

**ICAR – INDIAN INSTITUTE OF SOIL SCIENCE  
NABI BAGH, BERASIA ROAD, BHOPAL - 462038**

File No. 5-591/2018-19/P&S/IISS

**E Tender Notice**

**INVITATION TO TENDER AND INSTRUCTIONS CONTAINING TERMS AND CONDITIONS GOVERNING TENDER FOR SUPPLY OF CHN ANALYSER ICAR-IISS, BHOPAL-462038.**

The ICAR-IISS invites **online** OPEN TENDER IN TWO BIDS (TECHNICAL AND FINANCIAL) through e-tendering from reputed firms with adequate experience and financial capability for **TENDER FOR SUPPLY OF CHN ANALYSER AT ICAR-IISS, NABI BAGH, BERASIA ROAD, BHOPAL-462038**

The open tender enquiry document contain the following :-

<b>CRITICAL DATA SHEET</b>	
TENDER NUMBER	<b>F.No. 5-591/2018-19/P&amp;S/IISS</b>
TENDER COST	Rs. 500/- to be submitted in the form of DD drawn in favour of ICAR unit- IISS Bhopal.
DESCRIPTION OF INSTRUMENTS/EQUIPMENT	TENDER FOR <b>SUPPLY OF CHN Analyser</b> AT ICAR-IISS, NABI BAGH, BERASIA ROAD, BHOPAL-462038
TYPE OF TENDER	Two Bid System (Technical & Financial)
BID SUBMISSION START DATE	28/09/2018 10:00 AM onward
BID SUBMISSION END DATE	22/10/2018 at 05:00 PM
DATE AND TIME OF OPENING OF TENDERS (TECHNICAL BID)	24/10/2018 at 03:00 PM
DATE AND TIME OF OPENING OF TENDERS (FINANCIAL BID)	To be notified later only to those firms who qualify in the technical bid process.
OPENING OF BIDS	ICAR-INDIAN INSTITUTE OF SOIL SCIENCE NABI BAGH, BERASIA ROAD, BHOPAL-462038
BID VALIDITY	120 days from the date of Technical Bid opening
EMD	<b>Rs. 100000/- (Rupees One Lakh Only)</b> through Demand Draft drawn in favour of <b><u>"ICAR UNIT- IISS, BHOPAL"</u></b> .
SUBMISSION OF BIDS	Online bids (Technical & Financial) uploaded on CPP Portal ( <b><a href="http://www.eprocure.gov.in/eprocure/app">www.eprocure.gov.in/eprocure/app</a></b> )
Details of tender	Tender Documents and Notice is also available on ICAR- IISS website <b><a href="http://www.iiss.nic.in">www.iiss.nic.in</a></b>

**IMPORTANT NOTES:-**

1. Tender Documents can be downloaded from ICAR-IISS website [www.iiss.nic.in](http://www.iiss.nic.in) or from Central/Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders should enroll / register in the e- procurement module of Central Public Procurement Portal through the website: [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidders should also possess a valid Digital Signature Certificate (DSC) for online submission of bids.

**Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.**

2. ICAR-IISS reserves the right to accept / reject any /all tenders in part /full without assigning any reason thereof.
3. ICAR-IISS will not be responsible for any delay in enrolment / registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website [www.eprocure.gov.in](http://www.eprocure.gov.in) and enroll their Digital Signature Certificate (DSC) and upload their quotation well in advance.
4. Any changes / corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

**NOTE :**

1. The Director, ICAR-IISS may at his discretion, extend this date by a fortnight and such extension shall be binding on Tenderers. If the date up to which the Tenders is open for acceptance is declared to be a holiday the Tenders shall be deemed to remain open for acceptance till the next working day
2. All communications must be addressed to The Director, ICAR-Indian Institute of Soil Science, Bhopal.

Sr. Admn. Officer

## General Instructions

E-tender under **two bid system** is invited on behalf of the Director, ICAR-IISS, Bhopal through CPP Portal <https://eprocure.gov.in> on or before due date and time.

### General Instructions

1. Tender has to be submitted, through e-tendering, containing the BID.
2. Bid will not be considered, from any tender participants/bidder, in hard copy, by IISS.
3. The bidder can bid for the item and submit **EMD** as per Annexure I.

### Terms and Conditions

1. Bidders are requested to submit **Earnest Money Deposit and Tender Fee** through Registered Post / Speed Post / Courier on or before last due date and time of submission of bid failing which the bids will not be considered. Conditional bids shall not be considered.

