



**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. 1-654/2012-2013/ST

Dated: 16-10-2014

**Enquiry Notice**

The Directorate of Sorghum Research invites bids for purchase of ‘the following “Equipments” for its office at DSR Campus, Rajendranagar Hyderabad. The Enquiry form and other details are available at DSR website-[www.Sorghum.res.in](http://www.Sorghum.res.in) which may be downloaded and submitted to this office along with tender document fee and EMD.

1. BOD-Incubator / Environmental Test Chamber- 1No.

- |   |                                      |                     |               |
|---|--------------------------------------|---------------------|---------------|
| 1 | Last date and time for submission    | : <u>12.11.2014</u> | up to 2.00 PM |
| 2 | Date and time for opening of Enquiry | : <u>12.11.2014</u> | up to 2.30 PM |

ADIMINISTRATIVE OFFICER  
For DIRECTOR



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F. No.1-654/2012-2013/ST

Dated: 20-10-2014

To

M/s.....  
.....  
.....  
.....

**Sub: - Enquiry for purchase of BOD - INCUBATOR -reg.**

I am directed to invite you to submit sealed Quotations quoting your competitive rates against for procurement of Scientific Equipments at DSR as per the detailed out in the Schedule Annexure – II of the Enquiry.

2.Purchase concluded on the basis of enquiry shall be governed by the terms and conditions set out in the enquiry.

3.Enquiry received through e-mail or Fax shall not be accepted under any circumstances. Enquires submitted in the prescribed format given in the Enquiry shall only be considered .Enquires submitted without accompanying the tender fee and EMD shall be rejected summarily. Enquiry Document can be downloaded from the DSR **website: [www.sorghum.res.in](http://www.sorghum.res.in)** and cost of Enquiry document Rs. **200/-** is to be paid by means of Demand Draft in favour of ICAR Unit-DSR, Hyderabad.

4.Enquiry contained in a sealed envelope should be dropped in the Enquiry box (kept at the Store section of DSR at DSR Campus, Hyderabad) **latest by 2.00 PM on 12.11.2014.** The Enquiries will be opened **at 02:30 PM** on the same day in the presence of quotationer who wish to be present to witness the Enquiry opening.

5.The Director, DSR reserves the right to accept or reject any or all Enquiry without assigning any reasons thereof.

Yours faithfully,

Administrative Officer

## **IMPORTANT INFORMATION**

**1. PURCHASER:** The Director, DSR.

**2. CONSIGNEE: STORE OFFICER ( Administrative Officer).**

**3 NON TRANSFERABILITY:** This Enquiry is non-transferable.

**4. TERMS & CONDITIONS:** Terms & Conditions as set out in this Enquiry Document shall have to be complied with by the Enquiring firm. Offers not complying with such terms & conditions shall be ignored/ rejected at the discretion of the Authority.

**5. EARNEST MONEY:** An amount of Rs **3000/-** has to be submitted, in the form of Demand Draft in favour of " ICAR unit-DSR", payable at Hyderabad, along with the original copy of the Enquiry submitted by the firm. Payment by any other mode shall not be acceptable. Offers received without EMD shall be rejected straightaway and will not be considered under any circumstances. EMD of Enquiring firms who submit the sealed quotations but withdraw the same before expiry of the Enquiry validity date may be forfeited at the discretion of DSR. EMD is refundable without any interest to the firm or bidder on expiry/termination of empanelment and the EMD of the unsuccessful bidder will be returned within one month from the date of selection of final bidder.

**6. PRESCRIBED FORMS:** Enquires of firms received in the format prescribed in this Enquiry document shall only be considered. Offers not received in prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/ Email/ Letterhead/Quotations will not be accepted and ignored straightaway.

**7. LATE/DELAYED ENQUIRYS:** Enquiries received after closing date and time prescribed in this enquiry shall NOT be accepted under any circumstances.

