



## ICAR Research Complex for NEH Region

Tripura Centre, P.O. Lembucherra 799 210

West Tripura.



No. RC/TC(T-58)/2013/Anti-Mullerian/1496

January 04, 2013.

**Sealed bids** are hereby invited for procurement of **Scientific Equipment/Instruments** from the reputed registered firms/manufacturers/authorized dealers by ICAR Research Complex for NEH Region, Tripura Centre, Lembucherra, West Tripura. Detailed terms & conditions etc. are given below:

1. **Cost of Tender Paper of Rs.1000/- only** (non-refundable) for each of the project to be deposited in the favour of the Joint Director, ICAR, Tripura Centre by means of Demand Draft/Banker's Cheque etc., payable at SBI, Agartala (Code 0002). Non-submission of the cost of Tender paper shall lead to non-consideration of the Tender.
2. **a) Separate quotation, project-wise, must be submitted for individual item in separate covers.** Every quotation should consist of two bids – the Techno-commercial bid (Bid-I) and the Financial Bid (Bid-II). Both must be submitted in two separate envelopes to be sealed **and put in a single main cover. The outer main cover should be super scribed 'TENDER FOR EQUIPMENT UNDER.....(name of the project)' for ICAR Research Complex, Tripura Centre.** And addressed to the Joint Director, ICAR Research Complex for NEH Region, Tripura Centre, P.O. Lembucherra-799210, West Tripura. The bidding firm should give their complete address on the bottom left corner of the Main cover. **The cost of the Tender paper as well as the Earnest Money along with other Technical Details should mandatory kept in the 'Technical Bid' only.** The Financial Bid should consist of the Rates, their detailed break-ups etc. Non-compliance of this shall lead to non-consideration of the Bid. All Tenders should be sent by **Registered Post.** Tenders to be hand delivered should be put into the Tender Box kept in the AAO's Room of ICAR, Tripura Centre, Lembucherra not later than **3 P.M. of 4<sup>th</sup> February 2013.** Tenders received after the due date and time shall not be considered under any circumstances.  
**b) Earnest Money Deposit will be 2% of the 'total quoted price' of the instrument/equipment for which the bid is raised. The EMD will be in the form of 'Deposit-at-Call' of any bank/banker's cheque in favour of the undersigned.**
3. **The rates quoted should be up to ICAR Research Complex, Tripura Centre, Lembucherra for the mentioned items.** The rates must be valid for at least 6 (six) months from the date of quotation.
4. **Price quoted must be given 'per unit' and must be all inclusive, including packing, forwarding, delivery charges, Taxes, VAT etc., as may be applicable.**
5. Attested copies of the up to date Sales Tax and Income Tax clearance certificate (if any) from the authority concerned should be submitted with the tender.
6. Furnishing of related documents like detailed specifications, technical literature, brand name, model and make, catalogue, authorization letter, dealership certificate, price list (if any) etc. is mandatory, failing which, the quotation shall not be considered. Dealership Certificate/Agency Certificate for manufacturer/manufacturing firm should be enclosed if the rates are quoted by the Dealers/Agents.
7. **The supply is effected at DGS&D rate contract, wherever is applicable.** The rate should be quoted for list items as per the tender documents.
8. The buyer shall not be responsible for payment of any transit insurance charges.
9. Payment shall be made on actual delivery in good condition and successful installation and demonstration (which should be free of cost and must be completed before payment).
10. **(a) In case of imported goods, the price may be quoted in foreign currency and import will be on FOB basis.** However, custom clearance, Inland freight etc. will be the responsibility of the supplier and no separate charges will be paid for that. However, Custom Duty exemption certificate shall be provided. The supplier should inform well in advance for sending these papers. No demurrage charges will be paid. If the supplier desires, rate in corresponding India currency may be quoted. It will be at the discretion of the authority of ICAR Research Complex for NEH Region to accept Indian or Foreign currency price.

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(b) In case of any custom duty charge, applicable as per Govt. of India's Notification, the same may be paid by the firm, which will be reimbursed to the Indian Agent (who should be a registered firm with DGS&D) immediately, subject to the condition that the bill of entry in original along with all relevant papers are submitted immediately, after custom clearance and installation and demonstration of the items. Installation and demonstration should be free of cost.

(c) **The import & payment will be made by means of Foreign Bank Draft/Site Draft in case of foreign imported good.** Performance Bank Guarantee of 10% FOB value valid till the warranty period should be submitted before the release of the security deposit. All bank charges outside and inside India shall go to the beneficiary's account. Performance bank guarantee of 10% FOB value, till the end of warranty period, should be submitted before the release of security deposit. All bank charges outside and inside India shall go to the beneficiary's account. Draft making charges would go to the beneficiary's account and a scanned copy of the draft, if required, can be sent to the Indian Agent by post. Draft would be handed over after successful installation and demonstration which should be completed within 45 days from the date of draft and submission of all documents like bill of entry etc.

(d) All imported items should be delivered up to destination i.e., all the import should be free of inland freight charges insurance etc.

