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भाकृअनुप-भारतीय जल प्रबंधन संस्थान
ICAR-INDIAN INSTITUTE OF WATER MANAGEMENT
(भारतीय कृषि अनुसंधान परिषद /Indian Council of Agricultural Research)
रेल विहार के सामने, चन्द्रशेखरपुर, भुवनेश्वर -751023, ओड़ीशा
Opp. Rail Vihar, Chandrasekharpur, Bhubaneswar-751023. Odisha



File No. 2-98/Store/AMC/2018/

Dated: 17.01.2019

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from the interested firms under **two-bid system for Comprehensive Annual Maintenance Contract (CAMC) of Air Conditioning System installed at various location of ICAR-IIWM, Bhubaneswar.** Manual bids shall not be entertained.

Tender documents may be downloaded from e-Procurement website of CPP Portal <https://eprocure.gov.in/eprocure/app> and also from ICAR-Indian Institute of Water Management website www.iiwm.res.in and should be submitted through online at CPPP as per the schedule as given in **CRITICAL DATE SHEET** as under:

CRITICAL DATE SHEET

Tender No.	No. ICAR-IIWM/38/2019 Tender Id: 2019_DARE_432612_1
Date and Time for Issue/Publishing	04.00 P.M on 18/01/2019
Document Download/Sale Start Date and Time	04.30 P.M on 18/01/2019
Bid Submission Start Date and Time	05.00 P.M on 18/01/2019
Pre bid meeting Date and Time	11.00 A.M on 28/01/2019
Clarification Start Date and Time	04.30 P.M on 18/01/2019
Clarification End Date and Time	02.00 P.M on 13/02/2019
Bid Submission & EMD Submission End Date and Time	04.00 P.M on 13/02/2019
Date and Time for Opening of Technical Bids	04.00 P.M on 14/02/2019
Address for Communication	Administrative Officer, ICAR-IIWM, SE Rly. Project Complex, Chandrasekharpur, Bhubaneswar-751023 (Odisha). Email: ao.iiwm@icar.gov.in

Sd/-

(S.K.Singh)
Administrative Officer

IMPORTANT NOTES:-

1. Tender Documents can be downloaded from the ICAR-IIWM website www.iiwm.res.in or from the Central Public Procurement Portal [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). Bidders should enroll/register in the e-procurement module of Central Public Procurement Portal through the website: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) for participating in the bidding process. Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.
2. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
3. ICAR-IIWM will not be responsible for any delay in enrollment / registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website: [URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) and enroll their Digital Signature Certificate and upload their quotation well in advance.
4. Any change/corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.
5. ICAR-IIWM reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.

Place: Bhubaneswar
Date: 17.01.2019

(S.K.Singh)
Administrative Officer
For and on behalf of the Director

TECHNICAL BID

(PART-I)

General Terms and Conditions of the notice inviting tender of Annual Rate Contract for maintenance/repair of Air Conditioners for 2018-19 at ICAR-IIWM, Bhubaneswar.

1. On behalf of the Director, ICAR-Indian Institute of Water Management, Bhubaneswar online tenders are invited for Annual Maintenance Contract for maintenance/repair of Air Conditioners at ICAR- Indian Institute of Water Management, Bhubaneswar -751023 from time to time as per the terms and conditions set forth in the following paragraphs. The ARC of agency/contract would be required initially for a period of one year. The contract can be extended further subject to satisfactory compliance of terms and conditions of the contract.
2. Tender form and terms & conditions can be downloaded free of cost from the website <http://eprocure.gov.in/eprocure/app> and www.iwm.res.in upto 16.00 hours of 13.02.2019. On-line bids complete in all respects should be submitted through CPP Portal <http://eprocure.gov.in/eprocure/app> only by or before the last date and time i.e. 13.02.2019 upto 16.00 hour.
3. Tenderers/bidders are requested to visit the website <http://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.
4. 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 Director, ICAR – IIWM, Bhubaneswar reserves the right to accept or reject any or all the tenders.
5. The interested Firms (**except those who are registered with the Central Purchase Organization & National Small Industries Corporation (valid proof should be mandatory enclosed)**) are required to deposit (in original) an Earnest Money Deposit (EMD) of ₹8000/- (Rupees eight thousand only) in the form of Demand Draft from any of the Nationalized Bank in India, in favour of “**ICAR Unit-IIWM, Bhubaneswar**”. The bidder must have current Income Tax/ GST and statutory registration(s).
6. The aforesaid Demand Draft towards the cost for EMD should be submitted off-line to the tender inviting authority i.e. ICAR - IIWM, Bhubaneswar by or before 16.00 hours on 13.02.2019 and the scanned copy to be uploaded online by or before 16.00 hours on 13.02.2019. The DD towards the cost of Earnest Money Deposit should bear the date after of date of tender/bid.
7. In no case, Earnest Money will be accepted after opening of tender.
8. **Submission of Tenders:** The bid along with the necessary documents should be uploaded in the eprocure.gov.in portal as per guidelines mentioned in the portal. Tender have to be submitted only online at <http://eprocure.gov.in/eprocure/app> in two bid systems i.e. (i) technical bid and (ii) financial bid in the prescribed proforma. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Tender sent by any other mode will not be accepted. Decision of the Director, ICAR – IIWM, Bhubaneswar shall be final for aspect of the contract and binding on all parties. Dispute arising, if any, on the contract will be settled at his/her level by mutual consultation.
10. **Eligibility:** The contractor should be well qualified and experienced in the work and should preferably be registered Air Conditioners technician/firm relating to maintenance/Repair of Air Conditioners or similar work otherwise tender is liable to be rejected.

