



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



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F. No.29 (1) AC/2018-Stores

Date: 25.01.2018

E-TENDER TENDER NOTICE

ICAR-CPCRI Kasaragod invites ONLINE bids for the Annual Maintenance Contract for Air Conditioners installed at CPCRI Kasaragod for a period of one year from the date of award of Contract

Prospective bidders may download the e-Tender document from www.cpceri.gov.in/ www.eprocure.gov.in. bidders are advised to go through terms & conditions provided, the Instructions for online bid submission and the schedule given in the tender document. Submit the duly filled bids online on the website www.eprocure.gov.in. **Tender document fee of Rs.200/- (Non-refundable) and EMD Rs.10,000/- (Rupees ten thousand only) in the form of Demand Draft obtained in favour of ICAR Unit, CPCRI payable at Kasaragod is required to be provided by the tenderer (Please see the terms and instructions in the tender documents).**

DIRECTOR



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F. No.29(1) AC/2018-Stores

Date: 25 .01.2018

Sub: E-tender for Annual Maintenance Contract for Air Conditioners installed at CPCRI Kasaragod for a period of one year from the date of award of Contract - reg.

Sl. No.	Items	Quantity
1.	AMC for ACs (details attached below)	110 Nos.

E-tenders are 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 rate may be quoted as per the BOQ.

The Quotations should confirm to the following conditions:

1. The bidder should have at least two years experience in repair/of Air Conditioners or similar electrical equipments from Central/State Govt. or PSU or Reputed organizations and proof of documents should be provided.
2. Payment will be made on quarterly basis
3. The AMC charges should include maintenance of stabilizer (Except rewinding of transformer) of each AC unit.
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 duly according in the register.
5. On completion of Contract the all the ACs should be in working condition.
6. Only genuine ISI mark spares shall be used.
7. Brakes down calls are to be attended immediately or on the same day/ 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.
11. The firm should provide the latest income tax certificate issued by the Tax authority duly self attested along with the tender.
12. **The scanned copy of DD for Cost of tender document Rs.200/-and the scanned copy of DD for Rs. 10000/- as EMD must be uploaded along with the e-tender electronically and original Demand Draft of the above (The cost of tender document and Earnest Money Deposit must reach physically to the Asst. Administrative Officer (Stores), ICAR- CPCRI, Kudlu PO , Kasaragod -671124) at 10.30 AM on the due date for acceptance of e-tender.**
13. The payment shall be made through electronic mode payment-direct in to the bank account on quarterly base upon submission of bill by the contractor along with satisfactory report from the users/ Engineer concerned. The Bank details for making payment through Electronic mode payment may kindly be furnished performa given at Annexure – IV
14. During period 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 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

deposit will be forfeited. Besides, the CPCRI will make deduction up to 10% the bill if services being provided by the firm are not satisfactory.

16. The rate of quoted should be valid for a minimum period of 90 days from the date of tender

17. In e-tender the committee will rejected and reason to be uploaded as per e-tender rule.

18. The quantity put in the notice is tentative and the number may vary subjected to the inclusion/exclusion/due to expiry of warranty of new ACs as per manufacture terms.

Sl.No.	Type	Qty.	Unit
01	Annual Maintenance Contract of 0.75TR/1.5TR/2TR/2.5TR window/split Air Conditioner Unit including periodical checkup, 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) Fan motors)c) Evaporator coil (d) Compressor unit Body/Shell of AC Unit (2) Full gas charging	Nos.	110
02	Gas charging of Windows/split type AC including vacuuming, purging testing and commissioning etc., as required during the period of contract	Nos.	1
03	Supply and fixing rotary compressor unit suitable for following capacity window/split AC Unit complete with connections including leak testing, Gas charging the unit etc., as required throughout the period of contract.		
	a) 1.5 TR	Nos.	1
	b) 2 TR	Nos.	1
04	Supply and fixing copper condenser unit suitable for following capacity split ACV unit complete with connections including leak testing, gas charging the unit etc, as required throughout the period of contract.		
	a) 1.5 TR	Nos.	1
	b) 2 TR	Nos.	1

TENDER SCHEDULE Tender No: F.No.28(1)2(AR)/2018-Stores

Name of the Institute	ICAR-Central Plantation Crops Research Institute, Kasaragod
Place of Work	ICAR-Central Plantation Crops Research Institute, Kasaragod
Date of Release of Tender	25 .01. 2018
Last Date & Time of Submission of bids	15 Feb. 2018, 15:00 Hrs
Date & Time of opening of bids	16 Feb. 2018, 15:30 Hrs
Place of opening of bids	ICAR-Central Plantation Crops Research Institute, Kasaragod, Kerala

Instruction for Online Bid submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: www.eprocure.gov.in.

