



भाक अनुप -भारतीय कदन्न अनुसंधान संस्थान  
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH  
(ज्वार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)  
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F.No.2-155/15-16/ST

Date: 10-03-2016

**SHORT-ENQUIRY**

To -----  
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Dear Sir,

**Sub:-Quotation for Purchase of Alluminium pouches And Plastic trays – reg**

We are interested to take up the following **Purchase of Alluminium pouches And Plastic trays**. Detailed specifications, quantity required etc, are as below. Please forward your quotation in **two-way bid system** in a sealed cover with super scribing of enquiry number and date to the Director, IIMR, (DSR), Rajendranagar, Hyderabad-500030.

Enquiry should be submitted in sealed envelope. The envelope shall be addressed to the Director, Indian Institute of Millets Research, (IIMR), Rajendranagar; Hyderabad -500030, (purchaser) and it should also bear the tender enquiry number and name of the **Purchase of Alluminium pouches And Plastic trays**.

A DD of **Rs.200/-** towards enquiry fees and **Rs.4000/-**towards EMD in form of DD in favour of" ICAR UNIT-IIMR" Account payable at Hyderabad should be enclosed with technical bid otherwise your enquiry will not be considered.

**Date and time for submission of quotation on or before 21.03.2016 up to 02.00 pm**  
**Date and time for opening of technical bid 21.03.2016 at 02.30 pm**

In the event of date specified proposal submission for Enquiry Receipt declared as closed holiday for Office, the due date for the submission of the Enquiry will be the following working day.

**PROPOSAL SUBMISSION:**

Interested bidders should submit both technical and financial proposals in two parts namely.

- |   |                    |    |                         |
|---|--------------------|----|-------------------------|
| A | Technical Proposal | -- | Part "A" -- Annexure-I  |
| B | Financial Proposal | -- | Part "B" -- Annexure-II |

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as **"TECHNICAL PROPOSAL"** and **"FINANCIAL PROPOSAL"**. Financial proposal to indicate a warning **"DO NOT OPEN WITH THE TECHNICAL PROPOSAL"**. The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment **"Quotation for Purchase of Alluminium pouches And Plastic trays"**.

Technical Proposal should be prepared considering the detailed specifications of the item as mentioned in the Annexure-I. On the basis of detailed specification a check list is attached as **Annexure-I & III** which is must be submitted only along with the technical proposal, duly signed and sealed. Samples of all the Items should be enclosed with Tender Document otherwise the tender will not be considered. The bidder must fulfill all the conditions as per checklist. If someone is not fulfilling the criteria as per checklist, their proposal will be eliminated at technical consideration level and will not be considered for financial comparison. The technically qualified bidders will be informed the date & time of opening of Financial Bid.

### **FINANCIAL PROPOSAL CONTENT**

Financial proposal (In Indian Rupees) should be in the form of a lump sum amount inclusive of all taxes etc., for the said **“Purchase of Alluminium pouches And Plastic trays”** and should be submitted in the attached Annexure – II only. Any other taxes should be clearly mentioned in the bid itself. No other conditions of the firms like advance payment, delivery duration, increased rate etc. Are acceptable to us.

Yours faithfully,

**Administrative Officer**

**Technical Proposal**  
**Alluminium pouches**

Sl.No.	Specifications	Size	Quantity
1	Alluminium pouches	500 gms	10,000
2	Alluminium pouches	250 gms	10,000
3	Alluminium pouches	100 gms	10,000

**Plastic trays**

Sl.No.	Specifications	Size	Quantity
1	Plastic trays	Rectangular trays No.303 (Mention make clearly)	500 No's

Before submitting the quotation you are requested to read the detailed instructions mentioned overleaf.

