

## भारतीय कृषि अनुसंधान परिषद

Indian Council of Agricultural Research

केन्द्रीय रोपण फ़सल अनुसंधान संस्थान

ICAR - CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

प्रादेशिक केन्द्र, कायंकुलम, केरल-६९०५३३

Regional Station, Kayangulam, Krishnapuram-690 533, Kerala



No.F.1(23)XII th Plan/2012-17

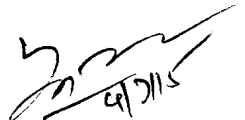
Dated 04-07--2015

**TENDER NOTICE**

Sealed tenders under two-bid system (**Technical/Financial bids**) are invited from the reputed Manufacturers/Dealers for supply and installation of the following equipments at CPCRI (RS) Kayamkulam.

Sl.No.	Name of Item	Quantity (No)
01.	Vertical Deep Freezer	One

- The tender form along with detailed specifications and terms & conditions can be obtained on any working day from 07.07.2015 to 20.07.2015 between 9.30 am to 4.00 pm from the Stores Section, CPCRI, Kayamkulam on payment of Rs.500/- by Demand Draft drawn in favour of the ICAR Unit, CPCRI, (RS) Kayamkulam payable at SBT Kayamkulam.
- Tender form can also be downloaded from the Institute website [www.cpcri.gov.in](http://www.cpcri.gov.in) and the cost of the same should be enclosed along with the tender.
- Tender should be submitted in two bid system i.e. **Technical Bid & Financial Bid in Separate Sealed Covers.**
- Sealed Tender along with EMD of 3% of the total value quoted should reach this office on or before 3.00 PM on 21.07.2015 . **The tenders received after the due date and tenders without tender cost and EMD shall not be considered.** The tenders (technical bid) will be opened at 03.30 PM on 21.07.2015 in the Office in the presence of tenderers, if any, present.

  
HEAD

To

## भारतीय कृषि अनुसंधान परिषद

## केन्द्रीय रोपण फ़सल अनुसंधान संस्थान

ICAR - CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

प्रादेशिक केन्द्र, कायंकुलम, केरल-६९०५३३

Regional Station, Kayangulam, Krishnapuram-690 533, Kerala

INVITATION TO TENDER AND INSTRUCTION TO TENDERS

F. No:1(23)XIIth Plan/2012-17

Date: 04-07-2015

Note: The envelope containing the tender as well as subsequent communication should be addressed and delivered to:

The Head  
Central Plantation Crops Research Institute,  
Kayamkulam – 690 533, Kerala State.

All communications must be addressed to the Officer named above by 'TITLE' only and not by name.

From

The Head  
Central Plantation Crops Research Institute  
Kayamkulam -690 533, Kerala

To

.....  
.....

Dear Sir/s,

On behalf of the purchaser (named in the schedule attached to the Tender from enclosed) I invite you to tender for the supply of the stores detailed in the said schedule. The conditions of contract, which will govern any contract made, are those contained in the General Conditions of Contract Applicable to the Contracts placed by Indian Council of Agricultural Research and the Research Institutes under it and the special conditions detailed in the Tender form (and those attached herewith). If you are in a position to quote for supply in accordance with the requirements stated in the attached schedule, please submit your quotations to this office on the prescribed tender form attached.

Only in exceptional cases and for adequate reasons letter quotations will be considered if they are received from firms who are in the approved list of registered suppliers maintained by the Indian Council of Agricultural Research and provided these letter quotations are complete in all respect with regard to price (item-wise prices where necessary) specifications, delivery and other particulars essential to enable a decision on purchase to be taken and provided also the quotations are confirmed within three days from the due date of receipt of tender in the prescribed form.

**2. EARNEST MONEY:** Earnest money of Rs..... (Rupees.....  
.....only)/ Earnest money @. 3% of the total quoted amount  
must be deposited by Demand Draft drawn in favour of "ICAR Unit - CPCRI, (RS)  
Kayamkulam" payable on SBT, Kayamkulam by all tenderers with the Head,  
CPCRI, Kayamkulam -690 533, Kerala State for their tenders and the relevant receipt  
must accompany the tender.