**8. DSR's RIGHTS:** The Director, DSR reserves the right to reject any Enquiry/all Enquires in full or part thereof without assigning any reasons.

## **GENERAL INSTRUCTIONS**

1. Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Enquiry Document.
2. The prices/rates quoted should be indicated in words as well as in figures.
3. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.
4. Enquirers are requested to enclose a copy of their valid certificate of PAN No., TAN No, Service Tax No. with their Enquiry.
5. Enquiries received without document fee, EMD amount by way of DD in the name of ICAR Unit-DSR, Hyderabad will not be considered at all.
6. The Enquiry documents can be downloaded from DSR Website. The document will not be sold at the office.
7. Enquirers may note that if the date of Enquiry opening given in this Enquiry Document is declared to be a gazetted holiday, the Enquiry shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of Enquires in DSR will stand automatically extended up to 02.00 PM of the next working day in the Government offices.
8. Late/delayed Enquires received in DSR due to any reason whatsoever will not be accepted under any circumstances.
9. Enquiring firms are at liberty to be present or authorize a representative to be present at the opening of the Enquiry at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the Enquiry on behalf of a Enquiring firm should be indicated in the Enquiry. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of Enquiry. The name and address of permanent representative of the firm, if any, should also be indicated in the Enquiry. Representatives of firms who have not submitted the Enquiry or representatives not possessing authority letter from the Enquirers or outsiders shall not be allowed to attend the Enquiry opening process.
10. The Enquiry's should be submitted in double cover. The First cover should contain **TECHNICAL PROPOSAL**, DD, Registration Certificate copy from DGS &D or trade license or any other, any other State Govt., copies of Supply Orders and successful execution of the sale for past performance, Copy of PAN No., Audited Balance Sheets, or Income Tax return, Sale Tax registration or copy of Constitution of firm/company, The Second cover should contain **FINANCIAL PROPOSAL** in the prescribed Enquiry form duly filled in and signed along with the quoted prices. The covers, the 1st and the 2nd cover should be put in a bigger cover and this outer cover should be wax sealed. Technical proposal will be opened as scheduled on the same day.

**The sealed Enquiry envelope should be super scribed as under:**

**"ENQUIRY NO. \_\_\_\_\_ Date \_\_\_\_\_ Due dt \_\_\_\_\_"**

**"ENQUIRY FOR Purchase of \_\_\_\_\_"**

11. The sealed Enquiry should be dropped in the Enquiry Box kept in the Store Section of DSR, DSR Campus, Hyderabad.

**Signatures of the bidder**

## **TERMS AND CONDITIONS**

1. The Enquiry shall be valid for the period of 90days.
2. EMD will be returned to the unsuccessful bidders within 30 days after release of Purchase order to successful bidders.
3. 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 quotation received without assigning any reasons thereof.
4. In the event of any disputes arising out of the execution of Supply Orders, the matter will be referred to Director, DSR and his decision shall be binding to both the parties.
5. For judicial adjudication, the disputes, if any, arising out of the Order against Purchase will be subject to the jurisdiction of the Courts in Hyderabad only.
6. Intending Enquirers will have to furnish a copy of their PAN No., TIN No. and Sale Tax Registration Number (proof to be attached).
7. Authorized Signatory/ Signing of Enquiry:  
Individual signing the Enquiry or other documents connected with contract must specify the capacity in which the Enquiry documents are signed as:
  - a.) a 'sole proprietor' of the concern or constituted attorney of such sole proprietor;
  - b.) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

