



ICAR-Central Institute for Subtropical Horticulture
Regional Research Station,
Food Park, English Bazar, Malda W.B.-732103.
Tel: 09734620939, 09476066166
E-mail- cishmalda@gmail.com, dipakiari@gmail.com



F. No. 5-27/2019-20/SP/Furniture

Speed Post
03.06.2019

Date: 03.06.19

STANDARD BIDDING DOCUMENTS

Sub:- Purchase of Furniture items through Limited Tender Enquiry-regarding.

We have a requirement of the goods as indicated below, through Limited Tender Enquiry up to dated 28.06.2019 11:00 A.M.. Tender will be opened dated 28.06.2019 12:00 P.M. at ICAR-Central Institute for Subtropical Horticulture, Regional Research Station, Food Park, English Bazar, Malda W.B.-732103. You are invited to submit your most competitive quotation/tender for the same.

- i) Description of the goods require and the required quantity:
- ii) Terms of delivery : Delivery at site, viz. ICAR-Central Institute for Subtropical Horticulture, Regional Research Station, Food Park, English Bazar, Malda W.B.-732103
- iii) Delivery period for goods : within 30 days from the date of the purchaser's signing the contract.
- iv) Terms of Inspection-By the purchaser's representative/Indenter:
- v) Price structure:
 - a) The Limited Tenderer shall quote for the complete requirement of goods and services and for the full quantity as shown against a serial number in the List of Requirement in Annexure-II. Unless otherwise specified in Annexure-II, the quotations/tenderers are, however, free not to quote against all the serial numbers mentioned in the List of Requirements (in case there are more than one serial number in the List of Requirements)
 - b) The rates and prices quoted shall be in Indian Rupees only.
 - c) All duties, taxes and levies payable by the supplier under the contract shall be included in the quoted price. The purchaser will not pay any such duties, taxes and levies separately.
 - d) The rates and price quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account, whatsoever, including statutory variations, if any.

Receipt of goods & Terms of payment:

- e) Payment terms for supply of goods, including erection/installation and commissioning (as and if applicable):-

Immediately on receiving the goods at site, the purchaser will verify the quantities of the items supplied as specified in the delivery challan of the supplier and also check for any superficial damage etc. in the goods so supplied and issue a provisional receipt accordingly. If the goods supplied do not require erection/installation and commissioning at site, the purchaser, within three working days of issue of the provisional receipt, will issue acceptance certificate (of the goods) to the supplier, provided the goods supplied are acceptable in terms of the contract. However, if the goods supplied also need erection/installation and commissioning, the purchaser will issue acceptance certificate within two working days, after successful erection/installation and commissioning. The supplier will then send its invoice along with the purchaser's certificate and other accompanying documents to the paying authority for payment. The paying authority will release the full payment to the supplier as due in terms of the contract, within seven working days of receipt of supplier's invoice, purchaser's receipt certificate and other accompanying documents, provided the same are in order.

Paying Authority : Director, ICAR-CISH, Lucknow

Liquidated Damage Clause :-

If any time during the performance of the contract, the supplier encounters conditions hindering timely delivery of the goods, the supplier shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same. After receipt of supplier's communication, the

purchaser shall decide as to whether to cancel the contract for the un-supplied portion after the existing delivery period, or to extend the delivery period suitably by issuing an amendment to the contract. If the supplier fails to deliver the goods and / or performs the service within the contractual delivery period for reasons other than circumstances beyond supplier's control (which will be determined by the purchaser) and the purchaser extends the delivery period, the purchaser will also deduct from the contract price, as liquidated damage, a sum equivalent to 0.5% (half percent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance. The maximum limit of such deduction will however be 10% (Ten percent) of the contract price of the delayed goods or services.

Further, during such delayed period of supply and/or performance, the supplier shall not be entitled to any increase in price and cost, whatsoever, on any ground. However, the purchaser shall be entitled to the benefit of any decrease in price and cost on any ground, whatsoever, of the goods & services, supplied during the period of delay.

