

By Speed Post

No.13012/01/2010 –Admn-II  
Government of India  
Ministry of Agriculture  
Department of Animal Husbandry, Dairying & Fisheries

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Krishi Bhavan, New Delhi  
Dated, 29<sup>th</sup> March, 2010

To

As per list

Subject: Providing and Installation of Desert and Room Coolers on hiring basis in the Department of Animal Husbandry, Dairying & Fisheries for the period from 23.04.2010 to 30.09.2010 – invitation of quotations – regarding

Sir,

I am directed to refer to the captioned subject and to say that the Department of Animal Husbandry, Dairying & Fisheries intends to hire and Install about 33 Desert Coolers/Room Coolers in various rooms occupied by the Department in Krishi Bhavan, New Delhi for the period from 23/04/2010 to 30/09/2010. The firms having three years experience of supply/installation and providing Desert Coolers/Room Coolers in the Government Ministries/Departments/ Organizations and having qualified mechanics/technicians on their roll are competent to quote. The sealed quotations are invited accordingly.

2. The terms and conditions governing the contract are at Annexure-I. The tender form (Annexure-II) duly filled is required to be submitted to the Department in a sealed cover which should be super scribed as "QUOTATIONS FOR INSTALLATION OF DESERT AND ROOM COOLERS ON HIRING BASIS". The quotation shall be submitted along with an earnest money deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand only) in the form of demand draft in favour of Pay & Accounts Officer (Sectt-J), Ministry of Agriculture, Department of Animal Husbandry, Dairying & Fisheries, New Delhi from any scheduled commercial Bank. If the successful tenderer declines to act on the offer made by the Department, the EMD shall stand forfeited and no claim on this account shall be entertained. The EMD of unsuccessful tenderers shall be returned/refunded after finalization of the contract. The bid is also to be accompanied with the experience details and other relevant information which the prospective bidder may like to bring to the notice of the Department.

3. The rates quoted by the bidders should remain valid for acceptance for 45 days from the date of opening of tender.

4. The successful bidder will have to furnish a Performance Security Deposit of 10% of the contract value in the form of fixed deposit in any of the scheduled commercial Bank duly pledged in favour of Pay & Accounts Officer (Sectt.), Department of Animal Husbandry, Dairying & Fisheries, Krishi Bhavan, New Delhi for due discharge of obligation under the contract. The performance security will be released only after timely and satisfactory completion of the job. However, the same shall be forfeited in case of any default.

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5. The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactory as per the terms and conditions incorporated in the tender letter. The Department reserves the option to select more than one firm for award of contract to ensure uninterrupted service during the currency of the contract. **The bidders are not allowed to alter or modify their bids after expiry of the deadline for receipts of bids. It may be specifically noted that the bids not meeting even the basic cost of the inputs i.e. unreasonably low prices just to undercut and obtain contract are liable to be ignored to maintain the required standards of work being awarded.**

6. The Department reserves the right to reject or to accept any of the quotations, whole or in part without assigning any reason thereof. No conditional bids will be accepted and such bids are liable to be summarily rejected by the competent authority at its discretion.

7. The sealed quotations, in the prescribed proforma only, are to be dropped in the tender box placed in Room No. 436-A, 4<sup>th</sup> Floor, Krishi Bhawan, Dr Rajindra Prasad Road, New Delhi-110001 latest by **11.00 A.M on 20/04/2010**. The quotations shall be opened on the same date at 4.30 PM in the presence of bidders who may like to be present. ***It may be specifically noted that the quotations are required to be submitted with EMD and other necessary documents and in the prescribed proforma only (Annexure-II).***

8. The prospective bidders are free to seek any clarifications, regarding the kind of arrangement the Department is looking for. The Section Officer (Admn), Room No.531, Krishi Bhawan, New Delhi-110001 (Telephone No. 23385116) may be contacted with prior appointment on any working day before tender opening. You may submit your quotations accordingly, if interested.

