



भा.कृ.अनु.प.- कृषि प्रौद्योगिकी उपयोग अनुसंधान संस्थान, अंचल - 3

भारतीय कृषि अनुसंधान परिषद

उमियम (बड़ापानी), रि-भोई, मेघालय - ७९३१०३

ICAR - Agricultural Technology Application Research Institute, Zone - III

Indian Council of Agricultural Research

Umiam (Barapani), Ri-Bhoi, Meghalaya - 793103

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***TENDER DOCUMENT***  
***FOR***  
***OFFICE EQUIPMENTS***

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File No. ICAR-ATARI/39/ARYA/2016-17

Date: 03.02.2016

### **TENDER NOTICE**

The Director, ICAR-ATARI, Umiam (Barapani), Ri-Bhoi Meghalaya invites Open Tenders for the purchase of following Office Equipments under ARYA Project from **Reputed Manufactures/Authorized Agents.**

Sl. No.	Name of the Instrument	Quantity required
1	Smart LED Television	01 unit
2	Digital SLR Camera	01 unit
3	Mobile Data Processing System	03 unit
4	Desktop	04 unit
5	Mobile Mini Data Processing System	03 unit
6	Online UPS	01 unit
7	Printer	03 unit

Interested bidders may download tender documents from cpp portal i.e <http://www.eprocure.gov.in> & from our website: <http://www.icarzcu3.in>. **The firms should submit tenders in the prescribed format along with Tender Fees of Rs. 500.00 (Non Refundable) and EMD (Refundable) in separate envelope as mentioned in the terms & conditions of the tender on or before 1.00 PM, 25-02-2017. Technical bids will be opened at 1.15 PM on 25.02.2017.**

Sd/-  
DIRECTOR  
ICAR-ATARI,  
Umiam(Barapani), Ri-Bhoi  
Meghalaya

**Annexure -II**

**DETAILS OF EMD & TENDER FEE.**

<b>Sl. NO.</b>	<b>Name of the Equipments</b>	<b>EMD (Refundable) in Rs.</b>	<b>Tender Fees (Non Refundable) in Rs.</b>
1	Smart LED Television	16000.00	500.00
2	Digital SLR Camera		
3	Laptop		
4	Desktop		
5	Tablet.		
6	Online UPS		
7	Printer		

**Sd/-  
DIRECTOR  
ICAR-ATARI,  
Umiam(Barapani), Ri-Bhoi  
Meghalaya**



## Annexure -III

### **ESSENTIAL TERMS & CONDITIONS & GUIDELINES FOR BIDDERS**

**TENDER FEE & EARNEST MONEY DEPOSIT (EMD):** Tender must be accompanied with Tender Fee of Rs. 500.00 (Non-Refundable), EMD/ Bid Security (Refundable) , in the shape of Demand Draft drawn in favour of The, Director, ICAR-ATARI, Zone-III payable at SBI, ICAR Complex Branch, Barapani (Umiam), Ri-Bhoi, Meghalaya. **Tenders received without the required Tender Fees & EMD will be rejected** without any communication to Bidder. **If Bidders are exempted from the payment of EMD/Tender Fees, they are required to submit the detail information and necessary documents of exemption without which their bids/tenders will be rejected.** The Bidder should write the Name of the Firm at the Back side of the Draft submitted as EMD.

**EVALUATION:** Tenders are to be prepared in two bid system i.e. Technical and Financial . **Technical bids will be opened first and after technical evaluations, the firms which are technically qualified will be invited in the opening day of financial bids.**

**DOCUMENTS REQUIRED:** Latest Sales Tax Clearance certificate along with client list must be attached with Tender.

**AUTHORISATION LETTER:** If the bidder is quoting on behalf of Manufacturer, **valid Authorization letter from the principal must be enclosed, clearly mentioning the duration of Authorization of the firm.**

**ACCEPTANCE OF TENDER:** The sealed tenders filled in all respect with signatures in all pages must be sent only by **Registered/ Speed Post or Person** to reach **within 1.00 P.M on or before 25.02.2017**. Incomplete Tenders and Tenders received after specified time will not be accepted. ICAR-ATARI, Zone-III is not responsible for any type of delay in arrival of Tender. Once Tender is accepted, it cannot be allowed for withdrawal. The decision of quantity of order shall be subject to approval of The Director; ICAR-ATARI, Zone-III and his decision is final and binding.

**VALIDITY:** Rates quoted must be valid upto the contract period.

**SHOULD NOT QUOTE ANY ALTERNATIVE OFFER:** Bidder should quote the best suitable model which matches the advertised specification of the Equipment. **No alternative/ option should be quoted.**

**OPENING OF TENDER:** Tenders (**Technical Bids Only**) will be opened by the committee at **1.15 P.M onwards on 25-02-2017** at ICAR-ATARI, Zone-III, Committee Hall, Barapani (Umiam), Ri-Bhoi, Meghalaya in presence of interested Bidders/ their authorized representatives.

