



भाकृ.अनुप.-राष्ट्रीय आर्किड्सअनुसंधानकेन्द्र
ICAR-National Research Centre for Orchids
पाक्यौंग-७३७१०६,सिक्किम,भारत
Pakyong – 737 106, Sikkim, India



F.No.NRC (O)/S/19/15-16/

Dated:

INVITATION FOR BIDS

The **DIRECTOR, NRC for Orchids, Pakyong**, invites sealed bids from eligible bidders for **Supply of CCTV Camera**.

The sealed bids should reach this office on or before **18/07/2015 at 13.30 Hours**

For further details, tender documents etc. please visit this Institute's website
www.nrcorchids.nic.in

(N.Sailo)

Asstt. Administrative Officer I/C



**National Research Centre for Orchids
(Indian Council of Agricultural Research)
Pakyong – 737 106, Sikkim, India**

Tel. No: 91-03592-257954 (Director)
Web Site: <http://www.nrcorchids.nic.in>

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Email: nrcorchids@rediffmail.com



F.No. NRC (O)/19 /15-16/

Dated:

To,

Dear Sir (s),

We have a requirement of the goods/services as indicated below, tender for which will be received up to **1500 hrs on 18/07/2015** (date) and you are invited to submit your most competitive quotation for the same. All the relevant details are given below.

1. Description of the goods/services required and the required quantity: As enclosed in Annexure – I.
2. Guiding specification and other technical details: **As enclosed in Annexure –II.**
3. Terms of delivery: FOR Destination i.e. **NRC for Orchids, (ICAR), Pakyong, East Sikkim-737106**
4. Delivery period for goods/services: **Within 30 (thirty) days** from the date of the purchaser's signing the contract.
5. Erection/ installation and commissioning (if required, depending on the goods/services ordered) are to be completed within 15 days of delivery of the goods/services at site.
6. Terms of Inspection by the purchaser's representative: The inspection, installation and demonstration must be carried out to the satisfaction of the indenter and a certificate to this effect should accompany the final claim.
7. Training of purchaser's operator(s) for operating the goods ordered, as and if necessary: Two operators are to be trained for a period of 4 (Four) weeks at purchaser's premises for successfully operating the goods purchased. The training shall be completed by one month from the date of installation.
8. **Price structure:**
 - a. The tenderer shall quote for the complete requirement of goods & services and for the full quantity as shown against a serial number in the List of Requirements in Annexure – I. Unless otherwise specified in Annexure – I, the 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 prices 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.
 - e. NRC for Orchids (ICAR), Pakyong is exempted from payment of Central Excise/Customs Duty.
9. **Bid Security:** The seller will submit bid security @**2.5%** of their quoted rate, in form of Bank Draft drawn on **STATE BANK OF INDIA**, in favour of "**Director, NRC for Orchids**", payable at **Pakyong (BRANCH CODE:9036)**.

10. No exemption on account of submission of bid security is allowed even if the firm is registered with DGS&D/NSIC/SSI.

11. **Receipt of goods & Terms of payment:**

- a. Payment term 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 seven 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 seven working days, after successful erection/ installation and commissioning. The supplier will then send its bill along with the purchaser's acceptance certificate and other accompanying documents to the paying authority for payment.
- b. The paying authority will release the full payment to the supplier as due in terms of the contract, within thirty working days of receipt of supplier's bill, purchaser's receipt certificate acceptance certificate and other accompanying documents, provided the same are in order.

After release of payment to the supplier as per sub-para (a) above and after successful completion of training of the operator(s) in terms of the contract, the purchaser will immediately issue a certificate to this effect to the supplier. Which are: receipt, acceptance and successful training imparted certificate issued by purchasers. The paying authority will release the payment to the supplier in terms of the contract within fifteen working days of receipt of supplier's bill provided the bill and the accompanying documents are in order.

12 **Paying Authority:** Director, NRC for Orchids, (Indian Council of Agricultural Research), Pakyong East Sikkim-737106

13 **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 perform the services 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 damages, a sum equivalent to **0.5% (half percent)** of the delivery 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.

14 **Warranty Clause:**

Warranty will be for a period of one year from the date of installation. In case of any repair within the warranty period, the period of warranty would extend for a period of 12 months from the date of such repair.

