



भाकृअनुप-राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी  
राजेन्द्रनगर, हैदराबाद-500030, तेलंगाण, भारत  
**ICAR-National Academy of Agricultural Research Management**

(ISO 9001:2008 Certified)

Rajendranagar, Hyderabad-500030, Telangana, India

<http://www.naarm.ernet.in>; <http://www.naarm.org.in>



F.No.5-339/17-18/S&P  
4<sup>th</sup> December, 2017

**NOTICE INVITING TENDER FOR SUPPLY OF PLUMBING & CARPENTRY ITEMS  
ON ANNUAL RATE CONTRACT BASIS**

ICAR-NAARM is a premier publicly funded Training and Research Management Organization under ICAR, DARE, Min. of Agriculture, GOI. One of its important mandates is to impart training to the Scientists. The Director, ICAR-NAARM invites Sealed Tenders in respect of the following **PLUMBING & CARPENTRY ITEMS** from the reputed firms/manufacturers / eligible bidders /authorized dealers / firms registered with NSIC/ SSI/ FIRMS of outstanding repute and actually dealing in the trade for supply of various **PLUMBING & CARPENTRY ITEMS** on Annual Rate Contract basis for a period of one year at the first instance for day to day official work as per the terms and conditions enclosed. The list of **PLUMBING & CARPENTRY ITEMS** for ICAR-NAARM is given in the **Annexure** attached with the tender. The rates quoted should be for complete unit as per specifications, number of units of each item may be increased or decreased according to the demand / requirements. **The tender has to be submitted only online.**

**The details of submission of Tender is as follows :**

Sl. No.	Description	Date	Time
1)	Tender Publishing Date	04-12-2017	1100 hrs
2)	Document Download start date	04-12-2017	1200 hrs
3)	Seek Clarification Start Date	05-12-2017	1100 hrs
4)	Seek Clarification End Date	21-12-2017	1300 hrs
5)	Bid Submission Start Date	05-12-2017	1100 hrs
6)	Bid Submission Closing Date	22-12-2017	1400 hrs
7)	Bid Opening Date	23-12-2017	1100 hrs

A hard copy of the Tender document (Technical and Financial) put together in one cover may also be submitted within the due date. The late bids will not be accepted under any circumstances. The tender documents indicating full details of **PLUMBING & CARPENTRY ITEMS** terms and conditions for supply and information format can be downloaded from NAARM Website (<http://www.naarm.ernet.in/>) or the Government of India, Central Public Procurement Portal (<http://eprocure.gov.in/cppp/>) on or after **4<sup>th</sup> December, 2017** and in such cases, participation in the tender will be subject to remittance of the prescribed Bid security (EMD) along with the tenders. The bidder has to submit Bid Security (also known as earnest money) except those who are registered with Central Purchase

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Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Department. Rates should be **quoted along with brand** cost of the **PLUMBING & CARPENTRY ITEMS**. Director, ICAR-NAARM reserves the right to accept or reject any tender(s) or in full without assigning any reason thereof. Tenders are to be sent in a sealed cover along with EMD duly super-scribing supply of **PLUMBING & CARPENTRY ITEMS on ARC**, reference no. and date "**Tender enquiry for supply of PLUMBING & CARPENTRY ITEMS on ARC**" at the top.

**Note :**

1. The items as per supply order shall be transported to ICAR-NAARM Stores at your cost.
2. The information format should invariably be filled in and duly signed by the authorized signatory and the terms and conditions strictly be followed before submitting the tender.
3. The tender(s) may be addressed to the Director, ICAR-NAARM, Rajendranagar, Hyderabad-500 030.

**Note : Bidder should Sign and Seal on each page of the Tender Document failing which your Tender Document will not be accepted.**



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**COMMERCIAL DETAILS**  
(To be filled and submitted by the supplier)

1. Name and address of the Tender :
2. Telephone No. / Mobile No. / FAX No. :
3. e-mail id :
4. Month and Year of Establishment :
5. Clientele List :
6. Mention Municipal Certificate / Sales Tax :  
Commercial tax / registration details :
7. Please attach copies of annual returns if any
  - a. Sales Tax and Income Tax Returns for the last three assessment years i.e., 2012-13, 2013-14, 2014-15.
8. EMD details : DD/Banker's Cheque/Bank Guarantee No. & Date  
.....
  - i. For Rs. ....
  - ii. Bank (Branch) .....
  - iii. Drawn on .....
  - iv. Date : .....

