



PURCHASE AND STORE SECTION
INDIAN VETERINARY RESEARCH INSTITUTE
IZATNAGAR-243 122, Bareilly U.P. (INDIA)
 Fax No. +915812303284, 2302179 Phone No. +915812310392



F. No.

Date:

To,

Subject: -----

Dear Sir,

On behalf of the purchaser, you are invited to submit your most competitive quotation in the enclosed format for the same. You are also requested to submit the following documents along with your quotation, otherwise your tender will not be entertained.

1. Schedule of Requirements
2. Technical Specification
3. Questionnaire
4. Bid Form and Price Schedules.
5. Bank Guarantee/FDR/for Bid Security
6. Tender Fee
7. Manufacture's Authorization Form

Each column/ blank be filled properly and every papers/documents enclosed with bid documents must be signed /stamped by the authorized signatory of the firms/Company. The complete tender document may also be downloaded from Institute's website www.ivri.nic.in

Instructions to Bidders(ITB) and General Condition of Contract(GCC) may not be sent alongwith tender and these may be retained by bidders for their information and reference.

Care has been taken to avoid contradiction between stipulation in the ITB , GCC and those in the other sections of the bidding documents. But wherever contradiction arises, if any, stipulations contained in the Schedule of Requirements shall prevail.

Yours faithfully,

ASST. ADM. OFFICER (Purchase)

Part -1 of Schedule of Requirements (Section-IV)

Schedule-I

Sl. No.	Brief description of goods	Accounting unit	Quantity	Delivery Schedule

Detail of Bid Security: FDR/Bank Guarantee

No. _____ dated _____ Rs. _____. Firm/Company seal may be fixed on the reverse of FDR/Bank Guarantee.

Name of the Bank _____

TECHNICAL SPECIFICATION :-

SCHEDULE OF REQUIREMENTS (SECTION-IV)

1. Name of the Purchaser – The Director,
Indian Veterinary Research institute,
Izatnagar
2. Purchaser's mailing address – Asstt. Adm. Officer (Purchase),
Indian Veterinary Research institute,
Izatnagar-243122, Bareilly

Preparation of Bids -:

I. Price Structure - FOB International port of Shipment /FOR, IVRI, Izatnagar. **Bidders for imported goods may quote their rates separately on FOB (In foreign currency) as well as FOR charges (in INR) i.e. transportation of goods from origin country to India likewise from Indian airport/seaport to IVRI and custom duty levies against CDEC for which the Institute will provide necessary certificates. In such cases, the LC/Wire transfer to the principal manufacturer will be open/transfer on FOB basis & the rest amount from FOB to FOR will be reimbursed to the Indian agent in INR after satisfactory installation of the equipment on submission of PBG.**

II. Language of Bid- English.

III. List of reputed customers/clients to whom supply has been made during last two years, may be supplied, if any.

IV. **The amount of Bid Security**- Amount as per IFB.

V. The bid security must be valid 180 days & should be submitted in the form of TDR/FDR/BG.

Submission of Bids-

(i) Number of copies required is One.

(ii) Address for submission of bids, to be given on the envelope is-

**Asstt. Adm. Officer (P&S),
Indian Veterinary Research institute,
Izatnagar-243 122, Bareilly**

(iii) Time & Date of bid opening are-----

(iv) Deadline for submission of bids is ----- (hours) on-----

(In the event of the above specified date being declared a holiday for the purchaser, the bids will be received up to the appointed time on the next working day.)

