



भाकृअनुप - राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी
राजेन्द्रनगर, हैदराबाद-५०००३०, तेलंगाणा, भारत
ICAR-National Academy of Agricultural Research Management
(ISO 9001:2015 Certified)
Rajendranagar, Hyderabad-500030, Telangana, India
Phones: (040) 2458 1322; Fax: (040) 2401 5912; <https://naarm.org.in>



F. No.5-502/19-20/PS
16th August, 2019

**NOTICE INVITING TENDER FOR PROCUREMENT OF PGDMA CLASSROOM
FURNITURE**

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 registered Agencies / Firms. **The bidders are requested to submit the Tenders online mode.**

The details of Tender submission offline is as follows:

Sl. No.	Description	Date	Time
1.	Tender Publishing Date	19-08-2019	1100 hrs
2.	Document Download start date	19-08-2019	1200 hrs
3.	Seek Clarification Start Date	19-08-2019	1300 hrs
4.	Seek Clarification End Date	09-09-2019	1000 hrs
5.	Bid Submission Start Date	19-08-2019	1600 hrs
6.	Bid Submission Closing Date	09-09-2019	1400 hrs
7.	Bid Opening Date	10-09-2019	1400 hrs

The terms and conditions and information format can be downloaded from ICAR - NAARM Website (<http://www.naarm.org.in/>) or the Government of India, Central Public Procurement Portal (<http://eprocure.gov.in/cppp/>). Director, ICAR-NAARM reserves the right to accept or reject any tender(s) or in full without assigning any reason thereof.

Submission of Tender : The Tender has to be submitted in online mode only in the Central Public Procurement Portal (<http://eprocure.gov.in/cppp/>).



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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 GST:
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.,2016-17, 2017-18, 2018-19
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.
..... Datedis enclosed.

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

N. Raghunath
(STORES AND PURCHASE OFFICER)
ICAR-NAARM

Terms and conditions for SUPPLY OF PGDMA CLASSROOM FURNITURE are given below:

1. All the Registered Contractors/Agencies who are having experience in Establishment of Classroom Furniture with not less than five (5) years' experience with worth of not less than worth of ₹.20.00 lakh works. They have to submit the following documents along with Tenders:
 - a) Valid Registration Certificate
 - b) Relevant Experience Certificate with the worth of more than ₹.20.00 lakhs works along with list of completed sites related to establishment of classroom furniture.
 - c) GST Registration Certificate
 - d) Willingness to show their completed project sites in relation with the establishment of classroom furniture.
 - e) Eligible Contractors who are willing to apply for the tender, it is advised to visit the proposed site for establishment of classroom furniture during the Office Working Hours i.e. 09.15 a.m. to 04.15 p.m. on all working days by contacting Dr. P. Vijender Reddy, Chief Technical Officer & OIC, Training Unit (Phone No. 040-24581310 / 9440590804)
2. **Submission of Tender: The Tenders should be submitted Online Mode only.**
3. **EMD :** The bid should accompany the EMD of **Rs.20,000-00** (Rupees Twenty 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 refuses 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 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 made through RTGS/NEFT upon receipt of ordered item and satisfactory installation / commission on production of security deposit @ 10% of the order value wherever applicable.
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 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. **Completion Schedule:** Work should be completed based on Tender specification. 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 work should be completed within the time frame as indicated in the Purchase Order.
13. **Validity of Tender:** Tenders should be valid for a period of 120 days from the date of opening of the Tender.
14. **IT & GST Registration:** 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 GST/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.
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 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.

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. **GST :** All the bidders / tenders should ensure that they are GST Compliant and their quoted tax structure / rates are as per GST Law.
19. **Enquires on Tenders:** Any enquiries regarding the tenders after its opening 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.
24. **Jurisdiction :** 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 arbitrator as per rules. 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 quote 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.

Stores and Purchase Officer


(STORES AND PURCHASE OFFICER)
ICAR-NAARM



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ANNEXURE –A

MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas hereinafter called the “tenderer” has submitted their offer datefor the supply of (Hereinafter called the tender”) against the purchaser’s tender enquiry No. KNOW ALL MEN by these presents that WEof Having our registered office at are bound unto(Hereinafter called the “Purchaser”) in the sum offor 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 thisday of2015.

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.

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:


(STORES AND PURCHASE OFFICER)
ICAR-NAARM



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 RELEVANT 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 ICAR-NAARM Website (<http://www.naarm.ernet.in/>).
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 through Offline/DD/Banker's Cheque/ Bank Guarantee
No. _____ Dated: _____ for
Rs. _____
4. **All the Registered Contractors/Agencies who are having experience in Establishment of Classroom Furniture with not less than five (5) years' experience with worth of not less than worth of ₹.20.00 lakh works. They have to submit the following documents along with Tenders:**
 - f) Valid Registration Certificate
 - g) Relevant Experience Certificate with the worth of more than ₹.20.00 lakhs works along with list of completed sites related to establishment of Classroom Furniture.
 - h) GST Registration Certificate
 - i) Willingness to show their completed project sites in relation with the Classroom Furniture
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.
 - Certificates of registration for GST 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: _____
