



ICAR-NATIONAL BUREAU OF FISH GENETIC RESOURCES

Canal Ring Road, P.O. Dilkusha, Lucknow-226 002, U.P., India

Ph. : (0522) 2441735, 2440145, 2442440, 2442441 Fax : (0522) 2442403:

Website : www.nbfgres.in



F.No. 3-61/AMC for AC, Water Cooler etc./2019-20/Store/

Dated:02/03/2020

NOTICE INVITING AMC TENDER THROUGH E-PROCUREMENT

Online Bids are invited from the interested firms under two bid system for procurement of **"AMC of Air-Conditioners, Water Cooler and Walk in Cold in Cold Room"** at ICAR-National Bureau of Fish Genetic Resources, Canal Ring Road, Telibagh, P.O. Dilkusha, Lucknow-226002 & ARTU Chinhat lucknow. **Manual bids shall not be entertained.**

Tender documents may be downloaded from e-procurement website of CPP <http://eprocurement.gov.in/eprocurement/app> as per the schedule as given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET

Tender No.	F.No.3-61/AMC for AC, Water Cooler etc./2019 - 20/Store
Date and Time for Issue/Publishing	4:30 PM on 02/03/2020
Document Download/Sale Start Date and Time	4:30 PM on 02/03/2020
Bid Submission Start Date and Time	5:00 PM on 02/03/2020
Bid Submission End Date and Time	02:00 PM on 23/03/2020
Date and Time for Opening of Bids	02:00 PM on 24/03/2020
Address for Communication	I/c (S&P) ICAR-National Bureau of Fish Genetic Resources, Canal Ring Road, Telibagh, P. O. Dilkusha, Lucknow-226002

I/c (S&P)

INSTRUCTIONS FOR ONLINE BID SUBMISSION

1. The tender from/bidder documents may be downloaded from the website: <http://eprocurement.gov.in/eprocurement/app>. Online submission of Bids through Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids shall not be accepted under any circumstance.
2. Tenders/bidders are requested to visit website: <http://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
3. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The council reserves the right to accept or reject any or all the tenders.
4. The interested firms are required to deposit (in original) **Earnest Money Deposit (EMD)** worth **Rs. 10,000/- (Rupees Ten Thousands Only)** in the form of Demand Draft/Bank Guaranty from any of the Commercial Bank in favour of **ICAR Unit: NBFGR, payable at Lucknow** may be addressed to the **Administrative Officer, National Bureau of Fish Genetic Resources, Canal Ring Road, Telibagh, P.O. Dilkusha, Lucknow-226002** on or before bid opening date and time as mentioned in the Critical Date Sheet.
5. The firm should send the Original **Earnest Money Deposit (EMD)** and may be addressed to the **Asstt. Administrative Officer, National Bureau of Fish Genetic Resources, Canal Ring Road, Telibagh, P.O. Dilkusha, Lucknow-226002** on or before bid opening date and time as mentioned in the Critical Date Sheet.
6. Bidder need not to come at the time of Technical as well as Financial bid opening at ICAR-NBFGR. They can view live bid opening after login on CPP e-procurement Portal at their remote end. If bidder wants to join bid opening event at ICAR-NBFGR then they have to come with bid acknowledge slip that generates after successful submission of online bid.

TECHNICAL BID

(The firms are required to upload copies of the following documents)

Details					Page No.	
1.	Name of the Contracting Firm/ Agency	:				
2.	Full address of the Contracting firm/Contractor with Post Box No. and telephone no.	:				
3.	Permanent Income Tax No. (PAN) (Attached copy) IT Return of 2017-2018 & 2018-19 must be attached	:				
4.	GST Registration No and Date (Attached copy)	:				
5.	Form GST R-1 & GST R-3B From 1 st April, 2018 to 31 st March, 2019. (Attached copy)	:				
6.	Experience Certificate in any Government Organizations / PSUs (Minimum 2 years Experience) {Period should between 01.04.2014 to 31.12.2019}	Sr. N.	Organization Name	Period		
				From	To	
		1				
		2				
7.	Turnover (Minimum 5 Lakh each year in any 2 F.Y during last five year. {Attach the Balance Sheet and P/L account duly certified by C.A.)	1.	2014-2015			
		2.	2015-2016			
		3.	2016-2017			
		4.	2017-2018			
		5.	2018-2019			
8.	Proof of having successfully executed minimum one AMC of more than 100 air-conditioners having value of minimum rupees 3 Lakh. {Period should between 01.04.2014 to 31.12.2019}	:				
9.	Earnest Money Deposit (EMD) worth Rs. 10,000/- (Rupees Ten Thousands Only) in the form of Demand Draft/Bank Guaranty from any of the Commercial Bank in favour of ICAR Unit: NBFGR, payable at Lucknow (Write draft No./date/issuing bank details)	:				
10.	Name & address of the permanent representative to be visiting ICAR-NBFGR, Lucknow during the AMC work	:				
11.	Any other relevant information	:				
	Date	:				
	Place	:				

