



भाकृअनुप - भारतीय कदन्न अनुसंधान संस्थान
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH
राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030

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



F. No. 1-834/16-17/ST

Date: 06-02-2017

ENQUIRY

To _____

Dear Sir,

Sub:- Quotation for Purchase of Photocopier Machine– reg

We are interested to take up the **Purchase of Photocopier Machine**. 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 Photocopier Machine**.

A DD of **Rs.200/-** towards enquiry fees and **Rs. 1,500/-** 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/MEME (copy should be enclosed). 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 27.02.2017 up to 02.00 pm
Date and time for opening of technical bid 27.02.2017 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 Photocopier Machine**".

: 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 sealed. Related Catalogues/broachers should be submitted with tender for technical verification. The technically qualified bidders will be informed the date & time of opening of Financial Bid.

FINANCIAL PROPOSAL CONTENT

(a) The tender shall quote for the complete requirement of goods & services and for the full quantity as shown in Annexure –I.

(b) The rates and prices quoted shall be in Indian Rupees or in foreign currency for imported equipments (FOB Value), In the Annexure –II attached with the tender.

(c) All duties, taxes and levies payable by the supplier under the contract shall be included in the quoted prices. The purchaser will not pay any such duties, taxes and levies separately. However Sales Tax, as legally and contractually, leviable will be quoted separately by indicating the nature and the current rate of sales tax, as applicable at the time of quoting. The Sales Tax will be paid extra at actual at the time of supply, provided the transaction of sale is legally liable to Sales Tax and the amount of the Sales Tax is contractually payable. If the supplier in its quotation does not ask for sales Tax extra, the same shall not be paid even if it asks for the same at a later.

(d) The rates and prices quoted by the supplier shall remain uniform and fixed during the currency of the contract and shall not be subject to variation on any account, whatsoever, including statutory variations, if any.

Yours faithfully,

Administrative Officer

Technical bid

Technical bid for "Purchase of Photocopier Machine"
(If any tenderer is having equipments of higher/latest specifications than our specifications, kindly quote for them also in the tender)
(Related brochures should be enclosed)

Make: _____

Model: _____

Sl. No	Specifications	Qty	Yes/ No
1	<ul style="list-style-type: none">• Copy Speed : 33PPM• Printer : Yes• Scanner (B/W) : Yes• Duplex : Yes (Auto two side copying)• R.A.D.F: Yes(Automatic Document Feeder)• Warm-up time : 30sec or less• First copy out time : 5.9 sec approx• Continues Copies : 1-999• Maximum original size : A3• Control panel : Colour Touch sreeen display• Scan once print many : yes(for Power & Time Saving)• Paper supply : Dual Cassettes (500X2)• Bypass: Yes(50 Sheets)• Power consumption : 1.35 Kw or less• Zoom : 25 - 400% (Adjustable in 1% steps)• Drum life : 40,000* Copies Toner (1Kg) : 20,000* Copies• Warranty : 2 Years• Standard Brand: Canon / Xerox/ HP Preferable	1 No's	

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

Make:- _____

Model:- _____

Specifications	Unit Price	Total Amount (Incl Taxes)
Photocopier Machine Specifications are as per technical bid (Annexure-I).		

Note:

- 1) Items should be delivered at IIMR.
- 2) Sales tax/VAT should be indicated clearly.

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: _____

Signature of authorised official
(With seal and stamp)

Name: _____

Place : _____

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. **You should also prepare to deposit Security money @ 10% of the quoted price in case of finalization of the order in your favour.**
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(2-10%) 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. The bids received after the due date & time will be rejected out rightly.
9. The consignment has to be supplied in 4-6 weeks time from the receipt of supply order.
10. Submit related Catalogues/broachers with detailed specifications for technical verification and evaluation.
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. Training of purchasers operator(s) for operating the goods ordered, as and if necessary operators(s) is/are to be trained for a period of one week at purchasers premises/supplier premises for successfully operating the goods purchased. The training shall be completed by one week or depending on the operation of the equipment, if required.
15. Any disputes arising out of this order will be subject to the jurisdiction of Ranga Reddy District

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:	Y/N	
3	Validity of the quotation :90 Days	Y/N	
4	Delivery period :4-6 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 ₹ <u>6,00,000/-</u> 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) 2015-2016----- 2014-2015----- 2013-2014----- 2012-2013----- 2011-2012-----	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:- _____