15 **Dispute Resolution Mechanism**

- i) 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. 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, shall conduct the arbitration the venue of the arbitration, shall be the place from where the contract is issued.
- ii) You are also required to fulfill the following conditions and furnish the details as indicated in subsequent paragraphs.
 - a) At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25%, the quantity of goods & services as specified in the List of Requirements, without any change in the unit price or other terms & conditions.
 - b) Please furnish a certified copy of your latest ITCC (Income Tax Clearance Certificate).
 - c) Please indicate if you are currently registered with any Govt. organization and if registered, furnish all relevant details.
 - d) Please state whether business dealings with you presently stand banned by any Government organization and, if so, furnish relevant details.
 - e) A supplier shall not submit more than one quotation for the same set of goods.
 - f) 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.
 - g) The quotation(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.
 - h) 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 the same is accompanied by an English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall govern.
 - i) the contract shall be governed by the laws of India and interpreted in accordance with such laws.
 - j) The quotation/ offer shall remain valid for acceptance for a period not less than 90 Days after the specified date of opening of the offers.
- iii) The quotation shall be sealed in an envelope. The envelope shall be addressed to the purchaser and it should also bear the tender enquiry no. and the words **“DO NOT OPEN BEFORE 18/07/2015 “SUPPLY OF CCTV CAMERA”AT NRC FOR ORCHIDS, PAKYONG, SIKKIM (18/07/2015 at 3.00PM)**. This envelope 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. The supplier may, at its choice, send the tender by registered Post or by speed post. Alternatively, the supplier may also hand deliver the tender to the purchaser in which case the purchaser shall give the supplier a receipt, indicating the time & date of receipt of the tender.
- iv) The tenders, which are received late by the purchaser, will be ignored. Further, the purchaser does not accept any liability and responsibility for the tenders in case the same are not properly sealed & marked and/ or sent as above.
- v) The tenders, which are received on time (as per para 3 above), will be opened at purchaser’s office at **1500 hours** on **18/07/2015** (date). The purchaser will open the tenders in the presence of the tenderer’s duly authorized representatives, who choose to attend the tender opening. The representative should submit the authorization letter at the time of bid opening.
- vi) The purchaser will evaluate and compare the quotations, 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 to the supplier whose quotation will be determined to be responsive and offering the best evaluated price.
- vii) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation or annul the tendering process and reject all quotations at any time prior to award of the

contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.

- viii) Please submit your quotation accordingly. You shall sign all the pages of your quotation. Your price quotation may be furnished in the format enclosed as Annexure – 3. 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. You may retain a photocopy of this tender enquiry for your record.

Encl: Annexure I, II & III.

(N.Sailo)

Asstt.AdministrativeOfficerI/C

(Signature of the Purchaser)

(for and on behalf of Director, NRC for Orchids, (ICAR), Pakyong-737106.

SECTION I – INVITATION FOR BIDS (IFB)

F.No. NRC (O)/S/19/2015-16/ Dated:

INVITATION FOR BIDS

The **DIRECTOR, NRC for Orchids, Pakyong**, invites sealed bids from eligible bidders for **CCTV Camera(as per list)**

A complete set of bidding documents along with list of CCTV Camera in English may be purchased by interested eligible bidder on the submission of a written application to the Director of this Centre and upon payment of a non-refundable fee of **Rs. 500.00 [Rupees five hundred only]** or equivalent US dollars in the form of a Demand Draft on **STATE BANK OF INDIA**, in favour of “**DIRECTOR, NRC FOR ORCHIDS, (ICAR)**”, payable at **PAKYONG, EAST SIKKIM (BRANCH CODE: 9036)**. The bidding documents will be mailed by registered post/ speed post to the domestic bidders and by international airmail to the foreign bidders. Extra expenditure for mailing the Bidding Documents will be **Rs 50/- (Rupees Fifty only)** for domestic **registered post**, **Rs 100/- (Rupees One Hundred only)** for **domestic speed post** and **Rs.500/- (Rupees Five Hundred only)** for **international airmail**. The interested bidder should also add the applicable postage cost indicated above.in its non-refundable fee mentioned earlier.

