)	01	No.	
12	Providing & Fixing of Room sensor (1.5 ton & 2.0 ton)	01	No.	
13	Providing & Fixing of Condenser coil (1.5 ton)	01	No.	
14	Providing & Fixing of Condenser coil (2.0 ton)	01	No.	
15	Providing & Fixing of Fan motor for indoor unit	01	No.	
16	Providing & Fixing of Fan motor for indoor unit (DC motor for Inverter Model)	01	No.	
17	Providing & Fixing of Fan motor for outdoor unit	01	No.	
18	Providing & Fixing of Copper pipe 1/4" (Per feet)	01	Ft	
19	Providing & Fixing of Copper pipe 1/2" (Per feet)	01	Ft	
20	Providing & Fixing of Copper pipe 5/8" (Per feet)	01	Ft.	
21	Providing & Fixing of Flare nut (1/4", 1/2" & 5/8")	01	No.	
22	Providing & Fixing of Relay	01	No.	
23	Providing & Fixing of Running Capacitor (45,50 & 60 Mfd)	01	No.	
24	Providing & Fixing of Starting Capacitor	01	No.	
25	Providing & Fixing of New power cable 3 core x 2.5 Sq. mm of Finolex, Havels, Polycab	01	Mtr	

26	Providing & Fixing of New power cable 4 core x 2.5 Sq. mm of Finolex, Havels, Polycab	01	Mtr	
27	Providing & Filling of Refrigerant for 1.5 ton Air Conditioner (Non Inverter Model)	01	No.	
28	Providing & Filling of Refrigerant for 2.0 ton Air Conditioner (Non Inverter Model)	01	No.	
29	Providing & Filling of Refrigerant for 1.5 ton Air Conditioner (Inverter Model)	01	No.	
30	Providing & Filling of Refrigerant for 2.0 ton Air Conditioner (Inverter Model)	01	No.	
31	Repair of control P.C.B non inverter model (1.5 ton & 2.0 ton)	01	No.	
32	Repair of control P.C.B of inverter model (1.5 ton & 2.0 ton)	01	No.	
33	Providing & Fixing of Fan Blade (outdoor unit)	01	No.	
34	Remote Control for split AC (1.5 ton & 2.0 ton)	01	No.	
35	Providing & Fixing of Copper tub insulation (per fit)	01	Ft.	
36	Providing & Fixing of Air Filter	01	No.	
37	Providing & Fixing of Outdoor stand	01	No.	
38	Removing & reinstallation of split AC (one place to another)	01	No.	
39	Providing & Fixing of Swing Motor	01	No.	
40	Providing & Fixing of Drain Pipe	01	Ft.	
41	Providing & Fixing of PCB Transformer	01	No.	
42	Providing & Fixing of Indoor fan Blower for Split AC	01	No.	
43	Providing & Fixing of Suction Valve (outdoor unit)	01	No.	
44	Providing & Fixing of Discharge Valve (outdoor unit)	01	No.	
45	Providing & Fixing of Suction Valve Dead Cap (outdoor unit)	01	No.	
46	Providing & Fixing of Discharge Valve Dead Cap (outdoor unit)	01	No.	
47	Providing & Fixing of Contractor for AC 1.5 Ton & 2 Ton	01	No.	
48	Providing & Fixing of Indoor Unit 1.5 Ton Split AC	01	No.	
49	Providing & Fixing of Indoor Unit 2 Ton Split AC	01	No.	
50	Providing & Fixing of Remote Control for Non Inverter Model AC	01	No.	
51	Providing & Fixing of Remote Control for Inverter Model AC	01	No.	
52	POP/White cement work for closing drainage hole	01	No.	

(A.A. GOSWAMI)
CHIEF ADMINISTRATIVE OFFICER
ICAR-CICR, NAGPUR

PROVIDING NON-COMPREHENSIVE ANNUAL MAINTENANCE AND REPAIR CONTRACT OF AIR CONDITIONERS IN THE INSTITUTE AT ICAR-CICR, PANJARI, KHAPRI PHATA, WARDHA ROAD, NAGPUR

AGREEMENT

This agreement is made at NAGPUR onbetween..... and ICAR-Central Institute for Cotton Research (ICAR-CICR), through (Name.....,

Director, ICAR-CICR, Nagpur which shall include its successors, assignees etc. on the first part and.....hereinafter called the Firm which term shall include its authorized representatives, successor, assignees etc. on the other part.

