



# राष्ट्रीय कृषि उपयोगी सूक्ष्मजीव ब्यूरो

(भारतीय कृषि अनुसंधान परिषद्)

कुसमौर, मऊ नाथ भंजन, उत्तर प्रदेश-275101

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Tender Enquiry No. 9-4/store/RKVY/2015-16/  
To,

Dated: 10.07.2015

## Sub: Purchase of Photo Copier, Camera, Printer & Scanner-reg.

Dear Sir,

We have a requirement of above said items for which you are invited to submit your most competitive quotation for the same. The envelope containing the quotations should be super scribed as "**LIMITED TENDER FOR Photo Copier, Camera, Printer & Scanner**". Tender should reach the **Director, National Bureau of Agriculturally Important Microorganisms, Village- Kushmaur, Maunath Bhanjan (U.P.) 275101** ON **04.08.2015 upto 10.00 AM** which will be opened at **11.00 AM on 04.08.2015**. A DD/Banker's cheque as Earnest Money Rs. 12000/- in favour of "**Director, ICAR Unit NBAIM, Mau payable at SBI, Maunath Bhanjan, Branch code (01671)**" is to be enclosed along with the quotation. No quotation shall be considered without the earnest money deposit (EMD). All the relevant details are given below:

- I. Description of the Goods required : (As enclosed in Annexure-I)
- II. Format of price quotation : (As enclosed in Annexure-II)
- III. Terms of delivery (Delivery at site) : FOR NBAIM, MAU
- IV. Delivery period for goods : Within 30 days from the date of issuing supply order
- V. Erection/installation and commissioning (if required, depending on the goods ordered) are to be completed within 07 (seven) days of delivery of the goods at site.
- VI. Terms of Inspection by the purchaser's representative: **Indenting Officer**
- VII. Training of Purchaser's operator(s) for operating the goods ordered, as and if necessary NBAIM operator (s) for operating the goods ordered, as and if necessary NBAIM operator(s) is/are to be trained for a period of 02 days/weeks at purchaser's premises/supplier's premises for successfully operating the goods purchased. The training shall be completed by within 07 days of installation.
- VIII. **Price structure:**
  - a. The tenderer shall quote for the complete requirement of goods & services. And for the full quantity as shown against a serial number in the list of requirements in Annexure-I, the tenderers are, however, free not to quote against all the serial numbers mentioned in the List of Requirements (in case there are more than one serial number in the list of requirements).

- b. **Specification quoted by the firm may be attached literature, leaflet/broacher of the goods with the tender documents if necessary.**
- c. All duties, taxes and levies payable by the supplier under the contract shall be included in the quoted price. The purchaser will not pay any such duties, taxes and levies separately. However, VAT/S.T., as legally and contractually leviable, will be quoted separately by indicating the nature and the current rate of VAT/Sales Tax, as applicable at the time of quoting. The sales tax will be paid extra at actual at the time of supply provided the transaction of sale is legally liable to sales tax and the amount of the sales tax is contractually payable. If the supplier in its quotation does not ask for sales tax extra, the same shall not be paid even if asks for the same at the later date.
- d. The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account whatsoever, including statutory variations, if any. However, sales tax will be paid extra as per provision under Clause viii ( c ) above.

ix) **Receipt of goods and Terms of Payment:**

- a. Payment terms for supply of goods, including erection/ installation and commissioning (as and if applicable).

Immediately on receiving the goods at site, the purchaser will verify the quantities of the items supplied as specified in the delivery challan of the supplier and also check for any superficial damage etc. in the goods so supplied and issue a provisional receipt accordingly. If the goods supplied do not require erection/ installation and commissioning at site, the purchaser, within two working days of issue of the provisional receipt, will issue acceptance certificate(of the goods) to the supplier, provided the goods supplied are acceptable in terms of the contract. However, if the goods supplied also need erection/ installation and commissioning, the purchaser will issue acceptance certificate within two working days, after successful erection/ installation and commissioning. The supplier will then send its invoice along with the purchaser's acceptance certificate and other accompanying documents to the paying authority for payment.

The paying authority will release the full payment to the supplier as due in terms of the contract, within fifteen working days of receipt of supplier's invoice, purchaser's receipt certificate and other accompanying documents, provided the same are in order.

x) **Paying Authority: Director, NBAIM, Mau**

xi) **Liquidated Damage Clause:**

If any time during the performance of the contract, the supplier encounters conditions hindering timely delivery of the goods, the supplier shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same. After receipt of supplier's communication, the purchaser shall decide as to whether to cancel the contract for the un-supplied portion after the existing delivery period, or to extend the delivery period suitably by issuing an amendment to the contract. If the supplier fails to deliver the goods and/or perform the services within the contractual delivery period for reasons other than circumstances beyond supplier's control (which will be determined by the purchaser) and the purchaser extends the delivery period, the purchaser will also deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half per cent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance. The maximum limit of such deduction will, however, be 10% (ten per cent) of the contract price of the delayed goods or services, after which the order will be treated, cancelled. The liquidated damage will also include damage due to delay in supply, installation and training

Further, during such delayed period of supply and/or performance, the supplier shall not be entitled to any increase in price and cost, whatsoever, on any ground. However, the purchaser

shall be entitled to the benefit of any decrease in price and cost on any ground, whatsoever, of the goods & services, supplied during the period of delay.