(V) The bid should be kept in sealed envelope. The cover/envelop should indicate **Tender Number, Name of the equipment (Sl. No.) and opening date on the top of the right and corner.**

In case of two bid system the main cover envelop will contain technical bid and financial bid in two separate envelop as per details given below:-

A. Envelop One (Technical Bid):-Superscribing in capital letter

“Technical Bid” This Documents/Papers to be submitted with Technical Bid are given below:-

1. Bid Security (EMD) & tender fee if down loaded from web site.
2. Detailed specifications of the equipments/goods to be supplied.
3. Illustrative Brochure in original from principal/manufacturer for the said model with website details of the manufactures and Technical compliance statement.
4. Manufacturing certificate if bidder is manufactures.
5. Authorization certificate from principal manufacturer, in case bidder is agent/dealer of the manufactures.
6. Photo copy of PAN card.
7. Details of Services Support.
 - (A) No. of Services Engg., Name & Qualification.
 - (B) Infrastructure.
 - (C) Service Centre.
8. Certified copy of Sales Tax/CST clearance certificate.
9. Duly completed Questionnaires.
10. Cost of Annual maintenance charge for next 5 years after expiring of warranty period.
11. Warranty period of the equipment (at least 12 months).
12. Validity of bid at least 120 days.
13. The bidder should indicate the name of their banker with account number & branch details.
14. Client list for similar model of equipment with contact No. and other details.

B. Envelop Two (Financial Bid)- Superscribing in capital letter “Financial Bid” It will contain price schedule duly completed enclosed with bidding documents/ Proforma Invoice from foreign principal.

SCHEDULE OF REQUIREMENTS (SECTION-IV)

1. **Inspection and Tests:-**
Certificate showing country of origin.-----Test certificate/inspection certificate with date ,name of Issuing Agency, content of specifications (To be filled by bidder)
2. **Packing-**
The consignment may please be shipped in cardboard packing only. If the consignment is despatched in wooden packing, the shipped is required to send the Phytosanitary ertificate from the country of origin for this purpose.
3. **Insurance-**
(i) Insurance shall be arranged by the purchaser. However, price on C.I.F., New Delhi Airport may also be quoted in price bid.
4. **Distribution of dispatch Documents—**
All shipping documents and consignment shall be sent through our nominated Consolidators.
5. **Incidental Services:** - Banking charges outside India shall be borne by supplier.
6. Warranty 12 months from the date of installation of equipment (if not specified)
7. **Payment-**
(A) Payment for goods supplied from abroad.
(a) On shipment 90% of the contract price(FOB) shall be paid through irrevocable letter of credit upon submission of documents detailed in L/C.
(b) 10% of the contract price(FOB) **{in foreign currency}** and other charges like freight etc., from FOB to FOR IVRI, Izatnagar/Kolkata/Pune **{in INR}** will be released after satisfactory installation/ working of equipment/machine etc. as well as on submission/production of Performance Bank Guarantee by the Supplier(s).
(c) 100% payment through wire transfer after satisfactory installation and submission of P.B.G.
(d) 100% payment through F.D.D. after.....P.B.G.
(B) Payment of goods supplied within India
(i) 100% of the contract price on receipt of goods by the consignee supported by satisfactory installation/working report & submission of PBG, Sales Tax, form -38.
8. **Installation:-**
Within 30 days from the date of receipt of equipment in the institute failing which Liquidated Damage clause shall apply.
9. **Prices –** Be quoted on FOB port of shipment and FOR IVRI.
10. **Resolution of disputes**
By mutual consultation failing which it will be resolved under Arbitration & conciliation Act,1996.
11. **Notices:** - As mentioned GCC clause 31
12. **Taxes and duties:-**
Supplier shall be entirely responsible for payment all taxes, Stamp duties license fees& other levies imported outside India and within India in case of local supplier.

SECTION –IV

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 acceptancedays
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.

 - (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

 - (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.

(d) Are you registered under the Indian Companies Act, 1956 or any other Act?

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): -----

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.

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 VETERINARY RESEARCH INSTITUTE
IZATNAGAR UP. 243 122 (BAREILLY)**

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 the instructions specified in GCC clause 7 and in a form acceptable to you in terms of GCC clause 7.5 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 specified in the ITB clause 15 (read with modification, if any, in the Bid Data Sheet) 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**

SECTION VII/3

MANUFACTURER’S AUTHORISATION FORM

To,

**The Director
IVRI, Izatnagar**

(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 and 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 clause 16 of the General 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,

[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.

