

**COIR BOARD**  
**CENTRAL COIR RESEARCH INSTITUTE**  
**KALAVOOR P.O, ALAPPUZHA**  
**(Ministry of Micro, Small and Medium Enterprises, Govt. of India)**

TENDER NOTICE

No.CCRI/2017/SP/4/22

Date.28.09.2017

Sealed tenders in two cover system and in the prescribed format are invited by the Director, RDTE, Central Coir Research Institute, Coir Board, Kalavoor P.O, Alappuzha - 688 522 from the well established firm having qualified and experienced parties/firms for the **Annual Maintenance of Air Conditioners available in the offices at Coir Board Complex, Kalavoor for a period of one year.**

Sl.No.	Description	EMD
1	<b>Annual Maintenance of Air Conditioners available in the offices at Coir Board Complex, Kalavoor for a period of one year</b>	<b>₹ 7,500 /-</b>

The tender form can be downloaded from the website of the Board [www.ccriindia.org](http://www.ccriindia.org), [www.coirboard.gov.in](http://www.coirboard.gov.in) or can be obtained from the Office of the Director, RDTE, Central Coir Research Institute, Kalavoor-688 522, Alleppey, Kerala, PhoneNo.0477-2258094, 2258480.

The last date for issue of tender documents is 10.00 hrs on 31<sup>st</sup> October, 2017. Tenders in sealed cover with EMD ₹ 7,500 /- ( along with the technical bid) **in the form of DD drawn in favour of "The Secretary, Coir Board"** payable at Alappuzha or Bank Guarantee equivalent to the EMD (along with technical bid) amount, will be received by the Director, RDTE, Central Coir Research Institute, Coir Board, Kalavoor up to 15.00 hrs. on 31<sup>st</sup> October, 2017.

**A Pre-Bid Meeting will be convened on 30<sup>th</sup> October, 2017 at 11.00 hrs. at Central Coir Research Institute, Kalavoor, Alappuzha-688522. The bidder should attend the meeting without fail so as to understand the details of the work and to examine the air conditioners available at Coir Board Complex, Kalavoor**

The Secretary, Coir Board, Kochi reserves the right to reject any or all tenders without assigning any reason whatsoever. For any clarification contact Central Coir Research Institute, Kalavoor-688 522, Alleppey, Kerala State, India Phone No.0477- 2258480, 2258094.

  
DIRECTOR, RDTE  
Central Coir Research Institute,  
Kalavoor

**COIR BOARD**  
**CENTRAL COIR RESEARCH INSTITUTE**  
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**TENDER SCHEDULE**

From

The Director, RDTE,  
Central Coir Research Institute (CCRI),  
Coir Board, Kalavoor P.O,  
Alappuzha -688 522

To

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The Director, RDTE , CCRI invites open tender in sealed cover for Annual Maintenance of Air Conditioners available in the offices at Coir Board Complex, Kalavoor for a period of one year.

Due date and time for issue of the tender	:	Till 10.00 hrs. on 31 <sup>st</sup> October, 2017
Due date and time for pre-bid conference	:	11.00 hrs. on 30 <sup>th</sup> October, 2017
Due date and time for receipt of completed tender	:	Till 15.00 hrs. on 31 <sup>st</sup> October, 2017
Due date for opening of Tender Technical Bid (First stage)	:	15.30 hrs. on 31 <sup>st</sup> October, 2017.
Due date for opening of Tender Commercial Bid (Price Bid) second stage	:	After finalization of first stage
Tender		

N.B: 1. Tenders received after the due date and time will not be accepted under any circumstances.

2. In case the above tender opening date happens to be a declared holiday, the tender shall be opened on the next working date at the same time.

1. Tender should be submitted to the Director, Central Coir Research institute, Kalavoor, Alappuzha-688 522.

1-1 The Secretary, Coir Board reserves the right to accept or reject any tender without assigning any reason whatsoever

1-2 Tenderer has to abide by the instructions, terms and conditions and specifications contained in the Tender document. Failure to furnish all information required in the Tender document or submission of a Tender not substantially responsive to the Tender document in any respect will be at the Tenderer's risk and may result in the rejection of his Tender.

1-3 This Tender document is not transferable. Not more than one Tender against this Tender document shall be submitted. This will be the case even if they represent two principles as their agents/representative.

## 2. PREPARATION OF TENDER

### Language of Tender

Tender prepared by Tenderers and all correspondence and documents relating to the Tender exchanged by Tenderer shall be in English. If any printed literature in any other language is furnished it shall be accompanied by an English translation, for the purpose of interpretation of tender the English translation shall govern. All particulars shall be legible, type written or printed.

## 3. DOCUMENTS COMPRISING TENDER

This Tender consists of two parts - Technical Bid (First Stage) and Commercial Bid or Price Bid (Second stage).

### a) Technical Bid (First Stage) :

The technical bid prepared by Tenderers shall be labeled "FIRST STAGE TENDER". It shall contain 2 parts. 'A' part and B' part. The 'A' part is pertaining to the details of the contractor. The 'B' part is pertaining to the details of the work with complete description and services the Tenderer intends to provide and shall comprise the following:

The format of the technical bid is given in ANNEXURE-1

### b) Previous performances

1. Documentary evidence to tenderer's qualification to perform the contract if his tender is accepted, which shall establish to the satisfaction that: the tenderer has the financial, technical and capacity necessary to perform the contract and in particular field, has the previous experience of having annual maintenance of Air Conditioner under CPWD/PWD/BSNL or similar Govt. organization by engaging qualified technical hands as per the norms of Govt. of India. Relevant detail about experience in execution of similar works of should be furnished as per the format in Annexure-2
2. The documentary evidence of work conforming to Tender Document may be in the form of literature, and the Tenderer shall furnish:
  - i. A detailed description of work, essential technical and performance characteristics as per Tender specifications.
  - ii. **Earnest Money Deposit ₹ 7,500** /- per tender should be enclosed in the form of D.D. drawn in favour of The Secretary, Coir Board payable at Alappuzha taken from any of the Nationalized Bank or Bank Guarantee equivalent to the EMD amount. (EMD should be enclosed with technical bid)
  - iii. Tenderer shall furnish with the Tender, along with a copy of his PAN, GST Registration Number of both Central and State with validity period and Income Tax Clearance Certificate for the last three years.

### 4. **Commercial bid or Price bid (Second Stage):**

The second stage tender covers the price aspect of the work. The price of the work should be inclusive of maintenance, service, labour supervisory charges etc. and all type of taxes. The format of the commercial bid is given in Annexure-3. The prices should be for "conducting the work at Coir Board Complex, Kalavoor P.O, Alappuzha-6885 522.

