



भारतीय कृषि अनुसंधान परिषद,  
उत्तरपूर्वी पर्वतीय क्षेत्र अनुसंधान परिसर  
उमियम, मेघालय - 793 103  
INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
ICAR Research Complex for NEH Region  
Umiam, Meghalaya - 793 103



F. No. RC(S)30/2016

Dated: 28<sup>th</sup> November, 2016

**TENDER DOCUMENT**

**FOR**

**PROCUREMENT OF SOFTWARE FOR ICAR, RESEARCH COMPLEX FOR NEH  
REGION, UMIAM, MEGHALAYA.**

TENDER No: RC(S)30/2016 : Date: 28<sup>th</sup> November, 2016.  
Date & Time for Submission of Tender : 27<sup>th</sup> December, 2016.  
Date & time for opening of Tender : 27<sup>th</sup> December, 2016 at 2.30 pm.

Total No. of pages 06 (six)



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F. No. RC(S)30/2016

Dated: 28<sup>th</sup> November, 2016

**OPEN TENDER**

**INVITATION FOR PROCUREMENT OF SOFTWARE FOR ICAR, RESEARCH  
COMPLEX FOR NEH REGION, UMIAM, MEGHALAYA**

Sealed bids are invited from the reputed **Manufacturer/ Authorized Dealer/ Government organizations** for supply of Scientific Equipments, having at least 3 (three) years experience in manufacturing/ marketing/ supply of such Equipments by ICAR Research Complex for N.E.H. Region, Umiam, Umroi Road, 793103, Meghalaya. The details specification of equipments/machineries is as per Appendix -1.

**TERMS & CONDITIONS OF THE TENDER**

1. **Cost of Tender paper of Rs. 1000/- (Rupees one thousand) only** ( Non – refundable) to be deposited in the favour of the Director, ICAR Research Complex for NEH Region, Umiam – 793103 by means of Demand Draft payable at SBI, ICAR Complex Branch, Umiam. Non – submission of the cost of Tender paper (consolidated) shall lead to non – consideration of the Tender.
2. The Bidders should submit the proposals in two parts:
  - I. Technical Bid (Bid –I)
  - II. Financial Bid (Bid-II)
3. Technical part should contain all such details as mentioned in the Bid Document.
4. Financial part (BID-II) should contain the financial bid inclusive of all admissible taxes, duties and levies, installation charges, freight charges, Taxes, VAT etc., as may be applicable etc. The rates quoted should be up to ICAR Research Complex for NEH Region, Umiam for the each particular mentioned items and **valid for at least for 1(one) year from the date of quotation**. 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.
5. These two parts (BID-I & BID II) should be submitted in separate sealed envelopes. Both envelop should then be sealed in a third envelop **super scribed as “TENDER NO. RC(S)30/2016 dated 28<sup>th</sup> November, 2016 due on 27<sup>th</sup> December, 2016 FOR PROCUREMENT OF IT EQUIPMENTS FOR ICAR, RESEARCH COMPLEX FOR NEH REGION, UMIAM, MEGHALAYA** and addressed to “THE DIRECTOR, ICAR RESEARCH COMPLEX FOR NEH REGION UMIAM, MEGHALAYA-793103”. The firm should also super scribe on the top of the envelope the Sl. No. & name of the equipments to be supplied, date of opening otherwise their tender may not be considered.
6. **The Cost of the Tender (consolidated) as well as the Earnest Money (consolidated) in the form of Bank Draft along with all other Technical Details should be mandatory kept in the Technical Bid only. Cheque/Bank Guarantee/fixed deposit**

receipt/ money orders/Cash etc. are not acceptable towards deposit of earnest money.

7. In no case Earnest Money will be accepted after opening of tender.
8. **Details of Earnest Money i.e. draft number and date should be indicated on the cover of the big envelope** otherwise the tender may not be received or opened and returned to the party. All Tenders should be sent by Registered Post. Tenders to be handed delivered should be put in the Tender box, kept in the office chamber of Chief Administrative Officer, ICAR Research Complex for NEH Region, Umiam, Meghalaya-793103 not later than 12:30 P.M. on 27<sup>th</sup> December, 2016. Tenders received after the due date and time shall not be considered under any circumstances.
9. On the date of opening, only Part-I (Technical Bid) will be opened. Part-II (Financial Bid) shall be opened subsequently only of those tender, whose Technical Bid qualifies as per the laid norms of this tender.
10. Composition of **Technical Bid** –
  - I. Profile & Track Record of the company
  - II. Document in support for Number of years in IT Equipments manufacturing/supply.
  - III. Document in support of last supply orders.
  - IV. Balance Sheet for last 3 financial years. Annual Turnover, which will be average of last three years on the basis of balance sheet.
  - V. Photo copy of PAN No. issued by Income – Tax Department. Photo copy of Service Tax/sale tax/VAT Registration etc. (If not applicable submit the relevant document).
  - VI. **Non refundable tender Document Fee of Rs. 1000/- in the form of Demand Draft** from any Nationalized Bank drawn in favour of the Director, ICAR, Research Complex for NEH Region, Umiam, Meghalaya payable at Sate Bank of India, ICAR complex branch (If exempted/relaxed submit the relevant document in support of claim). **Refundable Earnest Money Deposit (EMD) of Rs. 20,000.00 (Rupees twenty thousand only) in the Form of Demand Draft from any Nationalized Bank, drawn in favour of the Director, ICAR, Research Complex for NEH /Region, Umiam, Meghalaya.** (If exempted/relaxed submit the relevant document in support of claim) **The Cost of the Tender paper as well as the Earnest Money along with all other Technical Details should be mandatory kept in the Technical Bid only. Non submission of the Bid Security with quotation shall make the quotation/ bid liable to be rejected.**
  - VII. **Furnishing of related documents like detailed specifications, technical literature, brand name, model and make, catalogue, authorization letter, Dealership Certificate, Manufacturing company registration certificate, product certification, Registration of the supplier, price list (if any) etc. is mandatory, Dealership certificate/Agency Certificate for the manufacturer/ manufacturing firm should be enclosed if the rates are quoted by the Dealers/Agents. Failing which the quotation shall not be considered.**
  - VIII. **Up-to-date sale tax certificate, tax clearance, valid registration certificate are mandatory.**
  - IX. Other relevant technical documents/specifications in favour/ claim/ Support of equipments /machines if any may be submitted as additional with the technical bid.
  - X. **KHADC license.**
    - A. **The Firm/Agency run by the Non-tribal contractor's /firms/ companies/suppliers/stockiest/banded ware house/Private carriage**

contractors/Co-operative Societies etc. should produce Trading License issued by the KHADC (Govt. of Meghalaya).

**B. Submission of tender paper does not fall under trade as per the above said act. However, if a Non-tribal becomes a successful bidder he has to furnish License issued by the KHADC (Govt. of Meghalaya) before any work involving trade is issued to him.**

**Further those firm/agency opting for clause B above are requested to submit an undertaking mandatorily to this effect along with the technical bids as a certification about their capability of submission of the trade license when ask for, failing which the tender are liable to be rejected/not to be considered at any circumstances. (If not applicable submit the relevant document).**

11. **The supply is effected at DGS&D rate contract, wherever is applicable.** The rate should be quoted for list of items as per the tender document.
12. The Buyer shall not be responsible for payment of transit insurance charges.
13. 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).
14. In case for Imported goods:
  - i. **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 Indian 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 prices.
  - ii. 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 and 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.
  - iii. **The import & payment will be made by means of Foreign Bank Draft/ Site Draft in case of foreign imported goods.** Performance Bank guarantee of 10% FOB value valid till the end of 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, valid till the end of 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. 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.
  - iv. All imported items should be delivered up to destination i.e. all the import should be free of inland freight charges, insurance etc.
  - v. **Indian Agency Commission rate and amount should be clearly specified as per rules. IAC, wherever applicable, will be paid in Indian Currency only.**
  - vi. In case of delay in supply, penalty will be imposed @2% per week, subject to a maximum of 10% of the FOB value

- vii. 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.
- viii. **ICAR Research Complex for NEH Region, Umiam, Meghalaya, being a Scientific and Research Organization, is exempted from payment of Excise Duty (Certificate to this effect will be provided).**
15. **All Bidders should mandatory give their current, PAN Card No., TDS& other Bank A/C details to enable the office for releasing the dues via e- payment basis.**
16. 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 50,000.00 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.
17. **The selected tenderers must complete the supply/ installation/ demonstration within 45(forty five) days from the date of the supply/work allotted.**
18. The guarantee/ warrantee 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 Institute.
19. The complete details regarding the Institutions/ Corporations/ Bodies, etc. where the Firm/ Dealer has made the supplies during the last 2/3 years should also be furnished, along with the supply orders.
20. The Bidders should mandatory provide their full Bank Details, PAN Card No. , IFS code No., and TDS so as to ensure e-payment to them directly on satisfactory completion of the Supply.
21. The Director, ICAR Research Complex reserves the right to reject any tender in part or full, without assigning any reason thereof.
22. Legal jurisdiction for all disputes shall be within the purview of the Shillong Court.
23. **The bidders should mandatory sign on every page of the Tender Document, which would show their unconditional acceptance of all the terms and conditions of the Tender Document.**
24. Tenders shall be opened on 27<sup>th</sup> December, 2016 at 2:30 pm, ICAR Research Complex for NEH Region, Umiam, Meghalaya – 793103. Interested bidders may attend the opening.
25. If the above mentioned closing /opening day of the tender happened to be non – working date due to Bandh/Strike as any other reasons, the tender will be received & opened on the following working day at the same time except on the 2<sup>nd</sup> (second) Saturday.
26. Other terms & 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 & conditions.
27. For any query/ clarification, the undersigned may be approached at:  
Contact address:

**E-mail : [kcjoshiicar@yahoo.in](mailto:kcjoshiicar@yahoo.in)/ [aogaicarneh@gmail.com](mailto:aogaicarneh@gmail.com)/ [storesection@yahoo.in](mailto:storesection@yahoo.in)**

**Sd/- S. V. Ngachan  
DIRECTOR**

***Before quoting for the Tender, it is requested to kindly go through the Tender Document thoroughly and abide by all the Terms and conditions given. Non-Compliance of any of the T & C mentioned above, shall lead to non-consideration of the Bid and no request what so ever shall be considered under any circumstances.***



**APPENDIX-I**

**To be supplied at Division of Animal Health, ICAR Research Complex for NEH Region, Umiam,  
Meghalaya.**

Sl. No.	Name of the Equipment/ Instrument	Qty.	Specifications
1.	<b>Software with five modules Software compatible with PFGE/Gel Electrophoresis data for analysis of outbreaks</b>	1 No.	Data analysis software with five modules of applications <ul style="list-style-type: none"><li>• Fingerprint data module</li><li>• Character data module</li><li>• Classifier and identification module</li><li>• Dimensioning and matrix mining module</li><li>• Tree and network interface module</li></ul>

**Sd/- S. V. Ngachan  
DIRECTOR**

