

ICAR-CENTRAL INSTITUTE FOR COTTON RESEARCH
Regional Station, Coimbatore - 641003
Phone: 0422-2430045 Fax: 0422-2454021 Email:cicrcbe@gmail.com

F. No. ST-II/1-12/2016-17

Date: 18.02.2017

RETENDER DOCUMENT
(FOR PURCHASE OF ANALYTICAL BALANCE)

2016-2017

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RETENDER NOTICE

Sealed and competitive tenders are invited for the supply of Analytical Balance. The tender documents are available at our website: www.cicr.org.in. Sealed tenders (**Two bid System one for Technical aspects and another for financial bid**) for the item separately superscribed as “**Tender for the Supply of Analytical Balance**” along with EMD and non-refundable fee of (Rs.200/-) by demand draft drawn in favour of “The Project Coordinator and Head, CICR, Regional Station, Coimbatore”. The schedule of receipt and opening of tender is as under:

Last date and time of submission of Tenders in Office	13.03.2017 (14:00 hrs.)
Date and Time of Opening Technical Bid of Tenders	13.03.2017 (14:30 hrs.)
Date and Time of Opening Financial Bid of Tenders	14.03.2017 (15:00 hrs.)

The Tender will be opened on the stipulated date & time in Committee Room, Main building, CICR, Regional Station, Coimbatore.

Project Coordinator and Head

TENDER FORM

I. GENERAL TERMS AND CONDITIONS FOR FURNISHING TENDERS / QUOTATION:

Submission of Tenders:

Tenders for technical and financial aspects should be furnished separately in closed envelopes superscribing as Technical bid for Supply of **Analytical Balance** and financial bid for Supply of **Analytical Balance** in the tender forms enclosed.

Both the separately sealed technical and financial tender covers may be put in one large cover and name of item is to be written on the outer cover for equipment / item.

1. Last date and time of receipt of Tender/quotation will be: **13.03.2017 (14:00 hrs)**. Tenders received after the date will not be accepted.
2. **Processing fee:** Processing fee Rs.200/- (**non refundable**) should be furnished by DD drawn in favour of "The Project Coordinator and Head, CICR, Regional Station, Coimbatore" along with **Technical tender**. Tender without processing fee will be rejected.
3. Detailed specifications such as make and other distinguishing marks with respect to the standard/quality of the item(s) wherever necessary should be indicated in the quotation.
4. **An amount of Rs. 3000/- (Rupees Three thousand only)** as earnest money in the form of D.D. in favour of "The Project Coordinator and Head, CICR, Regional Station, Coimbatore payable at Coimbatore should be enclosed along with all technical details mandatory to be kept along with the technical bid. However, no interest will be paid on earnest money. The bidders who are registered with the Central Purchase Organization, NSIC are exempted from it (Photocopy of the certificate should be enclosed with the bid).
5. The Financial Bid enclosed as per annexure must contain the price details in Indian Rupees
6. The rate should be in Indian Rupees only and materials should be delivered at F.O.B destination (**Central Institute for Cotton Research, Regional Station, Marudhamalai Main Road, Lawley Road (Po), Coimbatore - 641 003**) and should include all charges such as packing, forwarding etc., including loading / unloading / installation and demonstration. The insurance charges, if any, are to be borne by the suppliers.
7. The rates quoted should be valid for Ninety (90) days from the date of opening tender.
8. The performance security (Security Deposit) @5% to 10% of the value of the item will be obtained from the successful bidder after confirmation of order.
9. There should be no cuttings / over writings. The cutting, if any, should be duly attested. Un-attested amended / overwritten figures would not be considered.
10. Payment shall be made only after satisfactory supply-cum-successful functioning of the goods.

