



अनुरक्षण एवं अभियांत्रिकी इकाई  
MAINTENANCE & ENGINEERING UNIT  
भाकृअनुप-भारतीय कृषि अनुसंधान संस्थान  
ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE  
नई दिल्ली-१२  
NEW DELHI-12.

F. No. MEU (EW)/20-21/01

Dated: 26.07.2021

**e-Tender Notice**

The Director, ICAR-Indian Agricultural Research Institute, New Delhi invites online e-tender two bid system for entering into a contract for “**Comprehensive Maintenance/ Service Contract for Air Conditioners and Water Coolers in different Buildings at IARI, New Delhi-12**” Detailed tender document can be downloaded from [www.iari.res.in](http://www.iari.res.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in)

Name of work & location	Estimated cost (₹)	Last date & time of bid submission	Date & time of bid opening
Comprehensive Maintenance/ Service Contract for Air Conditioners and Water Coolers in different Buildings at IARI, New Delhi-12	Item Rate	Upto 14:30 hours 23.08.2021	24.08.2021 at 15:00 hours

The Online Tender Documents are available on IARI Website [www.iari.res.in](http://www.iari.res.in) & Central Portal [www.eprocure.gov.in](http://www.eprocure.gov.in). Bids are to be submitted on central portal i.e. [www.eprocure.gov.in](http://www.eprocure.gov.in).

Asstt. Admin. Officer (W)

**Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this e-Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in)**

**e-Procurement Portal**

1. Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/Mtnl Trustline/SafeScrt/TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrolment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
5. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
6. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
7. If there are any clarifications, this may be obtained online through the e-Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
8. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together
9. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.
10. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
11. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
12. It is important to note that, the bidder has to click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
13. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
14. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
15. At the time of freezing the bid, the e-Procurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
16. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
17. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.

18. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
19. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
20. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual & the firms are requested to submit their hard copy of self-attested signed & sealed documents must reach before the date of opening of Technical Bid.
21. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
22. The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (as per Server System Clock).
  
- 23. The tendering firm has to carefully assess the scope of work with specific reference to the inside and outside premises of the building and understand the details of the infrastructure/facilities requisitioned. The tenderer may, in their own interest, inspect the site where the services are to be provided. For any clarification(s) related to the tender/scope of work or inspection of the premises, the prospective bidders may contact ME Unit, Directorate, IARI, New Delhi-110012**

**MAINTENANCE & ENGINEERING UNIT  
ICAR-INDIAN AGRICULTURAL RESEARCH INSTITUTE  
PUSA, NEW DELHI-110012**

F. No. MEU (EW)/20-21/01

Dated:

**Notice Inviting e-Tender**

From: Asstt. Admn. Officer (Works)  
IARI, New Delhi-12.

To,

.....  
.....

Dear Sir(s),

e-tender are hereby invited on behalf of the Director, ICAR-IARI for the “**Comprehensive Maintenance/ Service Contract for Air Conditioners and Water Coolers in different Buildings at IARI, New Delhi-12**”.

1. The terms and conditions of the contract which will govern. The contract is contained in the General conditions. The special terms and conditions are detailed in the tender forms and its schedules. Please submit your rates in the tender form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders are not fully filled in. Individual signing the tender or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor or (ii) a partner of the firm if it be partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney of (iii) constituted attorney of the firm if it is a company.
3. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
4. In case of partnership firms, where no authority has been given to any partner to execute the contract/agreement concerning the business of the partnership, the tenders and all other related documents must be signed by every partner of the firm. A person signing the tender form or any other document forming part of the contract on behalf of another shall be deemed to warrant that he has

authority to bind such other and if, on enquiry it appear that the persons so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tenders and the schedule to the tenders and annexure, if any should be signed by the tenderer & the firms are requested to submit their hard copy of self-attested signed documents must reach before the date of opening of technical bid.

