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केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान
CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
(भारतीय कृषि अनुसन्धान परिषद)
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
विल्लिंगडन आइलैंड, मत्स्यपुरी पी. ओ., कोच्चिन-682 029
WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029



TENDER FOR THE ANNUAL MAINTENANCE CONTRACT FOR 13 SCIENTIFIC EQUIPMENT OF B&N DIVISION OF ICAR-CIFT, KOCHI FOR 2 YEARS

Tender Enquiry No.: [**F.No. 5-9/2025-E&M**](#)

email: : e.mcift@gmail.com

website: www.cift.res.in

www.eprocure.gov.in

Tel: 0484 – 2412444/ 2412441

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NOTICE INVITING TENDER

ICAR-CIFT invites e-tenders for the Annual Maintenance Contract of 13 No's of Scientific Equipment as per Annexure - I of B&N Division, ICAR-CIFT, Kochi for 2 years through the website www.eprocure.gov.in under two-bid system from reputed service providers having GST registration.

Tender Enquiry No. : F.No. 5-9/2025-E&M		
Published Date	25.09.2025	- 1300 hrs
Bid submission start date	25.09.2025	- 1330 hrs
Bid submission end date	16.10.2025	- 1330 hrs
Bid opening date	17.10.2025	- 1400 hrs

IMPORTANT NOTES:-

1. Tender Documents can be downloaded from ICAR-CIFT website www.cift.res.in or from the Central Public Procurement Portal www.eprocure.gov.in. Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website : www.eprocure.gov.in for participating in the bidding process. Bidders should also possess a valid DSC for online submission of bids.
2. **Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**
3. ICAR-CIFT reserves the right to accept/reject any or all the tenders in part/full without assigning any reason thereof.
4. ICAR-CIFT will not be responsible for any delay in enrollment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website www.eprocure.gov.in and enroll their Digital Signature Certificate and upload their quotation well in advance.
5. 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.

Asst. Admn. Officer (E&M)
FOR DIRECTOR

Place: Kochi

Date: 22.09.2025



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INSTRUCTIONS TO THE TENDERERS

The tender shall be submitted in accordance with these instructions and any tender not confirming the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. For Online Bid Submission, as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

More information useful for submitting the online bids on the CPP Portal is available obtained at [“Bidders Manual Kit”](#)

2. **For Registration:** Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link [“Online Bidder Enrollment”](#). Enrolment on the CPP Portal is free of charge.
3. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
4. Director, ICAR-CIFT, reserves the right to accept/reject any bid wholly or partly or to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Institute’s action.
5. The Technical Committee constituted by the Director, ICAR-CIFT shall have the right to verify the particulars furnished by the bidder independently.
6. All the tender documents to be uploaded as per this tender are to be digitally signed by the bidder.
7. All the communications with respect to the tender shall be addressed to:

The Director,
ICAR- Central Institute of Fisheries Technology,
Willingdon Island, Matsyapuri P.O.
Kochi – 682029.



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GENERAL TERMS & CONDITIONS

1. Name of the Contract **Annual Maintenance Contract of 13 No's of Scientific Equipment's as per Annexure- I at B&N Division, ICAR-CIFT, Kochi for 2 years**
2. Only bids received on CPP Portal will be considered for opening. Bids in any physical form sent through fax/email/courier/post/ delivered personally will not be considered.
3. Bidder should log into the site well in advance for bid submission so that the bid is uploaded in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
4. The bidder should be able to provide services whenever necessary.
5. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
6. Description/configuration of the equipment's can be physically verified before submitting quotation/entering in to AMC.
7. The contract includes preventive maintenance visit for each instrument six-monthly and attend all the on-call complaints/breakdown call for each equipment as and when required.
8. The rates quoted should be for the service at this Institute. Separate rate for each equipment's should be furnished. GST charged for each equipment's should be furnished separately. Tender should be valid for three months.
9. Cost of the spare parts, if any, to be replaced will be borne by this Institute on production of estimate and service report in this regard by the contractor. Only original parts should be used for replacement of damaged or defective parts.
10. If taxes, duties or any other charges over and above the rate quoted are payable by the purchaser actuals/percentage of such taxes/duties/ charges should be clearly indicated. The rates quoted shall be inclusive of all taxes and in the Indian Rupees only.
11. Proper records of maintenance and repair, duly authenticated by the users (ICAR-CIFT Personnel) should be maintained.
12. Firms having ample experience in providing AMC to reputed organizations only will be considered. Documentary evidences for the experience/references may also be submitted. The firm must have previous experience in maintaining the equipment's in Govt.

organizations/PSUS. Performance certificates from the existing clients (organizations) must be attached.