- Please mention the page number of relevant documents and also in the column, failing which tender will be rejected.
- Tender Acceptance Letter along with full tender documents with sign & seal of firm in each and every page's of tender documents.
- Please add supplementary pages duly numbered wherever needed by the Tenderer

AUTHORISED SIGNATORY

Note:

Circular No. 1(2)(1)/2016-MA dated 10th March 2016 of Ministry of Micro, Small & Medium Enterprises (MSE,s) and Circular No. F/20/2/2014-PPD (Pt), dt.26/07/2016 of Ministry of Finance, Department of Expenditure, Procurement Policy Division; regarding relaxation of Norms for Startups and Micro & Small Enterprises in Public Procurement on Prior Experience-Prior Turnover Criteria prior turnover would be applicable.

• **Financial Bid:**

- (a) Price Bid as BoQ

Note:- The above mentioned Financial Proposal/Commercial Bid format is provided as BoQ_XXXX. xls along with this tender document at (<http://eprocure.gov.in/eprocure/app>). Bidders are advised to download this BoQ_XXXX. xls as it is and quote their offer/rates in the permitted column and upload the same in the Financial Bid. Bidder shall not tamper /modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ICAR-NBFGFR.

I/c (S&P)

Terms & Conditions

1. The tender shall quote rates, which will include the delivery and other incidental charges, Taxes, if any, should be indicated separately.
2. The rates should be quoted as per the BOQ uploaded on the CPP Portal. Taxes, if any, should be indicated separately. It must be noted that the contract shall be awarded to the firm which fulfils all the required terms and conditions and remains L-1 for any particular items.
3. The firm must also possess valid PAN No., GSTIN No., Service Tax Number and a copy of the same must also be enclosed with the tender document.
4. Modification in the tender documents after the closing date is not permissible.
6. The successful firm shall have to provide AMC Services within time and if fails in time then EMD/Security shall be forfeited. The rates quoted shall be valid for one year from the date of opening of tender.
7. The contractor/bidder or his representative may contact the undersigned at Telephone No. 0522-2441735, 2440145 for any further clarification. No variation in terms of quality of the terms shall be entertained or else EMD/Security Deposit shall be forfeited.
8. The Director, ICAR-National Bureau of Fish Genetic Resources (ICAR-NBFGR) shall have the right to reject all or any of the offers, accept more than one offer, and assign part of the job.
9. Merely quoting of lowest rates does not mean that order shall be given to that firm. The Competent Authority will finally decide on the basis of quality and performance of past installation.
10. The interested firms are required to deposit (in original) an Earnest Money Deposit (EMD) of the amount worth **Rs. 10,000/- (Rupees Ten Thousand Only)** in the form of Demand Draft/Bank Guaranty from any of the Commercial Bank in favour of **ICAR Unit: NBFGR, payable at Lucknow may be addressed to the In-Charge (Administration), National Bureau of Fish Genetic Resources, Canal Ring Road, Telibagh, P.O. Dilkusha, Lucknow-226002. No tender shall be considered without the Earnest Money Deposit.** Demand Draft other than drawn in favour of any officer "ICAR Unit-NBFGR payable at Lucknow will not be accepted and the tender will be rejected. The Earnest Money will be refunded only after the finalization of the procurement and no interest will be paid on Earnest Money.
11. Rates once finalized will not be enhanced/reduced during the currency of the contract.
12. In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded, for whatsoever reason (s), to honor the contract, the Earnest Money/ Performance Security deposited would be forfeited.
14. The Director, ICAR-NBFGR reserves the right to cancel the contract at any time during the currency period of the contract without giving any reason.
15. The firm to whom the tender will be awarded will have to deposit the Performance Security equal to 10% of the total contract amount. 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.
16. If any disputes (s) arises between ICAR-NBFGR and the firm with reference to the contract, ICAR-NBFGR will decide it and its decision will be binding on the firm.

