



भारत-राष्ट्रीय पटसन एवं समवर्गी रेशा प्रौद्योगिकी अनुसंधान संस्थान
ICAR-NATIONAL INSTITUTE OF RESEARCH ON JUTE AND
ALLIED FIBRE TECHNOLOGY
भारतीय कृषि अनुसंधान परिषद



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
12, रीजेन्ट पार्क, कोलकाता -700040 12, REGENT PARK, KOLKATA -700040

(आईएसओ9001 : 2008प्रमाणित संस्थान ISO 9001:2008 CERTIFIED INSTITUTE)

दूरभाष Phone: 2471-1807 (कार्यालय Office), 24212115/16/17 (ईपीबीएक्स EPBX), फैक्स Fax: ++91-33-24712583

ई-मेल E-Mail- nirjaft@vsnl.net, nirjaftdirectorcell13@gmail.com, वेबसाइट/Website: www.nirjaft.res.in

ANNEXURE-I

TENDER DOCUMENTS

TENDER DOCUMENT NO : 7(1)/Adm- III/Microwave Digester/DMCC/17-18

ISSUE DATE: 12.05.17

Instrument Name

i) Microwave Digester

TENDER TO BE SUBMITTED: Two bid system (Technical and Financial / Price)

Tender fees : Rs 500/- in the shape of DD (non refundable) to be drawn in favour of
ICAR NIRJAFT should be enclosed

CLOSING DATE OF SUBMISSION OF TENDER: 06.06.2017 up to 13.00hrs.

EMD AMOUNT : for i) 20,000/- (without Tender fees & EMD , quotation should not be valid)

DATE OF OPENING OF TECHNICAL BID: 06.06.2017 at 15.00 hrs.

DATE OF OPENING OF FINANCIAL/ PRICE BID: 12.06.2017 at 15.00 hrs.

I/c Administration



भारत-राष्ट्रीय पटसन एवं समवर्गी रेशा प्रौद्योगिकी अनुसंधान संस्थान
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INVITATION OF TENDER

Sealed Tender are hereby invited by the Director , ICAR, NIRJAFT , Kolkata from eligible bidders for the item(s) of given specification in the manner prescribed and terms conditions mentioned in the document. Bidders are requested to use for specific documentation , the format prescribed for (a) Bid Covering Letter in Firm's letterhead (b) Price Bid Form in Firm's letterhead (c) Manufacturer's Authorization Letter (d) DD/Bank Guarantee for EMD furnishing and (e) Letter of Authority for Attending Bid Opening which are enclosed herewith. Tender found Unsealed/ not properly sealed will not be accepted.

Chapter-I : Instructions to Bidders

1. Definitions :

In this Documents , unless otherwise specified

- (a) **“Purchaser”** or **“Consignee”** shall mean this Institute or any of its Subordinate Establishment.
- (b) **“Bidder”** shall mean a person or a body or persons , duly registered (with up –to-date validation, whenever renewal is required) with the appropriate authorities , wherever such registration is required for pursuing the profession / vocation/trade/commerce/manufacturing etc. And having good track records of paying various Sales/Service/Value Added Taxes/Excise/Customs Duties etc. to the appropriate authorities for a period to the satisfaction of the purchaser. A Bidder must have proven ability for supply of stores/undertaking the service, as the case may be.
- (c) **“Stores”** or **“Service”** shall mean the goods /service listed in the schedule below and any inclusion / value addition shall be considered only with respect to the original specifications/ requirements.
- (d) **“Bid”** or **“Tender”** or **“Offer”** or **“Quotation”** shall mean a physical signed documented submission or response by the interested Bidder in the prescribed manner against the specified Tender Enquiry Notice or Request for Quotation floated by the Purchaser, whether by direct invitation or by website or newspaper publicity , subject to the restrictions as may be delineated hereunder.

2. Eligibility Criteria:

The firm should be a private proprietary/Joint partnership/limited/PSU or wholly owned govt. agency either. When a non- govt. enterprise, it should also have a valid current Trade License/Company Registration / other Registration from the respective local/statutory authority.

