



भाकृअनुप-भारतीय कदन्न अनुसंधान संस्थान
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH
राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030
Phone: 040-24599308.Fax.040-24599304.www.millets.res.in



F. No. 3-49/20-21/ST

Dated: 09-07-2020

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Online Bids are invited from the interested bidders under **two bid system** for **ANNUAL MAINTENANCE CONTRACT FOR AC'S** at Indian Institute of Millets Research, (IIMR), Rajendranagar, Hyderabad-500030. Manual bids shall not be entertained at all. **Tender documents may be downloaded** from e-Procurement website of CPP Portal <https://eprocure.gov.in/eprocure/app> as per the schedule as given in **CRITICAL DATE SHEET** as under:

DETAILS OF TENDER FEE AND E.M.D. OF THE PUROCUREMENT

Sl. No.	Name of the Procurement	Quantity (No's)	Tender Fee (₹.)	EMD (₹.)
1.	ANNUAL MAINTENANCE CONTRACT FOR AC'S	Approximately 90 to 100 No's	300/-	10,000/-

CRITICAL DATE SHEET

Tender No.	F. No.3-49/20-21/ST
Date and Time for Issue/Publishing	09-07-2020at 05:00 PM
Document Download Start Date and Time	10-07-2020at 10:00 AM
Bid Submission Start Date and Time	11-07-2020at 10:00 AM
Bid Submission End Date and Time	31-07-2020at 11:00 AM
Date and Time for Opening of Bids	03-08-2020 at 11.00 AM
Address for Communication	Senior Administrative Officer ICAR-Indian Institute of Millets Research, Rajendranagar,(R.R. District) Hyderabad- 500030, T.S.

Senior Administrative Officer

INSTRUCTIONS FOR ONLINE BID SUBMISSION

- 1.The tender form/bidding documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/app>. Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual/Offline bids **shall not be accepted** under any circumstances.
- 2.Tenderers/bidders are requested to visit the website <https://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. This institute reserves the right to accept or reject any or all the tenders.
- 4.The interested Firms are required to deposit (in original) **Tender Fee of Rs.300/-** (Non-refundable) and **EMD (Rs.10,000)** in the form of Demand Draft prepared in favour of **"ICAR UNIT-IIMR"** Account payable at Hyderabad may be addressed to the **Sr. Administrative Officer, Indian Institute of Millets Research, (IIMR), Rajendranagar, Hyderabad-500030**, on or before bid opening date and time as mentioned in the Critical Date Sheet.
- 5.Catalogue/ Brochure if any may be submitted along with tender fee and EMD, addressed to the **Sr. Administrative Officer, Indian Institute of Millets Research, (IIMR), Rajendranagar, Hyderabad-500030**, 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 bid as well as financial bid opening at ICAR-IIMR. They can view live bid opening after login on e-Procurement Portal at their remote end. If bidder wants to join bid opening event at ICAR-IIMR then they have to come with bid acknowledge slip that generates after successfully submission of online bid.

The Firms are also required to upload copies of the following documents:-

- **TECHNICAL BID:**

- a) Scanned copy of Tender fee and Earnest Money Deposit (EMD)/its exemption, if any.
- b) Scanned copy of Firm's registration, Pan Card, TIN / GST No. Tender Acceptance Letter (Annexure-V).
- c) Scanned Copy of Annexure – II and IV duly signed and stamped.
- d) Scanned copy of audited balance sheet and IT returns for the last three years (certified by the chartered Accountant or self attested) regarding firm's turnover of Rs.30 Lakhs per year or more during any three year out of last 5 years.

All the above documents must be scanned and uploaded failing which your tender will not be considered for technical evaluation.

- **FINANCIAL BID:**

- (a) Price Bid as BoQ_XXXX.xls

Sr. Administrative Officer

TERMS AND CONDITIONS

1. The tenderer shall quote rates, which will include the delivery and all other incidental charges. Taxes, if any should be indicated separately in the BOQ itself.
2. The rates should be quoted as per the BOQ uploaded on the CPP Portal (reference may be obtained from Annexure –III). 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.
3. The firm must possess valid PAN, & GST Registration Number and a copy of the same must be uploaded on the portal while submitting bid.
4. Copy of the Turnover sheet in any three years out of last five years (certified by the chartered Accountant or self attested) should be uploaded to verify the turnover of the firm.
5. The firm should be in existence for over 03 (Three) years in the trade with the business turnover of not less than Rs.30 Lakhs per annum in any three years out of last five years. Documents to this effect may be uploaded while submitting bid.
6. Modification in the tender documents after the closing date is not permissible.
7. The successful firm has to take up the Annual Maintenance Contract for Ac's within One Week from the date of Confirmed order.
8. The contractor/bidder or his representative may contact the Sr. Administrative Officer/ AAO (Stores) at Telephone No.040- 24599306/308 for any further clarification. No variation in terms of quality of the items shall be entertained or else EMD/Security deposit shall be forfeited.
9. The Director, **Indian Institute of Millets Research, (IIMR), Rajendranagar, Hyderabad-500030**, shall have the right to reject all or any of the offers, accept more than one offer, and assign part of the job.
10. 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 past performances.
11. Rates once finalized will not be enhanced during the period of the contract.
12. The interested Firms are required to deposit (in original) an Earnest Money Deposit (EMD) in the form of Demand Draft from any of the Nationalized Bank in favour of **“ICAR UNIT-IIMR” Account payable at Hyderabad** may

be addressed to the Sr Administrative Officer, **Indian Institute of Millets Research, (IIMR), Rajendranagar, Hyderabad-500030**. No tender shall be considered without the Earnest Money Deposit. Demand Draft drawn in favour of other than **“ICAR UNIT-IIMR” Account payable at Hyderabad** 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.