SIGNATURE OF THE TENDERER & STAMP

Date :

Place :

Encl : DD/Banker's Cheque/Bank Guarantee No. ....  
drawn on ..... for Rs. .... Dated ..... is  
enclosed.

Note : The tenderer with seal should sign each page of the tender as per Annexure.

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Terms and conditions for acceptance of Tenders, supply of **PLUMBING & CARPENTRY ITEMS** on Annual Rate Contract basis of which the contract will be awarded are given below :

**Due Date :** The Tenders should be submitted on line and a hard copy may be sent in a cover duly superscribed **PLUMBING & CARPENTRY ITEMS on Annual Rate Contract**, reference no. and date "**Tender enquiry for supply of PLUMBING & CARPENTRY ITEMS on ARC**" at the top with due date as **22/12/2017**. Tenders after due date will not be considered. Academy will not be responsible for postal delays.

1. **Last Date for issue/downloading of Tender Documents :** The last date for issue/downloading of blank tender documents is **22-12-2017 up to 1400hrs**. The submission of the tender shall be taken as the implied acceptance of all terms and conditions stipulated herein.
2. **Submission of Tender :** The Tenders may be submitted on line and a hard copy may be sent to the Stores and Purchase Officer, ICAR-NAARM, Rajendernagar, Hyderabad - 500 030 on or before the due date. Tender should be kept in a sealed cover, superscribed and properly identified with enquiry number addressed to the Director, ICAR-NAARM, Rajendranagar, Hyderabad-500 030 and indicate the tender for supply of **Items along with make and brand** on Annual Rate Contract and must reach by the date & time specified in the notification. Tenders received after due date & time will be rejected. Fax/Email tenders will not be accepted. The Tenders are liable to be rejected if the above conditions are not complied with. The Tenders should be complete in all respects duly signed wherever required.
3. **Proposed Period of Rate Contract :** The contract will be valid for a period one year with effect from the date of award of the contract. The period of contract may be extendable for one more year on renewal basis on mutual agreement.
4. **Termination of the Rate Contract :** The Rate Contract can be terminated at anytime by giving one-month notice on either side.
5. **EMD :** The bid should accompany the EMD of **Rs.50,000-00/-** (Rupees Fifty Thousand only) in the form of crossed Demand Draft / Banker's Cheque drawn from any nationalized bank in favour of "ICAR Unit – NAARM Account", payable at Hyderabad should be enclosed with the tender of each item quoted by the bidder(s). Bank Guarantee is also acceptable from any nationalized bank in favour of **ICAR Unit, NAARM Account, payable at Hyderabad** along with the tender towards EMD, failing which tender will be rejected. The bidder has to submit Bid Security (also known as earnest money) except those who are registered with Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Department. The earnest money of all unsuccessful tenderers will be refunded after the contract has been awarded to the successful bidder without any interest thereon. The earnest money will be liable to be forfeited in case the

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successful bidder refuse the offer. The successful bidder has to give an undertaking towards supply of **PLUMBING & CARPENTRY ITEMS** as the rates quoted in the tender document for a period of one year. Unsigned, late & delayed tenders and tenders without EMD will not be considered.

6. **Refund of EMD** : The EMD in full will be refunded soon after the tender is finalized to all except in case of the accepted tender(s). The successful bidder EMD will be released after receiving the Performance Security which will not carry any interest.
7. **Forfeiture of EMD** : EMD will be forfeited if the tenderer withdraws or amend or impairs or derogates from the tender in any respect within the period of validity of their tender.
8. **Security Deposit** : The successful bidder has to submit 10% of the contract amount as Security Deposit in the form of DD/BG in favour of "ICAR Unit-NAARM ACCOUNT -" on which no interest will be paid. Security Deposit will be released after completion of all contractual obligations (valid rate contract period for one year), and can be withheld or forfeited in full or in part in case the order is not executed satisfactorily within the stipulated period of the goods within the guarantee period is not undertaken to the best satisfaction of the organization.
9. **Samples**: The firm should submit the samples of the items wherever applicable along with the tender.
10. **Payment** : No advance payment is permissible. Payment would be after satisfactory supply of the entire quantity as per Purchase Order. All payments will be made through RTGS.
11. **Change of Defective Goods** : Vendors have to supply the items from the latest stock as per our requirement and if any damage/defective it should be replaced without any additional cost and as per quoted rates in the tender document.
12. **Price Escalation** : There should not be any price increase during the Rate Contract.
13. **Rates** : Rates should be quoted in the Schedule of Requirements enclosed to this notice or on the bidder's letterhead in the same format. The authorized person and his full name should sign the tender and status should be indicated below his signature. Tenders will be considered for which rates have been quoted strictly according to the specification. The rates should be quoted in Indian Rupees only. The rates must be written in figures as well as in words. Any alterations in the rates in tender will not be considered.
14. **Delivery Schedule** : The delivery of the material should be made based on supply order as and when required. The F.O.R. destination for each item may be seen in the respective specifications. The requirement of items depending

