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Directorate of Research on Women in Agriculture
(formerly National Research Centre for Women in Agriculture)

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(Indian Council of Agricultural Research)
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F.No. V-14015/02/09-Admn

Date: January 11, 2010

Tender Enquiry No.02/10

We have a requirement of the goods as indicated below, tender for which will be opened at **14:00 hrs on 03.02.2010** and you are invited to submit your most competitive quotation for the same. All the relevant details are given below:

- i) Description of the goods required and the required quantity: As enclosed in **Annexure- 1**.
- ii) Guiding specification and other technical details: As enclosed in **Annexure-2**.
- iii) Terms of delivery: Delivery at site, viz, As enclosed in **Annexure-2**.
- iv) Delivery period for goods: Within **21 (twenty one) days** from the date of the purchaser's signing the contract.
- v) Erection / installation and commissioning (if required, depending on the goods ordered) To be completed within **7 (seven) days** of delivery of the goods at site.
- vi) Terms of Inspection by the purchaser's representative: The materials shall be inspected by authorized representative of the Purchaser at the place of installation.
- vii) Training of purchaser's operator(s): For operating the goods ordered, as and if necessary one operator is to be trained for a period of one week at purchaser's premises for successfully operating the goods purchased. The training shall be completed within 10 working days from the date of installation.
- viii) Price structure:
 - a) The tenderer shall quote for the complete requirement of goods & services and for the full quantity as shown against a serial number in the List of Requirement in Annexure -1. Unless otherwise specified in Annexure-1, the tenderers are, however, free not to quote against all the serial numbers mentioned in the list of Requirements (in case there are more than one serial number in the list of Requirements)
 - 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.
 - 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.
- ix) 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 purchase 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 purchaser's acceptance certificate and other accompanying documents to the paying authority for payment. The paying authority will

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release 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.

- b) Payment for training purchaser's operator(s), if applicable.

After release of payment to the supplier as per sub-para(a) above and after successful completion of training of the operator (s) in terms of contract, the purchaser will immediately issue a certificate to this effect to the supplier. The supplier will thereafter send its invoice for training charges, along with the above certificate to the paying authority. The paying authority will release the payment to the supplier in terms of the contract within seven working days of receipt of supplier's invoice provided the invoice and the accompanying documents are in order.

- x) Paying Authority: DIRECTOR, DIRECTORATE OF RESEARCH ON WOMEN IN AGRICULTURE, BHUBANESWAR

- xi) Signing of contract

At the same time as purchaser notifies the successful bidder that its bid has been accepted, the purchaser will send to the bidder by registered post or speed post, the contract form provided in the bidding documents, incorporating all agreements between the parties.

Within 10 (ten) days of issue of the contract form by the purchaser, the successful bidder shall sign and date the contract and return it to the purchaser by registered post or speed post.

- xii) PERFORMANCE SECURITY

Within 21 (twenty one) days after the issue of notification of award 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 upto 60 (sixty) days after the date of completion of all contractual obligations by the supplier, including the warranty obligations.

In the event of any correction of defects or a replacement of defective material during the warranty period, the warranty for the corrected/replaced material shall be extended to a further period of twelve months from the date of the correction/replacement and the Performance Security for the proportionate value (which will be determined by the purchaser in consultation with the supplier) shall be extended by 60 (sixty) days over and above the extended warranty period.

In the event of any contract amendment, the supplier shall, within 21 (twenty one) days of issue of such amendment, furnish the necessary amendment to the Performance Security, rendering the same valid in all respects in terms of the contract, as amended.

The proceeds of the Performance Security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.

The Performance Security shall be denominated in Indian Rupees or in the currency of the contract and shall be in the form of Demand Draft drawn in favour of ICAR-UNIT, DRWA, Payable at S.B.I., P.D. Market, Bhubaneswar or Bank Guarantee as per the format given by the Prucahser.

- xiii) Liquidated Damage Clause:

If any time during the performance of the contract, the supplier encounter 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 exiting 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 deduct from the contract price, as liquidated damages, a sum equivalent 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 delivery or performance. The maximum limit of such deduction will, however, be 10% (ten percent) 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 conditions.

- xiv) Warranty Clause:

All the items should carry standard warranty of minimum of 12 months from the date of installation, unless other specifically mentioned.

- xv) 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 such mutual

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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 intention 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. You are also required to fulfill the following conditions and furnish the details as indicated in subsequent paragraphs:

- a) At the time of awarding the contract, the purchaser reserves the rights to increase or decrease by up to 25%, the quantity of goods & services as specified in the List of Requirements, without any change in the unit price or other terms & conditions.
- b) Please furnish a certified copy of your latest ITCC-(Income Tax Clearance Certificate).
- c) Please indicate if you are currently registered with any Govt organization and if registered furnish all relevant details.
- d) Please state whether business dealings with you presently stand banned by any Government organisation and if so, furnish relevant details.
- e) A supplier shall not submit more than one quotation for the same set of goods.
- f) The supplier shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patents, trademark or industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in its offer.
- g) The quotation (s) as well as the contract shall be written in English language.
- h) All correspondence and other documents pertaining to the quotation(s) and the contract, which the parties exchange, shall also be written in English.
- i) The quotation and all correspondence and documents relating to the quotation exchanged between the bidder and the purchaser may also be written in Hindi language provided that the same is accompanied by an English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall govern.
- j) The contract shall be governed by the laws of India and interpreted accordance with such laws.
- k) The quotation / offer shall remain valid for acceptance for a period not less than **180 days after** the specified date of opening of the offers.

3. The quotation shall be sealed in an envelope. The envelope shall be addressed to the purchaser and it should also bear the tender enquiry no. and the words "DO NOT OPEN BEFORE....."(The time and date of opening of the tenders). This envelope should then be put inside another envelope, which will also be duly sealed. The outer envelope will bear the full address of the purchaser. The supplier must ensure that its tender (i.e. quotation), duly sealed as above, reaches the purchaser at least one hour before the time and date of opening tenders. The supplier may, at its choice, send the tender to the purchaser in which case the purchaser shall give the supplier a receipt the time & date of receipts of the tender.

4. The tender, 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.

5. The tenders, which are received on time (as per para 3 above), will be opened at purchaser's office at **14:00 hours** on **03.02.2010**. The purchaser will open the tenders in the presence of the tenderers' duly authorized representatives, who choose to attend the tender opening.

6. The purchaser will evaluate and compare the quotations which are substantially responsive i.e. which are properly prepared & signed and meet the required terms, conditions, specification etc. The purchase will award the contract to the supplier whose quotation will be determined to be responsive and offering the best evaluated price.

7. Notwithstanding the above, the purchase reserves the right to accept or reject any quotation or cancel the tendering process and reject all quotations 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 tenderer or tenderers.

8. Please submit your quotation accordingly. You shall sign all the pages of your quotation. Your price quotation may be furnished in the format enclosed as **Annexure-3**. 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 1,2,3 & 4

ASSISTANT ADMINISTRATIVE OFFICER

LIST OF REQUIREMENTS

Sl. No	Name of equipment	Accounting Unit	Tentative Quantity
1.	Autoclave	One No.	1
2.	Balance (precision)	One No.	2
3.	Electric weighing balance	One No.	2
4.	Chaff-cutter	One No.	1
5.	Cooking range	One No.	1
6.	Digital PH Meter	One No.	1
7.	Electronic Blood pressure monitor with printer	One No.	1
8.	Feed grinder	One No.	1
9.	Heating mantle	One No.	2
10.	Hot air oven	One No.	2
11.	Milcotester	One No.	1
12.	Mini flour mill	One No.	1
13.	Packing machine (Shrink wrapping)	One No.	1
14.	Platform scale	One No.	2
15.	Portable plastic pool	One No.	2
16.	Pre cooling unit	One No.	1

Special instructions (if any).....

Annexure-2

SPECIFICATIONS & OTHER TECHNICAL DETAILS OF ITEMS

Sl. No	Name of equipment	Tentative Quantity	Specifications	Place of Delivery and Installation
1.	Autoclave	1	Vertical - 50lit capacity , size-350x 550mm, semi automatic type, inner & outer chamber made of stainless steel, Boiler/inner chamber made of 18/20 SWG stainless steel, radial locking lid, vacuum breaker safety device , automatic low water cut off device ,temp control sensor, digital temp; and time and pressure display system -computer with accessories, installation and demonstration	DRWA, Bhubaneswar
2.	Balance (precision)	2	Analytical balance, cap-100 to 210g, Tare range 0-100g/0-210g readability -0.1mg, reproducibility - + 0.1mg, pansize-80mm to 100mm, with glass/fiber cover hood complete with installation and demonstration .	DRWA, Bhubaneswar
3.	Electric weighing balance	2	Electricity balance cap-10kg, Temp range0-10kg, readability -1g or less, reproducibility -1g, pan size-300 x 300mm(±50mm) with battery back upto 1 hour, portable complete with accessories .	DRWA, Bhubaneswar DRWA, Sub Centre at CIAE, Campus, Bhopal (1 No.)
4.	Chaff-cutter	1	Manual -cum-power operated	DRWA, Bhubaneswar
5.	Cooking range	1	4 burners With oven and grill etc	DRWA, Bhubaneswar
6.	Digital PH Meter	1	Ph meter measuring PH,MV, Temp , EC, Range 0-14, accuracy-0.01, Auto buffer recognition, along with standard non glass-solid stats FET PH electrodes complete with accessories, installation and demonstration	DRWA, Bhubaneswar
7.	Electronic Blood pressure monitor with printer	1	Large easy to read LCD panel Secure and comfortable arm cut off(fits arm 9"-13") Auto power conservation, Pulse monitor Measurement rang: 30-280 mm Hg Pulse: 40 -200 times/min Accuracy: Pressure ± 3mm, Pulse ± 5% Intellisense inflation for max comfort. Deflation control for fast measurement Simultaneous display of systolic, diastolic pressures and pulse rates Stores 28 sets of measurements with date and time Detachable printer, printouts with date and time Computer interface option.	DRWA, Sub Centre at CIAE, Campus, Bhopal
8.	Feed grinder	1	Feed grinder with hammer mill/swinging hammer and full screws	DRWA, Bhubaneswar
9.	Heating mantle	2	Suitable for round bottom flask of 500 and 1000ml Temp range: 0 to 200° C Energy regulator; Glass flexible fabric; Insulation Indicator	DRWA, Bhubaneswar
10.	Hot air oven	2	224 lit cap, 605mm x605mm x 605mm size (dimension may vary) 2 or 3 shelves, double wall with outer chamber made of M.S. Sheet, duly power coated, inner wall and adjustable perforated shelves made of stainless steel , Air ventilator provision of reputed make, complete with accessories, installation and demonstration	DRWA, Bhubaneswar