13. Successful bidder should deposit security deposit 10% of the quoted price after the issue of Purchase order.
14. Firms participating in the tender should have their office/registered office available in Hyderabad to provide immediate services to the complaints.
15. 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.
16. The Director, ICAR-IIMR reserves the right to cancel the contract at any time during the currency period of the contract without giving any reason.
17. Any disputes arising out of this order will be subject to the jurisdiction of Ranga Reddy District
18. Bid Validity: 180 days from the date of opening of tender.
19. The office of the service provider should be located at Hyderabad.
20. 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.
21. **PAYMENT** in four quarters on service by the consignee supported by satisfactory installation/ working.

ANNEXURE-III

(Reference for BOQ) (To be quoted in format provided on CPP Portal)

Price bid **Annual Maintenance Contract for Ac's at Indian Institute of Millets Research, (IIMR), Rajendranagar, Hyderabad-500030,**

Sl. No	Model	Capacity(Tons)	Qty (No's)	Unit Rate	Taxes	Total Amt
1	Split	1.0 Ton to 2.0 Ton Air-conditioner	90	XXXX	XXXX	XXXX
2	Window	1.0 Ton to 2.0 Ton Air-conditioner	5	XXXX	XXXX	XXXX
Total in Figures						

- Tax extra as applicable should be indicated separately in the column provided.
- If Price Bid quoted along with technical bid then bid will be liable for rejection.

Note: The above mentioned Financial Proposal/Commercial Bid format is provided as BoQ_XXXX.xls along with this tender document at <https://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 download 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-IIMR.**



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ANNEXURE-IV

Name of the Firm : _____

Registered /Postal Address : _____

1	Permanent Account Number (PAN) :-		
2	Service Tax 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	IFSC 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 documents(s) for the above mentioned 'Tender/work' from the web site(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 by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department / organisation 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/ Central Autonomous Bodies.

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 or 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)

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

The bidders are requested to submit soft copies of their bids electronically on the CPP Portal, using valid user ID and 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. Sify / 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 deviation 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. 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, TIN, Annual Turnover details, 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 date & time. Bidder will be responsible for any delay due to any issues/ reason.
- 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 "Online" 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 and time 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 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.
- 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.



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ANNEXURE-VII

DETAILS OF TENDER FEE AND E.M.D FOR ANNUAL MAINTENANCE CONTRACT FOR AC'S

Sl. No	Model	Capacity(Tons)	Approximate Qty	Contract	Tender Fee (₹)	EMD(₹)
1	Split	1.0 Ton to 2.0 Ton Air-conditioner	90	1 Year	300/-	10,000/-
2	Window	1.0 Ton to 2.0 Ton Air-conditioner	5	1 Year		

SPECIFICATIONS FOR ANNUAL MAINTENANCE CONTRACT FOR AC'S

Sl. No	Model	Capacity	Approximate Qty	Contract	Compliance Report (Yes/No)
1	Split	1.0 Ton to 2.0 Ton Air-conditioner	90 No's	1 Year	
2	Window	1.0 Ton to 2.0 Ton Air-conditioner	5 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.

BIDDER'S PROFILE
(Should be Uploaded on letter head of the firm)

Name of the Firm	
Address for Correspondence	
Contact Person Name and Designation	
Mobile and Fax	
Email ID for correspondence	
Type of Firm (Sole Proprietor/Manufacture/Partnership firm/Limited Company/Corporation/Society)	Registration Certificate of the Company or Dealer/Agent Certificate
Income Tax Registration /PAN No. (pl. upload self-attested copy)	
GST registration Certificate (pl. upload self-attested copy)	
The annual gross turnover of the firm should not be less Rs. 20 at least for three years during last five years. (pl. enclose Audited balance sheet and P&L account duly signed by CA or Self attested).	
a) 2015-16	
b) 2016-17	
c) 2017-18	
d) 2018-19	
e) 2019-20	
Technical Specifications supported by Printed Brochure of the manufacture, giving all the details of conformity. (Important and major features may be highlighted in scanned copy of brochure with alphabetically and upload the same. However, Original of the same may be sent along with EMD on or before due date). (Annexure III)	
Upload the Compliance of Technical Specification as per Annexure IV	
Details of upload Tender fee	
Details of upload Bid Security fee	
Bank Details	
Name of the Bank	
Branch & Address	
Type of Account	
Account No.	
MICR NO.	
IFSC Code No.	

Signature of authorized signatory
Name & Designation
Seal