The purchaser's letter (to the supplier, with copies endorsed to others concerned) extending the delivery period will be subject to the above conditions.

xi) **Dispute Resolution Mechanism**

If any dispute or difference arises between the purchaser and the supplier relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions. However, if the parties fail to resolve the dispute or difference by such mutual discussion within 30 days, either the purchaser or the supplier may give notice to the other party of its intention to refer the same to arbitration. The arbitration shall commence thereafter. The arbitration shall be conducted by a sole arbitrator who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be as per the Indian Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be the place from where the contract is issued, Jurisdiction Lucknow.

2. **You are also required to fulfill the following conditions and furnish the details as indicated in subsequent paragraphs.**

- a) Please furnish a certified copy of your latest ITCC (Income Tax Clearance Certificate).
- b) Please state whether business dealings with you presently stand banned by any Government organization and, if so, furnish relevant details.
- c) A supplier shall not submit more than one quotation for the same set of goods.
- d) The supplier shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in its offer.
- e) The quotations(s) as well as the contract shall be written in English language. All correspondence and other documents pertaining to the quotation(s) and the contract, which the parties exchange, shall also be written in English.
The quotation and all correspondence and documents relating to the quotation exchanged between the bidder and the purchaser may also be written in Hindi language provided that is accompanied by an English.
- f) The contract shall be governed by the laws of India and interpreted in accordance with such laws.
- g) The limited tender/offer shall remain valid for acceptance for a period not less than 120 days after the specified date of opening of the offer.

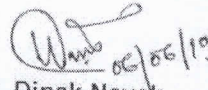
3. The quotation shall be sealed in an envelope closed. The envelope shall be addressed to the **Incharge, ICAR-Central Institute for Subtropical Horticulture, Regional Research Station, Food Park, English Bazar, Malda W.B.-732103** and it should also bear the tender enquiry no. and the words "DO NOT OPEN BEFORE 28.06.2019, 12.00 PM." (*The time and date of opening of the tender). This envelopes should then be put inside another envelope, which will also be duly sealed. The outer envelope will bear the full address of the purchaser. The supplier must ensure that its tender (i.e. quotation), duly sealed as above, reaches the purchaser at least one hour before the time and date of opening of tenders.

Alternatively, The supplier may, at its choice send the tender by regd. Post or by speed post. the supplier may also hand deliver personally the tender to the purchaser in which case the purchaser shall give the supplier a receipt, indicating the time & date of receipt of tender. limited tender Should Be Submitted In Sealed Cover And Address To **Incharge, ICAR-Central Institute for Subtropical Horticulture, Regional Research Station, Food Park, English Bazar, Malda W.B.-732103**

4. The limited tender which are received late by the purchaser will be ignored. Further, the purchaser does not accept any liability and responsibility for the limited postal quotation/tender in case the same are not properly sealed & marked and / or sent as above.

5. The quotation, which are received in time (as per para 3 above), will be opened at purchaser's office at **12.00 PM** hours on **28.06.2019** (date). The purchaser will open the tender in the presence of the tenderer's duly authorized representatives who wish to choose to attend the tender opening.
6. The purchaser will evaluate and compare the limited tender which are substantially responsive i.e. which are properly prepared & signed and meet the required terms, conditions, specification etc. The purchaser will award the contract/supply order to the supplier whose quotation will be determined to be responsive and offering the best evaluated price.
7. Notwithstanding the above, the purchaser reserves the right to accept to reject any quotation or annual the tendering process and reject all quotations at any time prior to award of the contract/supply order without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.
8. Please submit your limited tender accordingly. You shall sign all pages of your limited tender. Your priced quotation may be furnished in the format. You are also required to return this original tender enquiry (all the Pages), as it is, duly signed by you on every page for our record with rubber stamp of the firm. You may retain a photocopy of this limited tender enquiry for your record. If any dispute the jurisdiction will be Lucknow.
9. For purpose of availing customs duty exemption in terms of Govt. Notification No.51/96 customs dated 23.07.1996 as amended from time to time for research purposes only. The Registration No. TU/V/RG- CDE(618)/2017 dated 21.11.2017 valid up to 31.08.2022 from DSIR New Delhi However custom duty exemption certificate shall be provided if required. No form C & D for sale tax will be issued. GST No. of ICAR-CISH, Lucknow-09AAAGC0856K1ZD. Notification No.: 45/2017-Central Tax (Rate) GST @5% is applicable.
10. Purchaser- Director, ICAR-Central Institute for Subtropical Horticulture, Rehmankhera, Lucknow reserves the rights to accept or reject any tender/quotation or all the tenders/quotations without assigning any reason.
11. Documents required to be attached.
 1. PAN Number.
 2. Goods & Service Tax Registration Number.
 3. E.M.D. Rs. 15000/- (Rupees Fifteen thousand only) may be enclosed in the form of D.D./F.D.R. in favor of ICAR Unit-CISH, Lucknow.