11. **Security Money:** The Contractual Agency shall provide Security in the form of Demand Draft in favour of **ICAR Unit-IIWM** payable at Bhubaneswar-751023 for contract period as would be specified in the work order to be awarded to the successful bidder for a lump sum amount of **₹25000.00 (Rupees twenty five thousand only)** and execute an agreement before starting the contract. The Security money will be released only after the termination/expiry of the contract.
12. No interest on Security deposit and earnest Money deposit shall be paid by the ICAR-IIWM to the bidder.
13. **Documents:** The documents as mention in Annexure-I (Check List) of Technical Bid should be submitted with tender along with the forwarding letter on letterhead of the contractor/firm; otherwise tender will not be entertained, which may be noted.
14. **Term of the tender:** Initially the term of the contract will be for one year. On the expiry of the contract or on its termination, the Institute reserves the right to renew the contract on monthly/yearly basis on the terms and conditions that may then be mutually agreed upon. However, initially contract will award only one year and it will be extended for further period not more than two more years on service provided satisfactorily by the agency.

15. CRITERIA FOR AWARD OF CAMC:

Financial Evaluation

Financial bid of the technically qualified bidder shall be evaluated on the basis of criteria given below:

- 15.1 L1 may be selected on the basis of lowest quote in the Grand Total under commercial offer as per price schedule.
- 15.2 In case two or more bidder quoted similar L1 rate then the bidder having more experience will be considered as L1. Thus it is advised to upload the work experience in total to determine the length of experience.
- 15.3 The rates in the financial bid should be strictly as per Annexure-II.
- 15.4 The selection of ACs and Stabilizer to put under C-AMC is tentative and subject to increase/decrease at the time of finalization of tender/work/supply considering the cost require to be incurred for repairing.
- 15.5 **Initially, the contract will be awarded for a period of One Year. However, ICAR-IIWM may renew the contract for further one year on similar terms and conditions subjected to satisfactory service for maximum two terms/extensions.**
- 15.6 In case of poor workmanship and non-compliance of tender/agreement or services provided by the contractor are not found to be satisfactory, ICAR-IIWM may terminate the contract by giving 10 days' notice during the period of contract and the security deposit shall be forfeited.
- 15.7 Once the rates are finalized, no increase will be considered in the rates quoted by the firms in any case during the period of the contract.
- 15.8 ICAR-IIWM reserves the right to reject any or all of the tenders or accept them in part or to reject lowest tender.
- 15.9 ICAR-IIWM reserves the right to cancel the contract at ANY time. In such case successful bidder will not be admissible for any kind of compensation.
- 15.10 The successful bidder may also opt for premature cancellation of the contract by giving 45 days' notice in writing. If contract is cancelled without any notice or proper justification, ICAR-IIWM reserves the right to forfeit the EMD of the successful bidder.

15.11 The contract so awarded will commence from the date of signing of agreement to the terms and conditions and/or deposit of performance security money.

16. Payment Terms:

The unit rate when quoted in their bids shall be multiplied by the actual numbers of AC's being maintained by the firm (based on the signed user reports) to whom contract be awarded and accordingly that amount shall be paid to the firm against their bill. The bill shall be raised quarterly by the firm and no advance payment shall be made to the firm. The AMC Payment will be released in 4 quarterly installments, payable at the end of each quarter.