REGISTRATION:

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (url: <https://eprocure.gov.in/eprocure/app>) by clicking on the link 'Click here to Enroll'. Enrolment on the CPP Portal is free of charge.

As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse.

Bidder then logs into the site through the secured login by entering their user ID / password and the password of the DSC / e Token.

SEARCHING FOR TENDER DOCUMENTS:

There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / E-mail in case there is any corrigendum issued to the tender document.

The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100dpi with black and white option.

To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. **PAN card copy, annual reports, auditor certificates etc.**) has been provided to the bidders. Bidders can use 'My Space' area available to them to upload such documents. These documents may be directly submitted from the 'My Space' area while submitting a bid, and need not be uploaded repeatedly. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

Bidder has to select the payment option as 'offline' to pay the tender fee / EMD as applicable and enter details of the instrument(s).

Financial bids to be submitted in XLS format.

The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission,

All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bid encryption technology. Data storage encryption of sensitive fields is done.

The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

ASSISTANCE TO BIDDERS:

Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the Tender.

Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24*7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

GENERAL INSTRUCTIONS TO THE BIDDERS:

The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.

Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ e-Token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'. Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderers for the e- Submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

INVITATION FOR BIDS (IFB)

1. ICAR-Central Plantation Crops Research Institute, Kasaragod Kerala is the premier Research Institution with the mandate of conducting research on Plantations Crops in the country and functioning under the administrative control of Indian Council of Agricultural Research, Ministry of Agriculture & Farmers Welfare, Government of India. ICAR-CPCRI invites 'ONLINE' bids from eligible bidders for **Annual Maintenance Contract for Air Conditioners installed at CPCRI Kasaragod for a period of one year from the date of award of Contract**

2. Contact information:

ICAR-Central Plantation Crops Research Institute, Kudlu PO, Kasaragod-671124, Kerala India, Tel No.: EPABX: 0091-04994 232893-95 E-mail: director.cpcri@icar.gov.in, directorpcpri@gmail.com

3. Double bid System – Online submission through <https://www.eprocure.gov.in/eprocure/app> : The Double bid system will be followed for this tender. In this system, bidder must submit their offer-online in separate envelopes/packets as explained below:

Online - Envelope No. 1: "Technical Bid" shall contain: (PDF format only)

1. Scanned copy of Demand Draft towards **tender fee of Rs. 200/- (Rupees Two hundred only)** drawn in favour of ICAR- Unit CPCRI Kasaragod . **Original Demand Draft towards cost of tender document must reach physically to the Asst. Administrative officer (Stores), ICAR- CPCRI, Kudlu PO , Kasaragod -671124 at 10.30 AM on the due date for acceptance of e-tender.**
2. Scanned copy of Demand draft towards **Earnest Money Deposit (Rs.10,000/-) drawn** in favour of ICAR Unit CPCRI, Kasaragod. **Original Demand Draft towards EMD must reach physically to the Asst. Administrative officer (Stores), ICAR- CPCRI, Kudlu PO , Kasaragod -671124) at 10.30 AM on the due date for acceptance of e-tender.**

c. **Technical bid details (in PDF format)**

i	Self Attested copy of valid License for Printing and supply.
ii	Copy of proof for the Last three years continuous experience of the firm in the field of providing such printing and supply in Central Govt. establishment Autonomous Body of GOI/Corporation of Govt./Reputed public or Pvt. Organization.
iii	Self Attested copy of GST registration Certificate issued by Govt.
iv	Self Attested copy of copy of the latest Income Tax Return & PAN card
v	Self Attested copy of Duly filled annexure IV & V.
vi	Document showing the minimum turnover of the firm not less than Rs. 10 lakh during the last financial year (2017-18) duly certified by the Chartered Accountant
vii	Scanned Copy of DD for the cost of tender document and EMD.

