



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



No. RC(S)16/2015

Dated Umiam, the 9<sup>th</sup> July'2015

**OPEN TENDER**

Sealed bids are invited from the reputed registered firms/ manufacturers/ authorized dealers for supply/replacement of Signboard/Display board at Library Division, ICAR Research Complex for N.E.H. Region, Umroi Road, Umiam, Meghalaya. The detailed specifications 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 the favour of the Director, ICAR Research Complex for NEH Region, Umiam, Barapani by means of Demand Draft payable at SBI, Barapani., Non – submission of the cost of the Tender paper shall lead to non – consideration of the Tender.
2. **The tenderers** [except those who are registered with the Central Purchase Organization & National Small Industries Corporation (proof should be mandatory enclosed)] **shall have to mandatory deposit Rs.1000/- (Rupees 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 Barapani, as a bid security, along with the quotation.**
3. 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)16/2015 dated 09.07.2015 for supply/replacement of Signboard/Display board at Library Division** 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 30<sup>th</sup> July'2015**. Tenders received after the due date and time shall not be considered under any circumstances.
4. **The Technical Bid should consist of all the Technical details like brand name, model and make, catalogue, authorization letter, dealership certificate, price list(if any), sales tax certificate, tax clearance (up – to date), valid VAT registration certificate, last 3-5 years financial standing etc. along with all the commercial terms and conditions. Dealership cum authorization certificate/agency certificate for the manufacturer/ manufacturing firm should be enclosed, if the rates are quoted by the Dealers/Agents. The Cost of the Tender as well as the Earnest Money should be mandatory kept in the Technical Bid only.** 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.
5. **The financial bid should consist of the rates only.** Price quoted for each particular item should be enclosed separately and must be given per unit and must be all inclusive, including packing, forwarding, delivery, taxes, VAT etc., as may be applicable. The amount of discount, etc. offered by the bidder should be specifically shown as admissible. **The rates quoted should be upto ICAR Research Complex for NEH Region, Umiam,** for the mentioned items. The rates must be valid for at least for 01 (one) year from the date of quotation.
6. The scope of supply shall include all equipment, tools, tackles, accessories, auxiliaries and mountings including all electrical works required for the satisfactory operation of the equipment described hereunder.
7. Minor electrical works like fixing of the Display Boards, extension of the control/power cables etc. shall be carried out by the contractor.
8. Any material and equipment not specifically stated in this specification but which are necessary for satisfactory operation and commissioning of the display boards shall deem to be included in the scope of supply.
9. The Buyer shall not be responsible for payment of transit insurance charges.

10. Payment shall be made only on actual delivery in good condition and successful installation and demonstration (which should be free of cost and must be completed before payment).
11. **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).**
12. **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. None need not apply without having this.**
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 bidders must complete the supply/ repairing/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/ warranty 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 Director, ICAR Research Complex reserves the right to reject any tender in part or full, without assigning any reason thereof.
17. Legal jurisdiction for all disputes shall be within the purview of the Shillong Court.
18. You 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. You 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.
19. You should mandatory give your current, PAN Card No., TDS& other Bank A/C details to enable the office for releasing the dues via e- payment basis.
20. **Furnishing of related documents like detailed specifications, technical literature, brand name, model and make, catalogue, authorization letter, Dealership Certificate, company registration certificate, product certification, price list (if any) etc. is mandatory, failing which the quotation shall not be considered. Dealership certificate/Agency Certificate for the manufacturer/ manufacturing firm should be enclosed if the rates are quoted by the Dealers/Agents.**
21. The Techno-Commercial Bids shall be opened on **30<sup>th</sup> July, 2015 at 02:30p.m.** in the Committee Room, Administrative Block, ICAR Research Complex for NEH Region, Umiam, Meghalaya. Interested bidders may attend the opening.
22. **In case of further enquiry/ may please contact the Library & Information Officer, Library Division, ICAR (RC), Umiam.**
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 2<sup>nd</sup> (second) Saturday.
24. 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.
25. For any query/ clarification, the undersigned may be approached at:-  
Contact No.: 0364-2570355 (Tel- Fax)  
E – mail: kcjoshiicar@yahoo.in

Sd/- S. V. Ngachan  
Director

**Details specification of the Signboard/Display board**

Name of the Item	Qty.
<u>Publication Display Board :-</u> 1. • Size-length-14ft. • Breadth – 4 ft.	01 No.
2. • Size – Length – 5 ft. • Breadth – 4 ft.	01 No.

  
(S. Das Biswas)  
Administrative Officer (G)