**In no circumstances will Government Promissory Notes, S.B Pass Book, or Cheque  
be received with Tender as Earned Money Deposit.**

**THE TENDER MAY NOT BE CONSIDERED IF THE EARNEST MONEY  
RECEIPT IS NOT SENT WITH THE TENDER.** No request for transfer of any  
previous deposit of Earnest Money will be entertained.

It is understood that the tender document has been issued to the tenderer and the  
tenderer is being permitted to tender in consideration of the stipulation on his part that  
after submitting his tender, he will not renege from his offer or modify the terms and  
conditions thereof. Should the tenderer fail to observe and comply with the foregoing  
stipulation, the aforesaid amount will be forfeited to the Indian Council of Agricultural  
Research. In the event of the offer made by the tenderer not being accepted, the amount  
of earnest money deposited by the tenderer will be refunded to him after he has applied  
for the same in manner prescribed by Indian Council of Agricultural Research.

The Earnest money should not on any account fall short of the amount actually  
required.

### **3. PREPARATION OF TENDER:**

(d) The schedule to the tender form should be returned intact whether you are  
quoting for any item or not. Pages should not be detached but when items are not being  
tendered for, the corresponding space should be defaced by some such words as 'not  
quoting'.

(e) In the event of space on the schedule from being insufficient for the required  
purpose, additional pages may be added. Each such additional page must be numbered  
consecutively bear the Tender number and be fully signed by you. In such cases referred  
to the additional pages must be made in the tender form.

(f) If any modification of the schedule is considered necessary you should  
communicate the same by means of a separate letter sent with the Tender.

### **4. SIGNING OF TENDER:**

(a) The Tender is liable to be ignored if complete information is not given therein  
if the particulars and data (if any) asked for in the schedule to the Tender are not fully  
filled in. Specific attention must be paid to delivery dates and also to the General  
Conditions of the contract as the contract would be governed by them.

(b) Individual signing the tender or other documents connected with a contract  
must specify whether he signs as:

(j) A 'Sole Proprietor' of the firm or constituted attorney of such sole  
proprietors.

- (vi) A partner of the firm if it be a partnership in which case he must have authority to refer to arbitration dispute concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney;
- (vii) Constituted attorney of the firm if it is a company.

NB: (i) In case of (ii) a copy of the partnership agreement of general power of attorney, in either case attested by a Notary Public, should be furnished unless the same has been previously furnished to Indian Council of Agricultural Research or affidavit on stamped paper of all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished.

(ii) In the case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by every partner of the firm.

(vii) A person signing the Tender form or any documents forming part of the contract on behalf/another of shall be deemed to warranty that he has authority to bind such other and if, on enquiry it appears that the person so signing had no authority to do so the purchaser may, without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all constraints and damages.

(viii) Each page of the Tender, Schedule to tender and annexure, if any, should be signed by the tenderer.

5. **DELIVERY OF TENDER:** The original copy of the tender is to be enclosed in a double cover. The inner cover should be sealed. The outer cover should bear only address of this office without any indication that there is a tender within. Right is reserved to ignore any tender which fails to comply with the above instructions. All outstation tenders should be sent by Registered Post. Only one tender should be included in one cover. Where more than one tender is included in a cover, all tenders so enclosed in one cover will be liable to be ignored.
6. **TEST HOUR FOR RECEIPT OF TENDERS:** Unless otherwise specified in the schedule to Tender your tender must reach this office not later than 3.00 PM on 21-07-2015..
7. **PERIOD FOR WHICH THE OFFER WILL REMAIN OPEN:** (i) Firms tendering should note that it is desired that their offers should remain open for acceptable for 90 days from the date of opening of tender. If the firms are unable to keep their offers open for the specified period, they should specifically state in the tender form the period up to which they want their tenders to remain open for acceptance.

