



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.3-58/16-17/ST

Date: 16-05-2016

ENQUIRY

To -----

Dear Sir,

Sub:-Supply of Packaged Drinking Water of branded make at IIMR Rajendranagar for 2016-17– req

We are interested to take up the following “**Supply of Packaged Drinking Water**”. 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 **Supply of Packaged Drinking Water of branded make**.

A DD of **Rs.200/-**towards enquiry fee in favour of” ICAR UNIT-IIMR” 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 07.06.2016 up to 02.00 pm
Date and time for opening of technical bid 07.06.2016 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 “**Supply of Packaged Drinking Water of branded make**”.

: 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 is must be submitted only along with the technical proposal, duly signed and sealed. The bidder must fulfill all the conditions as per checklist. If someone is not fulfilling the criteria as per checklist, their proposal will be eliminated at technical consideration level and 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 **“Supply of Packaged Drinking Water of branded make”** and should be submitted in the attached Annexure – II only. Any other taxes should be clearly mentioned in the bid itself. No other conditions of the firms like advance payment, delivery duration, increased rate etc. are acceptable to us.

Yours faithfully,

Administrative Officer

Technical Proposal
Packaged Drinking Water of branded make

Sl. No	Specification	Make	Yes/No
01	20-25 liters bubbles. RO Processed, UV & OZONE Treated Ingredients-Treated water, Nutrition Information per 100ml, Calbories – 0 K cal total FAT-0G, Protein- 0G total carbo -0G	Bibo,	
		Aquafine	
		Bislery	
		Kentic	

Daily consumption of water will be approx 500 liters (Approx 25 bubbles), which shall be delivered on daily basis by the bidder.

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
Packaged Drinking Water of Branded Make

Sl. No	Specification	Make	Unit Price/bubble (incl. Taxes)
01	20-25 liters Bubbles. RO Processed, UV & OZONE Treated. Ingredients-Treated water. Nutrition Information per 100ml. Calories – 0 K cal total FAT-0G. Protein- 0G total carbo -0G.	Bibo,	
		Aquafine.	
		Bislery	
		Kentic	

Note :

- 1) Items should be delivered at IIMR.
- 2) Sales tax/VAT should be indicated clearly, if any.
- 3) Prices should be quoted only in Indian rupees.
- 4) No other conditions of the firm will be accepted to us.

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: _____

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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	Validity of the quotation :90 Days	Y/N	
3	Delivery period : once daily, during the agreement period	Y/N	
4	Original- Tender form must be submitted duly signed and Stamped on each page	Y/N	
5	One supplier one Quotation only	Y/N	
6	Price Quote must be in the format enclosed Annexure-II	Y/N	
7	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	

Note:- If the firms don't enclose the related documents in support to this checklist, the tender will be rejected.

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:- _____

IMPORTANT INSTRUCTIONS

1. The period of contract will be of one year from the date of receipt of order. However, it will be extended for further one more year on mutual understanding. Bidders can terminate the agreement on one month prior notice.
2. No advance payment will be made.
3. 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. (Financial bid)
4. The price quoted should be F.O.R, RAJENDRANAGAR, HYD-30, preferably door delivery to IIMR (DSR) premises.
5. The sales tax etc., should be clearly indicated separately wherever chargeable.
6. 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.
7. The delivery schedule should be strictly adhered as the requirements are of daily basic needs. Failure to do so, supply order may be cancelled at any time during the year without any prior information.
8. YOUR QUOTATION SHOULD BE VALID ATLEAST FOR THREE MONTHS FROM THE DATE OF SUBMISSION.
9. The required quantity of bubbles should be supplied on daily basis
10. The bidders are advised to read all the instructions contained in the tender document carefully.
11. 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.
12. Overwriting & Correction(S) should be attested properly incomplete & unsigned bids will not Considered.
13. The bids received after the due date & time, it will be rejected out rightly. This office will not be held responsible for any postal delay.
14. Any disputes arising out of this order will be subject to the Jurisdiction of RangaReddy district.