5. The Institute is not bound to accept the lowest or any other tender and also reserve to itself the right of accepting the tenders in whole or in part. Firms are however at liberty to submit the tender for the whole or any portion or to state in the tender that the rates quoted shall apply only if the tenders are considered fully. No conditional tenders will be accepted.
6. An amount equivalent to 3% of the tendered amount as a security deposit for the contract is to be deposited by the selected agency/successful tenderer in the form of Bank Draft/Pay Order/FDR/ from any nationalized commercial Bank in favor of Director, IARI, payable at New Delhi only after receiving a communication from the Institute. In the event of not-depositing the same, the earnest money will be forfeited.
7. No interest on security deposit and earnest money deposit shall be paid by the Institute to the tenderer.
8. Goods & GST or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and IARI will not entertain any claim whatsoever in this respect. All duties, taxes and other levies payable by the service provider under the contract, or for any other cause, as in the month prior to the month of the deadline for submission of bids, should be included in the total bid price submitted by the bidder.
9. Director, IARI reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Institute for any justifiable reasons not mandatory to be communicated to the tenderer.
10. Decision of Director, IARI shall be final for any aspect of the contract and binding to all parties. Disputes arising, if any on the contract will be settled at his/her level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, IARI. The decision of the sole Arbitrator so appointed shall be final and binding on the parties. Arbitration proceeding shall be governed by Arbitration & Constitution, Act, 1996. The seat of arbitration will be Delhi and arbitral proceeding shall be governed in accordance with arbitration and conciliation Act, 1996 as amended from time to time
11. Acceptance by the Institute will be communicated by FAX, express letter or any other form of communication. Formal letter of acceptance and work order of the tenders will be forwarded as soon as possible, but the earlier instructions in the FAX, Express letter etc. should be acted upon immediately.
12. As specified in the schedule, the tenders shall remain open for acceptance up to six months from the date of opening. The successful tenderer will have to undertake the job specified in this tender as and when required at site.
13. The minimum wages, EPF, ESI and all other minimum statutory requirements as per Minimum Wages Act as prescribed by the Govt. from time to time shall be followed and will remain fixed. Genuine rates for T&P cost, vehicle components and consumable material cost shall be considered.
14. Successful tenderer will have to enter into a detailed contract agreement with IARI on non-judicial stamp paper of Rs. 100/- (Rupees One hundred only) (Annexure-I)
15. Eligibility Conditions & Requirement of the technical bid.

- A. **The contractor must have valid IT-PAN /GST registration Number. (Attested copy must be attached).**
- B. The firm must have satisfactory completed one works amounting of Rs. 73 lakh and above or two works of Rs. 55 lakh and above each or three works amounting of Rs. 36 lakh and above (each) of similar nature from different Govt./Semi Govt. organizations/ public sector undertaking/autonomous body during last three years. Attested copies of satisfactory completion report must be attached for all the three works, issued by an officer not below the rank of executive engineer or equivalent rank of government department..
- C. The agency must be registered under ESI, EPF and GST no. Attested copies of all documents must be attached. Agency must be ready to get the contract labor license after award the work, if required.
- D. The firm must submit the solvency certificate of Rs. 25 lakh from the nationalized bank .
- E. The firm should have an average annual financial amounting to Rs. 50 lakh for last three years 2017-18, 2018-19 and 2019 to 2020. Attested copy must be attached.
- F. The firm shall have authorization from any reputed brand for sales & services for same premises of air-conditioners (reputed brands may be voltas, Samsung, LG, Hitachi, O General etc.) or Agency should be registered with CPWD, or alike Govt, Agencies like, MES, railway, MCD, NDMC, DDA, PWD etc.
- G. The firm shall attach the experience of two similar works in central government/public sector undertaking/autonomous body with minimum very good performance during the last three years.
- H. The firm must submit a tender acceptance letter undertaking therein that it will abide by all the terms & conditions of the tender notice.
- I. The firm must attach an undertaking to the effect that it has not been debarred/blacklisted by any centre/state government ministry/ department/PSU/ autonomous body etc. during the last five years.

Yours faithfully,

For and on behalf of the Director,  
ICAR-IARI, New Delhi

Bid Securing Declaration  
(To be submitted on Rs. 100 Non-Judicial Stamp paper duly notarized)

(Country)  
(City)

Bid-Securing Declaration  
Inviting to Bid No.

To

I/we, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/We will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your blacklisting order; and (b) I/We will pay the applicable fine provided under section 6 of the Guidelines on the Use of Bid securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under section 23.1 (b), 34.2 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that bid securing declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/We are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/We failed to timely file a request for reconsideration or (ii) I/We filed a waiver to avail of said right;
  - (c) I am/We are declared as the bidder with the Lowest Calculated and Responsive Bid, and I/we have furnished the performance security and signed the contract.