(2)

A bidder must have proven track record in supplying the specified item(s) either as a Manufacturer or Authorized Representative/Agent/Dealer in India, either of a Indigenous or Foreign Manufacturer/Principal, and should be financially sound and preferably having expertise as far as the technical aspects of the item(s) are concerned, if they are not the manufacturer of the item(s). The bidder may, at the discretion of the purchaser, be required to submit the Balance Sheet/Profit & Loss Account at the subsequent time, if requested. For Service, the bidder must have proven

capability and expertise and financial strength to provide such services as may be required in the Tender Document.

Provided further that the Bidders should have due registration in the name of their firms with the concerned Govt. authorities for sales Tax/ GST/Income Tax/TIN etc. and also furnish proofs of such documents along with proofs of clearing Income Tax/Sales Tax/Excise Duty/ Other Taxes and duties due to the Governments. The Bidders must have valid PAN/TAN Registration No. in their firm's name, with the Income Tax authorities.

Provided also that the Bidder(s) must not have any record of failure to bear the fiscal or Technical responsibilities/ Commitments undertaken/contracted by them on any previous occasion with the purchaser or any other Establishment or a Banking or Financial Institution.

3. Submission of Bids :

Bidders must submit their Sealed Offers/bid(s) through TWO BID SYSTEM as detailed below. Bid/Documents must be signed and sent and deposited either by post / Courier or dropped in the Tender Box available at the Purchaser's officer and physically delivered in either of the aforesaid manner, no submission will be deemed to be a valid bid for this purpose. **The Purchaser is not liable for any postal delay.** The bidder should ensure that the bid must reach within the closing date and time prescribed in a sealed cover Super scribed with " Quotation for Tender document No . **7(1)/Adm III/Microwave Digester/DMCC/17-18 Dated 12/05/2017** for the items **Microwave Digester closing date of submission 06/06/2017.** In the Offer bids, any changes/alterations made before submission, must be countersigned/attested by the Bidder. Any modification/resubmission/withdrawal of offers/bids by a participating bidder must be made by a dated signed letter in the firm's letterhead and submitted within the last date of tender. Any modification of Tender off terms after due date will be ignored and make the bidder ineligible. EMD if any, will also be forfeited in such case.

Purchaser shall not take any responsibility if a tender Bid is not submitted /dropped with the above identifying information duly super – scribed on the envelopes and thus rendering it difficult to open the tender in time. The Purchaser also shall not be liable for any pre-disclosure of such un-identified bids. The E-Mail address of the Purchaser mentioned in this Tender Documents is only for general communication purpose and **the Bidder should not send the Tender to this e-mail address.** Bids sent to this E-mail address, if any, therefore, will not be considered. The Purchaser will have no liability for accepting any such e-mail tender or for being pre-disclosed.

(3)

Bids shall comprise of the following :

- i) Covering letter in the Firms Letterhead, for participation in Tender, clearly mentioning the Tender Reference**
- ii) Sealed Cover containing EMD/Bid Security & Tender Fee** **Sealed Envelope- I**
- iii) Sealed Cover containing the Technical Bid** **Sealed Envelope-II**
- iv) Sealed cover containing the Price/Financial Bid-** **Sealed Envelope-III**

As spelt out hereunder , all kept together in a bigger sealed cover super-scribed as above.

- A) **COVERING LETTER** in Firm's Letter head should be prepared using the format give below
(Annexure – 1)
- B) **EARNEST MONEY DEPOSIT (BID SECURITY)** , as may be requested herein below , or any valid certificate of exemption (NSIC registered SSI unit . No other certificate will be accepted in this regard), when the bidder intends to avail of exemption from EMD submission , should be separately packed in a Sealed Envelope-I duly super – scribed “ **EARNEST MONEY DEPOSIT**” with Tender Reference Details. **Tender fees for Rs. 500/- (Non refundable)** in the shape of Demand Draft must be enclosed with the bid, and should also be put in this cover.

The Bidders (except SSI unit having **valid registration** with the National small Industries corporation **as per Central Govt. rule**) must pay the Bid Security (Earnest Money Deposit) for Rs 20,000/- as mentioned in the 1st page of this tender documents for each item thought Account Payee Bank Draft/Banker's cheque duly by any scheduled Commercial Bank of India in favour of **ICAR NIRJAFT** which should remain valid **for at last 30 days (For Indigenous goods / 60 days (For the goods to be supplied from abroad) from the date of final bid validity period** failing which their Bid(s) may not be accepted by the Purchaser. The Bid Security/Earnest Money Deposit so referred to above should be readily available with the bids in a separate sealed cover at the time of opening the Tender on the stipulated date.

