



भाकृअनुप - भारतीय कदन्न अनुसंधान संस्थान
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH
(ज्वार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)
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F.No.2-94/13-14/ST/ vol-II

Date: 14-07-2016

ENQUIRY

To -----

Dear Sir,

Sub:-Quotation for Supply of Fertilizer, Weedicide and Fungicide-reg

We are interested to take up the Purchase of Weedicide and Fungicide. 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 **quotation for Supply of Fertilizer, Weedicide and Fungicide.**

Date and time for submission of quotation on or before 30.07.2016 up to 02.00 pm

Date and time for opening of technical bid 30.07.2016 at 02.30 pm

Date and time for opening of Financial bid 04.08.2016 at 11.00 am

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 Supply of Fertilizer, Weedicide and Fungicide"**.

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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 sealed. The technically qualified bidders will be informed to participate in 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 **“Supply of Fertilizer, Weedicide and Fungicide.”** and should be submitted in the attached Annexure – II only.

Yours faithfully,

Administrative Officer

Technical Proposal

Purchase of Fertilizer, Weedicide and Fungicide

Sr .No	Fertilizer, Weedicide and Fungicide	Packaging	Required Qty	Yes/No
1	19:19:19	50 kg bags	6000 Kg	
2	Urea	50 KG BAGS	3000 kg	
3	Atrazine	500 gm	65 kg	
4	Carbofuron	1 kg	1000 kg	
5	Diamethoite	250 ml	45 lit	
6	Phorate	1 kg	900 kg	
7	Lime(marking Chunna)	25 kg bags	120 bags	
8	Cypermetherine 25 EC	250 ml	60 lit	
9	Chloropyriphose 50 EC	500 ml	20 lit	
10	Imidachloropid	250 ml	25 lit	
11	Glyphoshate	5 lit	80 lit	
12	Monocrotophose	1 lit	10 lit	
13	Bavistine	250 gm	5 kg	

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

Date: _____

Place: _____

Signature & Seal of the Firm

Email: _____

Ph .No (Office): _____

Cell: _____

Financial Proposal

Purchase of Fertilizer, Weedicide and Fungicide

Sl .No	Fertilizer, Weedicide and Fungicide	Packaging	Required Qty	Unit Price	VAT/ Taxes unit rate	Grand Total
1	19:19:19	50 kg bags	6000 Kg			
2	Urea	50 KG BAGS	3000 kg			
3	Atrazine	500 gm	65 kg			
4	Carbofuron	1 kg	1000 kg			
5	Diamethoite	250 ml	45 lit			
6	Phorate	1 kg	900 kg			
7	Lime(marking Chunna)	25 kg bags	120 bags			
8	Cypermetherine 25 EC	250 ml	60 lit			
9	Chloropyriphose 50 EC	500 ml	20 lit			
10	Imidachloropid	250 ml	25 lit			
11	Glyphoshate	5 lit	80 lit			
12	Monocrotophose	1 lit	10 lit			
13	Bavistine	250 gm	5 kg			

Note:

- 1) Items should be delivered at IIMR, Rajendranagar, Hyderabad.
- 2) 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.

Date: _____

Place: _____

Signature & Seal of the Firm

Email: _____

Ph .No (Office): _____

Cell: _____

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. The material should be supplied within 15 Days from the receipt of the order
5. 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.
6. 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.
7. 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 @ 2% per week subjected to maximum of 10% of the order value will be levied as per ICAR/Govt.. of India orders from time to time, if the delivery schedule is not adhered to. We are not taking part supplies of the materials, However, if required part supplies will be accepted with the approval of competent authority.
8. YOUR QUOTATION SHOULD BE VALID ATLEAST FOR THREE MONTHS FROM THE DATE OF SUBMISSION.
9. The quantities are approximate, it may vary upto 30%, you should accept the same as per final order depending upon our requirement as per the rate quoted by you.
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. All the documents required as per terms & conditions of the bid document should be page numbered and duly signed with seal by the Authorized Signatory. A certificate to this effect must be filled up and signed with seal as enclosed with the tender document.
12. The bids received after the due date & time will be rejected out rightly. This office will not be held responsible for any postal delay.
13. Dealership Certificate, if available may also be enclosed. Preference will be given to those firms.

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Check list

Annexure-III

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

Sl.No	Particulars	Y/N	Page No
1	Validity of the quotation :90 Days	Y/N	
2	Delivery period: 15 Days from the receipt of order.	Y/N	
3	Original Tender form must be submitted duly signed and Stamped on each page	Y/N	
4	One supplier one Quotation only	Y/N	
5	Tax Identification Number copy of the firm (Self attested copy to be attached)	Y/N	
6	Copy of the PAN (Self attested copy to be attached)		
7	Price Quote must be in the format enclosed Annexure-II	Y/N	
8	Dealership Certificate may also be enclosed. (Optional)	Y/N	
9	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	
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 Annual Accounts/ Balance sheet Certified by CA or self attested must be enclosed as proof) 2014-2015 :Rs _____ 2013-2014 :Rs _____ 2012-2013 :Rs _____ 2011-2012 :Rs _____ 2010-2011 :Rs _____		

Note:- If the firms don't enclose the related documents in support to this checklist, the tender will be rejected at preliminary stage.

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:- _____