



भाकृअनुप -केन् बारांनी कृषि अनुसन्धान संस्थान

ICAR - Central Research Institute for Dryland Agriculture

संतोषनगर, सैदाबाद-पोस्ट हैदराबाद ५०००५९ Santoshnagar, Saidabad P.O. Hyderabad 500 059
040-24530161, 24530224 Fax: 040-24531802 <http://www.icar-crida.res.in/> Email : store.crida@icar.gov.in



F. No:2-1/(67)/AMC-IT/2018-19/SP

Date:01-12-2018

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

On behalf of the Director, ICAR-CRIDA invites **Online** Tenders under Two Bid System (Technical and Financial separately) for Annual Maintenance Contract of Computers and IT peripherals.

The Tender Document with full details can be downloaded from CRIDA Website (<http://www.icar-crida.res.in/>) or the Government of India, Central Public Procurement Portal (<http://www.eprocure.gov.in>) as per the schedule as given in CRITICAL DATE SHEET as under. The participation in the tender will be subject to remittance of the prescribed Bid Security along with the Technical and financial Bids.

CRITICAL DATE SHEET

Tender id	Shall be notified on the website of CRIDA www.icar-crida@res.in
Tender Enquiry No.	2-1/(67)/AMC-IT/2018-19/SP
Earnest Money	30,000/-
Bid Published Date	01-12-2018
Bid Download Start Date	01-12-2018
Bid Submission end	22-12-2018
Bid Submission open date	24-12-2018
Address of the Communication	ICAR-Central Research Institute for Dry land Agriculture, Edi bazaar, SantoshNagar, Hyderabad 500059, Telangana www.icar-crida@res.in store.crida@icar.gov.in 04024530161/306/223

(Saurabh Meena)
Stores and Purchase Officer

IMPORTANT NOTES:

1. **Submission:** Only bids received on e-procurement portal will be considered for opening. Bids in any physical form sent through fax/email/courier/post/delivered personally will not be considered.
2. The Tenderers /bidders are requested to visit the website (<http://www.icar-crida.res.in/>) or the Government of India, Central Public Procurement Portal (<http://www.eprocure.gov.in>) 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. The Director CRIDA, HYDERABAD reserves the right to accept reject any or all the tenders.
4. **Tender ID:** Shall be notified on the website (<http://www.icar-crida.res.in/>) along with document.
5. The firms who desire to participate in such tenders in future may bring it to the notice of Procuring Entity and may register in CPPP through DSC.
6. The bidders should have a valid registration of the firm with GOI/any state govt.
7. This institute will not be responsible for any delay in enrollment or submission of the offer/uploading the offer on above mentioned e-procurement portal for any reason whatsoever. Hence vendors are advised to register in the e-procurement website <https://eprocure.gov.in> & enroll their Digital Signature Certificate (Class – II or above) and upload their quotations well in advance to avoid last minute problems.
8. **Bid Security:** Bid Security (also known as Earnest Money) is to be deposited by all the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or registered with the Central Purchase Organization or the concerned Ministry or Department. The bidders should furnish bid security of **Rs. 30,000/- (Rupees Thirty Thousand only)** along with their bids. The bid security will be accepted in the form of Demand Draft, Fixed Deposit Receipt, Banker's cheque. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period. Bid securities of the unsuccessful bidders shall be returned. Original EMD must be delivered to CRIDA on or before last date /time of bid submission without which the bids will not be considered.
9. **Performance Security:** Ten 10% of the contract value/- as Security Deposit in the form of DD/Bank Guarantee/FDR is to be deposited by the successful Bidder only after receiving a communication from the Institute. In the event of non-deposition of the same within 15 days of the communication, the earnest money will be forfeited. In the event of any default of performance or conditions of supply, the security deposit will also be forfeited.
10. The offer shall remain valid for acceptance for a period not less than 90 (ninety) days after the specified date of opening of the offers
11. ICAR-CRIDA reserves the right to accept / reject any or all the tenders in part /full without assigning any reason thereof.
12. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated later.
13. 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.
14. The price quoted shall be kept open for 90days from the date of opening and the price should be firm and fixed during the period of contract. This office is not responsible for any escalation of prices/labour etc.,
15. **Payment:** No advance payment is permissible. However payment will be made after satisfactory services provided in each quarter of the year after date of completion of quarter of the year on receipt of bills in triplicate by the Director CRIDA. Statutory taxes as applicable at source will be deducted from the bill. All payments will be made by online e-transfer with bank account of the Tenderer. Penalty amount will be deducted from the bill of the empanelled firm on account of any damages occurred during the service ad per details specified in the tender document.

16. **Bank details for e-payment:** The bank details may be furnished along with tender for making e-payment to the successful bidder.
17. **Period of Contract:** The period of contract will be initially for one year from the date of signing the contract by CRIDA. However, the period is extendable on mutual consent (but not automatic) for another one year on same rates (maximum of two times), terms & conditions of tender.
18. **Tender Schedules:** Tenders are invited for maintenance of computers and related equipments from reputed, experienced Registered Companies/ Firms as per tender document.
19. **Charges:** The charges have to be quoted on annual basis specifying the charges for each individual item and summing the total cost of tender including all taxes payable. Lowest overall cost of tender bid will be considered if technically fit. Lump sum offers and the offers, which are not having item-wise rates of contract charges, will be rejected.
20. **Termination of Contract:** If services are not satisfactory the CONTRACT will be terminated at any stage with a notice period of one month.
21. **Taxes/Duties:** Income Tax and other statutory levies applicable to such contracts / services will be deducted at source, as per the rate applicable at the time of payment.
22. **Right of acceptance:** Contract should ordinarily 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 satisfactorily as per the terms and conditions incorporated in the corresponding bidding document.
23. The Director, CRIDA reserves the right to cancel the bid at any stage without specifying any reasons. Director, CRIDA reserves the right to accept or reject any or all the tenders either in part or in full without assigning any reason thereof.
24. Director reserves the right to decrease or increase the quantity at the time of placing the Annual Maintenance Contract order.
25. The list included is indicative. The final list of equipments to be placed under AMC would be notified at the time of award of contract.
26. **Dispute Jurisdiction:** In the event of any question, dispute or difference arising under these conditions or any conditions contained in the Work Order or in connection with this contract, the same shall be referred to the sole arbitration of the Director or some other persons appointed by him. The award of the arbitrator shall be final and binding on the parties to this contract. The decision of the Director, DIRECTOR on any dispute will be final and legally binding. All disputes will be subject to Hyderabad Jurisdiction only.
27. **Site Visit:** It is responsibility of tenderers before tendering to see the physical infrastructure of "Computers, Computer Peripherals, UPS and Networking" available at CRIDA. It is presumed that tenderer had submitted their tender only after having full knowledge of CRIDA infrastructure maintenance requirements.
28. **Clarification on bidding document:** Any prospective bidder requiring any clarification of the bidding documents can approach Stores Purchase Officer/Nodal officer AKMU on any working day of CRIDA with prior intimation

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CHECK LIST

**PLEASE NOTE THAT ALL RELATED SCANNED COPIES REQUIRED TO BE ENCLOSED WITH THE TENDER
DOCUMENT AS A PROOF**

S.No	List of the Documents to be enclosed with the Tender	Page No.	Enclosed
1	Technical compliance		
2	Bid Security soft copy		
3	The firm registration certificate issued by the appropriate government to be enclosed.		
4	Tender acceptance with seal and signature		
5	Tender document with seal and signature of the firm		
6	Certificates of registration for GST issued by appropriate Government		
7	The firm should submit Income Tax returns of latest 3 assesment years		
8	NSIC/SSI certificates registered with NSIC (if applicable) to be enclosed		
9	Any other document or information as required in the tender document		
10	Total pages of your entire Tender Document (Technical Bid) including Enclosures		

Certified that the above information is correct and the firm is willing to accept all the terms and conditions of the tender document.

Signature and Seal of the Bidder: _____

Business Address: _____

Tender Acceptance Letter
(To be filled by bidder on firm/Company Letter Head)

To
The Director
Central Research Institute for Dry Land Agriculture

Sub: Acceptance of Terms & Conditions of Tender.
Tender Reference No: _____
Name of Tender/Work: _____

Dear Sir,

1. I/ We have downloaded / obtained the tender document(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), schedule(s), etc.), which will 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/ organizations related to this tender 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/company has not been blacklisted /debarred by any Govt. Department/Public Sector undertaking.
6. I / We certify that all information furnished by the our firm/company is true & correct and in the event that 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)