Enclosure- as above: Annexure-I & II.


 Dr. Dipak Nayak,
 Scientist/Incharge,
 ICAR-CISH, RRS, Malda
 West Bengal

Copy to:

1. Incharge ARIS Cell ICAR-CISH, Lucknow with the request to upload in the institute's website.
2. Nodal Officer CPP Portal ICAR-CISH, Lucknow with the request to upload the CPP Portal.
3. Dr. Dipak Nayak, Scientist/Incharge, ICAR-Central Institute for Subtropical Horticulture, Regional Research Station, Food Park, English Bazar, Malda W.B.-732103

Annexure-I

FORMAT FOR PRICE QUOTATION

Sr. No.	Name of Items	Specification	Req. Quantity	Total Rs. of all items (Sr. 01-06)
1	Office Table with one drawer and one cup-board: (Right side)	<p>Size of table: Length: 6', Width: 3', Height: 2.5'</p> <p>Size of box(Drawer): 18" x 18" x 6.5"</p> <p>Size of box(Cup-board): 32" x 18" x 18"</p> <p>a) Made of ply board – ISI marked (Termite & water proof type with 19mm thickness.</p> <p>b) Sun mica- ISI marked Brand good quality sun mica on outer side of table.</p> <p>c) Pasting of joints with marine favicol and quality pegs.</p> <p>d) ISI marked Primer and wood colour of reputed brand on inner side of table.</p> <p>e) ISI marked Handle, hold first, Sliding door, channel, locks which should be made of SS or powder coated MS.</p>	6 Nos.	
2	Computer Table One keyboard drawer, normal drawer and one cup-board:	<p>Size: Length: 3', Width: 2', Height: 2.5'</p> <p>Other quality specification same as office table.</p> <p>Size of box (Drawer): 18" x 10" x 6"</p> <p>Size of box(Cup-board): 23" x 10" x 18"</p> <p>Keyboard drawer: 22" x 10" x 1.5"</p>	6 Nos.	
3	Wall hanging Cup-board:	<p>Size: Length: 6', Width: 1.5', Height:1.5'</p> <p>a) Made of ply board– ISI marked (Termite & water proof type with 19mm thickness.</p> <p>b) Sun mica- ISI marked Brand good quality sun mica on outer side of table.</p> <p>c) Pasting of joints with marine favicol and quality pegs.</p> <p>d) ISI marked Primer and wood colour of reputed brand on inner side of table.</p> <p>e) ISI marked Handle, locks, hold first, channel which should be made of SS or powder coated MS.</p> <p>f) Glass of ISI marked having 6 mm thickness.</p>	4 Nos.	
4	Wall Side Wardrobe:	<p>Size: Length: 3', Width: 1.4', Height: 9'</p> <p>Other quality specification same as wall hanging cupboard.</p>	6 Nos.	

5	Island table for meeting room:	Size: Length: 16', Width: 4', Height: 2.5' a) Made of ply board – ISI marked (Termite & water proof type with 19mm thickness. b) Sun mica - ISI marked Brand good quality sun mica on outer side of table. c) Pasting of joints with marine favicol and quality pegs. d) ISI marked Primer and wood colour of reputed brand on inner side of table. e) Teak beat 2" thickness.	1 No.
6	Standing wall cup-board for TV & PA system accessories:	Size: Length: 4', Width: 1', Height: 3' a) Made of ply board – ISI marked (Termite & water proof type with 19mm thickness. b) Sun mica - ISI marked Brand good quality sun mica on outer side of table. c) Pasting of joints with marine favicol and quality pegs. d) ISI marked Primer and wood colour of reputed brand on inner side of table. e) ISI marked Handle, locks, hold first, channel which should be made of SS or powder coated MS.	1 No.
Sub Total Rs. of all items (01 to 06)			
Transportation charges Rs.			
+GST @..... Rs.			
On F.O.R. basis at ICAR-CISH, RRS, Malda, West Bengal Rs.			

