



राष्ट्रीय मिथुन अनुसंधान केंद्र
भारतीय कृषि अनुसंधान परिषद
National Research Centre on Mithun (NRC-M)
Indian Council of Agricultural Research (ICAR)
Jharnapani, Medziphema, Nagaland-797106 INDIA



No. ICAR-NRCM(S)304/2015

Dated : 05.09.2016

TENDER NOTICE

Sealed tenders in two bids i.e (*Technical and Financial*) for and on behalf of Director, ICAR-National Research Centre on Mithun, Jharnapani, Nagaland, are invited from the interested registered firms/agencies for the subscription of Foreign and Domestic Journals as per the details given below.

Sl. No.	Description of Items	EMD	Cost of Tender (Rs.)	Last Date for submission of bids	Tech. Bid Opening Date	Fin. Bid Opening date
1.	Journals for the year 2016 (Print copy)	Rs.36,000/- -	1000/-	25.10.2016 Upto 2.30 pm	26.10.2016 after 2.30 pm.	28.10.2016 at 3.00 pm

Complete details i.e (Terms & conditions and Technical specifications) can be obtained from this office or can be downloaded from the institute website www.nrcmithun.res.in.

Sd/-
Officer-in-Charge Library

Tender Form

No. ICAR-NRCM(S)304/2015

Dated : 05 .09.2016

To,

Subject: Subscription of Print Copy of Foreign & Indian Journals for the year 2016 - reg.

Dear Sir(s),

On behalf of the purchaser, you are invited to submit your most competitive quotation in the enclosed format for the same. You are also requested to submit the following documents along with your quotation:-

1. Schedule of Requirements 2. Technical Specification 3. Questionnaire 4. Bid Form and Price Schedules. 5. Bank Guarantee/FDR for Bid Security. 6. Manufacture's Authorization Form.		(Page 1 to 17)
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Each column/ blank be filled properly and every papers/documents enclosed with bid documents must be signed and stamped by the authorized signatory of the firms/Company.

Instructions to Bidders(ITB) and General Condition of Contract(GCC) may not be sent alongwith tender and these may be retained by bidders for their information and reference.

Care has been taken to avoid contradiction between stipulation in the ITB, GCC and those in the other sections of the bidding documents. But wherever contradiction arises, if any, stipulations contained in the Schedule of Requirements shall prevail.

Yours faithfully,

Officer-in-Charge Library

**Kindly also down load ITB & GCC
from the Institute Website www.nrcmithun.res.in**

Part -1 Schedule of Requirements (Section-IV)

Schedule-I

Annexure-A

List of Foreign Journals for the year 2016

S/No.	Name of Journals	Publishers
1	Journal of Animal Science	JAS
2	Animal	Cambridge University Press
3	Animal Feed Science& Technology	Elsevier
4	Journal of Phytotherapy Research	John Wiley & Sons
5	Veterinary Parasitology	Elsevier
6	Livestock Science	Elsevier
7	Reproduction	Portland Press
8	Animal Genetics	Wiley

List of Indian Journals for the year 2016

S/No.	Name of Journals	Publishers
1	Indian Journal of Animal Health.	West Bengal Vety. Asso, 68, Kshudiram Bose Saruni, Kolkata-37
2	Indian Journal of Animal Science.	Business Manager, Directorate of Infn.& Pub. Of Agri.ICAR, Krishi Ansuandhan Bhawan, New Delhi-110 012
3	Indian Journal of Comparative Microbiology, Immunology & Infectious Diseases.	Editor-in-Chief , Department of Veterinary Microbiology Lala Lajpat Rai University of Veterinary & Animal Sciences, Hisar-125004
4	Indian Journal of Veterinary Medicine	Editor, IJVM, Division of Medicine, Indian Veterinary Research Institute, Izatnagar-243122, Bareilly (Uttar Pradesh) (India).
5	Indian Journal of Veterinary Surgery.	Editor, Indian Journal of Vety. Surgery, Div. of Surgery, IVRI, Izatnagar-243122
6	Indian Veterinary Journals.	Editor, Indian Veterinary Journal, 11, Chamiers Road, Nandanam, Chennai – 600 035
7	Journal of Veterinary Public Health	Div. of Vety. Public Health, IVRI, Izatnagar-243 122
8	Medicinal & Aromatic Plants Abstracts	Sr.Sales & Dist.Officer, NISCAIR,Dr. K.S.Krishnan Marg,New Delhi-12
9	Ruminant Science	Anand Publishing,92-Lav Kush Nagar-First Tonk Phastak, Jaipur, Rajasthan(India)

Detail of Bid Security: FDR/Bank Guarantee/ DD

No. _____ dated _____ Rs. _____.

