



*ISO 9001:2008*  
**ICAR-NATIONAL BUREAU OF SOIL SURVEY & LAND USE PLANNING**  
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**F. No. 1-71/St/2019-20/**

**Date: 16.12.2019**

**NOTICE INVITING TENDER THROUGH E-PROCUREMENT**

Online Bids are invited from firms for the rate contract for **Comprehensive Annual Maintenance Contract for Air-conditioners (Window & Split) installed at ICAR-NBSS&LUP, Nagpur and ICAR-Guest House, Bajaj Nagar, Nagpur for the one year from date of award.**

**Manual bids shall not be entertained.**

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

**CRITICAL DATE SHEET**

Tender ID No.	2019_DARE_527696
Date and Time for Issue/Publishing	10.00 A.M. on 20.12.2019
Document Download/Sale Start Date and Time	10.00 A.M. on 20.12.2019
Bid Submission Start Date and Time	10.00 A.M. on 20.12.2019
Bid Submission End Date and Time	3.00 P.M. on 9.1.2020
Date and Time for Opening of Bids	3.00 P.M. on 10.1.2020
Address for Communication	Asstt. Administrative Officer, ICAR-Director, National Bureau Of Soil Survey and Land Use Planning Amravati Road, Nagpur-440033

**ASSTT. ADMINISTRATIVE OFFICER**

**INSTRUCTIONS FOR ONLINE BID SUBMISSION**

1. The tender from/bidder documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/app>. 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.**
2. Tenders/bidders are requested to visit website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. 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 Council reserves the right to accept or reject any or all the tenders.
4. The interested Firms are required to deposit (in original) **Tender Fee of Rs. NIL** in the shape of Demand Draft prepared in favour of **ICAR Unit: ICAR-NBSS&LUP, Nagpur, payable at Nagpur** may be addressed to the **Administrative Officer, ICAR-National Bureau of Soil Survey & Land Use Planning, Amravati Road, Nagpur - 440033** on or before bid opening date and time as mentioned in the Critical Date Sheet.
5. The interested Firms are required to deposit (in original) Earnest Money Deposit (EMD) of Rs. 5,000/- (Rs. five thousand only ) in the form of Demand Draft/Bank Guarantee from any of the Commercial Bank in favour of **ICAR Unit: ICAR-NBSS&LUP, Nagpur, payable at Nagpur** may be addressed to the **Administrative Officer, ICAR-National Bureau of Soil Survey & Land Use Planning, Amravati Road, Nagpur - 440033** on or before bid opening date and time as mentioned in the Critical Date Sheet.
6. Bidders need not come at the time of Technical as well as financial bid opening at ICAR-NBSS&LUP. They can view live bid opening after login on CPP e-Procurement Portal at their remote end. If bidder wants to join bid opening event at ICAR-NBSS&LUP then they have to come with bid acknowledgement slip that generates after successfully submission of online bid.

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

- a. The firm /company should attach **self attested photocopies of documents** related to allocation of its Registration Number, Partnership deed (whichever applicable power of attorney).
- b. Scan copy of experience of at least 1 year in maintenance and repairing of around 100 numbers air conditioners in Central/State Govt. Offices/PSU/Autonomous Bodies/ or reputed private firm. Satisfactorily service report undertaken by the firm for such works during that period shall be enclosed.
- c. Scan copy of PAN Card Number.
- d. Scan copy of GST registration certificate issued by the Govt.
- e. Scanned copy of Earnest Money Deposit (EMD).
- f. Scanned copy of Annual Turn Over which should not be less than Rupees 15 lakhs each for the last one years.

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

Sd/-

ASSTT. ADMINISTRATIVE OFFICER

**Comprehensive Annual Maintenance Contract for Air-conditioners (Window & Split) installed at ICAR-NBSS&LUP, Amravati Road, Nagpur, ICAR Guest House, Krishi Kunj Complex, Nagpur.**

