



भारतीय कृषि अनुसंधान परिषद/
Indian Council of Agricultural Research
ज्वार अनुसंधान निदेशालय
DIRECTORATE OF SORGHUM RESEARCH
राजेन्द्रनगर ,हैदराबाद/Rajendranagar, Hyderabad-500030
Phone: 24015349, 24018651, Fax no.24016378
Website: <http://www.sorghum.res.in>



F.No.2-86/2013-14/ST

ENQUIRY

Date:15-11-2014

To _____

Dear Sir,

Sub:-Quotation for Purchase of Barcode Labels and Wax Ribbons - Reg.

We are interested **Purchase of Barcode Labels and Wax Ribbons**. 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, which can be downloaded and cost of enquiry document Rs.**200/-**and EMD of Rs.**1000/-**is to be submitted along with the enquiry by means of separate Demand draft 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 **Technical Proposal -- Part "A"**
- b **Financial Proposal -- Part "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 **"Barcode Labels and Wax Ribbons "**.

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 each item must be attached along with the technical bid for submitting it to technical committee for 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 “Barcode Labels and Wax Ribbons”** as per attached format as Annexure – II.

Yours faithfully,

(Saroj Kumar Singh)
Administrative Officer

Technical Bid for Barcode Labels & Wax Ribbons

Sl. No.	Description	Quantity
01.	Barcode Labels Height in mm : 25mm Width in mm : 50mm	50000 No's
02	Zebra GC 420t thermal Printer ribbon	25 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.	Barcode Labels Height in mm : 25mm Width in mm : 50mm	50000 No's		
02	Zebra GC 420t thermal Printer ribbon	25 No's		
Grand total of the rates quoted				

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. We are exempted from payment of E.D.vide Government Notification No. 10/97 central excise Dated: 1st march 1997.
3. Sample should accompany the quotation, wherever necessary, Make model of the item(s) of 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. Scientific Equipment and Machinery 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 DDNO. Dt:	Y/N
3	Validity of the quotation :90 Days	Y/N
4	Delivery period :6-7 weeks	Y/N
5	Warranty :one year	Y/N
6	One supplier one Quotation only	Y/N
7	Tax identification number copy of registration Certificate	Y/N
8	Sign of the firm or all pages	Y/N
9	Price Quote must be in the format enclosed Annex-II	Y/N
10	ORIGINAL- Tender form must be submitted duly signed and Stamped on each page	Y/N

Signature of the bidder