



भाकृअनुप- प्याज एवं लहसुन अनुसंधान निदेशालय
राजगुरुनगर, पुणे- 410505 (महाराष्ट्र)
ICAR - Directorate of Onion and Garlic Research
Rajgurunagar, Pune-410505 (Maharashtra)
Phone No.(02135) 222026, Fax: (02135) 224056, Email: director@dogr.res.in



F.No.15-128/SP/14-15/

TENDER NOTICE

प्याज एवम लहसुन अनुसन्धान निदेशालय राजगुरुनगर, पुणेमें एसी के सामान्य रखरखाव के लिए वार्षिक रखरखावअनुबंध कार्य के लिए निविदा फॉर्म

निदेशक, प्याज और लहसुन अनुसंधान निदेशालय , राजगुरुनगर द्वारा एयर कंडीशनर के वार्षिक रखरखाव अनुबंध के लिए प्रतिष्ठित कंपनियों से सीमित निविदा (कोटेशन) आमंत्रित की जाती हैं। सम्बन्धित एयर कंडीशनर निदेशालय के विभिन्न प्रयोगशालाओं और कार्यालयों में स्थित हैं। एयर कंडीशनरों की कुल संख्या , उनके स्थान, मेक तथा प्रकार इत्यादि का विवरण इस पत्र के साथ जोड़े गये एनेक्सर में बताया गया है । तथापि फर्म द्वारा कोटेशन प्रस्तुत करने से पहले निरीक्षण के लिए वे इस निदेशालय का दौरा करने के लिए स्वतंत्र हैं। निरीक्षण का समय कार्यालय में किसी भी कार्यदिवस पर 9.30 से 16.30 हैं। आमंत्रित कंपनियों से अनुरोध किया जाता है कि अपने कोटेशन में बांछनीय विवरण का उल्लेख अनिवार्य रूप से करें।

Tender for AMC for AC's- General Maintenance at Directorate of Onion and Garlic Research, Rajgurunagar, Pune.

Limited Tender (quotation) for annual maintenance contract of Air Conditioner at this Directorate is invited from reputed firms/companies by The Director, Directorate of Onion & Garlic Research. Air conditioners are located in various laboratories and offices of this Directorate. Total number of air conditioners along with their location, make, and type is mentioned in the annexure which is enclosed herewith. Firms are free to visit this Directorate for inspection before submitting the quotation. Visiting hours are 9.30 to 16.30 on any working day. All invited firms are requested to mention desired details compulsorily in their quotations.

Note:

Tender form containing detailed specification, terms and conditions can be obtained from this Office on any working day from 15/12/2014 to 12/01/2015. Tender forms can also be downloaded from office website i.e. www.dogr.res.in. A complete set of tender document along with all requisite papers and Bank Draft of Rs. 5,000/- (Five Thousand) only; favoring- **ICAR-UNIT DOGR** should be deposited on or before **14/01/2015** at this Directorate.

पत्राचार हेतु पता/ Address for communication:-

निदेशक / The Director

प्याज एवम लहसुन अनुसन्धान निदेशालय / Directorate of Onion and Garlic Research

राजगुरुनगर, पुणे, महाराष्ट्र - 410505 / Rajgurunagar, Pune, Maharashtra- 410 505

दूरभाष /Phone No. (02135) 222026, फैक्स /Fax: (02135) 224056,

ई मेल /Email: director@dogr.res.in

वेबसाईट /Website - <http://www.dogr.res.in>

INVITATION OF TENDER

(AMC for General Maintenance of AC's at Directorate of Onion & Garlic Research, Rajgurunagar, Pune)

Note: - All the communications must be addressed to the Director, Directorate of Onion & Garlic Research, Rajgurunagar – 410 505, Dist. Pune (Maharashtra)

Phone: 02135-222026, Telefax: 02135- 224056

e-mail: director@dogr.res.in & sneeraj@dogr.res.in

From:-

The Director,
Directorate of Onion & Garlic Research Rajgurunagar,
Rajgurunagar – 410 505, Dist. Pune (M.S.)

