



कृषि वैज्ञानिक चयन मंडल
AGRICULTURAL SCIENTISTS RECRUITMENT BOARD
भारतीय कृषि अनुसंधान परिषद्
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
कृषि अनुसंधान भवन-1, पूसा, नई दिल्ली-110 012
KRISHI ANUSANDHAN BHAVAN-I, PUSA, NEW DELHI-110 012
Telephone : 25840251, 25848172 Fax : 25846311



F.No.3(3)/2016-GA

Dated 17 April, 2018.

To,

As per list attached

Subject: LIMITED TENDER FOR COMPREHENSIVE AMC OF WINDOW/SPLIT AIR-CONDITIONERS(Window & Split), WATER DISPENSER including COMPRESSORS AND STABILIZERS OF VARIOUS MAKE INSTALLED AT ASRB, NEW DELHI.

Sir,

Sealed quotations are hereby invited on behalf of Secretary, ASRB for the award of comprehensive Annual maintenance contract for Window/Split Air Conditioners, water dispenser including compressors and stabilizers of various makes 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 super scribed as "COMPREHENSIVE AMC OF WINDOW/SPLIT AIR-CONDITIONERS, WATER DISPENSERS (Mini Mazic-Pure-R), Voltas make), including COMPRESSORS AND STABILIZERS OF VARIOUS MAKES INSTALLED AT ASRB, NEW DELHI.", accompanied by a Demand Draft of ₹5000/- as earnest money drawn in favour of Secretary, ASRB, which should reach the undersigned latest by 3.00 PM on 07.05.2018. The quotation may be dropped in the Tender Box kept outside Room No.109, ASRB, Krishi Anusandhan Bhawan-I, Pusa, New Delhi – 110012. The quotation will be opened on the same day at 3.30 PM in Room No. 101, ASRB, Krishi Anusandhan Bhawan-I, Pusa, New Delhi-110012, in the presence of tenderers who may wish to be present.

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

Yours faithfully,

Daulat Ram

(Daulat Ram)

Section Officer (GA)

Terms and Conditions

1. The sealed quotations superscribed with name of work as per subject may be addressed to Secretary, ASRB, KAB-I, Room No.101, Pusa, New Delhi-110012 which should reach in this office by 3.00 p.m. on 07.05.2018. It will be opened on the same day at 3.30 p.m.
2. Quotations received after the stipulated date and time/incomplete quotations / unsigned quotations will not be entertained. The interested representatives of the tenderers may be present during the opening of the tender by the Committee.
3. Correction or over-writing in the quotation is not permissible. Quotation will not be considered if any correction or over-writing is found in the quoted amount. Every sheet of the Tender document and the terms and conditions should be signed and stamped by the authorized signatory of the firm.
4. Before quoting the rates, ACs and water dispenser can be inspected/ checked anytime in the premises of the Board.
5. An amount of ₹5,000/- towards earnest money in the form of Demand Draft drawn in favour of Secretary, ASRB has to be sent alongwith the bid. The quotation received without earnest money shall be summarily rejected. The earnest money will be refunded to the tenderers only after contract has been awarded to the successful firm. No interest will be payable on earnest money.
6. The successful bidder will be required to deposit 10% of the tendered amount in the form of Demand Draft in favour of Secretary, ASRB, payable at New Delhi as Performance Guarantee after the award of work contract. It shall be refunded to the agency after satisfactory completion of work contract.
7. No interest will be payable on security money. The security money will liable to be forfeited in case the contractor fails to comply with the terms and conditions of the contract.
8. Rates once finalized will not be enhanced during the currency of the contract.
9. The period of contract will be one year. However, contract may be considered for further extension of one year by mutual consent and for such further period as may be agreed upon subject to proper satisfactory services provided by the firm and approval of the competent authority in the Board.
10. The contractor will be responsible for maintaining and keeping the air conditioners and water dispenser in the perfect working condition throughout the period of contract.
11. The rate shall be exclusive of GST, nothing extra will be paid to contractor.
12. In case the contractor fails to maintain the air conditioners and water dispenser in time and to attend the related complaints within 24 hours, the Board shall have the right to get the ACs and water dispensers repaired in any way and the cost of repair will be deducted from the bills of the contractor.
13. The contractor shall not sublet any portion of the contract to any other agency/firm for maintenance of ACs and water dispenser without prior consent of ASRB.
14. During installation or taking out the ACs and water dispensers from ASRB, if any damage/loss is caused to the properties by any of the workers deployed by the contractor for the maintenance job, the same shall have to be replaced /repaired at cost of the contractor.
15. The service of ACs and water dispensers will be done four times after completion of every 3 months of previous service during the period of contract in a year. This will include 2 wet and two dry services of air conditioners.
16. Cost of all parts for air conditioners repaired such as fitter cooling, coil, heating coil, condensing coil, electrical accessories, motor rebinding, gas charging etc. excluding replacement of compressor will be borne by the firm.

17. Cost of all parts for water dispenser repaired such as thermostat, cooling coil, water tank, condenser, cooling coil, gas charging, compressor, tap, nosel, water pipe, PVC body, freezer, relay and internal wire excluding replacement of compressor will be borne by the firm.
18. No charges will be payable like transportation etc. for providing the service for attending complaints covered under AMC.
19. While taking the AC and water dispensers out of this office for major repair, the contractor has to provide standby AC and water dispensers in emergency case.
20. Charges, if any, spent by the contractor during the period of contract, will be borne by the firm. All material required for repairs etc. shall be arranged by contractor at site himself and no extra amount will be payable on this account.
21. The payment of AMC shall be made quarterly. The bill should be submitted along with service and satisfactory working report.
22. Proper record of servicing and repair etc. of the breakdown/ maintenance should be kept with the firm.
23. The firm must have adequate experience of at least 3 years in the field of maintenance of ACs etc. job in the Govt. Department/ Ministries/PSU. Requisite experience certificate should be attached with the quotation. The prospective firm should also furnish a copy of PAN and GST No. registration and experience certificate of the requisite year of their working with the Govt. Department/ Ministries/ PSU.
24. The contract can be terminated any time without assigning any reason.
25. If a tenderer doesn't accept the offer within a period of fifteen days after the issue of award letter, the offer shall be deemed to be withdrawn without any notice and earnest money will be forfeited.
26. Bid shall remain valid for a period of 60 days after the date of bid opening.
27. 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.
28. 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 over 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.
29. Mere quoting lowest rate will not amount to commitment for award of Contract. L-I will be decided on the basis of lowest combined of total as per Annexure-I

Terms & conditions are acceptable

Dated

(Authorized signatory)

With official Seal

ANNEXURE – I

QUOTATION FOR COMPREHENSIVE AMC OF WINDOW/SPLIT AIR CONDITIONERS (Window & Split), WATER DISPENSER, COMPRESSORS AND STABILIZERS OF VARIOUS MAKE INSTALLED AT ASRB, NEW DELHI.

Name of the firm : _____

Address : _____

Phone No./Mobile No. : _____

DD No./Pay Order No. : _____

S.N.	Equipment	Qty. (nos.)	Comprehensive AMC Rate* (per equipment) in Rupees	Total Comprehensive AMC amount* in Rupees
1.	Split AC	26		
2.	Window AC	38		
3.	Stabilizer	36		
4.	Water Dispensers	17		
Total				

*GST extra as applicable should be indicated separately.

Note: Quantity quoted against each equipment is tentative and may vary upwards or downwards, and in case the rates are quoted for the whole lot, payment will be made on pro-rata basis accordingly.

Dated

(Authorized signatory)
With official Seal