17. The schedule of preventive maintenance would be monthly in working day from 10.00 AM to 5.00 PM to this Office.
18. Successful bidder will have to enter into a detailed contract agreement with ICAR – IIWM on non-judicial stamp paper value of ₹100.00.
19. The Director, ICAR – IIWM, Bhubaneswar reserve the right to reject any or all quotations in whole or in part without assigning any reasons thereof. The decision of the Director, ICAR – IIWM shall be final and binding on the contractor /agency in respect of clauses covered on the contract.
20. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.
21. The contractor may clearly note that the whole responsibility of any casualty/death of any of the contractor's men/mechanic arising out of the electrical accident/electrocution would rest with the contractor himself and in no case, this Institute would be responsible to pay any amount compensation on this behalf. He will discharge all the liabilities with respect to the provision of minimum wages act with the contractual workers employed by him for the aforementioned work.
22. The contractor may also unambiguously note that all the welfare measures, first aid facilities, bonus, leave salary, weekly paid holiday and liveries etc. to the concerned technicians/ electricians supervisors would be the responsibility of the contractor and this Institute would not be responsible for any of the above stated items what so-ever.
23. The contractor will see that the concerned mechanic maintained requisite co-ordination with the concerned In-Charge, of Maintenance Unit or any other nominated person of the Institute for smooth working.
24. As per the Government's norms T.D.S. (income tax) and surcharge thereon as applicable will be deducted from the quarterly bill of the contractor/firm, which may be noted.
25. It must be clearly noted that the proposed contractor is purely a work contractor and not the labour contractor what so ever.
26. The competent authority of the ICAR-IIWM, Bhubaneswar reserves the rights of accepting/rejecting/ partially accepting any or all the tenders without assigning any reasons thereof.
27. In case of any dispute the decision of the Director, ICAR-IIWM, Bhubaneswar will be final.
28. The contractor will have to arrange for all the concerned apparatus/tools/kits for repairs/rectification of Air Conditioners at the Institute.
29. The workers/personnel engaged by the contractor for this job contract will not be an employee of the ICAR-IIWM and there will be no employer – employee relationship between the ICAR-IIWM and the personnel so engaged by the contractor and workers should not be changed very frequently.
30. The conditional tender will not be entertained.
31. Every page so attached with this tender bears signature and the official seal.

32. In case rates of one or more bidder are found similar, the criteria of finalizing the successful bidder will be as under.
 - i) Experience in the field.
 - ii) Annual turnover of the firm/agency /contractor.
 - iii) Profile of the employees deployed by the firm/agency/contractor.
33. The contractor should not indulge employing child labour.
34. The personnel deployed to carryout maintenance work should be self-experienced and trained adequately and should be of sound health. They should be well behaved and well mannered.
35. The service provider shall indemnify and keep indemnified this office against any acts of omission or commission from the personnel engaged for work and this office shall not be liable to pay any damages of compensation to such person or to third party. All such damages caused by the personnel shall be charged to the service provider and recovered from its dues/bills.

ADMINISTRATIVE OFFICER

Signature with Seal of authorized signatory of firm

TECHNICAL BID

(PART-II)

The Annual Rate Contract for Maintenance/Repair of Air Conditioners will cover all parts & points under the contract