In witness whereof, I/we have hereunto set my/our hand/s this \_\_\_\_\_ day of [month] at [place of execution.]

Name of Bidder's  
Authorized representative  
(Insert signatory's legal capacity affiant)

Subscribed and sworn to before me this \_\_\_\_\_ day of [month] [year] at [place of execution],  
\_\_\_\_\_. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity. Affiant/s exhibited to me his/her/ [insert type of government identification card used], with his /her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her community tax certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_\_ day of [month] [year].

Name of Notary Public  
Serial No. of Commission \_\_\_\_\_  
Notary Public For \_\_\_\_\_ Until \_\_\_\_\_  
Roll of attorneys No.  
PTR No. \_\_\_\_\_, (dated issued), [place issued]  
IBP No. \_\_\_\_\_, dated issued], [place issued]

Doc No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

**CERTIFICATE TO BE SIGNED BY THE TENDERER**  
**CERTIFICATE**

It is certified that I have read and understood and will comply with all instructions contained in Terms & Conditions of this tender documents. All pages submitted with this tender documents from page \_\_\_\_\_ to \_\_\_\_\_ have been filled properly and signed with seal of the firm/company.

Firm/Company

Signature of tenderer:- \_\_\_\_\_

Name of block letters:- \_\_\_\_\_

Name of firm: \_\_\_\_\_

Full address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

i) Telephone No. \_\_\_\_\_

ii) Mobile No. \_\_\_\_\_

iii) Fax No. \_\_\_\_\_

iv) Email Id \_\_\_\_\_

v) Website \_\_\_\_\_



**FORMAT FOR BANK GUARANTEE**

**Beneficiary: Director, ICAR-IARI** (herein after referred to as Beneficiary/Government)

**Date** : ..... [Insert date of issue of BG]

**PERFORMANCE BANK GUARANTEE No.** : .....[Insert guarantee number]

**PERFORMANCE BANK GUARANTEE Amount** : .....[Insert guarantee amount]

**Applicant/Seller** : .....[Insert Seller Name and Address]

**Guarantor** : .....[Insert name and address of the issuing Bank]

1. The Applicant/Seller named above have entered into above referred contract with the Beneficiary, for the supply of goods and or services as defined in the said contract. According to the conditions of the contract, a performance security is required to be furnished by the seller to the Beneficiary for due performance of the contract.
2. At the request of the applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of [insert amount in figures] [insert amount in words], upon receipt by us of the Beneficiary's demand stating that the applicant is in breach of its obligation (s) under the contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.
3. We do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely on a demand from the Beneficiary/ Government. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_.
4. We undertake to pay the Government any money so demanded notwithstanding any dispute or disputes raised by seller (s) in any suit or proceeding pending before any court or tribunal relating thereto liability under this present being absolute and unequivocal.
5. The payment so made by us under this Bond shall be a valid discharge of our liability for payment there under and the seller (s) shall have no claim against us for making such payment.
6. We further agree that the Guarantee here in contained shall remain in full force and effect during the period that would be taken for the performance of the said contract including guarantee/warranty period and that it shall continue to be forceable till all the dues of the Government under or by virtue of the said contract have been fully paid and its claims satisfied or discharged.
7. We further agree with Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and condition of the said contract or to extend time of performance by the said seller (s) from time to time or to postpone any time or from time to time powers exercisable by the Government against the said seller (s) and to forbear or enforce any of the terms and condition relating to the said contract and we shall not be relieved from our liability by reason of any such variation, or only extension being granted to the said seller (s) or for any forbearance, act or omission on the part of the Government or any

indulgence by the Government to the said seller (s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

8. Notwithstanding anything contained herein above our liability under the Guarantee is restricted to Rs. \_\_\_\_\_ and shall remain in force until \_\_\_\_\_ [should be for a period of 30 months from the date of issue in case of performance security]
9. This Guarantee will not be discharged due to be change in the constitution of the bank or the seller (s)
10. We lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Government in writing.

