



भाकृअनुप – भारतीय कदन्न अनुसंधान संस्थान
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH
(ज्यार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)

राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030.

Phone: 24015349(gen), 20020077(AO);Fax no.24016378 www.sorghum.res.in

F. No.1-670/2014-2015/ST

Dated:04-02-2015

To

M/s.....
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.....
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Sub: - Enquiry for purchase of Desk Top Computer-reg.

I am directed to invite you to submit sealed Quotations quoting your competitive rates against for procurement of Desk Top computer at DSR as per the detailed out in the Schedule Annexure – I of the Enquiry.

2. Purchase concluded on the basis of enquiry shall be governed by the terms and conditions set out in the enquiry.
3. Enquiry received through e-mail or Fax shall not be accepted under any circumstances. Enquires submitted in the prescribed format given in the Enquiry shall only be considered Enquires submitted without accompanying the tender fee and EMD shall be rejected summarily. Enquiry Document can be downloaded from the DSR [website: www.sorghum.res.in](http://www.sorghum.res.in) and cost of Enquiry document **Rs. 200/-** and EMD of **Rs.8,000/-** (Rupees eight thousand only) are to be paid by means of separate Demand Drafts in favour of ICAR Unit-DSR, Hyderabad.
4. Enquiry contained in a sealed envelope should be dropped in the Enquiry box (kept at the Store section of DSR at DSR Campus, Hyderabad) **latest by 02.00PM on 26.02.2015.** The Enquiries will be opened **at 02.30PM** on the same day in the presence of quotationer who wish to be present to witness the Enquiry opening.
5. The Director, DSR reserves the right to accept or reject any or all Enquiry without assigning any reasons thereof.

Yours faithfully,

(Saroj Kumar Singh)
Administrative Officer

PROPOSAL SUBMISSION

Interested bidders should submit both technical and financial proposals in two parts namely.

A: Technical

B: Financial

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as “**TECHNICAL PROPOSAL**” and “**FINCNCIAL PROPOSAL**”. Financial proposal to indicate a warning “DO NOT OPEN WITH THE TECHICAL 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 **Desk Top Computer**”.

Technical Proposal should be prepared considering the detailed specifications of the items. On the basis of detailed specification a check list is attached as Annexure-I which is must be submitted only along with the Technical Specifications 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 and installation charges etc., for the said equipment as annexed as Annexure II.

- i) Description of the goods required and the required quantity & Guiding specification and other technical details. As enclosed in Annexure – 1
- ii) Delivery at site:

The Director,
Directorate of Sorghum Research,
Rajendranagar, Hyderabad – 500 030.
- iii) The Tender/offer shall remain valid for acceptance for a period not less than 90 days after the specified date of opening of the offer.
- iv) Delivery period for goods : Within 1 to 2 weeks from the date of the issue of purchase order. The same may be installed immediately after supply positively within a week.

v) **Price structure :**

a)The tenderer shall quote for the complete requirement of goods and for the full quantity as shown against Annexure - I.

b)The rates and prices quoted shall be in Indian Rupees only.

c)All duties, taxes and levies payable by the supplier under the contract shall be included in the quoted price. 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 date.

d)The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account, whatsoever, including statutory variations, if any. “However, sales Tax will be paid extra as per provision under Clause v(C) above”

vi) Receipt of goods & Terms of payment:

a) Payment term for supply of goods, including erection / installation and commissioning (as and if applicable), immediately on receiving the goods at site, the purchaser will verify the quantities of the items supplied as specified in the delivery challan of the supplier and also check for any superficial damage etc., in the goods so supplied and issue a provisional receipt accordingly. If the goods supplied do not require erection / installation and commissioning at site, the purchaser, within three working days of issue of the provisional receipt, will issue acceptance certificate (of the goods) to the supplier, provided the goods supplied are acceptable in terms of the contract. However, if the goods supplied also need erection / installation and commissioning, the purchaser will issue acceptance certificate within two working days, after successful erection /installation and commissioning. The supplier will then send its invoice along with the purchase’s acceptance certificates and other accompanying documents to the paying authority for payment.

b) The paying authority will realize the full payment to the supplier as due in terms of the contract, within seven working days of receipt of supplier’s invoice, purchaser’s receipt certificate and other accompanying documents, provided the same are in order.