Firm's Company seal may be fixed on the reverse of FDR/Bank Guarantee/DD.

Name of the Bank _____

TECHNICAL SPECIFICATION:-

Terms and Conditions for the Subscription of Foreign/Indian Journals

- i. Tenders in any other form except on the tender form issued by Institute will not be entertained. The non-refundable cost of the tender is Rs.1000.00. In case the same has been downloaded, the cost of the tender has to be enclosed in the form of Bank draft in favour of Director, ICAR-NRCM attached with the Technical Bid.
- ii. The tenders must be submitted in sealed cover containing two sealed envelopes, first sealed cover contains **Technical bid** and the second envelope contains **Financial Bid**. The sealed cover must be superscripted with **Supply of Foreign & Domestic Journals** addressed to the Officer-in-Charge, Library, ICAR-National Research Centre on Mithun, Jharnapani, Medziphema, Dimapur, Nagaland-797106. The tender should be submitted by speed/Regd. Post only (**not Courier**). It can also be dropped in the Tender Box placed in office. Tenders received after due date will not be entertained.
- iii. The selected firm/agency upon receipt of confirmed order shall process Institutional subscription and advance payment shall be made by the ICAR-NRCM to the selected firm.
- iv. Firm has to provide **Subscriber Number allotted by the publisher against journals subscribed.**
- v. **The journals available in dual currencies should be billed in the currency by which the converted cost is the lowest in Indian rupees.**
- vi. The Bid Security (EMD) will not carry any interest on it. The EMD will be refunded in full on receipt after the finalization of tender. The refund of EMD not claimed within three years from the last date of receipt of tender will stand forfeited. However, in case of tender accepted for the supply of journals, the EMD will be refunded only after depositing of the Security Deposit .The intending Firm/Vendor has to deposit Bid Security (EMD) OF **Rs.36,000/-** in the shape of Demand Draft/FDR from commercial bank in favour of Director-ICAR-NRCM payable at SBI Medziphema branch, code-06759 along with the **Technical Bid**.
- vii. The successful firm will be required to deposit the security amount at the 100% of the total order value in the shape of Bank Guarantee or fixed deposit which will be released only after completion of supply of issue(s) of Foreign and Indian journals only. No interest will be paid by ICAR-NRCM on Security money.
- viii. The Firm/Agency has to specify clearly the **Flat discount rate** to be given for the supply of journals keeping in view the total order value. Such discount will be subject to deduction from the bill amount itself.
- ix. Journals issues so ordered are delivered by hand/Post in the Library, ICAR-ICAR-NRCM in good condition. **The firm/agency shall procure all the journals subscribed for the Unit's library from the respective publishers by Air Freight arrangement at no additional cost and supply the same to the library.**
- x. The firm/Vendor has to inform about the availability of free online access to the ordered journals to the Library, ICAR-ICAR-NRCM.
- xi. Free online facility of journals where ever it is applicable with the print order has to be IP authenticated on the Institute's I P Numbers.
- xii. Activation of online journals has to be done by the firm without charging any additional charges or subscription.
- xiii. The firm/vendor will provide all the facilities of subscription model/license agreement with the publishers where ever applicable.
- xiv. The subscription agency has to send periodical reminders automatically to the publishers concerned for any non-receipt of issues and send copies of reminders to us for our verification and records. Agency/firm should provide web based claim management support so that the order/delivery/claim status can be checked by Library, ICAR-NRCM, Jharnapani, Nagland as and when required. The company should submit documentary

evidence (In the form of website print outs) of such facility and also give website address where this service can be checked.

