



DIRECTORATE OF OIL PALM RESEARCH

(Formerly National Research Centre for Oil Palm)

(Indian Council of Agricultural Research)

Pedavegi-534 450, West Godavari District, Andhra Pradesh

Website: <http://nrcop.ap.nic.in>



F.No.40/Admn (Office Automation)/2011-12;

Dated 7th December 2011

TENDER NOTICE

Sealed Tenders are invited by the Director, Directorate of Oil Palm Research, Pedavegi from reputed Manufactures / authorized suppliers / contractors for f following as per the details given below.

S.No	Name of the Item	Tender forms cost Rs.	Amount of E.M.D (in Rs.)
1	Office Automation Software	Rs. 1000/- for each item	5% of the Total value quoted

The Tender forms can be had from the office of the undersigned from **10.00 AM to 4.00 PM** on all working days from **15-12-2011 to 05-01-2012** on written request and on payment of **Rs. 1,000/- either by cash or by D.D drawn in favour of the "ICAR Unit – DOPR, payable at Eluru** on any Nationalized bank (Not refundable). The Tender form can also be downloaded from our Website: <http://dopr.gov.in/Tenders.htm> and submitted with a non-refundable fee of Rs. 1,000/- through Demand Draft only.

The sealed tender completed in all respect super scribed with "Tender due on 06-01-2012" and addressed to the Director, DOPR, Pedavegi should reach to this Office on or before 06-01-2012 up-to 1.00 PM along with Earnest Money Deposit (EMD) as stated above through Bank Draft. The tenders will be opened at 1:30 P.M. on 06-01-2012 in the presence of tenderers of their representatives who are present. The Director, DOPR, reserves the right to accept or reject any or all tenders without assigning any reason(s) thereof.


Asst. Admn. Officer.

S.No.	Name of the Equipment with Specification	Quantity
1	<p>Office Automation Software Office Automation Software and additional hardware for computerization of various tasks being done in Administration Section, Accounts Section, Prioritization Monitoring and Evaluation (PME) Cell of DOPR. These tasks pertain to Human Resource Management, Stores, Works, Establishment, Cash & Bills, Despatch, Audit & Accounts, Visitors, Vehicles, Guest House, Intranet Communication like Messaging and Circulars, Project files management and technical correspondence etc. The tender should include the duration in customization of the software as per the requirements at DOPR. The tender estimate shall also include additional Software and Hardware requirements like Server/Desktops/UPS/Operating System etc. required for the Office Automation. Implementation of the various modules after customization, training to all the staff concerned on the usage of the modules and maintenance of the software. The details on extent and mode of support after installation of the software are also to be mentioned. Experience in development of such software (specially for ICAR setup) and the clientele list is to be enclosed in the tender estimate. After customization, and installation the source code is to be made available by the firm to DOPR for internal use. One person of the firm for a period of three months is required to be deputed at DOPR during the process of implementation of the software with the current process.</p>	1

1. MAJOR MODULES

A. Administration Related Modules

- Admin – I
- Admin – II
- Store & Purchase
- Bill & Cash
- Audit & Account
- Attendance
- Tour Approval
- Leave
- Raise Indents (All)
- Maintenance
- Dispensary
- Automobiles
- Farm Section
- Security
- Estate Management
- Guest House and Hostel

B. Research Related Modules

- ECT
- Project Monitoring (PERT)
- RPF – I
- RPF – II
- RPF – III
- PME
- ITMU

2. MODULE BREAKUPS

Admin-I

- Opening of Personal Files
- Issue of appointment orders
- Opening of Service Books
- Pay Fixation
- Increment of Employees
- Sanction of all Kinds of Leave
- Service certificate
- Monthly absence Statement
- Intimation to the pensioners/Family pensioners
- Final no dues certificate
- Deputation within and abroad India
- Training
- Reimbursement of registration fee
- Endorsement of orders/circulars
- Issue of internal circulars
- Correspondence with other Institute/Departments
- Leave Encashment
- Application for other Jobs
- Relieving from the institute

Admin-II

- Recruitment
- Staff Strength
- Promotion
- Transfer

Store & Purchase

- Procurement
- Inventory Management

Bill & Cash

- Imprest Bill
- Newspaper Bill
- FVC Bills
- Fellowship Bill
- TA Bills
- TA Advance Bill
- TTA Advance Bill
- Medical Advance Bill

- Medical Final Bill
- Pay Bill
- Labor Bill
- LTC (Leave Travel Concession)
- Motor Car, Motor Cycle, PC advance
- H.B.A(House Building Advance)
- LPC (Last Pay Certificate)
- Group Insurance
- G. P. F. Account Creation
- Advance from G.P.F
- Part Final withdrawal from G.P.F
- Final G.P.F. Withdrawal
- Contributory Provident Fund (CPF)