The purchaser's letter (to the supplier, with copies endorsed to other concerned) extending the delivery period will be subject to the above conditions.

**xii) Warranty Clause: Manufacturer's standard warranty clause is acceptable.**

**xiii) Dispute Resolution Mechanism:**

If any dispute or difference arises between the purchaser and the supplier relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions. However, if the parties fail to resolve the dispute or difference by such mutual discussion within 30 days, either the purchaser or the supplier may give notice to the other party of its intention to refer the same to arbitration. The arbitration shall commence thereafter. The arbitration shall be conducted by a sole arbitrator, who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be as per the Indian Arbitration and Conciliation Act 1996. The venue of the arbitration shall be the place from where the contract is issued.

2. You are also required to fulfil the following conditions and furnish the details as indicated in subsequent paragraphs.
  - a. At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25%, the quantity of goods and services as specified in the List of Requirements, without any change in the unit price or other terms and conditions.
  - b. Please states whether business dealings with your firm presently stand banned by any Government organization and, if so, furnish relevant details.
  - e. A supplier shall not submit more than one quotation for the same set of goods. No pooling should be done in association with any other supplier.
  - f. The supplier shall at all times identify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in its offer.
  - g. Correction or over-writing in the tender document is not permissible. The quotation(s) as well as the contract shall be written in English language. All correspondence and other documents pertaining to the quotation(s) and the contract, which the parties exchange, shall also be written in English.

The quotation and all correspondence and documents relating to the quotation Exchanged between the bidder and the purchaser may also be written in Hindi language provided that the same is accompanied by an English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall govern.

- h. The contract shall be governed by the laws of India and interpreted in accordance with such laws.
- i. The quotation/offer shall remain valid for acceptance for a period not less than 90 days after the specified date of opening of the offers.
- j. A DD/Banker's cheque as **Earnest Money** Rs. 12000/- in favour of "**Director, ICAR Unit NBAIM, Mau payable at SBI, Maunath Bhanjan, Branch code (01671)**" is to be enclosed along with the quotation. No quotation shall be considered without the earnest money deposit (EMD).
- k. In case, the successful bidder shows inability at any stage, after the contract is finalised and awarded for whatsoever reason(s), to honour the contract, the EMD/Performance Security deposited would be forfeited.

1. PAN No./ TIN No. and other details should be provided in Annexure-III.

3. The quotation shall be sealed in an envelope. The envelope shall be addressed to the purchaser and it should also bear the "Tender enquiry no. and the words "**DO NOT OPEN BEFORE 11:00AM ON 04.08.2015** (The time and date of opening of the tenders)". This envelope should then be put inside another envelope, which will also be duly sealed. The outer envelope will bear the full address of the purchaser. The supplier must ensure that its tender (i.e. quotation), duly sealed as

above, reaches the purchaser at least on hour before the time and date of opening of tenders. The supplier may, at its choice, send the tender by regd. post or by speed post. Alternatively, the supplier may also hand delivery the tender to the purchaser in which case the purchaser shall give the supplier a receipt, indicating the time & date of receipt of the tender.

4. The tenders, which are received late or other than whom we sent the tender enquiry by the purchaser will be ignored. Further, the purchaser does not accept any liability and responsibility for the tenders in case the same are not properly sealed and marked and/or sent as above.
5. The tenders, which are received on time), will be opened at NBAIM Office, Mau at **11:00AM ON 04.08.2015**. The purchaser will open the tenders in the presence of the tender's duly authorized representatives if any, who choose to attend the tender opening.
6. The purchaser will evaluate and compare the quotations which are substantially responsive i.e. which are properly prepared and signed and meet the required terms, conditions, specifications etc. The purchaser will award the contract to the supplier whose quotation will be determined to be responsive and offering the best evaluated deal.
7. Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation or annual the tendering process and reject all quotations at any time prior to or after the award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenders.
8. Please submit your quotation accordingly. **You shall sign all the pages of your quotation.** Your price quotation may be furnished in the format enclosed as Annexure-III. You are also required to return this original tender enquiry (all the pages), as it is, duly signed by you on every page, for our record. You may retain a photocopy of this tender enquiry for your records.