**FALSE INFORMATION:** The technical specification furnished by the bidder must be simple, clear and as per the actual specification of the equipment. If, the bidder furnished any false information/ any information/assurance in their quotation for which the firm fails to provide such service or material at the time of supply as per their quote, the EMD of such bidder will be forfeited and any other appropriate action may be taken against such firm as desired by the Director, ICAR-ATARI, Zone-III.

Sd/  
**DIRECTOR**  
**ICAR-ATARI,**  
**Umiam (Barapani), Ri-Bhoi**  
**Meghalaya**

**Annexure – IV**  
**TENDER SPECIFICATIONS FOR ARYA PROJECT**

SL. No.	Name of the Item	No. of Items	Features and Details
1	Smart LED Television	1	<ul style="list-style-type: none"> <li>• Full HD</li> <li>• 121 centimetres(48 inches)</li> <li>• X-Reality PRO, Connectivity- Input:USB*2, HDMI*2, Composite*1, Component*1, RF*1, Ethernet*1</li> <li>• Built in woofer and X-Protection PRO</li> <li>• Installation: For requesting installation/wall mounting/demo of this product once delivered, please directly call Sony support on 1800-103-7799.</li> <li>• 1 year warranty provided by the manufacturer from date of purchase</li> <li>• Smartphone connectivity- Screen mirroring, Photoshare plus and Internet TV-Browser Netflix, Bigflix, and many more.</li> </ul>
2	Digital SLR Camera	1	<ul style="list-style-type: none"> <li>• 24.2 MP DX-format CMOS sensor with no optical low pass filter (OLPF)</li> <li>• 39-point Autofocus (AF) system</li> <li>• 5 frames per second continuous shooting</li> <li>• ISO 100-25,600</li> <li>• High resolution, vari-angle LCD with familiar, smartphone-like touchscreen for easy use.</li> <li>• 1080/60p HD video capabilities allow for capture of fast-moving subjects or creating slow motion effects.</li> <li>• Built-in Wi-Fi and smartphone compatibility for instant sharing</li> </ul>
3	Mobile Data Processing System	3	<ul style="list-style-type: none"> <li>• Intel core i5 processor (7<sup>th</sup> generation)</li> <li>• 8 GB DDR4 RAM</li> <li>• 64 bit Windows 10 OS</li> <li>• 1TB HDD</li> <li>• 13.3 inch touch screen display</li> </ul>
4	Desktop	4	<ul style="list-style-type: none"> <li>• OS Window 10</li> <li>• Product category- All in one</li> <li>• Processor- Intel core i5</li> <li>• RAM-8 GB DDR4</li> <li>• Graphics type-Integrated</li> <li>• Hard Disk- 1 TB HDD</li> <li>• Screen- 19-21.5"</li> </ul>
5	Mini Mobile Data Processing System	3	<ul style="list-style-type: none"> <li>• 2 GB RAM</li> <li>• 5 MP Primary camera</li> <li>• Android OS</li> <li>• Battery 4200 mAh</li> <li>• Connectivity wifi-4G</li> <li>• Display size 8 inch</li> <li>• Internal storage 16 GB</li> </ul>



			<ul style="list-style-type: none"> <li>• Processor speed- 1.2 Ghz</li> </ul>
<b>6</b>	<b>Online UPS</b>	1	<ul style="list-style-type: none"> <li>• 10 KVA</li> <li>• With SMF Battery for 120 mins backup;</li> <li>• Along with Rack &amp; Interconnecting cable</li> </ul>
<b>7</b>	<b>Printer (Monochrome- 2 nos., Colour- 1 nos.)</b>	3	<ul style="list-style-type: none"> <li>• Laser printer</li> <li>• Min speed 25 ppm</li> <li>• Duplex</li> </ul>

**TERMS & CONDITIONS**

1. The Quotation(s) should be sealed and Superscripted on cover “Quotation for Office Equipment (Name) and addressed to the undersigned.
2. The rates Quoted (in Indian Rupees) should be F.O.R. ICAR-ATARI Zone-III, Barapani, Meghalaya excluding VAT/Taxes.
3. **The firm is responsible/liable to pay all the local taxes and also to arrange Road Permit Certificate at . Documents, if required for such purpose may be provided on request.**
4. The terms & conditions, period of warranty, A.M.C and time required for supply/installation should be mentioned clearly.
5. In the event of material supplied not in conformity with the same standard and specification furnished in the quotation, the items/material supplied is liable to be rejected and returned to the supplier at their cost.
6. (A) **Payment for goods quoted in Indian Rupees:** 100% payment will be made after satisfactory supply and instillation of items ordered subject to submission of 5% of total value of consignment towards performance securitymoney.

