



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
ICAR RESEARCH COMPLEX FOR N. E. H REGION
UMROI ROAD, UMIAM, MEGHALAYA-793 103



No. RC(S) 102/2015

Dated Umiam, the 2nd February'2016

OPEN TENDER

Sealed bids are invited for procurement of Furniture for NICRA Laboratory from the reputed registered firms/ manufacturers/ authorized dealers by ICAR Research Complex for N.E.H. Region, Umroi Road, Umiam, Meghalaya. The detailed specifications of the items and terms & conditions etc. are given below:-

1. Every Tenderer shall have to deposit consolidate 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 shall lead to non – consideration of the Tender.
2. Every quotation should consist of two Bids- The techno-commercial bid (Bid 'I') and the Financial bid (Bid 'II'). Both must be submitted in two separate envelopes to be sealed and put in a single main cover. The outer main cover should be super scribed as "TENDER NO. RC(S)102/2015 dated 02.02.2016 for procurement of Furniture for NICRA Laboratory, under NICRA PROJECT, I.C.A.R RESEARCH COMPLEX FOR NEH REGION UMIAM" and addressed to "THE DIRECTOR, ICAR RESEARCH COMPLEX FOR NEH REGION UMIAM, MEGHALAYA-793103". The Bidding Firm should give their complete address on the bottom left corner of the Main Cover. The Cost of the Tender as well as the consolidate Earnest Money along with all other Technical Details should be mandatory kept in the Technical Bid only. The Financial Bid should consist of the Rates, their detailed break –ups, etc. Non-compliance of this shall lead to non-consideration of the Bid. All Tenders should be sent by Registered Post. Tenders to be handed delivered should be put in the Tender box, kept in the office chamber of CAO, ICAR Research Complex for NEH Region, Umiam, Meghalaya-793103 not later than 12:30 P.M. on 3rd March, 2016. Tenders received after the due date and time shall not be considered under any circumstances.
3. The rates quoted should be up to ICAR Research Complex for NEH Region, Umiam, (as per the details) for the mentioned items. The rates must be valid for at least for 1(one) year from the date of quotation.
4. Price quoted must be given per unit and must be all inclusive, including packing, forwarding, Delivery charges, Taxes, VAT etc., as may be applicable.
5. Attested copy of the up to date sales tax and income tax clearance certificate (if any) from the authority concerned should be submitted with the quotation.
6. 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. Sales tax certificate, tax clearance (up – to date), valid CST/VAT registration certificate, last 3-5 years financial standing etc. along with all the commercial terms and conditions. Failing which the quotation shall not be considered.
7. 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.
8. The Buyer shall not be responsible for payment of transit insurance charges.
9. Payment shall be made on actual delivery in good condition and successful installation and demonstration (which should be free of cost and must be completed before payment).
10. (a) In case of imported goods, the price may be quoted in foreign currency and import will be on FOB basis. However, custom clearance, Inland freight etc. will be the responsibility of the supplier and no separate charges will be paid for that, however, custom duty exemption certificate shall be provided. The supplier should inform well in advance for sending these papers. No demurrage charges will be paid. If the supplier desires, rate in corresponding 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.
(b) In case of any custom duty charge, applicable as per Govt. of India's Notification, the same may be paid by the firm which will be reimbursed to the Indian Agent (who should be a registered firm 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.
(c) 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.

- (d) All imported items should be delivered up to destination i.e. all the import should be free of inland freight charges, insurance etc.
- (e) **Indian Agency Commission rate and amount should be clearly specified as per rules. IAC, wherever applicable, will be paid in Indian Currency only.**
- (f) In case of delay in supply, penalty will be imposed @2% per week, subject to a maximum of 10% of the FOB value
- (g) Indian Agents quoting on behalf of their principal must be registered firms with DGS&D .They are also requested to provide necessary authorization letter from their principal along with the quotation.
- (h) **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).**
11. **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.**
12. **The tenderers [except those who are registered with the Central Purchase Organization & National Small Industries Corporation (valid proof should be mandatory enclosed)] shall have to deposit consolidate Earnest Money for Rs.10,000/- (ten thousand) only (for indigenous as well as for foreign items quoted in foreign currency, equivalent Indian currency may be deposited) in the form of Demand Draft, valid for 6 (Six) months, drawn in favour of the Director, ICAR Research Complex for NEH Region, Umiam, Meghalaya, payable at SBI, ICAR Complex Branch, Umiam as a bid security, along with the quotation. **The cost of the Tender paper as well as the consolidate 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.****
13. 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.
14. The selected tenderers must complete the supply/ installation/ demonstration within the stipulated time limit mentioned in the supply order. In case, the firm fails to execute the supply within the time limit, the bid security would stand forfeited and supply order shall be cancelled.
15. 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.
16. 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.
17. 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.
18. The Director, ICAR Research Complex reserves the right to reject any tender in part or full, without assigning any reason thereof.
19. Legal jurisdiction for all disputes shall be within the purview of the Shillong Court.
20. **The Firm/ Agency run by the Non-Tribal should produce Trading License issued by the KHADC & also produce Municipal Trade License as applicable state to state & Tribals should provide Schedule Tribe Certificate, failing which the tender are liable to be rejected. Non submission of Trading License, tender rates shall be rejected / not to be considered.**
21. **All bidders shall give an undertaking that they fully and unconditionally agree to abide by all the terms and conditions which, if needed, may be modified at the discretion of the Competent Authority, in supply order, for which confirmation from the supplier shall be taken. Non submission of the undertaking may lead to rejection/ non-consideration of the tender.**
22. **The bidders should mandatory sign on every page of the Tender Document, which would show their unconditional acceptance of all the terms and conditions of the Tender Document.**
23. **Items should be supplied in time and with FOR destination (Umiam).**
24. Tenders shall be opened on 3rd March, 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 2nd (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 No.: 0364-2570363 (Tel- Fax)
E-mail : kcjoshiicar@yahoo.in/storesection@yahoo.in

Sd/- S. V. Ngachan
DIRECTOR



Specifications of Furnitures for NICRA Laboratory, ICAR Research Complex for NEH Region, Umiam

Sl. No.	Name of the Item	Size and Specification	No. of Unit
1.	Laboratory Working Bench (Center) with reagent rack	<p>A. Size: L 2000mm x D 2000mm x H 900mm The unit will be fabricated out of 18mm thick Exterior grade particle board with laminate in front and balancer inside including top, bottom, shutters, and drawer fascia, shelf and side panels. The modesty panels will be of 18 mm pre-laminated particle board. All exposed edges will be having PVC edge banding. The drawer will also have meta boxes and two shutters storage cabinet. The unit will stand on metal stand or PVC floor adjuster. There will have to be four leg spaces in the table. The entire work will be completed including supply of handles, hinges, water basins as required. All the hardware's will be from Hettich Germany or equivalent brand. The entire unit will be designed in total modular pattern for rearrangement facility. The Work Bench top will be pasted with 16-18mm thick jet black colour granite stone to attain the water and acid resistant capacity for the unit. The reagent rack will be placed on top of the "stone top" of the unit. Reagent Rack: A. Size of the reagent rack: L1800mm x D 300mm x H 800mm Fabricated out of 25x25mm hollow square tubular section pipe the vertical and the horizontal member of the stand will also be made out of 25x25mm section. Footing will be made out of 75x75x6mm thick ms plate the entire structure will be powder coated / NC painted of approved shade there will be hole for putting the screw of required diameter for holding the structure on the table top as well as holding the pre lam board shelve and the under shelve structure. Each unit will have 4 nos. electrical points consisting of 16/6 amp modular socket and switch.</p>	6 Nos.
2.	Laboratory Working Bench (Wall side) with reagent rack	<p>A. Size: L2000mm x D 900mm x H 800mm B. Size: L1500mm x D 900mm x H 800mm Fabricated out of 18mm top, shutters and drawer fascia side except the back will be of 18mm particle board with laminate in front and balancer inside, all exposed edges will be having PVC edge banding. The drawer will also have Meta boxes. The unit will stand on metal stand or PVC floor adjuster or PVC buffers. The unit will have 750mm space for seating and 450mm will be storage area. The storage area will be having one drawer and one shutter with shelf inside. The sides of the unit will be made out of 25mm thick particle board. Reagent rack: A. Size: 1800mmx300mmx800mm B. Size: 1300mmx300mmx800mm The reagent rack will be made out of 25mm thick particle board. The rack may or may not be fixed on the on the testing bench so to maintain the flexibility of work. The reagent rack Will be fitted with two nos. of modular switch and socket fitted on it. The entire work will be completed including supply of handles, hinges as required. All the hardware's will be from hettich Germany, the backing will be of 18 mm prelam board. The entire unit will be designed in total modular pattern for rearrangement facility. The Work Bench top will be pasted with 16-18mm thick granite stone of black color to attain the water and acid resistant capacity for the unit. The reagent rack will be placed on top of the "stone top" of the unit.</p>	2 Nos. 2 Nos. 2 Nos. 2 Nos.
3.	Laboratory Working Bench (Wall side) for heavy equipment	<p>A. Size: L 2000mm x D 900mm x H 800mm The unit will be fabricated out of 25mm thick particle board with laminate in front and balancer inside including top, bottom, shutters, and shelf and side panels. The modesty panels will be of 18mm pre laminated particle board. All exposed edges will be having PVC edge banding. The drawer will also have Meta boxes. The unit will stand on metal stand or PVC floor adjuster. The entire work will be completed including supply of handles, hinges as required. All the hardware's will be from Hettich Germany or equivalent brand. The entire unit will be designed in total modular pattern for rearrangement facility. The Work Bench top will be pasted with 16-18mm thick granite stone of black colour to attain the water and acid resistant capacity for the unit.</p>	4 Nos.
4.	Workstation for research fellow	<p>A. Size: L 2000mm x D 800mm x H 750mm B. Size: L 2300mm x D 800mm x H 750mm</p>	2 Nos. 1 No.



		The table top will be fabricated out of 25mm thick plain particle board pasted with 0.6mm thick flexi laminate of approved shade on top and balancer at bottom with one side in full round post form profile. The side and middle support and the modesty panel of the unit will be fabricated out of 18mm thick pre laminated particle board of approved shade. All the exposed edges will be PVC edge banding. The unit will be fixed with imported best quality hardware's and fittings. The entire unit will be designed in total modular pattern for rearrangement facility.	
5.	Overhead Storage	Size: L 1500mm x D 800mm x H 500mm The entire structure will be made of 18mm prelam board and the front fascia will be of 18mm plain particle board with laminated in front and balancer inside. All the expose edges will be having PVC edge banding. Backing will be of 18mm prelam board. Entire unit will be completed with supplying and filling of hinges, hardware and handles of Hettich, Germany. The entire unit will be designed in total modular pattern for rearrangement facility.	3 Nos.
6.	Full Height Storage	Size: L 900mm x D 450mm x H 2000mm Providing & fixing of Modular storage of above mentioned size. The entire unit with its sides, bottom, shelves and the shutter fascia will be fabricated out of 18mm thick particle board pasted with 0.7mm thick laminate of approved design & shade or pre laminated particle board, the back of the unit will be made out of 9mm thick pre laminated particle board. All exposed edges to be finished with matching 2mm thick PVC edge banding at 180°C to avoid any kind of seepage of moisture or water during floor cleaning and maintenance. The unit has to rest on four nos. 12mm high PVC leg recessed from the edges and having rubber capping. The unit will have four nos. of shelves to be fitted at desired heights. All internal surfaces to be finished with laminate matching to the external finish. All hardware to be Hettich/Hafele or equivalent makes. The entire unit will be designed in total modular pattern for rearrangement facility.	4 units
7.	Adjustable computer chair for workstation		3nos.
8.	Adjustable stools for laboratory		12 nos.
9.	Office tables(2000*800*1000mm)		3nos.
10.	Sitting chairs with cushion		8nos.
11.	Working long table(2' *4')		1 no.
12.	File cabinet racks(1.9m*2.3m)		1no.
13.	Fume hood for handling volatile solvents/acids		1 no.
14.	Air Conditioners		6nos.

Note: Other accessories and essentials required for genuine upgradation, renovation and working of laboratory can be considered and included in the above list.

(S. Das Biswas)
Administrative Officer (G)