- d. Duly filled Technical Bid with proper seal and signature of the authorized person (with name, designation, email ID & contact No.)
- e. A copy of Certificate of Incorporation, Partnership Deed / Memorandum and Articles of Association / any other equivalent document showing date and place of incorporation, as applicable.
- f. Other documents necessary in support of eligibility criteria, brochures etc.
- g. The Technical Bid along with detailed terms and conditions, complete in all respects with proper seal and signature of authorized person with name, designation, email id and contact no.

Envelop No.2 'financial Bid' (In XLS format) in the item wise BOQ only.

Note: ICAR-CPCRI, Kasaragod reserves the right to reject the bid if any of the above listed document(s) is/are not submitted.

- 4. Last date for submission of bids on **15 Feb. 2018, 15:00 Hrs** at ICAR –Central Plantation Crops Research Institute, Kudlu. P.O., Kasaragod, Kerala, India, Tel No.: EPABX: 0091- 04994-232893-95 E mail: .director.cpcri@icar.gov.in/directorcpcri@gmail.com
- 5. Technical bids will be opened - online on **16 Feb. 2018, 15:30 Hrs at** ICAR – Central Plantation Crops Research Institute, Kudlu.P.O., Kasaragod, Kerala, India, Tel No.: EPABX: 0091- 04994-232893-95 E mail: Director.cpcri@icar.gov.in/directorcpcri@gmail.com

The bid must be submitted on-line. The Tender Fees & EMD etc. must be submitted in person or through post/ courier (ICAR-CPCRI shall not be responsible for any postal delays or any other reason for not submitting the tender fees/ EMD etc. in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.

In case bidder requires any clarifications / information, they may contact **ICAR-CPCRI, KASARAGOD**

(END OF Annexure II)

Annexure III: INSTRUCTIONS TO BIDDERS (ITB)

1. Locations for the supply

The entire supply as described in Schedule of Requirements must be undertaken at ICAR – Central Plantation Crops Research Institute, Kudlu. P.O., Kasaragod, Kerala, India

3. Order Placements:

The supply Order shall be released by: **Director, ICAR-CPCRI KASARAGOD, KUDLU (PO), KASARAGOD –671124, Kerala, India**

The payments shall be released by: **Director, ICAR-CPCRI KASARAGOD, KUDLU (PO), KASARAGOD - 671124, Kerala, India**

4. Eligibility Criteria:

- a. The bidder should have executed similar type of orders with other Central / State /PSU /Govt. Societies for a minimum of 3 years.
- b. The bidders should submit the required documents / financial instruments as stipulated in para 3 of Annexure –I.
- c. The bidder must not be blacklisted by ICAR-CPCRI, Kasaragod or any other Educational/R&D/Govt. organizations. A certificate or undertaking to this effect must be submitted.

Note: The bidders should provide sufficient documentary evidence to support the eligibility criteria. ICAR-CPCRI, Kasaragod reserves the right to reject any bid not fulfilling the eligibility criteria.

5. Amendment to Bidding Documents

5.1 At any time prior to the deadline for submission of bids, ICAR-CPCRI, Kasaragod may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.

5.2 The amendments to the tender documents, if any, will be notified by release of Corrigendum Notice in print media / website. The amendments/ modifications will be binding on the bidders.

5.3 ICAR-CPCRI, Kasaragod at its discretion may extend the deadline for the submission of bids if it thinks necessary to do so or if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into consideration the amendments while preparing their bids.

6. Earnest Money Deposit (EMD) & Tender cost

• The Earnest Money Deposit (EMD) & cost of tender fee must be submitted physically at 10.30 AM on the due date of tender in the form of Demand Draft in favour of ICAR unit CPCRI, KASARAGOD payable at KASARAGOD.

• The bid submitted without EMD shall stand rejected. No interest shall be payable on EMD.