#### (i) EMD & Tender Document Fees

**EMD & Tender Document Fees** may be submitted in the form of Demand Draft or Bankers' Cheque drawn in favour of "**ICAR UNIT-IISS, BHOPAL**, along with Cover letter at company's letter head) at IISS office **ICAR-IISS**, Nabibagh Berasia Road Bhopal-462038, Scanned File of both Demand Drafts (1-EMD & 2-Tender Document Fees) must be uploaded on the portal along with the required documents.

2. The EMD will be refunded **without interest** to the un-successful tenderers for which the tenderers have to make request on the company/firm's letterhead as per enclosed proforma (Annexure-II) **affixing Re. 1/- Revenue Stamp. It is clarified that no interest on EMD shall be payable.**
3. Tenderers/bidders or their authorized representative may attend the opening of bid on the due date and time.
4. Tenderers/bidders must fill **(Price bid) as per their respective items to be quoted &** while putting signature with seal at each page also mention grand-total in figures and words. In case of discrepancy in the rates mentioned in figures and in words, the rates quoted in words would prevail.
5. **SPECIAL INSTRUCTION TO TENDERER (SIT)**  
(To be signed and submitted with the tender)

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/substitute/supplement the corresponding General Instructions to Tenders (GIT). In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

#### I. SUBMISSION OF TENDERS:

**Online bid is to be submitted / uploaded on or before the last due date & time of submission of bid as per tender document.**

##### a) PRE-QUALIFICATION FOR BID

- i) Duly signed tender consisting all tender documents published by the Institute, as a token of acceptance of all sections of this tender documents (GIT, SIT, Tender, its schedule covering specification & Quality Control requirements, etc.) must be signed and uploaded.

- ii) Tender documents fee of Rs.500/- as per relevant clause of the Tender.
- iii) Earnest Money Deposit as **per Annexure I**.
- iv) Power of Attorney/Authorization with the seal of the company/firm of person signing the tender documents.
- v) All the bidders are requested to **submit EMD &** Tender document fees along with Cover letter at firm's letter Head. The letter Head of firm must contain its Contact No., Registration No., GST no. etc.
- vi) While submitting the tender it may be ensured that all the pages are duly signed with seal of the firm.
- v) **The Tenderer shall quote the prices as per the tender's price bid as per their respective items to be quoted.**

**b) Evaluation Criteria for L-1 Bidder:**

**The pre-qualification** for bid received in time shall be scrutinized and evaluated by the Competent Committee/Authority with reference to the parameters prescribed in the tender document & Competent Authority.

*II. Other Special Terms & Conditions: -*

1. The specification indicated are minimum and higher configuration would also be considered subject to its being lowest on total cost-wise.
2. The quoted price should include complete taxes, etc. with clear details.
3. Interested bidders may download documents from the CPP Portal <https://eprocure.gov.in> from the date of e-tendering/e-publication of tender.
4. Bids must be submitted online through CPP Portal <https://eprocure.gov.in> on or before due date and time.
5. Online Bids, which will be received on time will be opened in the presence of the bidders/authorized representatives who choose to attend **at the Institute**.
6. In the event of any of the above dates being declared as a holiday/closed day for the purchaser, the bids will be opened on the next working day at the scheduled/appointed time.
7. The Director ICAR-IISS has right to reject/cancel any tender or all tenders without assigning any reason.
8. All submission/correspondence should be against in the designation only & not by name.
9. The tender is also available at the Institute website [www.iiss.nic.in](http://www.iiss.nic.in).

Any amendment/corrigendum will be available in our web site only.