To

Dear Sir,

On behalf of On behalf of the Secretary, Indian Council of Agricultural Research, New Delhi Sealed Tenders are invited from interested and eligible Electrical Contractors/firms for AMC of General Maintenance of ACs on Comprehensive and Non-Comprehensive basis (Detail given in the requirement section) in the campus of Directorate of Onion & Garlic Research (DOGR), Rajgurunagar, Pune.

1) GENERAL CONDITIONS:

1. An amount of Rs. 5000/- (Five Thousand) only should be deposited towards Earnest money in respect of said tender through Demand Draft drawn on State Bank of India, Rajgurunagar in favor of 'ICAR Unit- DOGR, Rajgurunagar'. In no case cash or cheque will be accepted. The particulars of the earnest money deposited must also be super scribed on the top of the envelope by indicating the number and date of the Demand Draft. The tender will not be considered if the D.D. is not included in the form.
2. 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 refuse his/her offer or modify the terms and conditions thereof. Should the tenderer fail to observe and comply with the foregoing stipulations the earnest money will be forfeited by the Centre.
3. In the event of the offer made by the tenderer not being accepted/selected, the amount of earnest money deposited by the tenderer will be refunded to him/her after he /she has applied for the same, in the manner prescribed by the Centre.
4. The schedules attached with the tender form should be returned intact and pages should not be detached. In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages

may be added. Each additional page must be made in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tender. All the enclosures with the tender form should bear the seal & sign of appropriate signing authority of the firm.

5. The tender is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tender is not fulfilled. Individual signing the tender or other documents connected with the contract may specify whether he/she signs it in the capacity of (i) as sole proprietor of the firm or constituted attorney of such sole proprietor of (ii) a partner of the firm if it is a partnership in which case he/she must have authority to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
6. The Centre does not pledge itself to accept the lowest or any tender & also reserves to itself the right of accepting the whole or part of the tender. Also this centre reserves the right to reject any tender or to terminate/hold the overall process of tendering at any time for without giving the reasons thereof.
7. In the event of selection, the firm is required to enter in a formal contract by signing the contract's terms & conditions on Rs. 100/- non judicial stamp paper.
8. In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, every page of the tender and all other related documents must be signed by every partner of the firm.
9. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to sign such and if, on enquiry it is found that the persons so signing is without authority, the centre will cancel the contract and hold the signatory liable for all costs and damages.
10. Acceptance of tender by the Centre will be communicated by express letter/fax/ e-mail or any other form of communication. Formal letter of acceptance of the tender will be forwarded as soon as possible, but the earlier instructions in the express letter / fax/ e-mail etc. should be acted upon immediately.
11. Initially the terms of contract will be for one year. Contract is renewable for next year after reviewing the services satisfactorily for next year. Further the contract can be terminated with either side with prior 45 days notice without assigning any reason thereof subject to approval of Competent Authority of DOGR, Rajgurunagar, Pune.
12. All disputes are under Rajgurunagar Jurisdiction Only.

2) ELIGIBILITY CONDITIONS:

1. The firm should have average turnover of Rs. **2.5 Lakh** p.a. in the last three financial years. The firm should provide their Bank detail and Balance sheet.
2. The firm should have experience of performing same kind of work in Central/State Government Offices.
3. The firm should have Service Tax Registration (If applicable).
4. The firms should provide bank solvency certificate for at least Rs. **2.5 lakh** from their bankers.
5. Income Tax Permanent Account Number allotted by the Income Tax department.

3) MODE OF PAYMENT: -

The firm is required to submit quarterly bill for the job performed during the preceding month. This office shall make payment directly to firm's Bank account by the mode of RTGS/NEFT. Payment is subject to satisfactory certificate given by I/C ESTATE DOGR. However all applicable taxes shall be deducted at source from the monthly bills. You are requested to submit your bank account details to this office before claiming the bills.