Provided that the Bid Security/Earnest Money Deposit will be liable to be forfeited, if the Bidder subsequently fails or appears to be comply with the offer submitted. Or withdraws or amends impairs or derogates from the tender in any respect within the period of validity of the Tender; or within the period of validity of Purchase/work Order, if place in due conformity of the said tender.

Provided further that the Bid Security/EMD will also be forfeited, if the bidder, after being issued with the Order, fails to furnish the requisite Performance Bank Guarantee/Security in the manner prescribe within the due date mentioned in the order.

The Bid Security/Earnest Money of all the unsuccessful tender will be returned, after expiry 30/60 days of the final bid validity period and award of the Contract, or at an early date as may be deemed fit by purchaser. The Earnest Money of the successful bidder shall be returned only after the requisite performance Bank Guarantee/Security is furnished in appropriate after full compliance of the order , including Warranty period. No Interest will , however , be paid on the Bid Security/Earnest Money Deposit .

c) **TECHNICAL BID** must be submitted in the Firms letterhead together with the Specifications & Descriptive Literature etc. in a separate **SEALED ENVELOPE-II** address to **Director, ICAR NIRJAFT , 12, Regent Park, Kolkata- 700040. West Bengal, India** duly super-scribed as **TECHNICAL BID(for each item)** with the Tender Reference Particulars. This part is to contain the relevant Technical specifications and allied commercial term details are required enquiry documents.

TECHNICAL BID should contain details of at least following information/documents/contents (**excluding price and its break – up**) to be submitted in Firm's Letterhead (in a Sealed cover only) beside all other things :

- Name & Address & Particular of the Applicant/Firm/Company/Society/Agency (attach copy of currently valid Company Registration/Trade License document)

- **Original Manufacturer's Certificate from foreign principal where Bidder is an Indian Agent with other documents (see Clause 2 above)**
- A complete list of clients along with value of contract executed and as authorized representative, has supplied , installed and satisfactory commissioned and provided after sales service for similar equipment in the last three years which must be satisfactory operation for at least one year on the date of in the last three years which must be satisfactory operation for at least one year on the date of bidding.
- Proof of Financial capability for the last 3 years (attested copies of the audited accounts for the period and IT Clearance Certificate
- Attested copies of Sales Tax/VAT/Service Tax, profession Licenses, PAN Card , Income Tax Deposit proofs>Returns etc.
- **Detailed Technical Specification with printed literature drawings, date of the product(s) as documentary evidence.**
- Undertaking/Declaration to accept payment , if selected through Electronic Fund Transfer method along with specific scheduled commercial Bank Account Information, Viz. Name of the Bank and Branch, Address, type of Account No, IFS Code, SWIFT Code (For foreign Exchange payment), MICR Code and PAN No.
- Payment Terms [Preferred terms will be CIF or FOB for imported items (Bid price indicated in different currencies shall be to INDIAN Currency . Exchange rate for foreign currency offered, if any, should be base on selling exchange rate(s) of Reserve Bank of India as on the closing date for calculating the cost of the instruments] and delivery at site – see clause (8) below
- Delivery Time required – see Clause (9) below
- Country of Origin
- Delivery Terms and Port of Shipment (Part Shipment is not accepted) For imports, port of Shipment should be indicated
- Mode of Transports & Carrier
- Insurance Coverage
- Offer Validity – see clause (11) below
- Performance security submission upon award of contract – see clause (13) below
- Confirmation of penalty/Liquired Damages, Recoveries from payment due – see clause (14 & 15) Below.

(5)

- Assured , properties, spares, furnishing Operation/Service Manuals – see Clause (16 – 17 & 21) below
- Guarantee and warranty – see clause (18 – 19) below
- Inspection & Testing , Installation , Erection and commissioning – see clause (22) below

- Confirmation to our specific terms for dispute resolution mechanism, application law any other important condition having significant bearing on the cost/utility/performance of the required goods
- Any other commercial terms

It may place be noted that for any of the above clauses, if not otherwise expressly opted/mentioned in your quotation, our terms & conditions shall be deemed to be accepted by you. The purchaser may , at it's discretion , opt to seek clarification on any of the above point form the bidders. Alternative Bid shall not be considered.