Dated \_\_\_\_\_ for \_\_\_\_\_  
(Indicated the name of the Bank) Signature \_\_\_\_\_  
Name of the Officer \_\_\_\_\_  
Designation of the Officer \_\_\_\_\_ code no. \_\_\_\_\_  
Name of the bank and branch \_\_\_\_\_

**List of the essential documents being furnished for consideration of the Tender/Bid:-**

Sl.No.	Eligibility Conditions & Requirement of the Technical Bid	Page No.	Remarks
A	The firm must have satisfactory completed one works amounting of Rs. 73 lakh and above or two works of Rs. 55 lakh above each or three works amounting of Rs. 36 lakh and above(each) of similar nature from different Govt./Semi Govt. organizations/ public sector undertaking/autonomous body during last three years. Attested copies of satisfactory completion report must be attached for all the three works, issued by an officer not below the rank of executive engineer or equivalent rank of government department.		
B	The agency must be registered under ESI, EPF and GST no. Attested copies of all documents must be attached. Agency must be ready to get the contract labor license after award the work, if required.		
C	The firm must submit the solvency certificate of Rs. 25 lakh from the nationalized bank .		
D	The firm should have an average annual financial amounting to Rs. 50 lakh for last three years 2017-18, 2018-19 and 2019 to 2020. Attested copy must be attached.		
E	The firm shall have authorization from any reputed brand for sales & services for same premises of air-conditioners (reputed brands may be voltas, Samsung, LG, Hitachi, O General etc.) or Agency should be registered with CPWD, or alike Govt, Agencies like, MES, railway, MCD, NDMC, DDA, PWD etc.		
F	The firm shall attach the experience of two similar works in central government/public sector undertaking/autonomous body with minimum very good performance during the last three years.		
G	The firm must submit a tender acceptance letter undertaking therein that it will abide by all the terms & conditions of the tender notice.		
H	The firm must attach an undertaking to the effect that it has not been debarred/ blacklisted by any centre/state government ministry/ department/PSU/ autonomous body etc. during the last five years.		

**Note: Sr. No. A to I documents are essential and liable to be filled page number in Annexure-F & therefore should be submitted by the Contractor failing which his/her Tender will be technically rejected. Please upload only essential and necessary documents in the technical Bid (put up first page in pdf file).**

**Terms & Conditions:** (“Comprehensive Maintenance/ Service Contract for Air Conditioners and Water Coolers in different Buildings at IARI, New Delhi-12”.)

**TERMS AND CONDITIONS (TECHNICAL)**

1. The supplied material should be as per make & model of the machine.
2. Income-tax and GST as per government notification shall be recovered.
3. The contractor has fully responsible of genuineness of used materials and produce the challan of material from the authorized dealer.
4. The firms participating in the tender must possess valid GST registration number issued by concerned department and must indicate their GST Registration number in the tender along with documentary proof of the same failing which the tender will be liable to be rejected, preference will be given to the firm having Electrical contractor license and ESIC & EPF no.
5. The service provider agency shall deposit following spare parts in the store of Nodal Officer IARI for day to day maintenance;
  - a. Window type AC unit each of 1.0 TR, 1.5 TR, 2.0 TR and 4.0 TR capacities = five each.
  - b. Split type AC unit each of 1.0 TR, 1.5 TR, 2.0 TR and 4.0 TR capacities = five each.
  - c. Compressor each of 1.0 TR, 1.5 TR, 2 TR, 4 TR and ductable AC 8.5 ton capacity= five each.
  - d. Blower motor each of 1.0 TR, 1.5 TR, 2.0 TR, 4 TR and 8.5 ductable AC capacities = five set of each.
  - e. Air conditioner controls such as thermostats, selector switch, relay, capacitors etc. = ten set.
6. The spare parts shall remain under custody of the Nodal Officer of the Institute. The service providers shall ensure that spare parts consumed shall be replaced promptly within 48 hours.
7. The service provider shall ensure that in case of compressor it shall be replaced with a new compressor of same model with at least with one year replacement warranty. **Repairing of burnout compressor shall not be allowed.**
8. The spare parts the Work should be executed as per CPWD/ manufacturer specifications.
9. Used for replacement shall be of same make/ quality of the air conditioner / water coolers with warranty or guarantee of One year period.
10. The service provider shall maintain services log book /file containing maintenance report signed by care taker or building in charge and duly verified by Head of division/ section in charge of concerned division/ office.
11. The tentative detail of window / Split AC installed in IARI is enclosed at **Annexure –G**. Bidders are advised to visit the installation before quoting the price.
12. The quoted price shall be inclusive of all the expenses on account of excise duties, Sales tax, Octroi, VAT, transportation, handling insurance etc. as applicable.
13. The work is to be carried out within the premises of the ICAR- IARI, New Delhi-12, if available, the space shall be provide free of cost for repairing the machine within the campus.
14. In the event of major repairs, if any of the air conditioners is required to be taken out side IARI premises, the same will be allowed.  
to be taken outside only with the written permission of the Institute. No separate charges on account of labor and transportation would be paid by Institute for the purpose. The contractors shall have to provide stand by air conditioner/water cooler in working condition till such time and defective ACs/water coolers 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 at least two no stand-by ACs/ water coolers immediately after award of the contract to be kept in the IARI premises till the contract is over.