17. The firm has to provide at least 1 (One) (December to March) FULL + 2 dry preventive servicing compulsory in a year.
18. **Bid Validity: 180 days.**
19. Our Institute is registered with DSIR and we are exempted from Excise Duty & Custom Duty. Hence CDEC/DSIR will be provided to the firm, if demanded. Rate should be quoted accordingly.
20. **PAYMENT:**
 - (A) No advance payment shall be done.
 - (B) Payment to be made quarterly basis after satisfactory work.
21. **Price:**
Bidder should to quote in INR and FOR, ICAR-NBFGR, Lucknow basis.
22. All pages of this Tender document should be signed each and every page along-with stamp and submit online.

“Terms and conditions are acceptable”

Dated:

(Authorized Signatory of the firm)



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Ph. : (0522) 2441735, 2440145, 2442440, 2442441 Fax : (0522) 2442403 :
Website : www.nbfgr.res.in



Name of the firm :

Registered/Postal Address :

1.	Permanent Account Number (PAN No.)	
2.	GST Registration No.	
3.	Bank Details:	
A	Bank Name	
B	Branch Address	
C	Account No.	
D	Type of Account (Current/Saving)	
E	MICR No.	
F	RTGS/NEFT Code:	

Date:

Name of the Authorized Signatory

Place:

Stamp & Signature

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

.....
.....
.....
.....

Sub: Acceptance of terms and conditions of tender:

Tender Reference No.:

Name of tender/work:-

.....
.....
.....

Dear Sir,

1. I/we have downloaded/obtained the tender document (s) for the above mentioned Tender/work from the website (s) namely:

.....
.....

As per your advertisement, given in the above mentioned website (s).

2. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. to (Including all documents like annexure (s), schedules (s) etc.) which form part of the contract agreement and I/we shall abide hereby the terms/conditions/clauses contained therein.
3. The corrigendum (s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document (s)/corrigendum (s) in its totality/entirety.
5. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector Undertaking.
6. I/we certify that all information furnished by the our firm is true and correct and in the event the information is found to be incorrect/untrue for 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 full said earnest money deposit absolutely.

Yours faithfully,
(Signature of the Bidder, with official seal)

INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are requested 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: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION:

- Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment" on the CPP Portal which 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 (e.g. Sift / TCS /nCode /eMudhra etc.), 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 DSC's to others which may lead to misuse.
- Bidder then logs in to the site through the secured log-in 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/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 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" or "Other Important Documents" 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 again and again. 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 they can 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 EMD as applicable and enter details of the instrument.
- Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- The serve 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 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

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 24x7 CPP Portal Helpdesk.

(Technical Specification Compliance Statement Form)
Specifications and Terms of reference for
AMC of Air-Conditioners, Water Cooler and Walk in Cold in Cold Room

S. No.	Details	Yes/ No	Remarks
1.	New equipment/machine as and when purchased by Institute will be included in AMC as soon as warranty period expires.		
2.	The record of complaint and its rectification will be signed by the user, company service engineer and In-charge, Electrical section on daily basis.		
3.	The Resident engineer deployed shall be responsible for preventive and corrective maintenance of all Air-Conditioners, Water Cooler and Walk in Cold in Cold Room.		
4.	PENALTY: Penalty for not attending the calls will be Rs. 100/- per working day per item.		
5.	The Company personnel should comply with all the security regulation in Institute premises.		
6.	In case the successful bidder(s) found in breach of any condition(s) of the tender at any stage, the legal action as per rules/laws will be initiated against the agency concerned. In that case security money deposited will be forfeited after giving proper opportunity through show cause notice.		
7.	No advance AMC payment will be made. Payment for the work done and services rendered will be made to the contractor on quarterly basis.		
8.	Financial Bid shall contain price only and no other documents shall be enclosed with the financial bid. This should be in the supplied prescribed format.		
9.	All the firms participating in the tender must submit a list of their owners/ partners etc. along with their contact Telephone numbers and a certificate/ undertaking to the effect that the firm is neither blacklisted by any Government Department/PSUs nor any criminal cases registered against the firm.		
10.	If the work of the contractor is found unsatisfactory or if the contractor dishonors the contract, the job will be entrusted to any other firm/ party at the risk/ expenses of the defaulting contractor.		
11.	The complaints should be attended on the same day as and when it is reported.		
12.	This Institute reserves the right to terminate the contract at any time without assigning any reason during the period of contract. Institute also reserves the right to cancel part or whole tender/quotation without assigning any reason.		
13.	Company/firm must have its office at Lucknow and should be equipped with sufficient number of Engineers capable to rectify different type of complain.		
14.	A copy of these terms and conditions duly signed by the tenderer in token of having understood and agreed to the same must be attached with the tender documents.		
15.	It shall be the responsibility of the contractor/ tenderer/ bidder to handover back all the equipment under contract to this Institute in working condition at the end of the contract period.		
16.	The firm has to provide at least 1 (One) (December to March) FULL + 2 dry preventive servicing compulsory in a year.		