1. The Annual Maintenance Contract for Maintenance/Repair of Air Conditioners for all parts including Compressor, Thermostat, Relay, OLP, Fan Motors, Timers, PCB, Temperature sensor, Air filters, Fan blower, Gas charging/filling Evaporators, Condensers, Refrigerant charging, Driers, Capillary, Control box, Electrical switches, Transformers (internal), Diodes, Capacitors, Wire harness, Remote PCB etc.
2. All laid down parameters like temperature, noise, vibration level and current drawn will be checked during ARC for M/R of AC.
3. All defective components shall be replaced with compatible /same brand parts/component at contractor's cost except compressor, condenser, blower fan motor or whole body change. The cost of replacement of compressor, condensers and blower fan motor or whole body change shall be paid by the IIWM. The defective part shall be of IIWM's property.
4. If the warranty of new ACs purchased by the Institute expires during the currency of AMC, such AC's shall also be taken under AMC's by the successful firm at the same rates given in Price bid.
5. In the event of major repairs, if any of the air-conditioner is required to be taken outside, the same will be allowed to be taken outside only with the written permission of the ICAR-IIWM. No separate charges on account of labour and transportation would be paid by the ICAR-IIWM for the purpose. The contractor shall have to provide stand-by air-conditioner in working condition till such time the defective AC taken outside for repairs is fully repaired and installed back to the satisfaction of the use.
6. Leakage/Refrigerant of entire system will be carried out as and when necessary.
7. Attend to any number of breakdown calls free of charge.
8. In all working circumstances including some variation in voltage will be taken care of in the ARC for M/R of Air Conditioners.
9. In case of reinstallation, the ARC for M/R of AC will hold providing all the required maintenance.
10. Drain system for Air Conditioners will be kept in order without any leakages.
11. Repairing / replacing the swing machine of Air Conditioners.
12. If, any leakage in Air Conditioners due to drain pipe so drain pipe may be replaced/extended to overcome problem, leakage throughout.
13. At least 4 times (i.e. in each quarter) servicing will be done during ARC for M/R of Air Conditioners period. They should inform concerned prior to servicing and get satisfactory servicing report for each service. In case of No. of Annual Services are less than four deduction in payment will be done accordingly. The servicing works includes cleaning of cooling coil, condensing unit, fan motor oiling, washing/replacement of air filter pad, maintenance of body etc.
14. Company will replace defective parts, if any, during the ARC for M/R of Air Conditioners period.
15. An Emergency Services will be provided on Sunday and other holidays and before and after working hours within a half hour after complain.
16. Service will be provided within same day of complain.

17. If the complaint is not attended within the stipulated period a suitable penalty i.e. 1/30 amount of monthly payment will be imposed on per day basis.
18. If no response is given within a period of one week the performance Security and other due amount of firm will be forfeited and the rate contract will be terminated.
19. An emergency service is required for following places/personnel:
 - (1) Guest House
 - (2) Conference Hall
 - (3) Committee Room
 - (4) Director's office
20. The contractor/firm has to be taken the satisfactory report from the concerned user and the same will be handed over to In-charge Estate each and every occasion.
21. Prior intimation should be given before open the Air Conditioners. Parts and other accessories will not be changed/fixed without permission of the In-charge Estate, Maintenance Unit or his representative.
22. All complain should be attended simultaneously even if number of complaints are more.
23. Since the contractor is expected to be well qualified /experienced in this field, he will be responsible for any accidents/incipient. However, if it is established that the accidents/incidents/losses has happened due to carelessness and negligence of personnel of the contractor/undue delay, the appropriate costs of the Institute property would be recovered from the contractor.
24. The contractor will provide requisite skilled mechanic and Supervision of the contract works to be taken care of by the contractor.
25. The firm will bear the whole responsibility of safety & causality of workers while working under this ARC for M/R of Air Conditioners at the Institute.
26. At the time of the ending of the contract, all the AC's should be in proper running condition before handing/taking of AC's are made or else deduction shall be made from the firm's bill.

Signature with Seal of authorized signatory of firm

(PART-III)

List of Air Conditioners for Annual Rate Contract for Maintenance/Repair of Air Conditioners

(i) Air Conditioners of Capacity of 1.5 Ton = Air Conditioners after warranty period.