In the absence of such specifications in the tender it will be assumed that their offers will remain open for acceptance for the period as specified in the schedule.

(ii) Quotations qualified by such vague and indefinite expressions such as "subjects to immediate acceptance", "Subject to prior sale" **WILL NOT BE CONSIDERED.**

**8. OPENING OF TENDER (to be scored out of opening is not public):** You are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the schedule. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in your tender. Please also state the name and address of your permanent representative, if any.

**9. PRICE:** I (i) The prices quoted must be net per unit shown in the schedule and must include all packing and delivery charges. Refunds on accounts of returnable packages (if any) are to be separately specified. Prices refunds must be clearly shown in figures and words in Indian currency.

(iii) The price must be stated for each item separately. The percentage of reduction, in the total price for the entire demand should also be quoted, should an order to that extent be placed with you.

II (i) If it decided to ask for excise duty or any other charges as extra, the same must be specifically stated. In the absence of any such stipulation it will be presumed that the prices included all such charges and no claim for the same will be entertained.

(iv) The price quoted by the tenders should be exclusive of sales tax (and should be clearly stated to be so) which will be paid by the purchaser, if legally leviable at the rate ruling on the date of supply as specified in the Acceptance of Tender.

**10. TERMS OF DELIVERY:** The delivery of stores is required by date(s) specified in the Schedule to Tender. If, however, it is not possible for you to affect delivery by the date(s) you should specify the date by which you can guarantee delivery in the prescribed schedule to the tender.

**11. SAMPLES:** The tenderer should quote his register number of the manufacturing firm under the Sales Tax Department. Quotations without quoting register numbers are liable to be rejected.

**12. PACKING:** Unless a method of packing is indicated in the specification or on the Schedule to Tender Form, the method of packing which the Contractor propose to employ must be described in the schedule to tender form. Contractors are at liberty to quote for additional alternative size and description of packs and these must be described in the Schedule to Tender.

**13. RIGHT OF ACCEPTANCE:** This office does not pledge itself to accept the lowest or any tender and reserve to itself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same at the rate quoted. You are at liberty to tender for the whole or any portion or to state in the tender that the rate quoted shall apply only if the entire quantity is taken from you.

**14. COMMUNICATION OF ACCEPTANCE:** Acceptance by the purchaser will be communicated by fax, registered letter of acceptance or formal 'Acceptance of Tender'. In case where acceptance is communicated by fax or registered letter, the formal Acceptance of Tender will be forwarded to you as soon as possible but the instructions contained in the fax or registered letter should be acted upon immediately.

**15. RESERAVATION OF RIGHTS TO ORDER ADDITIONAL QUANTITY:** The purchaser reserve the right to place order on the successful tenderer for additional quantity (up to 25%) of the quantity offered by them at the rate quoted. Tenders are bound to accept order for additional quantity under this clause only if order is placed on them within 6 months from the date of issue of A/T. Similarly the purchaser reserves the right to reduce the number of items (up to 25%) to be supplied and the supplier is bound to supply the items at the quoted and accepted rate within the stipulated time.

**16.PRE-INSPECTION OF STORES BY THE CONTRACTOR:** In case a contractor is placed on you as a result of this tender, you should satisfy yourself that the stores are in accordance with the terms of the contracts and fully conform to the required specifications by carrying out through pre-inspection. Such precaution on your part should minimize the change of rejection in inspection and the consequences thereof.

Sd/-  
HEAD

for and on behalf of the Indian Council of Agriculture Research

**Tender No.**

Full name and address of the Tenderer, in addition to Post Box. No. if any, should be quoted in all communications to this office.

Contractor's Fax No.

Telephone No :

STD Code use :

Reg. No. :

From

.....  
.....  
.....

To

The Head  
CPCRI  
Kayamkulam – 690 533

Dear Sir,

I/We hereby offer to supply the stores detailed in the schedule here to or such portion there of as you may specify in the Acceptance of Tender at the price given in the said schedule and agree to hold this offer open till ..... (date). I/We shall be bound by a communication of acceptance dispatched within the prescribed time.