7. The Director ICAR-ATARI, Zone-III, Barapani (Umiam), Ri-Bhoi, Meghalaya does not bind himself to accept the lowest quotation or any other quotation and reserves the right to cancel any quotation or all quotations without any notice. The decision of the Director, ICAR-ATARI, Zone-III, Barapani (Umiam) is final.

8. The firms should submit Quotation/Tender only if, they are capable to **supply the items within 15 days of the date of issue of supply order. Liquidation charges for delay in supply will be applicable @ 0.5% per month.**

9. **The Institute has adopted two bid systems therefore “Technical Bid” & “Financial Bid” should be kept separately in two different sealed envelopes.** Superscripted thereon TECHNICAL BID and FINANCIAL BID within a larger sealed packed/envelope. The larger outer cover should indicate Tender Number, Name of the Equipment, Sl. No. and opening date on the top of right hand corner.

10. **The quoted specification should be prepared after taking into consideration the advertised specification and the terms & conditions of the Tender strictly.**

11. **Technical Bid & Financial Bid must be prepared in the prescribed format (Annexure VI and Annexure VII) without which tender is liable to be cancel. The Bidder must also furnish the specific answers as per the Questionnaire (Annexure- VIII) as enclosed along with the Tender Document.**

Sd/-  
DIRECTOR,  
ICAR-ATARI.  
Barapani(Umiam)

## Annexure- VI

### PREPERATION OF TECHNICAL BID

Technical Bid should be prepared in the following format:

SL. No	Name of the Equipment	Advertised Specification	*Quoted Specification	Whether Quoted Specification Matches with the Advertised Specification	Difference between Advertised specifications with Quoted Specification	Any Advantage/ Disadvantage

\* Technical Specifications of the offered equipment must be supported with the original detailed technical brochures.

**Note:** Bidder should also enclose all the technical broachers which provide sufficient information for the quoted specifications.

## Annexure-VII

### PREPERATION OF FINANCIAL BID

Financial Bid should be prepared in the following format:

SL. No.	Description of Goods.	Quantity	Ex-factory price	Excise Duty if any	Inland Transportation	Insurance Charges	Sales Tax/VAT	Total Amount (Rs.)

Total Bid Price

Rupees.....

. . . . .  
. . . . .  
. . . . .

Signature of the Bidder  
Name & Address

\*Note: No extra cost towards packing, forwarding, documentary etc charges will be paid by this Institute.

**ANNEXURE- VIII**

**QUESTIONNAIRE TO BE FILLED BY BIDDERS**

[BIDDERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW. IN CASE A QUESTION DOES NOT APPLY TO A BIDDER, THE SAME MAY BE INDICATED. IF THE ANSWERS FURNISHED ARE NOT CLEAR AND /OR ARE EVASIVE, THE BID WILL BE LIABLE TO BE IGNORED/ REJECTED].

<b>Sl. No.</b>	<b>Question to be answered</b>	<b>Answer</b>
1	Bid No. _____ date for bid opening on _____	
2	Offer is open for acceptance	Yes/ No
3	Brand of goods offered :	
4	Name & address of manufacturer:	
5	Station of Manufacturer:	
6	What is your permanent Income Tax A/C No (PAN no):	
7	Confirm whether you have attached your sale tax and Income Tax Registration no. (PAN No.):	Attached/ Not attached
8	<b>Status:</b>  (a) Are you currently registered with the Directorate General of supplies & Disposals (DGS&D) for the items(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.	Yes/ No If Yes, details:  Yes/ No If Yes, details:

	<p>(c) If you are not registered either with NSIC or DGS&amp;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.</p> <p>(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).</p>	<p>Yes/ No</p> <p>If Yes, details:</p> <p>Yes/ No</p> <p>If Yes, details:</p>
9	<p><b>Please indicate:</b></p> <p><b>Name &amp; full address of your Banker(s):</b> (SWIFT Code/ IFS Code/ Branch Code etc. shall be clearly mentioned)</p>	
10	<p>Whether you are:</p> <p>(i) Manufacture of the goods quoted; or</p> <p>(ii) Manufacture's authorized agent for those goods.</p>	<p>Yes/ No</p> <p>Yes/ No</p>
11	<p>In case the bidder is an authorised agent, valid documentary proof to this effect must be enclosed with the quotation.</p>	<p>Enclosed / Not enclosed</p>
12	<p>State whether business dealings with you have been currently banned by any Ministry/Deptt. Of Central Govt. or any State Govt.</p>	<p>Yes/ No</p>
13	<p><b>Details of Tender fee and EMD</b> submitted against the Bid:</p>	
14	<p>Reputed manufacturers of equipment (Specified in the tender notice) or their authorised agents with well established sales and services facilities only need to respond to the tender notice.</p>	<p>Conform / Do not conform to requirement</p>
15	<p>The make, model no., detailed specifications,</p>	