Sr. Administrative Officer

**Enclosed:- Tender Documents**

## GENERAL TERMS AND CONDITION FOR TENDERERS

### (To be signed and submitted along with the Tender)

The following information may clearly be mentioned alongwith tender documents: -

01. Valid GST registration certificate may be furnished.
02. Tender would be based on two bids, one on technical and second on financial. The technical bid will be opened first and examined and if found as per notification the financial bid would be opened.
03. Authorized Dealership certificate if any for which rates have been quoted may be attached.
04. Warranty/Guarantee period with details of terms and conditions may be clearly mentioned.
05. For Annual Maintenance Contract in future, rates and terms and conditions may be separately mentioned for five years.
06. Extent of after sales service facility in Bhopal or at nearest area (area be indicated) must be indicated. Relevant postal address and modus operandi may be indicated.
07. Price to be quoted should be FOB/FOR at ICAR-Indian Institute of Soil Science, Nabi Bagh, Berasia Road, Bhopal and **valid for 120 days from closing date of tender.**
08. It should be clearly stated whether the rates quoted by the firm are inclusive of Taxes, Excise Duty as applicable and packing/ forwarding charges etc. In case rates quoted are exclusive of above, **full rates** of the same may clearly be indicated. **No 'C' or 'D' form will be issued.**
09. In all cases, the manufacturer's name and other relevant details regarding specification, technical literature etc. must be enclosed.
10. Incomplete or vague tenders will be rejected. Filled in tenders should be accompanied with the filled in proforma (schedules questionnaire etc.) There should be no cutting/overwriting. The cuttings if any should be duly attested. Unattested/amended/overwritten figures will not be considered.
11. **Payment Terms:** Stores are to be supplied **on bill basis only**. Payment will be released within reasonable time, say 30 days after successful and satisfactory execution of supply orders and installation. Request for advance payments, delivery against payment or payment against dispatch documents through bank will not be accepted.
12. In case any firm quoting **imported items** the following information/ documents are required to be furnished with the tender: -
  - i) Principals' proforma invoice on FOB basis, clearly indicating Indian agents commission, in triplicate
  - ii) Payment will be made through Letter of Credit - 80% against delivery & 20% after satisfactory installation and demonstration of the instrument/facility.
  - iii) If item is proprietary in nature, please furnish a certificate in respect of the item. That it (or its equivalent specifications) is manufactured only by M/s.....in India or abroad.
  - iv) Facility of after sales & service, preferable local center may be indicated.
  - v) Indian agent should submit a copy of the agreement with their principal firm.
  - vi) Please indicate if you are registered as an Indian agent at DGS & D for appropriate item in pursuance of Govt. of India O.M.No.F.23 (I) E-II (a)/89 dated 31.01.89 or not. If yes, enclose a copy.
13. In case delivery/supply/installation/commissioning/fabrication is not done as per stipulated/ mentioned prescribed date of this Institute supply order, a penalty can be charged @ 0.5% per week, subject to maximum of 10% of the cost. The supply order will be cancelled automatically at the supplier's risk and cost including forfeiting the EMD/ Security Deposit. Any delay of inability to supply ordered stores may please be intimated immediately.

14. EMD (Bid Security): In the form of **Demand Draft only** drawn in favour of “**ICAR UNIT – IISS, BHOPAL**” on any nationalized bank at Bhopal (The amount of EMD to be deposited is mentioned in the specification sheet of the equipment)
  15. Security Deposit (Performance Security): 10% of the contract /order amount in form of Demand Draft in favour of ICAR UNIT, IISS, BHOPAL, FDR or Bank guarantee from a nationalized bank, whichever to protect against non – performance of the contract and may also cover warranty obligations, installation and/or commissioning and final acceptance requirements. It is essentially for a minimum period of two months beyond the date of completion of performance obligations under the contract/supply order.
  16. The Director reserves the right of accepting or rejecting all or any application for issue of tender form and subsequently of accepting or rejecting all or any part of the tender without assigning any reason. Further, the Institute reserves the right to verify the information/document furnished and to carry out assessment of capability of the tenders, if the circumstances so warrant in the overall interest of the Institute, the decision of the Director, IISS, shall be final and binding on the Tenderer.
  17. This Institute reserves the right to reject the stores/supplies in part or in full covered in the order at any stage prior to payment if they are not according to the specification, Part supplies against this order will not be accepted unless otherwise agreed, prior to execution of supply only under special circumstances on full justification/reasons to be given.
  18. In case the quoted items are under the running rate contract concluded by DGS&D or any other Govt. Agencies, copies of the rate contract may also be enclosed with your quotations. Your willingness to supply store on the basis of rate contract may also be submitted/indicated.
  19. Minimum **period of delivery** of the stores/ material should clearly be specified in the tender/quotation. However, **immediate** ready stock delivery would be preferred but **not later than 4 weeks**.
  20. All communications must be addressed to the Senior Administrative Officer of the Institute by DESIGNATION ONLY and not by name.
  21. Institute will not be responsible for any postal delay. The last date of receipt of duly completed tender will not be extended in any case.
- Above terms and conditions are acceptable, wherever applicable (to be enclosed along with your tender document).

