

कृषि मंत्रालय (कृषि अनुसंधान एवं शिक्षा विभाग), भारत सरकार

भाकृअनुप - केन्द्रीय तटीय कृषि अनुसंधान संस्थान

भारतीय कृषि अनुसंधान परिषद

एला, ओल्ड गोवा - 403 402 (भारत)

Ministry of Agriculture (Department of Agricultural Research and Education), GOVERNMENT OF INDIA

ICAR- CENTRAL COASTAL AGRICULTURAL RESEARCH INSTITUTE

Indian Council of Agricultural Research

Ela, Old Goa - 403 402 (INDIA)

**STANDARD BIDDING DOCUMENTS FOR LOW VALUE PURCHASE**

Tender Enquiry No. 3(2)/AMC/AC/2017-18-Stores

Dated: 23.01.2018

(Last Date for Submission of Quotation: 13/02/2018 03:00 pm)

To,

Dear Sir,

We have a requirement of the goods & services as indicated below, tender for which will be opened at 3.00 pm hrs on **14/02/2018** and you are invited to submit your most competitive quotation for the same. All the relevant details are given below.

i) Description of the work required and the required quantity:

As enclosed in Annexure- 1

ii) Guiding specification and other technical details:

As enclosed in Annexure - 2

iii) Terms of delivery:

Delivery and installation/ commission (Wherever required) at site, viz. ICAR-Central Coastal Agricultural Research Institute, Ela, Old Goa – 403 402.

- a) **Earnest money/ Bid security:** The tenderer has to deposit earnest money worth **Rs. 5,000/- (Rupees Five Thousand Only) (in the form of D.D. only in favour of ICAR Unit, CCARI, payable at Old Goa, No quotation shall be considered without the bid security)** along with his tender. The tenderer has to enclose pre receipt for refund of earnest money/Bid security, so that earnest money / Bid security can be refunded to unsuccessful tenderer immediately on finalizing the tender/ contract.
- b) **Security money/ Performance security:** The successful tenderer whose rates are approved for supply of stores, has to deposit security money/Performance security @ 10% of total cost/ contract value. Earnest money/Bid security and/or security money / Performance security should be deposited in the form of cash deposit, demand draft or Bank guarantee. Exemption is not allowed in any firm / contractor even registered with DGS & D, NSIC, CPWD etc.

Contd..2/-

iv) Delivery period for goods/ services:

Within 15 days from the date of the purchaser's signing the Supply/ work Order.

v) Erection/installation and commissioning (if required, depending on the goods/service ordered) are to be completed within 15 days of delivery of the goods/ services at site.

vi) Terms of Inspection by the purchaser's representative

vii) Price structure:

- a) The Tenderer shall quote for the complete requirement of goods & services and for the full quantity as shown against a serial number in the list of requirements in Annexure – I. Unless otherwise specified in Annexure-I, the
- b) Tenderers are, however, free not to quote against all the serial numbers mentioned in the List of Requirements (in case there are more than one serial number in the List of Requirements).
- c) The rates and prices quoted shall be in Indian rupees only.
- d) All duties, taxes and levies payable by the supplier shall be included in the quoted price.
- e) The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the supply and shall not be subject to variation on any account, whatsoever, including statutory variations, if any.

vii) Receipt of goods/ services & Terms of payment:

1. Payment term for supply of goods/ services including erection/installation and commissioning (as and if applicable):-

Immediately on receiving the goods at site, the purchaser will verify the quantities of the items supplied as specified in the delivery challan of the supplier and also check for any superficial damage etc. in the goods so supplied and issue a provisional receipt, accordingly. If the goods supplied do not require erection/installation and commissioning at site, the purchaser, within three working days of issue of the provisional receipt, will issue acceptance certificate (of the goods) to the supplier, provided the goods supplied are acceptable in terms of the contract. However, if the goods supplied also need erection/installation and commissioning, the purchaser will issue acceptance certificate within two working days, after successful erection/installation and commissioning. The supplier will then send its invoice along with the purchaser's acceptance certificate and other accompanying documents to the paying authority for payment.

The paying authority will release the full payment to the supplier as due in terms of the contract, within seven working days of receipt of supplier's invoice, purchaser's receipt certificate and other accompanying documents provided the same are in order.

Contd..3/-

x) Paying authority:

The Director, ICAR-Central Coastal Agricultural Research Institute, Old Goa

xi) Liquidated damage clause:

If any time during the performance of the contract, the supplier encounters conditions hindering timely delivery of the goods/ services, the supplier shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same. After receipt of supplier's communication, the purchaser shall decide as to whether to cancel the contract for the un-supplied portion after the existing delivery period, or to extend the delivery period suitable by issuing an amendment to the contract. If the supplier fails to deliver the goods and/or perform the services within the contractual delivery period for reasons other than circumstances beyond supplier's control (which will be determined by the purchaser) and the purchaser extends the delivery period, the purchaser will also deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half per cent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance. The maximum limit of such deduction will, however, be 10% (ten per cent) of the contract price of the delayed goods or services.

Further, during such delayed period of supply and/or performance, the supplier shall not be entitled to any increase in price and cost, whatsoever, on any ground. However, the purchaser shall be entitled to the benefit of any decrease in price and cost of any ground, whatsoever, of the goods & services, supplied during the period of delay.

The purchaser's letter (to the supplier, with copies endorsed to others concerned) extending the delivery period will be subject to the above conditions.

xii) Dispute resolution mechanism

If any dispute or difference arises between the purchaser and the supplier relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions. However, if the parties fail to resolve the dispute or difference by such mutual discussion within 30 days, either the purchaser or the supplier may give notice to the other party of its intention to refer the same to arbitration. The arbitration shall commence thereafter. The arbitration shall be conducted by a sole arbitrator, who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be as per the Indian Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be the place from where the contract is issued

Contd..4/-

2. You are also required to fulfill the following conditions and furnish the details as indicated in subsequent paragraphs.