13. A preventive maintenance service is to be carried out every six months for all systems detailed in the annexure. Preventive maintenance means half yearly servicing of the equipment, irrespective of whether the equipment has suffered a breakdown or not.
14. It shall be the responsibility of the firm to make all the equipment's working satisfactorily throughout the contract period.
15. The firm must have valid GST No. and submit documentary proof in this regard. PAN number of the firm is to be furnished.
16. The Director, ICAR-CIFT, Kochi reserves the right to accept or reject any or all the quotations either in full or in part without assigning any reason.
17. Quotations not complying with the above conditions are liable to be rejected.
18. The Tenderer shall upload copy of GST Registration, Income Tax PAN, bank details in the e-tender in pdf format.
19. The firm shall upload the duly filled proforma attached as Annexure-II and Tender Acceptance Letter in Annexure-III in pdf format.
20. Bid Security:
 - a. The Bid Security of **Rs.30,000/- (Rupees Thirty thousand only)** may be submitted in the form of Demand Draft /Bankers cheque in favour of "ICAR Unit CIFT, Cochin" payable at State Bank of India, Willingdon Island Cochin-682009 or Bank Guarantee in the prescribed format (Annexure – III), valid for 45 days beyond the validity of bid. The Bid security is to be submitted to this office on or before **16.10.2025**. Name of the Bidder, Tender and Tender reference number has to be furnished behind the Bid Security DD/Bankers cheque. The scanned copy of Bid Security by way of Demand Draft/Bankers Cheque /BG or its exemption certificate in PDF form should be included in Cover —I of the E-tender. The offers without Bid Security will be rejected.
 - b. The Bid Security will be returned to the unsuccessful bidders after the orders are placed with the successful bidder.
21. The Bid Security will be forfeited if the bidder fails to accept the order based on his/her offer (bid) or fail to supply the items.
22. **Performance Security:** The successful Firm/Party is required to remit a performance security amounting to **5% of the cost of the contract value** in the form of Insurance surety Bond, Account payee, Demand Draft, fixed Deposit receipt from a commercial bank, Bank Guarantee from a commercial Bank or online payment in an acceptable form drawn in favour of "ICAR unit, CIFT, Kochi payable at State Bank of India, Willingdon Island, Cochin - 682003 from a commercial bank as directed by this office.

The Performance security to be remitted within 14 days from the formal intimation. The performance security should remain valid for a period of 60 (Sixty) days beyond the date of completion of all contractual obligations of the supplier, including warranty obligation.

Performance security shall be refunded to the contractor without interest, after he duly performs and completes the contract in all respect but not later than 60 days of completion of all such obligations including warranty under contract. Performance security will be forfeited and credited to the procuring entity's account in the event of a breach of contract by the contractor.

23. **Payment-clause:** Payment of the contract amount will be made on production of your pre-receipted bill/Invoice, in triplicate, in equal two installment's i.e. 1st installment invoice to be submitted after satisfactory completion of six months and the 2nd after satisfactory completion of contract period. Income Tax @ 2% will be deducted from each bill/Invoice as per 194 C of Income Tax Act.
24. Quotations not complying with above conditions are liable to be rejected. The Director, ICAR-CIFT, Kochi reserves the right to accept or reject any or all the quotations either in full or in part without assigning any reason.
25. The Director, ICAR-CIFT, Kochi reserves the right to accept or reject any Bid and to cancel the Bidding processes or reject all Bids at any time prior to the award of Contract without hereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected. Bidder or Bidders of the ground for Institute's action.

**Asst. Admn. Officer (E&M)
FOR DIRECTOR**

SCOPE OF WORK

1. Description/configuration of the equipment's can be physically verified before submitting quotation/entering in to AMC.
2. The contract includes preventive maintenance visit for each instrument six-monthly and attend all the on-call complaints/breakdown call for each equipment as and when required.
3. The rates quoted should be for the service at this Institute for a period of 2 years. Separate rate for each equipment's should be furnished. GST charged for each equipment's should be furnished separately.
4. A preventive maintenance service is to be carried out every six months for all systems detailed in the annexure. Preventive maintenance means half yearly servicing of the equipment, irrespective of whether the equipment has suffered a breakdown or not.
5. It shall be the responsibility of the firm to make all the equipment's working satisfactorily throughout the contract period.
6. Proper records of maintenance and repair, duly authenticated by the users (ICAR-CIFT Personnel) should be maintained.
7. Firms having ample experience in providing AMC to reputed organizations only will be considered. Documentary evidences for the experience/references may also be submitted. The firm must have previous experience in maintaining the equipment's in Govt. organizations/PSUS. Performance certificates from the existing clients (organizations) must be attached.
8. Cost of the spare parts, if any, to be replaced will be borne by this Institute on production of estimate and service report in this regard by the contractor. Only original parts should be used for replacement of damaged or defective parts.

sd/-

Asst. Administrative Officer (E & M)

Annexure –I

DETAILS OF ALL 13 SCIENTIFIC EQUIPMENTS:

Sl No	Name of the equipment	Year of Purchase	Model No.	Manufacturer
1	Latroscan	2006	MK-65	TLC
2	HPLC	2004	200 Series	Perkin Elmer
3	HPLC (LC 20AT,RID 20A,SCL 10AVP,RF10AXL,CTO 10ASVP,DGU14A)	2001	LC-20 Series	Shimadzu
4	HPLC Shimadzu [LC-20AD, SPD M10AVP,DGU 20A5)	2004	LC-20 Series	Shimadzu
5	HPLC [L-2130,L-2485,L-2200]	2010	Amino Acid Analyser	Hitachi
6	Centrifuge	2008	Heraeus Multifuge 3 SR+	Thermo
7	Gas Chromatograph	2013	Clarus 580	Perkin Elmer
8	Atomic Absorption Spectrophotometer	2012	ICE 3000	Thermo
9	UV Vis Spectrophotometer	2001	1601	Shimadzu
10	UV Vis Spectrophotometer	2011	2910	Hitachi
11	Atomic Absorption Spectrophotometer	2001	AA 220	Varian
12	Gas Chromatograph	2004	CP 3800	Varian
13	Viscometer	2015	LVDV-III ULTRA	Brookfield

Note: Rate for each item & GST for each item may be quoted separately.