**NAME OF THE FIRM**

**SIGNATURE**

**RUBBER SEAL**

## SPECIAL CONDITION FOR THE TENDER/QUOTATION FORM

(To be signed & submitted with the tender)

1. The sealed quotations and tender document duly completed in all respects, along with Earnest Money should be sent by addressing a letter on the letter pad of the firm to the Senior Administrative Officer of the Institute at the aforesaid address.
2. The amount of Earnest money to be deposited for each item is mentioned along with the specification. Any Earnest Money deposited (EMD) earlier to this Tender notification will not be considered for this tender.
3. Separate tenders under two bid system should be submitted for each items as per instructions.
4. The rates should be quoted separately for each components of the item whether the item(s) are of the main unit or of the accessory or spare parts and should be on FOR/FOB basis.
5. The unit price should be given separately for each item(s) of the "basic unit"(giving details of the components of the basic units, essential accessories and spares to make the basic unit fully functional at the time of installation at the Institute. No such items should be left out for want of which the basic unit could not be made fully functional), (ii) Each items(s) of the Additional Accessories, each item(s) of spare part(s), etc required for keeping the equipment or items fully functional.
6. Price should be inclusive of all discounts.
7. Rates of "Sales Tax" and "Other Taxes" leviable should be indicated in clear terms separately i.e. Sales Tax or Central Sales Tax @ ----- for items at Sl. NO.\_\_\_\_\_ will be charged extra. Sales Tax Registration No. both under Central and State Tax Act Rules should be specifically indicated. FORM "C" or "D" WILL NOT BE ISSUED BY THIS INSTITUTE. Where ever applicable manufacturer or representative should submit the Excise Duty Gate Pass for the Complete Unit/System as per rule.
8. (a) Manufacturers name, their Trade Mark and Brand of item(s) should be mentioned in the quotation. (b) Only printed original illustrated leaflets, literature giving technical details, particulars, specifications etc. supporting the rates quoted, should be sent along with the quotation. **Tenders without the original printed literature will not be considered. The photocopies of the literature will not be considered at all.** (c) Only clarifications, if any, about the contains given in the printed leaflets, literature etc. may be considered and should be attested along with the printed literature at the time of submitting the quotation. **(d) No correspondence/clarification, unless asked for will be entertained after the due date of submission of the Tenders i.e.**
9. The rates quoted should be valid at least up to **for 120 days after the closing date of tender.**
10. In all matters of dispute, the decision of the Director of this Institute shall be final and binding on the Tenderer.
11. Delivery of the stores/material should be made within a period of 30 days from the date of issue of supply order by the institute.
12. Quantities of each item to be purchased may vary according to actual requirement of this Institute at the time of placing order.
13. Payment will be made within a reasonable time say 30 days and only after the Instrument/Equipment is satisfactorily installed by the representatives of the firm, or of other material/stores (which do not require installation) received in good condition and according to the specifications of the Institute. **ADVANCE PAYMENT CANNOT BE MADE AS PER GOVERNMENT RULES.** Therefore, quotation with condition for making advance payments will be rejected (Except for items which have to be imported as per procedures prevalent at the time of imports).
14. The Tender should be submitted under two bid system by not later than **22/10/2018.**

15. The Institute reserves the right to reject any or all the quotations/Tender(s) received without assigning any reason thereof.
16. Sample: The Institute will inspect sample of the approved items, wherever applicable, and if approved the same will be retained by the Institute. The payment of the same will be affected when supply of the order is fully made.
17. Security Deposits: The firm shall within ten days from the communication of the acceptance of the Tender by the Institute furnish a Security Deposit of Ten percent of the total consideration payable under the contract.
18. Duration as well as terms and conditions for training, if required, (including places and period of training) for Handling and Maintenance of the sophisticated equipments may also be clearly stated while submitting the tender.
19. A certificate in original or a photocopy of the same duly attested by the Oath Commissioner, that the quoted item is a proprietary item and that they are their Principal or the manufacturer of the item should be provided, if required/applicable.
20. All the pages of the Tender/quotations proforma should be signed & numbered by the Tenderer with a seal of the firm.
21. The Agents, sole agents/distributors of the principal firms, if quoting on behalf of their principal manufacturers, they should attach a "Recent original letter from their principal that they are their authorized agent" when submitting the tender.

