



## NOTICE INVITING TENDER FOR Annual Maintenance of Fish Aquariums at the Academy

ICAR-NAARM is a premier publicly funded Training and Research Management Organization under ICAR, DARE, Ministry of Agriculture & Farmers Welfare, Government of India. The Director, ICAR-NAARM invites Tenders from the reputed **Suppliers / Dealers / from twin cities who have experience to Maintain the Fish Aquariums.** The bidders are requested to submit the Tenders online on GeM Portal.

**The details of Tender submission online is as follows:**

Sl. No.	Description	Date	Time
1)	Tender Publishing Date	18-01-2023	1400 hrs.
2)	Bid Closing date	10-02-2023	1400 hrs.

The tender document consists of list of aquariums to be maintained at the Academy. Tender document can be downloaded from the website of [GeM Portal](#). **THE TENDER HAS TO BE SUBMITTED ONLINE ONLY.**

The Director, ICAR - NAARM reserves the right to reject any tender without assigning any reason thereof. A brief detail of tender is given in the following format. General terms and conditions are given in Schedule I.

**GENERAL TERMS AND CONDITIONS:**

1.	<b>Online bids</b> on GeM are invited for and on behalf of the Director, ICAR – NAARM, from eligible firms for Annual <b>Maintenance of Fish Aquariums</b> at ICAR-National Academy of Agricultural Research Management.
2.	All communications must be addressed to the Director, ICAR-NAARM, Rajendranagar, Hyderabad.
3.	Schedule of the work: The detailed specification of the scope of work and list of aquariums present in the Academy is provided in <b>SCHEDULE – II</b> of this tender document.
4.	<p><b><u>Eligibility Criteria:</u></b></p> <ul style="list-style-type: none"> <li>a. Filled <b>Annexure - A</b></li> <li>b. Filled Details as per <b>Annexure-B</b> along with Complete tender document duly sealed and signed</li> <li>c. Proof of 2 contracts related to Maintenance of Fish aquariums in Government/Public/Private Sector Undertakings of value Rs 1 lakh or above during the last 2 financial years along with duly filled <b>Annexure-C</b></li> <li>d. Tender Form as per <b>Annexure – D</b></li> <li>e. Annual Turnover minimum of Rs.3.00 lakhs/year in last three completed financial years to be provided in format as per <b>Annexure – E</b> duly certified by Chartered Accountant on his letterhead.</li> <li>f. Scanned copy of Registration Certificate of Firm/Establishment.</li> <li><b>g. Scanned copy of Bid Security Declaration Form to be submitted on Company Letter head. Annexure F</b></li> <li>h. Scanned copy PAN &amp; GSTIN Registration. (all scanned and combined in one pdf)</li> <li>i. The firm should enclose copies of income tax returns for the last 3 years (Financial Year 2018-19, 2019-20, 2020-21)</li> </ul>
5.	<b>Rejection of tenders:</b> Tenders not complying with any one of the above conditions, are liable to be rejected. No correspondence in this regard will be entertained.
6.	<b>Rates:</b> The rates quoted by you should be inclusive of all taxes, manpower, material with food, transport and all other incidentals. The rates quoted by you should be valid till the completion of three years from the date of award of the contract towards Annual Maintenance Contract for Maintenance of Fish Aquarium.
7.	<b>Personnel:</b> You are required to engage only qualified personnel.
8.	<b>Security Deposit:</b> The successful bidder has to furnish <b>Performance Security Deposit @ 3%</b> on the total amount quoted which will be refunded / returned only after satisfactory completion of the contractual obligation. The Security Deposit should be in the form of Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any commercial bank and on which no interest will be paid.
9.	<b>Contract Period:</b> The contract will be valid for one year, which may be extended for further two years, subject to satisfactory service.

10.	<b>Liquidated Damages:</b> All the aquariums in the Academy given under contract should be maintained properly failing which penalty will be imposed. Penalty imposition will be Rs.500/- a time and the maximum penalty to be imposed can go upto 10% of the total value of contract in a year.
11.	If after finalization of the tender, the selected firm expresses its inability to take the contract at the quoted rate, thus failing in fulfilling the stipulated terms and conditions for award of the contract, then the Security Deposit amount is liable to be forfeited in total.
12.	<b>Payment:</b> The firm is required to submit the GST Bill in Triplicate along every month. The bill will be processed for payment only after it has been certified by the concerned incharge stating that the service has been done satisfactorily.
13.	<b>Taxes / Duties:</b> GST as applicable will be paid
14.	<b>Acceptance of tender:</b> Director, ICAR-NAARM reserves the right to accept or reject any of the tenders either in part or in full without assigning any reason thereof.
15.	<b>Jurisdiction:</b> All disputes including court proceedings shall be settled within the Hyderabad jurisdiction only.
16.	<b>No Exemption to startups</b> has been given as it involves Maintenance of fish Aquariums at the Academy.
17.	The required quantity given in the tender document is for one year <b><i>which may increase or decrease by 25%</i></b> .