• The EMD will be returned to the bidder(s) whose offer is not accepted, within 30 days from the date of opening of Technical bid(s). In case of the bidder whose offer is accepted, the EMD will be returned on submission of Security Deposit. However if the return of EMD is delayed for any reason, no interest/ penalty shall be payable to the bidder.

- The successful bidder, on award of contract / order, must send the contract/ order acceptance in writing, within 7 days of award of contract/ order, failing which the EMD will be forfeited and the order will be cancelled.

7. Submission of Bids- Online (Technical Bid in PDF format and Financial Bid in XIS format) only.

The Bid documents shall be neatly arranged. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

8. Deadline for Submission of Bids – Online Only.

- 8.1 Bids must be received by ICAR-CPCRI before the due date and time at the online portal specified in the tender document.
- 8.2 ICAR-CPCRI may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified in the online portal and media.

9 Late Bids

ICAR-CPCRI shall not be responsible and liable for the delay in receiving the online bid and physical documents for whatsoever reason.

10 Bid Opening & Evaluation of Bids

10.1 The technical bids will be evaluated in two steps.

- The bids will be examined based on eligibility criteria stipulated at to shortlist the eligible bidders.
- The technical bids of only the short listed eligible bidders shall be evaluated based on technical specifications stipulated.

10.2 The bidders whose technical bid is found to meet both the requirements as specified above will qualify for opening of the Financial bid and will be informed about the date and time of the opening of the Financial bid.

10.3 The duly constituted Tender Evaluation Committee (TEC) shall evaluate the bids.

11. Comparison of Financial Bids

11.1 Only the short-listed bids from the Technical bid evaluation shall be considered for Financial bid comparison.

11.2 The Financial bids will be evaluated on the basis of prices quoted. The supply order will be awarded to lowest evaluated bidder.

12. Award of Supply order

12.1 ICAR-CPCRI, Kasaragod shall award the supply order to the eligible bidder whose Financial bid has been accepted and determined as the lowest evaluated Financial bid based on the Grand Total calculated of all items etc. of the Financial Bids.

12.2 If more than one bidder happens to quote the same lowest price, ICAR-CPCRI, Kasaragod reserves the right to decide the criteria and further process for awarding the contract, decision of ICAR-CPCRI, Kasaragod shall be final for awarding the contract.

LIQUIDATED DAMAGE CLAUSE:

The buyer shall have the right to levy liquidated damages at a percentage not exceeding 2% per each week or part thereof in respect of supplies so delayed delivery.

The Director, CPCRI, Kasaragod reserves the right to reject any or all E - Tenders in whole or in part without assigning any reasons thereof. The decision of Director shall be final and binding on the contractor/agency in respect of any clause covered under the contract.

(END OF Annexure III)

ANNEXURE IV

PARTICULARS OF QUOTING AGENCY

- 1) Name of the Agency :
- 2) Full address with Phone No., E-mail etc. :
:
:
:
- 3) Name of the Proprietor :
- 4) PAN No. /Circle/ Ward :
- 5) Earnest money deposited with No. dated :
- 6). GST Registration No. :
(Enclose self attested copy)
- 7) Registration License from Central/State Govt. Department
(Enclose self attested copy)
- 9) Details of supply experience in Central/State Govt. :
Establishments/ Autonomous bodies/ Corporation
(enclose self attested copy)
10. Name, A/c. No, IFSC code and full address of your Bank :
:
:
11. Name of the permanent Representative to be visiting ICAR :
-CPCRI, Kasaragod regarding the supply.
12. Any other information required :

:Date :

Place

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head).

Date:

To:

**The Director
ICAR- Central Plantation Crops Research Institute
Kudlu (PO)
Kasaragod-671124
Kerala**

Dear Sir,

I / We have downloaded / obtained the tender document(s) for the above mentioned `Tender/e-tender from the web site(s) namely: www.cpcri.gov.in / www.eprocure.gov.in, etc.; as per your NIT / advertisement, given in the above-mentioned website(s).

The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(S) / corrigendum(s) in its totality / entirety.

I / We do hereby declare that our Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.

I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the fully said earnest money deposit absolutely.

Yours Faithfully,

Authorized Signatory.(Signature of the Bidder, with Official Seal) Email id for correspondence