**SPECIAL INSTRUCTIONS TO TENDERERS QUOTING FOR THE ITEMS  
TO BE IMPORTED (to be signed & attached alongwith the tender).**

The sole agent/representative of the foreign firms should arrange quotations for the items to be imported on only original Proforma Invoice (in triplicate) and printed literature from their principals. Institute will not accept any telex or photocopy of the proforma invoice and of printed literature. The proforma invoice should clearly indicate the following:-

22. (A). Unit price of the basic unit: (Give details of the items included in the basic unit). It should include all items of basic accessories and spares required to make the basic unit/equipment fully functional at the time of Installation. Give details of the taxes, packing, forwarding, insurance, shipment charges etc.  
(B). Additional Accessory item(s): which would be helpful in increasing the work efficiency and precision of analysis etc. should be quoted separately and item wise giving details of Taxes, packing, forwarding charges etc. separately for each unit of Additional Accessories.  
The price should be inclusive of satisfactory installation charges of the equipment/instrument/ accessory at the Institute premises by the sole agent/ dealer/ representative of the principal. No additional charges will be paid for the installation for making the instrument fully functional therefore, include or quote charges, if any, for installations/making the equipment and accessories functional.
23. Additional spares required, in addition to the one quoted as per Sl.No.22, for maintenance and/or repair of equipment in times to come, replacement of the worn-out and keeping the equipment in working order for at least Five years should be quoted separately item wise.
24. The firm should indicate the commission of the Indian Agent separately which is to be paid in Indian currency according to the Foreign Exchange Regulation Act (FERA); and after the satisfactory installation of equipment at the Institute. Wherever the commission of the Indian Agent is less than five percent of the value of the equipment(s) the Indian agent should furnish an undertaking that they will furnish a bank guarantee for the balance amount falling short of 5%.



25. The sole agent/representative of the firm should clearly indicate the terms, conditions & rate for after sales service facilities to keep the instrument in fully working conditions. In case there are some charges for the same these should be clearly shown for a period of at least FIVE YEARS BUT PAYABLE ANNUALLY.  
Service Contract/Warranty: Submission of details of after sales service contract/warranty period along with the tender is compulsory. The terms and conditions of after sale service should be signed by the authorized agent in India and should constitute a part of the tender/quotation. Tenders without this may be rejected. The agent/representatives of the principal firm(s) not quoting for after sale services of equipment would imply that they are unable to provide such after sales service and their quotations will not be considered.
26. The agent should produce evidence (a recent original letter from their principal) that they are the authorized agent/ representative/dealer of the principals in India failing which the quotation will be rejected.
27. The Agent should attach valid registration certificates of the DGS&D (Photocopy attested by the oath commissioner), if applicable.
28. The Tenderer should show the weight of each items, packing (dimension) etc. and tenderer should quote their rates on FOB (Free on Board) basis only. Any tender quoting C.I.F. value will not be considered. The proforma Invoice should be valid for 120 days from closing date of tender.
29. Tenderer should clearly indicate on the proforma Invoice the Terms and Condition of L/C. Banking charges outside India shall be borne by the supplier.
30. The terms and conditions other than those indicated in the proforma Invoice will not be entertained at a later date.
31. If there are any special features in the equipment/stores, it should be highlighted.
32. If in the past equipment/stores has been supplied to any Govt., ICAR, Universities, and other organization in India their addresses with telephone/fax no's of the organization may be supplied. The performance report from the user organization for the same may be attached.
33. TDS tax will be deducted at source as per Income Tax Act 1961(Under Section 194 - C).
34. Photocopy of catalogue/literature will not be considered. Only original printed literature/ catalogue of the equipment mentioning the technical details of the equipment quoted is to be enclosed failing which your tender will not be considered.
35. The Indian electrical conditions should be compatible with foreign equipments, by suitable placing the adaptor (to be provided by the Indian agent)

I have carefully read the General terms and conditions and Special terms and conditions for the tender /quotation form and are acceptable to me and all the required formalities as desired by you have been enclosed/completed.

