



**ज्वार अनुसंधान निदेशालय**  
**DIRECTORATE OF SORGHUM RESEARCH**  
(भारतीय कृषि अनुसंधान परिषद/Indian Council of Agricultural Research )  
राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030  
Phone: 24018651,24015349, Fax no.24016378



F.No.2-87/2013-14/ST

**ENQUIRY**

Date:15-11-2014

To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**Sub:-Quotation for Purchase of Alluminium Foil Pouches - Reg.**

We are interested **Purchase of Alluminium Foil Pouches**. Detailed specifications, quantity required etc. are as below. Please forward your quotation in **two-way bid system** in a sealed cover with superscription of enquiry number and date addressed to the Director, DSR, Rajendranagar, Hyderabad-500030. **Last Date of submission is 11.12.2014**.

The enquiry form and other details are available in DSR Website [www.sorghum.res.in](http://www.sorghum.res.in), which can be downloaded and cost of enquiry document Rs. 200/- and EMD of Rs. 4000/- is to be submitted along with the tender by means of separate Demand drafts in favour of ICAR-Unit – DSR, Hyderabad. Enquires submitted without enquiry fee and EMD shall be rejected .

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 | <b>Technical Proposal</b> | -- | <b>Part "A"</b> |
| b | <b>Financial Proposal</b> | -- | <b>Part "B"</b> |

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 "**Alluminium Foil Pouches**".

Technical Proposal should be prepared considering the detailed specifications of the work as mentioned below. On the basis of detailed specification a check list is attached as **Annexure-I** which is must be submitted only along with the technical proposal, duly signed and sealed. The technically qualified bidders will be informed the date & time of opening of Financial Bid. A Sample of **Alluminium foil pouches** must be submitting along with the tender for submitting it to technical committee for further consideration.

#### **FINANCIAL PROPOSAL CONTENT**

1. Financial proposal (In Indian Rupees) should be in the form of a lump sum amount inclusive of all taxes etc., for the **said "Alluminium Foil Pouches"** as per attached format as Annexure .II.

Yours faithfully,

**(Saroj Kumar Singh)**  
**Administrative Officer**

**Technical Bid for Aluminium foil pouches**

Sl. No.	Description	Quantity
01.	Alluminium foil pouches (3 layered) (11cm x 8cm/4.5" x 7")	50000 No's

**Annexure-II**

**Financial Bid**

Sl. No.	Particulars	Unit/Quantity	Price Quoted(in figures) for full quantity	Price quoted (in word) for full quantity
01.	Alluminium foil pouches (3 layered) (11cm x 8cm/4.5" x 7")	50000 No's		
<b>Grand total of the rates quoted</b>				

Note 1: The Grand Total of rates of each unit of all types of items must be mentioned both in Figures and words otherwise the bid will be treated as rejected.

Note 2: The work will be awarded to the firm which total of rate for each unit of all type of items as mentioned above is lowest.

**Signature of authorized representative of firm with Name & Seal**

## IMPORTANT INSTRUCTIONS

1. No advance payment will be made.
2. Sample should accompany the quotation, wherever necessary, Make model of the item(s) along with standard brand should be indicated otherwise quotation will not be considered.
4. The quantities are approximate, it may vary you should accept the same as per final order depending upon our requirement as per the rate quoted by you.
5. The price quoted should be F.O.R, RAJENDRANAGAR, HYD-30, preferably door delivery to DSR premises.
6. Your rate(s) should include packing forwarding and insurance charges. The sales tax etc., should be clearly indicated separately wherever chargeable.
7. Payments will be made by RTGS/electronically within 30 days, only on receipt of the stores in good condition. RTGS details may also be submitted with the tender.
8. The acceptance of the quotation will rest solely with the Director, DSR and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons thereof.
9. Time is the essence of the order as our requirements are connected with time targeted research programs. The date of delivery should be strictly adhered to. Otherwise liquidated damages will be levied as per ICAR/Govt. of India orders from time to time, if the delivery schedule is not adhered to. Part supplies not accepted under any circumstances.
10. YOUR QUOTATION SHOULD BE VALID ATLEAST FOR 90days FROM THE DATE OF SUBMISSION.
11. Items supplied should cover Guarantee of at least *ONE YEAR* from the date of installation/supply.
12. This office will not be held responsible for any postal delay.
13. You should also prepare to deposit security money in case of finalization of the order in your favour.

### Check list

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

1	Enquiry/Tender fees DDNO. Dt:	Y/N
2	EMD DD.No. Dt:	Y/N
3	Validity of the quotation :90 Days	Y/N
4	Delivery period :6-7 weeks	Y/N
5	ORIGINAL- Tender form must be submitted duly signed and Stamped on each page	Y/N
6	guarantee :one year	Y/N
7	One supplier one Quotation only	Y/N
8	Tax identification number copy of registration Certificate	Y/N
9	Sign of the firm or all pages	Y/N
10	Price Quote must be in the format enclosed Annex-II	Y/N

**Signature of the bidder**