



कृषि मंत्रालय (कृषि अनुसंधान एवं शिक्षा विभाग), भारत सरकार  
**भाकृअनुप - केन्द्रीय तटीय कृषि अनुसंधान संस्थान**  
 भारतीय कृषि अनुसंधान परिषद  
 एला, अल्ड गोवा - 403 402 (भारत)

Ministry of Agriculture (Department of Agricultural Research and Education), GOVERNMENT OF INDIA  
**ICAR- CENTRAL COASTAL AGRICULTURAL RESEARCH INSTITUTE**  
 Indian Council of Agricultural Research  
 Ela, Old Goa - 403 402 (INDIA)



**STANDARD BIDDING DOCUMENTS FOR LOW VALUE PURCHASE**

Tender Enquiry No. 3(2)/Soil, Sand & FYM/2018-19-Stores

Dated: 22.10.2018

**(Last Date for Submission of Quotation: 13/11/2018)**

To,

Dear Sir,

We have a requirement of the goods & services as indicated below, tender for which will be opened at 3.00 pm on **13/11/2018** and bidders having valid licenses for supply of items detailed in Annexure – I are invited to submit your most competitive quotation for the same. All the relevant details are given below.

1. i) Description of the work required and the required quantity:

As enclosed in Annexure- 1

ii) Guiding specification and other technical details:

As enclosed in Annexure - 2

iii) Terms of delivery:

Delivery and installation/ commission (Wherever required) at site, viz. ICAR-Central Coastal Agricultural Research Institute, Ela, Old Goa – 403 402.

a) **Earnest money/ Bid security:** The tenderer has to deposit earnest money worth **Rs. 20,000/- (Rupees Twenty Thousand Only) in the form of D.D. only in favour of ICAR Unit, CCARI, payable at Old Goa, No quotation shall be considered without the bid security** along with his tender. The tenderer has to enclose pre receipt for refund of earnest money/Bid security, so that earnest money / Bid security can be refunded to unsuccessful tenderers immediately on finalizing the tender/ contract.

iv) Delivery period for goods

Within 20 days from the date of the purchaser's signing the Supply Order.

v) Price structure:

- 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.
- 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).
- The rates and prices quoted shall be in Indian rupees only.
- All statutory liabilities for supply of the items in Annexure 1 of this tender document should be included in the quoted price.
- The rates and prices quoted by the supplier shall remain firm and fixed for a period of not less than 1 year and shall not be subject to variation on any account, whatsoever, including statutory variations, if any.

Contd..2/-

## vi) 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 suitable 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 per cent) 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 per cent) 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 of 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.

## vii) 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.

**2. DOCUMENTS REQUIRED:**

- a) Registration Certificate issued by local / State/ Central government.
  - b) GST Certificate.
3.
    - a) Rate quoted shall be valid for at least one year.
    - b) Changes in the rate during the period will not be accepted.
    - 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 goods or any part thereof, with respect to the goods quoted by the supplier in its offer.
    - e) The contract shall be governed by the laws of India and interpreted in accordance with such laws.
    - f) The quotation/ offer shall remain valid for acceptance for a period not less than 90 days after the specified date of opening the offers.
  4. 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 '**TENDER FOR SUPPLY OF GARDEN SOIL, FILLING SOIL, SAND AND FYM.** 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 day before date of opening of tenders.** The supplier may, at its choice, send the tender by regd. 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.

Contd...3/-

5. The tenders, which are received late by the purchaser will not be considered. 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.

6. The tenders, which are received on time (as per Para 3 above), will be opened at purchaser's Office at 3.00 pm on 13/11/2018. The purchaser will open the tenders in the presence of the tenderer's duly authorized representatives, who choose to attend the tender opening.


7. 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.

8. 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.

9. 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 – 1

10. Details of beneficiary's name, Name of the bank and branch, address, bank account no, IFSC (Indian Financial System Code), MICR Code, etc of the bank branch must be prominently written in the bill.

Bill of the items may be preferred in duplicate duly PRE-RECEIPTED AND STAMPED after supply, which will be paid by e-payment (electronic payment) normally within one month from the date of supply. The following details may be intimated i) Account holder's name ii) type of account and account no. iii) Name of bank and address. iv) RTGS code no, of bank. V) IFSC No. of bank & MICR Code

  
Signature of the purchaser  
Name: ASST. ADMINISTRATIVE OFFICER  
Address: ICAR –CCARI, Ela, Old Goa.  
Telephone No.: 0832-2284678  
0832-2284679  
0832-2285381  
Fax No. : 0832 2285649

Encl: Annexure 1, 2

**LIST OF REQUIREMENTS**

<b>S.No</b>	<b>Particulars</b>	<b>Quality measure to ensure quality standards</b>	<b>Price per Cubic meter (In Rupees)</b>
1.	Filling Soil	Good Quality	

Annexure -2

**SPECIFICATIONS & OTHER TECHNICAL DETAILS**  
**OF THE ITEMS AND SERVICES (SHOWN IN ANNEXURE)**

NOTE: E-payment details are compulsory. Details of beneficiary's name, Name of the bank and branch, address, bank account no, IFSC (Indian Financial System Code), MICR Code, etc of the bank branch must be prominently written in the bill.

**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 terms & conditions of your tender enquiry including the terms of delivery, period of delivery.

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

We conform that our offer will remain valid for acceptance for \_\_\_\_\_ 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 :

\* (In case of tenderer desires to put some additional /modified stipulations, terms & conditions etc. the same may be clearly indicated)