



भाक अनुप -भारतीय कदन्न अनुसंधान संस्थान
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH
(ज्वार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)
राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030
Phone: 040-24599300.Faxno.040-24599304.www.millet.res.in



F.No.3-49/14-15/ST

Date: 11-02-2016

ENQUIRY

To -----

Dear Sir,

Sub:-QUOTATION FOR ANNUAL MAINTENANCE OF AC'S, Refrigerator & Water Cooler (Comprehensive) – req

We are interested to take up **AMC for Ac's, Refrigerator & Water Cooler**. Detailed specifications, quantity required etc, are given as Annexure-I. Please forward your quotation in **two-way bid system** in a sealed cover with super scribing of enquiry number and date to the Director, IIMR, (DSR), Rajendranagar, Hyderabad-500030.

Enquiry should be submitted in sealed envelope. The envelope shall be addressed to the Director, Indian Institute of Millets Research, (IIMR), Rajendranagar; Hyderabad -500030, (purchaser) and it should also bear the tender enquiry number and name of the work i.e. **AMC for Ac's, Refrigerator & Water Cooler**.

A DD of **Rs.200/-** towards enquiry fees and **Rs.5,000 /-**towards EMD in form of DD in favour of" ICAR UNIT-IIMR" Account payable at Hyderabad should be enclosed with technical bid otherwise your enquiry will not be considered. A completely filled form GAR-33 (form attached as Annexure-IV) after affixing revenue stamp and duly signed should be enclosed for getting the EMD returned in case of unsuccessful bidder.

Date and time for submission of quotation on or before 04.03.2016 up to 02.00 pm
Date and time for opening of technical bid 04.03.2016 at 02.30 pm

In the event of date specified proposal submission for Enquiry Receipt declared as closed holiday for Office, the due date for the submission of the Enquiry will be the following working day.

PROPOSAL SUBMISSION:

Interested bidders should submit both technical and financial proposals in two parts namely.

- | | | | |
|---|--------------------|----|-------------------------|
| A | Technical Proposal | -- | Part "A" -- Annexure-I |
| B | Financial Proposal | -- | Part "B" -- Annexure-II |

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as **"TECHNICAL PROPOSAL"** and **"FINANCIAL PROPOSAL"**. Financial proposal to indicate a warning **"DO NOT OPEN WITH THE TECHNICAL PROPOSAL"**. The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment **"Quotation for AMC of Ac's, Refrigerator & Water Cooler"**.

: 2 :

Technical Proposal should be prepared considering the detailed specifications of the item as mentioned in the Annexure-I. On the basis of detailed specification a check list is attached as **Annexure-I & III** which is must be submitted only along with the technical proposal, duly signed and sealed. The bidder must fulfill all the conditions as per checklist. If someone is not fulfilling the criteria as per checklist, their proposal will be eliminated at technical consideration level and will not be considered for financial comparison. The technically qualified bidders will be informed the date & time of opening of Financial Bid.

FINANCIAL PROPOSAL CONTENT

Financial proposal (In Indian Rupees) should be in the form of a lump sum amount inclusive of all taxes etc., for the said “**AMC for Ac’s, Refrigerator & Water Cooler**” **and should be submitted in the attached Annexure – II only**. Any other taxes should be clearly mentioned in the bid itself. No other conditions of the firms like advance payment, delivery duration, increased rate etc. are acceptable to us.

Yours faithfully,

(Saroj Kumar Singh)
Administrative Officer

Technical Proposal

1. Ac's

Sl. No	Model	Capacity	Qty.	Contract	Yes/No
1	Split	1.0 Ton to 2.0 Ton Air-conditioner	85 No's	1 Year	
2	Window	1.0 Ton to 2.0 Ton Air-conditioner	10 No's	1 Year	

2. Refrigerator

Sl. No	Model	Capacity	Qty.	Contract	Yes/No
1.	All	100 liters to 500 liters	30 No's	1 Year	

3. Water coolers

Sl. No	Model	Capacity	Qty.	Contract	Yes/No
1.	VOLTAS Mini magic.	Water Coolers	07 No's	1 Year	

Approximate Number of AC's will be 90 to 100 No's.

Quotation should be clearly spell the cost and applicable tax of the following:

- (a) AMC for one year duration which will include a periodic visit, (minimum 4 times in a year) and to attend breakdown calls immediately, as and when asked. The period of contract may be extended for further period of one more year on mutual understanding and on satisfactory services.
- (b) Labor should be available in the Office during Working Hours. (i.e., 9.15 AM to 4.15 PM).
 - i) Attending to the Unit when called upon by us as and whenever needed in the normal working hours.
 - ii) Repairing the Unit or parts thereof, as also overhauling the unit, charges if any should be borne by the firm initially, and same will be reimbursed by us.
 - iii) No advance payment will be made for the annual maintenance.
 - iv) Payment will be made on quarterly basis only.

Before submitting the quotation you are requested to read the detailed instructions mentioned overleaf. It is advised to visit/inspect the units before submitting the bids.