S.No.	Type of AC	Make	Capacity	Division/Location	Approx. year of age	Quantity
GROUND FLOOR						
1.	Split	Voltas	1.5 ton	AO Room	4 years	1
2.	Window	Voltas	1.5 ton	Cashier Room	6 years	1
3.	Split	Lloyd	1.0 ton	EPABX Room	3 Months	1
4.	Window					
5.	Split	Voltas	2.0 ton	B & C Section	5 years	1
6.	Split	Voltas	1.5 ton		5 years	1
7.	Split	Voltas	1.5 ton	F & AO Room	4 years	1
8.	Split	Voltas	2.0 ton	A & A Section	5 years	1
9.	Window	Voltas	1.5 ton	Dr. R. Dubey Room	6 years	1
10.	Window	Voltas	1.5 ton	Smt. P.Sahu	6 years	1
11.	Window	Voltas	1.5 ton	AICRP PC Unit	6 years	1
12.	Split	Voltas	1.5 ton	Dr. K.G.Mandal	1 year	1
13.	Window	Voltas	2.0 ton	Dr. P.Nanda	6 years	1
14.	Window	Voltas	2.0 ton	Dr. A.Mishra	6 years	1
15.	Split	Voltas		Dr. G.Kar	1 year	1
16.	Window	Voltas			1 year	1
17.	Window	Voltas	1.5 ton	Dr. S.Mohanty	6 years	1
18.	Window	Voltas		Last Room	6 years	1
19.	Window	Voltas	1.5 ton	Workshop	5 years	1
FIRST FLOOR						
20.	Split	Hitachi	2.0 ton	Committee Room	2 years	5
21.	Split	Voltas	2.0 ton	Waiting Room	6 years	4
22.	Split	Voltas	1.5 ton	Directors Room	2 years	2
23.	Window	Voltas	1.5 ton	P.S. Room	5 years	1
24.	Window	Voltas	1.5 ton	PME Cell	5 years	1
25.	Window	Voltas	1.5 ton	In front Room of the Director Chamber	6 years	1
26.	Window	Voltas		ARIS Cell	6 years	1
27.	Split	Voltas	1.5 ton		2 Months	1
28.	Split	Voltas	1.5 ton	Dr. R.K.Mohanty	2 Months	1
29.	Window	Voltas			6 years	1
30.	Window	Voltas	1.5 ton	Dr. A.K.Nayak	6 years	1
31.	Window	Voltas	1.5 ton	Computer Lab.	6 years	1
32.	Split	LG				1
33.	Split	Panasonic	2.0 ton	Dr. R.K.Panda	2 Months	1
34.	Window	Voltas	2.0 ton	Dr. M.Das	6 years	1
35.	Window	Voltas	1.5 ton	SWPR Lab.	6 years	1
36.	Window	Voltas	1.5 ton	Dr. R.R.Sethi	6 years	1
37.	Window	Voltas	1.5 ton	Dr. M.Raychaudhuri	6 years	1
38.	Window	Voltas	1.5 ton	Last Room	6 years	1
SECOND FLOOR						
39.	Window	Voltas	1.5 ton	Conference Hall	8 years	4
40.	Window	Voltas	1.5 ton	Library	8 years	3
41.	Window	Voltas	1.5 ton	Dr. S.Raychaudhuri	6 years	1

42.	Window	Voltas	1.5 ton	Dr. A.K.Thakur	6 years	1
43.	Window	Voltas	1.5 ton	Dr. M.K.Sinha	6 years	1
44.	Window	Voltas	2.0 ton	Dr. S.Roy Chowdhury	6 years	1
45.	Window	Voltas	2.0 ton	Dr. S.K.Routray	4 years	1
46.	Window	Voltas	1.5 ton	Dr. P.K.Panda	6 years	1
47.	Window	Voltas	1.5 ton	Dr. P.S.Brahmanand	6 years	1
48.	Window	Voltas	1.5 ton	Ex-Room of Dr. O.P.Verma	6 years	1
49.	Window	Voltas	1.5 ton	Dr. A.K.Thakur Lab.	6 years	1
THIRD FLOOR						
50.	Split	Voltas	1.5 ton	Sri N.Manikandan	2 years	1
51.	Split	Voltas	1.5 ton	Dr. O.P.Verma	2 years	1
52.	Split	Voltas	1.5 ton	Dr. S.Pradhan	2 years	1
53.	Split	Panasonic	2.0 ton	Dr. G.Kar	2 Months	1
54.	Split	Panasonic	2.0 ton	Dr. S.K.Jena	2 Months	1
55.	Split	Voltas	1.5 ton	Dr. H.K.Dash	2 years	1
56.	Split	Voltas	1.5 ton	Sri A.Sarkar	2 years	1
TRAINEES HOSTEL						
57.						

Some ACs are under warrantee period. After expiry of warrantee those Air Conditioner will also be included under AMC and maintenance charges will be paid accordingly from the date of commencement of those air-conditioners

TECHNICAL BID

CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH TENDER DOCUMENT FAILING WHICH THE BID WILL BE LIABLE TO BE REJECTED

Sl. No.	Documents to be submitted	Whether Submitted or not	If submitted than mentioned page no.	Remarks
1.	EMD deposited for ₹ 8,000/-			
2.	Copy of Registration of firms under shop & establishment/Partnership Act./Company's Act. or Electrical license holder Etc.			
3.	Copy of PAN Card			
4.	Copy of GST(if applicable)			
5.	Experience Certificate (Please enclosed) a) <i>Three similar completed works costing not less than ₹80,000.00</i> OR b) <i>Two similar completed works costing not less than ₹1,00,000.00</i> OR c) <i>One similar completed work costing not less than ₹1,60,000.00</i>			
6.	Copy of Income Tax Return for last 3 years i.e. for the assessment year 2016-17, 2017-18 and 2018-19.			
7.	Minimum turnover of the firm not less than ₹5,00,000.00 in each of the last 3 years i.e. for the assessment year 2016-17, 2017-18 and 2018-19.			
8.	Copy of Annexure-III & Annexure-IV			
9.	Copy of affidavit for non-blacklisting by any Govt. Office/Institute/ICAR for any reason. Certificate should not be more than six months old from the last date of submission of bid otherwise tender will be rejected.			

