



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



Tender No.RC(S)16/2016

Dated Umiam, the 15<sup>th</sup> June'2017

**OPEN TENDER**

INVITATION OF TENDER IS RE-INVITED FOR SUPPLY AND FITTING OF WINDOW CURTAINS/LACE/DOOR CURTAINS/LINOLEUM CARPET ETC. AT ICAR RESEARCH COMPLEX FOR NEH REGION, UMIAM, MEGHALAYA

Sealed bids are invited from the reputed **Manufacturer/ Authorized Dealer/ Government organizations for Supply and Fitting of Window Curtains/Lace/Door Curtains/Linoleum Carpet etc.** having at least 1 (one) year 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 alongwith forwarding letter address to Director, ICAR (RC) for NEH Region, Umiam, failing which bid will not be considered and rejected outright.**
- 4. Financial part (BID-II) should contain the financial bid inclusive of all admissible taxes, duties and levies, fitting 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)16/2016 dated 15<sup>th</sup>June, 2017 for Supply and Fitting of Window Curtains/Lace/Door Curtains/Linoleum Carpet etc. 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 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 17<sup>th</sup> July, 2017. 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.1000/- (Rupees one 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, Labour license, PAN card, Bank details etc. is mandatory, Dealership certificate/Agency Certificate for the manufacturer/ manufacturing firm should be enclosed if the rates are quoted by the Dealers/Agents. The Sample of the Items/Materials etc. must also be furnished 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 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 stitching/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/ stitching/ fitting 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 warehouse/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).
- II. 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 II 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).
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. 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.
26. Tenders shall be opened on **17<sup>th</sup> July, 2017 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 2<sup>nd</sup> (second) Saturday.
28. 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.
29. For any query/ clarification, the undersigned may be approached at:  
**E-mail: 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- I**

Details specifications for Supply and Fitting of Window Curtains/Lace/Door Curtains/Linoleum Carpet etc. at ICAR (RC) for NEH Region, Umiam

Sl. No.	Description	
1.	Window curtain (per running meter)	{Stitching/ring/curtain holder/pipes etc.}
2.	Lace (per running meter)	{Stitching/ring/curtain holder/pipes etc.}
3.	Door curtain (per running meter)	{Stitching/ring/curtain holder/pipes etc.}
4.	Linoleum Carpet (1 mm, 2 mm thick)	{per sq.m with fitting and fixing, labour charges etc.}
5.	Vertical Blinds – per sq.ft.	{Stitching/ring/curtain holder/pipes etc.}
6.	Non oven flooring	per mtr.

- The rate must be quoted per sq./ per running meter inclusive of all charges, taxes, fitting/fixing, labour charge etc. FOR ICAR Umiam.
- The Sample for the same must also be furnished.

**Sd/-  
DIRECTOR**