Audit & Account

- Passing of salary bills and arrear bills of staff.
- Passing of scholarship/ fellowship bills of all deposit schemes, honorarium bills, tuition fee, overtime, medical, TA / TTA / LTC / HBA / non-IBA bills.
- Verification of Service Book, pay fixation/ L.S/P.C etc.
- Adjustment of outstanding advances including TA / TTA / LTC / IBA / non-IBA.
- Pension, retirement benefits and disbursement of monthly pension.
- Reply to audit para.
- Budgetary control.
- Remittance of funds to sub-stations / other institutions.
- Maintenance of main cash book/ R.F. cash book.
- Issue of cheque / bank reconciliation and deposits of receipts.
- Maintenance of GPF and new pension scheme (CPF) account.
- Refund of E.M.D deposit
- Compilation of vouchers, maintenance of broad sheet/ ledger, preparation of monthly and annual accounts of all expenditure including plan/ non-plan, Externally funded scheme projects etc.

Leave

- Leave Application
- Leave Approval
- Leave Encashment

Tour

- Tour Approval
- Tour Entitlement

Indents

- Manage All type Indents (Apply & View Status)

Maintenance

- Maintenance of civil and electrical works

Dispensary

- Patient care details
- Pathological details
- Medicine details
- Surgical details
- Medicine Stock Management

Automobiles

- Vehicle Requisition Indent Process
- Manage Vehicle Log
- Manage Repair & Maintenance

Farm Section

- Management of research plots of DOPR
- Manage TSCL (Temporary Status Casual Labour)
- Managing repairs of vehicles
- Managing seeds and other register (Stock, paddy taken over, cattle feed issued register, road tax& insurance register)
- Annual rate contract for maintaining diesel pumps and agricultural equipments

Security

- Visitor log book
- Gate Pass

- F.I.R
- Manage Duty

Estate Management

- Allotting quarters to the employees
- Maintenance of the residential/Non residential areas
- Beautification of DOPR campus

Hostel & Guest House

- Manage Room Booking
- Manage hostel facility

ECT

- Publications
- Visitor facility
- Photography
- Calligraphy
- Training
- Conference hall with projection issuing
- Arranging talk for TV & radio
- Managing fair, Event, Exhibition
- Submission of different kinds of report to the council

Research Management (PERT)

- Create Projects
- Identify the specific activity and Milestones
- Determine the proper sequence of the activity
- Construction of a Network Diagram
- Estimation of the time requirement of each activity
- Determine the Critical Path

RPF – I, RPF – II, RPF – III

Prioritization, Monitoring and Evaluation

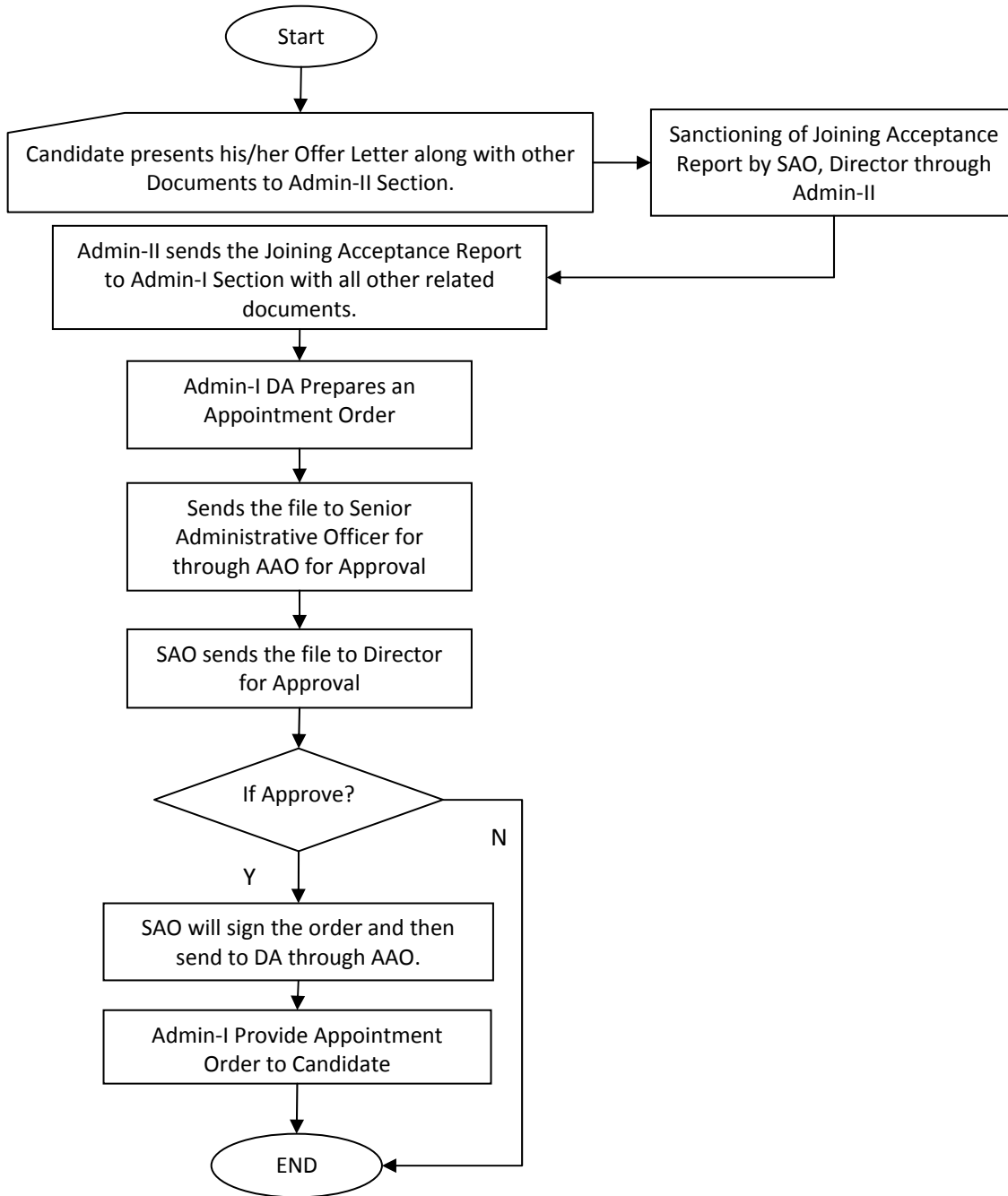
- Circulars and Correspondence within institute and other institutes
- Maintenance of various reports etc