	illustrative pamphlets must accompany the quotations without which the quotations are liable to be rejected.	Complied / Not complied
16.	The bidder must furnish a list of customers to whom the equipment quoted has been supplied preferably in Eastern and North Eastern India. Name and contact telephone no. of the customer may be furnished.	Enclosed / Not enclosed
17	Bidders are requested to carefully go through the specifications given in the tender and comply all the terms and conditions mentioned in the tender document and quote only when they are sure they have the product specified to offer. In case of any doubts, the bidders can contact Director, ICAR-ATARI, on any working day with prior appointment.	Complied / Not complied
18.	Details of Warranty, AMC and other essential requirements of the tender must be provided as mentioned in the tender. If any component of the equipment quoted is not covered by the warranty, the same must be specified.	
19	It is to be noted that the warranty will start after proper installation of the equipment and after obtaining users satisfactory report.	Complied / Not complied
20	The bidder should provide on-site training to the users at the time of installation.	Complied / Not complied
21	In case a starter kit is essential to commission the equipment, the bidder should provide starter kit along with the equipment.	Complied / Not complied
22	Where the equipment offered is modular, the price break-up of individual modules/accessories/parts must be given. The bidder may not be given a change to indicate the price breakup at a later date. Wherever possible price breakup of components/modules forming a system must be given.	Complied / Not complied
23.	Where calibration is required, the bidder will furnish a test certificate along with complete test results and test conditions for the equipment specifications offered in case an order is placed.	Agreeable / Not agreeable
24	a) If an order is placed with the bidder, the bidder will install and test the equipment to its specifications at the site of installation free of	Agreeable / Not agreeable



	charge.	
	b) If it is not possible to test some specifications, the same may be indicated.	Complied / Not complied
25	The bidder is agreeable to install and test the equipment and undertake after-sales-service only through a factory trained certified engineer.	Yes/ No
26	Equipment offered should form a complete system. Plea that an item essentially required to make it functional, but not quoted since not specifically asked for in the tender, will not be accepted. An incomplete offer is liable to be rejected on that ground.	Quoted complete system/ Not quoted complete system
27	<p>Technical bid and price bid should be submitted separately under sealed covers, and both the envelopes put together in another cover which should also be sealed. This is to ensure that if the technical bid qualifies with the laid down specifications and configurations, only then price bid will be opened. Otherwise, the price bid will automatically get rejected along with the technical bid not fulfilling the specifications/configurations. The envelopes should super-scribed as <b>“Technical bid for Office equipment”</b>, <b>“Quotation for Price Bid for Office Equipments”</b></p> <p>both envelopes together in third envelope super-scribing <b>“Quotation for office equipment &amp; tender document Name &amp; No. _____”</b> respectively.</p>	Complied/ Not complied
28.	<b>TENDER DOCUMENT FEE AND EMD FEE SHOULD BE SUBMITTED IN A SEPARATE COVER ALONG WITH THE TECHNICAL</b>	Complied/ Not complied

	<b>BID.</b>	
29	a) Whether the firm is exempted from paying Tender Fee and EMD	Yes/ No
	b) If Yes, whether the details of exemption is mentioned clearly in the technical bid/covering letter.	Yes/ No
	c) Also, <b>copy of letter of such exemption shall also be enclosed as proof.</b>	Complied/ Not complied
<b>30.</b>	<p><b>The technical bid must have the following enclosures:</b></p> <ol style="list-style-type: none"> <li><b>1. Technical Bid:</b> It shall be a true copy of the price bid but with the prices omitted. <b>All items quoted must be clearly indicated.</b></li> <li><b>2. Point wise compliance statement.</b></li> <li><b>3. Detailed literature, illustrative pamphlets, authorization letter, company profile and customers list.</b></li> <li><b>4. Duly filled Questionnaire (Each point shall be indicated clearly).</b></li> <li><b>5. Original Tender Fee, EMD in a separate cover.</b></li> <li><b>6. Covering letter.</b></li> </ol>	Complied/ Not complied

**NOTE :**

**i) Unless the questionnaire is completely filled in and detailed information provided as required, your offer is liable to be rejected.**

**ii) Complete questionnaire should be signed by the bidder and sent along with the quotation in Technical Bid and a copy in Price Bid.**

**Signature of Witness**

Name & address of Witness

**Signature of Bidder**

Full name, designation &  
Address of the person signing above  
(Name and address of the bidding firm).

**Date:**

**Date:**