



भाकृअनुप -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.millets.res.in



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

Date: 06-01-2017

TENDER 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 in 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.10,000/-** 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, except those who are registered with NSIC/MEME (copy should be enclosed). In case of non supply of order as per purchase order/supply order the EMD will be forfeited.

Date and time for submission of quotation on or before 27.01.2017 up to 02.00 pm

Date and time for opening of technical bid 27.01.2017 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 work 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, increased rate etc. are acceptable to us.

Yours faithfully,

(Saroj Kumar Singh)
Administrative Officer

Technical Proposal

1. Air conditioner (AC) for AMC of AC's

| SI. No | Model | Capacity | Qty. | Contract | Yes/No |
|--------|--------|------------------------------------|---------|----------|--------|
| 1 | Split | 1.0 Ton to 2.0 Ton Air-conditioner | 89 No's | 1 Year | |
| 2 | Window | 1.0 Ton to 2.0 Ton Air-conditioner | 12 No's | 1 Year | |

Approximate Number of AC's will be 90 to 100 No's. The quantity of AC may increase or decrease. Bidders have to accept the order on the same rate quoted for unit quantity.

Note: 2 No's of split AC 2 ton will also be included into AMC when the warranty period of the AC gets exhausted (i.e.,) from 14/03/2017.

2. Refrigerator

| SI. No | Model | Capacity | Qty. | Contract | Yes/No |
|--------|-------|--------------------------|---------|----------|--------|
| 1. | All | 100 liters to 500 liters | 32 No's | 1 Year | |

The quantity of Refrigerators may increase or decrease, Bidders have to accept the order on the same rate Quoted for unit quantity.

Note: 2 No's of Refrigerator will also be included into AMC when the warranty period of the Refrigerator gets Exhausted 1. 01/03/2017 Refrigerator.

2. 01/03/2017 Visi cooler.

3. Water coolers

| SI. No | Model | Capacity | Qty. | Contract | Yes/No |
|--------|-----------------------|----------|---------|----------|--------|
| 1. | VOLTAS Mini magic. | 5 liters | 07 No's | 1 Year | |

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. On expiry of the contract or termination, Director IIMR reserves the right to extend the contract on monthly basics for Intermediate arrangement.
- (b) Qualified service engineer should be available in the Office during Working Hours.(i.e., 9.15 AM to 4.15 PM)., for attending the calls immediately.
 - 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, on submission of bills and on Satisfactory report.

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

Email: _____

Place: _____

Ph .No (Office): _____

Cell: _____

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Annexure-II

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 | 89 No's | 1 Year | |
| 2 | Window | 1.0 Ton to 2.0 Ton Air-conditioner | 12 No's | 1 Year | |

Approximate Number of AC's will be 90 to 100 No's. The quantity of AC may increase or decrease. Bidders have to accept the order on the same rate quoted for unit quantity.

Note: 2 No's of split AC 2 ton will also be included into AMC when the warranty period of the AC gets exhausted (i.e.,) from 14/03/2017.

2. Refrigerator

| Sl. No | Model | Capacity | Qty. | Contract | Rate(Rs.)/ Per. Unit Qty |
|--------|-------|--------------------------|---------|----------|--------------------------|
| 1. | All | 100 liters to 500 liters | 32 No's | 1 Year | |

The quantity of Refrigerators may increase or decrease, Bidders have to accept the order on the same rate Quoted for unit quantity.

Note: 2 No's of Refrigerator will also be included into AMC when the warranty period of the Refrigerator gets Exhausted 1. 01/03/2017 Refrigerator.

2. 01/03/2017 Visi cooler.

3. Water coolers

| Sl. No | Model | Capacity | Qty. | Contract | Rate(Rs.)/ Per. Unit Qty |
|--------|--------------------|----------|---------|----------|--------------------------|
| 1. | VOLTAS Mini magic. | 5 Liters | 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 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.

Signature of authorised official
(With seal and stamp)

Place:- _____

Date:- _____

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 of AMC for one year from the date of signing agreement or more | Y/N | |
| 5 | Original Tender form must be submitted duly signed and sealed 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 ₹ 10,00,000/- 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) 2015-2016 : Rs _____ 2014-2015 : Rs _____ 2013-2014 : Rs _____ 2012-2013 : Rs _____ 2011-2012 : Rs _____ | Y/N | |
| 11 | Experience in related works in years (optional) | Y/N | |
| 12 | Work order with any govt organization (Client list may be enclosed) | Y/N | |

Note:- If the firms don't enclose the related documents in support to this checklist, the tender will be rejected at preliminary stage.

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 & terms and conditions. Director IIMR reserves the right to extend the contract on monthly basis for intermediate arrangements.
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, otherwise final action may be taken as decided by the competent authority. If not attended immediately, agreement may be terminated and the firm will be black listed.
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 Ranga Reddy District.
12. Incase of successful bidders, the EMD will be taken as Security Deposit for the period of contract and will be returned on satisfactory completion of the agreement. No interest will be given on the Security Deposit. However in case of failure to comply the order/ agreement, the Security Deposit will be forfeited.
13. Qualified service engineers should be deputed to attending the breakdown whenever called for such situations