



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

**प्याज एवम लहसुन अनुसन्धान निदेशालय राजगुरुनगर, पुणेमें सामान्य विद्युत संचालन और इलेक्ट्रिक मोटर्स के रखरखाव के लिए वार्षिक रखरखाव अनुबंध कार्य के लिए निविदा फॉर्म**

**Tender for AMC for General Electrical Operations & Maintenance of Electric motors work at Directorate of Onion and Garlic Research, Rajgurunagar, Pune.**

### TENDER NOTICE

On behalf of the Secretary, Indian Council of Agricultural Research, New Delhi Sealed Tenders are invited from Class-A Government Approved Electrical Contractors/ firms for General Electrical Operations & Maintenance and maintenance of electric motors as per following specifications in the campus of Directorate of Onion & Garlic Research (DOGR), Rajgurunagar and Kalus centre.

1. Operation of all DG sets at DOGR campus.
2. General maintenance of all electrical fittings and electrical operation at DOGR Campus including all buildings.
3. General maintenance & operation of electrical fittings at Onion storage structures, residential quarters & other establishments i.e. stores, equipment sheds, tractor sheds etc.
4. General maintenance & operation of electrical fittings of all street lights & electrical fittings of all stores
5. General maintenance & operation of irrigation pumps, fountains & other equipments in the campus as and when required.
6. Any other related work, for maintenance of infrastructure with the approval of Competent Authority.

#### **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 upto 1600 hrs on the submission of a written application to this office and upon payment of non-refundable fee of Rs.500 (Rs. Five hundred only) in the form of cash/Bank DD. Tender form may also be downloaded from DOGR Website ([www.dogr.res.in](http://www.dogr.res.in)) and must be submitted along with a Bank DD of Rs. 500/- (Five hundred only) favoring- **ICAR-UNIT DOGR**. Last date for submission of tender will be on 14/01/2015 up to 13.00 hrs and Tender will be opened on 14/01/2015 by 13.00 hrs.

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

(For Electrical operation, maintenance of motor used for irrigation & water supply.)

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](mailto:director@dogr.res.in) & [sneeraj@dogr.res.in](mailto: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 the Secretary, Indian Council Agricultural Research, New Delhi sealed tenders are invited for Annual maintenance Contract for General Electrical Operations & Maintenance of Electric motors work at Directorate of Onion and Garlic Research, Rajgurunagar, Pune. Only registered firms with concerned department are eligible to quote. Government License holder firms i.e. firms having License from State Government of Maharashtra/Government of India to carry out electrical & allied operations having validity of at least two years from the date of submission of tender are only eligible.

### 1) GENERAL CONDITIONS:

1. An amount of Rs. 15000/- (Fifteen 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 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, the tender and all other related documents must be signed by every partner of the firm. 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. Such page of the tender and the schedules to the tender and annexure, if any, should be signed by the tenderer(s).
9. Tender submission has to be in two bid system only. Two separate envelopes super scripted as "Technical Bid" & "Financial Bid" is to be prepared & then put them in a big single envelope for the submission. Tender to be hand delivered should be put in the tender box at this office not later than 13.00 hrs. on the last date of receipt. Tender can also be sent by Registered post/Courier but the Centre shall not be responsible for late receipt of tenders due to postal delay or any other reasons.
10. The tenderer is at liberty to be present or to authorize a representative to be present at the opening of the tender. The name and address of the representative who would be attending the opening of the tender on behalf of tenderer should be indicated in the tender. Representative must carry his photo ID such as PAN Card/Driving License etc. at the time of attending the tender opening. Please also state the name and address along with telephone Nos. of your permanent representative, if any.
11. 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. For any updates and enquiry, tenderers are requested to visit this office's website or visit this Office.
12. Initially the terms of contract will be for one year. Contract can be renewable for next year after reviewing the services satisfactorily for next year.
13. The agency will have their wiremen, helpers, labors etc as per minimum wage act by central labor commission.
14. The centre does not bear any liability for permanency claim of persons engaged by the agency.