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

Signature & Seal of the Firm

Place: \_\_\_\_\_

Email: \_\_\_\_\_

Ph .No (Office): \_\_\_\_\_

Cell: \_\_\_\_\_

**Financial Proposal**  
**Alluminium pouches**

Sl.No.	Specifications	Size	Qty	Unit price	Total Amount (Incl Taxes)
1	Alluminium pouches	500 gms	10,000		
2	Alluminium pouches	250 gms	10,000		
3	Alluminium pouches	100 gms	10,000		

**Plastic trays**

Sl.No.	Specifications	Size	Qty	Unit price	Total Amount (Incl Taxes)
1	Plastic trays	Rectangular trays No.303 (mention make clearly).	500 No's		

**Note :**

- 1) Items should be delivered at IIMR.
- 2) Sales tax/VAT should be indicated clearly, if any.
- 3) Prices should be quoted only in Indian rupees.
- 4) No other conditions of the firm will be accepted to us.

We are herewith undertaking that the details provided above are true and to abide by the terms and conditions contained in the bid document of IIMR.

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

Signature of authorised official  
(with seal and stamp)  
Name : \_\_\_\_\_  
Designation: \_\_\_\_\_

Check list

Minimum requirements to be checked at the time of opening tender by committee

1	Enquiry/Tender fees DDNO. Dt:	Y/N	Page No
2	EMD DD.No. Dt:	Y/N	
3	Validity of the quotation: 90 Days After the Last date for bid submission. However the purchaser reserves the right to seek consent for an extinction of the period of validity.	Y/N	
4	Delivery period :3-4 weeks	Y/N	
5	ORIGINAL Tender form must be submitted duly signed and Stamped on each page as a token of acceptance of the terms and conditions of the tender.	Y/N	
6	One supplier one Quotation only	Y/N	
7	TIN of the firm.	Y/N	
8	Price Quote must be in the format enclosed Annex-II	Y/N	
9	Samples enclosed	Y/N	
10	Self attested copy of PAN Card of the firm should be enclosed.	Y/N	
11	Turn over should equal to or more than ₹ 2,00,000/- in any of the three years out of last five years. (copy of IT returns and copy of Annual Accounts Certified by CA or self attested must be enclosed as proof) 2014-2015 2013-2014 2012-2013 2011-2012 2010-2011	Y/N	
12	Any refusal or Non- supply of previous order :- In case of refusal or non-supply of previous orders (Beyond the given time) the bid of such firms will not be considered.	Y/N	

I have gone through the conditions and certified that all the information provided are true. In case of any false information given by me my tender may be rejected for which the purchaser will not be held responsible.

**Date:**

**Signature of the bidder**

**Name:-** \_\_\_\_\_

**Seal and stamp:-** \_\_\_\_\_

**IMPORTANT INSTRUCTIONS**

1. No advance payment will be made.
2. The price quoted should be F.O.R, RAJENDRANAGAR, HYD-30, preferably free door delivery to IIMR (DSR) premises.
3. Your rate(s) should include packing forwarding etc. The sales tax etc., should be clearly indicated separately wherever chargeable.
4. Payments will be made electronically within 30 days after the receipt of materials in good condition & satisfactory report by the indenter. The bidders are requested to attach a copy of RTGS details along with Financial Bid for making online payment through RTGS.
5. The acceptance of the quotation will rest solely with the Director, IIMR and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons thereof.
6. Time is the essence of the order as our requirements are connected with time targeted research programme or other assignments. The date of delivery should be strictly adhered to. Liquidated damages will be levied as per ICAR/Govt. of India orders from time to time, the delivery schedule is not adhered to. Part supplies will not be accepted under any circumstances.
7. YOUR QUOTATION SHOULD BE VALID ATLEAST FOR THREE MONTHS FROM THE DATE OF SUBMISSION.
8. The quantities are approximate, it may vary up to 50%, and you should accept the same as per final order depending upon our requirement as per the rate quoted by you.
9. Sample should accompany with the quotation, otherwise your quotation will not be considered.
10. Any alterations shall be treated valid only if they are authenticated by full signature by the person or persons authorized to sign the bid. **Tender documents should be free from over writing.**
11. This office will not be held responsible for any postal delay.
12. Any disputes arising out of this order will be subject to the Jurisdiction of RangaReddy District.