Yours faithfully,

  
(P.L. Meena)

Under Secretary to the Govt. of India  
Tele: 23382779

Copy to: NIC-AHD for placing/uploading this on the website of the Department

**TERMS AND CONDITIONS**(Letter No.13012/01/2010-Admn dated -29<sup>th</sup> March, 2010 )

- 1 The contract shall be for providing/installation of Desert Cooler/Room Coolers on hiring basis as per the requirement of the Department depending upon the location of the rooms. The tentative details have been indicated in the quotation letter and the requirement may vary as may be decided by the Department from time to time. **This shall be kept in view by the prospective bidders while submitting their quotations. The arrangement has to be made operative from 23<sup>rd</sup> April, 2010 positively. If the coolers are installed for less than the contract period, the proportionate charges only shall be payable.**
- 2 The work besides providing coolers also include installation and fixing of coolers with stand and ply. at desired places and filling of water in the coolers at least twice in a day (before and after lunch break ) and also as and when required. The removal of coolers after contract period and restoration of site shall also be the responsibility of the contractor.
- 3 For regular and proper maintenance of the machines the contractor will depute at least two qualified mechanics/technicians and four labour on all working days throughout the period of contract from 9.00 AM to 6.00 PM. The staff deputed will have to remain in close contact of SO (Admn) during the day. If required, the services of these persons shall also be made available on Sunday/holidays at no extra cost to the Department. The contractor shall arrange to get the character and antecedents of workers verified before deployment and their full particulars shall be furnished to the Department of Animal Husbandry, Dairying & Fisheries.
- 4 The Contractor shall obtain user's certificates on 1<sup>st</sup> of every month regarding satisfactory working of coolers during the previous month. The deductions equivalent to twice the tender charges of hiring shall be made from the bill in case of any cooler remains out of order on any working day.
- 5 If in any case, the firm is not able to do the work, the same shall be got done from some other firm or from the open market at the cost of the contractor and the extra expenditure incurred thereon shall be recovered from him. This shall entail the termination of the contract, forfeiture of the performance security and debar for any future contracts from the Department for at least three years.
- 6 The contractor shall be responsible for payment of wages/ settlement of dues with workers engaged by the firm as per prevailing labour/ wage laws in force in NCT of Delhi. All matters/disputes pertaining to the tender and the rest of the contract shall be settled by the Head of the Department or officer nominated by him for the purpose. The contract terms are interpretable under applicable Indian Laws within the jurisdiction of NCT of Delhi.
- 7 **The damage caused, if any, to property of the Government through negligence or otherwise, shall be at the risk, cost and responsibility of the contractor. The contractor shall also be responsible solely/exclusively for safety of its workers deployed and the Department in no way shall be responsible for this. No extra payment/compensation whatsoever on account of natural calamity/ accident or otherwise will be made to the firm or its manpower by the Department except the rates permitted under this contract.**

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8. No advance payment will be made. The payment shall be made on bimonthly basis on production of a certificate from the users that the coolers were in perfect working condition during the relevant period.
9. The Department reserves the right to terminate the AMC at any time during the contract period if the services of the contractor are not found satisfactory or it does not follow the terms/conditions of the contract.
10. One table spoon of petrol shall be added in the cooler water once a week. These two measures are required to be undertaken with a view to prevent the out break of Dengue Fever and the charges for the petrol so used may be included with water arrangement.

  
(MKK-Marwah)  
Section Officer (Admn)  
Tele No 23385116

PROFORMA

To

The Under Secretary(Admn),  
Ministry of Agriculture,  
Department of Animal Husbandry, Dairying & Fisheries,  
Room No. 436-A Krishi Bhavan,  
New Delhi-110001.

Subject: Installation of Desert/Room Coolers on hiring basis in the Department of Animal Husbandry, Dairying & Fisheries for the period from 23.4.2010 to 30.9.2010.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/ accept all the terms and conditions stipulated in Department of Animal Husbandry, Dairying & Fisheries letter No.13012/01/2010-Admn dated 29/03/2010. The rates quoted are as indicated below -

S. N.	Item		
1.	Providing of Desert/Room Cooler (Plastic body) in different sizes viz. 24", 20" etc. including its installation, maintenance, and to keep it in working condition through filling of water at all times (at least twice a day) and de-installation/restoration of site.	Rate (in Rupees) per cooler, in lump sum, including installation/maintenance charges and filling of water etc (Both in figures and words)  Rs. _____	
2.	EMD Details (Amount, Name of Bank Branch, DD date and No.)		
3.	Experience Details	Name of the organization	Year and Value of work done (in Rupees)
4.	The details of the PAN and other statutory registration.		

I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to apply for the contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorized Signatory)  
Name of the bidder:

Complete Address  
Address (Works), if any & Contact No.