### **NOTES:**

- i.) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partner admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the Enquiry.
  - ii. In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the Enquiry and all other related documents must be signed by all partners of the firm.
  - iii.) A person signing the Enquiry form or any documents forming part of the Enquiry on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, DSR may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
8. The Enquirers should sign at each page of the Enquiry and all its Annexure. NO PAGE SHOULD BE REMOVED /DETACHED FROM THE ENQUIRY DOCUMENT.
  9. The Enquiring firms will have to give a declaration to the effect that they have not been Black listed or their business dealings with the Government bodies have not been banned.
  10. 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 – III Unless otherwise specified in Annexure –III, the 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).
  - b) The rates and prices quoted shall be in Indian Rupees or in foreign currency for imported equipments (FOB value).
  - c) All duties, taxes and levies payable by the supplier under the contract shall be included in the quoted price. The purchaser will not pay any such duties, taxes and levies separately. “However, sales Tax, as legally and contractually, leviable will be quoted separately by indicating the nature and the current rate of sales Tax, as applicable at the time of quoting. The Sales Tax will be paid extra at actual at the time of supply, provided the transaction of sale is legally liable to sales Tax and the amount of the sales Tax is contractually payable. If the supplier in its quotation does not ask for sales Tax extra, the same shall not be paid even if it asks for the same at a later date.
  - d) The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account, whatsoever, including statutory variations, if any. “However, sales Tax will be paid extra as per provision under Clause viii ( C ) above”
  - e) Installation and demonstration of the equipment has to be done by the supplier without any additional cost.
- ix) Receipt of goods & Terms of payment:
- a) Payment term for supply of goods, 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 purchase’s acceptance certificates and other accompanying documents to the paying authority for payment.

The paying authority will realize 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.

Installation and demonstration of the equipment has to be done by the supplier without any additional cost

Training of purchaser's operator(s) for operating the equipment ordered, as and if necessary operator(s) is / are to be trained for a period of One week at purchaser's premises/supplier's premises for successfully operating the equipment purchased. The training shall be completed by **One week** Or depending on the operation of the equipment.

xii) a) **Performance Security:**

The successful bidder will have to pay Performance Security within 21 (twenty one) days after the issue of purchase order by the purchaser, the supplier, shall furnish performance security to the purchaser for an amount of 10% (ten per cent) of the contract value, valid up to One year from the date of completion of the contractual obligations by the supplier, including the warranty obligations. However, EMD will be returned on receipt of security amount.

**11. Indenting Authority:** DSR.

**12. Consignee:** Administrative Officer, DSR, Hyderabad, Hyderabad.

**13. Delivery Period:** Within 30 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order.

**14. Payment Terms:**

- a) 100% payment shall be released within 15 days on satisfactory installation of Equipment of the goods/articles ordered. Advance payment will not be made under any circumstances.
- b) Payment for training of purchaser's operator(s) if a applicable.

After release of payment to the supplier as per sub-para (a) above and after successful completion of training of the operator(s) in terms of the contract, the purchaser will immediately issue a certificate to this effect to the supplier. The supplier will thereafter send its invoice for training charges, along with the above certificate to the paying authority. The paying authority will release the payment to the supplier in terms of the contract within seven working days of receipt of supplier's invoice provided the invoice and the accompanying documents are in order.

**15. Dispatch Instructions:**

Stores are required to be delivered at the Store Section, DSR, Hyderabad, on free delivery without any extra charges to the consignee's premises.

- 16. Purchaser will not pay separately for transit insurance and the bidder will be responsible till the entire stores contracted for, arrive in good condition at the destination.

**17. GUARANTEE/ WARRANTY:**

The bidder shall guarantee that the Equipment sold/supplied to the purchaser under shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Enquiry. The bidder shall guarantee that the said Equipment would continue to conform to the description and quality aforesaid for a period of **One year from date of installation of the equipment / Item.** Equipment be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the

purchaser in that behalf shall be final and binding on the bidder and the purchaser shall be entitled to call upon the bidder to rectify the goods or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the bidder and in such an event, the above mentioned warranty period shall apply to the goods rectified from the date of rectification thereof. In case of failure of the bidder to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the bidder for such defective stores.

18. All firms are required to submit the following along with their quotation .

- a) Name and full address of their Banker with their Account Number.
- b) List of organisation/offices to whom the bidding firm has made supply for the last 3 years.
- c) Financial status of the firm- enclosed tax returns for 2011-2012, 2012-2013 and 2013-2014.