15. No equipment parts will be removed without prior information approval or gate- pass issued by the Competent Authority. For repair/servicing of AC and water cooler machines, the accommodation shall be provided free of cost if available.
16. The Contractor will be required to post at least two no. Refrigeration Mechanic (having ITI certificate) and two no helper, should be deputed permanently during the period of contract at the IARI for attending to the day to day complaints.
17. The payment of the maintenance service contract is payable quarterly after completion of the respective quarters on provision of certificates issued by the user of the Air-Conditioner and water cooler as the case may be.
18. The contract will be awarded for a period of one year but can be extended three more years on the basis of same rates terms & conditions. The tender will be liable to be terminated even before the expiry of the contract period. If the firm fails to provide satisfactory service or violates any of the conditions/terms of the contract. In the event, the security deposited by the firm will be forfeited. Besides, the Institute could make deductions up to 10% while making payment of bills.
19. At the termination of the contract period, the air conditioners and water coolers which remained under the contract shall be handed over in working condition.
20. During currency of contract, if any mishap occurs due to electrocution or faulty fittings, it will be the responsibility of the contractor to compensate the loss on account of injury to any person/property.
21. Routine maintenance services (**ONCE IN 3 MONTHS**) shall include at least the following services:
  - Cleaning / Replacement of filter.
  - Checking operation of the controls of the air conditioners and water coolers such as selector switch, thermostat, relays, remote control etc.
  - Checking air flow through the supply air grill, return air grill, condenser.
  - Checking operation of the voltage stabilizer and back up electrical power outlet/ MCB.
  - Checking operation of the drive motors and fan.
  - Checking Firmness of the Supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of the air conditioners etc.
  - Replacement of component of air conditioners/ water coolers found defective after the above checks and tests.
  - Charging of Refrigerant Gas during the period of Contract if need arises.
  - The scope of work shall include all checks and tests (ONCE A YEAR) as detailed under routine maintenance services. In addition to annual maintenance services shall also include:
    - a) Cleaning the condenser and evaporator coils with suitable detergent / chemical solution and flushing with high-pressure jet of water.
    - b) Greasing of blower motors and all moving parts.
22. On call, AMC services shall include attending to any complaint any time of the year, on receipt of verbal/written complaint from coordinating officer of IARI. The down time for attending to and rectification of defects/complaint shall not exceed 24 hrs. failing which a penalty of Rs. 200/- per complaint will be deducted from the bill.
23. The machines air conditioners/water coolers will be take over as is where is basis and should be make functional all the machines within one months period from the date of agreement, nothing will be paid extra on account of repairing/replacement of parts as, all the machines are including in comprehensive maintenance contract.
24. Repair/replacement of major spare parts of only in-operative Air Conditioners and water coolers (Which are not under AMC) may be allowed to be undertakes after verifying the estimate by Nodal Officer subject to the condition of warranty of six months from the date of its repair. The comprehensive AMC shall be allowed by the Nodal Officer on completion of warranty period of six months.
25. Free electricity and water shall be provided during the contract period for this work only.

26. Comprehensive AMC will initially be awarded for one year and can be extended up to three more years on the same terms and conditions, if a service of agency was found to be satisfactory after one year.
27. Unsatisfactory performance of service will render this contract to be terminated with one month notice.
28. At the end of the period, the service provider shall demonstrate satisfactory testing and operation of all the air conditioners.
29. Director IARI has reserve the right to reject any or all the tenders without assigning any reasons.