**NAME OF THE FIRM**

**SIGNATURE**

**RUBBER SEAL**

**Name & Specification of the equipment.**

ITEM NO.	NAME OF THE ITEM	Qty.	EMD Amount (Rs.)
(01)	CHN Analyser	01	100000/-

**Specification**

**1. Specification: -**

- Fully automated PC controlled elemental analyser for solid (soils) and liquid substances.
- Capable of measuring total carbon and total organic C in solid and liquid substances
- Operating modes for measurement of CHN/CN.
- Sample weight range : 0 to 1000 mg
- Sample analysis time: Less than 8 min
- Detection range : The system should have detection range for the followings
  - C: 0-10 mg or more of absolute C
  - H: 0-2 mg or more of absolute H
  - N: 0-5 mg or more of absolute N
- Standard deviation : <0.3% of absolute.
- Carrier gas: Possibility of using Argon gas or helium gas as a carrier gas.

**2. Furnace System:-**

- Should have two zones furnace system, separate for combustion/reduction with independent temperature control for each furnace.
- Controlled furnace temperature should be at least 1000 deg C or more.
- Furnace with at least 8 years warranty.
- Should have possibility to use ceramic/quartz ash finger to handle high halogen or fluorine contents in sample.
- Advanced Gas Chromatography separation technique.

**3. Detector system:-**

- Temperature stabilized Thermal Conductivity Detector (TCD) for measurement of C-H-N.
- TCD detector with sensitivity limit of < 75 ppm
- At least 5 years warranty on TCD.

**4. Auto sampling facility:-**

- Auto sampler system with 60 positions or more.

**5. Software:-**

- Should have windows compatible software for data retrieval, analysis, computation and real time graphics etc. based and should have display of set and actual pressures, flow rates, temperatures, number of samples analysed with provision for setting maintenance interval with warning when maintenance needed.
- Should have segmented leak check through software to enable identification of exact position of leak.

**6. Consumables:-**

- To be supplied with consumables sufficient for 5,000 sample analysis.
- Rate of consumables for 2000 additional samples analysis may be quoted

**7. Accessories:-**

- Microbalance with 0.001 mg resolution and weighing range up to 2000 mg or with touch screen operation and hands free opening and closing of pan cover and interface to analyser for direct transmission of weighing data.
- Sample preparation device for solid and liquid samples must be quoted.

**8. Other requirements:-**

- AMC for 3 years after warranty is lapsed (must be quoted).
- Desktop (core i7/ 7<sup>th</sup> generation/ 8 GB RAM/ 1 TB hard disk/ at least 3 USB ports/keyboard/optical mouse.
- Windows 10 professional.
- He and O<sub>2</sub> gas cylinder (99.95% purity) two each with regulator assembly
- 5 KVA UPS with 30 min backup
- 2.0 tonne 5 star rating split A/C with fitting to provide cooling facility conducive for instrument use

**9. Necessary documents:-**

- Catalogue in original which should include operational, technical and circuit diagram
- All technical specifications should be printed on the catalogue. Separate loose sheet will not be acceptable.
- The quoted model should be of latest technology and should not be more than 8 years old. Please declare the year of launch with proof.
- Please include the list of minimum 10 recent users where the instrument is being used for similar application.

**NOTE:** ORIGINAL PRINTED CATALOGUE/LEAFLETS IS TO BE ENCLOSED ALONG WITH THE TENDER FOR THE ABOVE ITEM. THE SERIAL NO. OF THE ABOVE MENTIONED SPECIFICATION MIGHT BE INDICATED/ UNDERLINED/ HIGHLIGHTED WHERE THE ABOVE POINTS ARE MEETING/ MATCHING OR OTHERWISE

**PROFORMA FOR REFUND OF EMD**

**(To be submitted on the letter head of the firm submitting tender)**

To,

The Director,  
Indian Institute of Soil Science  
Nabibagh, Berasia Road,  
Bhopal – 462 038.

Sub: Request for refund of EMD against Tender No. \_\_\_\_\_ **due on** \_\_/\_\_/2018.

Sir,

I request you that the EMD deposited by me against tender No. \_\_\_\_\_ **due on** \_\_/\_\_/2018 quoted for the items as per details given below may kindly be refunded.

Sl.No.	Item No.	Name of the equipment	DD No. & date	Amount

Yours faithfully,

Signature

**PRE-RECEIPT**

Received Rs.....(Rupees .....only) from Director, Indian Institute of Soil Science against refund of EMD deposited against **tender No.** \_\_\_\_\_ **due on** \_\_/\_\_/2018 **for (Name & No. of item).**

**Bank details** \_\_\_\_\_

\_\_\_\_\_

**(SIGNATURE)**

With affixing Rs.1/- revenue stamp

## Schedule of Requirements

Sl. No.	Brief description of goods	Quantity	Delivery Schedule

**Amount of Bid Security:** .....

No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_. The firms name may be given on the reverse of DD.