19. Enquiryers who are registered with DGS&D/NSIC for a particular item should submit the photocopy of Registration Certificate with all amendments up to date.

**20. Duties & Taxes** “While claiming reimbursement for sales Tax, the supplier shall furnish the following certificate duly dated and signed, on its bill”

“Certified that the goods on which sales Tax has been charged have not been exempted under the Central Sales Tax Act or State Sales Tax Act or the rules made there under and the charges on account of sales Tax on these goods are correct under the provisions of that Act or the Rules made there under. Certified further that we are registered as dealers for the purpose of Sales Tax in the State of ..... Under registration number ..... We further confirm that the amount of Sales Tax shown in the bill against this contract is correct in terms of above provision”

**21. ENQUIRYERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R DESTINATION BASIS (Free delivery to the consignee's premises).**

22. The decision of the DSR shall be final as to the quality of the stores and shall be binding upon the Enquiryers and in case of any of the Equipment supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the bidders shall be borne by the bidder. It will be the responsibility of the bidder to ensure that articles supplied are correct as per our enquiry and of the best quality and free from all defects.

23. **Liquidated Damages:** In case the firm does not complete the supply within delivery period, action will be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not by way of penalty a sum equivalent to 2 % per week of the price of any stores which the contractor has failed to deliver/install within the period fixed for delivery of such stores. Where delivery thereof is accepted after expiry of the aforesaid period, the total damages so claimed shall not exceed 10% of the total price of stores required.

24. **Inspection:** The inspection of the materials shall be carried out by Purchaser’s representative of DSR at its store.

25. The DSR reserves the right to reject any or all the quotations without assigning any reason.

**Signatures of the bidder**



**DECLARATION**

**From:-**

M/s.....  
.....  
.....

To

The Director,  
DSR, Rajendranagar  
Hyderabad,

Dear Sir,

I/We have read and understood the contents of the Enquiry and agree to abide by the terms and conditions of this Enquiry.

I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Administrative Officer, DSR, Hyderabad, immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Enquiryers)

Name:

Designation with Seal of the Firm:

Dated.

**Technical Bid for BOD – Incubator/Environmental Test Chamber**

Sl. No.	Description	Quantity
01.	<p>BOD incubator / Environmental Test Chamber</p> <p>Chambers constructed of double walls, the exterior made of sheet steel and the interior of stainless steel for simulation of temperature and relative humidity values above freezing point with insulated door Digital display, setting and control of temperature &amp; humidity. CFC free refrigeration</p> <ul style="list-style-type: none"> <li>• Internal volume : 180 – 200 Ltrs.</li> <li>• Temperature : 10 – 60° C <math>\pm</math> 1°C</li> <li>• Relative humidity : 40 – 85 % <math>\pm</math> 3%</li> <li>• Shelves : 2 – 3 modular, removable made of Stainless Steel for flexibility in use</li> <li>• Chamber illumination with fluorescent lights</li> <li>• Suitable stabilizer to be provided</li> </ul>	1No.

**Financial Bid**

Sl. No.	Particulars	Unit/Quantity	Price Quoted(in figures)	Price quoted (in word)
1.	BOD - INCUBAator	1No		
<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**

### 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 @2% DDNO. Dt:	Y/N
3	Validity of the quotation :90 Days	Y/N
4	Delivery period :6-7 weeks	Y/N
5	Errection /installation:7 to 10 days	Y/N
6	Warranty :one year	Y/N
7	Latest income Tax Clearance certificate	Y/N
8	Registration with Govt Organization	Y/N
9	One supplier one Quotation only	Y/N
10	Tax identification number copy of registration Certificate	Y/N
11	Sign of the firm or all pages	Y/N
12	Price Quote must be in the format enclosed Annex-2	Y/N
13	ORIGINAL- Tender form must be submitted duly signed and Stamped on each page	Y/N

**Signature of the bidder**