



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.1-687/14-15/ST

Date: 25-07-2015

ENQUIRY

To _____

Dear Sir,

Sub:- Quotation for Purchase of Air conditioners of reputed make- reg

We are interested to **Purchase of Air conditioners of reputed brand**. 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)

A DD of Rs.200/- towards enquiry fees and Rs.6000/- 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 of pre-bid meeting. 12-08-15 at 11:00 AM

Date and time for submission of quotation – on or before 17-08-2015 up to 02.00 pm

Date and time for opening of technical bid 17-08-2015 at 02.45 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 tender enquiry number and the title of the assignment "**Purchase of Air conditioners**".

: 2 :

Technical Proposal should be prepared considering the detailed specifications of the equipment as mentioned in the tender. 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. In support of technical specifications a broacher should be submitted showing all the specifications as quoted in the tender document. Make and model of the air conditioners may be mentioned in the tender. If anyone is quoting, some brand or make and model which is not as per our specification, the technical bid of such bidder will be ignored and will not be taken into consideration.

Financial proposal of only technical qualified bidder will be opened on a later date which will be informed to all successful bidders.

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 Conditioners of reputed make**” and should be submitted in the attached **Annexure-II** only.

Yours faithfully,

(Saroj Kumar Singh)
Administrative Officer

Technical Proposal

To be sent back duly signed and stamped with tender document

Make:-
Model:-

	Specifications	Yes/No	Remarks
Type	Split Air Conditioner		
Quantity	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 or as per company warranty		

Before submitting the quotation you are requested to read the detailed instructions mentioned overleaf. Certified that the make and model mentioned above is meeting all the specification mentioned in the tender document.

Date: _____

Signature & Seal of the Firm

Email: _____

Ph .No (Office): _____

Cell: _____

Financial Proposal

To be sent back duly signed and stamped with tender document

Make:-
Model:-

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 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.

It is certified that the rates has been quoted for the same make and model which has been mentioned in the technical bid.

Date: -
Place; -

Signature of authorised official
(With Seal and stamp)
Name: _____
Designation: _____

IMPORTANT INSTRUCTIONS

1. No advance payment will be made.
2. The price quoted should be F.O.R, RAJENDRANAGAR, HYD-30, preferably door delivery to IIMR (DSR) premises.
3. The sales tax etc. should be clearly indicated separately wherever chargeable.
4. 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.
5. 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 @ 2% per week subjected to maximum of 10% of the order value. Further EMD if any will be forfeited as per ICAR/Govt. of India orders from time to time, if the delivery schedule adhered to. Part supplies not accepted under any circumstances.
6. 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.
7. YOUR QUOTATION SHOULD BE VALID ATLEAST FOR THREE MONTHS FROM THE DATE OF SUBMISSION.
8. This office will not be held responsible for any postal delay.
9. 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.

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Annexure-III

To be sent back duly signed and stamped with tender document

Check list

Minimum requirement to be submitted for the technical qualification. Tenderers are advised to put page numbers in the all the pages of the documents submitted to the IIMR for consideration and the page numbers of the concerned documents may be filled in the below column (Page No Column)

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	PAN of the firm.	Y/N	
9	Price Quote must be in the format enclosed Annex-II	Y/N	
10.	Turn over should equal to or more than ₹ 10,000,00/- in any of the three years out of last five years. (copy of IT returns and copy of Annual Accounts Certified by CA or self attested must be enclosed as proof) 2014-2015 2013-2014 2012-2013 2011-2012 2010-2011	Y/N	

Date:-
Place:-

Signature of authorised official
(With Seal and stamp)
Name: _____
Designation: _____

No. 1-1

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