D) **PRICE BID** should be submitted duly in the Firm's letterhead etc. covered in a **SEALED ENVELOPE – III** addressed to Director, NIJAFT , 12 Regent Park, Kolkata, West Bengal, India duly possible the details of price with necessary break-ups and taxes and duties/levies etc. as applicable for all the option offered where required. All the charges , tax components and payment of other statutory dues should be separately indicated item wise as hereunder using the **PRICE BID FORMAT** appended below this document (Annexure- III)

Serialized item No :

Item Name with Description :

Basic Cost

- Discount(s) offered (indicate fixed or % tag rates). Conditional Discount will not be considered for the purpose of evaluation

Amount & % Rate if applicable central excise duty with cess(es)

Amount with % age Rate of applicable VAT/Sales Tax/ Service Tax / GST etc. with Cess(es)

Packing with Forwarding charges, if any

Freight Charges, if any

Installation/Erection & commission charges, if any

- Insurance cost (should cover 110% of the contract Amount for the goods to be supplied from abroad
Any other cost
Total price

Should be quoted in Figure as well words. Striking out/overwriting is not permissible.

E) Provied that a tender will be liable to rejection by the purchaser if,

- a) It is not accompanied by the requisite amount of Bid security/Earnest Money Deposit in the prescribed manner, if any, for the respective Tender, as respective in the Tender Document
- b) It does not match with the required specification or it become impossible to ascertain the quality/stander of the stores/ Services offered due to absence and/ or inadequacy technical literatures, or.
- c) It is not submitted in a two –bid system , where two- bid system has been specifically mentioned in the Tender Documents: or

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- d) It is not submitted within the due date and time or,
- e) It is not submitted in a properly issued Tender form , except that where different models/variants of the stores of a single nomenclature are to be quoted , suitable technical/ commercial officers should be attached with proper reference in the Tender form or,
- f) It is notice that stores of different nomenclatures are quoted using the same form , or.

- g) It appears that the documentation of the bidder(s) is/are insufficient to establish their integrity or reliability, or
- h) It contravenes in any manner, to any of the stipulations, conditions or provision of the documents or notices of the purchaser.

Provided further that the purchase , may at its discretion , at any stage, before or after the evaluation of the offers as may be received, choose to cancel the present tender process or extend or after the closing and opening and schedule or proceed to re-tender without assigning any reason whatsoever.

4. Closing Date :

Duly completed Tender should reach on or before 13.00 hour on the closing Date as mentioned in this document and in the event of date being declared as a closed Holiday for the purchase's office, the due date for closing of the Tender will be the following working day at the prescribed time. **After due date & time no tender will be entertained. NIRJAFT is not liable for any postal delay.**

5. Opening of Bids :

Tender (Technical Bid) shall be open 15.00 hrs on the closing date of submission of Bids in presence of the bidders or their authorized representative(s) who may choose to attend on the specified date and time at the premises of the purchase with proper authorization letter and identity proffs. The venue , date and time may be change at the discretion of the purchaser. EMD shall be scrutinized on opening of the Tender, where prescribed. Technical Bids will be opened first , subject to fulfilling EMD requirement, if any.

6. Evaluation of Bids :

Price bids of those bidders will be evaluated on **12 .06.2017** only whose compliance of Technical parameters as well as General and commercial terms thought Technical bid evaluation is established. The purchase shall have full right to seek clarification from the participating vendors at any stage after or before opening of the price bids. For the purpose of evaluation , the final price(s) will be deriver after adding all price /tax/duty/cess/surcharge or like components quoted/applicable or applying the discounts offered, if any (including price preference if applicable).

Chapter – II : Conditions of contract

7. Price Determination :

The price should be the net value comprising Ex-work price, packing & handling charges, Freight & insurance on door delivery basis.

Delivery of goods from station(s) within the greater Kolkata Metropolitan area should generally be free up to the purchase premises. Freight/ Transportation cost upto the destination., if dispatched from a station of outside the Great Kolkata Metropolitan Area , may be

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(if necessary) included in the bid price in CIF or FOB value. For the goods to be supplied from abroad, clearing , handling and local transportation charges from Kolkata Airport to NIRJAFT will be paid in Indian Currency. Insurance charges if required, may be quoted separately.