on the need & requirement. The material should be supplied within the time frame as indicated in the Purchase Order.

15. **Validity of Tender** : Tenders should be valid **till the completion of one year from the date of award of the contract towards supply of items on Annual Rate Contract**. Tenders valid for a shorter period shall be rejected as non-responsive.
16. **Firm / VAT Registration & IT** : The tenderer, along with tender, must submit IT returns for the past three assessment years. The documentary proof of registration of firm, certificate of registration for Sales Tax issued by appropriate Government for the required services must be provided with the seal of the tenderer, failing which the tender will be liable to be rejected in the absence of these documents.
17. **Penalty** : Penalty as may be decided by the Director, ICAR-NAARM is liable to be levied on the firm/agency who do not supply the items according to required quality / specification and time limit specified in the purchase order. The supply should be as per quality / specifications / time period.
18. **Liquidated Damages** : Time is the essence of the order as our requirement are connected with time targeted research programmes. Part supplies are not acceptable under any circumstances. The date of delivery should be strictly adhered. Otherwise, the Director, ICAR-NAARM reserves the right not to accept OR to cancel the order if the delivery schedule is not adhered to in part or full and to claim liquidated damage @0.5% per week or part thereof subject to the maximum of 10% delivered price of the delayed supply of goods by the specified date, will be charged for the number of weeks or part thereof for which the items are supplied after the specified date given in the total value of the supply order.
19. **Taxes / Duties** : If taxes, duties, or any other charges over and above the rates quoted are payable by the purchaser, actual / percentage of such taxes / duties / charges should be clearly indicated.
20. **Regn. Of Sales Tax** : Necessary declaration on the following line should be furnished : "Certified that the goods on which sales tax is chargeable have not been exempted under the relevant sales tax act or rules made there under and the charges on account of sales tax on these goods are correct under the relevant act or rules made there under. Certified that we are registered dealers in the State of ..... under Reg.No. .... dated ..... for the purpose of Sales Tax and Regn. No. .... Dated ..... for the purpose of Central Sales Tax.
21. **Guarantee** : The tenderer should indicate the guarantee period in the tender. The minimum guarantee period will be one year from the date of acceptance unless an increased period is specifically mentioned in the specification and also the tenderer should specify / indicate the life span of the goods.

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22. **Enquires on Tenders** : Any enquiries regarding the tenders will not be entertained.
23. **Acceptance of Tender** : The acceptance of the Tender will rest solely with the Director, ICAR-NAARM who is not bound to accept the lowest Tender and reserves the right to himself to reject or partially accept any or all the Tenders received without assigning any reason thereof.
24. **Rejection of Tender** : Tenders not complying with the above conditions are liable to be rejected. The entire original tender document with seal and signature on each page along with price schedule at the time of submission of tender document(s) within the due date. Otherwise, tender will not be considered at any cost. Any other document or information as required in the tender document.
25. **Quantities**: Quantity of the stores indicated is subject to increase or decrease at the discretion of the Director, ICAR-NAARM without assigning any reason. The information format should invariably be filled in and duly signed by the authorized signatory and the terms and conditions should strictly be followed before submitting the tender. The tenderer should deliver the items at the Stores & Purchase Section, ICAR-NAARM, Rajendranagar, Hyderabad-500 030 in good condition and in accordance with the Purchase Order.
26. The approximate number of items required for supply is indicated in the Annexure of price bid for quoting the rates.
27. **Decision** : The Decision of the Director, ICAR-NAARM on any dispute in the matter will be final and legally binding. In the event of any question, dispute or difference arising under these condition or any conditions contained in the Purchase Order or in connection with this contract, the same shall be referred to the sole arbitration of the Director or some other person appointed by him. The award of the arbitrator shall be final and binding on the parties to this contract. Director, ICAR-NAARM reserves the right to accept or reject any or all the tenders received without assigning any reasons whatsoever at any time without assigning any reason thereof. The decision of the Director, ICAR-NAARM is final in this regard. While the quotee and the department shall make every effort to resolve amicably by direct informal negotiation, even then, if any disagreement or dispute arising between them under or in connection with the contract shall be settled under the Court of Law within its jurisdiction at Hyderabad. The resultant contract will be under Indian Laws.