ITMU

- Circulars and Correspondence within institute and other institutes
- IPR and Commercialization of Technology

Please Note : The number of modules / tasks is subjected to increase / decrease on finalization of the tender. The tender is to submitted in two bids, i.e. Technical and Financial Bid separately.

Example of Appointment Order workflow



**ANNEXURE-II
PART - A**

**DIRECTORATE OF OIL PALM RESEARCH
(Indian Council of Agricultural Research)
PEDAVEGI – 534 450**

SPECIAL CONDITIONS FOR THE TENDER / QUOTATION FORM

All the terms & conditions remain the same as detailed in the enclosed tender documents "INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS" ANNEXURE-II (Part B). The tenderers should carefully go through all the terms & conditions given below and in the "TENDER DOCUMENT" before filling their quotation forms.

1. THE SEALED QUOTATION AND TENDER DOCUMENTS duly completed in all respects, along with Earnest Money should be sent by addressing a letter on the letter head of the firm to the Administrative Officer of the Institute at the aforesaid address.
2. The amount of the earnest money to be deposited for each item is given in Annexure III.
3. SEPARATE QUOTATIONS SHOULD BE SUBMITTED FOR EACH ITEM AND IT MUST BE ENCLOSED IN A SEPARATE ENVELOP. Each envelop should clearly state at the top item number of Tender No.F. No.40/Admn/Office Automation/2011-12. All these envelopes should be then placed inside another envelop clearly stating at the top of Tender No.F. No.40/Admn/Office Automation/2011-12. due on **06.01.2012** along with a forwarding letter giving details as under:

Item No.	Name of the item as given in Annexure III of the Tender.	EMD amount included in the enclosures for each item.
	Total Rs.:	

Total EMD amount for Rupees

for items No. _____ . and paid vide the enclosed DD No. _____ dated _____.

There should be no cutting / over writing. The cutting, if any should be duly attested. The unattested/amended overwritten figures will not be considered.

4. The rates should be quoted separately for each component of the item whether the items are to the main unit or of the accessory or spare part and should be F.O.R., DOPR, Pedavegi, (A.P) basis (see serial No.24, 25, & 26).
5. The unit price should be given separately for (i) each item(s)of the 'BASIC UNIT' (giving details of components of the basic unit, essential accessories and spares to make the basic unit fully functional at the time of installation at the Institute. No such items should be left out for want of which the basic unit could not be made fully functional, (ii) each items of the ADDITIONAL ACCESSORIES OR, each item of spare part (s) etc. required for keeping the equipment of item fully functional.
6. Price should be inclusive of all taxes. Discount, if any should be mentioned separately.