- a) Rate quoted shall be valid for one year. Annual Maintenance Contract will be valid for 1 year.
- b) Changes in the rate during the period will not be accepted.
- c) At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25% the quantity of goods & services as specified in the list of requirements, without any change in the unit price or other terms & conditions.
- d) Please furnish a certified copy of your latest ITCC (Income Tax Clearance Certificate)
- e) Please indicate if you are currently registered with any Govt. organization and if registered, furnish all relevant details.
- f) Please state whether business dealings with you presently stand banned by any Government organization and, if so, furnish relevant details.
- g) A supplier shall not submit more than one quotation for the same set of goods/ services
- h) The supplier shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of the goods/ services or any part thereof, with respect to the goods/ services quoted by the supplier in its offer.
- i) The quotation(s) as well as the contract shall be written in English language. All correspondence and other documents pertaining to the quotation(s) and the contract, which the parties exchange, shall also be written in English. The quotation and all correspondence and documents relating to the quotation exchanged between the bidder and the purchaser may also be written in Hindi language provided that the same is accompanied by an English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall govern.
- j) The contract shall be governed by the laws of India and interpreted in accordance with such laws.
- k) **The quotation/ offer shall remain valid for acceptance for a period not less than 90 days after the specified date of opening the offers.**

3. The quotation shall be sealed in an envelope. The envelope shall be addressed to the purchaser and it should also bear the tender enquiry no. and the words '**TENDER FOR FEEDS and DO NOT OPEN BEFORE 14/02/2018** (*The time and date of opening of the tenders). This envelope should then be put inside another envelope, which will also be duly sealed. The outer envelope will bear the full address of the purchaser. **The supplier must ensure that its tender (i.e quotation), duly sealed as above, reaches the purchaser at least one hour before the time and date of opening of tenders.** The supplier may, at its choice, send the tender by regd. post or by speed post. Alternatively, the supplier may also hand deliver the tender to the purchaser in which case the purchaser shall give the supplier a receipt, indicating the time & date of receipt of the tender.

4. The tenders, which are received late by the purchaser will be ignored. Further, the purchaser does not accept any liability and responsibility for the tenders in case the same are not properly sealed & marked and /or sent as above.

5. The tenders, which are received on time (as per Para 3 above), will be opened at purchaser's office at 15.00 hours on 14/02/2018. The purchaser will open the tenders in the presence of the tenderer's duly authorized representatives, who choose to attend the tender opening.

Contd..5/-

6. The purchaser will evaluate and compare the quotations which are substantially responsive i.e. which are properly prepared & signed and meet the required terms, conditions, specification etc. The purchaser will award the contract to the supplier whose quotation will be determined to be responsive and offering the best evaluated price.

7. Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation or annul the tendering process and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.

8. Please submit your quotation accordingly. You shall sign all the pages of your quotation. Your price quotation may be furnished in the format enclosed as Annexure – 3

9. Details of beneficiary's name, Name of the bank and branch, address, bank account no, IFSC (Indian Financial System Code), MICR Code, etc of the bank branch must be prominently written in the bill.

You are also required to return this original tender enquiry (all the pages), as it is, duly signed by you on every page, for our record. You may retain a photocopy of this tender enquiry for your record.

Cost of the items may be preferred in duplicate duly PRE-RECEIPTED AND STAMPED after supply, which will be paid by e-payment (electronic payment) normally within one month from the date of supply. The following details may be intimated i) Account holder's name ii) type of account and account no. iii) Name of bank and address. iv) RTGs code no, of bank. V) IFSC No. of bank & MICR Code

Signature of the purchaser
ASST. ADMINISTRATIVE OFFICER

Address: ICAR - CCARI, Ela, Old Goa
Telephone No.: 0832-2284678
0832-2284679
0832-2285381
Fax No. : 0832 2285649

Encl: Annexure 1, 2

LIST OF REQUIREMENTS

Annual Maintenance Contract for following Air Conditioners

Sr. No.	Particulars	Quantity
1	2 ton split AC	13 No.s
2	1.5 ton split AC	47 No.s
3	1 ton split AC	05 no.s
4	1.5 ton window AC	39 No.s
5	15 T Split Ceiling AC	04 No.s

SPECIFICATIONS & OTHER TECHNICAL DETAILS
OF THE ITEMS AND SERVICES (SHOWN IN ANNEXURE -1-4)

NOTE: E-payment details are compulsory. Details of beneficiary's name, Name of the bank and branch, address, bank account no, IFSC (Indian Financial System Code), MICR Code, etc of the bank branch must be prominently written in the bill.

FORMAT OF PRICE QUOTATION

S.No.	Description of goods & allied services	Specification	Accounting unit	Qty	Quoted unit price in Rs.		Total amount in Rs.
					In figures	In words	

Grand total Cost Rs. _____

We agree to supply the above goods & allied services. We confirm that the same will meet the description, specification and other technical details as required in the tender enquiry.

We confirm that we agree to all other terms & conditions of your tender enquiry including the terms of delivery, period of delivery and warranty provision.

We have furnished all the information, as required in the tender enquiry and attached the relevant documents.

(In case of tenderer desires to put some additional /modified stipulations. Terms & conditions etc. the same may be clearly indicated)

We confirm that our offer will remain valid for acceptance for _____ days after the date of opening of tenders.

.....

(Signature, name and designation of the authorized executive of the tendering firm)

For and on behalf of

(Name and address of the tendering firm)

.....

(Seal of the tendering firm)

Date :

Place :