



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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Speed Post



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

Date: 13.08.2018

To

Address

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

Sir,

Sealed quotations are hereby invited on behalf of Director, CPCRI Kasaragod, to 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 03.09.2018. The quotation 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:

1. The bidder should have at least one years experience in repair/of Air Conditioners or similar electrical equipments from Central/State Govt. or PSU or Reputed organizations.
2. There should be one quarterly service
3. The AMC charges should include maintenance cost 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 onditioners.
5. On 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. Breake down calls are to be attended by 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.
11. **Earnest Money:** An Earnest Money of **Rs.10,000/- (average)** is required to be deposited in the form of DD/Pay order drawn in favour of “ICAR Unit, CPCRI Kasaragod” and payable at Kasaragod along with the quotation. The quotation 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 intererst will be paid on earnest money.
12. **Security Deposit :** The successful tenderer will be required to deposit a sum of **Rs.10,000/-**(Ten thousand only) as security money in form of DD/Pay order drawn in favour of ICAR Unit, CPCRI, Kasaragod and payable at Kasaragod or FDR. 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 the 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 base upon submission of bill by the contractor along with Service Report within 15 days. 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 during 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 for a period of one year 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.
 16. The rate quoted should be valid for a minimum period of 90 days 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 therefore.
 19. The quantity put in the notice is tentative and the number may vary subjected to the inclusion/exclusion/required due to expire of warranty by the manufacturer/ condemn/ malfunction due to condenser coil/compressor damages etc. in each quarter during the currency of contract.

Your sealed quotation with all credentials of experience /Authorisation etc. superscribed as “**Annual Maintenance Contract for Air Conditioners**” for one year at this Institute due on **03.09.2018** may be sent, addressed to the Director, CPCRI Kasaragod, Kudlu P.O. , Pin 671 124, Kerala so as to reach this office **on or before 03.09.2018 at 3 P.M.**The quotations will be opened on the same day at 3.30 PM in the presence of the tenderers, if any present.

Yours faithfully,

Asst. Administrative Officer (Stores)

Copy to:

1. Officer in-charge (Maintenance), CPCRI Kasaragod
2. CPCRI Web site

ANNUAL MAINTENANCE CONTRACT OF AIR CONDITIONERS

Name and address of the Bidder

DD No./Pay Order No.

Sl.No.	Type	Qty.	Unit	Rate	Amount
01	Annual comprehensive maintenance 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) Evaporator coil (c) Compressor unit (d) Fan motors(e) 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 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		

The amount in words.....

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

Place :

Signature:

Date :

Name & Address of firm

Annexure - II

Name of the firm:.....

Registered/Postal Address :

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Sl.No.	Particulars	Details
1	e-mail address	
2	PAN No.	
3	GST No	
4	Bank detail	
5	Bank Name	
	Branch Address	
	Account No.	
	Type of Account (Current/Saving)	
	IFS Code	