
	<b>प्लाज़्मा अनुसंधान संस्थान</b>	
	<b>Institute for Plasma Research</b> भाट, निकट इन्दिरा पुल, गांधीनगर - ३८२ ४२८ (भारत) Bhat, Near Indira Bridge, Gandhinagar 382 428, Gujarat (India)	
	Tel. :- 079 – 2396 2260, 2262, 2263, 2264. Fax :- 079 – 2396 2277	E-mail :- <a href="mailto:stores@ipr.res.in">stores@ipr.res.in</a>

निमंत्रण निविदा और निविदाकारों को निर्देश करने के लिए  
**Invitation to Tender and Instructions to Tenderers**

The Assistant Stores Officer, Institute for Plasma Research invites tenders in **TWO PART** for comprehensive maintenance and servicing of water coolers, split & window air conditioners, deep freezers, refrigerators and water purifiers totaling about 515 units located in IPR main campus, IPR establishments known as FCIPT, IPR Extension Lab both in Gandhinagar as detailed in the Purchaser's Tender documents. The conditions of contract and instructions to tenderers which will govern the contract pursuant to tender are given below.

If you are in a position to quote in accordance with the requirements stated in the attached Tender Form please submit your quotation as per the details given in the tender documents.

Kindly ensure that your quotation reaches us on or before the due date and time indicated in the tender notice.

Yours faithfully,

Yogesh Dadheech  
Assistant Stores Officer

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## INSTRUCTION SHEET

### **TENDER NOTICE No.IPR/ST/TN-08/18-19 DATED 17.01.2019** **(TWO PART)**

**comprehensive maintenance and servicing of water coolers, split & window air conditioners, deep freezers, refrigerators and water purifiers totaling about 515 units located in IPR main campus, IPR establishments known as FCIPT, IPR Extension Lab both in Gandhinagar**

1. Full details and specifications of the items and general instructions to be followed regarding submission of tenders are indicated in the tender documents.
2. **Proof for fulfillment of eligibility criteria mentioned hereunder should be submitted along with the tender. If the tender is submitted without valid documents, we shall not consider your offer. Tenders received without proof of eligibility criteria will be rejected.**
3. **The contractor should visit the site to assess the scope of work From 18.01.2019 to 09.02.2019 between 1400 to 1600 Hrs.**
4. **Tender Fee:** The tender fee of ₹300/- (non refundable) should be made in the form of DEMAND DRAFT issued by SBI/nationalized banks or any one of the scheduled banks mentioned in the bracket (Axis Bank, HDFC Bank, ICICI Bank and IDBI Bank) drawn in favour of *Institute for Plasma Research* and payable at *Ahmedabad*. Vendor's name and tender number shall be indicated on the reverse side of the Demand Draft.
5. **DD should not be prior dated to the date of advertisement. Separate request letter and separate Demand Draft shall be sent for each tender.**
6. **Those who use the downloaded tender documents from IPR Website may submit the prescribed Tender Fee keeping in a separate envelope along with the tender.**
7. **Tenders received without the prescribed tender fee will be rejected.**

8. No request for the extension of due date will be considered.
9. Late/Delayed offers will not be accepted.
10. **Earnest Money Deposit:** - The Bidder shall submit interest free Earnest Money Deposit (EMD) of ₹90,000.00 (**Rupees Ninety Thousand Only**) by way of Demand Draft of any Nationalized Bank, issued in favour of "Institute for Plasma Research" and payable at Ahmedabad. Quotation received without EMD will be summarily rejected.
11. **Tender in a sealed envelope (Technical Bid, Commercial terms and conditions and EMD [Part-I] in one envelope and Price Bid [Part-II] in another envelope) superscribing the envelope with the above tender no., date, due date and brief description of tendered item should be submitted to the Assistant Stores Officer at the above address by 1.00 p.m. on 21.02.2019. Part-I (Technical Bid along with Tender Fee of Rs.300/-, commercial terms and conditions and EMD for Rs.90,000/-) received upto 1.00 p.m. on 21.02.2019 will be opened on the same day at 2.30 p.m. in the presence of attending tenderers.**
12. IPR will not be responsible for any delay/loss of documents in transit.
13. Tenders received without the details asked for including proof of eligibility for participating in the tender may not be considered.
14. Tenderers should furnish/enclose full technical details and confirm the terms and conditions attached with the tender.
15. **Those who do not meet with the eligibility criteria need not submit Tender.**
18. The Director, IPR reserves the right to accept or reject any offer in full or part thereof without assigning any reason thereof.