Full Name of Bidder with Address _____

Signature with Seal of authorized signatory of firm

Date :

Place :

FINANCIAL BID

(UNIT RATE TO BE QUOTED BY THE TENDERER IN THE BOQ AT CPP PORTAL IN THE FOLLOWING FORMAT)

Sl. No.	Capacity of Air Conditioner	Type	Quantity (Nos.) (a)	Rate to be quoted per AC unit (b)	Total Amount c = (a) x (b)
1	1.0 Ton	Window	01	@ ₹	₹
2	1.5 Ton	Window	24	@ ₹	₹
		Split	12	@ ₹	₹
3	2.0 Ton	Split	07	@ ₹	₹
		Window	05	@ ₹	₹
5	GRAND TOTAL (c)		In Figure ₹.....		
	In Words ₹				

Some ACs are under warrantee period. After expiry of warrantee those Air Conditioner will also be included under AMC and maintenance charges will be paid accordingly from the date of commencement of those air-conditioners

Name and address of the firm with Phone No. _____

Signature with Seal of authorized signatory of firm

ANNEXURE-III

फ़ैक्स/Fax: (0674)-2301651

ई-मेल/E-mail: director.iiwm@icar.gov.in

टेलीफ़ोन/Tel: (0674)-2300060 (निदेशक /Director)

वेब/Web: www.iiwm.res.in

EPABX: 2300010/2300016/2300481/2301815



भाकृअनुप-भारतीय जल प्रबंधन संस्थान
ICAR-INDIAN INSTITUTE OF WATER MANAGEMENT
 (भारतीय कृषि अनुसंधान परिषद /Indian Council of Agricultural Research)
 रेल विहार के सामने, चन्द्रशेखरपुर, भुवनेश्वर -751023, ओड़ीशा
Opp. Rail Vihar, Chandrasekharpur, Bhubaneswar-751023. Odisha



Name of the Firm :

Registered /Postal Address :

1	Permanent Account Number (PAN) No		
2	GST Registration No. (If applicable)		
3	BANK DETAILS:		
	a	Bank Name	
	b	Branch Address	
	c	Account No	
	d	Type of Account (Current/Savings)	
	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,
The Director,
ICAR-Indian Institute of Water Management,
Chandrasekharpur,
Bhubaneswar-751023.

Sub: Acceptance of terms and conditions of tender.

Tender Reference No.: ICAR-IIWM/ 38 /2019

Name of tender/work: Comprehensive Annual Maintenance Contract (CAMC) of Air Conditioning System installed at various location of ICAR-IIWM, Bhubaneswar.

Dear Sir,

I/we have downloaded / obtained the tender documents(s) for the above mentioned 'Tender/work' from the web site(s) namely www.iiwm.res.in and CPPP for the following work/services: **Comprehensive Annual Maintenance Contract (CAMC) of Air Conditioning System installed at various location of ICAR-IIWM, Bhubaneswar** as per your advertisement, given in the above-mentioned website(s).

1. I/we hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. 01 to 17 (including all documents like annexure(s), part(s) etc.) which form part of the contract agreement and I/we shall abide hereby by the terms/ conditions/clauses contained therein.
2. The corrigendum(s) issued from time to time by your department / organizations too have also been taken into consideration, while submitting this acceptance letter.
3. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality / entirety.
4. I/we do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public Sector Undertaking.
5. I/we certify that all information furnished by our Firm is true and correct and in the event the information is found to be incorrect/untrue or found violated, then your department/organisation 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)

INSTRUCTIONS 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 enroll 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 an 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. Sify / encode / 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 uploaded/submitted as part of the bid. Please note the number of covers in which the bid documents have to be uploaded/submitted, the number of documents – including the names and content

of each of the document that need to be submitted. Any deviation from these may lead to rejection of the bid.

- Bidder, in advance, should get ready the bid documents to be uploaded/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 documents.
- 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 tender fee / 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, 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 necessary 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 changes.
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 server time (which is displayed on the bidder’s 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 authorised bid openers.

- 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.