Your Tender Document should be submitted with a covering letter with a reference number and date on your letterhead having the address of your regd.office, telephone no., fax no., APGST.No. and also accompany this Tender duly signed on every page by the Tenderer.

Stores and Purchase Officer

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**ANNEXURE -A**  
**MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD**

Whereas ..... hereinafter called the "tenderer" has submitted their offer date ..... for the supply of ..... (hereinafter called the tender") against the purchaser's tender enquiry No. .... KNOW ALL MEN by these presents that WE ..... of ..... Having our registered office at ..... are bound unto ..... (Hereinafter called the "Purchaser") in the sum of ..... for which payment will 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 ..... 2015.

**THE CONDITIONS OF THE OBLIGATION ARE :**

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
  - (2) If the tenderer having been notified of the acceptance of his tender by the purchaser during the period of its validity.
- If the tenderer fails to furnish the Performance security for the due performance of the contract.
  - Fails or refuses to accept / execute the contract.

WE undertake to pay the purchaser up to 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 the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

.....  
Name and Designation of the officer

Seal, name and address of the Bank and address of the Branch.

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Dated : .....

**UNDERTAKING**  
(To be submitted on Firm's Letter head)

It is certified that the information given above is true and correct and I undertake to abide by the terms and conditions of the Institute.

AUTHORISED SIGNATORY OF THE FIRM WITH SEAL

Place :  
Dated :

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### CHECK LIST

Please give page numbers to the tender document and all enclosures and also verify the following documents before submission of the tender in the sequence listed below, to avoid rejection or disqualification of your tender.

PLEASE NOTE THAT ALL RELATED XEROX COPIES MAY PLEASE BE ENCLOSED WITH THE TENDER DOCUMENT AS A PROOF

1. Cost of Tender Schedule: FREE. The Tender Document can also be downloaded with full details through NAARM Website (<http://www.naarm.ernet.in/>) or the Government of India, Central Public Procurement Portal (<http://eprocure.gov.in/cppp/>).
2. Earnest Money Deposit: EMD should be drawn on any nationalized bank as indicated in the notice inviting tenders in favour of "ICAR UNIT – NAARM A/c"
3. EMD D.D./Banker's Cheque/ Bank Guarantee No. \_\_\_\_\_  
Dated: \_\_\_\_\_ for Rs. \_\_\_\_\_
4. Following documents as indicated in the tender document printed on the tenderer's letterhead with dated signature and seal.
  - Commercial details and terms & conditions of tender (Indicate Page No.....)
  - Annexure showing the price of items (Indicate Page No.....)
  - Document regarding registration of the firm. (Indicate Page No.....) where the document(s) enclosed.
  - Certificates of registration for Sales Tax / VAT issued by appropriate Government for the required services with the seal of the tenderer. (Indicate Page No.....) where the document(s) enclosed.
  - Undertaking to be typed on Firm's Letterhead (Indicate Page No.....) where the document(s) enclosed
  - The entire original tender document with seal and signature on each page at the time of submission of tender document(s) within the due date. Otherwise, tender will not be considered at any cost.
  - NSIC certificate if, registered as small scale industries (if applicable) (Indicate Page No.....) where the document(s) enclosed.
  - All pages of the tender document are to be numbered.
  - Any other document or information as required in the tender document. (Indicate Page No.....)

Signature and Seal of the Bidder: \_\_\_\_\_

Business Address: \_\_\_\_\_

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