“While claiming reimbursement for sales Tax, the supplier shall furnish the following certificate duly dated and signed, on its bill”

“Certified that the goods on which sales Tax has been charged have not been exempted under the Central Sales Tax Act or State Sales Tax Act or the rules made there under and the charges on account of sales Tax on these goods are correct under the provisions of that Act or the Rules made there under. Certified further that we are registered as dealers for the purpose of Sales Tax in the State of Under registration number We further confirm that the amount of Sales Tax shown in the bill against this contract is correct in terms of above provisio”

vii) Paying Authority : Director,
Directorate of Sorghum Research,
Rajendranagar, Hyderabad – 500 030.

viii) Liquidated Damage Clause :

If any time during the performance of the contract, the supplier encounters conditions hindering timely delivery of the goods, the supplier shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same. After receipt of supplier’s communication, the purchaser shall decide as to whether to cancel the contract for the un-supplied portion after the existing delivery period, or to extend the delivery period suitably by issuing an amendment to the contract. If the supplier fails to deliver the goods and / or perform the services within the contractual delivery period for reasons other than circumstances beyond supplier’s control (which will be determined by the purchaser) and the purchaser extends the delivery period, the purchaser will also deducted from the contract price, as liquidated damages, a sumequivalent to 0.5% (half per cent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual or performance. The maximum limit of such deduction will, however, be 10% (ten per cent) of the contract price of the delayed goods or services.

Further, during such delayed period of supply and or performance, the supplier shall not be entitled to any increase in price and cost, whatsoever, on any ground. However, the purchaser shall be entitled to the benefit of any decrease in price and cost on any ground, whatsoever, of the goods & services, supplied during the period of delay.

The purchaser’s letter (to the supplier, with copies endorsed to others concerned) extending the delivery period will be subject to the above condition.

ix) a) Warranty Clause : One year from date of supply of the Item.

Performance Security :

The successful bidder will have to pay Performance Security within 10 (Ten) days after the issue of purchase order by the purchaser, the supplier, shall furnish performance security to the purchaser for an amount of 5% (five per cent) of the contract value, valid up to one year after the date of completion of the contractual obligations by the supplier, including the warranty obligations. However, EMD will be returned on receipt of security amount.

x) Dispute Resolution Mechanism

If any dispute or difference arises between the purchaser and the supplier relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions. However, if the parties fail to resolve the dispute or difference by such mutual discussion within 30 days, either the purchaser or the supplier may give notice to the other party of its intend on to refer the same to arbitration. The arbitration shall commence thereafter. The arbitration shall be conducted by a sole arbitrator, who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be as per the Indian arbitration and conciliation Act, 1996. The venue, of the arbitration shall be the place from where the contract is issued.

2. The supplier may, at its choice, send the tender by Regd. Post or by speed post. Alternatively, the supplier may also hand deliver the tender to the purchaser in which case it has to be dropped in the tender box kept in the office. No receipt will be issued separately.
3. The tenders, which are received late by the purchaser will be ignored. Further, the purchaser does not accept any liability and responsibility for the tenders in case the same are not properly sealed & marked and / or sent as above.
4. The tenders, which are received on time (as per para 2 above), will be opened at purchasers office at 02.30PM . The purchaser will open the tenders in the presence of the tenderers duly authorized representatives, who choose to attend the tender opening.
5. The purchaser will evaluate and compare the tenders which are substantially responsive i.e which are properly prepared & signed and meet the required terms, conditions, specification etc. The purchaser will award the contract to the supplier whose tender will be determined to be responsive and offering the best evaluated price.
6. Notwithstanding the above, the purchaser reserves the right to accept or reject any tender or annul the tendering process and reject all tenders at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tender or tenders.
7. Please submit your tender accordingly. You shall sign on all the pages of your tender. Your price tender may be furnished in the format enclosed as **Annexure II.**

You are also required to return this original tender enquiry (all the pages), as it is, duly signed by you on every page, for our record. You may retain a photocopy of this tender enquiry for your record.

