



INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION

(An Autonomous body under the Ministry of Environment & Forests, Government of India)

P.O. New Forest, DEHRADUN - 248 006 (Uttarakhand)

File No. 3-24/ICFRE/Admin

Dated: 14th July, 2014

To

Sub: Limited tender for award of Annual Maintenance Contract for Air-Conditioners at ICFRE Headquarters, Dehradun.

Dear Sir,

Scaled quotations are hereby invited for contract for maintenance of Air-Conditioners at the ICFRE Headquarters, Dehradun for a period of one year. You are, requested to quote your rates as in the prescribed format in a sealed cover superscribing the envelope '**Quotation for Annual Maintenance Contract for Air Conditioners**' so as to reach the undersigned by 3.00 P.M. on **28.07.2014**. The quotations may be dropped in the tender box kept in Room No.105, ICFRE, Dehradun for the purpose. The quotations will be opened on the same day in Room No.106, ICFRE Hqs., Dehradun at 3.30 P.M. in the presence of those tenderers who may wish to remain present at the time of opening of tender. The award of contract will be governed by the following terms and conditions:


TERMS & CONDITIONS

1. The firms participating in the tender must possess valid VAT Registration, Service Tax number issued by concerned department and must indicate their VAT Registration number, Service Tax nos. in the quotation along with documentary proofs of the same failing which the quotation will be liable to be rejected.
2. The firms participating in the tender should have undertaken atleast two such contracts every year for the last three years. The documentary proof of the experience having undertaken atleast two such contracts every year for the last three years should be provided.
3. Erasing and overwriting in the tender will render the same invalid.
4. The rates quoted should be for Comprehensive Annual Maintenance Contract including replacement of parts of ACs if required.
5. Rates quoted should be inclusive of all taxes.
6. All air-conditioners will be required to be serviced at least quarterly four times during the period of contract in addition to servicing that may be required at any point of time for proper upkeep and functioning of the ACs.
7. The air-conditioners to be maintained are of 1.5 Ton and 2.0 Ton capacity of Voltas models including split AC's with remote control switches. The number of ACs to be maintained is approximately 34 Window AC and 12 Split AC. The number may however vary depending upon the actual requirement of ACs from time to time.
8. The work is to be carried out within the premises of the ICFRE, Dehradun.
9. Quarterly report after the maintenance service shall be submitted by the firm every quarter specifying the room No., AC make and model and the status of the AC.
10. If the warranty of new AC's purchased by the Council 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 Annexure-I / II.

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11. In the event of major repairs, if any of the air conditioner is required to be taken outside ICFRE premises, the same will be allowed to be taken outside only with the written permission of the Council. No separate charges on account of labour and transportation would be paid by the Council 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 user. For this purpose the contractor will be required to provide atleast two stand-by ACs immediately after the award of the contract to be kept in the ICFRE Premises till the contract is over.
12. The firm participating in the tender must be financially sound and well equipped having the required infrastructure to undertake the job. The Council may satisfy itself with the financial soundness and capability of the firm to undertake the job by physically inspecting the site of workshop and the offices etc. of the tendering firm before awarding the contract, if considered necessary.
13. **Earnest Money:** An earnest money of Rs.10,000/- (Rupees Ten thousand only) is required to be deposited in the form of Demand Draft/Pay Order drawn in favour of DG, ICFRE and payable at Dehradun alongwith the quotations. The Quotations received without earnest money will be summarily rejected. The earnest money will be refunded to the tenderers only after the work has been awarded to the successful tenderer. The earnest money will be forfeited in case the tenderer refuses the offer. No interest will be paid on earnest money.
14. **Security Money:** The successful tenderer will be required to deposit 15% of the annual contract value as security money in the form of Performance Bank Guarantee/ FDR valid for 15 months drawn in favour of DG, ICFRE and payable at Dehradun. The security money of the successful tenderer will be refunded after the expiry of the contract satisfactorily. No interest will be paid on Security Money.
15. During currency of contract, if any mishap occurs due to electrocution or faulty fittings, the contractor shall be entirely responsible for any loss of property or injury to any person or loss of any human life.
16. Tax will be deducted at source as per rules. The firm must also provide the required information as sought in the Performa given at Annexure-II. Failure to provide the information will make the bid liable to be rejected.
17. The rates should be quoted strictly as in the prescribed format.
18. The contract will be awarded for a period of one year but can be extended with mutual consent. The tender will be liable to be terminated even before the expiry of the contract period if the firm fails to provide satisfactory services or violates any of the conditions/terms of the contract. In that event, the security money deposited by the firm will be liable to be forfeited partly or wholly.
19. **Payments:** The payment for the contract shall be made only after the successful completion of the contract i.e. at the end.
20. **Penalty :** In the event of the contractor not responding to the call within 24hrs, a penalty of Rs. 100 per unit per day shall be levied which shall be deducted from the bills due or from the performance guarantec.
21. The ADG, Administration, ICFRE reserves the right to reject any or all the quotations in whole or in part thereof without assigning any reasons thereof.
22. In case of any dispute, the first attempt at resolution shall be made at the level of ADG(A) then the matter shall be taken up before DDG (A) whose decision shall be final and binding on parties.

Yours sincerely



(Dr. Anil Negi)
Procurement Officer (Admin)

Copy to:

Head, II Division, ICFRE: Please arrange to upload the enclosed Tender document regarding **Annual Maintenance Contract for Air-Conditioners at ICFRE Headquarters, Dehradun** on ICFRE website at the earliest.

COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR AIR CONDITIONERS AT
ICFRE HEADQUARTERS, DEHRADUN

Name of the firm _____

Address: _____

Phone No./Mobile No : _____

D.O. No./Pay Order No. _____ for Rs 10000/- dated: _____ towards Earnest Money)

RATES FOR COMPREHENSIVE MAINTENANCE OF EACH AIR-CONDITIONER FOR A PERIOD OF ONE YEAR			
SL. No.	Name of the items		Rates inclusive all tax
i	Window Air-conditioners	In Figures	
		In Words	
ii	Split Air-conditioners :	In Figures	
		In Words	

"Note" Rate must be quoted for each item separately both in figures and words and no complimentary rates shall be accepted. The bids found quoting rate as Rs. 0/ (Zero) - or complementary for any items shall be liable to be rejected at the discretion of the competent authority in the Council.

I/We hereby declare that I/We will abide by the terms and conditions laid down in the said tender document and quote the rates as above accordingly.

Name of the firm/contractor

Signature and seal of contractor

Detailed information about the Contractor

1	Name of the firm:		
2	Registered/Postal Address: (With proof)		
3	Email Address :		
4	Phone / Mobile Phone Nos. (along with latest bills within 3 months)		
5	PAN No. :		
6	VAT/ Service Tax number:		
7	Experience for last three years (two contracts each Year)	2013-14	1
			2
		2012-13	1
			2
		2011-12	1
			2

Name of the Authorized Signatory
Stamp & Signature