**PRICE – BID/SCHEDULE**

**Name of work: Comprehensive maintenance/service contract for Air-Conditioners and Water coolers installed in different buildings at IARI New Delhi-12.**

S.No	Item	Qty.	Unit	Rate in fig. (word)	Amount
1	Comprehensive maintenance/service contract for Air-Conditioners installed in IARI shall include providing routine maintenance services, pertaining to complaints as and when they occur in Air conditioners. The services shall include providing all man power/ labour, tools & kits and replacement of all defective spare parts, gas charging including consumables parts, of following capacities AIR CONDITIONERS (WINDOW TYPE) (including voltage stabilizer).				
1.1	1.0 Ton Capacity	02	Each		
1.2	1.5 Ton Capacity	1034	Each		
1.3	2.0 ton capacity	10	Each		
1.4	4.0 ton capacity	6	Each		
2	Comprehensive maintenance/service contract for Air-Conditioners installed in IARI shall include providing routine maintenance services, pertaining to complaints as and when they occur in Air conditioners. The services shall include providing all man power/ labour, tools & kits and replacement of all defective spare parts, gas charging including consumables parts, of following capacities AIR CONDITIONERS (Split TYPE) (including voltage stabilizer):				
2.1	1.0 Ton Capacity	10	Each		
2.2	1.5 Ton Capacity	986	Each		
2.3	2.0 Ton Capacity	113	Each		
3	Comprehensive maintenance/service contract for Air-Conditioners installed in IARI shall include providing routine maintenance services, pertaining to complaints as and when they occur in Air conditioners. The services shall include providing all man power/ labour, tools & kits and replacement of all defective spare parts, gas charging including consumables parts, of following capacities AIR CONDITIONERS:				
3.1	8.5 ton ductable AC	30	Each		
4	Comprehensive maintenance/service contract for water cooler installed in IARI shall include providing routine				

	maintenance services, pertaining to complaints as and when they occur in water cooler. The services shall include providing all man power/ labour, tools & kits and replacement of all defective spare parts gas charging including consumables parts, of following capacities WATER COOLER (including voltage stabilizer):				
4.1	Up to 80 liter capacity	11	Each		
4.2	up to 120 liter	29	Each		
4.3	up to 150 liter and Above	70	Each		
5	Installation charges of various item for window type air conditioning of following capacity:				
5.1	Complete body replacement (except compressor 1.5 ton window Ac with complete fitting	01	Each		
5.2	Complete body replacement (except compressor 2.0 ton window Ac with complete fitting	01	Each		
5.3	Complete body replacement (except compressor 4.0 ton window Ac with complete fitting	01	Each		
5.4	Condenser replacement charges for 1.5 ton with complete fitting	01	Each		
5.5	Condenser replacement charges for 2.0 ton with complete fitting	01	Each		
5.6	Condenser replacement charges for 4.0 ton with complete fitting	01	Each		
5.7	Cooling coil replacement charges for 1.5 ton with complete fitting	01	Each		
5.8	Cooling coil replacement charges for 2.0 ton with complete fitting	01	Each		
5.9	Cooling coil replacement charges for 4.0 ton with complete fitting	01	Each		
6	Installation charges of various items for split type air conditioning of following capacity:				
6.1	In door unit replacement (with complete fitting 1.5 ton)	01	Each		
6.2	In door unit replacement (with complete fitting 2.0 ton)	01	Each		
6.3	Outdoor replacement (with complete fitting 1.5 ton)	01	Each		
6.4	Outdoor replacement (with complete fitting 2.0 ton)		Each		
6.5	Condenser replacement charges for 1.5 ton with complete fitting	01	Each		
6.6	Condenser replacement charges for 2.0 ton with complete fitting	01	Each		



6.7	Condenser replacement charges for 8.5 ton with complete fitting	01	Each		
6.8	Cooling coil replacement charges for 1.5 ton with complete fitting	01	Each		
6.9	Cooling coil replacement charges for 2.0 ton with complete fitting	01	Each		
6.10	Cooling coil replacement charges for 8.5 ton with complete fitting	01	Each		
			Total		

- Note: 1) The quoted rates shall including all taxes and duties as applicable and cost of transportation of freight, insurances etc.  
2) The quantity taken in schedule of work is tentative.

**ANNEXURE-G**

**ACCEPTANCE CERTIFICATE**

I \_\_\_\_\_ Designation \_\_\_\_\_ (Name of the Company)

\_\_\_\_\_ hereby  
accept

the terms and conditions given on page No. 1 to 20 along with Annexure A to H.