7. Rates of "SALES TAX" and "OTHER TAXES" livable should be indicated in clear terms separately i.e. Sale Tax or Central Sale Tax at the rate of _____ for items at Sl. No. _____ will be charged extra. Sales tax Registration Number both under Central and State tax Act Rules should be specifically indicated. Manufacturer or representative should submit the excise duty gate pass for the complete unit /systems as per rule.
8. (a) Manufacturer name, their trademark and brand of items should be mentioned in the quotation, (b) Only printed original illustrated leaflets, literature giving technical particulars, specifications, etc. should be sent along with the quotation. Quotations without the printed literature may not be considered, (c) Only clarification, if any, about contents given in the printed leaflets, literature etc. may be considered and should be attached along with the printed literature at the time of submitting the quotation, (d) No correspondence/clarification, unless asked for will be entertained after the due date of submission of the tenders i.e. **1.00 PM on 06.01.2012**.
9. The rates quoted should be valid for **three months from the due date of Tender**.
10. In all matters of disputes, the decision of the Director, DOPR shall be final and binding on the tenderers.
11. Delivery of the stores material should be made within a period of 30 days, from the date of issue of supply order by the Institute.
12. Quantities of each item or the items as a whole to be purchased may vary according to actual requirement of this Institute at the time of placing order.
- 13) Payment will be made within reasonable time say 30 days and only after the instrument / equipment is satisfactorily installed by the representatives of the firm, or of other material stores (which do not require installation) received in good condition and according to the specifications of this Institute. Advance payment cannot be made as per Govt, rules. (GFR 30). Therefore quotation with condition for making advance payment will be rejected (Except for items which have to be imported as per procedures prevalent at the time of import).
- 14) The sealed quotation should reach this office by not later than **06.01.2012 upto 1.00 PM** and only through Registered Post/ Courier. The envelop containing the quotations should be superscripted as "Tender No No.F. No.40/Admn/Office Automation/2011-12 quotations for (name of the item) Due date **06.01.2012 upto 1.00 PM**. Quotations received without this superscription will not be considered. The quotations received will be opened at **1.30 PM on 06.01.2012** in the aforesaid Institute. Quotations received after the specified due date and time will not be considered at all. Tenderers are at liberty to be present or authorized their representative to be sent at the time of opening of Tenders.
- 15) The Institute reserves the right to reject any or all other quotation/ tender(s) received without assigning any reason thereof.
- 16) All communication may be addressed to the Director/Administrative Officer of the Institute by DESIGNATION ONLY AND NOT BY NAME.

- 17) SAMPLE: The Institute will inspect sample of the approved items. Where ever applicable, and if approved the same will be retained by the Institute. The payment of the same will be effected when supply of the order is fully made.
- 18) SECURITY DEPOSIT: The firm shall within 10 days from the communication of the acceptance of the tender by the Institute furnish a Security Deposit of 10% of the total consideration payable under the contract.
- 19) Duration as well as terms & conditions for training, if required (including places, and period of training) for Handling and Maintenance of the sophisticated equipments may also be clearly stated while submitting the tender.
- 20) A Certificate in original or a photocopy of the same duly attested by the Oath Commissioner, that the quoted item is a proprietary item and that they or their principal are the manufacturer of the item should be provided, if applicable.
- 21) All the pages of the tender/ quotation should be signed by the tenderer with a seal of the firm.
- 22) The agents, sole agents/ distributors of the principal firm, if quoting on behalf of their principal manufacturers, they should attach a "recent original letter from their principal that they are their authorized agent" when submitting the tender.
- 23) The sole agent/ representative of the foreign firm should arrange quotations for the items to be imported on only original proforma invoice (in triplicate) and printed literature from their principals. Institute will not accept any fax, telex or photocopy of the proforma invoice and of printed literature. The proforma invoice should clearly indicate the following:-
- 24) A UNIT PRICE OF THE BASIC UNIT: (Give details of the items-included in the basic unit). It should include all items of basic accessories and spares required to make the basic unit/ equipment fully functional at the time of installation. Give details of the taxes, packing, forwarding, insurance, shipment charges, etc. separately, if any.
25. Additional accessory items, which would be helpful in increasing the work efficiency and precision of analysis etc. should be quoted separately and item wise giving details of taxes, packing forwarding charge etc. separately for which unit of Additional Accessory. The price should be inclusive of satisfactory installation charges of the equipment/ instrument accessory at the Institutes premises by the sole agent/ dealer/ representative of the principal. No Additional charges will be paid for the installation for making the Instrument fully functional.
- 26) Additional spares required, in addition to the one quoted as per Sl.No.24 for maintenance and / or repair of the equipment in time and to replacement of the worn out items, with a view to keeping the equipment in good working order for a period of at least FIVE YEARS should be quoted separately item wise.
- 27) The firm should indicate the commission of the Indian Agent separately which is to be paid in Indian currency after the satisfactory installation of equipment at the Institute. Wherever the commission of the Indian Agent is less than ten percent of the value of the equipments, the Indian agent should furnish an undertaking that they will furnish a bank guarantee for the balance amount falling short of ten percent (see Annexure V).

28) The sole agent / representative of the firm should clearly indicate the terms & conditions for after sales service facilities to keep the instrument in fully working condition. In case there are some charges for the same those should be clearly shown for a period of at least FIVE YEARS BUT PAYABLE ANNUALLY. The agents/ representatives of the principal firm (s) not quoting for after sale services of equipment would imply that they are unable to provide such after sale service and their quotations may not be considered.