15. The selected agency agrees to get insured all of their deployed staff members against any liability arising under the workman's compensation act.
16. In case of any accident/ Loss of life of the workers during discharging duties compensation to be given to the workers by the contractor, hence the same shall be borne by the firm and this centre will not bear any monetary expenses towards payment of any compensation to the workers.

**2) SERVICES REQUIREMENT:**

1. Operation of all DG sets at DOGR campus.
2. General maintenance of all electrical fittings and electrical operation at DOGR Campus including all buildings.
3. General maintenance & operation of electrical fittings at Onion storage structures, residential quarters & other establishments i.e. stores, equipment sheds, tractor sheds etc.
4. General maintenance & operation of electrical fittings of all street lights & electrical fittings of all stores
5. General maintenance & operation of irrigation pumps, fountains & other equipments in the campus as and when required.
6. Any other related work, for maintenance of infrastructure with the approval of Competent Authority.

**3) ELIGIBILITY CONDITIONS:**

1. The firm should have appropriate experience of performing contracts of Annual Maintenance of electrical operations in reputed Govt/ Semi Govt./ Govt. undertaking/ University establishment/ private companies. Documentary evidences in this respect must be enclosed.
2. Income Tax Permanent Account Number allotted by the Income Tax department.
3. The firm should have average turnover of **Rs. 10 Lakh** per annum. The firm should provide their Bank detail and Balance sheet.
4. The firm should have valid License from State Government of Maharashtra/Government of India to carry out electrical & allied operations having validity of at least two years from the date of submission of tender
5. The firms should have registration under ESI and EPF.
6. The firms should have registration with central labor commission (if applicable).
7. The firm should have Service Tax Registration (if applicable).
8. The firms must provide bank solvency certificate for at least Rs. **10 lakh** from their bankers.

**4) TERM OF CONTRACT:-**

Initially the term of the contract will be for one year. On the expiry of the contract or its termination, the Director DOGR reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon. The contractor may visit the working sites to inspect on any working day from 15/12/2014 to 12/01/2015 between 10:00 to 16:00 hrs.

**5) 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 taxes which are as per the rules of the Govt. /Govt. Department 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.

**6) 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.

**7) LIQUIDATERY DAMAGE CLAUSE:**

1. Whenever and wherever it is found that the work is not up to the mark in any Section and it will be brought to the notice of the supervisory staff of the firm by DOGR, and if no action is taken within one hour liquidated damages clauses will be involved. An amount of Rs. 500/- will be levied as liquidated damages per day.
2. Any misconduct/ misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
3. If the required number of workers/supervisor are less than the minimum required as a penalty of Rs. 500/- per worker per day will be deducted from the bill.
4. Round the clock services by trained personal along with helper will be provided by the AMC provider under the AMC. No any double duty will be allowed against the AMC work, person deployed for maintenance should perform single duty of only 8 hours in a day (24 hours). If found a penalty of Rs. 500/- per instance will be deducted from the bill.
5. Only qualified person/ ITI/ Electrical certificate holder should be deployed on the duty against the AMC contract by the successful contractor.

**8) TERMINATION:**

This contract can be terminated by giving one month's notice on either side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post.

**9) WORKSMENS COMPENSATION:**

If during the currency of the contract agreement any person out of those engaged by the agency/contractor got injured/become disabled while performing their duty and the injury or disablement causes, the liability of such payment to such workers shall rest with the agency/contractor only.