**Sr. Administrative Officer**

### List of Aquariums and Frequency

Sl. No.	Description of the item	No. of Unit	Size	Frequency
1.	Annual Maintenance of Fish Aquarium  1. Director Cell (molded) 2. Admn. Building 3. Faculty Centre 4. Faculty building 5. Health Centre 6. Hostel 7. IGH – I 8. IGH – II 9. Scientist Home	09 Nos.	Length 72” Width 15” Depth 18”	<ul style="list-style-type: none"> <li>• <b>Cleaning of filter ONCE IN A WEEK</b></li> <li>• <b>Changing of water with fresh water to be done MONTHLY ONCE under supervision of OIC, Farm</b></li> </ul>

#### Scope of Work:

(a) **Feed: Live feed and dry feed**

(b) **Cleaning and Changing of Water:**

- **Cleaning of filter once in a week and changing of water with Fresh Water** to be done **monthly once** under supervision of the OIC Farm.
- Daily cleaning of the Glass boxes, checking the water levels, fishes, light, air pump and other accessories.
- The firm should ensure a minimum of 20 fishes of different varieties along with some live & plastic plants & decoration items.
- A register is kept for each aquarium, where the person coming for the maintenance has to sign and the works attended / feeding made are recorded with the help of farm staff.
- **Alternate day feeding** of fresh live feed and dry feed irrespective of holidays (between 9.00 A.M. to 5.30 PM).
- The firm has to ensure the proper functioning of air pump, filter and other accessories, their timing of operation etc.
- Any fish is dead, immediately it has to be removed and the very next day it has to be replaced with same species and size without any cost.
- When damage happens, the repair & replacement of the filters/lighting system and other electric devices installed in the aquarium to be done without any cost.
- If any aquarium is damaged replacement should be done and expenditure on this account to be borne by the firm only.

**CHECKLIST (To be uploaded with Technical Bid)**

<b>S.no</b>	<b>Document to be uploaded in Technical bid on GeM</b>	<b>Whether Uploaded (Yes/No)</b>
1.	Filled <b>Annexure – A</b>	
2.	Filled Details as per <b>Annexure-B</b> along with Complete tender document duly sealed and signed	
3.	Proof of 2 contracts related to Maintenance of fish aquariums in Government/Public/Private Sector Undertakings of value Rs 1 lakh or above during the last 2 financial years along with duly filled <b>Annexure-C</b>	
4.	Tender Form as per <b>Annexure – D</b>	
5.	Bid Security Form <b>Annexure F</b>	
6.	Scanned copy of Registration Certificate of Firm/Establishment	
7.	Scanned copy PAN & GSTIN Registration. (all scanned and combined in one pdf)	
8.	The firm should enclose copies of income tax returns for the last 3 years (Financial Year 2018-19, 2019-20, 2020-21)	

**COMMERCIAL DETAILS**

(To be submitted on Firm's Letter head)

1.	Name and Address of Bidder	
2.	Telephone No. / Mobile No. / FAX No.	
3.	Email ID	
4.	Month and Year of Establishment	
5.	PAN and GSTIN Number	
6.	Bid security declaration form details	
7.	Local Office Address in Hyderabad / Secunderabad	

**SIGNATURE OF THE BIDDER & STAMP**

Date:

Place:

**RELEVANT WORK EXPERIENCE DETAILS**

(To be submitted on Firm's Letter head)

Sr. No.	Name of the Deptt. Organization where Maintenance of Fish Aquariums was made	Period	
		From	To
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

**AUTHORISED SIGNATORY OF THE FIRM WITH SEAL**

Place:

Dated:

Note: While uploading this annexure in GeM bidder should make sure that work experience certificates are also uploaded along with this in one single pdf

**TENDER FORM**

(To be printed on company letter head)

Date: \_\_\_\_\_

To  
The Director  
ICAR-NAARM, Rajendranagar,  
HYDERABAD – 500 030

Ref: Your Tender Notice Advt. No. \_\_\_\_\_ dated-----.

Dear Sir,

I/We hereby offer for your requirements detailed in the schedule hereto or such portion thereof as you may specify in the Acceptance of Tender at the rates quoted in the said schedule and agree to hold this offer for 90 days for acceptance. I/We shall be bound by a communication of Acceptance dispatched within the prescribed time and also execute agreement required in this regard.

2. I/We have understood the Instructions to Tenderers and General Conditions of Contract governing such contracts placed by Indian Council of Agricultural Research and its Research Institutes and the Special Conditions of Contract, and have thoroughly examined the details indicated in the Schedule to Tender thereof and am/are fully aware of the goods and/or services required and my/our offer to work/supply/provide the goods and/or services strictly is in accordance with the requirements.

3. D.D.No. \_\_\_\_\_ Dt. \_\_\_\_\_ for Rs. \_\_\_\_\_ (in words) Rupees  
\_\_\_\_\_ only) drawn on (Bank) \_\_\_\_\_ is  
enclosed towards Earnest Money Deposit

4. Relevant NSIC/MSME Certificate enclosed

Yours faithfully,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Company's seal)

**TO WHOM IT MAY CONCERN**

I have personally gone through the accounts of the following:

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

Address \_\_\_\_\_

Below is the turnover of the firm for last 3 completed Financial Years:

<b>Financial Year</b>	<b>Turnover in Rupees</b>
2019-20	
2020-21	
2021-22	

NAME, SIGNATURE AND SEAL OF CHARTERED ACCOUNTANT

- To be uploaded online in technical bids.
- The same should be filled on letter head of the Chartered Accountant.

**[To be printed on Company letter head]**

To  
The Director  
ICAR-NAARM  
Rajendranagar  
Hyderabad 500 030

Sir,

We, the undersigned, declare that: We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with your institute for the period of time of 2 years starting on date of closing of bids if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by your institute during the period of bid validity,
  - (i) fail or refuse to execute the Contract, if required, or
  - (ii) fail or refuse to furnish the Performance Security as per tender conditions

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder.

**Signature of Authorized signatory with company seal**

## BOQ - PRICE SCHEDULE

(AMC of Fish Aquariums)

The screenshot shows an Excel spreadsheet with the following data:

Item Num	Item Title	Item Description	Item Qty	Unit of Measure	Consignee ID	Delivery Period (In number of days)
1	Fish Aquarium	Rate per maintaining of one fish aquarium for one month is to be quoted	1	No	stores.consignee	15