Name of the Bank \_\_\_\_\_

## QUESTIONNAIRE

**BIDDERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW IN CASE A QUESTION DOES NOT APPLY TO A BIDDER THE SAME SHOULD BE ANSWERED WITH THE REMARK "NOT APPLICABLE" BIDDERS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR ARE EVASIVE, THE BID WILL BE LIABLE TO BE IGNORED.**

1. Bid No. .... Date for bid opening on .....

2. Offer is open for acceptance .....days

3. Brand of goods offered:

4. Name & address of manufacturer :

5. Station of Manufacture :

6. What is your permanent Income Tax A/C no :

7. Confirm whether you have attached your latest/current ITCC or certified photocopy thereof.

8. Status:

(a) Are you currently registered with the Directorate General of Supplies & Disposals

(DGS&D) for the item(s) quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit on your registration.  
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(b) Are you a small scale unit currently registered with the National Small Industries Corporation (NSIC) under Single Point Registration Scheme for the item(S) quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit on your registration  
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(c) If you are not registered either with NSIC or DGS&D, please state whether you are currently registered with Directorate of Industries of the State Government concerned. If so, indicate the date up to which you are registered and whether there is any monetary limit on your registration.  
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Contd....

(d) Are you registered under the Indian Companies Act, 1956 or any other Act?  
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Please attach certified copy (copies) of the relevant registration certificate(s) in confirmation to your above answer(s).

9. Please indicate:-

Name & full address of your Banker(s): -----

Bank account No. for e-payment

10. Whether you are:

(i) Manufacturer of the goods quoted; or -----

(ii) Manufacturer's authorized agent for those goods.-----

11. State whether business dealings with you have been currently banned by any Ministry/Deptt. of Central Govt. or any State Govt.  
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**Signature of Witness**  
**Name & address of Witness**

**Signature of Bidder**  
**Full name, designation &**  
**Address of the person signing above**  
**For and on behalf of Mssrs.**  
.....  
**(Name and address of the bidding firm)**



**BID FORM AND PRICE SCHEDULES**

Date .....

To,

**The Director,  
INDIAN INSTITUTE OS SOIL SCIENCE  
NABIBAGH, BERASIA ROAD, BHOPAL- 462038**

**Ref:** Your bidding documents No. .... dated .....

Having examined the above mentioned bidding documents, including addenda Nos..... (if any ), the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver..... (description of goods and services) in conformity with the said bidding documents for the sum as shown in the price schedules, attached herewith and made part of this bid.

We undertake, if our bid is accepted, to deliver the goods and complete the services in accordance with the delivery schedule specified in the Schedule of Requirements after fulfilling all the applicable requirements incorporated in the above referred bidding documents.

If our bid is accepted, we will provide you with performance security as per terms and condition of tender for a sum equivalent to 10 % (ten percent) of the contract price for the due performance of the contract.

We agree to abide by this bid for the bid validity period or for the subsequently extended period. If any, agreed to by us and it shall remain binding up on us and may be accepted at any time before the expiration of that period.

Until a format contract is prepared and executed, this bid together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this ..... Day of ..... 200 .....

**Signature  
(in the capacity of)  
Duly authorized to sign bid for and on behalf of**

**MANUFACTURER'S AUTHORISATION FORM**

To,

**The Director  
IISS, BHOPAL**

(Name and address of the purchaser)

**Dear Sirs,**

**Ref:** Your Bidding Documents No. ....

We ..... who are established and reputable manufacturers ..... of ..... (Name and description of the goods offered in the bid) having factories at ..... hereby authorize ..... Messrs (name address of the agent) to submit a bid, negotiate (as and if necessary) and conclude the contract with you against your above mentioned Bidding Documents for the above goods manufactured by us.

No company or firm or individual other than Messrs. .... (name and address of the above agent) is authorized to bid, negotiate and conclude the contract against this specific Bidding Documents for the above mentioned goods manufactured by us.

We hereby extend our full guarantee and warranty as per terms and conditions of Contract, read with modification, if any, in the Special Conditions of Contract for the goods and services offered for supply against this Bidding Document by the above firm.

**Yours faithfully,**

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**[Signature, name and designation]**

**for and on behalf of Messrs. ....**

**[Name & address of the manufacturers]**

**Note:** This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.