2.I/We understood the instruction to Tenders and conditions of Contract included in the General Conditions of contracts governing contracts placed by the Indian Council of Agriculture Research and Research Institutions under it and in the specification of contract and have thoroughly examined the specification drawing and/or pattern quoted in the schedule there to and am/are fully aware of the nature of the stores required and my/our offer is to supply stores strictly in accordance with the requirements.

3. The following pages have been added to and form part of this tender

.....

Yours faithfully,

(Signature of the Tenderer)  
Name & Address & Date

Signature of Witness  
Name and Address

## **SPECIAL INSTRUCTIONS AND CONDITIONS:**

01. Purchaser : The Head  
Central Plantation Crops Research Institute  
(ICAR), Regional Station, Kayamkulam -690 533, Kerala.
02. The Stores are required by the Head, CPCRI, Kayamkulam  
Please quote earliest possible guaranteed date by which you can offer supply.
03. Finished goods are to be supplied to this Institute and not at the site of the tenderer.
04. Conditions of contract: As contained in Special General conditions of contract  
schedule and annexure to the tender attached herewith.
05. Tenderers are bound to accept order for additional quantity (upto 25%) at the rate  
quoted only if order is placed on them within 6 months from the date of issue of A/T.
06. In case the tenderer wants to furnish in a separate covering letter only additional  
information/particulars or quote conditions (eg. those relating to allowance, discount,  
rebate etc.) which cannot be accommodated in the tender form, an indication to that  
effect should be given in the tender form by means of a note. In the absence of such  
indication in the tender form the contents of the covering letter will be ignored in  
consideration of tender.
07. Firms should note that it is desired that their offer should remain open for acceptance  
for 90 days from the date of opening of the tender. If the firms are unable to keep their  
offers open for the specified period they should specifically state in the tender form the  
period up to which they want their tenders to remain open for acceptance. In the absence  
of such an indication in the tender form it will be assumed that their offers will remain  
open for the period as specified in the schedule to Tender.
08. Payment: Payment will be made by cheque/DD after receipt of the complete supply  
and only if items are found to be in accordance with our specifications and other details.
- 09 (i) Photostat copy duly attested as correct of the Sales Tax declaration to the effect  
the firm is registered under the Sales-tax department, and  
(iv) 3-GA(5) or 3-GA(2) form, as the case may be, should be attached along with  
each, bill of supply, otherwise the purchase tax as may be applicable, will be deducted  
from each bill of supply.

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## **ANNEXURE TO SCHEDULE TO TENDER**

(To be returned by Tenderers along with the Tender duly signed)

### **01. GENERAL:**

Tenderers should furnish a clear declaration as follows:

I/We declare that I am/We are

- (vii) Manufacturers
- (viii) Manufacturers authorized agents
- (ix) Holders in stock of the stores, tendered for (Strike out what is not applicable)

### **02.CONDITIONS OF CONTRACT:**

Printed or cyclostyled or such terms and conditions of the tendering firms not appearing in the body of the tenders will be considered as forming part of their tender. Tendering firms should quote on the basis of the conditions referred to in para 1 of the Invitations to Tenders and Instructions to Tenders. In case any terms and conditions of contracts of contract applicable to this invitation to Tender are not acceptable to the tendering firms, they should specifically state deviation there from in the body of their tender.

### **03. DEVIATION FROM SPECIFICATION:**

It is in the interest of the tenderers to study the specifications, drawing etc., specified in the tender schedule thoroughly before quoting so that if any deviations are made by the tenderers the same are prominently brought out in the body of their tender.