The Bidder must indicate the application rate of Central/State Excise Duty/ Service Tax/GST for the item(s) offered and these will be quoted separately in the offer and vendor has proper tax registration in the this regard. **However the purchase is exempted from paying central custom and excise Duty for which the exemption certificate will be made available with the purchase order** if necessary Central sales Tax/VAT will be paid at the applicable rate at the time of payment but not before the actual delivery and satisfactory acceptance/ installation of the stores. Vat may be paid where applicable against proper VAT registration of the supplier. **For good manufactured outside the purchaser's country, the supplier shall be entirely responsible for paying all taxes, stamp duties, license fees and other such levies imposed outside the purchaser's country.**

The bidder should clearly confirm all the facilities exist in his factory for inspection and testing and the purchaser's may be allowed for inspection.

8. Payment Terms :

For goods supplied/services rendered, the purchaser will prefer, in the following sequences to pay the seller :

- i) **For the items to be supplied from Indian** : within 30 days after actual delivery against pre – received invoice/ bills submitted in triplicate along with proof of delivery(challan), certificate of acceptance and satisfactory installation and functioning of Instrument.
- ii) **For the items to be supplied outside Indian** : thought letter of credit on CIF or FOB value, 80% on receipt of dispatch documents and 20% after satisfactory installation and functioning of the instruments . Delivery charges etc. on door delivery will be paid in Indian currency for imported items. **No Agency Commission will be paid.**

9. Period of delivery :

For indigenous items : the instruments to be orders for supply should be delivered at NIRJAFT,12, Regent Park, Kolkata – 700040, West Bengal, India within 30 days of placing order.

For the items to be supplied from abroad : with in 120 days of opening of letter of credit.

It the bidder fails to supply the stores/perform jibs within the above time schedule, the purchaser reserves the right to cancel the entire order or part thereof, without any reference , or to place order to another bidder for the same and identical stores/ jobs of equal quantity/ volume or a part thereof, before or after cancellation of the order or to forfeit the amount guaranteed thought the execution of the performance Bank Guarantee, if any , **if the delivery period as stipulated above is not acceptable to the bidders, the delivery period they should be clearly mentioned in their bid.**

10. Mode of Despatch :

For indigenous goods, by Rail/ Road as may be suitable. For the goods to be supplied from abroad, by Air. Delivery shall always be preferred at Door , i.e. NIRJAFT, 12 Regent Park , Kolkata- 40, west Bengal , India. Consignment Clearing charges i.e. Delivery Order Fee, Airport charges, Transport, Insurance & Delivery and Agency Commission / Service Charges, Godown demurrage

charge will be borne by the Supplier . Delivery from Airport / Port to NIRJAFT door to door should be free of cost.

For goods to be supplied from abroad : Upon dispatch of the goods the supplier shall notify the purchaser and mail the following documents to the purchaser and Bank

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- i) One original and two copies of Supplier's Invoice showing Order No. & date, goods description, quantity, unit price and total amount
- ii) Three copies of packing list identifying contents of each package
- iii) Insurance Certificate
- iv) Manufacturer's Warranty Certificate
- v) Manufacturer's Test Report
- vi) Certificate of Origin

11. Validity of Offer:

For Indigenous goods, bid shall remain valid for **90 days** and for the instrument(s) to be supplied from abroad should be valid for **180 days from the closing date of submission of Tender** which may be extended at the request of the Purchaser. Validity offered for a lesser period than above may render the tender rejected.

12. Confirmation of Order :

Purchase/Work Order, if any, issued by the Purchaser, to the successful bidder must be confirmed by the seller/service provider within 7 days (Ten) days for indigenous items/20 days for supply from abroad from the date of issue of the Order. The Confirmation must be accompanied by the requisite Performance Bank Guarantee, where applicable, in the due manner. The order shall come into force immediately after the Purchaser receives the confirmation in the aforesaid manner. Failure to confirm an Order may be deemed to be a violation of the bid and may lead to the forfeiture of the Bid Security.