(e) **Indian Agency Commission rate and amount should be clearly specified as per rules. IAC, wherever applicable, will be paid in Indian Currency only.**

(f) In case of delay in supply, penalty will be imposed @20% per week, subject to a maximum of 10% of the FOB value.

(g) Indian Agents quoting on behalf of their principal must be registered firms with DGS&D. They are also requested to provide necessary authorization letter from their principal along with the quotation.

11. **ICAR Research Complex for NEH Region, being a Scientific and Research Organization, is exempted from payment of Excise Duty (Certificate to this effect will be provided).**
12. All bidders should mandatory give their current & other Bank A/c details to enable the office to release the dues through e-transfer basis.
13. **The tenderers [except those who are registered with Central Purchase Organization & National Small Industries Corporation (proof should be mandatory enclosed)] shall have to deposit 2.5% of the quoted amount (for indigenous as well as for foreign items quoted in foreign currency, equivalent Indian currency may be deposited) in the form of Demand Draft/Banker's Cheque/Bank Guarantee/Deposit-at-Call, valid for 6 (six) months, draw in favour of the Joint Director, ICAR, Tripura Centre, payable at SBI, Agartala, as a bid security, along with quotation. Non-submission of the bid security with quotation shall make the quotation/bid liable to be ejected.**
14. Performance Bank Guarantee is required for all indigenous items also. For items less than Rs.50,000/- the amount should be 5% of the actual cost of the equipment and for items more than Rs.50,000/-, the amount should be 10% of the actual cost of the equipment. The bank guarantee should cover the entire guarantee/warranty period, which should be of at least one year duration.
15. The selected tenderers must complete the supply/installation/demonstration within the stipulated time limit mentioned in the purchase order. In case, the firm fails to execute the supply within the time limit, the bid security would stand forfeited and the purchase order shall be cancelled.
16. The firm/agency run by the Non-Tribal should produce Trading License issued by the competent authority at the time of awarding Contract.

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17. The guarantee/warranty should be from the date of installation. All guarantee/warranty services should be attended within a maximum limit of 15 days, failing which, proportionate deductions from the security deposit may be made at the discretion of the Research Centre.
18. The complete details regarding the Institute/Corporation/Bodies etc. where the Firm/Dealer has made the supplies during the last 2/3 years should be furnished, along with the tender.
19. The Joint Director, ICAR Research Complex reserves the right to reject any tender in part or full without assigning any reason thereof.
20. Legal jurisdiction for all disputes shall be within the purview of the Agartala Court.
21. **All bidders shall give undertaking that they fully and unconditionally agree to abide by all the terms and conditions which, if needed, may be modified at the discretion of the Competent Authority, in supply order, for which confirmation from supplier shall be taken. Non submission of the undertaking may lead to rejection/non-consideration of the tender.**
22. **The bidders should mandatory sign on every page of the Tender Documents, which would show their unconditional acceptance of all the terms and conditions of the Tender Documents.**
23. Tenders may be opened on **4<sup>th</sup> February after 3 P.M.** at the ICAR Research Complex, Tripura Centre, Lembucherra. Interested bidders may attend the opening.
24. Other terms and conditions, as may be decided by the Competent Authority from time to time, depending upon the condition & requirement of the supply. The intimation in this regard, shall be provided well in advance & the bidder/supplier shall be bound by the said terms and conditions.
25. For any query/clarification, the following official/undersigned may be approached at:

Contact No. 0381 2865537 (Tel – Fax)

E-mail: [jdtr.icar@nic.in](mailto:jdtr.icar@nic.in)

**(M. DATTA)**  
**Joint Director**

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## ICAR Research Complex for NEH Region

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West Tripura.



From:

To

The Joint Director,  
ICAR Research Complex for NEH Region,  
Tripura Centre, Lembucherra-799210.

Sub: Submission of Tender for' .....  
.....'

Ref: Your NIT No..... Dated.....

Sir,

With reference to the above NIT I/we hereby offer my/our rates as detailed in you Tender Papers or such portion thereof as you may specify in the acceptance of tender. I/we shall be bound by a communication of acceptance dispatched within the aforesaid date.

2. I/we understood the instructions and conditions of contract pertaining to the above mentioned tender and have thoroughly examined the specifications/drawings and/or pattern quoted in the schedule thereto and am/are fully aware of the nature of the stores required and my/our offer is to supply strictly in accordance with the requirements.

3. The following pages have been added as part of the tender:

- a)
- b)
- c)
- d)
- e)
- f)

4. An A/c Pay cheque/Demand Draft/Banker's Cheque bearing No. .... dated ..... for Rs..... (Rupees.....) only drawn in favour of the Joint Director, ICAR, Tripura Centre is enclosed herewith being the cost of tender papers.

5. One Deposit-at-Call bearing No..... dated..... for Rs..... (Rupees.....) only, drawn in favour of the Joint Director, ICAR, Tripura Centre on SBI, Agartala is also enclosed herewith being the Earnest Money Deposit (EMD).