- xv. The firm should have last Five years' experience in supply of foreign and Indian journals to ICAR Institute's/SAU, Central universities/other UGC recognized universities. The firm /agency should make an undertaking that it will be in a position to supply the foreign and Indian journals as per the list attached.
- xvi. The firm has to pay 2% penalty (up to 10% maximum) against late supply of print/online journals/ periodical. The firm/vendor will refund the proportionate cost/value/amount along with 10% penalty for the not supplied journals/issues in lieu thereof in the form of refund by means of a Demand Draft favouring Director, ICAR-NRCM, Jharnapani. The firm will refund to Director, ICAR-NRCM, Jharnapani full amount of subscription of journals along with the penalty which are not supplied within six months from receipt of payment.

The periodicity of journal, its Time limit relaxation period & penalty is as under:-

Periodicity of periodicals /journals	Time limit for supply of journals	Relaxation period	Penalty
Weekly	Within 15 days from date of publications	7 days	2% of the cost of the late supplied Issue each day and maximum of fifteen days from the date of relaxation
Fortnightly	Within 25 days from date of publication	10 days	2% of the cost of the late supplied issue each day and maximum of fifteen days from the date of relaxation
Monthly	Within 35 days from date of publications	10 days	2% of the cost of the late supplied issue each day and maximum of Fifteen days from the date of relaxation
Quarterly	Within 45 days from date of publications	10 days	2% of the cost of the late supplied issue each day and maximum of Fifteen days from the date of relaxation
Online version journals if any periodicity	Within 7 days from the date of uploading by the publisher on their website publications	3 days	2% of the cost of the late supplied issue each day and maximum of Fifteen days from the date of relaxation
Any other periodicity	Within 35 days from date of publications	10 days	2% of the cost of the late supplied issue each day and maximum of Fifteen days from the date of relaxation

No penalty will be charged, if the suppliers provide valid and satisfactory reasons for non-supply of the journals with documentary evidence received from the publishers. The documents relating to non-supply of journals should be submitted well in advance to avoid penalty.

- xvii. No interest would be payable on amount paid by the subscription agent to the publisher on account of delay in payment by the institute.

- xviii. The Firm/agency should give undertaking that the firm have necessary permission to deal with foreign and Indian periodicals subscription and make necessary payment in foreign and Indian currency. Further it should fulfill all statutory requirements.
- xix. The successful firm will have to enter into an agreement with the Director, ICAR-ICAR-NRCM, Jharnapani on a non-judicial stamp paper of Rs.100/-(Rs. One hundred only), the cost of which has to be borne by the Tenderer himself.
- xx. The Institute reserves the right to discontinue the service of the firm on the basis of performance in terms of supply of journals subscribed through them.
- xxi. The Director, ICAR-NRCM on behalf of ICAR reserves the right to accept or to reject any or all items(s) if the tender at any stage without assigning any reason. The decision of the Director, ICAR-NRCM in this regard will be final and binding.
- xxii. The number of journals to be for the calendar year January to December which may be increased or decreased at any stage of the contract by ICAR-NRCM.
- xxiii. All journals are to be supplied for the calendar year January to December, supply of the periodicals should commence from the issue no. 1 of the volume starting during the year unless specified otherwise.
- xxiv. The rates of the journals /titles must be submitted only by charging on current bank exchange rate (TT selling rate).**
- xxv. Initially the contract for supply of journals will be one calendar year i.e. January to December of a year and can be extended for further one year with the approval of Director, ICAR-NRCM
- xxvi. Force majeure: Any failure of omission or commission to carry out the provisions of the contract by the supplier shall not give rise to any claim by either of the party to contract, if such failure of omission or commission arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake, , hurricane or any pestilence or from civil strikes, compliance with any stature and /or regulation of the government, lockouts and strikes, riots, embargo or from any political or other reasons beyond the supplier's own control including war (whether declared or not) civil war or state or insurrection, provided that notice or the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force majeure conditions.
- xxvii. Price Fall Clause: The offer of the rates by the publishers/suppliers will be subject to the price fall clause i.e. if any item is offered by the tenderer on lower rates to some other organization, he shall forthwith notify such reduction or sale immediately to the Director, ICAR-NRCM and such reduction will automatically applicable to the ICAR-NRCM.
- xxviii. No gratification clause: The bidders will give an undertaking that they will not try to gratify any person or use any other unfair means involved in the purchase of the quoted books & journals. This will also debar the company for participating in other tenders floated or to be floated by the purchaser and suitable action will be initiated against such defaulters.
- xxix. Validity of bids: For the calendar year and additional six months totalling 18 months e.g. from 01 January 2016 to 30 June 2017.
- xxx. The bidders will not form a part of the cartel and put in supporting quotations for some other companies. This will debar the company for participating in other tenders floated or to be floated by the purchaser. The institute can compare the prices of other bidders L2, L3 etc. also the prices quoted in other tenders for same products and in case of discrepancy suitable action will be initiated.
- xxxi. Non-black listing- bidders will provide an undertaking on non-judicial stamp paper that neither they nor their principal publishers/suppliers have been blacklisted by any State/ Central Government departments/other organizations.
- xxxii. Discount percentage shall be indicated both in figures as well in words.
- xxxiii. In case of any dispute arising out of their contract, decision of the Director, ICAR-NRCM will be final and binding to both Parties.

