



भाकृअनुप-राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी  
राजेन्द्रनगर, हैदराबाद-५०००३०, तेलंगाणा, भारत  
**ICAR-National Academy of Agricultural Research Management**  
(ISO 9001:2008 Certified)  
Rajendranagar, Hyderabad-500030, Telangana, India  
<https://naarm.org.in>



F. No.5-49/17-158/PS  
21<sup>st</sup> February, 2018

**(1) NOTICE INVITING TENDER FOR SUPPLY OF BIG SIZE CEMENT SQUARE POTS WITH SOIL MIXTURE, PAINTING AND WRITING OF ICAR – NAARM & CLEAN AND GREEN (ON BOTH SIDES) WITH FLOWERING/ORNAMENTAL PLANTS WITH INSTALLATION OF DRIP SYSTEM**

**AND**

**(2) SUPPLY OF PLASTIC PLANT POTS (PLANTER – 14) WITH BOTTOM TRAY**

ICAR-NAARM is a premier publicly funded Training and Research Management Organization under ICAR, DARE, Ministry of Agriculture & Farmers Welfare, Government of India. The Director, ICAR-NAARM invites Sealed Tenders from the reputed Agencies/Contractors/Suppliers who are having fully established firm in twin cities for supply of the Cement Pots and Plastic Pots. The estimated cost of the pots and plastic plant pots would be ₹.5.00 – 6.00 lakhs approximately. The bidders are requested to submit the Tenders online on CPP Portal.

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

Sl. No.	Description	Date	Time
1)	Tender Publishing Date	21-02-2018	1600 hrs
2)	Document Download start date	21-02-2018	1700 hrs
3)	Seek Clarification Start Date	21-02-2018	1800 hrs
4)	Seek Clarification End Date	08-03-2018	1400 hrs
5)	Bid Submission Start Date	21-02-2018	1400 hrs
6)	Bid Submission Closing Date	08-03-2018	1400 hrs
7)	Bid Opening Date	09-03-2018	1400 hrs

The tender document consists of supply of Cement Pots with flowering/ornamental plants with installation of drip system and supply of Plastic Pots. Tender document can be downloaded from the website <http://www.naarm.org.in/> and Central Public Procurement Portal. The tenderer(s) will have to deposit EMD as per terms and conditions.

The Director, ICAR - NAARM reserves the right to reject any tender without assigning any reason thereof. Tender has to be submitted online. A brief detail of tender is given in the following format.

1 Raghun



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F.No.5-49/13-14/PS  
09-02-2018

**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 : .....

Date :  
Place :

SIGNATURE OF THE TENDERER & STAMP

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.

*Rajhu*

Terms and conditions for acceptance of Tenders towards supply of POTS are given below :

1. **Registered/Empaneled Contractors in GHMC/HMDA/State/Central Government Departments who are working in the area of Landscaping/Horticulture works with more than ₹.10.00 Lakhs work experience are eligible to apply for this Tender.**
2. **Submission of Tender :** The Tenders should be submitted online only. The Tenders should be complete in all respects duly signed wherever required.
3. **EMD :** The bid should accompany the EMD of **Rs.30,000-00** (Rupees Thirty 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. 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 successful bidder refuse the offer. **The EMD in original has to be submitted to the Stores and Purchase Officer before the closing date of the Tender.**
4. **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.
5. **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.
6. **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 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.
7. **Samples:** The firm should submit the samples of the items wherever applicable along with the tender.
8. **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.



9. **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.
10. **Price Escalation** : There should not be any price increase during the Rate Contract.
11. **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.
12. **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.
13. **Validity of Tender** : Tenders should be valid for a period of 90 days.
14. **Firm / VAT Registration & IT/GST** : 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/GST 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. Registered/Empanelled Contractors in Central / State Government Departments/ Greater Hyderabad Municipal Corporation (GHMC)/ Hyderabad metro Development Authority (HMDA) and who are having the experience in supply of Big Pots with Flowering/Ornamental Plants. Development & Maintenance of Land Scape Works & Horticulture works. They have to submit the following Documents along with Tender Document.
1. Valid Registration / empanelment letter
  2. Relevant Experience Certificate with more the 10.00 Lakh works
  3. GST Registration Certificate
  4. Valid ESI Registration Certificate and latest payment of Challans last 3 Months.
  5. Valid EPF Registration Certificate and latest payment of challans last 3 months.
  6. Valid Labour Licence.
15. **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.

16. **Liquidated Damages** : Time is the essence of the order as our requirement. 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.
17. **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.
18. **Registration 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.
19. **Enquires on Tenders** : Any enquiries regarding the tenders will not be entertained.
20. **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. -
21. **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.
22. **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.
23. The approximate number of items required for supply is indicated in the Annexure of price bid for quoting the rates.

*Daphu*

24. **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 registered office, telephone no., fax no., GST.No. and also accompany this Tender duly signed on every page by the Tenderer.

*N. Raghunath*  
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.

*Rajhu*

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 :

A handwritten signature in blue ink, appearing to read 'Rajesh', is written over the 'AUTHORISED SIGNATORY' line.





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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/UPLOADED WITH THE TENDER DOCUMENT AS A PROOF

1. 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. **Registered/ Empanelled Contractors in Central / State Government Departments/ Greater Hyderabad Municipal Corporation (GHMC)/ Hyderabad metro Development Authority (HMDA) and who are having the experience in supply of Big Size Cement Pots with Flowering/ Ornamental Plants, Development & Maintenance of Land Scape Works & Horticulture works. They have to submit/Upload the following Documents along with Tender Document.**
  - a) Valid Registration / empanelment letter
  - b) Relevant Experience Certificate with more than ₹.10.00 Lakh works
  - c) GST Registration Certificate
  - d) Valid ESI Registration Certificate and latest payment of Challans last 3 Months.
  - e) Valid EPF Registration Certificate and latest payment of challans last 3 months.
  - f) Valid Labour Licence.
5. 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.

*Raghu*

- Certificates of registration for GST/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: \_\_\_\_\_

\_\_\_\_\_

*Raghu*