13. Performance Security:

The successful bidder awarded with the Order shall have to submit, either by itself or by the local Indian Agent, a Performance Security in the shape of Bank Draft/Bank Guarantee @ 10% (Ten per cent) of the Order Value in equivalent Indian Rupee after delivery & satisfactory installation of the supplied items. **Performance Bank Guarantee must be made valid till the end of 60 days beyond the expiry of the all contractual obligations including the Warranty obligations calculated from the date of installation (for supplies and/or services).**

14. Penalty/Damages:

The Purchaser may, in deserving cases, fix/charge rate of penalty/damages to be recovered (in addition to forfeiture of/invoking of Performance Security) from the successful Bidder, when the failure of the Bidder to comply with the order for supplying goods/providing services is likely to / has actually caused material/substantial losses to the due to delayed/mismatched supply of stores/inconsistent/negligent services. Depending on the nature and value of the goods to be ordered and the urgency of the requirement, a specific percentage (0.5% per week) of the delivered price of the delayed goods (or delayed services) for each week or part thereof delay, shall be payable by the bidder.

15. Recoveries from Payments due :

The Purchaser shall have full right to recover any such amount as may be due from it by the Govt. Income Tax etc. as may be due under extant rules may also be deducted at source from your bills, if due and payable upon selection and order.

16. Assured Properties :

The properties of the stores/quality of the services offered should fairly match with the required ones. The bids should clearly contain the Physical/Electrical/Climatic Requirements or configurations for good/services offered and indicate the specific information, if any, on features of the stores relating to Energy saving/Durability/Eco-friendliness. The offers should also assure the suitability and /or durability of the stores/services in the climatic conditions in India. If selected and ordered, Goods must be manufactured/Services must be provided in strict compliance of the prevalent enactments/regulations/guidelines of the Govt./Other statutory authorities.

17. Availability of Spares :

Bidders should preferably specify the details about the availability of spares or repair/Annual maintenance services of the goods in India during and after the warranty. The Bidder, should enclose due authorization from manufacturer(s) about availability of spare parts/maintenance of the equipment.

18. Guarantee/Warranty Clause :

The Offer should contain specific Guarantee and/or Warranty clause(s)

19. Warranty Terms :

Minimum 12 (Twelve) months from the date of installation and satisfactory functioning should be allowed as Warranty Period. **Preference may be given at the discretion of the Purchaser, to bid offering a longer warranty coverage.** The Purchaser will not bear the cost of the item(s) which may come as Replacement of the original stores or spares as a result of faults noticed at the time of inspection or during the currency of the warranty period. The seller/Local Agent is required to eliminate the fault(s) occurring during the Warranty Period without delay by improvement or replacement as may be necessary at their own cost.

Cost of Extended Warranty beyond normal warranty period or for any Post Warranty Annual Maintenance Contract Service should be quoted separately.

20. Amendment of Bidding documents

At any time prior to the deadline for submission of bids the Purchaser may amend the Bidding Documents by issuing addendum which shall be part of the Bidding Documents.

21. Operation/Service Manuals :

The Bidder shall have to make available, along with the Consignment, the Operating & Service Manual and valid calibration Certificate, if any (in English Language). Training should be imparted to the personnel of NIRJAFT by the supplier for operation and maintenance of instrument **free of cost** after delivery.

22. Inspection, Testing and Acceptance:

Goods delivered will be inspected at the Purchaser's office and will be rejected if they do not conform to the standard, specifications and drawings prescribed. On-Site inspection may be allowed in deserving cases, particularly the job(s) proposed to be undertaken. Inspection of the goods or demonstration/test/trial-run of the equipment shall be done by the Purchaser at his end. Stores rejected on inspection/Test will have to be replaced by the seller free of cost and on any such occasion, if arises, all the charges for packing, forwarding/handling, shipping/transportation, Banking and also the charges for collection of documents, delivery at the Purchaser's premises, if any, plus all other charges as may be payable, must be borne by the Seller and/or their Local Representative.

23. Selection of the Bidder:

Selection of the Bidder will be done in accordance with the prescribed norms and rules of Indian Council of Agricultural Research/Government of India. Canvassing in any manner will render a bidder disqualified for consideration, at any stage in the process of tender evaluation. The Purchaser, however, reserves the right to seek clarifications on any aspect from the Bidder(s), if required. **The Purchaser, however, also reserves the right to reject/cancel any or all bids without assigning any reason therefor.** If any discrepancy has come to the notice of the authority regarding information/documents submitted with the bid, the bid will be liable to be rejected.

24. Interpretation & powers to Relax:

For any interpretation or clarification, if required, the Purchaser may be contacted. For any relaxation of the provisions envisaged herein, whether requested or not by a prospective bidder, the Purchaser will be the authority to relax.