1. The firms participating in the tender must possess PAN number, GST number.
2. The firm should have an experience of at least 3 years in maintenance repairing of around 100 numbers air-conditioners in Central/State Govt. Officers/PSU/Autonomous Bodies. Satisfactorily service report undertaken by the firm for such works during that period shall be enclosed, failing which the quotation will be rejected.
3. The Bureau is inviting tenders for comprehensive and inclusive of all repairs/replacement of any parts such as **Compressor 1.5/2.0 ton, Gas charging/filling, Fan Motor, Running and starting capacitor, Relay, Overload protector, Thermostat switch(window/split), Air filter, Knob set, Replacement of compressor(labour/service charge), Grill, Fan blade/blower, Main body replacement, Selector switch, Water tray, Remote kit.** 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 are of 1 Ton, 1.5 Ton and 2.0 Ton capacity of different makes models including some windows & split ACs with remote control switches. The number of ACs to be maintained is approximately 105 (which might also vary) installed at ICAR NBSS&LUP, Nagpur, Scientist Home, Nagpur and ICAR Guest House, Bajaj Nagar, Nagpur. The number may however vary depending upon the actual requirement of ACs from time to time. However, unit rate towards comprehensive AMC be quoted by the firm irrespective of types of AC viz. window and split type. **Splitting of rates under window and split type shall not be entertained and shall render the bid invalid.** The rates should be quoted as per BoQ. The unit rate when quoted in their online bids shall be multiplied by the actual numbers of ACs being maintained by the firm (based on the signed user reports) to whom contract be awarded and accordingly that amount shall be paid to the firm against their bill. The bill shall be raised quarterly by the firm and no advance payment shall be made to the firm.
6. The contractor shall not be paid separate charges on account of transportation etc. for attending to the maintenance of ACs installed at locations other than Bureau. The contract shall be awarded on as is where is basis, hence the firm may inspect the ACs installed during office hours 10.00 am to 5.00 PM before quoting their rates.
7. In the event of major repairs, if any of the air-conditioner is required to be taken outside Bureau's premises, the same will be allowed to be taken outside only with the written permission of the Bureau. No separate charges on account of labour and transportation would be paid by the Bureau 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 Council 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. 5,000/- (Rupees five thousand only)** is required to be deposited in the form of Demand Draft/Pay Order drawn in favour of **ICAR Unit – NBSS&LUP** and payable at Nagpur. The technical bids 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 10% of total value of contract as security money in the form of Demand Draft / Pay Order/ FDR drawn in favour of ICAR Unit-NBSS&LUP and payable at Nagpur. 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 released to firm on half yearly basis upon receipt of user satisfactory report shall be made through Electronic mode payment- direct in to the Bank Account. Tax will be deducted at source as per rules.

12. During currency 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. The contract will be awarded initially for a period of one year but can be extended after the expiry of initial one year period for another two years on year to year basis if the services of the firm are found to be satisfactory subject to observance of all codal formalities. 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.

14. 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.

15. The contract shall be awarded to the firm who fulfills all the terms and conditions of the tender document and remains L1.

16. At the time of the ending of the contract, all the ACs should be in proper running condition before handing/ taking of ACs are made or else deductions shall be made from the firm's bill.

17. This office will have full authority to reject any/all offer(s) without assigning any reasons therefor. No enquiry after quoted of the bid will be entertained.

**ASSTT. ADMINISTRATIVE OFFICER**

**BoQ****QUOTATION FOR AWARD OF CONTRACT FOR COMPREHENSIVE ANNUAL MAINTENANCE FOR AIR-CONDITIONERS INSTALLED AT ICAR-NBSS&LUP, NAGPUR & ICAR GUEST HOUSE, KRISHI KUNJ, BAJAJ NAGAR, NAGPUR. FOR A PERIOD OF ONE YEAR FROM THE DATE OF AWARD OF CONTRACT.**

Name of the firm: \_\_\_\_\_

Address : \_\_\_\_\_

Phone No./Mobile No. \_\_\_\_\_

D.D. No./Pay Order No.: \_\_\_\_\_ dated \_\_\_\_\_

<b>Sl. No.</b>	<b>Description of item/work</b>
1.	Rate to be quoted for Comprehensive Annual Maintenance Contract for Window & Split type Air-conditioners inclusive of all spare parts such as Compressor 1/1.5/2.0/30 ton, Gas charging/filling, Fan Motor, Running and starting capacitor, Relay, Overload protector, Thermostat switch(window/split), Air filter, Knob set, Replacement of compressor(labour/service charge), Grill, Fan blade/blower, Main body replacement, Selector switch, Water tray, Remote kit.

**\*Rate should be quoted excluding GST**

**Name of the Authorized Signatory**  
**Stamp & Signature**