Annexure – II

Proforma duly filled to be uploaded in pdf format

Sl. No.	Particular	Details
1	Name of Organization/Company	
2	Valid Registration Number of the firm	
3.	Document related to minimum five year experience in providing maintenance of same or simila equipment	
4.	GST No. and PAN No.	
5.	Bank Details of the Bidder	
6.	Mobile Number & Email address for correspondence	
7.	Any other information	
	Details of authorized representatives	
8	Name	
9.	Postal address	
10.	Telephone No.	
11.	Fax Number	
12.	Mobile Number	
13.	Email address	

Signature of Authorized person with date:

Name & full address with Telephone No

Office:

Fax No:

Email:

Annexure - III

BANK GUARANTEE FORM FOR BID SECURITY

Whereas.....[Name of bidder]
[hereinafter called "the bidder"] has submitted his bid dated.....[date] for the supply of
.....(brief description of the relevant goods and services) (hereinafter called "the
bid").

KNOW ALL PEOPLE by these presents that WE.....(name of the bank)
having registered office at.....(full address) (hereinafter called "the bank") are bound unto...
(name of the purchaser) (hereinafter called "the purchaser") in the sum of
R s (Rupees.....(amount in figures and in words) for which
payment well and truly to be, made to the said purchaser, the bank binds itself, its successors and
assigns by these presents.

Sealed with the Common Seal of the said bank this.....
Day of,,20

THE CONDITIONS of this obligations are:

1. If the bidder
 - i. Withdraws its bid during the period of bid validity specified by the bidder on the bid form; or
 - ii. Does not accept the correction of errors in accordance with the Instruction to Bidders.
- OR
2. If the bidder, having been notified of the acceptance of its bid by the purchaser during the period of bid validity.
 - i. Fails or refuses to execute the contract form, if required; or
 - ii. Fails or refuses to furnish the performance security, in accordance with the instructions to Bidders;

We undertake to pay to the purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the above mentioned two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 60 (sixty) days after the period of bid validity and any demand in respect thereof should reach the bank not later than the above date.

.....
Signature of the Bank

SEAL of the Bank

Date•.....

Place•.....

TENDER ACCEPTANCE LETTER

(To be given on company letter head)

Date:

**To,
The Director,
Central Institute of Fisheries Technology
Kochi-682029.**

Sub : Acceptance of terms and conditions of tender -regarding.

Ref: Tender No.

Name of the tender:.....

Sir,

1. I/We have downloaded the tender documents for the above mentioned Tender from the Website(s) name:
.....
.....
as per your advertisement.
2. I/We have 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),Schedules(s), etc,) which form part of the contract agreement and
I/We
Shall abide hereby the terms /conditions, clauses contained therein.
3. I/We here by unconditionally accept the tender conditions of above mentioned tender documents(s), corrigendum(s)in its totality.
4. I/We do hereby declare that our firm has not been blacklisted /debarred by any Government Department. Public sector undertaking
5. I/We certify that all information furnished by our firm is true and correct and in the event the information is found to be incorrect. Untrue or found violated, then your Department/Organization shall without giving any notice or reason thereof or summarily rejected the bid or terminate the contract.
6. I/We engage to supply the material(s) to your office and comply the following:
7. Tender schedule and Technical specification indicated.
8. This offer is valid for 90 days from the date of opening of the tender.
9. That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking
10. That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

Signature & Seal Place & Date		Name of the Authorized Signatory:	
		Telephone No: Fax No: Mobile No: Email id:	

Online Bid Submission Details

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online as explained below:-

List of Documents to be provided as PDF file in Cover -I Technical Bid.

1. Full address/contact details.
2. Copy of GST Registration
3. Income Tax return of last three years ending March,2025
4. Pan card
5. Details of technical support and servicing facility available locally.
6. Documentary evidences for the experience/references for AMC Works.
7. List of national and international customers to whom servicing of same or similar make equipment was provided in the past.
8. Testimonial from reputed multinational lab or government labs (minimum of three numbers).
9. Tender documents duly signed by the bidder.
10. If the unit registered with MSME an attested copy of Certificate.
11. Duly filled proforma in Annexure-II
12. Duly filled Tender Acceptance letter. (Annexure-III) in the letterhead of the bidder.

Cover-II -Financial Bid -in.xls format to be filled as per the instructions given in Financial Bid.

All the documents and BOQ (Financial Bid) has to be signed by the Bidder.

**Assistant Administrative Officer (E & M)
for the Director, ICAR-CIFT**