25. Arbitration:

For arbitration of differences, if required, in case of consignments in India, the Director General, Indian Council of Agricultural Research, Krishi Bhavan, New Delhi-110001, India.

26. Settlement of Disputes:

Disputes, if any, as may be emanated from this bidding process/resultant contract, shall interpreted only under the relevant Laws of the Union of India and Jurisdiction for settlement of dispute, if arises any, shall be **KOLKATA, West Bengal, India.**

Chapter-III: Schedule of Requirements

27. Requirements: Bids are required for the following items under this Tender (s)

i) Microwave Digester : Specifications mentioned in Annexure -VII

Tender Converting Letter
(In Firm's Letterhead)

Ref. No.

Date :

To

The Director,
NIRJAFT 12, Regent Park,
Kolkata-700040
West Bengal India

Ref: Your Tender Notice No..... dtd.
For..... (Item)

We the undersigned have examined the above mentioned tender enquiry, document, including amendment No.....dated.....(if any),the receipt of which is hereby confirmed We Now submit our offer to supply and deliver

..... (description of goods and service)in conformity with your stipulated terms and conditions and neutral specification as in the attached Technical Bid, for the sum as shown in the schedule(s) of Price Bid, attached herewith and made part of this tender, along with the requisite EMD/Bid Security enclosed.

If our tender is accepted, we undertake to supply the goods and perform the service as mentioned above, in accordance with the mutually agreed delivery schedule as may be specified in your Order/Contract.

We further confirm that if our tender is accepted, we will provide you with a performance security of the required amount in an acceptable form in terms of your Tender, read with modification(S), if any, for due performance of the contract.

We agree to keep our tender valid for acceptance for a period up to.....required in the Clause 11, read with modification, if any, as may be specified in the Special Terms or for subsequently extended period ,if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period and also that our EMD/Bid Security shall be liable to be forfeited, if we withdraw from the tender or fail to abide by the contract terms in due manner, if selected, subsequently and within the above bid validity period.

We further confirm that, until a formal contract is executed with or Order is awarded on us, this tender read with your written letter of intent or acceptance thereof within the aforesaid period will constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above- referred tender enquiry.

Date this day of.....
For and on behalf of

Signature of Authorized person
with Company Seal and date.

Enclosure: a) Sealed Envelope-1 (EMD/Bid Security& Tender Fee)
b) Sealed Envelope- II (Technical Bid)
c) Sealed Envelope -III (Price/Financial Bid)

(Use Firm's Letterhead)

Annexure-III

S/N	Item Name with Description	Basic Cost	Price Basis (indicate for Domestic items Ex-Works/Delivery at Site and for Imported Items as FOB and CIF separately)	Discount(s) offered (indicate fixed or % tile Rates)	Amount & %age Rate of applicable Central Excise Duty/Customs Duty (for imported goods)/Import Duty with cess (es)	Amount with %age Rate of applicable VAT/SalesTax/GST/Service Tax etc.with Cess(es)
A	B	C	D	E	F	G
1						
2						

Packing and Forwarding Charges, if any	Freight charges, if any (Also Landing and Clearing Charges for imported goods)	Installation/Erection & Commissioning Charges, if any	Insurance cost	Any cost	Other	Total Price both in (i) Indian Currency (Rupee) and (ii) Foreign Currency	
H	I	J	K	L	M		
	1						

Note:

- Specify the percentage of Central Excise Duty or Custom Duty, Cess and ST/CST/VAT/GST payable by the NIRJAFT, KOLKATA to clear terms in percentages and as well as in rupee value
- The freight charges quoted by the Firm from their Works to the premises of the NIRJAFT, Kolkata should be firm and fixed. No Change/revision in the freight charges will be accepted under any circumstances during the currency of the contract
- It is the responsibility of the supplier to unload the material in the premises of NIRJAFT, Kolkata, at the place indicated by the authorized representative of the Purchaser and no extra charges will be paid for the same in any manner
- It is certified that the Basic Price, Excise Duty, Cess, Sales Tax/CST/VAT/GST, Freight have been individually quoted in the Price Bid.

I/We have understood the instructions, terms and conditions stipulated in the tender schedule and my/our is to supply the material strictly in accordance with the specifications and requirements at the rates mentioned above.