29) The agent would produce evidence (a recent original letter from their principal that they are the authorized agent / representative / dealer of the principals in Indian failing which the quotation will be rejected.

30) The tender should show the weight of each item, packing (Dimension) etc. and tender quoting CIF value will not be considered. The proforma invoice should be valid for three months from the due date of Tender.

31) Should clearly indicate on the proforma invoice the terms & conditions of Letter of Credit (LC).

32) The terms & conditions other than those indicated in the proforma invoice will not be entertained.

33) The authorized dealer/ representative / agent should also submit their quotations for custom clearance of the item(s) at the Airport and Air freighting to Hyderabad after necessary insurance on actual cost basis shown in the proforma invoice.

34) If there is any special feature in the equipment / Stores. It should be highlighted.

35) If, in the past, the above said equipment/ stores has been supplied to any Govt./ICAR, Universities and other organizations in India, their address with telephone numbers of the organizations may be supplied. The performance report from the user organizations for the same may be attached.

36) Income Tax will be deducted at source as per Income Tax Act. 1961 (Under Section 194-c)

ADMINISTRATIVE OFFICER

Tender No.

Full name and address of the Tender in
Addition to Post Box. If any should be Quoted
In all communication to this Office

Contractor's Telegraphic
Address
Telephone No. & Code

From :

To
The Director,
Directorate of Oil Palm Research
Pedavegi – 534 450, AP

Dear Sir,

I/ We hereby offer to supply the stores detailed in the schedule here to or such portion thereof 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 **31.03.2012**. I/We shall be bound by a communication of acceptance dispatched with in the prescribed time.

2. I / We have understood the instructions to Tenderers and conditions of Contract included in the General Conditions of Contracts governing contract placed by the Indian Council of Agricultural Research Institutes under it and in the special conditions 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 requirement and my / our offer is to stores strictly in accordance with in the requirements.

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

Yours faithfully,

Signature of Tenderer,

Address: _____

Signature of Witness _____

Address _____

Dated:

ANNEXURE II-B

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS

F.No.

Date.

NOTE:-

The envelopes containing the tender and all communications should be addressed and delivered to the Director, Directorate of Oil Palm Research, Pedavegi – 534 450, Andhra Pradesh).

Phone: 08812-259524/259532

Gram: PALMEARCH

Fax: 0091-8812-259531

From :

The Director,
Directorate of Oil Palm Research
PEDAVEGI – 534 450

To,

Dear Sir,

On behalf of the Purchaser (Named in the schedule attached to the Tender form 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 Agril. 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.

1. **Earnest Money Deposit (Bid Security)**:- Earnest money may be deposited as indicated above for the each tender through Demand Draft in favour of Director, DOPR, payable at Eluru (AP).

IA. **Performance Security (Security Deposit)**:- Security Money @ Rs.10% of the valued supply order will have to be deposited by the supplier Tendered before supply of the equipment to ensure timely supply & full of the equipment.

IB. **Advance Payment**: - No **advance** payment is to be made at any cost. The same may also be kept in view before submitting Tender.

IC. No part supply is acceptable.

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 submitted his tender, he will not resale from his offer or modify the terms and conditions thereof. The tenders which fail to observe and comply with the said instructions should be forfeited. 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 a manner prescribed by Indian Council of Agricultural Research. The earnest Money should not on any account fall short of the amount actually required.

Preparation of Tender: (a) The schedule to the tender form should return 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 the words as not quoting.

(b) In the event of space on the schedule form being insufficient or the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, bear the Tender number be duly signed by you. In such cases reference to the conditional pages must be made in the tender form.

(c) If any modification of the schedule is considered necessary you should communicate the same to us in a separate letter sent with the tender.

Signing of Tender: (a) The tender is liable to be ignored if complete information is not given therein or if the particulars and date of 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 contract must specify whether he signs as:

- i) A "sole proprietor" of the firm or constituted attorney of such proprietor;
- ii) A "Partner" of the firm if it be partnership, in which case he must have authority to refer to arbitration dispute concerning business of the partnership either by virtue of the partnership agreement or a power of attorney;
- iii) Constituted attorney of the firm if it is a company.

N.B. (1) In case of (ii) a copy of the partnership agreement or 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.

(2) 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.

(3) A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant 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 civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages-

(4) 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 other 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 out station tender 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) **Latest hour for receipt of tenderers:** Unless otherwise in the schedule to tender your tender must reach this office not later than the date noted in the schedule of tender (attached). Tenders sent by hand delivery should be put in the Tender Box at this office not later than the date noted in the schedule of tender (attached).

(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 acceptance up to **31.03.2012**. 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 "Subject to immediate acceptance" "Subject to prior sale" WILL NOT be considered.

(8) **Opening of Tenders:** You are at liberty to be present or authorized 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) the prices quoted must be not per unit shown in the schedule and must include all packing and delivery charges. Refund accounts of returnable packages (if any) are to be separately specified Prices and refunds must be clearly shown in figures and words in Indian Currency.