- xxxiv. At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25%, the quantity of goods & services as specified in the List of Requirements, without any change in the unit price or other terms & conditions.

Selection Criteria of Bidders for TECHNICAL BID for the supply of Foreign and Indian Journal the supply of Journals

- a. The firm should have financial status in dealing with the supply of the Periodicals. Turnover of the firm during the preceding 3 years should be minimum 5 times of the supply order or any equivalent amount fixed by the ICAR Unit, The documentary proof of this effect in the form of balance sheet for each year for the last three years has to be enclosed along with the offer of the tender, failing which the offer will be rejected. (To be enclosed with the technical bid).
- b. The firm should be having PAN (Permanent Account No.) / TAN allotted by the Income tax Department, documentary proof of the same has to be enclosed along with the technical bid.
- c. The Firm/Agency should be a regular member of the "GOODS OFFICES COMMITTEE" of the Federation of Publishers and Book Sellers Association of India and a proof has to be enclosed with the offer.
- d. The firm shall provide web based claim management support so that the order/delivery/claim status can be checked by this institution as and when required. **Company should submit documentary evidence (in the form of website printouts) of such a facility and also give website address where this service can be checked.**
- e. **Bid Security (EMD) amount of Rs. 36,000/-** in the form of Demand Draft /FDR/Bank Guarantee in favour of Director, ICAR-NRCM, Jharnapani along with the cost of the tender if the same has been down loaded to be enclosed with the technical bid. No interest will be paid on EMD.
- f. Technical Bid to be appended along with the offer in a separate envelop marked as Technical Bid.
- g. The firm /agency is supposed to enclose the documentary evidence of supply order of last 3 years for the subscription of foreign and Indian journals to be annexed regarding supply of periodicals to ICAR Institute's/SAU Central universities/ other UGC recognized universities and IITs, (to be enclosed with the Technical Bid). Experience should be for supply of foreign and Indian journals.
- h. The Firm / agency should give undertaking that the firm have necessary permission to deal with foreign and Indian periodicals subscription and make necessary payment in currency. Further it should fulfill all statutory requirements as per the enclosed checklist with the technical bid)
- i. **Terms and conditions for supply of journals in Library, ICAR-NRCM duly signed has to be enclosed with the technical bid.**

Signature of Tenderer

SHEDULE OF REQUIREMENTS (SECTION-IV)

1. Name of the Purchaser – **The Director,
ICAR-National Research Centre on Mithun,
Jharnapani, Medziphema, Nagaland-797106.**
2. Purchaser's mailing address – **Officer-in-Charge, Library
ICAR-National Research Centre on Mithun,
Jharnapani, Medziphema, Nagaland-797106.**
3. **Preparation of Bids-----**
 - I. Language of Bid- English
 - II. The amount of Bid Security- **Rs. 36,000/-**
4. **Submission of Bids-----**
 - (i) Number of copies required is **One**
 - (ii) Address for submission of bids, to be given on the envelope is-

**Officer Incharge, Library
ICAR-National Research Centre on Mithun,
Jharnapani, Medziphema, Nagaland-797106**

- (iii) (a) **Time & Date of technical bids opening are 26.10.2016 at 2.30 pm**
- (iii) (b) **Time & Date of Price/Financial bids opening are 28.10.2016 at 3.00 pm**

(iv) **Deadline for submission of bids are 25.10.2016 upto 2.30 pm** (In the event of the above specified date being declared a holiday for the purchaser, the bids will be received up to the appointed time on the next working day.)