17.	Technical bid should also include the complete profile of the firm and above mentioned certificates/proof. The firm should also furnish the details of Govt. Department/PSUs where they have completed the AMC in the proforma given below:-			
Sl. No.	Name and address of the Govt. Department/PSU with telephone number	No. of technician provided	Period of Contract	Contract Value (Rs. in Lakh)
1.				
2.				

The AMC rates mentioned in this contract will be valid for one year commencing from the date of awarding the Contract, whichever is later. This contract may be renewed for further a period of two years, in part or full, on the same terms and conditions, provided Bureau is satisfied with the services of the company or on the terms and conditions mutually agreed by Bureau and the Company/ Firm.

SIGNATURE WITH STAMP OF THE BIDDER

SCOPE OF WORK

AMC of Air-Conditioners, Water Cooler and Walk in Cold in Cold Room at ICAR-NBFGR Hqr., Canal Ring Road and Chinhath Unit, Lucknow-226002, U.P.

The ICAR-National Bureau of Fish Genetic Resources, Lucknow require AMC services of different category are given below:-

Sr. No.	Items	Approximate Qty.*
1.01	Split AC 2.0 Ton	116
1.02	Window AC 2.0 Ton	38
1.03	Tower AC 3/4 Ton	07
1.04	Cassette AC 3 / 4 Ton	19
1.05	Water cooler (40-80)	07
1.06	Walk in cold in cold room (2-5)16x8 meter	01

** Number of Quantity may increase or decrease, depending on the actual requirement and will be made strictly on need basis.*

Financial bid

To

The Director,
ICAR-National Bureau of Fish Genetic Resources,
Canal Ring Road, P.O. Dilkusha, Telibagh,
Lucknow-226002

I/We wish to submit our Tender **"AMC of Air-Conditioners, Water Cooler and Walk in Cold in Cold Room"** at ICAR-NBFGR Hqr., Canal Ring Road and Chinhat Unit, Lucknow-226002, U.P. on the following rates:

Sl. No.	Item Description	Quantity	Total Rate for Full AMC Work
1	2	3	4
1.	AMC of Air-Conditioners, Water Cooler and Walk in Cold in Cold Room		
1.01	Split AC 2.0 Ton	01	To be filled in BOQ online
1.02	Window AC 2.0 Ton	01	
1.03	Tower AC 3/4 Ton	01	
1.04	Cassette AC 3 / 4 Ton	01	
1.05	Water cooler (40-80)	01	
1.06	Walk in cold in cold room (2-5)16x8 meter	01	
1.07	Additional items: (As & when required)		
(i)	Reinstallation of Split AC (2.0 Ton)	01	
(ii)	Reinstallation of Window AC (2.0 Ton)	01	
(iii)	Reinstallation of Tower AC (3/4 Ton)	01	
(iv)	Reinstallation of Cassette AC (3/4 Ton)	01	
(v)	Casing Capping Cover for pipes	Per running feet	
(vi)	Copper Pipe	Per running feet	

I/we agree to forfeit the earnest money if I/we fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form.

I/we have carefully read the terms and conditions of the tender and agreed to abide by these in letter and spirit.

Signature

under seal of the firm

Name & address of the firm

Telephone no.

Mobile no.