Signature of bidder or Officer authorized to sign the Bid Documents on behalf of the Bidder

(Manufacturer's Authorization Form)

To
The Director, NIRJAFT 12,
Regent Park,
Kolkata- 700 040.
West Bengal, India.

Dear Sirs,

Ref. Your Tender document No dated..... ..

Webeing proven and reputed
Manufacturers of.....(name and description of the goods offered in the
tender) having factories/ office at hereby authorize
Mr./Mrs..... (name and address of the agent) to submit a tender, process
the same further and enter into a contract with you against your requirement as contained in the above
referred tender enquiry documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than M/s.....
..... (name and address of the above agent) is authorized to submit a
tender, process the same further and enter into a contract with you against your requirement as contained in
the above referred tender enquiry documents for the above goods manufactured by us .

We also hereby extend our full warranty, as applicable as per clause 18 & 19 of the Conditions of
Contract read with modification, if any, in the Special Terms for the goods and services offered for supply by
the above firm against this tender document.

Yours faithfully, [Signature with date, name and
designation]
for and on behalf of M/s.....
[Name & address of the manufactures]

Note : This letter of authorization should be on the letter head of the manufacturer's and should be signed by
a person competent and having the power of attorney.

Annexure-V

To
The Director,NIRJAFT
12, Regent Park,
Kolkata- 700 040
West Bengal. India

Subject: Authorization for attending bid opening on..... (date) in the Tender
No.....For.....
.....

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above
on Behalf of.....
(Bidder's name) in order of preference given below.

Order of Preference Name

Signature _____ specimen _____

1.

2.

Signature of bidder or Officer authorized to sign the bid Documents on behalf of the bidder.

Note :

- 1) Only one representative will be permitted to attend bid opening (Technical and Financial/Price Bid).
- 2) Permission for entry to the hall where bids are opened will be refused in case authorization as prescribed above is not produced.

TENDERER TO FILL UP THIS PAGE (In the Letterhead of the Firm)

1 (a) Name of the Tenderer firm/ Organization/ Agency:

(b) Name of the Proprietor/ Partner:

2. Office Address of the Firm:

3. Telephone/ Mobile No. :

4. Fax No. :

5. E-mail Address:

6. Website address if any:

7. i) VAT Registration No:

ii) Trade License No:

iii) Service Tax No:

iv) PAN No:

8. i) Firm's Bank Account No and Type of Account:

ii) Name of Bank & Branch:

iii) IFSC Code No:

9. Name of authorized representative(s):

**Signature of Authorized person of the
Firm/Agency with seal**

Specifications for Microwave digester:

A heavy duty double magnetron microwave digester with following specifications-

- Reaction size 5 ml to 2000 ml.
- Adjustable power levels from 85 watt to 850 watt.
- Operating frequency: 2450 MHZ.
- Beam reflector for perfect distribution of microwave.
- Adjustable timer (60-90 minutes) during operation.
- DIP Type controller upto 400⁰C.
- Online temperature monitoring and control.
- Magnetic stirrer with RPM indicator.
- Ultrasonic probe (platinum) of 500 Watt with 20,000±400 frequency
- Cold Rolled Carbon Top & sides.
- Cavity Capacity: 30-35 Ltr.
- All internal sides are polycarbonate shield
- LCD display & fully automatic control panel.
- Powerful exhaust system for open reaction.
- Forced air cooling system.
- Inbuilt facility for water circulation.
- Microwave chokes system for 100% leak proof, triple layer door and double locking system.
- Provision for mechanical stirrer & N₂ purging.
- Suitable to work on 220 V/230 V, single phase, AC mains.
- Warranty: 1 year (minimum)

CHECK LIST TO BE ATTACHED WITH TECHNICAL BIDS

Sl No	Specification		Page number at which document is placed
1	Envelope of Financial Bid	Yes/ No	
2	EMD of ` 20,000/-/Tender Fees of ` 500	Yes/ No	
3	Whether Black listed	Yes/ No	
4	Constitution of the firm, whether copy attached or not	Yes/ No	
5	PAN number of the firm	Yes/ No	
6	Service Tax/GST/VAT Registration Certificate	Yes/ No	
8	Balance Sheet duly certified by Chartered Accountant	Yes/ No	
12	Annual turnover in last 3 years (enclose proof)	Yes/ No	

Authorized Signatory