NOTE: Design/Diagram of all items (01 to 06) Enclosed Annexure-II.

Total Rupees in word:-.....

F.O.R. at ICAR-Central Institute for Subtropical Horticulture, Regional Research Station, Food Park, English Bazar, Malda inclusive all taxes Grand Total Rs.....

We agree to supply the above goods & allied services. We confirm that same will meet the description, specification as required in the Limited Tender Enquiry.

We confirm that we agree to all other terms & conditions of your limited tender enquiry including the terms of delivery, period of delivery and warranty provision.

We have furnished all the information, as required in the limited tender enquiry and attached the relevant documents.

(In case a tenderer desires to put same additional / modified stipulation, terms & conditions etc. the same may be clearly indicated)

We confirm that our offer will remain valid for acceptance for 90 days after the date of opening of tenders.

.....
(Signature, Name and designation of the authorized executive of the tendering firm with rubber seal)
For and on behalf of.....

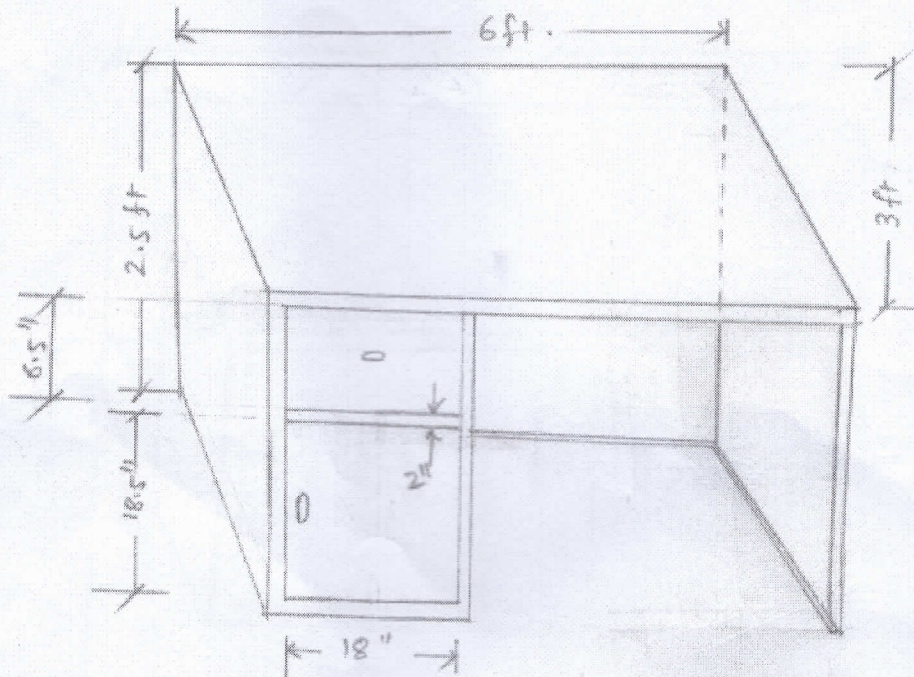
(Name and address of the tendering firm, Mobile No., E-mail Address)

Date :