(V) **“Technical Bid” & “Financial Bid”** should be kept separately in two different sealed envelope, superscripted thereon TECHNICAL BID and FINANCIAL BID and both the envelopes should be kept in a larger sealed packet/envelope. The larger outer cover should indicate **Tender Number, Supply for Foreign & Domestic Journals for the year 2016 and opening date on the top of the right hand corner.**

Documents/Papers to be submitted with Technical Bid and Price Bids follow:-

Technical Bid:-

1. Copy of balance sheet for each year for the last three years has to be enclosed along with the offer of the tender, failing which the offer will be rejected.
2. The firm should be having PAN (Permanent Account No.) / TAN allotted by the Income tax Department, documentary proof of the same has to be enclosed.
3. The Firm/Agency should be a regular member of the "GOODS OFFICES COMMITTEE" of the Federation of Publishers and Book Sellers Association of India and a proof has to be enclosed with the offer.
4. The firm shall provide web based claim management support so that the order/delivery/claim status can be checked by this institution as and when required.

Company should submit documentary evidence (in the form of website printouts) of such a facility and also give website address where this service can be checked.

5. **Bid Security (EMD) amount of Rs. 36,000/-** in the form of Demand Draft/Pay order/FDR/Bank Guarantee in favour of Director, NRCM, Jharnapani payable at SBI, Medziphema, Code-06759 along with the cost of the tender if the same has been down loaded to be enclosed with the technical bid.
6. Technical Bid to be appended along with the offer in a separate envelop marked as Technical Bid.
7. The firm /agency is supposed to enclose the documentary evidence of supply order of last 3 years for the subscription of foreign and Indian journals to be annexed regarding supply of periodicals to ICAR Institute's/SAU Central universities/ other UGC recognized universities and IITs, (to be enclosed with the Technical Bid). Experience should be for supply of foreign and Indian journals.
8. The Firm / agency should give undertaking that the firm have necessary permission to deal with foreign and Indian periodicals subscription and make necessary payment in currency. Further it should fulfill all statutory requirements as per the enclosed checklist with the technical bid)
9. **Terms and conditions for supply of journals in Library, NRCM, Jharnapani duly signed has to be enclosed with the technical bid.**

Price Bid:-

1. Price schedule duly completed enclosed with Proforma Invoice.
2. Validity of bids: For the calendar year and additional six months totalling 18 months e.g. from 01 January 2016 to 30 June 2017.

SCHEDULE OF REQUIREMENTS (SECTION-IV)

1. **Inspection and Tests:-**
 - (i) Certificate showing country of origin.-----
 - (ii) Test certificate/inspection certificate with date ,name of Issuing Agency, content of specifications (**To be filled by bidder**) -----
2. **Packing-**

The consignment may please be shipped in cardboard packing only. If the consignment is dispatched in wooden packing, the shipped is required to send the Phytosanitary certificate from the country of origin for this purpose.
3. **Insurance-**

(i) Insurance shall be arranged by the supplier. The price should be quoted for destination i.e ICAR-NRCM, Jharnapani, Nagaland in price bid.
4. **Distribution of dispatch Documents—**

All shipping documents and consignment shall be sent through our nominated consolidators.
5. **Incidental Services:** - Banking charges outside India shall be borne by supplier
6. **Warranty :** - 12 month from the date of installation/supply.
7. **Payment-**

(A) Payment for goods supplied from abroad.

 - (i) On shipment 90% of the contract price shall be paid through irrevocable letter of Credit upon submission of documents detailed in L/C.

(ii) 10% of the contract price will be released just after satisfactory installation/ working of equipments/machine etc as well as on submission/production of Performance Bank Guarantee by the supplier(s).