(ii) The price must be quoted 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.

(iii) (a) If it is 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 include all such charges and no claim for the same will be entertained.

(b) The price quoted by the tenderer should be exclusive of sales tax and should be clearly stated to be so, which will be paid by the purchaser, if legally livable at the rate ruling on the date of supply is specified in the acceptance of Tender.

(c) Price preference in Indian Rupees against supply is advisable.

9) **Validity of Price:** Price quoted should be valid up to **31.03.2012.**

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:** Tender samples are not required unless specifically called for.

QUOTATION WITH-OUT SAMPLES WHILE SAMPLES ARE SPECIFICATIONS CALLED FOR ARE LIABLE IS IGNORED.

Samples of what you offer to supply should be less than the quantity necessary for test as per specification; if any, or for test is given either in specification or in the schedule to Tender.

This could be adhered to each sample should bear:-

- a) Your Name and Address
- b) Tender No.
- c) Date of opening of Tender
- d) Item No., against which tender submitted
- e) Any other description, if necessary, written clearly on it.

The sample should be sent to the inspector or other officer (named in the schedule to Tender) to reach him by the date specified in the schedule. The cost and freight of sending the samples shall be borne by you and there will be no obligation on the part of the receiving officer for their safe custody.

Samples sent 'freight' will not accepted. The packages and the Railway receipt should be addressed to the Inspecting Officer or other Officer concerned and not to self.

If the samples are sent by Railway parcel, the Railway receipt should not be enclosed with the tender documents but should be separately to the Officer to whom the samples are sent (under a covering letter giving the necessary particulars to enable him to connect the Railway Receipt easily with the parcel). Samples submitted by Tenderers whose of are not accepted (provided they have not been destroyed during testing) will be delivered to their representative if they call for the same or can be returned direct to them at their cost provided the application for return is made to the officer to whom the samples are sent, within one month after the contract is placed on the successful tenderer or after notification is received within the due date, the samples will be disposed of by public auction and the sale proceeds credited to the Council's Account.

12) **Examination of patterns of certified sample:** When sealed patterns of stores are mentioned in the schedule to the tender form or specification in these of certified samples

there of, may be seen at the place stated in the schedule to Tender and should be examined by a competent person on your behalf (who should take this invitation with him before the tender is submitted).

13) **Packing:** Unless a method or packing is indicated in the specification or on the schedule to the tender form, the method of packing which the Contractor proposes to empty must be described in the schedule to Tender Form.

Contractors are at liberty to quote for additional alternative sizes and description of packs and these must be describes in the Schedule to Tender.

14) Right to acceptance: This office does not pledge to accept the lowest or any tender and reserves 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.

15) Reservation of rights to order additional quantity: The purchaser reserves the right to place order on the successful tenderer for additional quantity (upto 25%) of the quantity offered by them at the rate quoted. Tenderers are bound to accept order for additional quantity under this clause only if order is placed on them within six months from the date of issue of arrival.

16) Communication of acceptance: Acceptance by the purchaser will be communicated by telegram express letter of acceptance or formal. You are at liberty to tender for the whole or any portion or to state in the tender that rate quoted shall apply only if the entire quantity is taken from you and the Director of this Institute has full right to reject any or tenders without assigning any reason. Acceptance offender'. In cases where acceptance is communicated by telegram of express letter, the formal acceptance of tender will be forwarded to you as soon as possible but the instructions contained in the telegram or express letter should be acted upon immediately.

17) Pre-inspection of stores by the contractor: In case contract is placed on you as result of this tender, you should satisfy your self that the stores are in accordance with the terms of the contracts and fully confirm to the required specifications by carrying out through pre-inspection part such precaution on your consequences there of.

ADMINISTRATIVE OFFICER

TENDERS MUST GIVE SPECIFIC ANSWERS AGAINST EACH OF THE FOLLOWING QUESTIONS. TENDERS CONTAINING EQUIVOCAL OR EVASIVE REPLIES WILL BE IGNORED.

1. Whether stores offered conform to particulars quoted in the schedule, if not, details of deviations must be stated here.
2. i) Brand.
ii) Name and address of manufacturer.
iii) Station of manufacture.
3. Guaranteed date by which delivery can be completed:
4. PACKING THAT IS PROPOSED TO EMPLOY WHETHER SPECIFICATION PACKING WILL BE ADHERED TO.
5. Whether sample submitted.
6. GROSS WEIGHT OR CONSIGNMENT. Net weight of each item.
7. Whether you agree to the inspection clause as stipulated
8. Stocks in hand at the present time consist of:-
A) Held by us _____
B) Held by M/s _____
over which we have secured an option.
9. Stock on route to India.
10. If the stores offered are manufactured in India whether all the raw materials, components etc. used in their manufacture are also produced in India. If not, give details of materials components, etc., that are imported and their countries of origin. A clear break up of the indigenous and imported component together with their value and the proportion it bears to the total value of the stores should also be given.
11. Raw materials are held in stock sufficient for the manufacture of
12. i) Here state specifically whether the price tendered by you is to be of your knowledge and belief, not more than price usually charged by you for the stores of the same nature class or description to any private purchaser domestic or foreign as well as purchaser Govt, semi Govt., Autonomous Organization etc. If not state the reasons thereof and also indicate the margin of difference.
ii) In respect of indigenous stores for which there is controlled price fixed by law, the price quoted shall not be higher than the controlled price. If the price quote exceeds the controlled price, the reasons therefore shall be specifically stated.
13. Business name and constitution of tendering firm. Is the firm registered under:-
i) The Indian companies Act, 1956.

- ii) The India Partnership Act. 1932 (please give full names of partners)
- iii) Any act. If not, who are owners (please give full names).

14. Do you agree to the Arbitration clause stipulated? (Yours acceptance or non-acceptance of this clause will not influence the decision of the tender. It should, however, be noted that on omission to answer the above question will be deemed as an acceptance of the clause).

15. Earnest money deposits vide demand draft No. _____ date _____
for Rs. _____ .

(FOR PARTNERSHIP FIRMS WHETHER REGISTERED OR NOT) (REGISTERED UNDER INDIAN PARTENERSHIP ACT, 1932) Should the answer to this question by a partnership firm be in the affirmative, please state further:'

- A. Whether by the partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender.
- B. If the answer to (A) is in the negative whether there is any general power of Attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.
- C. If the answer to either (A) or (B) is in the affirmative, have you already furnished a copy of either the partnership agreement or the general power of attorney as the case may be to ICAR / institute / Lab./ Centre please quote the reference to the communication by which this was done.

N.B. 1) If a copy of neither the partnership agreement nor the General power for attorney has previously been furnished to the ICAR/ Institute/ Lab? Centre. Pleas attach to the tender a copy of either document on which reliance is pleased for authority of partners of the partner signing the tender to refer disputes to arbitration. The copy should be attested by a Notary Public or its execution should admitted by affidavit on a properly stamped paper by all the partners.

2) Where authority to refer disputes to arbitration has not been given to the partner signing the tender, the tender, must be signed by every partner of the firm.

16. (FOR MANUFACTUREING FIRMS)

- i) What is your installed capacity?
- ii) What is your working capacity?
- iii) What is the existing load?
- iv) What portion of your capacity are you prepared to reserve and allocate to this rate contract.

17. (FOR SOLE AGENTS / STOCKEISTS)

- i) What is your present stock?
- ii) What is the volume of orders (including Government and others) sending with you at present?
- iii) What is the rate of flow of stocks?
- iv) What is the rate of issue?

18. i) What stock you will maintain at each important centre in India.
ii) What is the time and rate required for replacement of the stocks at these centers?
19. Whether earnest money has been deposited, if so the Receipt Number and date and amount deposited should be quoted.
- 1) Purchaser: Director, Directorate of Oil Palm Research, Pedavegi, Andhra Pradesh.
 - 2) The store requested by the Director, Directorate of Oil Palm Research, Pedavegi, Andhra Pradesh, require the stores. Please quote earliest possible guaranteed date by which you can offer supply.
 - 3) Consignee at PEDAVEGI (A.P)
 - 4) The tenderers must quote clear delivery terms indicating F.O.B. / F.A.S. Port of export for imported stores and F.O.R. station dispatch for indigenous/ ex-stock deliveries as applicable. Incomplete tender is liable to be ignored/
 - 5) Condition of Contract. As contained in Special/ General Conditions of contract and schedule and annexure to the tender attached herewith.
 - 6) Tenderers are bound to accept order for additional quantity (up to 25%) at the rate quoted only, if order is placed on them within six months from the date of issue of first supply order.
 - 7) In case the tenderers wants to furnish in a separate covering letter any additional information/ particulars or quote conditions (e.g. those relating to allowance, discount, rebate etc.) which cannot be accommodated in the tender form an indication to that effect should be given the tender form the contents of the covering letter will be ignored in consideration of tender.
 - 8) Firms should note that it is desired that their offer should remain open for acceptance up to **31.03.2012**. If the firms are unable to keep their offers open for the specified period they should specifically state in the tenders 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 acceptance for the period as specified in the schedule to tender.

CUSTOMS DUTY

1. "CUSTOM DUTY" For imported stores offered against forward delivery, the tenderers shall quote price thereof exclusive of custom duty. The quotation shall specify separately Ex-Work Shop, F.O.B. price, C.I.F. price and the custom duty payable. They will also indicate correctly the rate of customs duty applicable along with Indian Customs Tariff number.