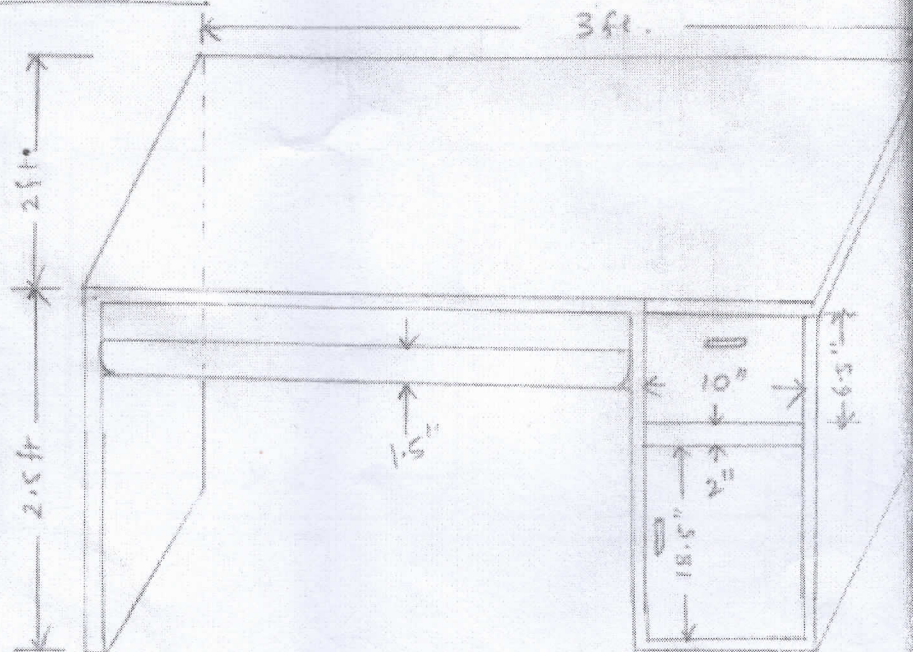
Place :

Annexure - III

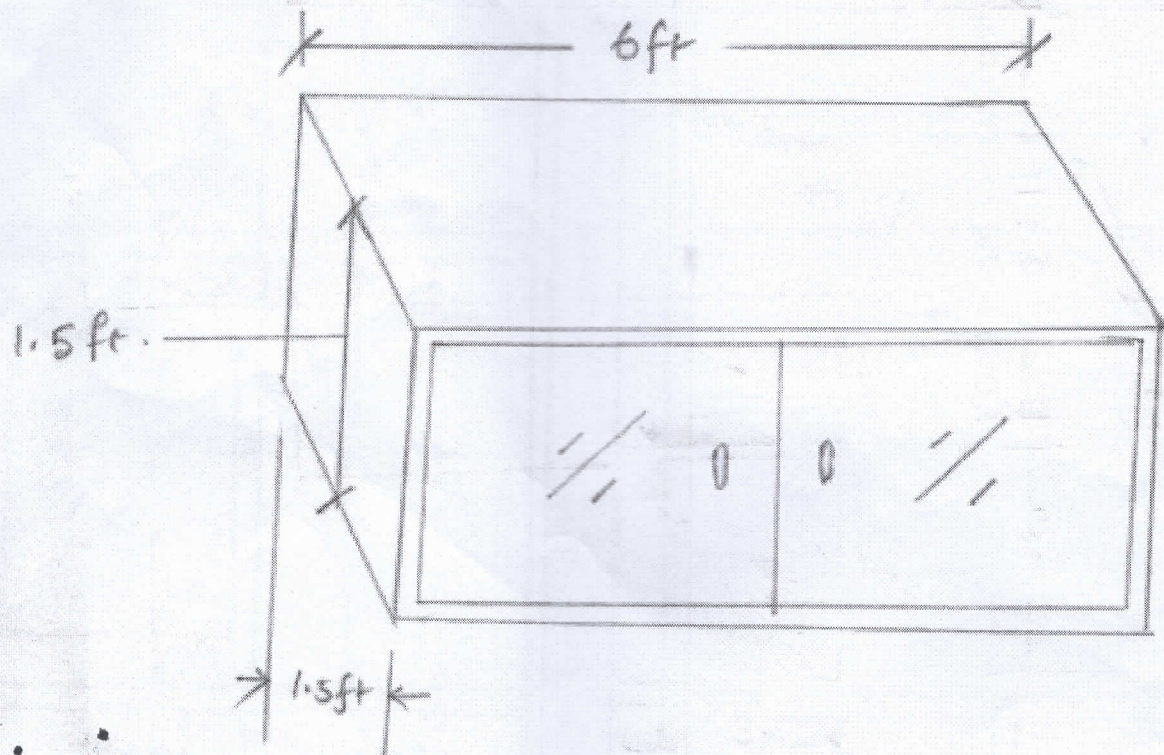
(1) Main Table (officiable)