(B) Payment of goods supplied from India

(i) 100% of the contract price on receipt of goods by the consignee supported by satisfactory installation/working report.

8. **Installation:-**

To be done within 30 days from the date of issue of our letter for this purpose failing which Liquidated Damage clause shall apply.

9. **Prices –Be quoted on destination i.e ICAR-NRCM, Jharnapani, Nagaland .**

10. **Resolution of disputes**

By mutual consultation failing which it will be resolved under Arbitration & conciliation Act,1996.

11. **Notices: -** As mentioned GCC clause 31

12. **Taxes and duties:-**

Supplier shall be entirely responsible for payment all taxes, Stamp duties licence fees& other levies imported outside India and within India in case of local supplier.

**SECTION –IV
QUESTIONNAIRE**

BIDDERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW IN CASE A QUESTION DOES NOT APPLY TO A BIDDER THE SAME SHOULD BE ANSWERED WITH THE REMARK “NOT APPLICABLE” BIDDERS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR ARE EVASIVE, THE BID WILL BE LIABLE TO BE IGNORED.

1. Bid No. Date for bid opening on

2. Offer is open for acceptancedays

3. Brand of goods offered:

4. Name & address of manufacturer :

5. Station of Manufacture :

6. What is your permanent Income Tax A/C no :

7. Confirm whether you have attached your latest/current ITCC or certified photocopy thereof.

8. Status:

(a) Are you currently registered with the Directorate General of Supplies & Disposals (DGS&D) 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.

(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

(c) If you are not registered either with NSIC or DGS&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.

(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).

9. Please indicate:-
Name & full address of your Banker(s): -----

10. Whether you are:
(i) Manufacturer of the goods quoted; or -----
(ii) Manufacturer's authorized agent for those goods.-----

11. State whether business dealings with you have been currently banned by any Ministry/Deptt. of Central Govt. or any State Govt.

Signature of Witness
Name & address of Witness

Signature of Bidder
Full name, designation &
Address of the person signing above
For and on behalf of Mssrs.
.....
(Name and address of the bidding firm)

BID FORM AND PRICE SCHEDULES

Date

To,

**The DIRECTOR,
ICAR-NATIONAL RESEARCH CENTRE ON MITHUN
JHARNAPANI, MEDZIPHEMA, NAGALAND-797106 .**

Ref. Your bidding documents No. dated

Having examined the above mentioned bidding documents, including addenda Nos..... (if any), the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver..... (description of goods and services) in conformity with the said bidding documents for the sum as shown in the price schedules, attached herewith and made part of this bid.

We undertake, if our bid is accepted, to deliver the goods and complete the services in accordance with the delivery schedule specified in the Schedule of Requirements after fulfilling all the applicable requirements incorporated in the above referred bidding documents.

If our bid is accepted, we will provide you with performance security as per the instructions specified in GCC clause 7 and in a form acceptable to you in terms of GCC clause 7.5 for a sum equivalent to 10 % (ten percent) of the contract price for the due performance of the contract.

We agree to abide by this bid for the bid validity period specified in the ITB clause 15 (read with modification, if any, in the Bid Data Sheet) or for the subsequently extended period. If any, agreed to by us and it shall remain binding up on us and may be accepted at any time before the expiration of that period.

Until a format contract is prepared and executed, this bid together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this Day of 201

Signature
(in the capacity of)
Duly authorized to sign bid for and on behalf of supplier

SECTION VII/3

MANUFACTURER’S AUTHORISATION FORM

To,

**The DIRECTOR,
ICAR-NATIONAL RESEARCH CENTRE ON MITHUN
JHARNAPANI, MEDZIPHEMA, NAGALAND-797106 .**

(Name and address of the purchaser)

Dear Sirs,

Ref. Your Bidding Documents No.

We who are established and reputable manufacturers of (name and description of the goods offered in the bid) having factories at hereby authorize Messrs (name and address of the agent) to submit a bid, negotiate (as and if necessary) and conclude the contract with you against your above mentioned Bidding Documents for the above goods manufactured by us.

No company or firm or individual other than Messrs. (name and address of the above agent) is authorized to bid, negotiate and conclude the contract against this specific Bidding Documents for the above mentioned goods manufactured by us.