Date: _____

Signature & Seal of the Firm

Place: _____

Email: _____

Ph .No (Office): _____

Cell: _____

Financial Proposal

1. Ac's

Sl. No	Model	Capacity	Qty.	Contract	Rate(Rs.)/ Per. Unit Qty
1	Split	1.0 Ton to 2.0 Ton Air-conditioner	85 No's	1 Year	
2	Window	1.0 Ton to 2.0 Ton Air-conditioner	10 No's	1 Year	

2. Refrigerator

Sl. No	Model	Capacity	Qty.	Contract	Rate(Rs.)/ Per. Unit Qty
1.	All	100 liters to 500liters	30 No's	1 Year	

3. Water coolers

Sl. No	Model	Capacity	Qty.	Contract	Rate(Rs.)/ Per. Unit Qty
1.	VOLTAS Mini magic.	Water Coolers	07 No's	1 Year	

Note:

- 1) Services should be done at IIMR campus during the contract period. The period of contract may be extended for further period of one more year on mutual understanding and on satisfactory services.
- 2) Sales tax/VAT should be indicated clearly, if any.
- 3) Prices should be quoted only in Indian rupees.
- 4) No other conditions of the firm will be accepted to us.

We are herewith undertaking that the details provided above are true and to abide by the terms and conditions contained in the bid document of IIMR.

Place:- _____
Date:- _____

Signature of authorised official
(With seal and stamp)
Name: _____
Designation: _____

Check list

Minimum requirements to be checked at the time of opening of technical proposal by the committee

1	Enquiry/Tender fees DDNO. Dt:	Y/N	Page No
2	EMD DD.No. Dt:	Y/N	
3	Validity of the quotation: 90 Days After the Last date for bid submission. However the purchaser reserves the right to seek consent for an extension of the period of validity.	Y/N	
4	Tenure for one year from the date of signing agreement.	Y/N	
5	ORIGINAL Tender form must be submitted duly signed and Stamped on each page as a token of acceptance of the terms and conditions of the tender.	Y/N	
6	One supplier one Quotation only	Y/N	
7	TIN of the firm.	Y/N	
8	Price Quote must be in the format enclosed Annex-II	Y/N	
9	Self attested copy of PAN Card of the firm should be enclosed.	Y/N	
10	Turn over should equal to or more than ₹ 5,00,000/- in any of the three years out of last five years. (copy of Annual Accounts Certified by CA or self attested must be enclosed as proof) 2014-2015 2013-2014 2012-2013 2011-2012 2010-2011	Y/N	

I have gone through the terms and conditions of the tender and certified that all the information provided are true. In case of any false information given by me, my tender may be rejected for which the purchaser will not be held responsible.

Date:

Place:

Signature of the bidder

Name:- _____

Seal and stamp:- _____

IMPORTANT INSTRUCTIONS

1. No advance payment will be made.
2. The Service tax etc., should be clearly indicated separately wherever chargeable.
3. Payments will be made electronically within 30 days after the receipt of Satisfactory quarterly service report. The bidders are requested to attach a copy of RTGS details along with Financial Bid for making online payment through RTGS.
4. Initially the contract is for one year which may be extended for another one year on mutual understanding and on satisfactory service report under the same rate of terms and conditions.
5. The acceptance of the quotation will rest solely with the Director, IIMR and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons thereof.
6. Time is the essence of the order as our requirements are connected with time targeted research programme or other assignments. Thus it is necessary to attend the call immediately when called.
7. YOUR QUOTATION SHOULD BE VALID ATLEAST FOR THREE MONTHS FROM THE DATE OF SUBMISSION.
8. The no. of units are approximate, it may vary up to 20%, and you should accept the same as per final order depending upon our requirement as per the rate quoted by you.
9. Any alterations shall be treated valid only if they are authenticated by full signature by the person or persons authorized to sign the bid. **Tender documents should be free from over writing.**
10. This office will not be held responsible for any postal delay.
11. Any disputes arising out of this order will be subject to the Jurisdiction of RangaReddy District.

No: - 1-7

G.A.R. 33
(See Rule 142)

BILL FOR REFUND OF REVENUE

HEAD OF ACCOUNT							
In whose name revenue was credited	on what account received	Amount realised	Date of payment into the bank	Amount in which included and head to which credited	Pay & Accounts officers signature in token of verification of credit into the bank	Name of Payee	Amount to be refunded
1.	2.	3.	4.	5.	6.	7.	8.

3. Certified that this order of refund has been registered and noted against the original receipt in the departmental accounts under my initials and that refund of the same had not been ordered or made earlier.
4. Sanctioned and passed for payment.

Signature of the sanctioning Authority with seal

(affixing revenue stamp wherever necessary)
Date:

Cheque may be issued in favour of M/s.

Signature of Drawing & Disbursing officer

FOR USE IN PAY AND ACCOUNTS OFFICE

Passed for payment of Rs..... (Rupees Payment through

Cheque No..... Date

Pay and accounts officer