2. In case where all tenderers have quoted only for imported stores against forward delivery, the tenders will be evaluated on price exclusive of customs duty. In such cases the amount of Customs Duty as legally livable calculated by reference to the tariff value of the stores declared by the tenderers in their tender, But not exceeding the amount actually paid will be reimbursed to the successful tenderer.
3. This Institute has been granted Certification of Registration for the purpose of availing Customs Duty in terms of Govt. Notification No.51/96-Customs, dated 23-7-96 and for availing Central Excise Duty, in terms of Govt. Notification No. 10/97 - Central Excise dated 1st March, 1997. The firm should therefore take into consideration this facility granted by the Ministry of Science & Technology, Govt, of India, while quoting the rates.
4. If the purchaser is of the opinion that the customs duty has been wrongly assessed either because of wrong classification or any reason whatsoever the supplier shall be bound at the request of the purchaser to pursue all legal remedies to challenge that assessment at the supplier cost. If as a result of such proceedings a refund is obtained, it shall be deposited forthwith by the supplier with the "DOPR, Pedavegi concerned to the credit of the purchaser. Final payment to them would be made on production of Auditor's certificate in respect of credit of such refund.
5. **Transit Insurance:** The purchaser will not pay separately for transit insurance and the supplier will be responsible till 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 accrued during transit.

Tenders/ Quotations, in which transit insurance cost has been claimed as an extra, may not be considered.
6. **Price preference for earlier delivery:** It should be noted that if contractor 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 of earlier delivery, the contractor will be liable to lowest acceptable tender, on the basis of FOR. 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.
7. **Payment terms:** (i) the standard terms of payments as embodies in the general conditions of contract and / or Special conditions of contract will apply no relaxation will be possible, (ii) 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 work 'self scored out. In addition, a power of attorney or transfer deed will be necessary in such cases conferring authority on the bankers of the party concerned to receive payment on be half of the contractor.

8. Additional particulars to be furnished by the tenderer:

Tenderer shall submit along with their tender:-

- (i) An income tax clearance certificate: (duly countersigned by the Income Tax Officer of the circle concerned under seal of his office.
- (ii) Name and full address of their Bankers.
- (iii) Performance statement duly signed by them regarding supplies made by them against contract received from the DGS & D, Chief controller of printing and stationery (Govt, of India) for similar stores for the past three years he should give the performance against earlier contracts placed on if any.
- (iv) & (v) The equipment they possess for the manufacture of the stores and for quality control.

NOTE: Tenders not contain in the above particulars are liable to be ignored.

9.1. Guarantee/Warranty: The tenders shall furnish along with their quotations the under guarantee / warranty: -

- (i) Guarantee that they will supply spares parts if and when required on the agreed basis for an agreed price. The agreed basis could be an agreed discount on the published catalogues or an agreed percentage of profit on the Landed cost.

ANNEXURE TO SCHEDULE TO TENDER

(To returned by Tenders along with the Tender duly signed)

2. General: Tenderers should furnish a clear declaration as follows:-

I/We declare that I am / we are

- (ii) Manufacturers
- (iii) Holders in stock of the stores tenders for.

3. Conditions of contract: Printed or cyclostyled of such terms and conditions of the tendering firms not appearing in the body of the tender will not be considered as forming part of their tender. Tendering firms should quote on the basis of the conditions referred to in parts of the invitation to Tender and Instructions to Tenderers. In case any terms & conditions of contract applicable to this Investigation to Tender are not acceptable to the tendering firms, they should specifically state deviation there from in the body of their tender.

4. Deviation from specification: It is in the interest of the tenderers to study the specification, 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.

5. Price: a) Price must be in terms of new coinage system, viz: Rupees & Paisa.
b) The unit prices should be for the same units indicated in the schedule to tender enquiry and not any other unit.
c) Prices quoted should 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.

- d) Quantity discount, if any, should be indicated prominently.
- e) The F.O.R. Station of Dispatch prices shall be deemed to include free delivery to the consignee situated within Municipal Corporation limits/ a radius of 10 kilometers from the firm's premises in case of local delivery.
- f)
 - i) Officers on firm price basis are preferred.
 - ii) Where firms cannot quote firm prices, variable prices within ceiling are preferred.
 - iii) Where wages escalator is insisted upon, due consideration is given to the offer with lowest wages escalator factor

(Strike out which is not applicable).

SCHEDULE TO TENDER

Time and date of receipt of Tender : 06.01.2012 upto 1.00 PM
Time and date of opening Tender : 06.01.2012 at 1.30 PM

**E.M.D. of Rs (5% of the total value quoted) in favour of
ICAR Unit – DOPR, Pedavegi, payable at Eluru, Andhra Pradesh by way of DD
must be attached with the Tender.**

ANNEXURE –IV

D E C L A R A T I O N

**This is certify that the rate quoted for this item in any institute in India
(for the same specification) is not less than the rate quoted for this item for
DIRECTORATE OF OIL PALM RESEARCH, PEDAVEGI, ANDHRA PRADESH.**

Signature of the authorized signatory of the Firm