**Encl: Annexure-I, II, III**

**(Signature of the Purchaser/representative)**

**Note:** Kindly furnish the following information along with your quotation:

<b>Name of the firm</b>	<b>Account No. of the firm</b>	<b>Name of the bank and branch with code where A/c exists</b>	<b>Whether branch is CBS or not</b>

**(Signature of the representative of the firm)**

**Annexure-I****LIST OF REQUIREMENTS**

Sl.	Brief Description of the Goods	Specifications	Qty required	Place of Delivery	Installation Requirement if any
1.	<b>Photo Copier</b>	<p>Device Type/Machine      Standard desktop or free-standing (Combined Reader Printer device)</p> <p>Maximum Original Size      A3</p> <p>Copy Sizes                      Cassette 1,3 and 4: A3, A4 or above Custom size above 130 to 280mm x 180 to 430 mm Cassette 2: A3, A4, A4R, A5R,</p> <p>Resolution                      Reading: 600dpi x 600dpi standard Coping: 600dpi x 600dpi standard Printing: 600dpi x 600dpi, 1200dpi x 1200dpi Number of Tones more than 250 Gradations</p> <p>Copy/print speed              Min print speed at A4-20 to 45 ppm (BW) Min print speed at A3-15 to 22 ppm (BW)</p> <p>Zooming (enlargement/ Reduction)                      Zoom size min. 25% to max. 400% Fixed size at 25%,50%, 70%, 100%, 141%, 200%, 400%</p> <p>First copy print time              Black-white from a min 3.0 to 6.0 sec</p> <p>Warm up Time                      30 seconds min</p> <p>Multiple Copies/Prints              From 1 to 999 sheets with standard duplexing (both side copying/printing required)</p> <p>Paper weight                      Cassette: min 60 g/m2 Stack Bypass min 60- 120 g/m2 Duplex: 64 to 80 g/m2 Cassette 1: above 500 sheets (80g/m2)</p> <p>    Cassette 2: above 500 sheets Stack Bypass: min 100 sheets (A4,A4R,A5;80g/m2) and 50 sheets (A3;80g/m2)</p> <p>Processor Speed                      A min of 400 MHz</p> <p>Memory                              Above 250 MB</p> <p>Interface                              Ethernet (100Base-TX/10Base-T), USB Host I/F 2.0 x 1 port, USB Device 1.0 x 1 port</p> <p>Power Supply                      220-240V AC, 50/60Hz, 4.2A (45/35 ppm Model), 220-240V AC, 50/60Hz, 3.3A (35/30/20 ppm model)</p>	1 No	NBAIM Mau	Required

2.	<b>Camera</b>	Dimensions (WxDxH)	560 mm x680 mm x 680 mm min (with the Platen cover) 560 mm x 680mm x 770 mm min (with the DADF)	1 No	NBAIM Mau	Required
		Warranty	One year min.			
		Quality	Digital High Zoom			
		Sensor	CMSO			
		Pxl Capacity	16 megapixel or more			
		Screen	3/inches min.			
		Battery	I - ion battery			
		Zoom Capacity	min 80x optical zoom			
3.	<b>Printer</b>	Warranty	min. One year	1 No	NBAIM Mau	Required
		Page output	up to 40000 paper/mont			
		21/20 ppm	(B/K & CLR)			
		Hi-speed	USB 2.0 port, 1 No			
		Processor	600 mhz, 128 mb. Min			
		Image range	600 dpi or more			
		Printer Scaling	both side printing			
Warranty	One year min.	1 No	NBAIM Mau	Required		
4.	<b>Scanner</b>				Scan Type	CCD
					Resolution	600 (min).
					Depth range	24 bit
					Interface	USB 2.0
					Size	Max Size - 201 x 3000 mm. Min size – 50 x 70 mm
					Speed	40 ppm or more
					Operating System Capability	windows 8, 7, vista etc. compatible
		Warranty	Min One Year			

The envelope shall be addressed to the purchaser and it should also bear the “Tender enquiry no. and the words **“Do not open before 11:00AM ON 04.08.2015** (The time and date of opening of the tenders)”.

**Please specify the make and model for every item and also attach relevant document/literature (if available) illustrating detail specification of the product.**

Special instruction (if any) -----

**Annexure-II**

**FORMAT OF PRICE QUOTATION**

Sr.	Goods	Model name	Unit Price	TAXES			Total amount (Rs.)
				VAT	ST	Other charge if any	
1.	Photo Copier						
2.	Camera						
3.	Scanner						
4.	Printer						

- “Details of applicable VAT/S.T. to be paid extra and the current rate of the same.
- We agree to provide the services. We confirm that the same and attached the relevant documents.
- Must attach the leaflet of quoted model without leaflet quotations are liable to reject.
- We confirm that our offer will remain valid or acceptance for.....days after the date of opening of tenders. (not less than 30 days)

.....  
(Signature, name and designation of the authorized executive of the tendering firm)  
For and on behalf of.....

**Date:**

**(Name Seal and address of the tendering firm)**



**Annexure-III**

**Name of the Firm** : -----

**Registered/Postal Address** : -----  
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1.	<b>Phone number/Mobile number</b>	
2.	<b>E-mail Address</b>	
3.	<b>PAN No.</b>	
4.	<b>VAT/TIN no., if applicable</b>	
5.	<b>Bank Details :</b>  <b>Bank Name</b>  <b>Branch Address</b>  <b>Account no.</b>  <b>Type of account (Current/Savings)</b>	