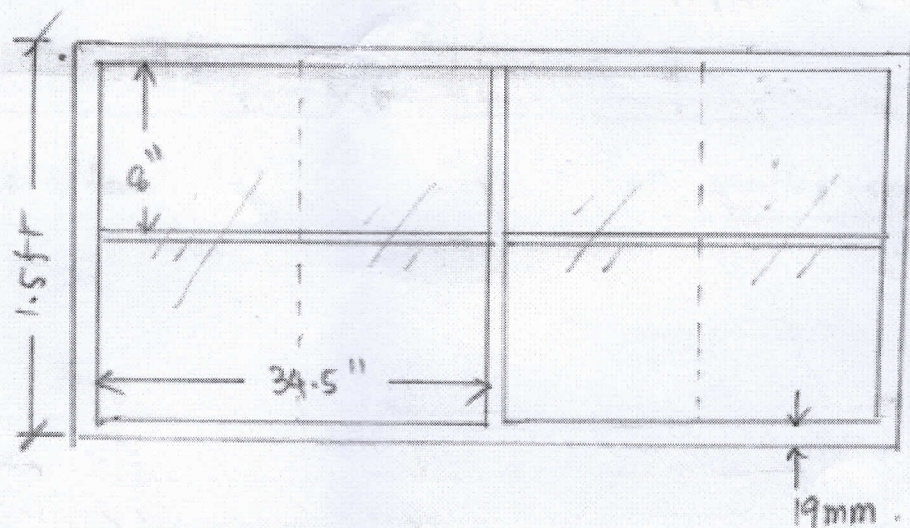
(2) Computer Table :-



③ Wall Hanging Cup-Board :-

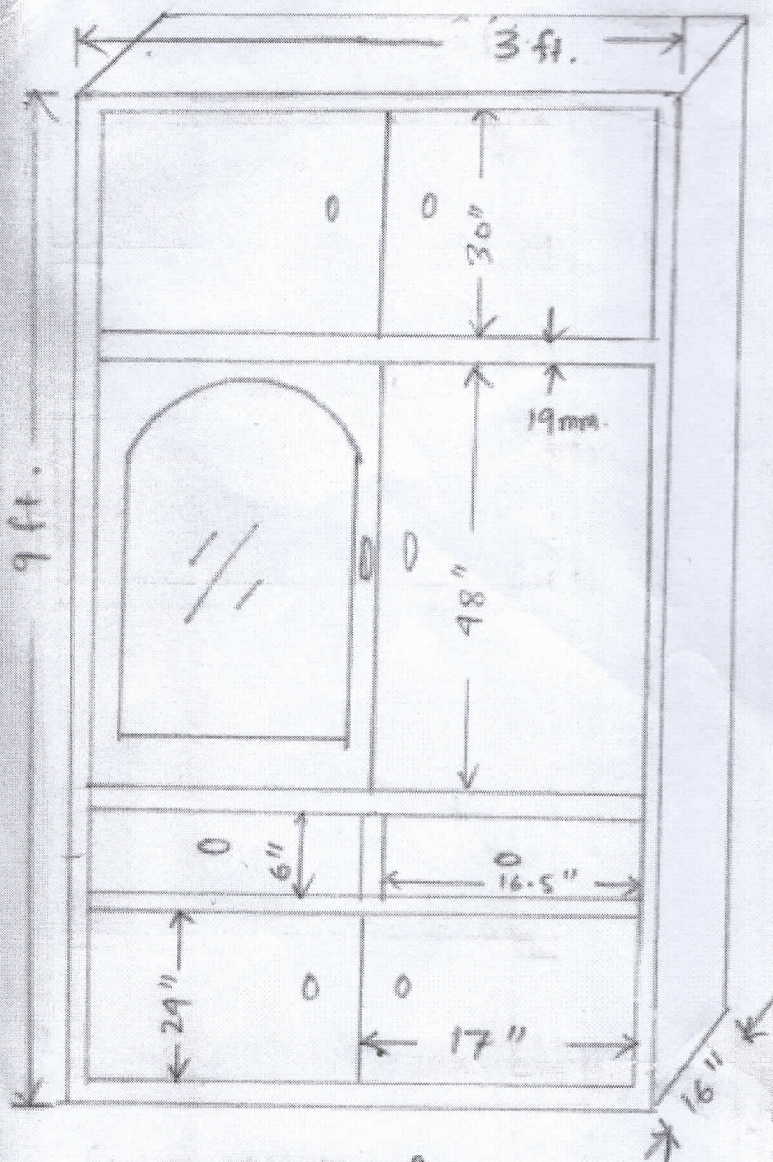


Front View - opened :

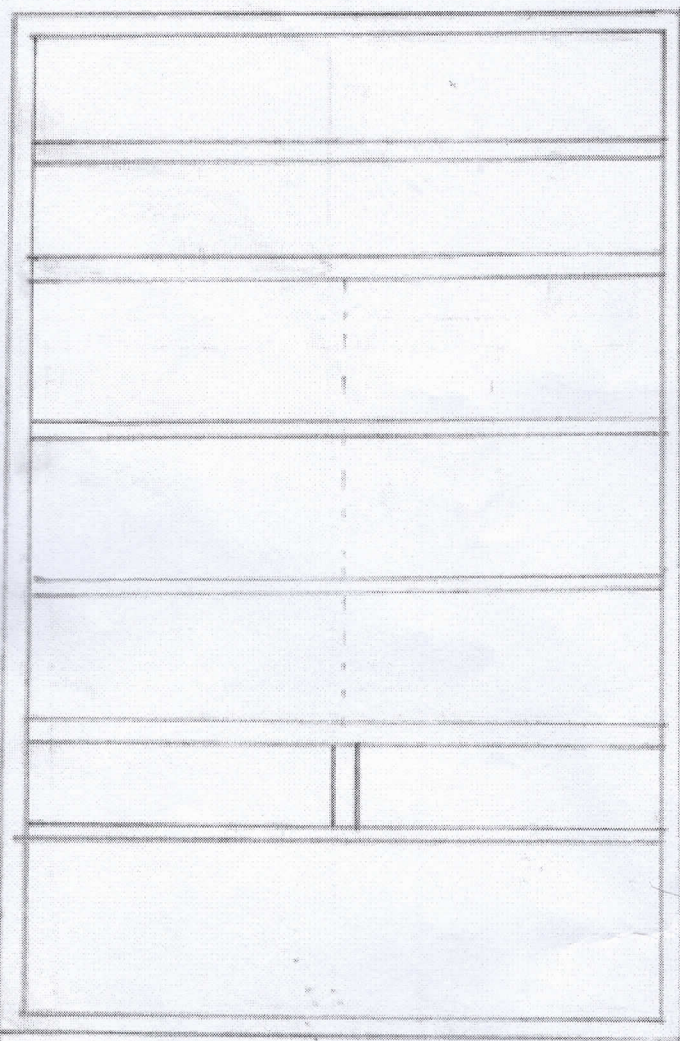


[Signature]

A) Wall Side Wardrobe : - side-A



Front view.

