



भारतीय कृषि जैवप्रौद्योगिकी संस्थान
INDIAN INSTITUTE OF AGRICULTUREAL BIOTECHNOLOGY
(भारतीय कृषि अनुसंधान परिषद)



(Indian Council of Agricultural Research)
PD UNIT IINRG Campus Namkum, Ranchi - 834 010 Jharkhand
FAX: 0651-2261123; Ph - 0651-2261122, website- iiab.icar.gov.in

By Speed Post

F.No. 4(13)/2016-17/

STANDARD BIDDING DOCUMENTS FOR LOW VALUE PURCHASE

To,

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

Dear Sirs,

We have a requirement of the goods/services as indicated below, tender for which will be received up to **02.30 pm** on **23/03/17** 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/services required, the required quantity & specification and other technical details:
As enclosed in Annexure - 1.
- ii. Terms of delivery: FOR Destination i.e. **Indian Institute Agricultural Biotechnology
PD UNIT, IINRG CAMPUS, Namkum, Ranchi-834 010**
- iii. Delivery period for goods/services:
Within 15 (Fifteen) days from the date of the purchaser's signing the contract.
- iv. Erection/ installation and commissioning (if required, depending on the goods/services ordered) are to be completed within 15 days of delivery of the goods/services at site.
- v. Terms of Inspection by the purchaser's representative: The inspection, installation and demonstration must be carried out to the satisfaction of the indenter and a certificate to this effect should accompany the final claim.
- vi. **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 Requirements in Annexure - 1. Unless otherwise specified in Annexure - 1, the tenderers are, however, free to quote against all the serial numbers mentioned in the List of Requirements (in case there are more than 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.
- vii. **Bid Security:**

Adar

Adar

Adar

The seller will submit bid security @2.5% of their quoted rate, in form of Bank Draft/ Cashier's Cheque/ Certified Cheque, drawn on **STATE BANK OF INDIA**, in favour of "**ICAR UNIT: IAB, RANCHI**", payable at **NAMKUM Br (BRANCH CODE: 9011)**, if total cost exceed **Rs.1.00 lakh**. The bid security will be refunded within 7-10 days after opening of price bids (quotations)/finalization of tender.

No exemption on account of submission of bid security is allowed even if the firm is registered with DGS&D/NSIC/SSI.

viii. 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 seven 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 seven working days, after successful erection/ installation and commissioning. The supplier will then send its bill along with the purchaser's acceptance certificate and other accompanying documents to the paying authority for payment.

The paying authority will release the full payment to the supplier as due in terms of the contract, within thirty working days of receipt of supplier's bill, purchaser's receipt certificate and other accompanying documents, provided the same are in order.

ii) Payment for training of 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 the contract, the purchaser will immediately issue a certificate to this effect to the supplier. The supplier will thereafter send its bill 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 fifteen working days of receipt of supplier's bill provided the bill and the accompanying documents are in order.

ix. **Paying Authority:** Director, Indian Institute of Agricultural Biotechnology,
Namkum, Ranchi-834 010

x. **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 deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half percent) of the delivery 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.

Warranty Clause:

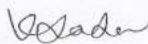
Warranty will be for a period of one or more year from the date of installation. In the event of any correction of a defect or replacement of any defective material/parts only during the warranty period, the warranty for the corrected/ replaced material/parts shall be extended to a further period of 12 (twelve) months from the date, such corrected/ replaced material starts functioning to the satisfaction of the purchaser.

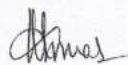
x. **Performance security:** Performance security shall furnish to this office for an amount of 10% of the total order/contract value immediate after awarding of contract in the form of bank guarantee/ FDR etc. in the name of Director, IIAB, Ranchi, valid up to 60 days after the date of completion of all contractual obligations including contract period

xi. 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 intention to refer the same to arbitration. The arbitration shall commence thereafter. 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, shall conduct the arbitration the venue of the arbitration, shall be the place from where the contract is issued.

1. You are also required to fulfill the following conditions and furnish the details as indicated subsequent paragraphs.
2. At the time of awarding the contract, the purchaser reserves the right 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.
3. Please furnish a certified copy of your latest TAN/PAN number.
4. Please indicate if you are currently registered with any Govt. organization and if registered, furnish all relevant details.
5. Please state whether business dealings with you presently stand banned by any Government Organization and, if so, furnish relevant details.
6. A supplier shall not submit more than one quotation for the same set of goods.
7. The supplier shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, 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.
8. The quotation(s) as well as the contract shall be written in English language. All correspondence and other documents pertaining to the quotation(s) and the contract, which the parties exchange, shall also be written in English. The quotation and all correspondence and documents relating to the quotation







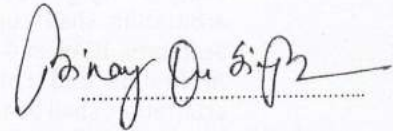
exchanged between the bidder and the purchaser may also be written in Hindi language provided that the same is accompanied by an English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall govern.

9. The contract shall be governed by the laws of India and interpreted in accordance with such laws.

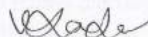
10. The quotation/ offer shall remain valid for acceptance for a period not less than 90 Days after the specified date of opening of the offers.

- a. 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 23/03/17 at 03.00 p.m.**" (*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 of tenders. The supplier may, at its choice, send the tender by registered Post or by speed post. Alternatively, the supplier may also hand deliver the tender to the purchaser in which case the purchaser shall give the supplier a receipt, indicating the time & date of receipt of the tender.
- b. 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.
- c. 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 purchaser will award the contract to the supplier whose quotation will be determined to be responsive and offering the best evaluated price.
- d. Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation or annul 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.
- e. 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: Annexure 1, 2 & 3.



(Assistant Administrative Officer)
(Signature of the Purchaser)
(for and on behalf of Director, IIAB)
Drawing and Disbursing Officer
ICAR, IIAB, Ranchi



Page 4 of 7



LIST OF REQUIREMENTS & Technical Specifications

Serial No.	Description of goods/services & Specification	Accounting Unit	Quantity
1.	Digital Note Book Reputed make LED Screen size 15.6 Inch, 4 GB RAM, 1TB HDD, Intel Core i5 Processor, OS: 64 bit Windows 10 Home, USB Port: 2XUSB 2.0, 1X USB 3.0, CD/DVD writer, Good battery backup, 1 Year Onsite Warranty	--	01
2.	Desktop Computer i56th, 4 GB RAM, 1 TB HDD, W10, Keyboard, Mouse Monitor 22 inch, IPS panel		02
3.	Color Laser Jet Printer Multi-function Print, Scan, Copy, Fax, Color Touch screen Wireless directed, 16 page per minute(ppm) 128 MB Ram,		01

Special instructions (if any)

.....

.....

Wade

Amal

[Signature]

SPECIFICATIONS & OTHER TECHNICAL DETAILS
OF THE ITEMS AND SERVICES (SHOWN IN ANNEXURE - 1)

As per specification in attached Doc "Specification"

FORMAT OF PRICE QUOTATION

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

Grand Total Cost: Rs. _____

Details of Bid security submitted (Rs): _____

Enclosures: Related to credentials: _____

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. (in case a tenderer desired 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.

Delade

Amal

[Signature]

.....

(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:

W. J. J. J. *W. J. J. J.* *W. J. J. J.*