



भाकृअनुप - भारतीय कदन्न अनुसंधान संस्थान
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH

(ज्वार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)

राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030

Phone: 040-24599300.Faxno.040-24599304.www.millet.res.in



F.No.2-129/14-15/ST

Date: 06-02-2016

ENQUIRY

To _____

Dear Sir,

Sub:- Quotation for Purchase of sorghum Grain (Maldandi) – reg

We are interested to take up the following **Purchase of sorghum Grain**. 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 **Purchase of sorghum Grain**

A DD of **Rs.200/-** towards enquiry fees in form of DD in favour of" ICAR UNIT-IIMR" 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 26-02-2016 upto 02.00 pm

Date and time for opening of technical bid 26-02-2016at 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 Purchase of sorghum Grain**".

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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 must be submitted only along with the technical proposal, duly signed and seal. Samples of grain must be enclosed with the Technical Proposal for verification at the Institute, 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 **“Purchase of sorghum Grain”** and **should be submitted in the attached Annexure – II only.**

Yours faithfully,

Administrative Officer

Technical bid

Technical bid for Maldandi sorghum Grain”

Sl. No.	Specifications	Quantity	Yes/No
01	<p>Sorghum Grain Maldandi Quality.</p> <ul style="list-style-type: none">• The sorghum Grain has to be of Maldandi quality.• Free from foreign particles, stones, glumes etc.• Grain has to be bold and should have been harvested during the latest season only.	5 Tons	

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

Certified that I have attached samples of the grain as per above specifications along with the Technical Proposal.

Date: _____

Signature & Seal of the Firm

Email: _____

Ph .No (Office): _____

Cell: _____

Financial Proposal

Sl. No.	Specifications	Quantity	Unit Rate	Total Amount (Including TAXES)
01	Sorghum Grain (Maldandi) <ul style="list-style-type: none">• The sorghum Grain has to be of good quality of Maldandi• Which is free from foreign particles, stones, glumes etc.• Grain has to be bold and should have been harvested during the latest season only.	5 Tons		

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. It is also certified that in case of selection, the same quantity of grain will be delivered whatever mentioned in the technical proposal and attached to sample.

Signature of authorised official
(With seal and stamp)

Name: _____

Designation: _____

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IMPORTANT INSTRUCTIONS

1. No advance payment will be made.
2. 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.
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. Samples of the grain must be attached with the technical bid.
- 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. The quantities are approximate, it may vary up to 50% you should accept the same as per final order depending upon our requirement as per the rate quoted by you.
11. The consignment has to be supplied in one week time from the placement of supply order.

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Check list

Annexure-III

Minimum requirements to be checked at the time of opening technical proposal by the committee.

1)	Enquiry/Tender fees DDNO. Dt:	Y/N	Page No
2)	Validity of the quotation :90 Days	Y/N	
3)	Delivery period :3-4 weeks	Y/N	
4)	ORIGINAL- Tender form must be submitted duly signed and Stamped on each page	Y/N	
5)	One supplier one Quotation only	Y/N	
6)	Tax Identification Number copy of the firm	Y/N	
7)	Copy of the PAN		
8)	GAR-33 form as per Annexure-IV duly stamped (Revenue) and signed to be enclosed.	Y/N	
9)	Price Quote must be in the format enclosed Annexure-II	Y/N	
10)	Turn over should equal to or more than ₹ 10,00,000/- in any of the three years out of last five years. (copy of IT returns and copy of Annual Accounts Certified by CA or self attested must be enclosed as proof) 2014-2015 2013-2014 2012-2013 2011-2012 2010-2011	Y/N	
11)	Any refusal or Non- supply of previous order. In case of refusal or non-supply of previous orders (Beyond the given time) the bid of such firms will not be considered.	Y/N	

I have gone through the conditions and certified that all the information provided are true. In case of any false information given by me, my tender may be rejected for which the purchaser will not be held responsible.

Place;

Date:

Signature of the bidder

Name:- _____

Seal and stamp:- _____

Annexure-IV

No: - 1 - 7

G.A.R. 33
(See Rule 142)

BILL FOR REFUND OF REVENUE

HEAD OF ACCOUNT

In whose name revenue was credited	on what account received	Amount realised	Date of payment into the bank	Amount in which included and head to which credited	Pay & Accounts officers signature in token of verification of credit into the bank	Name of Payee	Amount to be refunded
1.	2.	3.	4.	5.	6.	7.	8.

3. Certified that this order of refund has been registered and noted against the original receipt in the departmental accounts under my initials and that refund of the same had not been ordered or made earlier.
4. Sanctioned and passed for payment.

Signature of the sanctioning Authority with seal

(affixing revenue stamp wherever necessary)
Date:

Cheque may be issued in favour of M/s.

Signature of Drawing & Disbursing officer

FOR USE IN PAY AND ACCOUNTS OFFICE

Passed for payment of Rs..... (Rupees Payment through

Cheque No..... Date

Pay and accounts officer