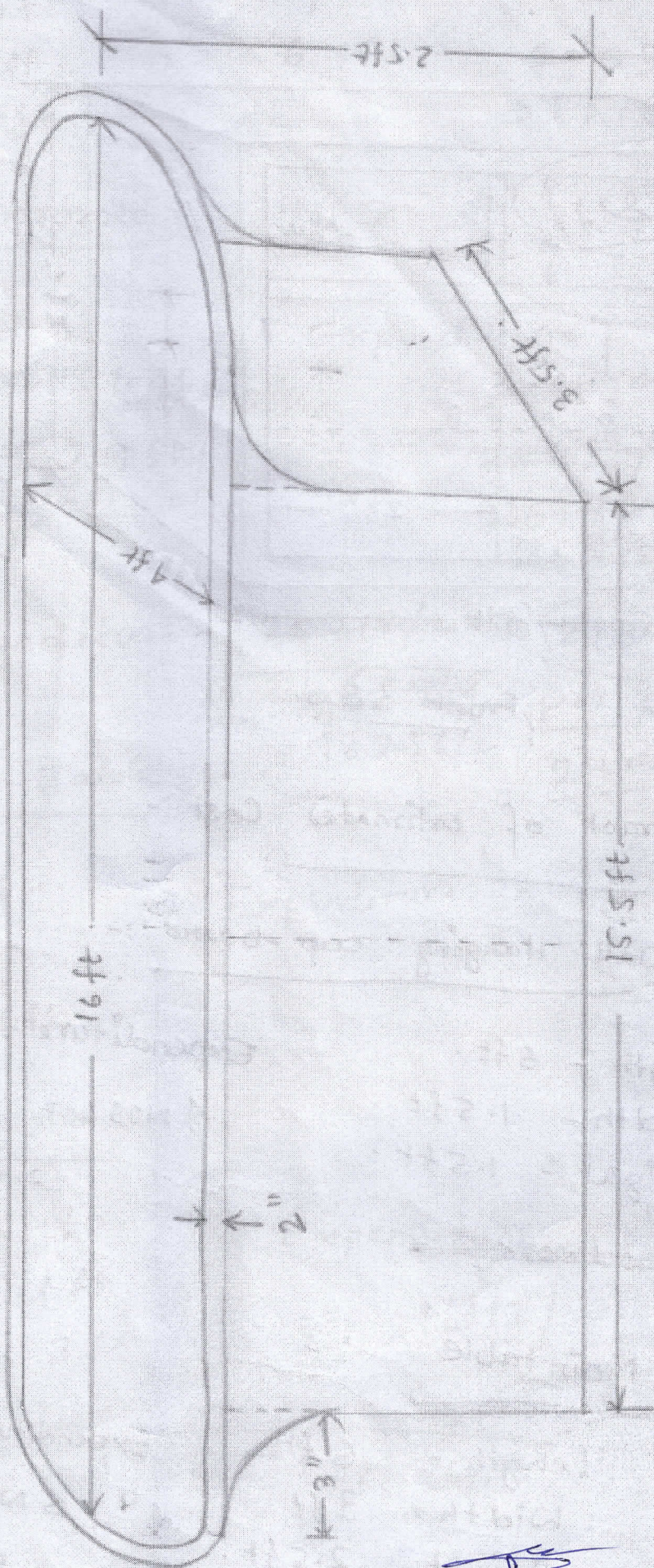


All shutters opened

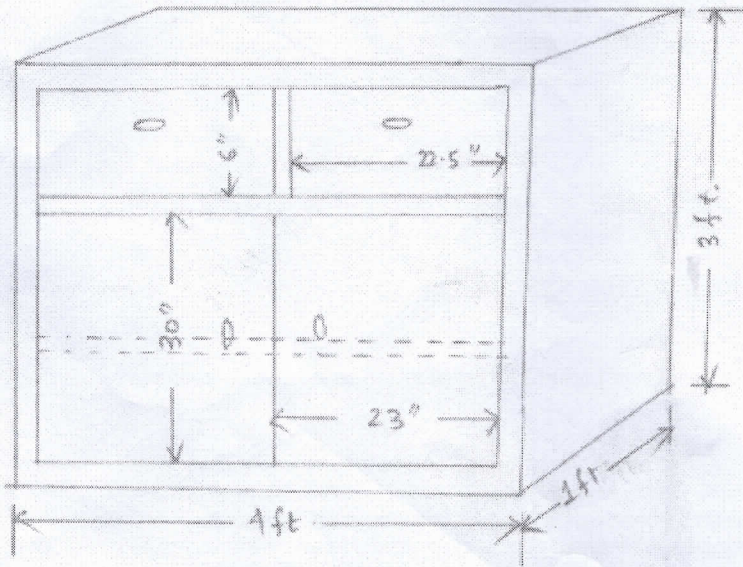
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(5)

Conference Table :- (Island Table)



Handwritten signature or initials.



Front view.