11. While submitting tender PAN / TIN No., Sales Tax No. must be indicated in the tender letter and certified copy enclosed, therein.
12. Bank account details for e-payment should be indicated in the tender documents. Conditional offer(s) if any, shall be rejected summarily.
13. The tender document must be sealed properly, signed (all pages) and submitted along with the technical bid only.
14. If the last date of receipt of tender is declared to be a holiday, the next working day shall remain valid for the purpose.
15. Sealed tender along with the literature and pamphlets should reach this office on or before **13.03.2017 (14:00 hrs)**.
16. As the equipment/Instrument is urgently needed for our research work, the firms who will be able to make timely supply to **Central Institute for Cotton Research, Regional Station, Coimbatore – 3** should quote.
17. Instruments/Equipment will be purchased from only those parties, who can ensure and undertake to provide the satisfactory after-sales-service within the country. The supplier should also ensure to offer a complete detailed package on back up support, prompt commissioning, after-sales-service including workshop backup, timely supply of spares, timely repair of equipments, proper training to Scientists/Technicians on use.
18. Guarantee/Warranty period offered and after sales service available should be clearly mentioned.
19. The make, quality and specifications may be stated in detail/must be as per details given by this office.
20. **In case the supply order is awarded, the supply should be effected within (30 days) the stipulated period mentioned in the supply order.**
21. Other terms and conditions of supply, if any, may also be stated.
22. The Director, CICR reserves the right to accept or reject one or all quotation/s without assigning any reason thereof.
23. The bids qualifying in all technical aspects shall alone be considered for financial aspects.

II. GENERAL CONDITIONS OF SUPPLY

1. Guarantee – The equipments supplied should have guarantee for minimum period of three years from the date of installation. Companies with 5 years of experience in dealing with Government Institution may quote.
2. Arranging the installation and test running of the instrument / item at CICR, Regional Station, Coimbatore has to be done at the cost of supplier/agent for acceptance of the same.
3. Payment will be made through on line transfer in favour of the firm/party only after receipt of the articles in satisfactory condition and demonstration of proper functioning of the equipment. The stamped pre-receipted bill (triplicate) is to be drawn in favour of “The Project Coordinator and Head, CICR, Regional Station, Coimbatore”, **Advance payment is not permitted.**
4. The Director,CICR, Nagpur reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
5. CICR is exempted from Customs Duty / Central Excise Duty.
6. **Tender may be given on F.O.B basis delivered at CICR, Regional Station, Coimbatore**
7. **The price should be quoted only in Indian Rupees inclusive of all taxes / VAT etc.**

ANNEXURE - I
TECHNICAL BID FOR ANALYTICAL BALANCE
(To be kept in separate envelop)

1	Name of the Firm/Agency	
2	Full address with Tele. / Mob. No.,, Fax No., e-mail	
3	EMD of required amount (DD / No., date, Name of the Bank / Branch)	
4	Registration Certificate of the Firm / Company (Copy may be attached)	
5	Service Tax Registration No. (Copy may be attached)	
6	Sales Tax / Value Added Tax Registration Certificate (Copy may be attached)	
7	I.T.PAN No. / TIN No. (Copy may be attached)	
8	Proprietary Certificate / Authorized dealer certificate (Copy may be attached)	
9	Bank details for E-payment	
	a. Name of the Account holder / firm / Company (Payee's Account Name)	
	b. Nature of Account (saving / current)	
	c.Name of the Bank	
	d. Bank Account No.	
	e.Branch Address	
	f.IFSC Code of Bank / Branch	
10.	Specifications Check List (Enclosed)	
11.	Documentary proof for having experience in dealing with Government Institutions may be attached	

1. I/We accept all terms and conditions and instructions given in this tender form issued by CICR, Coimbatore
2. The words "TECHNICAL BID" for supply of "**ANALYTICAL BALANCE.**" should be written clearly and prominently on this envelop along with tender.

Date: _____

Place: _____

AUTHORISED SIGNATORY (TENDERER)

SPECIFICATION FOR ANALYTICAL BALANCE

S.No.	Item	Description	Please specify (Yes/ No)
1	Maximum Capacity	220 g	
2	Readability	0.1 mg	
3	Repeatability	0.1 mg	
4	Dimensions	Standard Dimensions of analytical balance	
5	Pan Diameter	Minimum of 90 mm	
6	Adjustments	Internal	
7	Linearity	± 0.2 mg	
8	Resolution	0.1 mg	
9	Display	LCD	
10	Accessories	Other accessories essential for normal functioning of the system (storage, communication and power)	

Annexure – II
FINANCIAL BID
(To be kept in separate envelope)

On Company Letter Head

S.No.	Particulars	Amount in Indian Rupees (Inclusive of all taxes) Rs. P.
1.	Analytical Balance given in technical specification –One No.	

Authorized Signatory with seal / stamp

Address:

Contact No:

E-mail id :

N.B. 1. FOR CICR, Regional Station, Coimbatore -3 (Cost in Indian rupees are to be indicated clearly).