PRICE SCHEDULE FOR DOMESTIC GOODS OR GOODS OF FOREIGN ORIGIN LOCATED WITHIN INDIA

1	2	3	4						5	6	7	FOR IVRI
			price per unit									
Schedule No.	Item description no	Accounting unit & Quantity	Ex-factory/ex-warehouse use/ex-showroom off the shelf	Excise duty if any	Packing and forwarding	In-land transportation	Insurance Other duties And taxes, If any Other (than Sales tax) And incident at costs	Incidental services (Including supervision)	Overall unit price [a+b+c + d+e+f]	Total price	Sale tax payable,	
			(a)	(b)	(c)	(d)	(e)	(f)		Col. 3x5		

Total bid price in Rupees: (in figure) _____
(in words) _____

**Place
Date**

**Signature of bidder
Name
Business address**

Note:

- I. In case of discrepancy between unit price and total price, the unit price shall prevail.
- II. If nothing to the contrary to this effect is mentioned under Section VII (Technical Specification and Quality Control Requirements), the bidder shall give list of spare parts for two years operation separately indicating description, quantity, unit price and total price in the above format for those items whose scope of supply includes spare parts as per 'Technical Specifications' give is Section VII.

FORMAT-III

PRICE SCHEDULE FOR GOODS TO BE IMPORTED FROM ABROAD

1	2	3	4	5 For F.O.R. IVRI Price Per Unit						6	7	8	9	10
Schedule No.	Item Description	Country of origin	Accounting Unit & Quantity	Unit price FOB port of loading	Unit price CIF N.Delhi	Unit Prices FOR, IVRI	Air freight/Sea freight Charges	Inland transportation charges, insurance and other local costs incidental to delivery, if specified	Incidental services including supervision	Over all unit price	Total price	Indian agent's name	Indian agent's commission as a % of FOB price included in the quoted price	Shipment weight and volume
				(a)	(b)	(c)	(d)	(e)	(f)		4x6			

Total bid price in foreign currency: (in figures) _____
(in words) _____

Place:

Date:

Signature of bidder
Name
Business address

Note:

- I. In case of discrepancy between unit price and total price, the unit price shall prevail.
- II. If nothing to the contrary to this effect is mentioned under Section VII (Technical Specification and Quality Control Requirements), the bidder shall give list of spare parts for two years operation separately indicating description, quantity unit price and total price in the above format for those items whose scope of supply includes spare parts as per 'Technical Specifications' give in Section VII.
- III. Indian agent's commission shall be paid in Indian Rupees only. No. change due to exchange variation shall be allowed.

SECTION VII/2
BANK GUARANTEE FORM FOR BID SECURITY

Whereas (name of bidder) (herein after called “the bidder”) has submitted his bid dated [dated] for the supply of (brief description of the relevant goods and services) (herein after called “the bid”).

KNOW ALL PEOPLE by these presents that WE..... (name of the bank) having registered office at (full address) (herein after called “the bank”) are bound unto..... (name of the purchaser) (herein after called “the purchaser”) in the sum of (amount in figures and in words) for which payment well and truly to be, made to the said purchaser, the bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said bank this
Day of 20.....

THE CONDITIONS of this obligations are:

- 1. If the bidder
 - I. Withdraws its bid during the period of bid validity specified by the bidder on the bid form; or
 - II. Does not accept the correction of errors in accordance with the Instruction to Bidders

OR

- 2. If the bidder, having been notified of the acceptance of its bid by the purchaser during the period of bid validity.
 - I. Fails or refuses to execute the contract form, if required; or
 - II. fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

We undertake to pay to the purchaser upto the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the above mentioned two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 60 (sixty) days after the period of bid validity and any demand in respect thereof should reach the bank not later than the above date.

Signature of the Bank
SEAL of the Bank
Date -----
Place-----