



भाकृअनुप इ भारतीय कदन्न अनुसंधान संस्थान
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH
(ज्वार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)
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Phone: 040-24599300.Faxno.040-24599304.www.millet.res.in



F.No.2-147/15-16/ST

Date: 03-08-2015

ENQUIRY

To -----

Dear Sir,

Sub:-Quotation for Purchase of Plastic pots of good quality – req

We are interested to take up the Purchase of plastic pots. 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 Purchase of Plastic pots.**

A DD of **Rs.200/-** towards enquiry fees and **Rs.2,000/-**towards EMD in form of DD in favour of" ICAR UNIT-DSR" Account payable at Hyderabad should be enclosed with technical bid otherwise your enquiry will not be considered. A completely filled form GAR-33 (form attached as Annexure-IV) after affixing revenue stamp and duly signed should be enclosed for getting the EMD returned in case of unsuccessful bidder.

Date and time for submission of quotation on or before 24-08-2015 up to 02.00 pm

Date and time for opening of technical bid 24-08-2015 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 Plastic pots**".

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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. All the plastic pots are of same quality but different in size. Thus a sample of plastic pots of any of the size must be submitted with the tender for technical verification at our end. Quality of the pots will be same for all of the sizes. In case of failure to submit the sample, the quotation will not be considered for financial comparison. 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 Plastic pots”** and should be submitted in the attached Annexure – II only.

Yours faithfully,

(Saroj Kumar Singh)
Administrative Officer

Technical Proposal

Purchase of Plastic pots

Sl. No.	Specifications	Shape	Qty	Yes/No
01.	Item:- Plastic pots Dimensions:- Diameter -30cm at top, 20cm at bottom, Height - 30cm. Thickness:- 2mm or more Colour:- Black / Terracotta	Round	750 No's	
02.	Dimensions:- L39cmXB30cm, Height-30cm, Thickness:- 2mm or more Colour:- Black / Terracotta	Square	600No's	
03.	Dimensions: - 40cm Top X 30cm Bottom Height:- 30cm Thickness:- 5mm Colour:- Black/ Terracotta	Round	100No's	
04.	Dimensions:- 30cm-35cm Thickness:- 5mm-10mm Height:- 40cm-45cm Colour:- Black/ Terracotta	Round	100No's	

Before submitting the quotation you are requested to read the detailed instructions mentioned overleaf. It is also certified that i have attached the sample of Plastic pots along with technical bid.

Date: _____

Place:

Signature & Seal of the Firm

Email: _____

Ph .No (Office): _____

Cell: _____

Financial Proposal

Sl. No.	Specifications	Shape	Qty	Unit Price	Total Amount	TAXES/ VAT	Grand Total
01.	Item:- Plastic pots Dimensions:- Diameter -30cm at top, 20cm at bottom, Height - 30cm. Thickness:- 2mm or more Colour:- Black / Terracotta	Round	750 No's				
02.	Dimensions:- L39cmXB30cm, Height-30cm, Thickness:- 2mm or more Colour:- Black / Terracotta	Square	600 No's				
03.	Dimensions: - 40cm Top X 30cm Bottom Height:- 30cm Thickness:- 5mm Colour:- Black/ Terracotta	Round	100 No's				
04.	Dimensions:- 30cm-35cm Thickness:- 5mm-10mm Height:- 40cm-45cm Colour:- Black/ Terracotta	Round	100 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.

Date: _____

Place:

Signature & Seal of the Firm

Email: _____

Ph .No (Office): _____

Cell: _____

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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 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 :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	Sample Enclosed		
9	Copy of the PAN		
10	GAR-33 form as per Annexure-IV duly stamped and signed to be enclosed.	Y/N	
11	Price Quote must be in the format enclosed Annexure-II	Y/N	
12	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:- _____

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