For M/s \_\_\_\_\_

\_\_\_\_\_

Name & Signature of the Agency: \_\_\_\_\_

DRAFT SPECIMEN AGREEMENT

This Agreement made at INDIAN AGRICULTURAL RESEARCH INSTITUTE (I.A.R.I. New Delhi-110012) this ----th day of – 2021 between the Director I.A.R.I., having its Directorate Office at I.A.R.I., Pusa Campus, New Delhi-110012 (hereinafter called the “Employer”) which expression where the context so admits shall include its successors and assignee on the first party and -----(hereinafter called the “Contractor”) which expression where the context so admits shall include its successors and assignee on the IInd party.

WHEREAS the 1st party requires the services of Job contract for the “Comprehensive maintenance/service contract for Air-Conditioners and Water coolers installed in different buildings at IARI New Delhi-12” as per the specifications and Terms & Conditions detailed in the tender bid, Annexed to this agreement. AND WHEREAS M/s ----- Offers and is willing to undertake this Job contract for “Comprehensive maintenance/service contract for Air- Conditioners and Water coolers installed in different buildings at IARI New Delhi-12” as per the specifications Terms & Conditions detailed in the tender bid, Annexed to this agreement. Now it is hereby agreed between the I.A.R.I. and contractors as follows.

1. Technical terms and conditions of contract are as furnished in Annexure-IV, para no. 1 to 29 to this agreement, schedule of work and award letter will be read part and parcel of this agreement.
2. The work entrusted to the contractor, exact quantities of work to be executed and the agreed rates for each item of work shall be as detailed in the tender bid (Annexure-C).
3. The specification for the “**Comprehensive maintenance/service contract for Air- Conditioners and Water coolers installed in different buildings at IARI New Delhi-12**” as detailed in Price bid (Annexure-F) will be read part and parcel of this agreement without prejudice.
4. The contractor shall be paid for the services rendered on job basis under this contract on monthly basis as per rates quoted by the contractor in the tender bid i/c all other incidental charges. Necessary deductions will be made toward income tax i/c GST as per GOI notifications.
5. The contractor had deposited a sum of Rs -----/(Rupees -----only) security deposit, in shape of FDR which will remain with the 1st party till the expiry of the contract. The security amount shall be paid back on successful completion of the contract and no interest on such security deposit will be payable by the 1st party.
6. The contractor has also agreed that in the event of the contractor leaving the work during currency of contract, without due notice and acceptance by the 1st party on unsatisfactory execution of any part of the contract, the entire security deposit or part thereof as decided by the 1st party shall be deducted and the balance, if any shall be paid to the contractor.
7. The contractor shall be responsible for the absolute integrity and trustworthiness of 1st party and in the event of damage and/or loss by way of theft etc. to the property of the Institute. Knowingly or otherwise, during the course of contractor duty, the same shall be made good by the contractor or the same will be deducted from security deposit and any further due amount, if any, the contractor shall be liable to pay the same as demanded by the 1st party.
8. While executing the contract the contractor will have to display a board indicating the company and listing his employees. There should be columns for his license number; the persons on duty and duty period, which need to be kept, updated at every change of shift.
9. The contractor shall provide documentary evidence of payments made towards the contribution of EPF, ESI per employee per month. The name of each employee and his designation should be clearly mentioned.
10. The 1st party shall have the right to suspend or terminate the contract at any time for any breach of the terms and conditions as detailed in Annexure-IV.
11. This contract shall be initially for 12 month commencing from ----- unless otherwise extended after mutually agreed by both the parties.
12. This contract is liable to be terminated by one-month notice in writing from 1st Party side and three months’ notice in advance from contractor side.

13. In the event of any dispute or doubt arising out of this contract whether during the subsistence of this agreement or thereafter, it shall be referred to the Director, IARI, New Delhi for appointment of an arbitrator and the decision of the such arbitrator shall be final and binding on the parties.
14. All disputes will be subject to Delhi/New Delhi jurisdiction.

IN WITNESS WHEREOF THE PARTIES HERE TO HAVE/SET AND subscribed their Respective hands and seal to the writing here in above on the date and year first Here in above mentioned.

WITNESSES:-

(For & on behalf of Director IARI, New Delhi)

EMPLOYER

CONTRACTOR

1.

2.