We hereby extend our full guarantee and warranty as per clause 16 of the General Conditions of Contract, read with modification, if any, in the Special Conditions of Contract for the goods and services offered for supply against this Bidding Document by the above firm.

Yours faithfully,

[Signature, name and designation]

for and on behalf of Messrs.

[Name & address of the manufacturers]

Note: This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.

FORMAT-II

PRICE SCHEDULE FOR DOMESTIC GOODS OR GOODS OF FOREIGN ORIGIN LOCATED WITHIN INDIA

1	2	3	4						5	6	7
			Price per unit								
Schedule No.	Item description no	Accounting unit & Quantity	Ex-factory / ex-warehouse use / ex-showroom off the shelf	Excise duty if any	Packing and forwarding	In-land transportation	Insurance other duties and taxes, if any other (than sales tax) and incident at costs	Incidental services (Including supervision)	Overall unit price [a+b+c + d+e+f]	Total price on destination basis i.e ICAR-NRCM, Nagaland	Sale tax payable, if contract is awarded.
			(a)	(b)	(c)	(d)	(e)	(f)	3x5		

Total bid price in Rupees: (in figure) -----
 (in words) -----

Place
Date

Signature of bidder
Name
Business address

Note :

- I. In case of discrepancy between unit price and total price, the unit price shall prevail.
- II. If nothing to the contrary to this effect is mentioned under Section VII (Technical Specification and Quality Control Requirements), the bidder shall give list of spare parts for two years operation separately indicating description, quantity, unit price and total price in the above format for those items whose scope of supply includes spare parts as per 'Technical Specifications' give is Section VII.

PRICE SCHEDULE FOR GOODS TO BE IMPORTED FROM ABROAD

1	2	3	4	5 Price per unit				6	7	8	9	10
Schedule No.	Item Description	Country of origin	Accounting unit & Quantity	Unit price FOB port of loading	Unit price CIF, Kolkata at port of entry	Inland transportation charges, insurance and other local costs incidental to delivery, if specified	Incidental services including supervision	Over all unit price [(a or b) + c +d]	Total price	Indian agent's name	Indian agent's commission as a % of FOB or CIF, Kolkata price included in the quoted price	Shipment weight and volume
				(a)	(b)	(c)	(d)	4x6				

Total bid price in foreign currency: (in figures)-----
 (in words) -----

Place:
 Date:
 Note:

Signature of bidder
Name
Business address

- I. In case of discrepancy between unit price and total price, the unit price shall prevail.
- II. If nothing to the contrary to this effect is mentioned under Section VII (Technical Specification and Quality Control Requirements), the bidder shall give list of spare parts for two years operation separately indicating description, quantity unit price and total price in the above format for those items whose scope of supply includes spare parts as per 'Technical Specifications' give in Section VII.
- III. Indian agent's commission shall be paid in Indian Rupees only. No. change due to exchange variation shall be allowed.

SECTION VII/2

BANK GUARANTEE FORM FOR BID SECURITY

Whereas (name of bidder) (herein after called “the bidder”) has submitted his bid dated [dated] for the supply of (brief description of the relevant goods and services) (herein after called “the bid”).

KNOW ALL PEOPLE by these presents that WE..... (name of the bank) having registered office at (full address) (herein after called “the bank”) are bound unto..... (name of the purchaser) (herein after called “the purchaser”) in the sum of (amount in figures and in words) for which payment well 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 20.....

THE CONDITIONS of this obligations are :

- 1. If the bidder
 - I. Withdraws its bid during the period of bid validity specified by the bidder on the bid form; or
 - II. Does not accept the correction of errors in accordance with the Instruction to Bidders

OR

- 2. If the bidder, having been notified of the acceptance of its bid by the purchaser during the period of bid validity.
 - I. Fails or refuses to execute the contract form, if required; or
 - II. fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

We undertake to pay to the purchaser upto 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 of the above mentioned two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 60 (sixty) days after the period of bid validity and any demand in respect thereof should reach the bank not later than the above date.

Signature of the Bank
SEAL of the Bank

Date -----
Place-----