Encl : Annexures I,II & III.

Annexure – 1

Sl. no	Specifications	Qty	Yes/No
1	Intel core i5-4440 Processor. Intel Motherboard. 4GB DDR3 RAM. 500GB SATA Hard disk. Logitech/Microsoft Keyboard & Optical Mouse. DVD Writer. 20" LED Monitor. ATI HD 5450 2GB DDR3 Graphics Card. Iball ATX Cabinet. With Windows 8.1 operating System.	1	
2	Processor 4 th Generation Intel® Core™ i5-4440s processor (6M Cache, up to 3.2 GHZ). Operating System Windows® 8.1 Single Language (64Bit)English. Memory 8GB Dual Channel DDR3L 1600MHZ (4GBx2). Keyboard Dell(TM) Wireless Keyboard & Mouse (English). Hard Drive 1TB 5400 RPM SATA Hard Drive. Mouse Wireless Mouse is Included In Dell™ Consumer Wireless Keyboard and Mouse. Optical Drive Tray Load DVD Drive (Reads and Writes to DVD/CD). Dell Services: Hardware Maintenance 3 Years. Video Card AMD Radeon™ R7 A265 2GB DDR3. LCD Info 23 inch LED Backlit Display With Anti Glare and FHD resolution (1920 X 1080).	3	
3	Computers Intel® Core latest processor(2.93 GHz),5 GB DDR III RAM, 1000 GB SATA Hard Disk Drive 18-5" TFT LCD colour With Keyboard & Optical, Scroll Mouse, DVD Read & Writer Card Reader ATX Cabinet With necessary all parts of along with graphics card. along with UPS.	2	

Annexure-II

Financial Bid

Sl. No.	Particulars	Unit Price	Total Price Quoted (in figures)	Total Price quoted (in word)
1.	Desk Top Computer-1 no.			
2.	Desk Top Computer-3 nos.			
3.	Desk Top Computer-2 nos.			
		TOTAL		

Note 1: The Grand Total of rates of each unit of all types of items must be mentioned both in Figures and words otherwise the bid will be treated as rejected.

Note 2: The work will be awarded to the firm which total of rate for each unit of all type of items as mentioned above is lowest.

Signature of authorized representative of firm with Name & Seal

Annexure – III

To

The Director
Directorate of Sorghum Reserch,
Rajendranagar, Hyderabad.

Sub:- Undertaking for supply of Desk Top Computer -reg

We agree to supply the above goods. We confirm that the same will meet the description, specification and other technical details as required in the tender enquiry.

“ Details of applicable Sales Tax to be paid extra and the current rate of the same:

We confirm, that we agree to all other terms & conditions of your tender enquiry including the terms of delivery, period of delivery, payment terms and warranty provision.

We have furnished all the information, as required in the tender enquiry and attached the relevant documents.

(In case a tenderer desires to put some additional / modified stipulations, terms & conditions etc. the same may be clearly indicated).

We confirm that our offer will remain valid for acceptance for 90 days after the date of opening of tenders.

.....

(Signature, name and designation of the authorized executive of the tendering firm)

For and on behalf of
(Name and address of the tendering firm)

.....
(Seal of the tendering firm)

Date :

Place:

CHECK LIST

Minimum requirements to be checked at the time of opening the tender by the Committee.

1	Tender Fees	Y/N
2	EMD Rs.8,000/- vide DDNo. Dt:	Y/N
3	Validity of the Quotation : 90 Days	Y/N
4	Delivery Period : 1-2 Weeks	Y/N
5	Erecting/Installation: 7 to 10 days	Y/N
6	Warranty : One year	Y/N
7	Latest Income Tax Clearance Certificate	Y/N
8	Registration with Govt. Organization	Y/N
9	One Supplier One Quotation only	Y/N
10	Tax Identification Number copy of Registration Certificate	Y/N
11	Sign of the Firm or all pages	Y/N
12	Price Quote must be in the format enclosed Annex-II	Y/N
13	ORIGINAL-Tender Form must be submitted duly signed and stamped on each page	Y/N