



कृषि वैज्ञानिक चयन मंडल  
कृषि अनुसन्धान एवं शिक्षा विभाग, भारत सरकार  
कृषि अनुसंधान भवन-1, पूसा, नई दिल्ली-110012  
AGRICULTURAL SCIENTISTS RECRUITMENT BOARD  
Department of Agricultural Research and Education, Govt. of India  
Krishi Anusandhan Bhavan-I, Pusa, New Delhi – 110012



F.No. 3-3/2014-GA

Dated 25 March, 2019

To,

As per list attached

**SUBJECT: Limited tender for Award of Comprehensive Annual Maintenance Contract for Maintenance of 01 Duplo Heavy Duty Duplicator (Model DP-U850) installed at ASRB, New Delhi.**

Sir,

Sealed bids are hereby invited on behalf of Secretary, ASRB for the award of Comprehensive Annual Maintenance Contract for Maintenance of 01 Duplo Heavy Duty Duplicator (Model DP-U850) installed at ASRB Office, KAB-I, Pusa, New Delhi. In case you are interested to undertake the work, you are requested to send your Quotation in a sealed cover superscribed as "**COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR MAINTENANCE OF 01 DUPLO HEAVY DUTY DUPLICATOR (MODEL DP-U850) INSTALLED AT ASRB, NEW DELHI**" accompanied by a Demand Draft of ₹3000/- as earnest money drawn in favour of Secretary, ASRB, which should reach the undersigned latest by 3.00 PM on 12.04.2019. The bids may be dropped in the Tender Box kept outside Room No. 109, ASRB, Krishi Anusandhan Bhawan-I, Pusa, New Delhi – 110012. The bids will be opened on 12.04.2019 at 3.30 PM in Room No. 101, ASRB, Krishi Anusandhan Bhawan-I, Pusa, New Delhi-110012, in the presence of bidders who may wish to be present.

A copy of the prescribed form showing specifications and tentative quality of equipment along with Terms & Conditions is enclosed.

Yours faithfully,

  
(Ajay Gautam)

Under-Secretary, ASRB

## Terms and Conditions

1. The bidders shall quote comprehensive rates, which will include the maintenance charges for maintaining the machines/equipments including accessories/parts in proper order throughout the contract period. Comprehensive AMC rates per machine should be quoted as per Annexure-I. Taxes, if any, should be indicated separately in Annexure-I.
2. Correction over-writing in the bid documents or conditional bids are not permissible. Every sheet of the Tender document and the terms and conditions should be signed and stamped by the authorized signatory of the firm.
3. The competent authority in the Board shall have the right to reject all or any of the offers without assigning any reason.
4. A Demand Draft of ₹3,000/- as Earnest Money in favour of Secretary, ASRB is to be enclosed along with the bid. **Requirement of EMD is exempted from those bidders registered under NSIC/MSME** as per Government guidelines (copy of certificate is required to be attached with the bid to claim exemption). Demand Draft drawn in favour of any officer other than "Secretary, ASRB" will not be accepted and the bid will be rejected. The earnest money will be refunded only after the finalization of the contract and no interest will be paid on earnest money.
5. The contract for maintenance of the machine is **COMPREHENSIVE** (i.e. covers all the items and spare parts) and no extra charge whatsoever would be paid to the firm. However, the Board shall provide for consumable perishable items such as ink, master roll, thermal head, drum unit and scanner unit.
6. The firm whom the tender will be awarded, will have to deposit the performance security equal to 10% of the total contract amount that will remain valid for 60 days beyond the date at which contract expires. 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.
7. In case of violation of any terms and conditions on the part of the firm and/or the services are found unsatisfactory, performance security can be forfeited at the discretion of the Competent Authority in the Board. Further, in case the complaint is not attended to promptly and within the specified time, the work will be got done from other sources at the contractor's risk and cost. In this regard the decision of the Competent Authority in the Board shall be final and binding on the contractor.
8. Rates once finalized will not be changed/enhanced during the currency of the contract.
9. The contract period will be for one year. The contract may be considered for extension by mutual consent for one more year as may be agreed upon subject to proper and satisfactory services provided by the firm and approval of the competent authority in the Board,
10. In case, successful bidder shows inability at any stage, after the contract is awarded / finalized, for whatsoever reason(s), to honour the contract, the earnest money/ performance security deposited shall be forfeited.
11. Mere quoting lowest rates will not amount to commitment for award of contract.
12. The outer cleaning of the system and accessories will be done free of cost once in a quarter
13. Maintenance services shall consist of Preventive Maintenance and corrective maintenance as and when required.
14. It shall be the responsibility of the firm(s) to make the equipment work satisfactorily throughout the contract period and also to hand over the equipment to the Board in working condition on the expiry of the contract.