### **04.PRICE:**

- (g) Price must be in terms of new coinage systems, viz. Rupees and Paisa.
- (h) The unit prices should be for the same units indicated in the schedule to tender enquiry and not any other unit.
- (i) Prices quoted be invariably for delivery F.O.R. station of destination or (of dispatch) in Indian and inclusive of charges such as packing, forwarding, customs duty, octroi, etc. where applicable.
- (j) Quantity discount, if any, should be indicated prominently.
- (k) The F.O.R. Station of Despatch prices shall be deemed to include free delivery to the consignee situated within Municipal/Corporation limits/a radius of 10 KM from the firm's premises in case of local delivery.
- (l) (i) Offers on firm price are preferred.  
(ii) Where firms cannot quote firm prices, variable prices with a ceiling are preferred.  
(iii) Where wages escalator is insisted upon, due consideration is given to the offer with lowest wages escalator factor.

### **05. TRANSIT INSURANCE:**

The purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for arrive in good condition at destination.



The consignee will as soon as possible but not later than 30 days of the date of arrival of stores at destination, notify the contractor of any loss or damage to the stores that may have occurred during transit.

Tenders/quotations in which transit insurance cost has been claimed as an extra, may not be considered.

#### **06. PRICE PREFERENCE FOR EARLIER DELIVERY:**

It should be noted that if a contract is placed on a higher tenderer as a result of this invitation to tender in preference to the lowest acceptable offer in consideration of offer earlier delivery, the contractor will be liable to pay to the Council the difference between the contract rate and that of the lowest acceptable tender, on the basis of F.O.R. destination including all elements of freight, sales tax, local taxes duties and other incidentals in case of failure to complete supplies in terms of such contract within the date of delivery specified in the tender and incorporated in the contract. This is in addition to and without prejudice to other rights under the terms of the contract.

#### **07. PAYMENTS TERMS.**

- (iii) The standard terms of payments as embodied in the General conditions of contract and/or special conditions of contract will apply and no relaxation will be possible.
- (iv) If payment is desired to be made to the Contractor's Bankers or other parties, the endorsement must be completed in the bill form and signed separately and the word 'self' scored out. In addition, as power of attorney or transfer deed will be necessary in such cases conferring authority on the Bankers or the party concerned to receive payment on behalf of the contractor:

#### **08. ADDITIONAL PARTICULARS TO BE FURNISHED BY THE TENDERER:** Tenderers shall submit along with their tender:

- (v) An income tax clearance certificate (duly countersigned by the Income Tax Officer of the circle concerned under the seal of his office).
- (vi) Name and full address of their Banker:
- (vii) Performance statement duly signed by them regarding supplies made by them against contract received from the DG&D, Chief Contractor of Printing and Stationery (Govt. Of India) for similar stores for the past three years. In case the tenderer has not secured any contract during past three years he should give the performance against earlier contracts placed on him, if any.
- (viii) The equipment they possess for the manufacture of the stores and for quality control.

**NOTE:** Tenders not containing the above particulars are liable to be ignored.

#### **09. GURANTEE/WARANTY:**

The Contractor shall furnish the following warranty in case contract is placed on him.

The Contractor/seller hereby declares that the goods/stores, articles sold to the buyer under this contract shall be of the best quality (and workmanship) and shall be strictly in accordance with the specifications and particulars contained/mentioned in the clause

thereof and the contractor/seller hereby guarantees that the said goods/articles/stores would continue to conform to the description and quality aforesaid for a period of .....days/months from the date of delivery of the said goods/stores/articles to the purchaser and not with standing the facts that the purchaser (Inspector) may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of ..... days/months the said goods/stores/articles be discovered not to conform to the description and quality aforesaid or have deteriorated (and the decisions of the purchaser in that behalf will be final and conclusive) the purchaser will be entitled to reject the said goods/stores/articles or such portion there of as may be discovered not to conform to the said description and quality. On such rejection the goods/articles stores will be at the seller's risk and all the provisions herein contained relating to rejection of goods, etc., shall apply, the contractor/seller shall, if so called upon to do replace within a period of..... Days/months or such further period as may be extended from time to time by the purchaser in his description on an application made therefore by the contractors/seller of the goods/stores/articles or such portion thereof as is rejected by the purchaser and in such an event the above mentioned warranty period shall apply to the goods/stores/articles replaced from the date of replacement thereof otherwise the contractor/seller shall pay to the purchaser such damages as may arise by reason of the breach of the conditions herein contained. Nothing herein contained shall prejudice any other right of the purchaser in that behalf under this contract or otherwise.