Administrative Officer

**TENDER FOR ANNUAL MAINTENANCE CONTRACT FOR GENERAL ELECTRICAL OPERATIONS & MAINTENANCE AND MAINTENANCE OF ELECTRICAL MOTOR USED FOR IRRIGATION & WATER SUPPLY AT DIRECTORATE OF ONION AND GARLIC RESEARCH, RAJGURUNAGAR, PUNE, MAHARASHTRA**

Full Name &Address of the Tenderer in addition to Post Box No. if any, should be quoted in all communications to this office  Telephone Nos. Landline/Fax/Mobile Email address:	
---	--

To  
 The Director,  
 Directorate of Onion & Garlic Research Rajgurunagar,  
 Rajgurunagar – 410 505, Dist. Pune  
 Sir,

1. I/We have read all the particulars regarding the general information and other terms and conditions of the contract for the annual maintenance of Electrical operation, maintenance of motor used for irrigation & water supply of DOGR at Rajgurunagar, and Kalus and agree to provide the services as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule attached" I and II to this tender and I/we agree to hold this offer open till 90 days. I/ we shall be bound by a communication acceptance dispatched within the prescribed time.
2. I /We have understood the terms and conditions for the contract and shall provide the best services strictly in accordance with these requirements.
3. The following pages have been added to and from a part of this tender\_\_\_\_\_ the schedule-I & schedule II to accompany this tender are at page no\_\_\_\_\_.
4. Every page so attached with this Tender bears my signature and the official seal.
5. Draft No\_\_\_\_\_of Rs. \_\_\_\_\_ drawn in favor of ICAR, UNIT DOGR and payable at SBI,Rajgurunagar, Pune is enclosed as earnest money required.

Yours faithfully,

Signature & Name  
 (With seal) of the tenderer

Witness Name.....  
 Phone No. & Home Address.....  
 Occupation & Office Address.....  
 Signature of witness to contractor's signature .....

Name & Signature of witness.....  
 Address.....

SCHEDULE TO TENDER

SCHEDULE- I:-TECHNICAL BID

<u>PART-I</u>		
1.	Name of the Firm/Agency	
2.	Full address with Post Box No. and Contact No.	
3.	Constitution of firm/Agency. i) Indian Companies Act,1956 ii) Indian Partnership act,1932(Please give the name of partners) iii) Any other act, if any	
4.	For partnership firm, whether registered or not registered under the Indian partnership act, 1932 please state further whether by the partnership agreement, authority to refer disputes, concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender. I. If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer disputes concerning business of the partnership arbitration. II. If the answer to above is in point one and two the affirmative, please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner.	
5.	Name and full address of the Banker	
6.	PAN Number	
7.	Registration No. of the Firm, Please attach a copy of Licence granted under Sub-section (5) of Section 7 of the Private Security Agencies (regulation) Act, 2005.	
8.	ESIC No. of firm	
9.	EPF No. of firm	
10.	Service Tax Registration No.	

11.	Experience in no of years (Name and address of client department may be indicated in the separate sheet)	
12.	Turnover of last three year (Certified copy be attached)	
13.	Certified copy of Solvency certified to be attached.	
14.	Registration with central labour commission	

**PART-II**

	Earnest Money Deposited Yes or No Details of the EMD:-Draft No. _____ Date _____ Drawn on Bank _____	
--	--	--

**PART-III**

	Name and address of the firm's representative and whether the firm would be represented at the time of opening of the tenders	
--	---	--

(Please add supplementary pages to be numbered wherever needed by the tenderer.)



**SCHEDULE-II:-FINANCIAL BID**

The tender will remain open for acceptance up to 90 days from the date of opening of financial bid. The rates tendered will be valid for a period of one year from the date of acceptance of the rates.

To,  
The Director,  
Directorate of Onion and Garlic Research,  
Rajgurunagar – 410 505, Dist- Pune.

Sir

I/we wish to submit our tender for annual maintenance contract for various works to be carried out at Rajgurunagar and Kalus sites on the following rates:

S.No.	Description	Rate/ Month	Total Amount
1	Operation of all DG sets in DOGR campus		
2	General maintenance & operation of electrical fittings at DOGR new building, New extension building & old building.		
3	General maintenance & operation of electrical fittings at Onion storage structures, residential quarters & other establishments i.e. stores, equipment sheds, tractor sheds etc.		
4	General maintenance & operation of electrical fittings of all street lights & electrical fittings of all stores, fountains & other equipments in the campus as and when required.		
5	General Maintenance & operation of Irrigation Motors and Water Supply, (Detail given in Annexure-II)		
Grand Total for the contract-> Rs. (IN Figure & Words)			

(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:-\_\_\_\_\_

Signature \_\_\_\_\_

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

Place:-\_\_\_\_\_

<b>ANNUAL MAINTENANCE FOR ELECTRICAL OPERATIONS:</b>	
<b>Sr. No.</b>	<b>Description of AMC:</b> 24 hours services of qualified electricians along with helper during shift are required round the clock for looking after following nature of works.
1	Operations of 12 KW AC cold storages for 24 Hrs.
2	Seed/Onion storage structure- Seed Tech. Lab.
3	Electrical maintenance at Polyhouses
4	Operations of 63 KVA D.G. set
5	Operation of 125 KVA D.G. set
6	General maintenance under various sections/offices in DOGR and campus (Administration building (old/New), Onion Storage Structures, Curing Shed, Residential Quarters, Director's Bungalow, Tractor Shed, Old Farm Office, Guest House Pump Shed, Security Guard Main Gate cabin, Toilets etc.)
7	Maintenance of Streetlight, HPSV, HPMV, WT fitting with various garden, gate lamps and flood light.
8	General Maintenance of HT/LT line from MSEB sub-station to DG set Room.
9	General maintenance of all type of cables.
10	Maintenance of L.T. Central Panel with various capacity and switchgears.

### Terms & Conditions:

1. Only Government License Holder firms are eligible to send proposal/quotation.
2. Trained wiremen (ITI or Diploma Holder or equivalent qualification in Electrical stream) should be deployed in three shifts round the clock along with helper in any shift.
3. Electric tubes, bulbs & other required spares shall be supplied by this office.
4. Wiremen & helper should be provided with appropriate protection gloves, shoes, equipments & all other necessary safety gears required during electrical operations
5. The Directorate shall not bear any liability arise due to accident while working in outside premise.
6. All disputes are subjected to Rajgurunagar jurisdiction

**ANNUAL MAINTENANCE FOR ELECTRIC MOTORS USED FOR IRRIGATION AND WATER SUPPLY:**

Sr. No	Details	Rajgurunagar Farm	Kalus Farm
01	Irrigation pumps at river side	15 HP Mono block	7.5 HP Submersible
		15 HP Submersible	7.5 HP Submersible
02	Irrigation pumps at well side	7.5 HP Submersible	7.5 HP Submersible
		7.5 HP Submersible	
03	Portable water lifting pump	5 HP Submersible	
		5 HP Submersible	

**Annual maintenance contract includes:**

- Maintenance of Motors, repairs, rewinding, change of bearings, greasing etc. complete.
- Changing of required size copper/aluminum cable with suitable lugs and nut bolts, maintenance of I.C. T.P. switch, starter, relay, contract strip, single phase preventer and nut bolts etc.
- Changing of required AMP capacity fuse like 32, 63 and 100 AMP with lugs and required nut bolts along with washers and other miscellaneous parts etc.
- Changing of Ammeter, Voltmeter, rotary switches, Capacitor etc. whenever required.
- Other minor works in electric lines motor to ensure continuous water supply.
- Taking out motors during flood times in river & again positioning them during planting season.
- Maintenance and overhauling should be done at every fortnight basis even if there is no problem.

**Terms & Conditions:**

- Only Government License Holder firms are eligible to send proposal/quotation.
- Rates for all works should be quoted on per HP basis per month/Annual basis.
- No spares of any kind will be provided by the Office.
- All disputes are subjected to Rajgurunagar jurisdiction