



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.1-719/15-16/ST

Date: 07-03-2016

ENQUIRY

To _____

Dear Sir,

Sub:- Quotation for “Purchase of Heavy (Trail) Disc Harrow-1 No.” – reg

We are interested to take up the **Purchase of Heavy (Trail) Disc Harrow**. Detailed specifications, quantity required etc, are detailed in Annexure-I. 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 Heavy (Trail) Disc Harrow**.

A DD of **Rs.200/-** towards enquiry fees and **Rs.3000/-** towards EMD 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 except those who are registered with NSIC. In case of non supply of order as per purchase order/supply order the EMD will be forfeited.

Date and time for submission of quotation – on or before 18-03-2016 upto 02.00 pm

Date and time for opening of technical bid: 18-03-2016 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 Purchase of Heavy (Trail) Disc Harrow”**.

: 2 :

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. 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 Heavy (Trail) Disc Harrow**" and should be submitted in the **attached Annexure – II only.**

Yours faithfully,

(SK Singh)
Administrative Officer

Technical bid

**Technical bid for “Purchase of Heavy (Trail) Disc Harrow”
(If any tenderer is having equipments of higher/latest specifications than our specifications, kindly quote for them also in the tender)**

Sl. No.	Item	Specifications	Qty	Yes/No
01	Heavy (Trail) Disc Harrow	A. 18 Nos. Disc. B. Frame(MM)-Length 3658, Width-2489, Hight -1499 C. Disc Dia-610mm D. Disc Type:Front-cut way back-plain. E. Disc spacing -210mm F. gang-Adjustable G. Ball Bearing type H. Towing on road-center tyre type	1 No.	

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

**Technical bid for “Purchase of Heavy (Trail) Disc Harrow”
(If any tenderer is having equipments of higher/latest specifications than our specifications, kindly quote for them also in the tender)**

Sl. No.	Item	Specifications	Qty	Unit Rate	Total Amount (Incl TAXES)
01	Heavy (Trail) Disc Harrow	A. 18 Nos. Disc. B. Frame(MM)-Length 3658, Width-2489, Hight -1499 C. Disc Dia-610mm D. Disc Type:Front-cut way back-plain. E. Disc spacing -210mm F. gang-Adjustable G. Ball Bearing type H. Towing on road-center tyre type	1 No.		

- 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.

Date:

Place:

Signature of authorised official
(With seal and stamp)

Name: _____

Designation: _____

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. YOUR QUOTATION SHOULD BE VALID ATLEAST FOR THREE MONTHS FROM THE DATE OF SUBMISSION.
8. This office will not be held responsible for any postal delay.
9. The consignment has to be supplied in 3-4 weeks time from the placement of supply order.
10. Submit related Catalogues/broachers with detailed specifications.
11. The bidders are advised to read all the instructions contained in the tender document carefully.
12. 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.
13. Overwriting & Correction(S) should be attested properly incomplete & unsigned bids will not Considered.
14. The bids received after the due date & time will be rejected out rightly.

:: 6::

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	EMD DD.No. Dt: (If availing NSIC exemption, Pl. provide Certificate)	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 the firm	Y/N	
8	Copy of the PAN		
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 must be enclosed. (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.

Date:

Signature of the bidder

Name:- _____

Seal and stamp:- _____