**10. JURISDICTION:**

All question, disputes or differences under, out of or in connection with contract, it concluded, shall be subject to the exclusive jurisdiction of the Court within the local limits of whose jurisdiction the place from which the Acceptance of Tender is issued, is situated.

(Signature of Tenderer)

(Note: Clauses not applicable to a particular tender may be scored out duly authenticated before issuing tender paper)

Tender No. : 1/2015  
 Time and date of receipt of tender : Up to 3.00 pm on 21 .07.2015  
 Time and date of Opening Tender : 03.30 pm on 21 .07.2015

Sl.No	Name and Specifications of the Item	Qty.	Rate (Rs.)
1	<p><u>SPECIFICATION FOR VERTICAL DEEP FREEZER</u></p> <p>Temperature : -35<sup>0</sup>C</p> <p>Body : Made of Stainless Steel (inner) and outer mild steel with powder coated paint finish to resist chipping and rust</p> <p>Alarm : Audio visual alarm if the temperature deviates from preset temperature</p> <p>Capacity : 350 litres</p> <p>Refrigeration system : CFC/HCFC free environmentally safe</p> <p>Control System : Programmable logic controller</p> <p>Other : Caster Wheels, MCB, heavy duty latch with lock and key</p> <p>Power : Works on 230 V AC, single phase</p> <p>Certification : ISO/FDA/CE</p> <p>Warranty : At least two years</p>	One	

**The tender is further subject to the following terms and conditions:-**

1. The rates quoted should be valid for a minimum period of 90 days from the due date of receipt of tender.
2. Complete description, specification of the items (s) quoted should be given.
3. Should indicate time required or effecting the supply/installation upon receipt of supply order.
4. Should indicate the rate of ST/CST/ED/VAT/Entry Tax etc. charged extra
5. Should indicate your TIN/PAN/VAT/ST Registration No.
6. This Organization is eligible for Central Excise Duty exemption in terms of Govt. Notification No. 10/97 Central Excise dated 01.03.1997.
7. Should specify whether the item (s) quoted are under DGS & D rate contract. If so details of the rate contract should be furnished with the Tender.
8. Tender should clearly indicate the point of supply such as Ex-works /FOR dispatch station/FOR destination.
9. EARNEST MONEY @ 3% of the total quoted amount, must be deposited by demand draft drawn in favour of "ICAR Unit, CPCRI,(RS) Kayamkulam" payable on SBT, Kayamkulam. Remittance of EMD in any other mode not acceptable.
10. TRANSIST INSURANCE : The purchaser will not pay separately for transit insurance and the supplier will be responsible until the entire stores contracted for arrive in good condition at destination
11. The buyer shall have the right to levy liquidated damages at a percentage not exceeding 10% per each month or part thereof in respect of supplies so delayed and delivered
12. Guarantee offered for the item(s) should be indicated from the date of receipt of item(s)
13. **Payment will be made only after satisfactory receipt/installation of the item(s)/completion of work. No advance payment/part payment is admissible as per rules.**
14. **Tender received after the due date and without EMD and tender cost will not be entertained.**
15. The item(s) ordered should be supplied in a lot. Part supply will not be accepted
16. The right to accept or reject the tender rests with the Head, CPCRI, (RS) Kayamkulam.
17. The successful bidder receiving the contract order should furnish a performance security for an amount of 10% of the quoted rate (for the equipments costing Rs.1.00 lakh and above) Performance security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from a Commercial Bank in an acceptable form. The performance security valid for a period for 60 days beyond the date of completion of all the contractual obligations including warranty obligations should be furnished within 15 days of acceptance of order. EMD will be refunded to the successful bidder on receipt of Performance Security.
18. Interested parties may submit the proposal in two bid system i.e..technical and financial proposals. 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 is 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 as **supply & installation of (mention name of equipment .....due on 21.07.2015.**