



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

(ज्वार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)

राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030

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



F.No.1-687/14-15/ST

Date: 17-03-2015

**SHORT-TERM ENQUIRY**

To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

**Sub:- Quotation for Purchase of Air conditioners 8No's– reg**

We are interested to **Purchase of Air conditioners**. 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 Air conditioners**

A DD of Rs.200/- towards enquiry fees and Rs.5000/- 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.

**Date and time for submission of quotation – on or before 23.03.2015 upto 02.00 pm**

**Date and time for opening of technical bid 23.03.2015 at 02.30 pm**

**Date and time for Opening of Financial bid 25.03.2015 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 **"Purchase of Air conditioners"**.

: 2 :

Technical Proposal should be prepared considering the detailed specifications of the work as mentioned below. 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.

**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 Air conditoners”** and **should be submitted in the attached Annexure – II only.**

Yours faithfully,

**(Saroj Kumar Singh)**  
**Administrative Officer**

**Technical Proposal/Check list**

Specifications		Qty required	Yes/No
Type	Split Air Conditioner	8 No's	
Cooling capacity	1.5 ton, 5500 W or more		
Air circulation	560 cfm or more., 2 way		
Operation Mode (Cooling)	Automatic		
BEE rating	5 star		
Air purification system	Anti-dust, Anti-Bacterial, Odour-Removal filter		
Temperature display	LED		
Stabilizer	4 K V A with time delay		
Warranty	1 Year or more for the product & 4 years or more for the compressor		

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

Date: \_\_\_\_\_

Signature & Seal of the Firm

Email: \_\_\_\_\_

Ph .No (Office): \_\_\_\_\_

Cell: \_\_\_\_\_

**Financial Proposal**

Specifications		Unit Price	Total Price	Sales Tax/vat	Total Amount
Type	Split Air Conditioner				
Cooling capacity	1.5 ton, 5500 W or more				
Air circulation	560 cfm or more., 2 way				
Operation Mode (Cooling)	Automatic				
BEE rating	5 star				
Air purification system	Anti-dust, Anti-Bacterial, Odour-Removal filter				
Temperature display	LED				
Stabilizer	4 K V A with time delay				
Warranty	1 Year or more for the product & 4 years or more for the compressor				

**Note :**

- 1) Items should be delivered at DSR.
- 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 DSR.

Signature of authorised official  
(with seal and stamp)

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

::5::

**Check list**

**Annexure-III**

Minimum requirements to be checked at the time of opening tender by 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 :1-2 weeks	Y/N	
5	ORIGINAL- Tender form must be submitted duly signed and Stamped on each page	Y/N	
6	guarantee :one year	Y/N	
7	One supplier one Quotation only	Y/N	
8	Tax identification number copy of registration Certificate	Y/N	
9	Sign of the firm or all pages	Y/N	
10	Price Quote must be in the format enclosed Annex-II	Y/N	
11	The annul gross turnover of the firm should be not less then Rs. <b>50,00,000</b> at least for three years during last five years. 2013-2014 2012-2013 2011-2012 2010-2011 2009-2010 (Pl.enclose copies of ITRA/Audited balance sheet and P&L account etc.)	Y/N	

**Signature of the bidder**

**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.
4. We are interested in material either of indigenous, preferably from ready stock. 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.
5. The price quoted should be F.O.R, RAJENDRANAGAR, HYD-30, preferably door delivery to DSR premises.
6. The sales tax etc., should be clearly indicated separately wherever chargeable.
7. The acceptance of the quotation will rest solely with the Director, DSR and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons thereof.
8. 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.
9. YOUR QUOTATION SHOULD BE VALID ATLEAST FOR THREE MONTHS FROM THE DATE OF SUBMISSION.
10. This office will not be held responsible for any postal delay.