4) **SECURITY DEPOSIT:**

The successful bidder will be required to deposit an amount equivalent to 10% of the total contract value as Security Deposit in the form of Demand Draft/Pay Order favoring ICAR Unit- DOGR, Rajgurunagar within two weeks from the date of award of the contract. The security shall be refunded to the contractor after satisfactory completion of the contract or adjusted against any damages or loss of property etc. caused by the personnel deputed by the agency. No interest will be paid on the security money deposited with this Office/Centre.

5) **SERVICES REQUIREMENT:**

1. General maintenance of listed ACs and requirement of mandatory visit on quarterly basis. The rates may be quoted separately on Comprehensive and Non-Comprehensive basis as per following specifications and requirement. Replacement of spares (if any) is not covered under Non-Comprehensive AMC.
2. The firm is required to provide quarterly preventive maintenance visit. Further if any fault regarding spares or anything else which is to be looked out, should immediately informed to this Directorate along with the quotation of the required spare/s (if any).
3. Unlimited breakdown calls should be attained immediately other than quarterly visit.
4. Service report should be submitted after quarterly preventive maintenance visit & breakdown call (if any)
5. The firm is responsible to maintain all ACs under AMC in proper working condition all the time.
6. At present 33 nos of AC's are likely to be covered under AMC, the numbers may increase OR decrease at the time of Finalization OR during the assigned AMC period.

S.N.	Type &make of AC	Capacity	Total	Location
1	Split AC, Voltas	1.5 Ton	3	Seminar Hall
2	Split AC, Voltas	1.5 Ton	2	Conference Room
3	Split AC, Voltas	2.0 Ton	1	Director's cabin
4	Split AC, Voltas	1.5 Ton	1	New Lab Tissue Culture
5	Split AC, Voltas	1.5 Ton	3	Plant Pathology Lab
6	Split AC, Voltas	1.5 Ton	1	Soil Science Lab
7	Split AC, Voltas	1.5 Ton	1	Common Instrument Room
8	Split AC, Voltas	1.5 Ton	2	Bio-Tech Lab
9	Split AC, Carrier	2.0 Ton	1	Bio-Tech Lab
10	Split AC, Voltas	2.0 Ton	6	Green House
11	Split AC, Whirlpool	1.0 Ton	1	Crop Improvement Lab,
12	Split AC, Voltas	1.0 Ton	4	Guest house- room
13	Split AC, Voltas	1.0 Ton	1	Guest house- hall
14	Window AC, Carrier	1.5 Ton	1	Entomology Lab, Old Building
15	Window AC, Carrier	1.5 Ton	3	PHT Lab, Old Building
16	Window AC, Carrier	1.5 Ton	2	NATP Lab, Old Building

Administrative Officer

Description	Annual Rate for AMC on Comprehensive basis (Please provide details of item and services covered under AMC)	Annual Rate for AMC on Non- Comprehensive basis (Please provide details of item and services covered under AMC)
<p>General maintenance of listed ACs and requirement of mandatory visit on quarterly basis.</p> <p>Replacement of spares (if any) Covered/ not covered under AMC. The firm is required to provide quarterly preventive maintenance visit. Further if any fault regarding spares or anything else which is to be looked out, should immediately informed to this Directorate along with the quotation of the required spare/s (if any).</p> <p>Inclusive of Unlimited breakdown calls should be attained immediately other than quarterly visit.</p> <p>Service report should be submitted after quarterly preventive maintenance visit & breakdown call (if any).</p> <p>The firm is responsible to maintain all ACs under AMC in proper working condition all the time.</p>		

Tenderers's Term & Conditions:

(Please add supplementary pages and number if needed.)

I/we agree to the forfeiture of the earnest money deposited by me/us in connection with this tender if i/we fail to comply with any of the terms & conditions in whole or in part as laid down in the quotation form. We have carefully read the terms and conditions of the tender and agree to abide by these in letter and spirit.

Any other terms and conditions that the tender(s) would like to specify form a part of this schedule only:-

Dated:-_____

Place:-_____

Signature _____

Name and address of the firm (With seal) of the Tenderer