Whereas the Institute invited open tender from reputed firms with experience & financial capability for **Providing Non Comprehensive Annual maintenance & repairs contract of Air Conditioners in the institute at ICAR-CICR, Panjari khapri phata, wardha road Nagpur.**

And whereas the ICAR has decided to assign the **Providing Non Comprehensive Annual maintenance & repairs contract of Air Conditioners in the institute at ICAR-CICR, Panjari khapri phata, wardha road Nagpur** to the firm.....on the terms and conditions hereinafter contained. NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

1. This agreement shall come into force w.e.f. and will remain in force for a period for one year but can be terminated by Director, ICAR-CICR by giving one calendar month's notice in writing of its intentions to terminate the Agreement.
2. The contract will be initially for a period of one year extendable for a further period of two years (total three years) on year to year basis, subject to satisfactory performance of the firm and its willingness to continue on mutually agreed terms. The Agreement can be renewed, on mutually agreed terms. The firm shall be responsible for **Non Comprehensive Annual maintenance &**

repairs contract of Air Conditioners in the institute at ICAR-CICR, Panjari khapri phata, wardha road Nagpur.

3. The firm will provide full particulars of every worker/personnel deployed by it for providing the services and get their character and antecedents verified from the Police Authorities.
4. All personnel deployed at premises shall all times and for all purpose be deemed to be employee of the firm and the Institute shall have no liability on this account in any manner.
5. That the firm shall ensure that all persons deployed at Central Institute for Cotton Research, Near Khapri Phata, Panjari Farm, Wardha Road, Nagpur are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The Director, ICAR-CICR or duly authorized officer in this behalf shall have the right to ask for the removal from the Near Khapri Phata, Panjari Farm, Wardha Road, Nagpur-441108 any personnel considered by the Institute to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the Institute .
7. The manpower deployed by the firm should work as per the scope defined at Annexure II of the tender document. There will be no separate payment for three national Holidays i.e., Republic Day, Independence Day and Gandhi Jayanti and the same is to be included in the monthly charge claim in the tender by the Contractor. The persons deployed on duty shall be available in the premises throughout the working hours.
8. The agency shall agree to carry out development work (new area to be developed) as per instruction by the authorized representative of Institute as per current DSR rate.
9. In case of any loss or damage to the property of Institute which is attributable to the firm, the full damages will be recovered from the firm.
10. The firm shall not transfer its right or work or sub- contract to anyone else. If the firm appoint any sub-contractor to carry out any obligation under the contract, under such a case the agreement will be declared as void & such a contractor will be taken as breach of contract & resultantly security deposit shall be forfeited & contract shall be terminated.
11. The firm or its workers shall not misuse the premises for any purpose other than for which contract is awarded.
12. The firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligently and honestly. Any misconduct/misbehavior on the part of the manpower deployed by the firm will not be tolerated and such person(s) will have to be replaced immediately.
13. In case of any accident/ loss of life of the workers during discharging duties, if any compensation is awarded, the same shall be borne by the firm.
14. There will be surprise checking by an Officer of ICAR-CICR. Shortcomings, if any, pointed out by him shall be restored by the contractor within 24 hours of its bringing to his notice.

15. Liquidated Damages clause:

- a. Contractor shall be responsible for the faithful compliance of scope of work mentioned in Annexure II.
 - b. Any authorized person viz., Sr. Administrative Officer or any higher authorities may inspect the premises to see the work carried out by the agency.
 - c. Shortfall, if any, will be communicated to the agency/ contractor in writing/ email by Institute. In the event of any shortfall or services found unsatisfactory, Liquidated Damage clause will be invoked by levying a penalty @10% of the bill. The Liquidated Damage amount will be deducted from bill of the agency.
 - d. After three such incidents of un-satisfactory reports, the contract shall be liable to be terminated. Performance Security will also be withheld in full or part. Final decision for invoking penalty will be taken at the level of Director, ICAR-CICR, Nagpur.
16. Decision of Director, ICAR-CICR shall be final and binding on the contractor/firm in respect of any clause covered under the contract. In case the firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, the Director, ICAR-CICR shall have power to terminate the contract.
17. Terms and conditions as stipulated in the tender documents shall be part of this agreement.

(Authorised Signatory) of the firm

**(Authorised Signatory) Director, ICAR-CICR,
Nagpur**

Name & Signature of witness 1:

Name & Signature of witness 1:

Name & Signature of witness 2 :

Name & Signature of witness 2 :