Interested eligible bidders may also download the bidding documents from our official website www.nrcorchids.nic.in. However, the prescribed cost of **Rs.500.00 (Rupees Five hundred only (non-refundable))** must be attached alongwith the Bid failing which the Bid will not be accepted.

Bid Documents will be available from this office upto **16/07/2015at1600 hours.**

Sealed Bids alongwith Bid Security must be submitted on or before **18/07/2015** by **13.30 Hours which will be opened on the same day at 14.00 hours in the Committee Room of this Centre** in the presence of the bidder or his authorized representatives. Late receipt of bids should not be considered.

In the event of any of the above dates being declared as a holiday/ closed day for the purchaser, the Bid Documents/bids will be sold/ received/ opened on the next working day at the appointed time.

The quotation shall be sealed in an envelope. The envelope shall be addressed to the purchaser and it should also bear the tender enquiry no. and the words “**DO NOT OPEN BEFORE 18/07/2015 “SUPPLY OF CCTV CAMERA”AT NRC FOR ORCHIDS, PAKYONG, SIKKIM (18/07/2015 at 3.00PM)**”. **Quotation sent through FAX/e-mail will not be accepted.**

The Bids will be opened and examined by a duly constituted committee.

Asstt. Administrative Officer I/C
Office of Director, National Research Centre for Orchids, (ICAR)
Pakyong, East Sikkim-737106
Phone: 03592:257703/Fax No.: 03592-257289

Copy to:

- 1. PA to Director, ICAR –NRC for Orchids, Pakyong for his kind information.*
- 2. Dr.D.Barman, Principal Scientist (Hort.) & Vigilance Officer, ICAR-NRC for Orchids, Pakyong for information.*
- 3. Dr.N.Sailo, Scientist (Plant Physiology) & Indentor, ICAR-NRC for Orchids, Pakyong for information.*
- 4. Sh.Raj Kumar, Scientist (Flori./Hort.)&Scientist In-charge, ARIS Cell, ICAR-NRC for Orchids, Pakyong for information and also request you to kindly upload the open tender for Scientific Equipment in the Website of the institute and also in Central Procurement Portal.*

*Asstt. Administrative Officer I/C
Office of Director, National Research Centre for Orchids, (ICAR)
Pakyong, East Sikkim-737106
Phone: 03592:257703/Fax No.: 03592-257289*

LIST OF REQUIREMENTS

| Serial No. | Description of goods Services | Accounting Unit | Quantity |
|------------|---|-----------------|----------|
| 01. | CCTV Camera to be installed at Govt. Office and Premises. | Number | 01 no. |

Special instructions (if any) In case of CCTV Camera which require installation and demonstration by the Service Engineer of the supplier, it should be clearly mentioned whether these services are free of cost or involve extra cost and the cost should also be indicated, if applicable.

ANNEXURE -II

SPECIFICATIONS & OTHER TECHNICAL DETAILS

OF THE ITEMS AND SERVICES (SHOWN IN ANNEXURE - 1)

| Sl.no. | Description <u>Detailed specification/make/model/cat no.etc</u> | Units |
|---------------|--|--------------|
| 01. | CCTV Camera to be installed at Govt. Office and Premises. | 01 no. |

Note: Soft copy of the detailed specification and Terms & Conditions of the CCTV Camera in a CD should also be provided mandatorily and attached with the quotation.

FORMAT OF PRICE QUOTATION

| Serial No. | Description of Goods & allied Services | Specifications | Accounting Unit | Qty. | Quoted Unit Price in Rs. | | Total amount in Rs. |
|------------|--|----------------|-----------------|------|--------------------------|----------|---------------------|
| | | | | | In figures | In words | |
| | | | | | | | |

Grand Total Cost: Rs. _____

Details of Bid security submitted (Rs): _____

Enclosures: Related to credentials: _____

We agree to supply the above goods & allied services. We confirm that the same will meet the description, specification and other technical details as required in the tender enquiry.

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

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

(in case a tenderer desired to put some additional/ modified stipulations, 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)
for and on behalf of

(Name and address of the tendering firm)
(Seal of the tendering firm)

Date:
Place: