



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान  
कासरगोड़, केरल - 671 124 भारत  
ICAR - Central Plantation Crops Research Institute  
Kasaragod - 671 124, Kerala, India  
ICAR ISO 9001:2008 Certified Institution



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F.No.29(1)AC/2016-Stores

Dated: 02.06.2016

To

*Address enclosed Separately*

Sub: Quotation for Annual Maintenance Contract for Air Conditioners installed at CPCRI, Kasaragod for a period of one year from the award of contract – Regarding.


Sir,

Sealed quotations are hereby invited on behalf of Director, CPCRI, Kasaragod for award of contract for maintenance of Air conditioners at CPCRI, Kasaragod for a period of one year from the date of award of contract. The rates are to be quoted as in the Annexure I with all other relevant documents in a sealed cover superscribing the envelope “Annual Maintenance Contract for Air Conditioners” so as to reach the undersigned by **3.00 pm on 25.06.2016**. The quotations will be opened on the same day at 3.30 pm in the presence of the tenderers, if any present. The award of the contract will be governed by the following terms and conditions:-

### Terms & Conditions

1. The bidder should have at least 2 years experience in repair/maintenance of Air Conditioners or similar electrical equipments from Central/State Govt. or PSU or reputed organizations.
2. There should be at least one quarterly service.
3. The AMC charges should include maintenance cost of stabilizer (except rewinding of transformer) of each AC units.
4. In case of any major repairs from outside of campus the unit shall be taken with written permission of officer in-charge for maintenance of Air Conditioners.
5. On the completion of tenure of contract the machines shall be handed over in working condition to the Institute.
6. Only genuine spares shall be used.
7. Brakes down calls are to be attended the same day and if not attended the next working day, recovery for the same shall be affected from the bill @Rs.100/Unit/Day.
8. No advance payment will be made to the contractor.
9. Bad workmanships will be summarily rejected.
10. The firm participating in the tender must be financially sound and well equipped having the required infrastructure to undertake the job.

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प्रेषित / Issued   
दिनांक / Date: 6/6/2016

11. 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 CPCRI, Kasaragod and payable at Kasaragod alongwith the quotations. The Quotations 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.
12. Security Money: The successful tenderer will be required to deposit a sum of Rs.10,000/- (Rupees ten thousand only) as security money in the form of Demand Draft/Pay Order/FDR drawn in favour of ICAR Unit CPCRI, Kasaragod and payable at Kasaragod. 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 days by the firm, then security deposit of the firm shall be liable to be forfeited.
13. The payment shall be made through Electronic mode payment-direct in to the Bank Account on quarterly basis upon submission of bill by the contractor alongwith satisfactory reports from the users. The Bank details for making payment through Electronic mode payment may kindly be furnished proforma given at Annexure-II
14. During currency of contract, if any mishap occurs due to electrocution of faulty fitting, it will be the responsibility of the contractor to compensate the loss on account of injury to any person/property.
15. The contract will be awarded initially for a period of one year but can be extended with mutual consent. 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. In that event, the security money deposited by the firm will be forfeited. Besides, the CPCRI could make deductions upto 10% while making payment of bill if the services being provided by the firm as not satisfactory. The payment shall be released to firm on quarterly basis upon receipt of user satisfactory report.
16. The rate of quoted should be valid for a minimum period of 90 day's from the due date of receipt of quotation.
17. Quotation received after the due date will not be entertained and incomplete quotations shall summarily be rejected.
18. The Director , CPCRI reserves the right to reject any or all the quotations in whole or in part thereof without assigning any reason therefor.

Your sealed quotation superscribed as "**Quotation for entering into Annual Maintenance Contract of Air Conditioner**" for one year at this Institute "**due on 25.06.2016**" may be sent, addressed to the Director, CPCRI, Kasaragod, Kudlu P O 671124 Kerala so as to reach this office on or before **25.06.2016 at 3 PM**. The quotations will be opened on the same day at 3.30 PM in the presence of the tenders, if any present.

Yours faithfully,



(Jayarama Naik K.M.)  
(Administrative Officer)

Copy to :- 1. O I/C , Maintenance , CPCRI , Kasaragod  
2. CPCRI web site.

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ANNUAL MAINTENANCE CONTRACT OF AIRCONDITIONERS

Name & address of the bidder:

D.D.No./Pay order No:

SCHEDULE OF WORK

SL NO	TYPE	QUANTITY	UNIT	RATE	AMOUNT
1	Annual comprehensive maintenance of 0.75TR/1.5TR/2TR/2.5TR window/split air conditioner unit including periodical check up, replacement of all spares, top up of refrigerant gas, cleaning filters servicing etc complete as required for smooth functioning of AC units (following items are excluded from the scope of work (1) Replacement of (a) condenser coil unit (b) Evaporator coil (c) compressor unit (d) fan motors (e) body /shell of AC unit (2) full gas charging.	nos	105		
2	Gas charging of Window /split type air conditioner including vacuuming, purging, testing and commissioning etc as required during the period of contract.	nos	2		
3	Supply and fixing rotary compressor unit suitable for following capacity split air conditioner unit complete with connections including leak testing, Gas charging the unit etc as required throughout the period of contract.				
	a)1.5TR	nos	1		
	b)2TR	nos	1		
4	Supply and fixing copper condenser unit suitable for following capacity split air conditioner unit complete with connections including leak testing, Gas charging the unit etc as required throughout the period of contract.				
	a)1.5TR	nos	1		
	b)2TR	nos	1		
<b>Total</b>					

Total amount in words .....

I agree to undertake the work as per rate quoted, terms and conditions supplied along with the tender.

Place: -

Signature:-

Date: -

Name &Address:-

## Annexure-II

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

Registered/Postal Address : \_\_\_\_\_

01	Email Address	
02	PAN No	
03	VAT/TIN Number	
04	Bank Details	
	vi) Bank Name	
	vii) Branch Address	
	viii) Account No	
	ix) Type of Account (Current/Saving)	
	x) IFSC Code	

Name of the Authorized Signatory

Stamp &amp; Signature