



भाकृअनुप ङ भारतीय कदन्न अनुसंधान संस्थान
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH
(ज्यार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)
राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030
Phone:040-24599300.Faxno.040-24599304.www.millets.res.in



F.No.2-145/15-16/ST

Date: 06-07-2015

ENQUIRY

To _____

Dear Sir,

Sub:- Quotation for Card Board Carton Boxes – reg

We are interested to take up the following **Card Board Carton Boxes**. 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 **Card Board Carton Boxes**.

A DD of **Rs.200/-** towards enquiry fees and **Rs.3000/-** towards EMD in form of DD in favor" 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 25-07-2015 upto 02.00 pm

Date and time for opening of technical bid 25-07-2015at 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 enquiry number and date the title of the assignment "**Quotation for Card Board Carton Boxes**" with due date.

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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. A piece of card board as sample which is to be used in preparation to carton boxes is to be attached with the technical bid for technical specification. If the sample is not enclosed with the quotation, such Quotations 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 **“Card Board Carton Boxes”** and **should be submitted in the attached Annexure – II only.**

Yours faithfully,

(Saroj Kumar Singh)
Administrative Officer

Technical Proposal

Card Board Carton Boxes

Sl.No.	Size	Quantity	Yes/No
1.	500mm X 400mm X 300mm 5Ply & 30 Kgs Capacity along with Printing of IIMR Logo (As Below) with address, Bilingual Hindi & English Website path (www.millets.res.in), on Two sides. 	1000 No's	

It is certified that I have attached a sample with technical proposal. I will supply the same (Final product) in full quantity in case of selection.

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

Date: _____

Signature & Seal of the Firm


Email: _____

Ph .No (Office): _____

Cell: _____

Financial Proposal

Card Board Carton Boxes

Sl.No.	Size	Quantity	Unit Rate	Total Amount
1.	500mm X 400mm X 300mm 5Ply & 30 Kgs Capacity along with Printing of IIMR Logo (As Below) with address, Bilingual Hindi & English Website path (www.millets.res.in), on Two sides. 	1000 No's		

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: _____

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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 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.

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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 :3-4 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 on all pages as token of acceptance of the terms and conditions of the quotation.	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 than 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	

Date: _____

Signature of authorised official
(with seal and stamp)

Name: _____

Designation: _____