15. The firm will provide genuine parts of the machine and in case of replacement of parts is needed, the parts shall be of the same make. In the event of their non-availability, good quality genuine parts should be used with prior approval of the Board.
16. Any reported fault would be taken up by the firm's Engineer within four hours. As far as possible, the repairs would be carried out on-site itself, however, in case the equipment is taken to the workshop, the firm would provide, a stand-by equipment for the same.
17. After the contract is finalized, an agreement shall be entered into with the successful firm on a non-Judicial Stamp Paper of ₹ 100/-. The firm shall ensure that the machine when taken under the contract shall be maintained throughout the contract period properly and shall be handed back to the Board in proper running condition after the expiry of the contract or else Security money shall be forfeited apart from other penalties.
18. No advance payment in any case would be made. However, payment will be made on quarterly basis after the submission of user satisfactory reports along with the bill of each quarter.
19. The equipment is placed in the ASRB premises located at Krishi Anusandhan Bhawan-I, Pusa, New Delhi. The firms may inspect the equipment before quoting their rates, if considered necessary, during office hours (from Monday to Friday between 09:00 AM to 05:30 PM)
20. The competent authority in the Board reserves the right to cancel the contract at any time during the currency of the contract without giving any reason.
21. The bidder shall provide a self-declaration, as per annexure III, that it is not debarred or backlisted by any Government department/agencies.
22. The firm will provide maintenance and repair service on holidays, in case of emergency.
23. Penalty, as deemed fit, by the competent authority in the Board will be charged, in case, of any of the equipment under contract is not repaired within 24 hours of reporting of malfunctioning of it.
24. If any dispute(s) arises between the Board and the firm with reference to the contract, the decision of Secretary, ASRB will be binding on the firms.

**Terms & Conditions are acceptable.**

**Dated**

**(Authorized signatory)**

**QUOTATION FOR AWARD OF COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF 01 DUPLO HEAVY DUTY DUPLICATOR (MODEL DP-U850) INSTALLED AT ASRB, NEW DELHI**

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

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

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

DD No./Pay Order No. : \_\_\_\_\_

S.No.	Equipment	Qty. (nos.)	Comprehensive AMC Rate* (per equipment) in Rupees	Total Comprehensive AMC amount* in Rupees
1.	01 Duplo Heavy Duty Duplicator (DP-U850)	01		
<b>Total</b>				

\*GST extra as applicable should be indicated separately.

ANNEXURE – II

Name of the firm -----

Registered / Postal Address -----

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1.	E- mail Address	
2.	PAN No.	
3.	VAT/TIN/GSTIN No., whichever is applicable	
4.	Bank Details :  1. Bank Name 2. Brach Address 3. Account No. 4. Type of Account (Current/Savings)	

UNDERTAKING

I/We have read and understood Terms and Conditions contained in the ASRB's application form for contract. I/We do hereby declare that all the details provided in this application form are true to the best of my/our knowledge and belief and any mis-representation of facts will render me/us liable to any action as may be deemed fit by AGRICULTURAL SCIENTISTS RECRUITMENT BOARD.

I/We do hereby also accept ASRB have 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 ASRB 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 ASRB to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

Place:

Date: