



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



No RC(S) 56/2008

Dated Umiam, the 28th June'2016

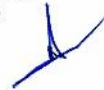
OPEN TENDER

Sealed bids are re-invited from the reputed registered firms/ authorized dealers for supply/printing of Forms, Register, Diary etc. by ICAR Research Complex for N.E.H. Region, Umroi Road, Umiam, Meghalaya. The details specification of the items, terms & conditions, etc are given below:-

1. Cost of Tender paper **Rs.500.00** (Rupees five hundred) only, **(Non- refundable)** to be deposited in favour of the Director, ICAR Research Complex for NEH Region, Umiam, by means of Demand Draft payable at SBI, ICAR Complex Branch, Umiam, Non - submission of the cost of the Tender paper shall lead to non - consideration of the Tender.
2. The Tender 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 "**TENDER NO. RC(S) 56/2008 dt.28/06/2016 for supply/printing of Forms, Register, Diary etc. at ICAR COMPLEX, UMIAM**" and addressed to "THE DIRECTOR, ICAR RESEARCH COMPLEX FOR NEH REGION UMIAM, MEGHALAYA-793103". You should give the complete address on the bottom left corner of the Main Cover. Tenders may be sent by Registered Post or may be handed delivered in the Tender box kept in the Office Chamber of the CAO's/AAO(S) ICAR Research Complex for NEH Region, Umiam, Meghalaya-793103 not later than **12:30 P.M. on the 19th July, 2016.** Tenders received after the due date and time shall not be considered under any circumstances.
3. **Efforts should be made to give a clear cut cutting without any mistake. At least 2(two) proofs should be given for correction. In case of any mistake etc. in the final print which was pointed out in the proof, the firm should re-print the entire work without any additional charge.**
4. The rates quoted should be up to ICAR Research Complex for NEH Region, Umiam, Meghalaya, for the mentioned items. The rates must be valid for at least 1(one) year from the date of quotation. If during the period of 1 (one) year, the Bidder requests for enhancement of rates or expresses his/her inability to supply /print or does not make the supply in time ,without any rational justification, in the aforesaid cases, the entire amount of Security Deposit shall be forfeited and no request in this regard shall be entertained under any circumstances.
5. Price quoted must be all inclusive, including packing, forwarding, Delivery charges, Taxes, VAT etc., as may be applicable. No rates /charges, etc. over and above the quoted rates shall be considered under any circumstances.
6. **The Technical Bid should consist of all the Technical details like Registration Certificate as per existing norms of Government Department, earlier supplied experience, test qualifications, enrollment with any State Govt., Agency etc., valid sales tax certificate, tax clearance (up - to date), valid VAT/CST registration certificate, last 3-5 years financial standing etc. along with all the commercial terms and conditions. The Cost of the Tender as well as the Earnest Money should be mandatory kept in the Technical Bid only, failing in which the Bid is liable to be rejected.**
7. The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The tenderer who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. Purchaser will award the contract to the responsive tenderer, whose total cost for all the items put together is the lowest and the total amount should be quoted both in figures and in words.
8. Technical Bid of a particular item should be enclosed separately along with all necessary documents. Lack of any required technical literature may result in the non-consideration of the Bid. Financial bids of the technical acceptable offers would only be considered for further evaluation and analysis. Non-compliance of this shall lead to non-consideration of the Bid.

9. The supply should be F.O.R. destination Umiam to the respective Divisions/Stores.
10. In case of delay in supply, penalty will be imposed @2% per week, subject to a maximum of 10% of the FOB value.
11. The Buyer shall not be responsible for payment of transit insurance.
12. **The Bidders shall have to deposit Earnest Money of Rs.1,000.00 (one thousand only) 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, to be kept in the Techno-Commercial Bid (Bid - I). Non submission of the Bid Security with quotation shall make the quotation/ bid liable to be rejected.**
13. *The successful Bidder, upon receipt of the Award for supply, shall have to enter into an Agreement with the Institute, He shall also have to deposit a sum of Rs.15,000/- (Rupees fifteen thousand)only in the form of Demand Draft/Bank guarantee, valid for atleast 1 (one) year, drawn in favour of the Director, ICAR Research Complex for NEH. Region, Umiam, Meghalaya payable at SBI, ICAR Complex Branch, Umiam as a Performance Guarantee.*
14. Payment shall be made only on the completion of the supply of goods in good condition.
15. **The Director, ICAR Research Complex reserves the right to reject any tender in part or in full, without assigning any reason thereof.**
16. Legal jurisdiction for all disputes shall be within the purview of the Shillong Court.
17. All bidders shall give an undertaking that they fully and unconditionally agree to abide by all the terms & conditions which, if needed, may be modified at the discretion of the Competent Authority, in work order, for which confirmation from the supplier shall be taken. Non submission of the undertaking may lead to rejection/ non consideration of the tender.
18. **The bidders should mandatory sign on every page of the Tender Document which would show their un-conditional acceptance of all the terms and Conditions of the Tender Document.**
19. **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. The participating the tender from State other than Meghalaya have to obtain KHADC before actual supplying of the materials.**
20. All Bidders should mandatory provide their Current Bank A/C No. alongwith other necessary details, so as to ensure e-payment directly to their respective Bank.
21. Tenders shall be opened on **19th July, 2016 at 02:30 P.M.** in the Committee Room of the Administrative Building, ICAR Research Complex for NEH. Region, Umiam, Meghalaya, interested bidders may attend the opening.
22. Other terms & conditions, as may be decided by the Competent Authority from time to time, depending upon the condition & requirement of the supply and the bidder/supplier shall be bound by the said terms and conditions.
23. 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.
24. For any query/clarification, the undersigned may be approached at Contact No:0364-2570355(Tel-Fax)
E-mail: kcjoshiicar@yahoo.com/ storesection@yahoo.in

Sd/- S. V. Ngachan
Director



List of items

Sl. No.	Description	Unit	Rate
1.	Attendance Register (both side) - 50 pages	Each	
2.	File cover	Each	
3.	File board	Each	
4.	Stock register (Non - consumable) - 300 pages	Each	
5.	LTC bill forms	Each	
6.	LTC advance forms	Each	
7.	TA bill forms	Each	
8.	TA certificate	Each	
9.	TA advance forms	Each	
10.	EL forms	Each	
11.	Inter communication pad	Each	
12.	Tuition fee form (both side)	Each	
13.	GPF ledger	Each	
14.	Salary compilation register (300-350 pages)	Each	
15.	Main cash book (500 pages)	Each	
16.	Subsidiary cash book (500 pages)	Each	
17.	Stores requisition book in triplicate format	Each	
18.	Office log book (50 pages)	Each	
19.	Medical forms	Each	
20.	Medical certificate (A) & (B)	Each	
21.	GPF broad sheets register (500 pages)	Each	
22.	Vehicle log book - 100 pages	Each	
23.	Service book with leave Account - 100 pages	Each	
24.	File index register - 100 pages	Each	
25.	File movement register - 100 pages	Each	
26.	Diary register - 100 pages	Each	
27.	Dispatch register - 100 pages	Each	
28.	Peon book - 100 pages	Each	
29.	TA advance register - 100 pages	Each	
30.	Medical re-imbusement register - 500 pages	Each	
31.	GPF advance form	Each	
32.	GPF withdrawal form	Each	
33.	Check register - 20 pages	Each	

34.	Office envelope (Big, medium & small)	Per 1000	
35.	Office envelope (A-4) & Large size	Per 1000	
36.	Note sheet - 100 pages	Each	
37.	LTC advance register - 300 pages	Each	
38.	Computerized Accountant Data entry input sheet	Per 1000	
39.	Abstract Contingent Bill (2 side) TR 31	Per 1000	
40.	Computerized Data Entry deduction sheet (for salary and others)	Per 1000	

The rate must be quoted: {Each No.@Rs. _____} (both in words and figures)

Note: Before quoting the rates/specification/size/each no. etc. may please be verified from Store keeper, Store Section, ICAR (RC), Umiam on any working days from 11:00 am to 02:00 pm.


(S. Das Biswas)
Administrative Officer (G)