



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



No. RC(S) 79/2014

Dated Umiam, the 1st December'2016

**OPEN TENDER
(Re-tender)**

INVITATION OF TENDER IS INVITED FOR SUPPLY OF FURNITURE (STEEL) AT ICAR RESEARCH COMPLEX FOR NEH REGION, UMIAM, MEGHALAYA

Sealed bids are invited from the reputed **Manufacturer/Authorized Dealer/Government organizations for Supply of Furniture (Steel)** having at least 5 (five) years experience in manufacturing/ marketing/ supply of such Items/Materials by ICAR Research Complex for N.E.H. Region, Umiam, Umroi Road, 793103, Meghalaya. The details specification of Items/Materials is as per Appendix -1.

TERMS & CONDITIONS OF THE TENDER

- 1. Cost of Tender paper of Rs.500/- (Rupees five hundred) 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, labour 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 each particular item. 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. The rates must be valid for at least for 1(one) year from the date of quotation.**
- 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 superscribed as "TENDER NO. RC(S)79/2014 dtd.01.12.2016 for supply of Furniture (Steel) at 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 superscribe on the top of the envelope the details of earnest money deposited.**
- 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. 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 22nd 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 Instruments/equipments/Materials 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.500/- (Rupees five hundred) 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 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.10,000/- (Rupees ten 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, 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 in 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 Items/Materials if any may be submitted as additional with the technical bid.
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/fitting (which should be free of cost and must be completed before payment).
14. **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 order due to time factor or the said orders shall be treated as cancelled and no further correspondence will be entertained.**
18. In case of delay in supply penalty will be imposed @ 2% per week subject to maximum of 10% of the FOB value, if agreed by Competent Authority on written request for extension of time limit.
19. 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.
20. 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.
21. 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.



22. The Director, ICAR Research Complex reserves the right to reject any tender in part or full, without assigning any reason thereof.

23. Legal jurisdiction for all disputes shall be within the purview of the Shillong Court.

24. KHADC license.

I. 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) and may be kept in the Technical Bid (Bid - I).

25. 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.

26. Tenders shall be opened on **22nd December, 2016 at 2:30 pm**, ICAR Research Complex for NEH Region, Umiam, Meghalaya - 793103. Interested bidders may attend the opening.

27. 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 2nd (second) Saturday.

28. For further enquiry may please contact the Store Officer (Stores Section), ICAR (RC) for NEH Region, Umiam before submitting the quotations.

29. 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.

30. For any query/ clarification, the undersigned may be approached at:

Contact address:

E-mail: kcjoshiicar@yahoo.in/ aogaicarneh@gmail.com /storesection@yahoo.in

Sd/-
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 -1.

Detailed specifications of Furniture (Steel)

Sl. No.	Name of the Item (Furniture steel)	Brand/Model/Make/Size etc.	Per unit/No(s). inclusive of all taxes, charges, fitting etc. & FOR Umiam
1.	Middle size executive tables (with drawers on both sides)		
2.	Computer table (standard size)		
3.	Cushioned armed chair (Executive model - normal height)		
4.	Revolving armed chair (High - Executive model)		
5.	Revolving armed computer chair (Executive model - normal height)		
6.	Laboratory Chair with adjustable height and comfortable seating		
7.	Officer Table Size (T-8) 2 x 3 ft.		
8.	Chairs a. With arms b. Without arms		
9.	Almirah Storewell Size: 6 x 3 x 2ft., 4 x 3 x 2ft.		
10.	Table T - 3 or equivalent		
11.	Table T - 9 secretary or equivalent		
12.	Sofa set 3 + 1 + 1		
13.	Book Shelves /Steel rack closed (standard size)		
14.	Steel Rack open (different size)		
15.	Executive table		
16.	Executive Chair		
17.	Staff chair with cushions (standard size)		
18.	Computer Chair (standard size)		

Sd/-
DIRECTOR

