



भाकअनुप इ भारतीय कदन्न अनुसंधान संस्थान
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH
(ज्वार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)
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Phone: 040-24599300.Faxno.040-24599304.www.millets.res.in



F.No.2-144/15-16/ST

Date: 02-07-2015

ENQUIRY

To -----

Dear Sir,

Sub:-Quotation for Butter Paper & Parchment Paper Covers – reg

We are interested to take up the following **Butter Paper & Parchment Paper Covers**. 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 **Butter Paper & Parchment Paper Covers as quotation for Butter Paper & Parchment Paper Covers**.

A DD of **Rs.200/-** towards enquiry fees and **Rs.6000/-** towards EMD in form of DD in favour of" ICAR UNIT-DSR" 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 23-07-2015 up to 02.00 pm
Date and time for opening of technical bid 23-07-2015 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 Butter Paper & Parchment Paper Covers"**.

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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 seal. Sample of butter paper cover & parchment paper cover should be enclosed along with the technical bid otherwise your tender will not be considered. 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 “**Butter Paper & Parchment Paper Covers**” and **should be submitted in the attached Annexure – II only.**

Yours faithfully,

(Saroj Kumar Singh)
Administrative Officer

Technical Proposal

Parchment Paper Covers.

Sl.No.	Specifications	Size	GSM	Quantity	Yes/No
1.	Imported Parchment Paper Cover.	8 X 35cm	56gsm	38,000.00	
2.	Imported Parchment Paper Cover.	9 X 35cm	56 gsm	65,000.00	
3.	Imported Parchment Paper Cover.	20 X 8cm	56gsm	21,000.00	
4.	Imported Parchment Paper Cover.	26 X 10 X 5cm	56gsm	32,000.00	
5.	Imported Parchment Paper Cover.	21 X 7 X 4cm	56gsm	34,000.00	
6.	Imported Parchment Paper Cover.	42 X 12 X 6cm	56gsm	21,000.00	
7.	Imported Parchment Paper Cover.	23 X 9cm	56gsm	15,000.00	
8.	Imported Parchment Paper Cover.	42 X 10cm	56gsm	5,000.00	

Butter Paper Covers.

Sl.No.	Specifications	Size	GSM	Quantity	Yes/No
1.	Butter Paper Cover.	10 X 6cm	56gsm	47,000.00	

Before submitting the quotation you are requested to read the detailed instructions mentioned overleaf. It is also certified that i have attached the samples of butter paper covers and parchment paper covers along with technical bid.

Date: _____

Signature & Seal of the Firm

Email: _____

Ph .No (Office): _____

Cell: _____

Financial Proposal

Parchment Paper Covers.

Sl. No.	Specifications	Size	GSM	Quantity	Unit Rate	Total Amount
1.	Imported Parchment Paper Cover.	8 X 35cm	56gsm	38,000.00		
2.	Imported Parchment Paper Cover.	9 X 35cm	56 gsm	65,000.00		
3.	Imported Parchment Paper Cover.	20 X 8cm	56gsm	21,000.00		
4.	Imported Parchment Paper Cover.	26 X 10 X 5cm	56gsm	32,000.00		
5.	Imported Parchment Paper Cover.	21 X 7 X 4cm	56gsm	34,000.00		
6.	Imported Parchment Paper Cover.	42 X 12 X 6cm	56gsm	21,000.00		
7.	Imported Parchment Paper Cover.	23 X 9cm	56gsm	15,000.00		
8.	Imported Parchment Paper Cover.	42 X 10cm	56gsm	5,000.00		

Butter Paper Covers.

Sl.No.	Specifications	Size	GSM	Quantity	Unit Rate	Total Amount
1.	Butter Paper Cover.	10 X 6cm	56gsm	47,000.00		

Note:

- 1) Items should be delivered at IIMR.
- 2) Sales tax/VAT should be indicated clearly.
- 3) Prices should be quoted only in Indian rupees.

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.

Signature of authorised official
(With seal and stamp)

Name: _____

Designation: _____

IMPORTANT INSTRUCTIONS

1. No advance payment will be made.
2. Sample should accompany the quotation, with ISI/ISO standard otherwise quotation will not be considered.
3. The price quoted should be F.O.R, RAJENDRANAGAR, HYD-30, preferably door delivery to IIMR (DSR) premises.
4. The sales tax etc. should be clearly indicated separately wherever chargeable.
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 programmes .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.
7. 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.
8. YOUR QUOTATION SHOULD BE VALID ATLEAST FOR THREE MONTHS FROM THE DATE OF SUBMISSION.
9. This office will not be held responsible for any postal delay.
10. 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/enquiry/quotation.

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Check list

Annexure-III

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	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	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.	Sample Enclosed	Y/N	
11.	Annual Gross Turn over should equal to or more then 3, 00,000/- in any of the three years out of last five years. (copy of IT returns/balance sheet must be enclosed as proof) 2014-2015 2013-2014 2012-2013 2011-2012 2010-2011	Y/N	

Signature of the bidder