6. I/we also agree to execute the contract bond/agreement as per ICAR rules

Yours faithfully,

Signature of witness  
Address

(Signature of Tenderer)

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### Terms & conditions

1. Only bonafide suppliers/stockiest firms duly registered and having PAN, valid registration with sales tax and Central Sales Tax (CST) (where applicable) are eligible for submitting tender. Tenderers having quoted for ISI/ISO certified equipment/service shall have preference.
2. As mentioned in the tender notice, the Earnest Money has to be submitted in the form of 'Deposit-at-Call' in favour of the Joint Director, ICAR, Tripura Centre of any nationalized / state operated bank. Tender without the appropriate EMD will not be entertained and will be rejected. Number of the D'call has to be mentioned in submission letter.
3. The EMD will not carry any interest on it. The EMD of unsuccessful bidder (s) may be released on receipt of request from respective bidder, while the EMD of the successful tenderer (s) may be released only after 6 (six) months of completion of work/supply & installation/demonstration. Request for release of such EMD after 3 years from the last date of receipt of tender not received, the same will be forfeited. Submission of EMD with tender is **compulsory** and no request for exemption is acceptable.
4. Tenders may be submitted in person and may drop in Tender Box or may send through Registered post/Speed Post. Responsibility of late receipt/postal delay/transit loss of such tender (s) sent through post will not be taken by the ICAR authority.
5. Tender paper (forms and other papers) has to be **downloaded from our website** <<http://www.tripuraicar.gov.in>> <http://www.icar.org.in> and an A/c payee cheque/Banker's cheque/Demand Draft for Rs.1000/- (Rupees one thousand) only in favour of the Joint Director, ICAR, Tripura Centre to be attached with the tender. The cost of such Tender Paper has to be submitted separately for each of the projects.
6. Tender (s) has to be submitted separately, in separate cover inscribing 'TENDER FOR EQUIPMENT/INSTRUMENTS under the project..... together with all requisite documents, EMD and cost of tender paper.
7. The successful tenderer has to complete supply/demonstration./installation of the ordered equipment/instruments within stipulated time, failing which, penalty @5% (five percent) of the value of tender for delay of 15 days or fraction thereof will be imposed and will be deducted from contractor's bill or the EMD and the order will stand automatically cancelled.
8. Tender (s) should reach the office of the Joint Director, ICAR, Tripura Centre, Lembucherra within the stipulated date and time. Dropping time of tenders is 10 A.M. to 4 P.M. (on closing date, it is up to 3 P.M.). The tender so received up to the last date and time may be opened on that day, if possible. No tender will be received/entertained after the stipulated date and time.
9. Payment of Contractor's bill will be made by A/c payee DD/Cheque either from Tripura Centre or from our Complex's H. Qrs., Umiam, Meghalaya.
10. Appropriate Income tax by way of TDS (Tax Deducted at Source) as per the IT rates prescribed by Govt. of India will be deducted.
11. Decision of the Joint Director, ICAR Research Complex, Tripura Centre on any dispute related to the Tender shall be final and binding.
12. If the total number of tenders are received is less than three, the received such tenders will not be opened and will be returned.
13. The tenders should remain valid for one year from the date of acceptance.
14. The authority reserves the right to accept/reject any tender including the lowest one without assigning any reason thereof. The authority also reserves the right to accept any tender if the lowest bidder fails to complete the/does not start the awarded work within stipulated time, i.e., it is not mandatory of award the work to 2<sup>nd</sup> lowest.

Signature of Tenderer

Joint Director/Asstt.A.O.

All correspondence relating to the tender should be addressed to the Joint Director, ICAR Research Complex, Tripura Centre, Lembucherra, West Tripura-799210.

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APPLICATION FOR REQUEST FOR REFUND OF THE E.M.D. WITH REGARD TO THE TENDER FOR  
THE CIVIL WORKS UNDER ICAR RESEARCH COMPLEX, TRIPURA CENTRE, LEMBUCHERRA,  
WEST TRIPURA, TRIPURA

From

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To

The Joint Director,  
ICAR Research Complex for NEH Region,  
Tripura Centre, P.O. Lembucherra,  
West Tripura-799210, Tripura.

Sub: Application for release of EMD

Ref: Work entitled '.....'

.....

Sir,

This is to request you that since I am not the successful bidder with regard to the above mentioned tender, hence my E.M.D. which was dispatched / submitted to your good self vide Deposit-at-Call / Demand Draft / Banker's Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ of \_\_\_\_\_ (name of Bank and Branch) drawn in favour of the Joint Director, ICAR Research Complex and payable and Agartala, may kindly be refunded to me at an early date.

Yours faithfully,

Date:

Signature & Seal of the Tenderer

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**Note**

The following terms are to be followed by the interested bidder (s):

1. The bid has to be prepared and submitted separately 'Project-wise' that will include 'Technical Bid along with EMD & Cost of Tender Paper' and the Commercial bid for each of the projects as mentioned in the list of equipment/instruments given above.
- 2.

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