



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.millets.res.in



F. No.1-720/15-16/ST

Date: 29-08-2016

SHORT TERM ENQUIRY

To _____

Dear Sir,

Sub:-Quotation for Purchase of “Chairs and Tables” – reg.

We are interested to take up the **Purchase of “Chairs”**. 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 Chairs and Tables”**. 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. 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 12.09.2016 upto 02.00PM.

Date and time for opening of technical bid: 12.09.2016 at 02.30PM.

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 “Chairs and Tables”**.

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. Brouchers of the make and model for which rates are quoted, must be enclosed with the tender for technical verification. The technically qualified bidders will be informed to participate in Financial Bid opening

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 “Chairs and Tables”** and should be submitted in the attached **Annexure – II only.**

Yours faithfully,

(Saroj Kumar Singh)
Administrative Officer

Technical bid**Technical bid for "Purchase of "Chairs and Tables"**

(If any tenderer is having equipment of higher/latest specifications than our specifications, kindly quote for them also in the tender)

Sl. No.	Item	Qty	Specifications	Yes/No
01.	High Back Revolving Chairs	10	Back Size: 45 – 50 Cm (W) x70-75 cm (H) or equivalent Seat Size : 45 – 50 Cm x 42-45 cm (D) or equivalent	
02.	Trident Senior Tables	5	Tops for Senior main desk of PVC membrane pressed. with 25-30mm thick PVC on to tops. Dimensions 1804 W x 750 D x 750 H or equivalent	
03.	Trident Junior Tables	5	Tops 16-20mm thickness. Made of 16-20mm thick panels, boards. 2-drawer and 3-drawer storage units of different/same colours. storage should be fitted with necessary locks. Dimensions : 1200 W x 600 D x 743 H or equivalent	

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**Financial bid for "Purchase of "Chairs and tables"**

(If any tenderer is having equipments of higher/latest specifications than our specifications, kindly quote for them also in the tender)

Sl. No.	Specifications	Qty	Unit Rate	Total Amount (Incl Taxes)
01	High Back Revolving Chair: Back Size: 45 – 50 Cm (W) x70-75 cm (H) or equivalent Seat Size : 45 – 50 Cm x 42-45 cm (D) or equivalent	10		
02	Trident Senior Table: Tops for Senior main desk of PVC membrane pressed, with 25-30mm thick PVC on to tops. Dimensions 1804 W x 750 D x 750 H. or equivalent	05		
03	Trident Junior Table: Tops 16-20mm thickness. Made of 16-20mm thick panels, boards. 2-drawer and 3-drawer storage units of different/same colours. Storage should be fitted with necessary locks. Dimensions : 1200 W x 600 D x 743 H or equivalent	05		

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 @ 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. Generally we are not accepting part supplies. However, it can be accepted with the approval of competent authority as per the requirement of this office
7. YOUR QUOTATION SHOULD BE VALID ATLEAST FOR THREE MONTHS FROM THE DATE OF SUBMISSION.
8. The bids received after the due date & time will be rejected out rightly. 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 receipt of supply order.
10. Submit related Catalogues, for technical verification.
11. Any disputes arising out of this order will be subject to the Jurisdiction of Ranga Reddy District.
12. The bidders are advised to read all the instructions contained in the tender document carefully.
13. 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.
14. Overwriting & Correction(S) should be attested properly incomplete & unsigned bids will not be considered.
15. The quantities are approximate, it may vary up to 40% you should accept the same as per final order depending upon our requirement as per the rate quoted by you.

Check list

Annexure-III

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

S.No	Documents for check list	Y/N	Pg. No.
1.	Enquiry/Tender fees DDNO. Dt:	Y/N	
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.	Copy of the PAN		
9.	Price Quote must be in the format enclosed Annexure-II	Y/N	
10.	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:-_____