Sl. No	Name of equipment	Tentative Quantity	Specifications	Place of Delivery and Installation
11.	Milcotester	1	For analysis of fat and SMF, portable, battery plus electric operated with automatic switch over facility	DRWA, Bhubaneswar
12.	Mini flour mill	1	3 HP, single phase 8 to 10 kg/hour capacity, Steel	DRWA, Bhubaneswar
13.	Packing machine (Shrink wrapping)	1	Manual, Castor mounted with trolley Sealing and shrinking in one operation Adjustable working platform Thermostatically controlled Seal dimension: at least 300 x 450 mm Machine dimension: at least 1100 x 600 mm Working height: 750-900 mm Power single phase Suitable for packing of fruits and vegetables	DRWA, Bhubaneswar
14.	Platform scale	2	Digital/electronic Capacity: 100-150 Kg Accuracy: 100 g LED display Back rod support provided for plat form scale	DRWA, Bhubaneswar DRWA, Sub Centre at CIAE, Campus, Bhopal (1 No.)
15.	Portable plastic pool	2	4 feet Diameter and 3 feet height 6 feet Diameter and 3 feet height	DRWA, Bhubaneswar
16.	Pre cooling unit	1	Portable, lab model, CFC free pre cooling unit with high humidity cooling for fresh, vegetables, fresh fruits and flowers, single phase with suitable size cooling unit and cooling chamber, cap-100 to 500 kg of fresh fruits or vegetables, temp and humidity control system, temp-0 to ambient, RH 0 to 100 percent, caster mounted along with trolley for easy maneuverability -2" to 4" size caster wheel, multiple chamber of 25 to 50 kg cap., 2 to 4 chambers, power-single phase, complete with accessories, installation and demonstration	DRWA, Bhubaneswar

FORMAT OF PRICE QUOTATION

Serial No	Description of Goods & allied Services	Specifications	Accounting Unit	Qty	Quoted Price		Total amount In Rs
					In figure	In words	

Grand Total Cost : Rs _____

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

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

We have furnished all the information, as required in the tender enquiry and attached the relevant documents. (Incase a tender 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 **180 days after** the date of opening of tenders.

.....
 (Signature, name and designation of the authorised executive of the tendering firm)
 For and on behalf of.....
 (Name and address of the tendering firm)

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

Date:
Place:

CONTRACT FORM

Address of the purchaser's office issuing the contract

Contact No.....
Date.....

- Name & address of the Supplier
- Purchaser's tender enquiry No.....dated(followed by further communication No. and date, if any, from the purchaser to the supplier)
- Supplier's tender No..... dated(followed by further communications No. and date, if any, from the supplier to the purchaser)
- The contract is hereby placed for the following goods & services in terms of the communications indicated under paras 2 & 3 above.
- Particulars of the goods and services, which shall be supplied / provided by the supplier are as under :

Serial No.	Brief description & Guiding specifications of Goods/services	Accounting unit	Quantity To be Supplied	Unit Price in Rs.		Total price In Rs.
				In figure	In words.	

Total value (in figure) _____ (inwords) _____

- Terms of Delivery
- Schedule of erection / installation and commissioning (as and if applicable)
- Operator's training (if applicable)
- Delivery Schedule
- Details of inspection, test and quality assurance, as and if required

- Designation and address of inspection agency
- Mode(s) and place (s) of conducting inspections and tests

- Liquidated Damage clause
- Payment terms
- Paying Authority
- Warranty clause
- Dispute Resolution Mechanism
- Other term & conditions, not mentioned above, will be in terms of the Communications indicated in paras 2 & 3 above.

.....
 (Signature, name and address of the purchaser's authorized functionary signing the contract)
 For and behalf of.....

Received and accepted this contract

.....

(Signature, name and designation of the supplier's authorized executive)

For and on behalf of

(Name and address of the supplier)

.....

(Seal of the supplier)

Date:

Place: